



CITY OF CAMARILLO

FISCAL YEAR 2025-2026 BUDGET

INCLUDES THE CAMARILLO
SANITARY DISTRICT



July 1, 2025

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Camarillo
California**

For the Fiscal Year Beginning

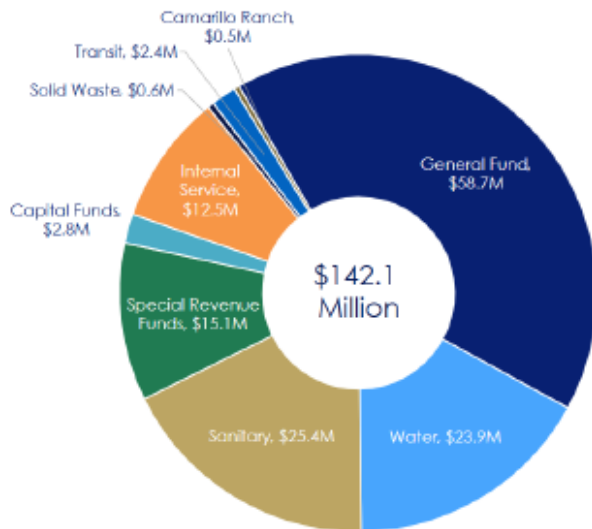
July 01, 2024

Christopher P. Morill

Executive Director

Where The Money Comes From

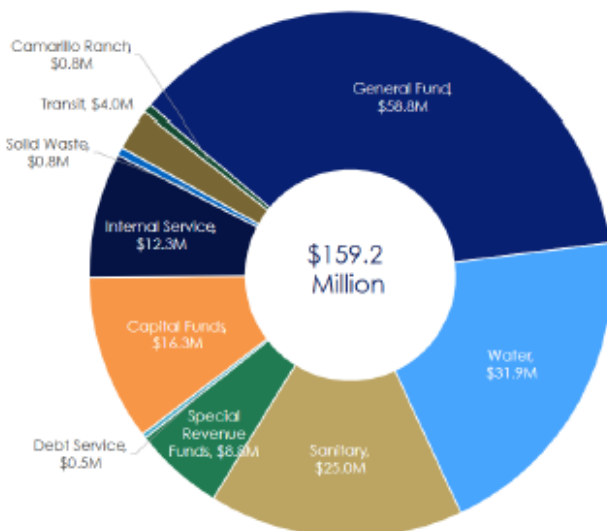
All Citywide Revenue/Sources
\$142.1 Million



The total Budget for FY 2025/26 includes revenues of \$142.1 million, and expenditures of \$159.2 million. The difference of \$17.1 million is due to the planned use of the accumulated fund balance for one-time costs or capital expenditures. The FY 2025/26 accumulated fund balance is projected to be \$192.9 million. The General Fund includes revenues and transfers in of \$60.7 million, along with expenditures and transfers out of \$63.4 million. Of the \$2.6 million decrease in the General Fund balance, approximately \$1.3 million is allocated for one-time projects funded directly from fund balance. The remaining \$1.4 million will be drawn from a designated trust fund to address the City's unfunded accrued liability. These planned uses of the fund balance are aligned with the City's long-term financial strategy.

Where The Money Goes

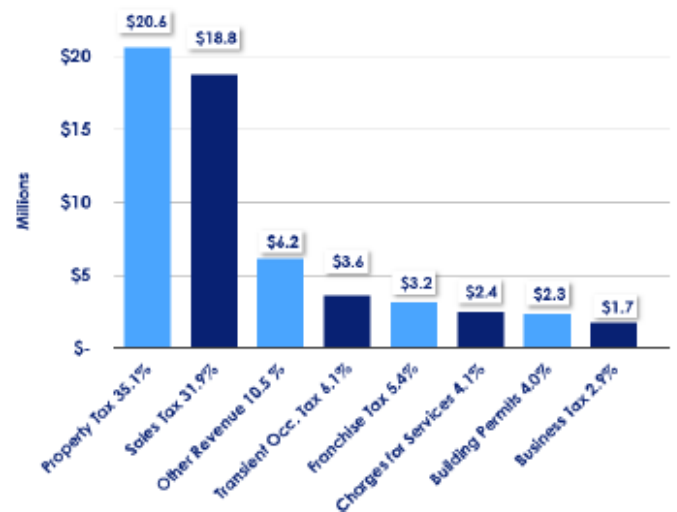
All Citywide Expenditures/Uses
\$159.2 Million



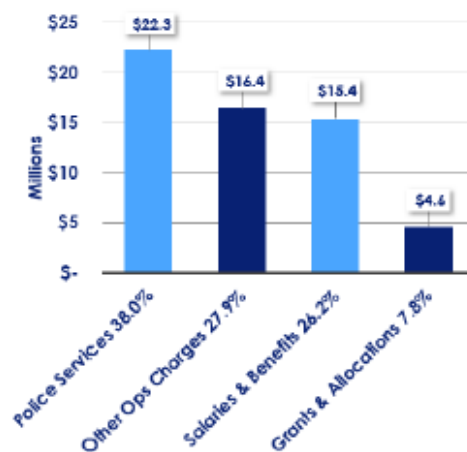
City of Camarillo Budget-At-A-Glance

www.cityofcamarillo.org/budgets

General Fund Breakdown: \$58.7 Million



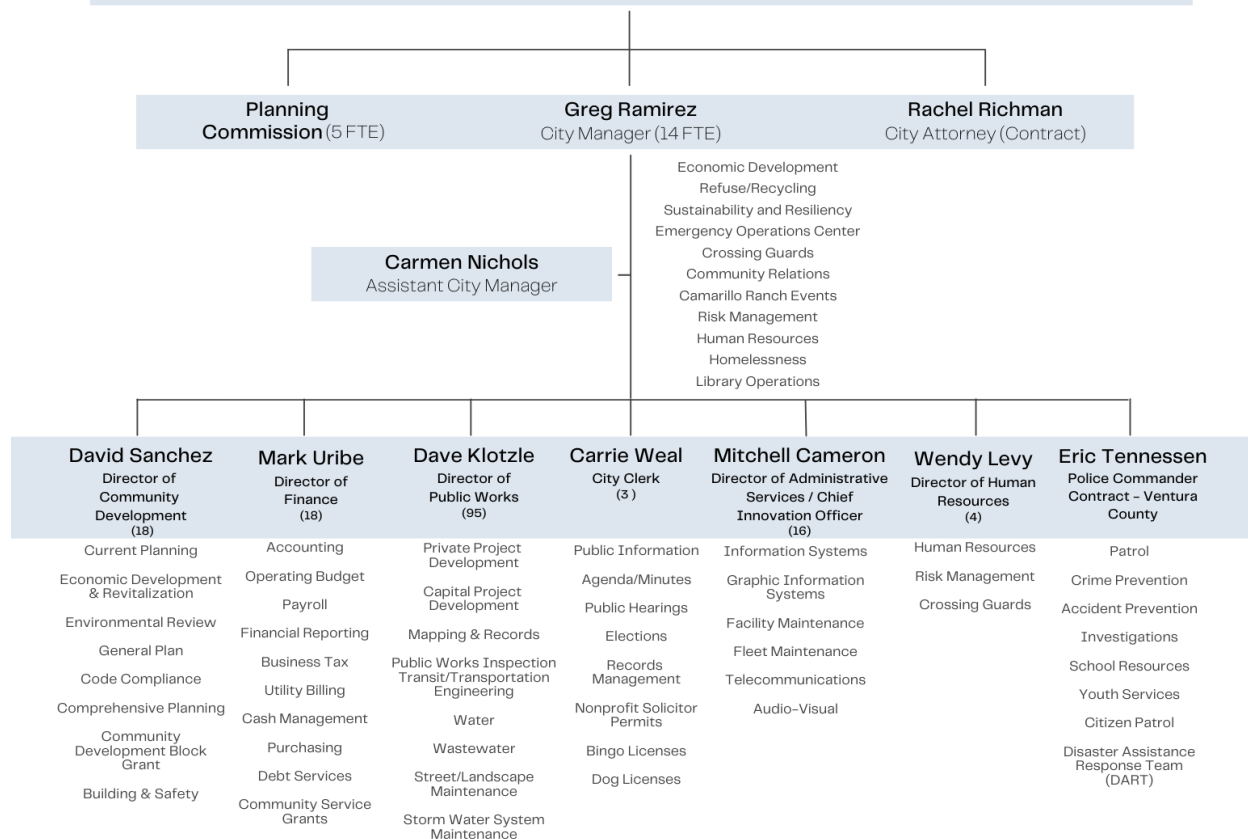
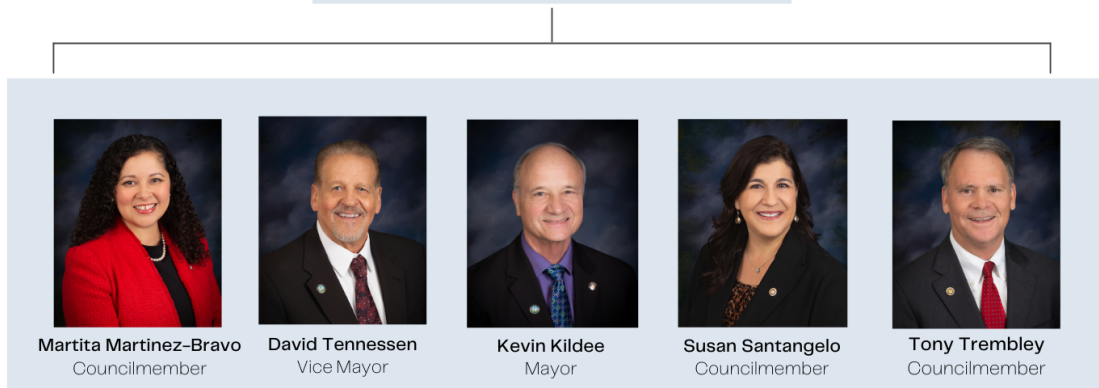
General Fund Breakdown: \$58.7 Million





ORGANIZATIONAL STRUCTURE AND DIRECTORY OF CITY OFFICIALS

Organizational Structure & Directory of City Officials



FISCAL MANAGEMENT: It is the goal of the City Council to maintain sound and conservative financial practices to ensure the fiscal sustainability of the City.

- 1.1 Pursue opportunities for diversification of City revenues through public and private sources.
- 1.2 Continue to identify and implement means and methods for streamlining internal and public-facing City operations.
- 1.3 Develop, implement and update annually a City Strategic Financial Plan for planning and financing infrastructure including but not limited to facility, IT and capital needs.

COMMUNITY ENRICHMENT: It is the goal of the City Council to provide a safe and enriched environment where people can live, work and play.

- 2.1 Explore various options for financially supporting the arts program and ways to commission public art to celebrate the identity and history of Camarillo.
- 2.2 Explore opportunities to foster an inclusive and accessible environment for all, including inclusivity and tolerance in our community.
- 2.3 Foster comprehensive community wellness through strategic initiatives that create a foundation of physical, mental, and social health for all residents, ensuring equitable access to resources and opportunities for healthy living.
- 2.4 Connect residents with meaningful volunteer opportunities including programs that enhance, restore, and beautify the community through volunteer involvement.
- 2.5 Explore opportunities to engage providers to improve cell phone coverage within the City of Camarillo.
- 2.6 Explore potential changes to the process and sources of funding, with the objective of increasing the level of City financial support for nonprofit organizations serving the community.
- 2.7 Ensure a safe and well-maintained community by enforcing municipal codes, addressing public concerns, and promoting voluntary compliance through education and outreach.

PUBLIC SAFETY AND EMERGENCY RESILIENCE: It is the goal of the City Council to strengthen public safety, emergency preparedness, and disaster resilience to protect residents, businesses, and City infrastructure.

- 3.1 Enhance community safety through continued emphasis on support of law enforcement, expanded public awareness and educational programs.
- 3.1a Strengthen public safety initiatives with local agencies through proactive planning, training, resource allocation, education, emergency preparedness programs, community participation, and infrastructure improvements.
- 3.1b Develop and implement appropriate education, enforcement, and assistance strategies to address homeless and mental health issues through a homeless strategic plan.
- 3.1c Maintain the City's partnership with the VC Sheriff's Department, VC Behavioral Health, and VC Health Care Agency, and expand collaboration with other county, private, and non-profit agencies for assistance, as appropriate, in the City's response to homelessness and mental health issues.
- 3.1d Develop and implement appropriate strategies to more effectively combat crime.
- 3.1e Increase community engagement to continue building trust and legitimacy.

- 3.2 Increase community engagement to continue building trust and legitimacy within our community.
- 3.3 Enhance community safety through continued emphasis on support of law enforcement, expanded public awareness and educational programs.
- 3.4 Invest in infrastructure improvements that support law enforcement and emergency response operations.
- 3.5 Continue to assess and mitigate risks related to climate change, including preparedness and infrastructure resilience.
- 3.6 Expand partnerships with local and regional agencies to enhance coordinated emergency response efforts.

LAND USE, TRANSPORTATION, TRANSIT AND COMMUNITY DEVELOPMENT: It is the of the City Council to 1) Plan appropriate land uses transportation network and transit systems, 2) Provide opportunities to redevelop and develop commercial, industrial and residential areas to improve services, businesses and housing, and to deter and alleviate blight.

- 4.1 Continue to seek improvement on local traffic issues that impact our City.
- 4.2 Continue to work with Caltrans and Ventura County Transportation Commission to address improvements on the 101 Freeway and State Highway 34.
- 4.3 Encourage efforts by County of Ventura and California State University Channel Islands to create a bike trail from Calleguas Creek Bridge at Pleasant Valley Road to California State University Channel Islands.
- 4.4 Evaluate potential measures to improve public transit.
- 4.5 Maintain the City's land use planning documents to assure that new development, transportation, and land use are consistent with the community's vision.
- 4.6 Develop alternate methods to move forward with housing and non-housing projects without traditional redevelopment property tax increment and evaluate financing opportunities for instituting such projects.
- 4.7 Focus on the potential incremental redevelopment of the Camarillo Commons Specific Plan area by:
 - 4.7a Affirmatively engaging property owners in the Plan area; and
 - 4.7b Evaluating market-based solutions for facilitating redevelopment of the Plan area
- 4.8 Continue to assist other commercial property owners who have interest in revitalizing their properties.
- 4.9 Evaluate various options for enhancing the livability and economic viability of the Old Town area including, supporting grassroots efforts of a feasibility study of a Business Improvement District.
- 4.10 Encourage the development of appropriate infill housing projects that include affordable housing opportunities to help address the housing crisis in our area.

TECHNOLOGY AND CITY FACILITIES: It is the goal of the City Council to modernize and maintain critical infrastructure, ensuring the City's technology and facilities support efficient operations, public engagement, and long-term sustainability.

- 5.1 Enhance cybersecurity measures and data protection strategies to safeguard City operations and public service.

- 5.2 Expand and upgrade technology infrastructure to improve network connectivity, digital services, and operational efficiency.
- 5.3 Implement technology solutions that enhance transparency, public access, and service delivery including expanded digital engagement tools.
- 5.4 Improve and modernize City facilities using sustainable building practices, energy-efficient systems, and resilient infrastructure.
- 5.5 Ensure emergency operations and critical city services have reliable technology and facility infrastructure to maintain continuity during emergencies.
- 5.6 Develop and implement a Facilities Asset Management and Maintenance Strategy to ensure long-term operational efficiency and cost effectiveness.
- 5.7 Integrate technology solutions, energy-efficient systems and sustainable construction methods into infrastructure projects identified in the Capital Improvement Program.

NATURAL RESOURCE INFRASTRUCTURE MANAGEMENT: It is the goal of the City Council to:
 1) Provide cost-effective, efficient services to the public while minimizing impacts on the environment;
 2) Reduce the City's reliance on costly imported water by developing, maintaining, and delivering a reliable and sustainable source of local water at an affordable cost; 3) Protect health and safety through the collection and treatment of domestic, commercial, and industrial wastewater, while achieving full regulatory compliance.

- 6.1 Continue to seek funding for all infrastructure projects.
- 6.2 Continue to emphasize water conservation measures.
- 6.3 Develop major project work plans to prioritize, plan, fund, and execute infrastructure projects.
- 6.4 Continue implementation of the Wastewater Master Plan.

SUSTAINABILITY AND ENVIRONMENTAL STEWARDSHIP: It is the goal of the City Council to advance sustainable practices in City operations, infrastructure and facilities to reduce environmental impacts and promote long term resilience.

- 7.1 Implement the City's Sustainability Management Plan.
- 7.2 Integrate sustainable design and materials into all City facility improvements and capital projects.
- 7.3 Expand clean energy initiatives, including electric vehicle infrastructure and energy-efficient building upgrades.
- 7.4 Improve water conservation efforts through modernized infrastructure and water management solutions.
- 7.5 Enhance public engagement and education on sustainability initiatives, including waste reduction and renewable energy programs.
- 7.6 Increase the City's use of technology to monitor, manage, and reduce environmental impact across municipal operations.
- 7.7 Promote renewable energy generation and infrastructure projects in the city, including electrical vehicle (EV) charging infrastructure and energy efficiency improvements.
- 7.8 Expand community education and outreach regarding recycling, waste reduction, hazardous materials, and organic waste.

- 7.9 Implement the transition of public transit and general use City vehicles and the infrastructure necessary to reduce greenhouse gases by electric, hybrid, or by other environmentally friendly options.

ECONOMIC DEVELOPMENT: It is the goal of the City Council to maintain a positive environment for new business, expansion and retention of existing businesses through staff assistance and provision of efficient processing of proposals.

- 8.1 Aggressively implement the City's adopted Economic Development Strategic Plan.

- 8.2 Retain and expand a diverse and healthy business environment in the City.

- 8.3 Seek opportunities for touristic growth, strengthening the City's transient occupancy tax and other tourism related sources of revenue.

COMMUNITY RELATIONS: It is the goal of the City Council to strengthen community engagement through open communication, effective outreach, and enhanced opportunities for connection between the City and community members.

- 9.1 Engage youth regarding issues that concern them and develop future leaders.

- 9.2 Seek opportunities for community engagement as outlined in the Community Engagement Guidelines and through improved technology.

- 9.3 Enhance customer service and expand community education efforts to improve public awareness and accessibility of services.

INTERGOVERNMENTAL RELATIONS: It is the goal of the City Council to maintain effective communications with local, state and federal elected representatives and other local, state, and federal public agencies including schools, parks, special districts, and California State University, Channel Islands.

- 10.1 Prioritize communications with other local, state, and federal public agencies that serve Camarillo residents and businesses.

- 10.2 Be proactive in defending the City's interests concerning proposed legislation and regulatory issues, including but not limited to legislative efforts to reduce local municipal control in land use and housing decisions.

- 10.3 Continue to maintain a close working relationship and communication with California State University, Channel Islands, including its President, regarding City, University and student issues such as student services, housing, facilities, growth projections, economic development opportunities, research opportunities and the employment pipeline.

- 10.4 Strengthen communication and proactive advocacy for the City's interests with respects to the operation of the Camarillo Airport to ensure the Ventura County Department of Airports upholds the Joint Powers Agreement of 1976 between the City of Camarillo and County of Ventura, and protects the quality of life, safety, and security of the Camarillo community.

- 10.5 Partner with other public agencies serving the Camarillo community such as CSUCI, school districts, Pleasant Valley Recreation and Parks District, Camarillo Health Care District, and others to host informational update town halls throughout the community.

- 10.6 When the District is ready to move forward, continue working with Pleasant Valley Recreation and Park District to address Senior Center and community recreation facility needs.

- 10.7 Continue to advocate for the preservation and expansion of military commands in Ventura County, including military, federal, civilian, and defense contractor employment and assets.

EMPLOYEE RELATIONS: It is the goal of the City Council to maintain an optimum work environment through competitive salaries, benefits, and training.

11.1	Promote and encourage sustainable best practices in the workplace consistent with the Sustainability Master Plan and incentivize employees for personal work-related sustainability practices.
11.2	Enhance succession planning by identifying and preparing internal candidates for leadership roles and developing and establishing clear career development plans and resources to help employees grow within the organization.
11.3	Expand professional development by providing additional opportunities for skill development, cross-training, and leadership training through workshops, employee development plans and performance management program enhancements.
11.4	Enhance the onboarding experience through a comprehensive program that fosters interdepartmental collaboration, promotes organizational culture, and offers inclusive New Employee Orientation sessions.
11.5	Review and enhance policies to ensure all employment policies and procedures are legal, inclusive, transparent, accessible, communicated and consistently applied.
11.6	Enhance the employee experience by implementing comprehensive recognition programs to celebrate achievements and conducting regular engagement surveys to gather feedback and identify opportunities for workplace improvement.
11.7	Explore implementing an employee wellness initiative to promote and support employee well-being by providing resources, activities, and policies that focus on improving physical, mental, emotional, and financial health, leading to increased employee satisfaction
11.8	Perform regular salary and benefits benchmarking to maintain competitive compensation packages and offer additional voluntary benefits based on employee interest and market trends.

Performance Measurement Process

The City of Camarillo is dedicated to providing effective and efficient municipal services that promote a high quality of life, economic vitality, and a safe environment. In these efforts, performance metrics provide valuable information needed to sustain service levels, strive for excellence, and continue improvement. Performance measures provide departmental staff and management with the critical operating information they need to assess quality service delivery and measure success. Measures provide City management key decision-making information for resource allocation, process improvements and other management decisions. Measures also provide the City Council comprehensive data on each department's primary operating functions.

Fiscal Year 2021/22 marked the City of Camarillo's first time developing any form of performance measurements as part of our budget process. Since then, the City has worked to refine the measurements to more accurately identify key performance indicators that reflect the performance of each department and division.

During the Fiscal Year 2025/26 budget process, the City of Camarillo engaged in a much more extensive exercise to update and expand the measurement of performance. The process was conducted and completed by staff from the Finance Department and City Manager's Office which included reviewing our existing performance measurements, as well as the feedback provided by the Government Finance Officers Association (GFOA) after review of the City's FY 2024/25 budget. The team leaders researched the 2021 Award Winning Budget Documents for public agencies as awarded by GFOA, with particular focus on those who received a special recognition for performance measurements. This research helped the team understand how to properly develop measurements, and what kind of activities were measured by similar agencies. Furthermore, the team conducted general research on the process of developing performance targets, and how to monitor and report the data.

Once the research was performed, the team leaders developed sample performance measurements for each department in the City and met with the manager and director for each department and division in the City to present the information. During the meetings conducted, the team requested feedback from City staff as the subject matter experts to help fine-tune the sample measurements provided and develop additional ones. Subsequently, each department met internally to develop measurement and targets.

This exercise led to internal discussions as to the relevance of the work being conducted, the role each agency plays in the greater organization, and the cooperation that needs to take place to achieve the new targets. Additionally, staff discussed ways to be accountable throughout the year to successfully track data to measure performance. To this end, departments will be regularly updating information on performance through our OpenGov platform, which can be found on the City's website through the Engage Camarillo Community Strategy, under Department Stories. A number of these measurements will require new tracking tools and methods, however, we understand that by making this investment now, the City will have access to critical metrics that will provide valuable information needed to sustain service levels, strive for excellence, continue improvement, and educate future public servants on the City's historical efforts.

For the FY 2025/26 budget, the Finance Department continued the collection, analysis, and discussion of performance measures with all City departments. In addition, a benchmark was established for some performance measures where applicable to use as point of reference against which applicable performance may be compared or assessed. The benchmark is the industry and/or regional standards for applicable performance measures.

July 1, 2025

Mayor and Members of the City Council

On April 9, 2025, the City Council proposed its Goals and Objectives for FY 2025/26. This foundational policy document guides staff work plans and resource allocation throughout the year, along with other activities supporting City operations. Through review and adoption of the City's Annual Budget, the City Council allocates the resources necessary to achieve these goals and objectives. The proposed budget sets the City's financial and operational course of actions for the next fiscal year, and helps the City to continue to provide services that maintain an excellent quality of life for the community.

BUDGET OVERVIEW

This document presents the Fiscal Year 2025/26 proposed Operating and Capital Budget for the City of Camarillo (City) and the Camarillo Sanitary District (CSD), incorporated into one document. The budget includes 100% of funding for both operating and capital project costs scheduled in FY 2025/26. This ensures that resources are allocated to immediate, approved priorities. Projects identified for future fiscal years remain in the pipeline for continued planning, evaluation, and alignment with future budget cycles and City Council goals and objectives. Any reference throughout this memorandum to the City should also be interpreted to include the CSD, where appropriate.

The City Council, City Management and City staff invest and deliver on services that our community values, while ensuring that the City's financial health is well-positioned to withstand any fluctuations as a result of economic uncertainty. Our vital programs such as public safety, utilities, library operations, street maintenance, lighting and landscaping, community support programs and community development continue to be delivered at the highest levels. Through the direction of City Council, staff continues to research and deliver new action strategies that add value to our community such as addressing affordable housing opportunities and, focusing on community wellness, and developing a long term financial strategic plan to fund reconstruction of the Water Reclamation Plant (WRP).

We work together to be responsible fiscal stewards and are optimistic in our budget projections, while acknowledging the complex risk landscape that could impact City revenues. A range of global and domestic challenges face us including the uncertain trajectory of Federal Reserve monetary policy, post-election policy adjustments under the new administration, geopolitical tensions, climate-related disruptions, persistent supply chain vulnerabilities, growing international trade tensions, volatile real estate markets, and slowing growth in major economies. As a result of these interconnected factors, staff continues to take a prudent and conservative approach to budgeting for the 2025/26 fiscal year, maintaining flexibility to respond to rapidly evolving conditions.

Through prudent planning and budget resilience, the City is in a solid fiscal position. The proposed budget includes a 50% General Fund reserve set-aside per the City's Reserve Policy to provide fiscal flexibility and stability.

Many of the projected fund balances in the other funds are expected to meet or exceed their targeted reserve levels at fiscal year end June 30, 2025. For the funds projected to end below their targeted reserve levels, staff is diligently working to bring those funds up to the target level stated in the City's Reserve Policy.

EXECUTIVE TRANSMITTAL LETTER

Incorporated into the FY 2025/26 budget, is the development of a comprehensive project prioritization model - a first-of-its-kind initiative for the City. This effort is to ensure that resources are allocated strategically, aligning projects with City Council Strategic Plan - Goals and Objectives. This effort will enhance transparency, foster collaboration between City Council and staff, and provide clear direction for budget development. This structured approach improves fiscal discipline, supports informed decision-making, and increases public trust in how priorities are set.

Included in this document are summaries of the major funds and prominent changes to their budgets. The budget detail is presented in each section grouped by fund-type. The report includes information related to the total revenue and expenditure activity for the major fund types.

AT A GLANCE – CITY OPERATIONS & CSD

CITY OF CAMARILLO		
	2024/25 BUDGET	2025/26 BUDGET
Fund Balance, July 1	\$ 190,490,745	\$ 157,796,722
Revenues	124,632,656	116,676,796
Expenditures	157,326,679	134,154,166
Estimated Fund Balance, June 30	\$ 157,796,722	\$ 140,319,352
CAMARILLO SANITARY DISTRICT		
	2024/25 BUDGET	2025/26 BUDGET
Fund Balance, July 1	\$ 66,282,089	\$ 52,151,081
Revenues	22,107,125	25,421,703
Expenditures	36,238,133	25,040,783
Estimated Fund Balance, June 30	\$ 52,151,081	\$ 52,532,001
CITY AND CSD COMBINED TOTAL		
	2024/25 BUDGET	2025/26 BUDGET
Fund Balance, July 1	\$ 256,772,834	\$ 209,947,803
Revenues	146,739,781	142,098,499
Expenditures	193,564,812	159,194,949
Estimated Fund Balance, June 30	\$ 209,947,803	\$ 192,851,353

The total budget for FY 2024/25 includes revenues of \$146.7 million and expenditures of \$193.6 million. The FY 2024/25 budget includes a projected use of accumulated fund balance of \$46.8 million due to significant planned capital projects, primarily *Annual Resurfacing/Overlay, Camarillo Train Station Undercrossing, North Pleasant Valley Groundwater Desalter, Well E, Advanced Metering Infrastructure, Water Reclamation Plant Upgrades- Phase I and Phase II, Interim Plant Buildings Improvements, Stormwater Trash Compliance, Pleasant Valley Road Bike Lanes, City Hall Council Chambers Remodel, and Dizdar Park Renovations* capital projects.

The total Proposed Budget for FY 2025/26 includes revenues of \$142.1 million, and expenditures of \$159.2 million. The difference of \$17.1 million is due to the planned use of accumulated fund balance for one-time programs or capital expenditures. The FY 2025/26 accumulated fund balance is projected to be \$192.9 million.

EXPENDITURES - PERSONNEL

Consistent with the City Council goal to maintain an effective workforce through competitive salaries and benefits, the FY 2025/26 projected personnel costs reflect an estimated increase of 8.0% from FY 2024/25. The FY 2025/26 budget includes funding for a total of 172 full-time equivalent (FTE) positions. The staffing level is consistent with the City Council Strategic Plan-Goals and Objectives and departmental operations and work plans.

Department Heads will continue to evaluate positions that become vacant through attrition as an opportunity to reassess staffing needs within the organizational structure and ensure the City continues to provide the highest level of service in the most effective way possible.

CHALLENGES AND UNCERTAINTIES

National Forecast. The economic outlook for the remainder of 2025 and for 2026 is that the U.S. economy still has momentum but the risks are growing. The uncertainty of our economy is driven by the profound shift in U.S. trade policy and heightened tariffs, deportation uncertainty, and federal spending cuts. The Trade Policy shifts will reshape global trade but risk higher domestic prices, and reduced consumer spending which has a direct impact to one of the largest revenue sources for the City, Sales Tax. However, factors such as deregulation, AI-driven investment and productivity gains, increased foreign investment, reshoring and tax cuts are expected to support stronger growth by 2027.

State Budget Update. While the State's budget forecast does not reflect a recession, it does recognize several risk factors that could negatively affect the economy and state revenues. These factors are similar to the national forecast, such as stock market and asset price volatility and geopolitical instability. Immigration policies and tariffs of the scale and scope proposed would be highly inflationary and result in labor shortages and higher prices of internationally traded goods, which would subsequently constrain economic output. Higher inflation could in turn lead the Federal Reserve to engage in more restrictive monetary policy, further dampening economic and revenue growth.

The State anticipates a \$12 billion budget shortfall marked by a substantial slowdown in Gross Domestic Product (GDP) growth, combined with lower job growth and higher unemployment. Higher tariffs are the principal driver of the shift to the forecast.

None of the proposed measures impact the City's operations. The City's General Fund revenues are not dependent on the State's finances. Municipal revenues affected by the State's budgetary impacts include grants and special revenue sources such as Highway Users Tax Account (HUTA), the SB1 Road Maintenance and Rehabilitation Account (RMRA) and Transportation Development Act (TDA Article 8) revenues.

WHAT'S IN THE BUDGET

General Fund Focus

The Proposed General Fund Budget for FY 2025/26 is operationally balanced (ongoing operating revenues exceed ongoing operating expenditures) and structurally balanced over the five-year projection.

EXECUTIVE TRANSMITTAL LETTER

The General Fund is where the majority of discretionary revenues are recorded, and where the majority of general municipal services are provided.

GENERAL FUND				
	FY 2023/24	FY 2024/25	FY 2025/26	
	Actual	Budget	Proposed Budget	Year over Year % Chg
Revenues & Transfers In	\$ 74,262,532	\$ 63,299,277	\$ 60,739,457	(4.0%)
Operating Expenditures	46,392,322	59,763,710	58,765,496	(1.7%)
Operating Transfers Out	3,522,042	4,578,184	4,602,329	0.5%
Total Operating Expenditures	49,914,363	64,341,894	63,367,825	(1.5%)
CIP Transfers Out	7,275,448	50,000	—	(100.0%)
Expenditures & Transfers Out	57,189,811	64,391,894	63,367,825	(1.6%)
Revenues Over/(Under) Expenditures	17,072,721	(1,092,617)	(2,628,368)	
Fund Balance, July 1	84,964,285	102,037,006	100,944,389	
Fund Balance, End of Period	\$ 102,037,006	\$ 100,944,389	\$ 98,316,021	

The budget for FY 2024/25 includes revenues and transfers in of \$63.3 million, and expenditures and transfers out of \$64.4 million.

The Proposed Budget for FY 2025/26 includes revenues and transfers in of \$60.7 million, and expenditures and transfers out of \$63.4 million. The change to the ending fund balance is an decrease of \$(2.6) million, for a total ending fund balance of \$98.3 million. Within the \$(2.6) million, \$1.3 million is allocated for one-time projects that will be funded through available Fund Balance reserves rather than ongoing revenue sources, and \$1.4 million will be funded through a proposed drawdown from the City's Pension Rate Stabilization Program (PRSP), which would be replenished in future years.

Further details on the changes to General Fund revenue and expenditure levels for FY 2025/26 are provided on pages 14-18 of this report.

Key General Fund Revenues

Several forecasting methods and practices are used to estimate City revenues depending on the type of revenue. Evaluating historical growth patterns and current year actual trends is an important component to the analysis. The City also works with industry-leading consultants to analyze the City's two largest revenues, property and sales taxes.

General Fund revenues are outlined below including the year-over-year changes to the budget. The top seven revenue sources account for approximately 86.5% of the total projected General Fund revenues of \$52.6 million in the Proposed FY 2025/26 budget. The other revenue sources and transfers in are noted in the table below.

Although we have seen unprecedented growth in property and sales tax revenues, we forecast that the rapid pace of growth will slow over the next fiscal year with a moderate but reliable growth rate of 0.2% when compared to current year estimated actual revenue receipts. The total General Fund year-over-year decrease of 4% or \$2.6 million is mostly attributed to the final year of the American Rescue Plan Act of 2021 (ARPA) revenue. The Act was signed into law on March 11, 2021 to provide relief to states,

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counties, cities and other agencies. The City's total allocation under ARPA was \$9.0 million, and was programmed into the City's budget through December 31, 2024 which was the deadline for obligating the awarded funds. FY 2024/25 is the last year of recognizing ARPA funds in the City's General Fund revenues.

	FY 2023/24	FY 2024/25	FY 2025/26	
Revenue Sources	Actual	Budget	Proposed Budget	Year over Year % Chg
Property Tax	\$ 19,085,405	\$ 20,346,312	\$ 20,606,432	1.3%
Sales Tax	19,656,570	18,920,000	18,750,000	(0.9%)
Franchise Fees	3,084,742	3,204,199	3,155,948	(1.5%)
Transient Occupancy Tax	3,249,031	3,434,000	3,608,133	5.1%
Licenses & Permits	1,226,454	2,300,000	2,324,340	1.1%
Business Tax	1,601,569	1,650,000	1,683,000	2.0%
Charges for Services	3,216,460	1,916,147	2,430,160	26.8%
Total	51,120,230	51,770,658	52,558,013	1.5%
Other Revenue Sources	9,888,735	9,155,616	6,162,613	(32.7%)
Subtotal	61,008,965	60,926,274	58,720,626	(3.6%)
Transfers In	13,253,566	2,373,003	2,018,831	(14.9%)
Total Fund Revenue	\$ 74,262,532	\$ 63,299,277	\$ 60,739,457	(4.0%)

Property Tax: This is the City's largest revenue source for the General Fund, accounting for 33.9% of the total FY 2025/26 projected revenue. The average median home sale price in Camarillo increased from \$897,500 in December 2023 to \$959,000 as of December 2024, an increase of 6.9%. FY 2025/26 budgeted property tax revenues are projected at \$20.6 million, a 1.3% increase from the current year estimated actual. The City's net taxable value increase in FY 2025/26 is projected to be 3.51%.

Sales Tax: This is the second largest revenue source, accounting for 30.9% of the total General Fund revenue. Projected sales tax revenue for FY 2025/26 is \$18.8 million. The projection for FY 2025/26 assumes a slowdown in growth, primarily in the General Consumer Goods, Autos and Transportation, and Business and Industry categories for an overall decrease of 0.9%. The economy continues to be a concern to consumers and now also business. Consumer confidence is impacted by high inflation pricing, historic credit card debt levels, and tariffs.

Franchise Fees: Franchise Fee revenues for cable, refuse, electric and gas, produce 5.2% of the total General Fund revenue. In FY 2025/26, this revenue is projected to decrease by 1.5% for a total of \$3.2 million. The decreases are primarily attributable to cable and Southern California Gas franchise fees.

Transient Occupancy Tax (TOT): Hotel Bed Tax revenue produces 5.9% of the total General Fund revenue. In FY 2025/26 the occupancy rates have increased 4.7% when compared to prior year, along with increased average daily rates (ADR) for hotel rooms. TOT growth has begun to level off, and the City expects moderate growth of 5.1% in FY 2025/26. The increase is primarily attributed to the upcoming opening of a new Home 2 Suites hotel, which is scheduled to begin operations in July 2025.

Licenses & Permits: Building Permit revenues are expected to increase by 1.1% in FY 2025/26 for a total of \$2.3 million reflecting the anticipated levels of development activity primarily due to two large development projects.

Charges for Services: These charges include engineering inspection fees, subdivision fees, and zoning and planning fees which are based on development activity that can fluctuate year-over-year. The projected revenues for FY 2025/26 are \$2.4 million.

Other Revenue Sources:

Grants and Subventions: This revenue in FY 2025/26 reflects primarily \$358,000 in Homeless Housing Assistant and Prevention (HHAP) Voucher Program Grant and \$150,000 in Supplemental Law Enforcement Services Fund (SLESF) Grant.

Investments/Contributions: As a result of the Federal Reserve's maintaining high interest rates through most of 2024 as it continued to fight against inflation, the City is expected to earn a higher rate of return on its investment portfolio for a total revenue of \$3.7 million with a decrease projected due to use of cash balances for Capital Improvement Projects budgeted in FY 2025/26.

Internal Charges: This revenue reflects the internal service allocation for the enterprise portion of the costs in the facility divisions to the General Fund.

Key General Fund Appropriations

The total proposed General Fund expenditures and transfers out (appropriations) for FY 2025/26 are \$63.4 million, which reflects a decrease of \$1.0 million from the FY 2024/25 budget. This reduction reflects our continued commitment to fiscal responsibility while maintaining essential services and meeting the City Council's goals and objectives. Within this budget, \$1.3 million is allocated for one-time projects that will be funded through available Fund Balance reserves rather than ongoing revenue sources, preserving long-term fiscal sustainability.

The City's Pension Rate Stabilization Program (PRSP) Trust Investment Fund Policy, was established in 2018 to address future obligations of rising pension costs and Unfunded Accrued Liability (UAL). The FY 2025/26 budget strategically funds \$1.4 million of the total UAL expenditures from the PRSP, which would be replenished in future years. This approach demonstrates the City's prudent financial management by utilizing dedicated funding mechanisms while minimizing the pension impact on current operational resources.

Additionally, we are pleased to introduce an innovative budget enhancement that will strengthen the City's fiscal health; the strategic implementation of vacancy savings in our upcoming budget. For the first time we are formalizing this widely-recognized municipal finance best practice that acknowledges the natural workforce dynamics every organization experiences via the natural budgetary relief that occurs through normal workforce attrition when positions remain temporarily unfilled during recruitment periods. Our analysis of the past five fiscal years demonstrates a pattern of approximately 3% vacancy savings across all departments. This measured approach acknowledges operational realities while

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preventing potential overestimation of personnel expenditures. The resulting fiscal flexibility will strengthen our overall financial position while maintaining transparency in our budgeting process.

	FY 2023/2024	FY 2024/2025	FY 2025/26	
Divisions	Actual	Budget	Proposed Budget	Year over Year % Chg
City Council	\$ 476,208	\$ 735,620	\$ 718,238	(2.4%)
City Clerk	759,733	951,109	775,944	(18.4%)
City Attorney	470,389	521,976	460,060	(11.9%)
City Manager	1,758,023	2,167,677	2,077,111	(4.2%)
Community Relations	555,365	640,530	741,840	15.8%
Emergency Operations	127,005	309,851	298,413	(3.7%)
Finance	1,801,119	2,175,601	1,892,011	(13.0%)
Human Resources	596,954	956,237	1,083,829	13.3%
Community Development	2,473,372	4,287,643	4,084,840	(4.7%)
Code Compliance	877,582	1,207,365	1,207,362	0.0%
Police	19,042,300	21,875,638	22,275,622	1.8%
DART	37,082	111,348	49,765	(55.3%)
Building & Safety	1,316,196	2,147,482	2,162,844	0.7%
Public Works				
Administration	2,212,922	2,467,810	2,325,887	(5.8%)
CIP Administration	704,174	589,051	752,417	27.7%
Traffic/Signal Maintenance	1,375,642	1,835,818	1,903,726	3.7%
Storm Water Management	1,035,179	1,522,074	1,410,345	(7.3%)
Street Maintenance	2,886,702	3,379,683	3,329,252	(1.5%)
Community & Human Services	11,738	394,398	562,386	42.6%
HHAP Voucher Program	181,214	377,982	358,000	(5.3%)
Cultural Arts Services	600,449	1,105,118	935,124	(15.4%)
Library Operations	3,117,767	3,337,781	3,496,261	4.7%
Facilities				
City Hall Facility	1,418,759	2,330,975	1,747,238	(25.0%)
Corp Yard Facility	493,433	1,328,848	632,623	(52.4%)
Police Facility	326,501	798,502	803,420	0.6%
Library Facility	1,093,233	1,398,091	1,384,027	(1.0%)
Chamber of Commerce Facility	956	3,000	—	(100.0%)
Economic Development	641,712	634,667	781,911	23.2%
Non Departmental	614	171,835	515,000	199.7%
Total	46,392,322	59,763,710	58,765,496	(1.7%)
Operating Transfers Out	3,522,042	4,578,184	4,602,329	0.5%
CIP Transfers Out	7,275,448	50,000	—	(100.0%)
Total General Fund Appropriations	\$ 57,189,811	\$ 64,391,894	\$ 63,367,825	(1.6%)

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Key one- time additions or eliminations to the FY 2025/26 General Fund expenditure budgets are detailed below.

City Clerk: A decrease of \$175,165 or 18.4% in FY 2025/26 is attributed to the Citywide scanning project and document imaging system which is budgeted in FY 2024/25. The implementation effort for both projects will continue into FY 2025/26.

Community Relations : An increase of \$101,310 or 15.8% in FY 2025/26 is a result of one time expenditures related to various professional services for strategic communication plan and customer service strategy consultants .

Finance: A decrease of \$283,590 or 13.0% is primarily attributed to staffing changes with the Business Tax division shifting to Economic Development division in the City Manager's office.

Human Resources: An increase of \$127,592 or 13.3% is primarily attributed to the addition on one full time position to realign and reflect the City Council's goal of maintaining an optimum work environment through competitive salaries, benefits and training.

Public Works

CIP Administration: An increase of \$163,366 or 27.7% is a result of staff reallocation to support Capital Improvement Projects budgeted in FY 2025/26.

Community & Human Services: An increase of \$167,988 or 42.6% is attributed to the one time expenditure related to the implementation of the Healthy Camarillo initiative.

Cultural Arts Services: In FY 2025/26, community support programs include:

Activities: The City will continue its support through funding programs such as the Council of Aging, Senior Meal Home Delivery, Boys and Girls Club, and Economic Development Collaborative.

Community Service Grants (CSG): The City Council awards grants to community service organizations for programs or projects that directly benefit the community.

Events: City support includes the 4th of July Fireworks Show, Pleasant Valley Recreation & Park District sponsored Christmas Parade, and Concerts in the Park, Studio Channel Island (SCIART), Old Town Heritage Days, and the Camarillo Wings Airshow.

Facilities: Decreases in the City Hall and Corp Yard facilities are attributed to one time projects budgeted in the current year.

Non-Departmental: The budget of \$515,000 includes a \$500,000 General Fund contingency to accommodate any unexpected expenditure that could not be reasonably anticipated during the budget development process and \$15,000 for a bad debt expense.

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Transfers In

Transfers In	FY 2024/25 Budget	FY 2025/26 Proposed Budget
Gas Tax Fund	2,189,655	2,018,831
Total	\$ 2,189,655	\$ 2,018,831

State allocated Highway User Tax Account (HUTA) revenues are recorded in the City's Gas Tax Special Revenue Fund. In FY 2025/26 the full amount of \$2.0 million in revenues will be transferred to the General Fund to help offset the \$3.3 million cost of the City's Street Maintenance division.

Transfers Out

Transfers Out	FY 2024/25 Budget	FY 2025/26 Proposed Budget
Library Debt Service Fund	\$ 493,970	\$ 492,151
Armitos Storm Basin Fund	4,867	4,480
Capital Improvement Projects (CIP) Fund	50,000	—
Citywide Lighting & Landscape Fund	3,614,407	3,571,191
Camarillo Ranch Events	314,940	334,507
Solid Waste	150,000	200,000
Total	\$ 4,628,184	\$ 4,602,329

Funds supported by the General Fund have revenue sources that either do not grow or grow more slowly than the expenditures in those funds, increasing the subsidy from the General Fund.

The following transfers out are included in the FY 2025/26 budget:

- The transfer out to the Library Debt Service Fund represents the annual debt service payments for the 2012 Library Bonds. Final maturity is scheduled for 12/1/2033.
- The transfer out to the Citywide Lighting and Landscape Maintenance District is necessary to subsidize this operation as not enough property tax revenue is generated to fund and support the \$6.5 million cost of the services provided.
- The transfer out in the amount of \$334,507 to the Camarillo Ranch Events Fund, is necessary to subsidize the maintenance of the Camarillo Ranch House facility.
- The transfer out in the amount of \$200,000 to the Solid Waste Fund, is necessary to subsidize the Household Hazardous Waste and Organics Recycling programs.

General Fund Balance and Reserves

The City's Reserve Policy 3.05 sets the goal for the General Fund reserve at 50% of the operating budget, which was \$31.2 million for FY 2024/25 and \$31.7 million for FY 2025/26. Additional Fund Balance

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commitments are approved by City Council in June of each year in accordance with GASB 54 standards. For the fiscal year ended June 30, 2026, the proposed commitments are as follows:

• Council Reserve Policy Goal	\$31,683,913
• Facility Improvement Projects	14,405,000
• Natural Disaster Recovery	10,000,000
• Pleasant Valley Rec & Park District-Senior Center	8,000,000
• Economic Development	5,400,000
• Continuum of Care	3,800,000
• Camarillo Springs Debris Remediation	200,000
• Loan to Water Utility	15,000,000
• Unfunded Accrued Liability PRSP Trust Fund	<u>\$ 1,400,000</u>
Total Committed Fund Balance	\$ 89,888,913

While the General Fund is projected to exceed the established reserve level target, staff continues to forecast operations on a 5-year planning horizon and monitors its level given the draw required to subsidize ongoing operations in other funds and to fund planned capital improvement projects while monitoring the continued economic uncertainties at both the national and state levels.

Special Revenue Funds

TDA Article 8 Fund. This fund is used to account for a special state subvention under the Transportation Development Act (TDA) that is legally restricted to the maintenance of highways and streets within the City's boundaries.

TDA funds, through the Local Transportation Fund (LTF), are derived from one-quarter cent of the general statewide sales tax collected each year. In FY 2025/26, revenues are estimated to be \$1.6 million. These monies are programmed to fund a part of the City's *Annual Pavement Program*.

Gas Tax Fund. The Gas Tax Fund accounts for revenues generated from gasoline excise taxes. These funds must be allocated for transportation purposes such as eligible street improvements and street maintenance expenditures. In FY 2025/26 revenues are estimated to be \$2.0 million. These funds will be transferred to the General Fund to partially fund the City's Street Maintenance division's operating expenditures estimated to be \$3.3 million.

SB 1 Fund. The SB1 Fund is used to account for revenues restricted for maintenance on the state highway and local road system. These funds are derived from portions of state excise (per gallon) taxes on gasoline and diesel, and vehicle registration taxes. In FY 2025/26 revenues are estimated to be \$2.0 million and are programmed to fund a portion of the City's *Annual Pavement Program*.

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Citywide Lighting & Landscape Maintenance District Fund. The Citywide Lighting and Landscape Maintenance District supports street median and tree maintenance, weed control, and storm drain maintenance throughout the City.

Citywide Lighting and Landscape Maintenance Fund Summary				
	FY 2023/24	FY 2024/25	FY 2025/26	
	Actual	Budget	Proposed Budget	Year over Year % Chg
Revenues & Transfers In	\$ 5,753,319	\$ 6,395,828	\$ 6,506,749	1.7%
Expenditures & Transfers Out	5,753,319	6,445,130	6,494,749	0.8%
Revenues Over/(Under) Expenditures	—	(49,302)	12,000	
Fund Balance, July 1	—	—	(49,302)	
Fund Balance, June 30	—	(49,302)	(37,302)	

The source of funding is the City's share of the 1% Ad Valorem property tax that is designated for this purpose, which is projected to be \$2.9 million for FY 2025/26. To meet the total expenditure for FY 2025/26 of \$6.5 million, a transfer in of \$3.6 million from the General Fund is necessary. While current projections for current year 2024/25 indicate a projected fund balance shortfall, our analysis suggests that estimated actual expenditures will likely be below budget, resulting in a positive year-end financial position.

Traffic Mitigation Fund (TMF). This fund is used to account for fees received from developers to accommodate and mitigate the adverse traffic impacts caused by new development and fund the cost of maintaining regional and local roads.

In FY 2025/26, revenues are estimated at \$861,165, and expenditures are estimated at \$1.6 million with an estimated fund balance on June 30, 2025, of \$9.7 million. Planned capital improvement projects to be funded with TMF funds in 2025/26 budget include the *Bridge Replacement at Las Posas and Ventura Blvd.*, *Central Avenue Bike Lane*, *Las Posas Road Widening*, *Pleasant Valley Road Bike Lanes*, and the *Annual Pavement Program*. Staff is currently going through a Traffic Impact Mitigation Fee update expected to be complete in early 2025/26.

Community Development Block Grant Fund (CDBG). The City of Camarillo participates in the CDBG Program, funded by an entitlement grant from the United States Department of Housing and Urban Development (HUD). The City's estimated funding level for FY 2025/26 is based on the most recent HUD allocation, plus estimated program income and unspent allocations from previous years. Total funding for FY 2025/26 is estimated at \$509,604. On March 12, 2025, the City Council met and approved the following allocations for FY 2025/26:

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FY 2025/26 CDBG Allocations

Allocations	Amount
Tiny Homes Acquisition	\$ 313,143
Roam Around the World	12,000
Senior OASIS/BICS Program	15,000
Turning Point Homeless Program	18,945
St. Vincent de Paul	18,945
St. Columba's Parish	11,550
Total Public Service	\$ 389,583
Habitat for Humanity	50,000
Total Other Programs	\$ 50,000
Fair Housing Program	9,065
Administration	60,956
Total Administration	\$ 70,021
TOTAL	\$ 509,604

Capital Projects Fund

Capital Improvement Projects Fund. This fund contains the expenditures for general capital projects that are funded from development fees, state and federal grants, transportation related funds allocated by the State, and transfers in from the General Fund. With the planned transfers in from the General Fund and transportation related funds, the fund balance at the beginning of FY 2025/26 provides funding for 100% of the cost related to all projects included in the FY 2025/26 budget. Departments will request appropriations from available fund balance via Council action when they are ready to award contracts related to a specific project.

Capital Improvement Projects Fund Summary				
	FY 2023/24	FY 2024/25	FY 2025/26	
	Actual	Budget	Proposed Budget	Year over Year % Chg
Revenues & Transfers In	\$ 14,580,526	\$ 19,247,001	\$ 9,407,627	(51.1%)
Expenditures & Transfers Out	8,975,438	26,571,216	16,168,242	(39.2%)
Revenues Over/(Under) Expenditures	5,605,088	(7,324,215)	(6,760,615)	
Fund Balance, July 1	11,881,663	17,486,751	10,162,536	
Fund Balance, June 30	\$ 17,486,751	\$ 10,162,536	\$ 3,401,921	

The year-over-year changes in the Capital Improvement Projects Fund reflect the timing of capital projects, which are one-time in nature.

Some of the significant projects planned in the Capital fund include *Dizdar Park Renovations, City Hall Chamber Remodel, City Hall Renovation, Corp Yard Remodel Phase 1, Beardsley Wash Repair, and Standby Power for City and CSD Facilities.*

Internal Service Funds

Internal Service Funds are cost centers for City services that are charged back or allocated to various City departments. The funds listed below represent the Internal Service Funds. Included in these budgets are the operating costs related to each activity and capital purchases such as vehicles, large equipment and technology.

Risk Management Fund
Information Services Fund
Vehicles and Equipment Fund

Enterprise Funds

The City uses Enterprise funds to account for its Solid Waste, Transit, Camarillo Ranch Events, Water Utilities, and Camarillo Sanitary District operations. An Enterprise Fund is designed to be self-supporting by selling goods or services to the public or ratepayer for a fee. Fees are based on the cost required to provide the good or service.

Solid Waste Fund. This fund administers programs providing for the collection of solid waste, yard waste, organics, household hazardous waste, and recyclable materials. The services are provided by a franchised waste hauler and other contracted services to approximately 18,000 customers. This fund derives the majority of its revenue from ratepayers.

Solid Waste Summary				
	FY 2023/24	FY 2024/25	FY 2025/26	
	Actual	Budget	Proposed Budget	Year over Year % Chg
Revenues & Transfers In	\$ 8,232,842	\$ 9,128,432	\$ 817,628	(91.0%)
Operating Expenses	8,148,651	9,150,010	816,329	(91.1%)
Revenues Over/(Under) Expenses	84,191	(21,578)	1,299	
Working Capital, July 1	250,313	347,194	325,616	
Working Capital, June 30	\$ 347,194	\$ 325,616	\$ 326,915	

The estimated revenue and transfers in for FY 2025/26, total \$0.82 million, while expenses and transfers out total \$0.82 million. Beginning July 1, 2025, the City is transitioning the solid waste residential service billing and service calls to E. J. Harrison & Son's, Inc. to improve customer experience by providing direct support to the customer. A transfers in from General Fund in the amount of \$200,000 is needed due to the anticipated costs of exceeding the revenue derived from the Household Hazardous Waste (HHW) and Organics Recycling programs.

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Transit Fund. This fund records revenues and expenses associated with operating the City's transit system. The City contracts for Fixed Route and Dial-A-Ride (DAR) services. The services include dispatching, operating, and maintaining City-owned buses. The Proposed Budget for FY 2025/26 includes expenditures of \$4.0 million, which is a decrease of \$935,796 primarily for fleet purchases in the current budget year.

Transit Fund Summary				
	FY 2023/24	FY 2024/25	FY 2025/26	
	Actual	Budget	Proposed Budget	Year over Year % Chg
Revenues				
Transit Services	\$ 1,542,092	\$ 205,489	\$ 148,500	(27.7%)
Grants	2,342,066	2,918,730	2,256,259	(22.6%)
Total	3,884,157	3,119,219	2,404,759	(22.9)%
Transfers In	—	1,899,000	1,677,664	(11.7%)
Total Transit Fund Revenue	3,884,157	5,018,219	4,082,423	(18.6)%
Expenses				
Operating Expenses	3,320,429	3,990,481	3,896,331	(2.4%)
Capital Purchases	—	1,023,379	—	(100.0)%
Grants/Allocations/Depreciation	113,534	54,191	70,059	29.3%
Total Transit Fund Expenses	3,705,585	5,068,051	3,966,390	(21.7)%
Revenues Over/(Under) Expenses	178,573	(49,832)	116,033	
Working Capital Balance, July 1	368,179	100,155	50,323	
Working Capital, June 30	\$ 100,155	\$ 50,323	\$ 166,356	

The City will receive \$2.3 million in Federal Transit Administration (FTA), State of Good Repair (SGR) and State Transit Assistance (STA) Grants for the operation and maintenance of the transit service that offsets up to 40% of total expenses and \$148,500 will come from transit service fares. Additional funding of \$1.7 million comes primarily from TDA Article 8c funds through a transfers in.

Camarillo Ranch Events Fund. This fund is designed to be fully self-supporting and some of the revenues are derived from events held at the Camarillo Ranch. The expenses are related to the operating and maintenance costs for the upkeep of this historic landmark.

Camarillo Ranch Events Fund Summary				
	FY 2023/24	FY 2024/25	FY 2025/26	
	Actual	Budget	Proposed Budget	Year over Year % Chg
Revenues & Transfers In	\$ 380,194	\$ 761,903	\$ 835,507	9.7%
Expenditures & Transfers Out	500,940	794,983	832,109	4.7%
Revenues Over/(Under) Expenditures	(120,746)	(33,080)	3,398	
Working Capital Balance, July 1	396,439	282,204	249,124	
Working Capital, June 30	\$ 282,204	\$ 249,124	\$ 252,522	

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For FY 2025/26 the estimated revenue and transfers in total \$835,507, while the expenses and transfers out total \$832,109. Revenues are generated primarily through commercial business activities including weddings and special events however a transfer in of \$334,507 from General Fund is needed due to facility maintenance costs exceeding revenues derived from events. Expenses in FY 2025/26 include one-time improvement projects including rehab parking lot, reglaze house windows, upgrade stable restrooms and replace air conditioning units.

Water Utility

The Water Utility funds are responsible for delivering a dependable and sufficient supply of water to meet the present and future needs of customers through cost-effective management and maintenance of infrastructure, while addressing environmental and regulatory issues.

The Water Utility has been divided into five separate funds for budgeting purposes. The separation of these funds allows for ease in tracking the activities reported in each fund and rate setting.

Water Utility Fund. The Water Utility Fund is where revenue and expenses associated with the City's water service are recorded. This fund is designed to be fully self-supporting and derives most of its revenue from ratepayers. The City provides water to approximately 14,000 customers in the City. Four other water districts service portions of the City. The largest of these districts is the Camrosa Water District, which serves customers east of Lewis Road.

Water Utility Fund Summary				
	FY 2023/24	FY 2024/25	FY 2025/26	
	Actual	Budget	Proposed Budget	Year over Year % Chg
Revenues & Transfers In	\$ 15,403,654	\$ 18,543,972	\$ 22,933,287	23.7%
Expenditures & Transfers Out	18,181,500	24,726,628	23,341,945	(5.6)%
Revenues Over/(Under) Expenditures	(2,777,846)	(6,182,656)	(408,658)	(93.4)%
Working Capital Balance, July 1	8,271,398	4,928,604	(1,254,052)	
Working Capital, June 30	\$ 4,928,604	\$ (1,254,052)	\$ (1,662,710)	

The FY 2025/26 operating revenues and transfers in are projected at \$22.9 million, while expenditures and transfers out are projected at \$23.3 million. While current projections for current year 2024/25 indicate a projected fund balance shortfall, our analysis suggests that estimated actual expenditures will likely be below budget, resulting in a positive year-end financial position. The City, like many other water service providers across the state of California and the country is facing unprecedented challenges. The convergence of extreme cyclical drought impacts on demand, years of historic inflation, the addition of critical infrastructure projects and increasing source of supply costs impact the financial plan of the Water enterprise. On May 14, 2025 the City Council approved four years of water rate increases of 24%, 18%, 12% and 4%, starting July 1, 2025 and effective July 1 of each subsequent year.

Reclaimed Water Fund. The Reclaimed Water Fund is where revenue and expenses associated with the City's reclaimed water service are recorded. This fund is designed to be fully self-supporting, and it derives the majority of its revenue from ratepayers. The City began operation of its reclaimed water distribution system in early 2015. The reclaimed water distribution system serves current agricultural

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water customers, and a 55-acre sports park at Village at the Park. The source of reclaimed water is the Camarillo Sanitary District's Water Reclamation Plant.

Reclaimed Water Fund Summary				
	FY 2023/24	FY 2024/25	FY 2025/26	
	Actual	Budget	Proposed Budget	Year over Year % Chg
Revenues & Transfers In	\$ 894,065	\$ 395,787	\$ 467,973	18.2 %
Expenditures & Transfers Out	514,313	660,920	494,241	(25.2)%
Revenues Over/(Under) Expenditures	379,752	(265,133)	(26,268)	(90.1)%
Working Capital Balance, July 1	2,101,274	2,522,196	2,257,063	
Working Capital, June 30	\$ 2,522,196	\$ 2,257,063	\$ 2,230,795	

In FY 2025/26, the expenditure budget decreased 25.2%, as a result of expenses related to the *feasibility study for stormwater diversion to water reclamation plant* being fully budgeted in FY 2024/25.

Water Conservation Credit Fund. The Water Conservation Credit Fund is a drought mitigation fund into which approved development fees are paid to offset any new water demands imposed by their projects. The fund is used for water conservation programs offered to current water customers.

Water Conservation Credit Fund Summary				
	FY 2023/24	FY 2024/25	FY 2025/26	
	Actual	Budget	Proposed Budget	Year over Year % Chg
Revenues & Transfers In	\$ 54,970	\$ 16,788	\$ 34,247	104.0%
Expenditures & Transfers Out	79,019	683,375	7,000	(99.0)%
Revenues Over/(Under) Expenditures	(24,049)	(666,587)	27,247	(104.1)%
Working Capital Balance, July 1	1,077,030	1,052,982	386,395	
Working Capital, June 30	\$ 1,052,982	\$ 386,395	\$ 413,642	

In FY 2025/26, the decrease of 99.0% of the expense budget is due to the professional services agreement to assist the City's effort in encouraging water conservation programs and rebates being fully encumbered in the prior FY 2024/25.

Water Capital Projects Fund. The Water Capital Projects Fund sets forth the capital projects necessary to develop and maintain the City's water system infrastructure. It derives the majority of its revenue from

EXECUTIVE TRANSMITTAL LETTER

capital connection fees, rate revenue, and grant funds. The FY 2025/26 budget represents the project costs included in the first year of the water and sewer rate study.

Water Capital Projects Fund Summary				
	FY 2023/24	FY 2024/25	FY 2025/26	
	Actual	Budget	Proposed Budget	Year over Year % Chg
Revenues & Transfers In	\$ 670,959	\$ 482,349	\$ 459,376	(4.8)%
Expenditures & Transfers Out	11,790,291	6,788,272	8,049,869	18.6 %
Revenues Over/(Under) Expenditures	(11,119,332)	(6,305,923)	(7,590,493)	20.4 %
Working Capital Balance, July 1	18,870,944	7,751,611	1,445,688	
Working Capital, June 30	\$ 7,751,611	\$ 1,445,688	\$ (6,144,805)	

The year-over-year changes in the Water Capital Projects Fund reflect the timing of capital projects, which are one-time in nature.

The FY 2025/26 budget includes project funding primarily for *North Pleasant Valley Groundwater Desalter*, *Well E and F*, Water Reservoir Coatings and *Advanced Metering Infrastructure* capital projects. The fund balance at the beginning of FY 2025/26 provides funding for 100% of the cost related to all Year 1 projects included in the 2025/2030 Five-Year Capital Improvement Plan (CIP). As part of the City's fiscal resilience strategy for FY 2024/25, the Council established a \$15.0 million commitment from the General Fund to maintain fiscal stability in the Water Fund while recently adopted rate increases begin to gradually take effect in meeting ongoing operational costs. This strategic commitment enables temporary resources on an as-needed basis, ensuring continuity of essential water services and priority water capital projects while protecting the City's long-term fiscal health through a structured inter-fund loan approach .

Water Debt Service Fund. In FY 2019/20, the City issued \$11.8 million in Water Revenue Bonds to partially fund the *North Pleasant Valley Groundwater Desalter* project. On July 12, 2023 the City Council authorized the defeasance of the 2019 Water Revenue Bonds. The defeasance of the 2019 Bonds allowed the City to consider lower water rate increases by eliminating the requirement that the City maintain water rates sufficient to provide 125% debt service coverage in each fiscal year. Future water system capital projects will be funded by the water system reserves, net revenues from water rates and future bond issuances, grants and/or City loan funding.

Water Debt Service Fund Summary				
	FY 2023/24	FY 2024/25	FY 2025/26	
	Actual	Budget	Proposed Budget	Year over Year % Chg
Revenues & Transfers In	\$ 9,886,303	\$ —	\$ —	—%
Expenditures & Transfers Out	(398,937)	2,000	—	(100.0%)
Revenues Over/(Under) Expenditures	9,487,366	(2,000)	—	(100.0%)
Working Capital Balance, July 1	512,517	186,888	184,888	
Working Capital, June 30	\$ 186,888	\$ 184,888	\$ 184,888	

CAMARILLO SANITARY DISTRICT

The Camarillo Sanitary District (CSD) is a separate governmental entity that provides sewer services for residential and commercial customers within its boundaries. The CSD boundaries are not contiguous with the City of Camarillo boundaries. The CSD is fully self-supporting and derives the majority of its revenue from ratepayers. The CSD provides service to approximately 15,000 customers. The Directors of the Board are the same elected officials who serve as the members of the City Council.

The CSD is divided into three separate funds for budgeting purposes. The separation of these funds allows for ease in tracking the activities reported in each fund and rate setting.

CSD Operating Fund. The FY 2025/26 revenues and transfers in reflect the first four 16% annual rate increases Proposed by the CSD Board on May 14, 2025 which will become effective July 1, 2025 through 2028.

CSD Operating Fund Summary				
	FY 2023/24	FY 2024/25	FY 2025/26	
	Actual	Budget	Proposed Budget	Year over Year % Chg
Revenues & Transfers In	\$ 18,365,579	\$ 20,322,411	\$ 22,519,826	10.8%
Expenditures & Transfers Out	17,787,723	21,271,530	19,045,757	(10.5)%
Revenues Over/(Under) Expenditures	577,855	(949,119)	3,474,069	(466.0%)
Working Capital Balance, July 1	34,193,598	37,631,725	36,682,606	
Working Capital, June 30	\$ 37,631,725	\$ 36,682,606	\$ 40,156,675	

The FY 2025/26 operating revenues and transfers in are projected at \$22.5 million while expenditures and transfers out are projected at \$19.0 million.

CSD Debt Service Fund. In the Debt Service Fund, property tax revenues are received, and estimates are based on information from the County Auditor-Controller, and the City's consultant on property tax assessed valuations. Expenses reflect the scheduled debt service on the outstanding 2015 Wastewater Bonds.

CSD Debt Service Fund Summary				
	FY 2023/24	FY 2024/25	FY 2025/26	
	Actual	Budget	Proposed Budget	Year over Year % Chg
Revenues & Transfers In	\$ 1,787,058	\$ 1,368,044	\$ 1,855,861	35.7%
Expenditures & Transfers Out	483,622	470,879	515,026	9.4%
Revenues Over/(Under) Expenditures	1,303,436	897,165	1,340,835	49.5%
Working Capital Balance, July 1	185,878	628,299	1,525,464	
Working Capital, June 30	\$ 628,299	\$ 1,525,464	\$ 2,866,299	

EXECUTIVE TRANSMITTAL LETTER

CSD Capital Improvement Projects Fund. The CSD Capital Improvement Projects Fund sets forth the capital projects that are necessary to develop and maintain the City's wastewater (sewer) system infrastructure. CSD Capital Projects for FY 2025/26 are funded by rate revenue and capital fees. The FY 2025/26 budget represents project costs included in the first year of the 2025 water and sewer rate study.

CSD Capital Projects Fund Summary				
	FY 2023/24	FY 2024/25	FY 2025/26	
	Actual	Budget	Proposal Budget	Year over Year % Chg
Revenues & Transfers In	\$ 1,592,121	\$ 416,670	\$ 1,046,016	151.0 %
Expenditures & Transfers Out	—	14,495,724	5,480,000	(62.2%)
Revenues Over/(Under) Expenditures	1,592,121	(14,079,054)	(4,433,984)	(68.5%)
Working Capital Balance, July 1	29,683,093	28,022,065	13,943,011	
Working Capital, June 30	\$ 28,022,065	\$ 13,943,011	\$ 9,509,027	

The year-over-year changes in the CSD Capital Projects Fund reflect the timing of capital projects, which are one-time in nature.

Significant projects included in the FY 2025/26 budget are, *Conejo Creek Bank Repair at WRP, Water System Generator Replacement, Dawson Drive to Metrolink Station Sewer, Pump Station 3 Improvements, Sewer Improvements per the Sewer Service Management Plan (SSMP), and Water Reclamation Treatment Plant Upgrades – Phase I and II*. The fund balance at the beginning of FY 2025/26 provides funding for 100% of the cost related to all Year 1 projects included in the 2025 water and sewer rate study.

IN CONCLUSION

The Fiscal Year 2025/26 Proposed Budget allocates funding resources to maintain high levels of service, while investing in enhancements to City services and infrastructure to improve the quality of life for Camarillo residents for decades to come.

As part of the annual Strategic Planning/Goals & Objectives Session, staff intends to continue providing residents the vital services, through technology upgrades and streamlining internal and public-facing City operations. Additionally, the City will continue its efforts to increase awareness and participation in the Las Personas Community Academy and the Neighborhood Watch Program, develop and implement strategies to address homeless and mental health issues, implement the initiative of a public/private community health and wellness program, explore opportunities to foster an inclusive and accessible environment for all, continue to seek improvements on local traffic issues that impact our City, improve public transit, and develop a workforce training and development program in an effort to maintain an effective workforce.

As delineated in its goal of Fiscal Management, the City Council affirms its commitment to sound and conservative financial practices to ensure the City's ability to navigate through economically challenging times. The City will continue to monitor proposed legislation from the State and Federal government and that could have additional fiscal impacts.

EXECUTIVE TRANSMITTAL LETTER

I appreciate the support and policy direction given by the City Council during the past year and believe that this budget fully supports its adopted policies and programs.

Respectfully,

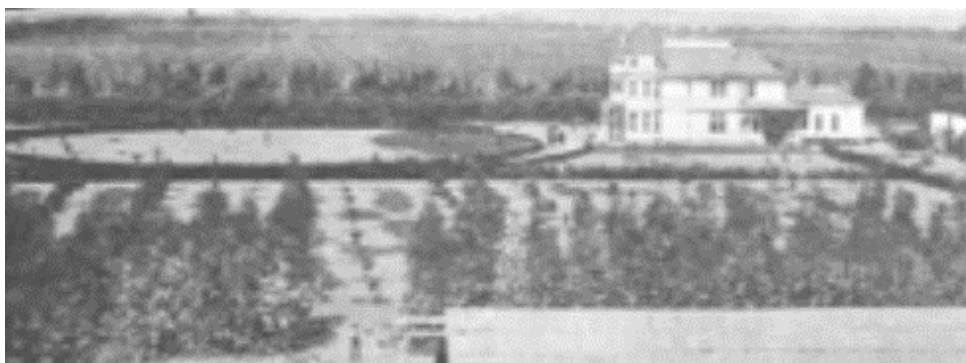
Greg Ramirez
City Manager



LOCAL HISTORY

The land upon which the historic Camarillo Ranch now sits was once part of the original Rancho Calleguas. One of the last of the Mexican land grants, the Rancho was almost 10,000 acres in size and was given to Jose Pedro Ruiz by Governor Alvarado in 1847.

Juan Camarillo (1812-1880) obtained the Rancho from the Ruiz Family in 1875. Juan had been a member of the Hajar-Padres Expedition to California in 1834. In 1857, Juan settled in what is now San Buenaventura.



Camarillo Ranch - 1895

Following Juan's death in 1880, his eldest son Adolfo took over operations at the Ranch. Adolfo Camarillo (1864-1958) was age 16 at the time, and during the next 68 years he operated the Camarillo Ranch, progressing from a mostly cattle operation to crops.

Adolfo was a leading innovator, bringing in lima beans, as well as barley, corn, alfalfa, walnuts, and citrus to the area. In 1888, Adolfo married Isabella Menchaca (1861-1936). They moved into an adobe home on the Ranch, which was later destroyed by fire. Adolfo and Isabel raised seven children together.

In 1890, with the help of two Chumash Indians, Adolfo planted two rows of eucalyptus trees. These trees arched across Highway 101 in Camarillo for many years. Some of those trees still line the north side of the Ventura Freeway. Over the years, Adolfo employed a number of Chumash Indians on the Ranch in a variety of capacities.



Don Adolfo Camarillo & Camarillo White Horse

Adolfo and a crew, utilizing the designs of prominent Ventura County Architects Herman Anlauf and Franklin Ward, built the Camarillo House in 1892. This three-story, 14-room home was built in the Queen Anne Victorian style. Adolfo planted a number of trees near the house, some of which on the front lawn are now among the finest in California for their species.

In 1921, Adolfo Camarillo purchased a 10-year-old brilliant white colt named Sultan. Over the next few years, Sultan won many stock championships throughout California. Adolfo bred Sultan to Morgan mares at the Camarillo Ranch.

The Camarillo White Horses have become famous over the years, parading in the Pasadena Rose Parades and the Santa Barbara Fiesta parades since they began in the '30's. Many dignitaries, including President Harding, Governor Ronald Reagan, John Mott, and the son of President Gerald Ford, have ridden the horses.

The ownership of the horses remained with the family until December 1987, when upon the death of Adolfo's daughter, they were sold at public auction. The horses went their separate ways for the first time in 65 years. The City of Camarillo especially felt the loss, as the Camarillo White Horses share the city's symbol with Adolfo Camarillo, which appear on all the street signs and city vehicles.

In 1989, the horses were regrouped and began performing in local parades and fiestas. With only eleven white horses remaining, it became apparent the horses could possibly die out. The Camarillo White Horse Association was organized in 1992 to maintain the breed and lineage of the noble Camarillo White Horses.



Camarillo City Hall

The City of Camarillo was incorporated in 1964 under the general laws of the State of California. Since the early 1900's, Camarillo has been an agricultural community that has evolved into a rural, suburban community on the outskirts of the Los Angeles metropolitan area, with a balanced base of land uses established under the City's General Plan. Camarillo is a city of 69,014 residents located in the center of Ventura County (est. population 823,863). It has an area of approximately 20 square miles and is situated in the Pleasant Valley area of the vast agricultural Oxnard Plain. Geographically, Camarillo is midway between Los Angeles and Santa Barbara on Highway 101, nine miles inland from Point Mugu Naval Air Station and the Pacific Ocean.

CITY ORGANIZATION

The City operates under the Council-Manager form of government. The five-member City Council is elected through a district-based electoral system for four-year terms and are subject to term limits. The current District map, based on 2020 Census data, was adopted on April 12, 2022. The Mayor is selected from the City Council members and serves a one-year term. The City Council is responsible for passing ordinances, adopting the budget, appointing committees, and appointing a City Manager and City Attorney, among other things.

The City Council members serve as the governing body of the following:

- Camarillo Capital Improvement Corporation
- Camarillo Community Development Commission
- Camarillo Industrial Development Authority
- Camarillo Library Board
- Camarillo Public Finance Authority
- Camarillo Sanitary District Board
- Successor Agency to the Camarillo Community Development Commission for Redevelopment Purposes and for Housing Purposes

The City Council members serve on the following Standing Committees:

- Information Technology and Facilities
- Economic Development and Land Use
- Finance/Investment
- Local Appointments and Liaison/Intergovernmental
- Policy

- Public Safety and Emergency Preparedness
- Transportation and Infrastructure
- Utilities

In addition, the City Council appoints residents to the following local advisory Commissions, Boards and Committees:

- Camarillo Council on Aging
- Investment Committee
- Planning Commission

The City established the Finance and Investment Committees in 1988 and revised and updated all fiscal policies including investments, purchasing, accounts payable, financial reporting, and budgeting. The City reviews its investment policy annually. All other City policies are reviewed as needed.

The City has representation on the following Regional Boards and Committees:

- Air Pollution Control District Advisory Committee
- Association of California Water Agencies (ACWA)
- Association of Water Agencies of Ventura County (AWA)
- California Association of Sanitation Agencies (CASA)
- California Joint Powers Insurance Authority (CJPIA)
- California State University Channel Islands (CSUCI) Site Advisory
- Clean Power Alliance of Southern California (CPA)
- Economic Development Collaborative (EDC)
- Fox Canyon
- LAFCo
- League of California Cities
- Regional Defense Partnership (RDP)
- Southern California Regional Rail Authority
- Ventura County Airport Authority
- Ventura County Animal Services Commission
- Ventura County City Selection Committee
- Ventura County Council of Governments (VCOG)
- Ventura County Transportation Commission (VCTC)
- Ventura Regional Sanitation District (VRSD)

City provided services include:

- City Administration
- Community Development (planning and zoning)
- Public Improvements
- Recycled Water
- Street & Landscape Maintenance
- Traffic Engineering
- Wastewater
- Water

The City also provides a range of services, some of which are provided on a contractual basis. Contractual services include:

- Animal Control Services

- Building and Safety Services
- Landscaping Maintenance
- Law Enforcement
- Library Operations
- Major Capital Projects
- Solid Waste
- Street Sweeping
- Transit Services

The City is within the Ventura County Fire District and the Pleasant Valley Recreation and Park District, but exercises no control over them.

Additional City facts at-a-glance:

Area in Square Miles	19.76
Median Household Income	\$ 111,536
Total Households	26,193
Number of Schools:	
Elementary	17
Secondary	8
Enrollment	12,230
*High School Graduate percent	93.9 %
*Degree in a higher education	43.4 %
Number of:	
Community Centers	1
Fire Stations	5
Golf Courses	4
Hospitals	1
Library	1
Parks (29 owned by PVRPD; 2 owned by City)	31
Police Stations	1
Senior Centers	1
Swimming Pools	1
Tennis Courts	18

* Data provided by the Southern California Association of Governments & the California Department of Education (most current data, 2021-2022)

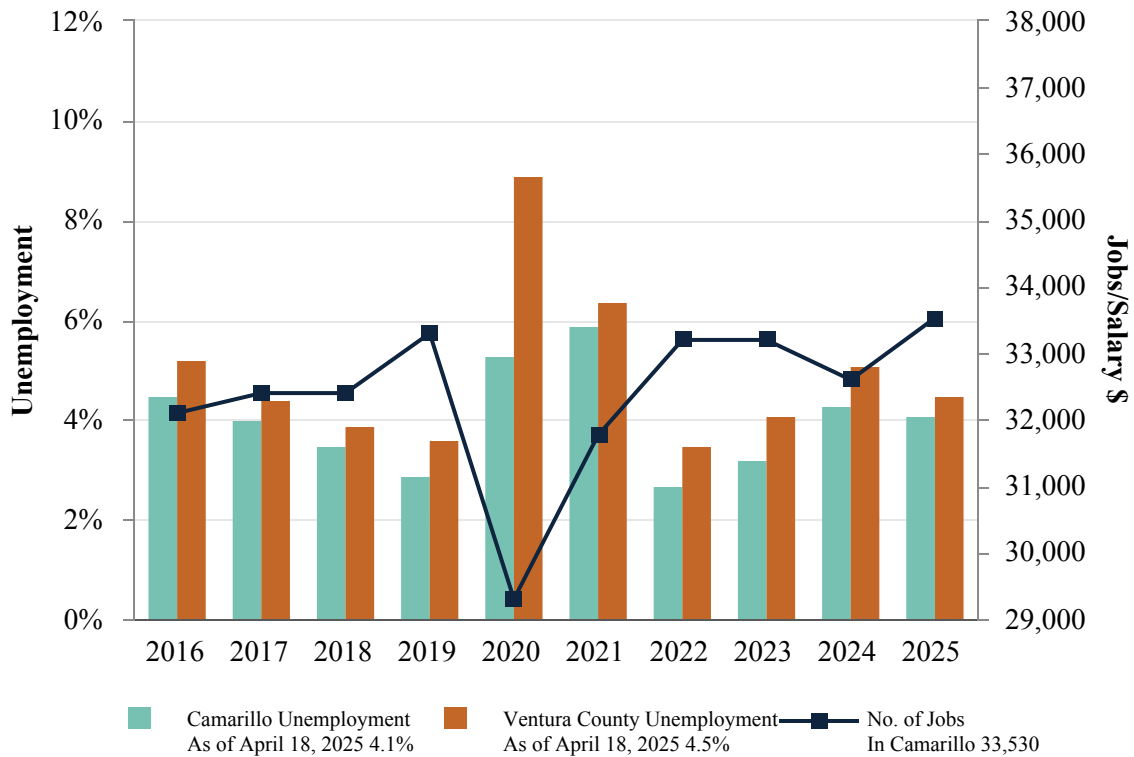
CITY OUTLOOK



Camarillo's growing reputation as a preferred location for the high-tech and specialty product industries are enhanced by its retention of long-established firms and the recent arrival of several more. Employers looking for skilled and experienced workers, supervisors, and managers can tap a reservoir of such personnel from the multitude of high-tech firms located in the city, the county, from nearby Naval Base Ventura County-Point Mugu Naval Air Weapons Center, and California State University-Channel Islands.

Consistently ranked as one of the safest communities in Ventura County, Camarillo is ideal for families who want to take advantage of the region's amenities while living in an affordable, prospering community. These are just a few of the reasons why Camarillo is the best place to *Live, Work, and Play!*

EMPLOYMENT



Source: California Employment Development Department

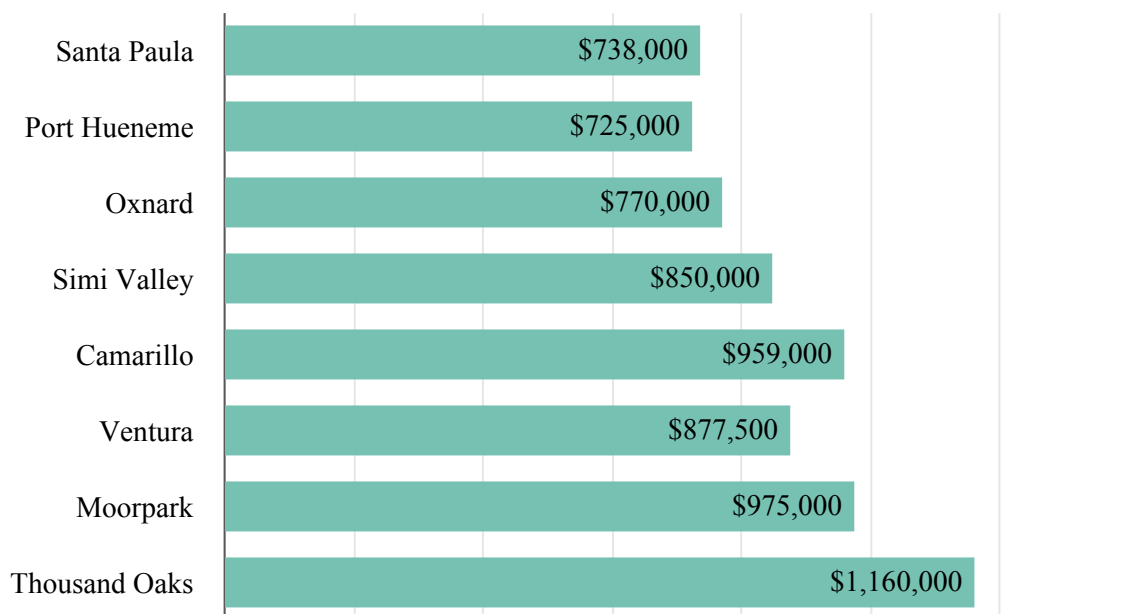
From June 2016 through April 2025, Camarillo's unemployment rate had fluctuated from a high of 5.9% at June 2021, to the lowest rate of 2.7% in March 2022. Unemployment rates increased to 5.9% in 2 June 2021 due to economic impacts in the wake of the COVID-19 pandemic. The significant economic recovery seen over the last several years is reflected in the turnaround in unemployment. Camarillo's manufacturing sector is primarily in the high-paying technical computer and electronic parts, and chemicals.

Principal Employers

	Number of Employees	% of Total City Employment (33,530)
Hi-Temp Insulation	1,860	5.55 %
Pleasant Valley School District	527	1.57 %
St. John's Pleasant Valley Hospital	611	1.82 %
Lucix Corp.	362	1.08 %
Meissner Filtration Systems	1,915	5.71 %
Teledyne Scientific & Imaging LLC	240	0.72 %
Golden State Medical Supply	335	1.00 %
Hygenia LLC	258	0.77 %
Cal Coast Construction Specialists	215	0.64 %
Amazon	288	0.86 %
Sanisure Inc.	345	1.03 %

Sources: City of Camarillo Finance Dept., State of California, Employment Development Dept. Labor Market Information Division

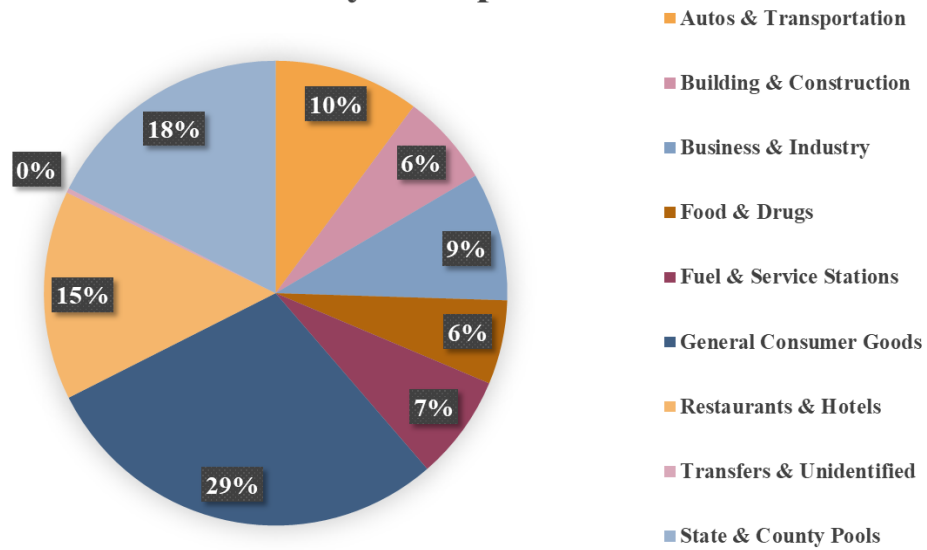
Median Home Price



Source: HdL Companies

Camarillo's median home price has increased to an all-time high of \$959,000 in Q4 2024.. Countywide, home prices have remained strong. Camarillo home values have increased by 6.9% over the same time last year and are projected to remain steady over the next year.

Taxable Sales by Group



Source: HdL Companies

NAVIGATING THE BUDGET

The FY 2025/26 Budget document is organized into sections. This section includes the budget message and summary information. Staff from all departments used the City's financial system to input their budget requests which have been incorporated into this budget.

THE BUDGET PROCESS

The budget process began in January 2025, when the City Manager and Director of Finance set forth the *Guidelines for Budget Preparation for the Fiscal Year 2025/26* to each Department Head and other key staff involved in the budget process. Those instructions were followed by a training session, conducted by Finance staff, to walk through the budget process and data entry requirements.

Following an initial review of department budget requests, and reviewing a preliminary analysis of projected revenues and expenditures, Finance met with the City Manager to critically assess department operations and efficiencies. Similar to FY 2024/25, property tax and sales tax numbers serve as the foundation for the City's economic stability. A series of meetings were held with the City Manager, Assistant City Manager, Public Works Director, and Finance staff to analyze the City's capacity to accommodate the FY 2025-2030 Five-Year Capital Improvement Plan (CIP).

On June 4, 2025 the City Council and Sanitary District Board (CSD) held a budget Workshop to discuss both Proposed FY 2025/26 Budget and the Five-Year Capital Improvement Program.

On June 11, 2025, the City Council and CSD held a joint meeting adopting the FY 2025/26 Budget.

Developing and monitoring the budget is an ongoing process. By responding quickly to events that influence the budget, the City is able to maintain consistent levels of service provided to the community. We are also able to safeguard the financial base against erosion from unforeseen events outside the control of the City. The estimates that are developed from this process are modified throughout the budget period to respond to unanticipated events. Monthly financial reports are provided as a method for ongoing review at the department and City Council level. Finance staff will monitor budget to actual revenue and expenditures monthly, providing the City Manager with any substantial variances.

A formal mid-year review of the FY 2025/26 budget will be performed with the City Council and CSD in February 2026. There will also be formal review of the budget in May and June 2026, prior to appropriation of the FY 2026/27 budget.

LEVEL OF BUDGETARY CONTROL

Since the budget is an estimate, from time to time it is necessary to make adjustments to fine tune the line items within it. Various levels of budgetary control have been established to maintain the integrity of the budget. The City Council has the authority to amend or supplement the overall appropriations for the City in total. The City Manager has the authority to transfer between expenditure accounts, provided those changes do not increase overall appropriations. Whether that transfer is within a fund or between funds, that authority must be exercised taking into consideration funding source compatibility.

For example, appropriations can be transferred from any expenditure account to another as long as the funding from the source account can legitimately be used to cover the expenditure for which it is being transferred. Where an appropriation requires an increase that cannot be supported by a transfer within those guidelines, City Council authorization is required.

FUNDS, FUNDING, AND BUDGETARY CONTROL

Basis of Revenue Estimates

While the departments were developing their budget expenditure requests, the Finance Department was projecting revenues for the budget. Many of the projections are developed with industry-leading consultants to forecast the City's two largest revenues, property and sales taxes and by from information provided by the various departments.

For classification purposes, revenues are usually grouped into major categories. For financial reporting purposes, the California State Controller's Office has established a classification system that local governments are required to follow when reporting their financial affairs to the State. Therefore, the presentation of revenues is based on the State Controller's classification system, as follows:

- ♦ **Taxes** - Compulsory charges levied by a government for the purposes of financing public services performed for the common benefit. The taxes received by the City include property taxes, sales tax, business tax, transient occupancy tax, and documentary transfer tax. Property, sales, and business tax projections are accomplished by analyzing historical trends, changes in the national/state/local economy, and changes within the community that effect these revenues. Transient occupancy taxes are projected based on trends and any changes in the Consumer Price Index. Documentary transfer tax is received as property is sold, and is therefore estimated based on the projected level of current activity in the real estate market.
- ♦ **Special Benefit Assessments** - Compulsory charges levied by a government for the purposes of financing a particular public service performed for the benefit of a limited group of property owners. These assessment revenues are projected based on the amount that will be assessed, less a modest adjustment for anticipated uncollected assessments. Cost of providing the service for which they are assessed is also considered, along with balances available and future anticipated spending patterns.
- ♦ **Licenses & Permit Fees** - Fees collected in exchange for the issuance of a license or a permit are usually issued to fund the public programs relating to the activities licensed or permitted within the City. License and permit fees collected by the City are primarily for building and construction permits, although there are some fees generated for solicitation permits, and other permits related to the conduct of business. There are also minor fees for bicycle licenses. Permit income related to building activity is projected by the departments collecting those fees based on projected applications anticipated. Other permit fees are based on historical trends.
- ♦ **Fines & Forfeitures** - Punitive assessments levied by the courts upon violations of law or regulations. The City receives such fines and forfeitures for Vehicle Code fines and for violations of the Municipal Code. Fines and forfeitures are primarily estimated by the Finance Department based on historical trends and any legislation that might affect their distribution.
- ♦ **Revenues from the use of Money & Property** - Income derived from investment earnings, plus sale/rental of property. Investment earnings are projected based upon a conservative return applied to the cash balance within each fund. Where cash remains relatively stable in any given fund, historical trends can be used; but since investment earnings are distributed to each fund based upon the cash balances within each fund, additional knowledge about spending patterns and anticipated timing of receipts is crucial. For sale and rental of property, actual knowledge about which properties, if any, will be rented or sold through the fiscal year is used to make the revenue projections.
- ♦ **Intergovernmental Revenues** - Income from grants and subventions received from other governmental entities. The primary group in this category is State shared fees and taxes, which includes

property tax, relief subventions, and gas taxes. Other sub-groups in this category are special purpose federal, state, and county grants. Historical trends, information provided by the State and information provided by other departments, are the sources of information for making revenue projections in this category.

♦ **Current Service Charges** - Income collected in exchange for a particular public service of a limited and specific benefit. These charges are used to fund the cost of the particular service provided. The City collects a wide variety of such charges in different service areas. The primary areas where they are collected are public safety, planning and zoning, building plan checks, and utilities. Information is received from other departments to make projections related to the building industry. The income that is related to utilities is projected based upon estimated customer count and consumption trends.

In addition, this revenue includes internal service fund allocations for services provided by those funds. Each of the Internal Service Funds incur costs that are allocated to the user departments. The basis for the allocation varies depending on the type of service provided.

- In the Vehicle and Equipment fund, costs for vehicle usage are charged to the user departments based upon the annual depreciation and the estimated life of the vehicle. Vehicle maintenance is charged based on actual usage.
- In the City Hall Facility, Corporation Yard Facility, and Police Facility Funds costs are allocated to the user departments based on square footage. Facility costs in the Library Facility are allocated to the operating division.
- In the Information Systems Fund, the charges are based on the number of personal computers and telephones in the user department.
- In the Risk Management Fund, the charges are based on salary data for the cost of workers' compensation insurance, actual vehicle count for vehicle insurance, and an estimated prorated share for general liability insurance.

♦ **Other Revenues** - Income from contributions, refunds, and other income not classified elsewhere. This income source is projected based upon historical trends or specific information about a particular source.

As the budget is a plan to guide the future operations of the City and the CSD, the City has endeavored to forecast revenues on a conservative basis, with the most recent information available. These estimated revenues directly control how much the City and the CSD can plan to spend on various services and projects.

FUND BALANCES AND WORKING CAPITAL

One of the most important elements of a comprehensive budget is an evaluation of the impact of projected revenue, expenditure appropriation and transfer requests on fund balances and working capital throughout the budgeted funds. These are the balances projected to be available once the budget period has transpired.

Because of the fund accounting requirements in Generally Accepted Accounting Principles (GAAP), in the Enterprise Funds and Internal Service Funds, these fund balances are called *working capital*, and in all other funds they are called *fund balance*. Maintaining adequate fund balance and working capital levels is critical to ensuring that the City is adequately prepared financially to meet ongoing cash flow needs and unforeseen events and emergencies. The City of Camarillo has a Reserve Policy, which targets the level of balances that should be maintained in certain funds. The Reserve Policy is stated below:

Purpose

The City shall maintain unassigned fund or working capital balances in the General Fund, Water Utility Fund, Sanitary Fund, certain Special Revenue, Debt Service and Internal Service Funds, and the Capital Improvement Fund. This policy is developed to consider the minimum level necessary to maintain the City's credit worthiness and to adequately provide for:

- ♦ Economic uncertainties and other financial hardships or downturns in the local or national economy
- ♦ Local disasters or catastrophic events
- ♦ Future debt or capital obligations
- ♦ Cash flow requirements
- ♦ Legal requirements

Policy

General Fund 101: The City will maintain a minimum reserve level of 50% of the operating budget for the General Fund. For the purpose of this policy statement, the budgets shall include appropriations for operating expenditures plus transfers to other funds for operations, excluding transfers for capital projects and depreciation.

Special Revenue Funds: For all Maintenance District Funds, except those that operate on a citywide basis, the City shall target a reserve level of 20% of the operating budgets for cash flow purposes. For the purpose of this policy statement, the budgets shall include appropriations for operating expenditures.

Fund Name and Number:

Mission Oaks Maintenance District	221
Wittenberg Maintenance District	222
Armitos Storm Basins District	223
Mission Oaks Industrial District	224
Presley Maintenance District	225
Spanish Hills Maintenance District	226
Sares Regis Maintenance District	227
Vista Las Posas Maintenance District	228
Adolfo Glen III Maintenance District	230
Adolfo Glen II Maintenance District	231

Debt Service Funds: Reserve levels for Debt Service Funds shall be established as prescribed by the bond covenants adopted at the time of the issuance of debt.

Capital Improvement Projects Fund: The City shall establish and maintain a designated fund balance in the Capital Improvement Projects Fund equal to the discretionary (i.e., General Fund) contribution for the future capital improvements outlined in the FY 2025-2030 Five-Year CIP based on the following schedule:

- ♦ 100% of the Current Year and Year One of the CIP

Internal Service Funds:

Risk Management Fund: A reserve shall be established and maintained equal to the sum of the following elements:

- ♦ Three times the self-insured retention for liability claims, plus

- ♦ 100% of the greatest deductible for any single property damage coverage, plus
- ♦ 25% of the annual appropriation for workers' compensation

Information Services Fund: A computer replacement reserve shall be established and maintained to ensure the timely replacement of computer equipment and software. The reserve level shall be the greater of 100% of the accumulated depreciation, or a schedule defined by the City Council adopted Information Systems Master or Strategic Plan.

Vehicle & Equipment Fund: A replacement reserve shall be established and maintained equal to 120% of the accumulated depreciation.

Facility Funds: A capital outlay reserve shall be established and maintained, based on 100% of a reserve study capital replacement plan, for cash flow purposes and for the rehabilitation or replacement costs of existing City facility components.

Enterprise Funds:

Solid Waste Fund: The City will establish and maintain a minimum reserve level of 5% of operating budget.

Water Utility Operating Fund: The City will establish and maintain a minimum reserve level based on the following schedule:

Operations	3 Months O&M
Capital	Annual Depreciation (Replacement Costs)
Rate Stabilization	5% of Commodity Sales
Restricted/Emergency	1% of Asset at Replacement Costs
Debt Service	1 Year of Debt Service

Sanitary District Operating Fund: The City will establish and maintain a minimum reserve level based on the following schedule:

Operations	3 Months O&M
Capital	Annual Depreciation (Replacement Costs)
Debt Service	1 Year of Debt Service
Restricted/Emergency	1% of Asset at Replacement Costs

Procedure

The Finance Department shall perform a reserve analysis to be submitted to the City Council upon the occurrence of the following events:

- ♦ City Council deliberation of the annual budget
- ♦ Presentation of the annual financial report
- ♦ Midyear budget review
- ♦ A major change in conditions threatens the reserve levels established within this policy

If the analysis indicates projected or actual reserve levels that fall either 10% below or 10% above reserve levels outlined in this policy, at least one of the following actions shall be included with the analysis:

- ♦ An explanation of why the reserve levels are not at the targeted level.
- ♦ An identified course of action to bring reserve levels to the minimum prescribed.

FUND TYPES AND DESCRIPTION

The City of Camarillo uses funds and account groups to report its financial operations. A fund is used to maintain control over resources that have been segregated for specific activities or functions and special revenue sources. The 52 budgeted funds are segregated into fund types, as shown in the following, and all can be divided into the following three categories:

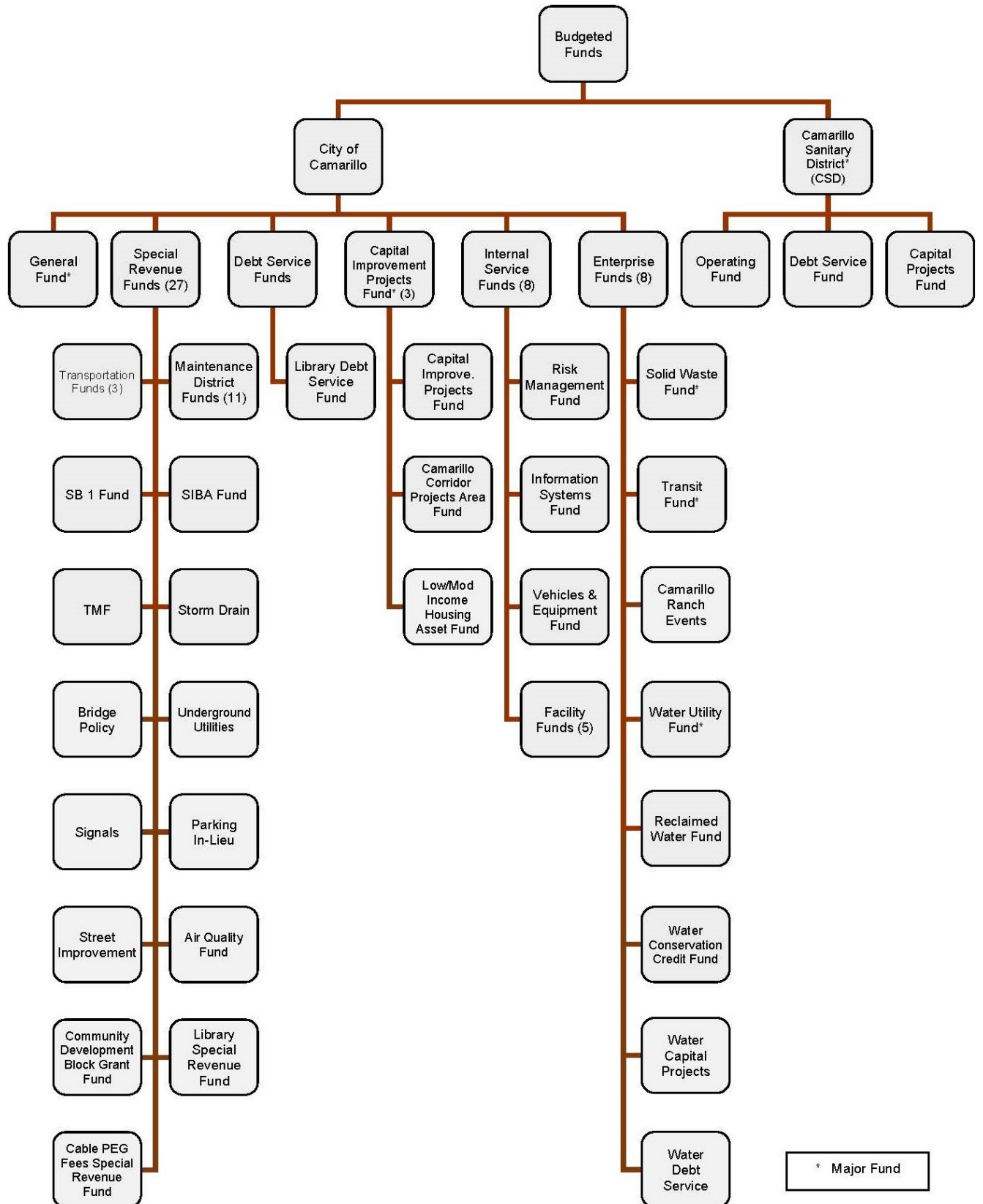
Governmental Funds - Governmental Funds focus on current financial resources, which emphasize near-term inflows and outflows of spendable resources as well as balances of spendable resources at the end of the fiscal year. This information is essential in evaluating the City's near-term financial requirements. The governmental activities are prepared using the current financial resources measurement focus and modified accrual basis of accounting. To better understand the City's short-term requirements, it is useful to compare the City's Governmental Fund budgets. The major governmental funds include the General Fund, Special Revenue Funds and the Capital Improvement Projects Fund. Most of the City's basic services are reported in this category, including Public Safety, Highways and Streets, Economic Development, and Cultural Arts and Library Services. The activities are funded by property, business, hotel and sales taxes, user fees, interest income, franchise fees, and state and federal grants finance these activities.

Proprietary Funds - The City maintains two types of proprietary funds: enterprise funds and internal service funds. The City uses enterprise funds to account for its Water Utility, Reclaimed Water, Water Conservation Credit, Water Capital Projects, Water Debt Service, Camarillo Sanitary District, Solid Waste, Camarillo Ranch Events, and Transit operations. Internal service funds are an accounting tool used to accumulate and allocate costs internally among the City's various functions. The City uses internal service funds to account for its Risk Management, Information Services, Vehicles & Equipment, City Hall, Corporation Yard, Library, Police, and the Camarillo Chamber of Commerce Facility.

Although Water is budgeted with five distinct funds and CSD is budgeted with three distinct funds, they are presented as one Water fund and one CSD fund in the City's Annual Comprehensive Financial Report (ACFR).

Fiduciary Funds - The City is the trustee, or fiduciary, for certain funds held on behalf of external parties. These activities are reported in the financial statements, but are not budgeted. The City is responsible for ensuring that the assets reported in these funds are used for their intended purposes. The fiduciary activities are custodial funds, which report assets, liabilities, and net position.

BUDGET PROCESS AND FUND STRUCTURE



CITY OF CAMARILLO

General Fund-101 - The General Fund is where the majority of discretionary funds are recorded and where the majority of general municipal services are provided. Through transfers, it is also a major contributor of services and projects that are accounted for in other funds including the Gas Tax Fund, Lighting & Landscape Maintenance District Fund, Transit Fund, and Debt Service Fund that do not have enough available resources to cover the associated expenditures.

Special Revenue Funds (29)

Transportation Funds - The Transportation Funds record only revenue and transfers to other funds. Monies received in these funds are transferred to the Capital Improvement Projects Fund to be used for overlay, resurfacing, and street-related capital projects.

- ♦ **SB 125 Fund-206** - This fund is used to account for special, one-time state source funding to help address transit providers' operating and capital needs.
- ♦ **TDA Article 8c Transit Fund-207** - This fund is used to account for special state subventions under the Transportation Development Act (TDA) that are legally restricted to the use in the City's transit operation.
- ♦ **TDA Article 8a Roads Fund-208** - This fund is used to account for special state subventions under the Transportation Development Act (TDA) that are legally restricted to the maintenance of highways and streets within the City's boundaries.
- ♦ **TDA Article 3 Fund-209** - This fund is used to account for special state subventions under the TDA that are legally restricted to the maintenance of bikeways and handicapped ramps within the City's boundaries.
- ♦ **Gas Tax Fund-210** - The Gas Tax Fund is used to account for gas tax revenues. The Gas Tax revenue funds the Street Maintenance division of the Public Works department in General Fund and qualified capital projects in Capital Project Fund.
- ♦ **SB 1 Fund-211** - The SB 1 Fund is used to account for SB 1 revenues and transfers to other funds. This funding will be used for deferred maintenance both on the state highway and the local road system.

Maintenance District Funds - The City has a Lighting and Landscape Maintenance District which supports lighting and landscape maintenance throughout the City. The source of funding for this district is a portion of the 1% ad valorem property tax, which is designated for this purpose. All the other maintenance districts support specific areas within the community and were established as a development requirement, and receive property tax assessment revenues that provide for the individual district's expenditures.

Lighting and Landscape Maintenance District-220 - This is used to account for property tax revenues that are restricted to citywide street lighting and landscape maintenance expenditures.

- ♦ **Mission Oaks MD1A-221** - This is used to account for revenues from property taxes and assessments levied on the property within the Mission Oaks district that are specifically restricted to the district's median, parkway, slopes, and tree maintenance.

- ♦ **Wittenberg Maintenance District MD2A-222** - This is used to account for revenues from assessments levied on properties within the Wittenberg subdivision that are specifically restricted to the maintenance of landscape and open space areas within and immediately adjacent to the tract.
- ♦ **Armitos Storm Basins Maintenance District-223** - This is used to maintain three storm drain desilting basins, which serve the Armitos Tract.
- ♦ **Mission Oaks Industrial Maintenance District-224** - This is used to account for revenues from assessments that are to be used to maintain landscaping within the district.
- ♦ **Presley Maintenance District-225** - This is used to account for revenues from assessments that are to be used for maintenance of landscaping in the flood control areas located off Sierra Mesa.
- ♦ **Spanish Hills Maintenance District-226** - This is used to account for revenues from assessments that are to be used for maintenance of landscaping within this district.
- ♦ **Sares/Regis Maintenance District-227** - This is used for maintenance of a drainage basin, which serves the Sares/Regis Tract.
- ♦ **Vista Las Posas Maintenance District-228** - This is used for the maintenance of entrance street landscaping and a storm water detention basin in the Vista Las Posas development.
- ♦ **Adolfo Glen III Maintenance District-230** - This is used to account for revenues from assessments that are to be used to maintain landscaping within this district.
- ♦ **Adolfo Glen II Maintenance District-231** - This is used to account for revenues from assessments that are to be used to maintain landscaping within the district.

SIBA Fees-240 - The SIBA Fund is used to fund and/or reimburse a portion of the cost of the Springville Interchange Project within the Springville Interchange Benefit Area (SIBA).

Traffic Mitigation-251 - The Traffic Mitigation Fund is used to account for fees received from developers to accommodate and mitigate the adverse traffic impacts caused by new development and fund the cost of maintaining regional and local roads.

Bridge Policy Fund-252 - The Bridge Policy Fund is used to account for fees received from developers based on land acreage for property to be developed to fund the cost of bridge construction or addition.

Storm Drain-253 - The Storm Drain Fund is used to account for fees received from new development to fund storm drainage related costs.

Signals Fund-261 - The Signal Fund is used to account for signal fees received from new development to fund signal maintenance related costs.

Underground Utilities-262 - The Underground Utilities Fund is used for fees received from new development to fund underground related costs.

Street Improvements-263 - The Street Improvements Fund is used to account for fees received from new development for street maintenance related costs.

Parking In-Lieu-264 - The Parking In-Lieu Fund is used to account for fees received from business owners in the Old Town area to fund off-street parking facilities.

Air Quality Management Fund-275 - The Air Quality Management Fund was established in FY 1993/94. This fund is used to account for revenues from air quality impact fees that are required to be used for transportation mitigation.

Community Development Block Grant Fund (CDBG)-280 - The City of Camarillo participates in the CDBG Program, funded by an entitlement grant from the United States Department of Housing and Urban Development (HUD). It is typical for the CDBG Fund to vary widely between the amount budgeted and the revenues and expenditures which actually occur throughout the fiscal year. By budgeting the total available funds for the fiscal year, the City maximizes its flexibility to utilize the available funding as needed. Whatever is not utilized in any fiscal year is automatically carried over to the following fiscal year.

Library Special Revenue Fund-285 - The Library Special Revenue Fund is utilized to collect and record the proceeds from fundraising and local donations for the Camarillo Library.

Cable PEG Fees Special Revenue Fund-286 - The Public, Educational, and Governmental (PEG) Special Revenue Fund was created to account for revenue resulting from new cable franchising laws. Traditionally, cable service providers negotiated with municipalities in order to obtain a franchise authorizing them to provide cable services in a community. The new laws allow cable service providers to apply for a franchise at the state level when the local franchise expires; however, they must maintain their support in the production of local PEG access channels. A municipality may establish a PEG support fee of up to 1 percent of gross revenues. This funding will be used to offset capital costs such as PEG production, editing, and program playback equipment, renovation or construction of PEG access facilities.

Debt Service Fund

Library Debt Service Fund-321 - The Library Debt Service Fund was established in Fiscal Year 2002/03 to account for the debt service of \$8.8 million in Lease Revenue Bonds issued for the purpose of the matching requirement for the state grant received from the State of California. The bond money, combined with the grant, was for the acquisition of land and construction for the new 65,000 square foot, state-of-the-art Library in Camarillo. The City issued \$7,630,000 Camarillo Public Finance Authority Lease Revenue Bonds Series 2012, providing funds to refund the 2003 Series A Bonds. This generated a Net Present Value savings of \$876,326 over the same remaining debt service period. The final maturity date of the bonds remains December 2033. Currently, budgeted expenditures in the Library Debt Service Fund are for principal and interest on the bonds and related administrative costs, which are funded by the General Fund.

Capital Projects Funds (3)

Capital Improvement Projects Fund-410 - The Capital Improvement Projects Fund accounts for the general capital projects funded from capital fees collected from developers, state and federal grants, and transfers from the General Fund and the Transportation Funds. The projects in the Budget are in agreement with the City's Five-Year Capital Improvement Program.

Camarillo Corridor Projects Area Fund-429 - This fund accounts for the construction activities as designated in the approved Successor Agency Long-Range Property Management Plan, and are in agreement with the City's Five-Year Capital Improvement Program. Funding is provided by housing and non-housing construction bonds.

Low-Mod Income Housing Asset Fund-498 - This fund is used to account for the housing activities of the former Redevelopment Agency.

Internal Service Funds (ISF) (8)

ISF's are created to account for costs associated with services that benefit a wide variety of other funds, and provides an opportunity to accumulate those costs in one fund to allocate them to the benefiting departments for services rendered. ISFs also provide a mechanism for accumulating funds for the replacement of vehicles, equipment, and facilities. This is particularly true for all ISFs, except the Risk Management Fund and the Human Resources Fund.

Risk Management Fund-510 - The Risk Management Fund is where costs associated with the City's risk management function are recorded and then charged back to the other funds. The City of Camarillo is a member of the California Joint Powers Insurance Authority (CJPIA), along with over 100 other California public entities, and is self-insured for general liability and workers' compensation. The City takes advantage of the CJPIA buying power to purchase property, earthquake, flood, boiler and machinery insurance, etc. Claims administration for both general liability and workers' compensation are provided through a third party contractual agreement administered by the CJPIA.

Information Services Fund-530 - The Information Services Fund is where costs associated with operating the City's information services function are recorded and charged back to the other funds based on the level of services provided. Information Services includes the telephone system, H.T.E. computer system, local and wide area network systems, personal computers, Geographic Information System (GIS), library technology support, internet, and miscellaneous computerized systems.

Vehicles and Equipment Fund-540 - The Vehicles and Equipment Fund is where costs associated with procurement, maintenance and operations of the City's vehicles and field equipment, are recorded and charged back to the departments based on the services received. One of the goals of this fund is to provide funding to replace vehicles and field equipment. It is also to recover the costs associated with maintaining all of the City's vehicles and field equipment. Through a "use" charge, departments that use City vehicles contribute to this fund.

City Hall Facility Fund-550 - The City Hall Facility Fund was established to keep track of costs associated with the City Hall facility. Isolating those expenditures provides an efficient mechanism for charging the costs back to user departments.

Corporation Yard Facility Fund-551 - The Corporation Yard Facility Fund was established to keep track of costs associated with the corporation yard facility. Isolating those expenditures provides an efficient mechanism for charging costs back to the user departments and funds.

Police Facility Fund-552 - The Police Facility Fund was established to keep track of costs associated with the police facility. Isolating those expenditures provides an efficient mechanism for charging the costs back to the Police Department, a division of the General Fund, plus allows treatment of this facility to be similar to the accounting treatment of other City facilities.

Library Facility Fund-553 - This fund was established to track all costs associated with the operation of the library facility. Costs include the wages for the library facility technician, as well as wages for the supervision of the facility. Costs for custodial care, utilities, and landscaping are charged to this fund. Revenues for the costs in this fund are received from the General Fund and interest income.

Camarillo Chamber of Commerce Facility Fund-555 - This fund was established to track all City costs associated with the maintenance of the Camarillo Chamber of Commerce facility. Costs include landscape maintenance and insurance. Revenues for the costs in this fund are received from the General Fund and interest income.

Enterprise Funds (8)

Solid Waste Fund-805 - The City provides a refuse, recycling, and green waste program for residential customers, and a refuse and recycling service for commercial customers. The City contracts, through an exclusive franchise agreement with a local hauler, E.J. Harrison & Sons (Harrison), to haul all the waste in Camarillo. The City provides billing services for residential customers, from single-family residential up to four-unit residential. Harrison performs the billing services for commercial and multi-family residential customers. Refuse, recycling, and green waste services are provided weekly to Camarillo residential customers. The City sponsors a Household Hazardous and Electronic Waste Program. This on-going program provides an opportunity for households to dispose of toxic materials in a safe and environmentally sound manner.

Transit Fund-810 - The Transit Fund is an enterprise fund where costs associated with operating the City's transit system are recorded. The City began contracting this service on January 6, 1997, to provide a single fixed route and a general public Dial-A-Ride transit service. FTA Grant monies are received to fund program operating expenditures.

Camarillo Ranch Events Fund-815 - The Camarillo Ranch Events Fund is an enterprise fund where costs associated with operating the City's Ranch Property are recorded. The enterprise is funded based on the projected venue rental activity revenue collected by Command Performance who conducts the commercial business including Wedding and Special Event Management Services. The Camarillo Ranch Foundation will have use of the Ranch Property and other structures to conduct its nonprofit activities.

Water Utility Fund-860 - The Water Utility Fund is where revenue and expenses associated with the City's water service are recorded. This fund is fully self-supporting and derives the majority of its revenue from ratepayers. The City provides water and associated maintenance to approximately 14,000 customers. Not all of the property owners within the City limits are provided water service by the City. There are five other water agencies providing water to selected areas within the City. The largest of the five is Camrosa Water District, which provides water services to the Mission Oaks area within the City.

Reclaimed Water Fund-861 - The Reclaimed Water Fund is a water service from the potable water system, with separate infrastructure facilities, and is where revenue and expenses associated with the City's reclaimed water service are recorded. This fund is designed to be fully self-supporting, and derive the majority of its revenue from ratepayers. The recycled water distribution system serves current agricultural potable water customers, a 55-acre sports park, and median/common areas in the Village at the Park tract. The source of the recycled water is the Camarillo Sanitary District's Water Reclamation Plant.

Water Conservation Credit Fund-862 - The Water Conservation Credit Fund is a new program to facilitate 'water will serve' letters to new developments that will help City meet state mandates during drought conditions.

Water Capital Project Fund-863 - The Water Capital Project Fund is used to track Water capital improvement project expenditures.

Water Debt Service Fund-864 - The Water Debt Service Fund was established in FY 2019/20 to account for the debt service of \$11.8 million in Water Revenue Bonds. The bonds were issued to finance a portion of the costs for the North Pleasant Valley Groundwater Desalter project. The project will treat 4,500 acre-feet per year of brackish groundwater and yield up to an additional 3,877 acre-feet per year of potable water thereby reducing the need for like amount of imported water for the use within the City's water

service area. The final maturity of the bonds is June 1, 2039. Currently budgeted expenditures in the Water Debt Service Fund are for principal and interest on the bonds and related administrative costs, which are funded by the Water Utility Fund.

CAMARILLO SANITARY DISTRICT (CSD)

CSD Operating Fund-871

CSD Debt Service Fund-872

CSD Capital Projects Fund-873

The Camarillo Sanitary District is a separate governmental entity that provides sewer services for residential and commercial customers within its boundaries. The CSD boundaries are not contiguous with the City of Camarillo boundaries. The CSD is fully self-supporting and derives the majority of its revenue from ratepayers for services rendered. The Directors of the Board are the same elected officials who also sit as the members of the City Council. The CSD has been divided into three distinct funds for budgeting purposes. The segregation of these funds allows for ease in cash flow and rate setting.



BUDGET SUMMARY BY ORGANIZATION AND FUND

FUND		Adjusted	Fiscal Year 2024/25				Estimated
		Fund Balance	Amended Budget				Fund Balance
		June 30, 2024	Revenues	Expenditures	Transfers	Adjustments	June 30, 2025
City of Camarillo							
* 101	General Fund	\$ 102,037,006	\$ 60,926,274	\$ 59,763,710	\$ (2,255,181)	\$ —	\$ 100,944,389
206	SB 125 Fund		700,000	448,404	—		251,596
207	TDA Article 8c Fund	27,672	1,899,000	—	(1,899,000)		27,672
208	TDA Article 8a Roads	2,207,744	2,031,896	—	(3,947,697)	—	291,943
209	TDA Article 3	—	12,000	—	(12,000)	—	—
210	Gas Tax Fund	231,827	2,007,256	—	(2,189,655)	—	49,428
211	SBI Fund	2,175,602	1,822,225	—	(3,900,000)	—	97,827
220	Citywide Lighting/Landscape Maintenance District	—	2,769,421	6,445,130	3,626,407	—	(49,302)
221	Mission Oaks Maintenance District-MD1A	1,373,837	1,070,676	1,431,938	—	—	1,012,575
222	Wittenberg Maintenance District-MD2A	100,757	31,060	44,448	—	—	87,369
223	Armitos Storm Basins Maintenance District	63	1,894	6,028	4,867	—	796
224	Mission Oaks Industrial Maintenance District	66,251	56,408	60,613	—	—	62,046
225	Presley Maintenance District	30,791	20,895	26,575	—	—	25,111
226	Spanish Hills Maintenance District	44,435	22,111	25,379	—	—	41,167
227	Sares/Regis Maintenance District	12,972	8,831	11,960	—	—	9,843
228	Vista Las Posas Maintenance District	39,573	36,277	45,003	—	—	30,847
230	Adolfo Glen III Maintenance District	64,758	30,099	36,703	—	—	58,154
231	Adolfo Glen II Maintenance District	70,259	42,344	47,485	—	—	65,118
240	SIBA Fund	4,863,442	59,101	—	(353,457)	—	4,569,086
251	Traffic Mitigation Fund	12,272,692	996,416	—	(2,266,740)	—	11,002,368
252	Bridge Policy Fund	877,562	22,432	—	(800,032)	—	99,962
253	Storm Drain Fund	35,566	340	—	—	—	35,906
261	Signals Fund	311,713	2,626	—	—	—	314,339
262	Underground Utilities Fund	449,130	4,058	—	—	—	453,188
263	Street Improvement Fund	3,277,674	29,598	—	—	—	3,307,272
264	Parking In-Lieu Fund	10,391	1,045	—	—	—	11,436
275	Air Quality Fund	170,290	428	—	—	—	170,718
280	CDBG Fund	1,017,202	959,307	511,011	—	—	1,465,498
285	Library Special Revenue	536,423	342,813	302,481	—	—	576,755
286	Cable PEG Fees Fund	1,479,497	222,297	—	(1,618,991)	—	82,803
321	Debt Service-Library	501,838	—	494,515	493,970	—	501,293
* 410	Capital Improvement Projects	17,486,751	6,310,084	26,571,216	12,936,917	—	10,162,536
429	Camarillo Corridor Project Area	9,028,131	50,337	51,130	(14,100)	—	9,013,238
498	Low-Mod Housing	449,152	5,459	51,611	(169,248)	—	233,752
510	Risk Management	1,046,528	2,657,256	2,728,447	—	—	975,337
530	Information Systems	3,525,038	4,540,329	6,282,342	—	—	1,783,025
540	Vehicles & Equipment	7,496,344	2,956,553	4,071,433	—	—	6,381,464
* 805	Solid Waste	347,194	8,978,432	9,150,010	150,000	—	325,616
* 810	Transit	100,155	3,119,219	5,068,051	1,899,000	—	50,323
* 815	Camarillo Ranch Events	282,204	446,963	789,861	314,940	—	254,246
* 860	Water Utility	4,928,604	18,543,972	24,726,628	—	—	(1,254,052)
* 861	Reclaimed Water	2,522,196	395,787	660,920	—	—	2,257,063
* 862	Water Conservation Credit	1,052,982	16,788	683,375	—	—	386,395
* 863	Water Capital Projects	7,751,611	482,349	6,788,272	—	—	1,445,688
* 864	Water Debt Service	186,888	—	2,000	—	—	184,888
Total City of Camarillo		\$ 190,490,745	\$124,632,656	\$ 157,326,679	\$ —	\$ —	\$ 157,796,722
Camarillo Sanitary District (CSD)							
* 871	Operating Fund	37,631,725	20,322,411	21,271,530	—	—	36,682,606
* 872	Debt Service Fund	628,299	1,368,044	470,879	—	—	1,525,464
* 873	Capital Projects Fund	28,022,065	416,670	14,495,724	—	—	13,943,011
Total Camarillo Sanitary District		\$ 66,282,089	\$ 22,107,125	\$ 36,238,133	\$ —	\$ —	\$ 52,151,081
Total City and CSD Funds		\$ 256,772,834	\$146,739,781	\$ 193,564,812	\$ —	\$ —	\$ 209,947,803

*Major Funds

**Funds 550 through 555 were consolidated into the General Fund beginning July 1, 2024.

BUDGET SUMMARY BY ORGANIZATION AND FUND

FUND		Adjusted	Fiscal Year 2025/26				Estimated
		Fund Balance	Proposed Budget				Fund Balance
		June 30, 2025	Revenues	Expenditures	Transfers	Adjustments	June 30, 2026
City of Camarillo							
* 101	General Fund	\$ 100,944,389	\$ 58,720,626	\$ 58,765,496	\$ (2,583,498)		\$ 98,316,021
206	SB 125 Fund	251,596	1,000,000	—	(1,000,000)		251,596
207	TDA Article 8c Fund	27,672	1,677,664		(1,677,664)		27,672
208	TDA Article 8a Roads	291,943	1,719,532	—	(1,805,902)	—	205,573
209	TDA Article 3	—	12,000	—	(12,000)	—	—
210	Gas Tax Fund	49,428	2,018,831	—	(2,018,831)	—	49,428
211	SBI Fund	97,827	1,968,379	—	(1,874,645)	—	191,561
220	Citywide Lighting/Landscape Maintenance District	(49,302)	2,923,558	6,494,749	3,583,191	—	(37,302)
221	Mission Oaks Maintenance District-MD1A	1,012,575	1,088,808	1,204,142	—	—	897,241
222	Wittenberg Maintenance District-MD2A	87,369	33,208	46,400	—	—	74,177
223	Armitos Storm Basins Maintenance District	796	1,869	6,349	4,480	—	796
224	Mission Oaks Industrial Maintenance District	62,046	59,252	63,848	—	—	57,450
225	Presley Maintenance District	25,111	21,476	27,000	—	—	19,587
226	Spanish Hills Maintenance District	41,167	23,358	26,520	—	—	38,005
227	Sares/Regis Maintenance District	9,843	9,628	12,260	—	—	7,211
228	Vista Las Posas Maintenance District	30,847	38,128	43,874	—	—	25,101
230	Adolfo Glen III Maintenance District	58,154	31,593	40,787	—	—	48,960
231	Adolfo Glen II Maintenance District	65,118	43,844	50,116	—	—	58,846
240	SIBA Fund	4,569,086	165,190	—	(100,000)	—	4,634,276
251	Traffic Mitigation Fund	11,002,368	861,165	—	(1,589,599)	—	10,273,934
252	Bridge Policy Fund	99,962	33,449	—	(200,000)	—	(66,589)
253	Storm Drain Fund	35,906	1,208	—	—	—	37,114
261	Signals Fund	314,339	10,588	—	—	—	324,927
262	Underground Utilities Fund	453,188	15,970	—	—	—	469,158
263	Street Improvement Fund	3,307,272	111,328	—	—	—	3,418,600
264	Parking In-Lieu Fund	11,436	353	—	—	—	11,789
275	Air Quality Fund	170,718	5,784	—	—	—	176,502
280	CDBG Fund	1,465,498	657,846	509,604	—	—	1,613,740
285	Library Special Revenue	576,755	355,523	300,722	—	—	631,556
286	Cable PEG Fees Fund	82,803	258,885	—	—	—	341,688
321	Debt Service-Library	501,293	—	492,151	492,151	—	501,293
* 410	Capital Improvement Projects	10,162,536	2,837,481	16,168,242	6,570,146	—	3,401,921
429	Camarillo Corridor Project Area	9,013,238	1,496	50,000	—	—	8,964,734
498	Low-Mod Housing	233,752	5,748	50,826	—	—	188,674
510	Risk Management	975,337	2,958,975	3,152,096	—	—	782,216
530	Information Systems	1,783,025	6,623,127	6,239,261	—	—	2,166,891
540	Vehicles & Equipment	6,381,464	2,962,656	2,901,840	—	—	6,442,280
* 805	Solid Waste	325,616	617,628	816,329	200,000	—	326,915
* 810	Transit	50,323	2,404,759	3,966,390	1,677,664	—	166,356
* 815	Camarillo Ranch Events	254,246	501,000	832,109	334,507	—	257,644
* 860	Water Utility	(1,254,052)	22,933,287	23,341,945	—	—	(1,662,710)
* 861	Reclaimed Water	2,257,063	467,973	494,241	—	—	2,230,795
* 862	Water Conservation Credit	386,395	34,247	7,000	—	—	413,642
* 863	Water Capital Projects	1,445,688	459,376	8,049,869	—	—	(6,144,805)
* 864	Water Debt Service	184,888	—	—	—	—	184,888
Total City of Camarillo		\$ 157,796,722	\$116,676,796	\$ 134,154,166	\$ —	\$ —	\$ 140,319,352
Camarillo Sanitary District (CSD)							
* 871	Operating Fund	\$ 36,682,606	\$ 22,519,826	\$ 19,045,757	\$ —	\$ —	\$ 40,156,675
* 872	Debt Service Fund	1,525,464	1,855,861	515,026	—	—	2,866,299
* 873	Capital Projects Fund	13,943,011	1,046,016	5,480,000	—	—	9,509,027
Total Camarillo Sanitary District		\$ 52,151,081	\$ 25,421,703	\$ 25,040,783	\$ —	\$ —	\$ 52,532,001
Total City and CSD Funds		\$ 209,947,803	\$142,098,499	\$ 159,194,949	\$ —	\$ —	\$ 192,851,353

*Major Funds

****Funds 550 through 555 were consolidated into the General Fund beginning July 1, 2023.**

RESERVE ANALYSIS

Fund	Reserve Goal	Projected 6/30/26 Fund Balance	Current Reserve Policy	Other Committed/Assigned Fund Balance	Projected 6/30/26 Unassigned Fund Balance	
101 General Fund	min. 50%	\$ 98,316,021	\$ 31,683,913	\$31,683,913	\$ 34,948,195	A
221 Zone 1-Mission Oaks MD-1A	20%	897,241	240,828		656,413	C
222 Zone 2-Wittenberg Maint. Dist.	20%	74,177	9,280		64,897	C
223 Zone 3-Armitos Storm Basins MD	20%	796	1,270		(474)	B/D
224 Zone 4-Mission Oaks Industrial MD	20%	57,450	12,770		44,680	C
225 Zone 5-Presley Maint. Dist.	20%	19,587	5,400		14,187	B
226 Zone 6-Spanish Hills Maint. Dist.	20%	38,005	5,304		32,701	B
227 Zone 7-Sares/Regis Maint. Dist.	20%	7,211	2,452		4,759	C
228 Zone 8-Vista Las Posas Maint. Dist.	20%	25,101	8,775		16,326	C
230 Zone 10-Adolfo Glen III Maint. Dist.	20%	48,960	8,157		40,803	C
231 Zone 9-Adolfo Glen II Maint. Dist.	20%	58,846	10,023		48,823	C

Fund	Basis Notes*	Reserve Goal	Projected 6/30/26 Working Capital Balance	Current Reserve Policy	Other Reserved Fund Balance	6/30/26 Unrestricted Working Capital Balance	
510 Risk Management	(1)	100%	\$ 782,216	\$ 265,500	\$ 266,760	\$ 249,956	A
530 Information Services	(2)	100%	2,166,891	1,305,066		861,825	A
540 Vehicles & Equipment	(3)	120%	6,442,280	4,701,634		1,740,646	A
805 Solid Waste	(5)	5%	326,915	40,816		286,099	A
860 Water Utility	(6)		(1,662,710)	7,265,179		(8,927,889)	D
871 Sanitary District - Operating	(7)		40,156,675	10,765,433		29,391,242	A

* Notes - Basis for Reserves:

- (1) Three times the self-insured retention for liability claims (\$30,000 * 3), + 100% greatest deductible for single property damage coverage (\$100,000), + 25% annual appropriation for workers' compensation expense.
- (2) 100% of the accumulated depreciation.
- (3) 120% of the accumulated depreciation.
- (4) 100% of the reserve study capital replacement plan components.
- (5) 5% of Solid Waste Operations.
- (6) Water Utility Fund

Operations	25% of O&M
Capital	Annual Depreciation based on Replacement Costs
Rate Stabilization	5% of Commodity Sales
Restricted/Emergency	1% of Asset Replacement Costs
Debt Service	1 year of Debt Service

(7) Sanitary District Operating Fund

Operation	25% of O&M
Capital	Annual Depreciation based on Replacement Costs
Debt Service	1 year of Debt Service
Restricted/Emergency	1% of Asset Replacement Costs

Notes for anticipated percentages of the reserve goal:

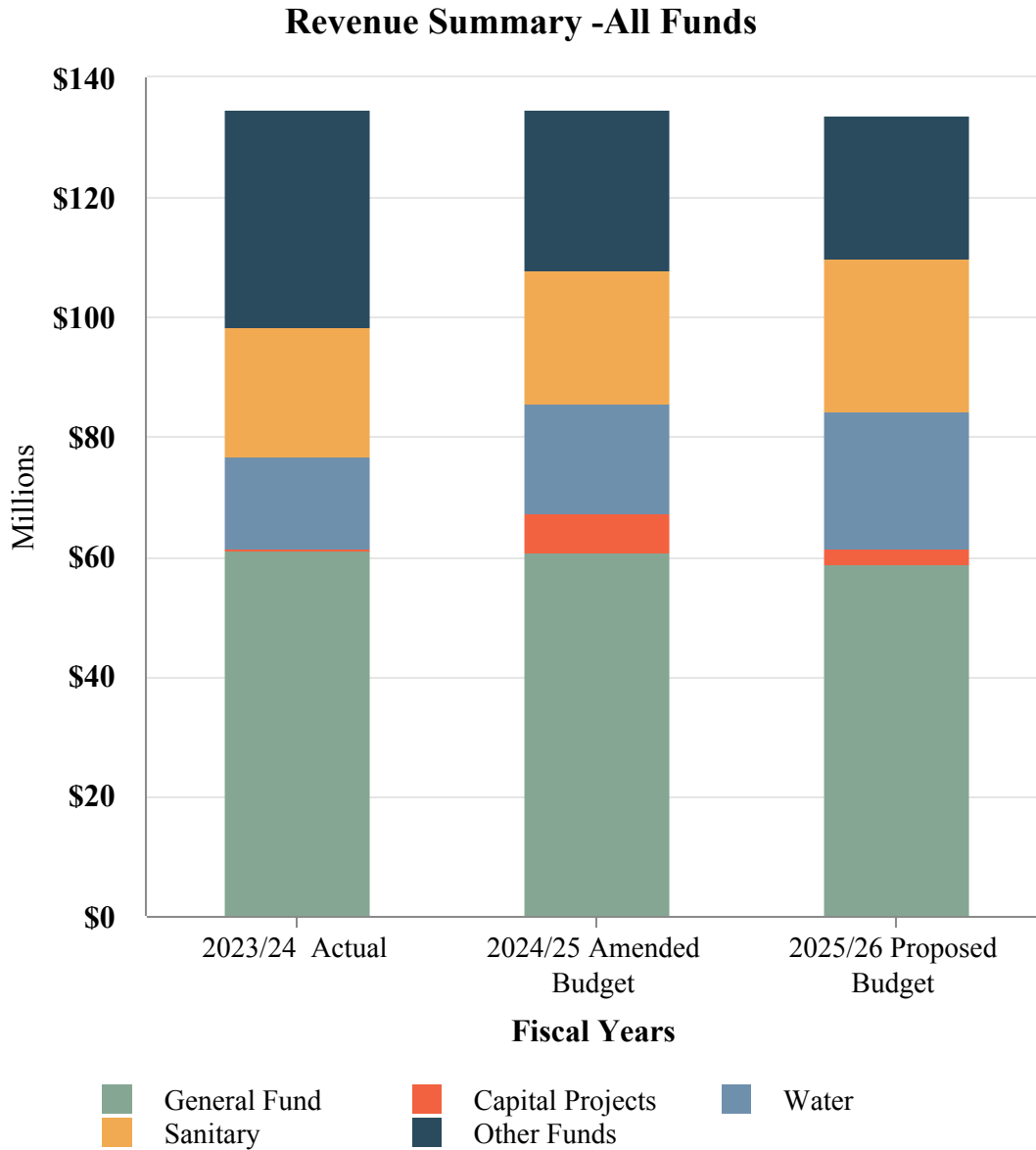
- A. Includes funds 'Committed' for reserves.
- B. Assessments cannot be increased without a vote.
- C. Assessments include inflation clause.
- D. The City will work towards bring the fund balance in line with reserve policy.

REVENUE SUMMARY BY ORGANIZATION AND FUND

Fund	Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
CITY OF CAMARILLO				
* 101	General Fund	\$ 61,008,965	\$ 60,926,274	\$ 58,720,626
206	SB 125 Fund	—	700,000	1,000,000
207	TDA Article 8c Fund	1,153,822	1,899,000	1,677,664
208	TDA Article 8a Roads	1,843,281	2,031,896	1,719,532
209	TDA Article 3	12,529	12,000	12,000
210	Gas Tax Fund	1,952,400	2,007,256	2,018,831
211	SBI Fund	1,879,674	1,822,225	1,968,379
* 220	Citywide Lighting/Landscape Maintenance District	2,676,204	2,769,421	2,923,558
221	Mission Oaks Maintenance District-MD1A	1,166,580	1,070,676	1,088,808
222	Wittenberg Maintenance District-MD2A	35,046	31,060	33,208
223	Armitos Storm Basins Maintenance District	1,907	1,894	1,869
224	Mission Oaks Industrial Maintenance District	56,459	56,408	59,252
225	Presley Maintenance District	19,585	20,895	21,476
226	Spanish Hills Maintenance District	23,935	22,111	23,358
227	Sares/Regis Maintenance District	8,529	8,831	9,628
228	Vista Las Posas Maintenance District	34,641	36,277	38,128
230	Adolfo Glen III Maintenance District	32,665	30,099	31,593
231	Adolfo Glen II Maintenance District	45,059	42,344	43,844
240	SIBA Fund	245,154	59,101	165,190
251	Traffic Mitigation Fund	2,051,781	996,416	861,165
252	Bridge Policy Fund	57,376	22,432	33,449
253	Storm Drain Fund	1,783	340	1,208
261	Signals Fund	15,627	2,626	10,588
262	Underground Utilities Fund	22,517	4,058	15,970
263	Street Improvement Fund	164,324	29,598	111,328
264	Parking In-Lieu Fund	521	1,045	353
275	Air Quality Fund	8,537	428	5,784
280	CDBG Fund	792,637	959,307	657,846
285	Library Special Revenue	171,846	342,813	355,523
286	Cable PEG Fees Fund	296,822	222,297	258,885
321	Debt Service-Library	26,039	—	—
* 410	Capital Improvement Projects	393,033	6,310,084	2,837,481
429	Camarillo Corridor Project Area	23,215	50,337	1,496

REVENUE SUMMARY BY ORGANIZATION AND FUND

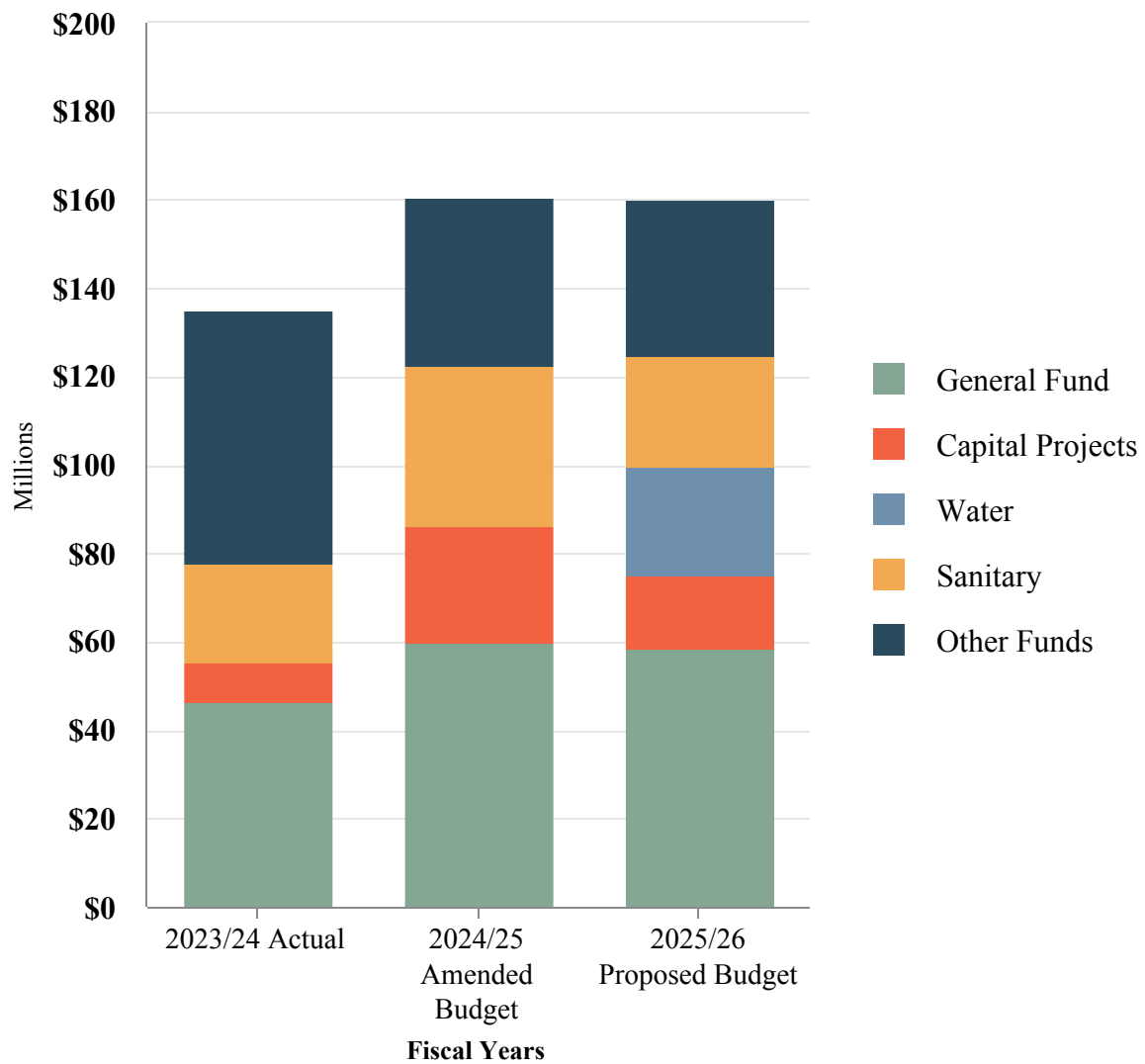
Fund	Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
498	Low-Mod Housing	9,739	5,459	5,748
510	Risk Management	2,345,319	2,657,256	2,958,975
530	Information Systems	4,194,614	4,540,329	6,623,127
540	Vehicles & Equipment	3,058,757	2,956,553	2,962,656
* 805	Solid Waste	8,232,842	8,978,432	617,628
* 810	Transit	2,486,386	3,119,219	2,404,759
* 815	Camarillo Ranch Events	380,194	446,963	501,000
* 860	Water Utility	15,403,654	18,543,972	22,933,287
* 861	Reclaimed Water	894,065	395,787	467,973
* 862	Water Conservation Credit	54,970	16,788	34,247
* 863	Water Capital Projects	670,959	482,349	459,376
* 864	Water Debt Service	20,304	—	—
		\$113,974,296	\$124,632,656	\$116,676,796
CAMARILLO SANITARY DISTRICT (CSD)				
* 871	Operating Fund	\$ 18,365,579	\$ 20,322,411	\$ 22,519,826
* 872	Debt Service Fund	1,787,058	1,368,044	1,855,861
* 873	Capital Projects Fund	1,592,121	416,670	1,046,016
	Total CSD	\$ 21,744,758	\$ 22,107,125	\$ 25,421,703
	TOTAL REVENUES	\$135,719,054	\$146,739,781	\$142,098,499
* Major Funds				



EXPENDITURE SUMMARY BY ORGANIZATION AND FUND

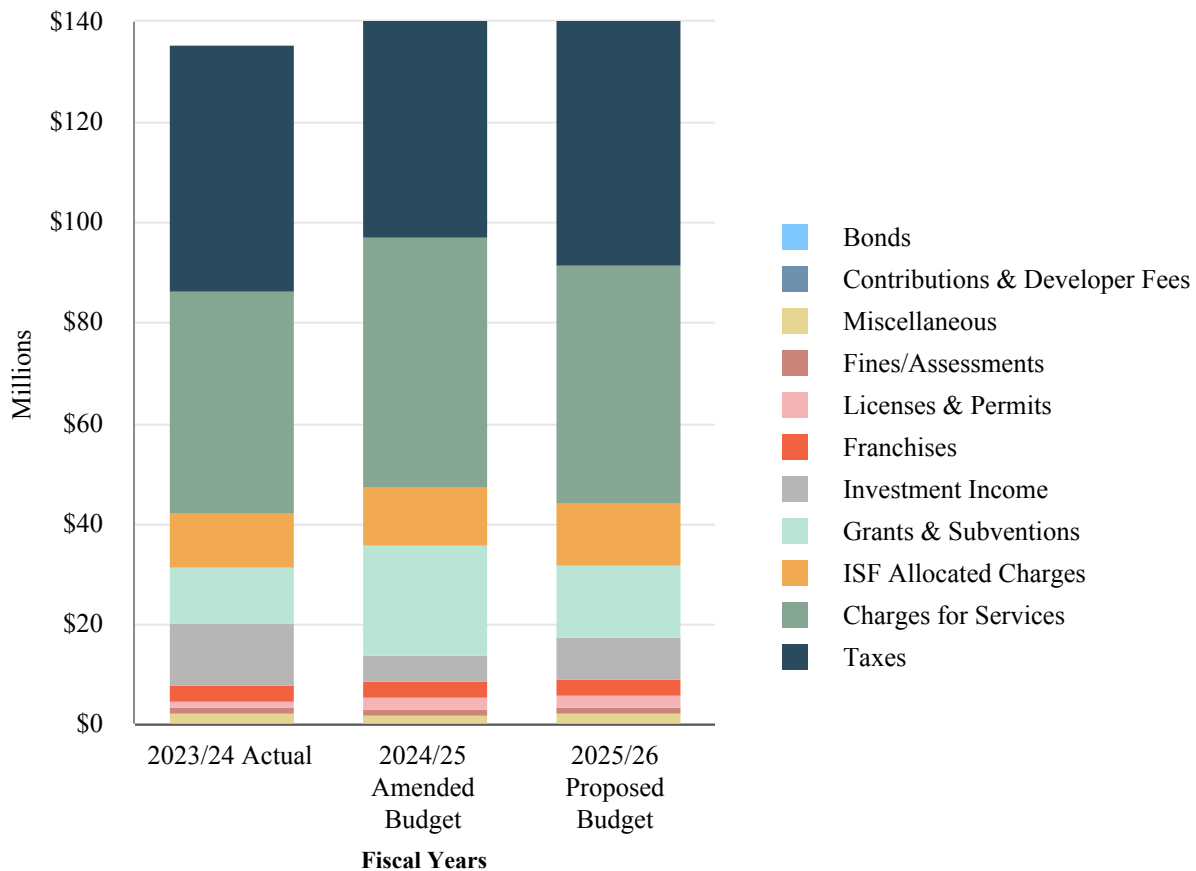
Fund	Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
CITY OF CAMARILLO				
* 101	General Fund	\$ 46,392,322	\$ 59,763,710	\$ 58,765,496
206	SB 125 Fund	—	448,404	—
220	Citywide Lighting/Landscape Maintenance District	5,753,319	6,445,130	6,494,749
221	Mission Oaks Maintenance District - MD1A	1,227,080	1,431,938	1,204,142
222	Wittenberg Maintenance District - MD2A	33,707	44,448	46,400
223	Armitos Storm Basins Maintenance District	5,140	6,028	6,349
224	Mission Oaks Industrial Maintenance District	49,795	60,613	63,848
225	Presley Maintenance District	18,908	26,575	27,000
226	Spanish Hills Maintenance District	16,403	25,379	26,520
227	Sares/Regis Maintenance District	12,203	11,960	12,260
228	Vista Las Posas Maintenance District	35,902	45,003	43,874
230	Adolfo Glen III Maintenance District	29,522	36,703	40,787
231	Adolfo Glen II Maintenance District	42,460	47,485	50,116
280	CDBG Fund	269,859	511,011	509,604
285	Library Special Revenue	271,773	302,481	300,722
321	Debt Service-Library	487,918	494,515	492,151
* 410	Capital Improvement Projects	8,975,438	26,571,216	16,168,242
429	Camarillo Corridor Project Area	3,970	51,130	50,000
498	Low-Mod Housing	14,839	51,611	50,826
510	Risk Management	2,484,604	2,728,447	3,152,096
530	Information Systems	3,792,022	6,282,342	6,239,261
540	Vehicles & Equipment	2,293,755	4,071,433	2,901,840
* 805	Solid Waste	8,148,651	9,150,010	816,329
* 810	Transit	3,433,964	5,068,051	3,966,390
* 815	Camarillo Ranch Events	519,154	789,861	832,109
* 860	Water Utility	18,181,500	24,726,628	23,341,945
* 861	Reclaimed Water	514,313	660,920	494,241
* 862	Water Conservation Credit	79,019	683,375	7,000
* 863	Water Capital Projects Fund	1,924,292	6,788,272	8,049,869
* 864	Water Debt Service	(398,937)	2,000	—
	Total City of Camarillo	\$ 104,612,895	\$ 157,326,679	\$ 134,154,166
CAMARILLO SANITARY DISTRICT (CSD)				
* 871	Operating Fund	\$ 18,910,333	\$ 21,271,530	\$ 19,045,757
* 872	Debt Service Fund	1,283,622	470,879	515,026
* 873	Capital Projects Fund	2,130,544	14,495,724	5,480,000
	Total CSD	\$ 22,324,499	\$ 36,238,133	\$ 25,040,783
	TOTAL EXPENDITURES	\$ 126,937,394	\$ 193,564,812	\$ 159,194,949
* Major Funds				

Expenditure Summary -All Funds



REVENUES BY TYPE - ALL FUNDS

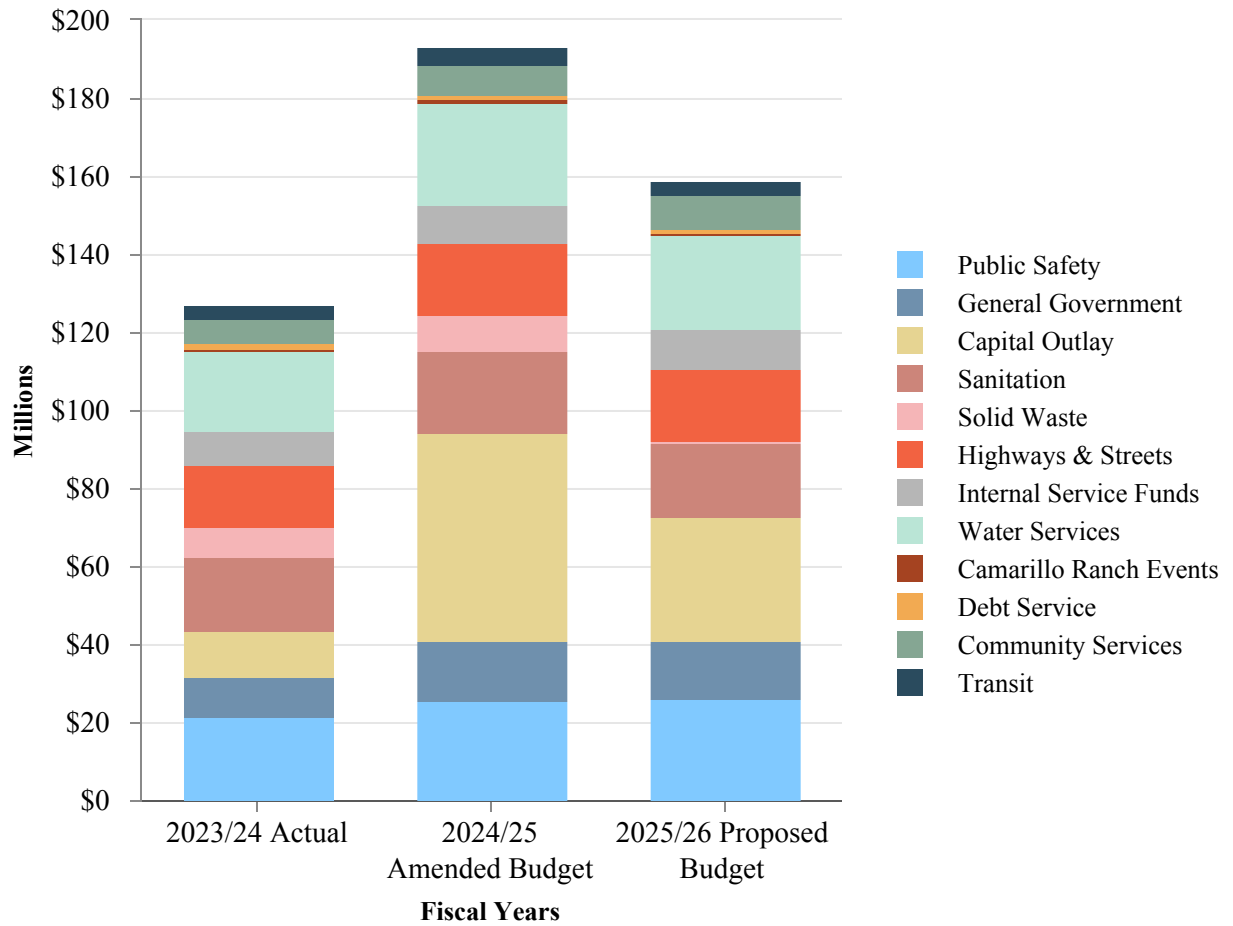
	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
REVENUES			
Taxes	\$ 49,067,664	\$ 49,508,414	\$ 50,374,280
Charges for Services	44,214,608	49,576,976	47,257,064
ISF Allocated Charges	10,789,819	11,740,479	12,715,892
Grants & Subventions	11,440,749	21,953,855	14,327,645
Investment Income	12,156,113	5,064,916	8,244,672
Franchises	3,264,803	3,410,199	3,361,948
Licenses & Permits	1,226,454	2,300,000	2,324,340
Fines/Assessments	1,317,938	1,076,853	1,114,215
Miscellaneous	1,928,098	1,639,834	1,906,102
Contributions & Developer Fees	312,804	468,255	472,341
Total Revenues	\$ 135,719,054	\$ 146,739,781	\$ 142,098,499

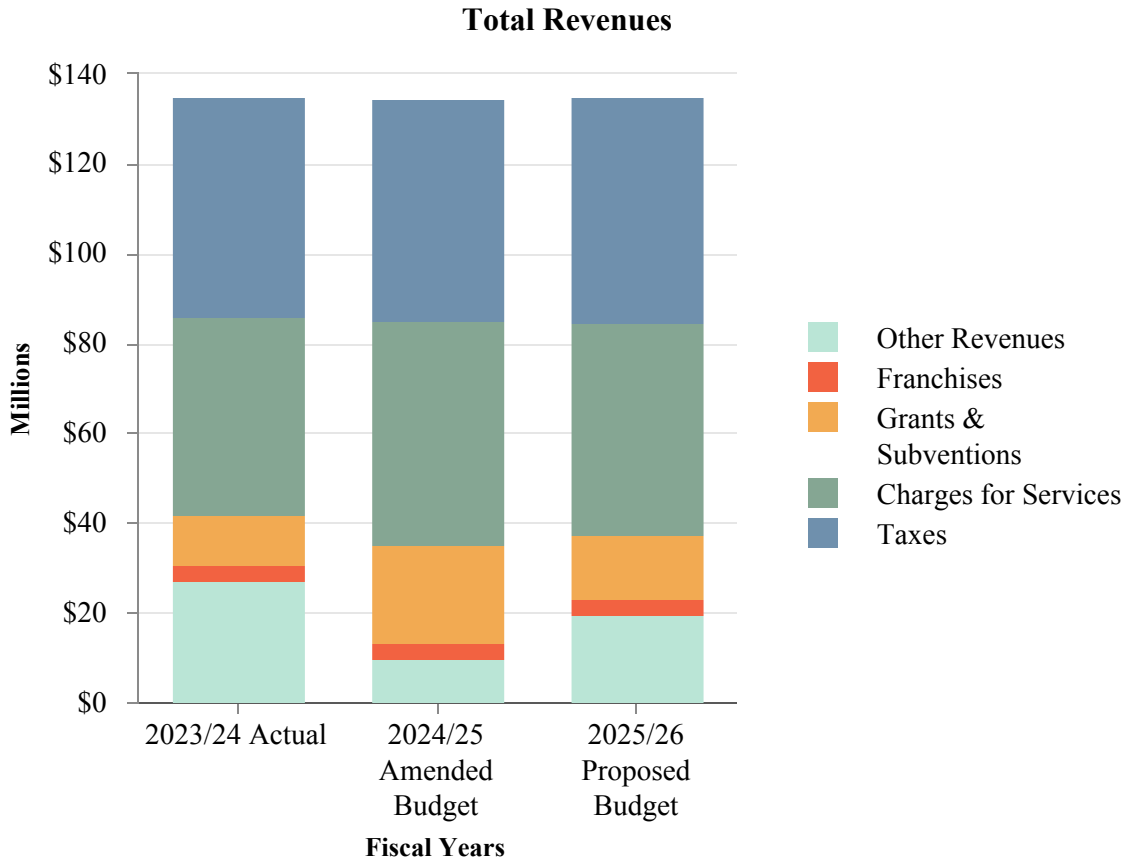


EXPENDITURES BY FUNCTION – ALL FUNDS

	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
EXPENDITURES			
Public Safety	\$ 21,400,166	\$ 25,651,684	\$ 25,994,006
General Government	10,529,010	15,464,835	14,864,531
Capital Outlay	11,471,654	53,037,676	31,829,937
Sanitation	18,910,333	21,271,530	19,045,757
Solid Waste	8,148,651	9,150,010	816,329
Highways & Streets	15,887,561	18,704,546	18,370,295
Internal Service Funds	8,570,381	9,721,171	10,297,197
Water Services	20,699,124	26,070,923	23,843,186
Camarillo Ranch Events	519,154	789,861	832,109
Debt Service	1,372,603	967,394	1,007,177
Community Services	5,994,792	7,667,131	8,328,035
Transit	3,433,964	5,068,051	3,966,390
Total Expenditures	\$ 126,937,392	\$ 193,564,812	\$ 159,194,949

EXPENDITURES BY FUNCTION – ALL FUNDS





Percent of Total Revenues Fiscal Year		
Description	2025/26	Basis and Rationale for Forecast
Taxes		
Property Taxes	18.5%	Because the City is a "low property tax" city, this revenue represents AB8 funding and Transportation Equity Act (TEA) funding. The City's General Fund, Lighting and Landscape Maintenance District, Mission Oaks District 1A, and the CSD all receive property taxes. The estimates are projected to increase based on information from the State, the County of Ventura, and HdL. Also, included under this revenue category is the Property Tax In-Lieu of Vehicle License Fee.

Description	Percent of Total Revenues Fiscal Year	Basis and Rationale for Forecast
	2025/26	
Sales Tax	13.2%	In accordance with the California Revenue and Taxation Code, the State of California imposes a 7.25% sales and use tax within the County of Ventura. The City has historically received almost 1% of the taxable sales in the City. Future sales tax growth is based on State of California State Controller estimates. The projection for FY 2025/26 assumes a slowdown in growth, primarily in the General Consumer Goods, Autos and Transportation, and Business and Industry categories for an overall decrease of 0.9%. The economy continues to be a concern to consumers and now also business. Consumer confidence is impacted by high inflation pricing, historic credit card debt levels, and tariffs.
Transient Occupancy Tax	2.5%	The City imposes a 9% Transient Occupancy Tax on occupants at hotel, motel or other lodging facilities within the incorporated area of the City. TOT growth has begun to level off, and the City expects moderate growth of 5.1% in FY 2025/26. The increase is primarily attributed to the upcoming opening of a new Home 2 Suites hotel, which is scheduled to begin operations in July 2025.
Business Tax	1.2%	Business Tax is imposed by the City on corporations and individuals conducting business within the City and is based on gross receipts. The revenue for FY 2025/26 is expected to increase slightly to \$1.7 million.

TRENDS AND ASSUMPTIONS FOR KEY REVENUE

	Percent of Total Revenues Fiscal Year	
Description	2025/26	Basis and Rationale for Forecast
<i>Charges for Services</i>		
Water Services	15.3%	Water Services includes five funds; Water Utility, Reclaimed Water, Water Conservation Credit, Water Capital Project Funds, and Water Debt Service. Revenues projections are based on the most recent adopted Water Rate Study and Financial plan. However, over the last three years the City has seen a significant decline in rate revenues due to drought, conservation and unusually high rainfall. The revenue projections reflect a increased demand as well as the 24% rate increase effective in July 2025 with subsequent increased of 18%, 12% and 4% effective July 1 of each subsequent year. Reclaimed Water Fund revenues are projected to stay flat. The Water Conservation Credit Fund was implemented in FY 2015/16 as a temporary drought mitigation fund to be used for water conservation projects.
Sewer Services	14.6%	Revenues projections are based on the most recent adopted Sewer Rate Study and Financial plan. 16% July 1, 2025 through 2028. Sewer rate charges are fixed and not contingent on usage.
Solid Waste Collection	0.1%	The City has an existing agreement with E.J. Harrison & Sons, Inc. (EJ Harrison) for Solid Waste Handling Services. Additionally as of July 1, 2025 the City is transitioning the solid waste residential service billing and service calls to E.J. Harrison.

TRENDS AND ASSUMPTIONS FOR KEY REVENUE

Percent of Total Revenues Fiscal Year		
Description	2025/26	Basis and Rationale for Forecast
Grants & Subventions		
TDA Local Street/Road Article 8	1.1%	This revenue is an apportionment through Ventura County Transportation Commission to help offset the costs of transportation projects. The revenues are allocated on a per capita basis. Projections for FY 2025/26 reflects the economic recovery, as well as inflationary impacts. This revenue is used to support the Annual Overlay & Resurfacing projects as well as the Transit operation.
Gas Tax	2.7%	This revenue is an apportionment from the State that represents a portion of the taxes paid on the purchase of gasoline. This revenue is restricted to public street construction, improvement and maintenance. Projections for FY 2025/26 are budgeted to increase due to unspent funds previously programmed for the Annual Pavement program..
All Other Grants & Subventions	7.1%	Various grants & subventions are received by the City to help offset one-time capital and operating costs. Budgets are established as amounts become known as determined by the authorizing agencies. Examples are Congestion Mitigation and Air Quality (CMAQ) grants to be used for highways and streets capital projects; CDBG funding for low-moderate housing and community development needs; FTA assistance to offset the transit program and Metrolink station operating and maintenance costs.
Percent of Total Revenues Fiscal Year		
Description	2025/26	Basis and Rationale for Forecast
Franchise		
Franchise Fees	2.4%	Franchise fees are imposed on gas, electric, refuse and cable companies for the use of City streets and right-of-ways. The budget for FY 2025/26 is projected to decrease by 1.5% primarily related to the cable and Southern California Gas franchise fees.
Total Key Revenue	78.8%	

REVENUE DETAIL BY TYPE

Revenue Type	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Taxes	\$ 43,592,575	\$ 44,350,312	\$ 44,647,565
Grants & Subventions	1,157,542	3,143,982	774,000
Franchises	3,084,742	3,204,199	3,155,948
Charges for Services	3,216,460	1,916,147	2,430,160
Licenses & Permits	1,226,454	2,300,000	2,324,340
Investment Income	5,536,698	3,705,000	3,648,068
Contributions & Developer Fees	93,055	41,476	83,041
Fines & Forfeitures	646,435	499,670	623,670
Miscellaneous	476,078	21,773	143,773
Internal Charges	1,978,927	1,743,715	890,061
General Fund	\$ 61,008,965	\$ 60,926,274	\$ 58,720,626
Taxes	\$ 3,764,885	\$ 3,796,938	\$ 3,951,075
Grants & Subventions	7,378,210	9,387,748	8,810,823
Franchises	180,061	206,000	206,000
Contributions & Developer Fees	142,000	337,300	333,300
Charges for Services	1,463,530	922,275	438,240
Fines/Forfeitures/Assessments	242,599	252,393	255,755
Investment Income	1,599,956	300,200	1,153,224
Miscellaneous	—	—	—
Special Revenue Funds	\$ 14,771,241	\$ 15,202,854	\$ 15,148,417
Investment Income	\$ 26,039	\$ —	\$ —
Debt Service Funds	\$ 26,039	\$ —	\$ —
Grants & Subventions	\$ 359,554	\$ 6,276,605	\$ 2,459,012
Investment Income	32,954	55,796	385,713
Capital Improve. Projects Funds	\$ 425,987	\$ 6,365,880	\$ 2,844,725
Charges for Services	\$ 930	\$ 1,000	\$ 263,866

REVENUE DETAIL BY TYPE

Revenue Type	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Investment Income	\$ 553,791	\$ 67,874	\$ 366,561
Miscellaneous	233,088	88,500	88,500
Internal Charges	8,810,892	9,996,764	11,825,831
Internal Service Funds	\$ 9,598,701	\$ 10,154,138	\$ 12,544,758
Grants & Subventions	\$ 2,545,443	\$ 3,145,520	\$ 2,283,810
Contributions & Developer Fees	44,270	56,000	56,000
Charges for Services	23,241,184	26,775,332	23,125,957
Fines & Forfeitures	255,652	210,200	120,200
Investment Income	1,027,290	437,153	447,215
Miscellaneous	1,029,542	1,359,305	1,385,088
Enterprise Funds	\$ 28,143,381	\$ 31,983,510	\$ 27,418,270
Operating Funds			
Charges for Services	\$ 16,292,505	\$ 19,962,222	\$ 20,998,841
Fines & Forfeitures	170,425	111,600	111,600
Investment Income	1,772,903	153,719	1,314,515
Miscellaneous	129,745	94,870	94,870
Debt Service Fund			
Taxes	1,710,204	1,361,164	1,775,640
Fines & Forfeitures	2,826	2,990	2,990
Investment Income	74,028	3,890	77,231
Capital Project Fund			
Investment Income	1,532,477	341,284	852,145
Miscellaneous	59,644	75,386	193,871
Camarillo Sanitary District	\$ 21,744,757	\$ 22,107,125	\$ 25,421,703
Total Revenue	\$ 135,719,054	\$ 146,739,781	\$ 142,098,499

Revenue Type	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Revenue Type Total All Funds			
Taxes	\$ 49,067,664	\$ 49,508,414	\$ 50,374,280
Charges for Services	44,214,608	49,576,976	47,257,064
ISF Allocated Charges	10,789,819	11,740,479	12,715,892
Grants & Subventions	11,440,749	21,953,855	14,327,645
Investment Income	12,156,113	5,064,916	8,244,672
Franchises	3,264,803	3,410,199	3,361,948
Licenses & Permits	1,226,454	2,300,000	2,324,340
Fines/Assessments	1,317,938	1,076,853	1,114,215
Miscellaneous	1,928,098	1,639,834	1,906,102
Contributions & Developer Fees	312,804	468,255	472,341
Total Revenue	\$ 135,719,054	\$ 146,739,781	\$ 142,098,499

EXPENDITURE DETAIL BY FUNCTION

Expenditure Function	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
General Government	\$ 10,525,041	\$ 15,413,705	\$ 14,814,531
Public Safety	21,400,166	25,651,684	25,994,006
Highways & Streets	8,673,055	10,523,284	10,354,250
Community Services	5,453,161	6,853,639	7,517,709
Capital Outlay	340,899	1,321,398	85,000
General Fund	\$ 46,392,322	\$ 59,763,710	\$ 58,765,496
Highways & Streets	\$ 7,214,507	\$ 8,181,262	\$ 8,016,045
Economic Development	269,859	511,011	509,604
Community Services	271,773	302,481	300,722
Capital Outlay	9,933	448,404	—
Special Revenue Funds	\$ 7,766,072	\$ 9,443,158	\$ 8,826,371
Debt Service	\$ 487,918	\$ 494,515	\$ 492,151
Debt Service Funds	\$ 487,918	\$ 494,515	\$ 492,151
General Government	\$ 3,970	\$ 51,130	\$ 50,000
Capital Outlay	8,990,277	26,622,827	16,219,068
Capital Project Funds	\$ 8,994,247	\$ 26,673,957	\$ 16,269,068
General Government	\$ 8,570,381	\$ 9,721,171	\$ 10,297,197
Capital Outlay	—	3,361,051	1,996,000
Internal Service Funds	\$ 8,570,381	\$ 13,082,222	\$ 12,293,197
Water Services	\$ 20,699,124	\$ 26,070,923	\$ 23,843,186
Solid Waste	8,148,651	9,150,010	816,329
Transit	3,433,964	5,068,051	3,966,390
Camarillo Ranch Events	519,154	789,861	832,109
Debt Service	(398,937)	2,000	—
Capital Outlay	—	6,788,272	8,049,869
Enterprise Funds	\$ 32,401,956	\$ 47,869,117	\$ 37,507,883

EXPENDITURE DETAIL BY FUNCTION

Expenditure Function	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Operating Fund			
Sanitation	\$ 18,910,333	\$ 21,271,530	\$ 19,045,757
Debt Service Fund			
Debt Service	1,283,622	470,879	515,026
Capital Projects Fund			
Capital Outlay	2,130,544	14,495,724	5,480,000
Camarillo Sanitary District	\$ 22,324,499	\$ 36,238,133	\$ 25,040,783
Total Expenditures	\$ 126,937,394	\$ 193,564,812	\$ 159,194,949
Total All Funds			
Public Safety	\$ 21,400,166	\$ 25,651,684	\$ 25,994,006
General Government	19,099,392	25,186,006	25,161,728
Capital Outlay	11,471,654	53,037,676	31,829,937
Economic Development	269,859	511,011	509,604
Sanitation	18,910,333	21,271,530	19,045,757
Solid Waste	8,148,651	9,150,010	816,329
Highways & Streets	15,887,561	18,704,546	18,370,295
Water Services	20,699,124	26,070,923	23,843,186
Camarillo Ranch Events	519,154	789,861	832,109
Debt Service	1,372,603	967,394	1,007,177
Community Services	5,724,934	7,156,120	7,818,431
Transit	3,433,964	5,068,051	3,966,390
Total Expenditures	\$ 126,937,394	\$ 193,564,812	\$ 159,194,949

EXPENDITURE SUMMARY BY DIVISION

Fund/Division	Division	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<u>CITY OF CAMARILLO</u>				
GENERAL FUND:				
City Council	1101	\$ 476,208	\$ 735,620	\$ 718,238
City Clerk	1201	759,733	951,109	775,944
City Attorney	1301	470,389	521,976	460,060
City Manager	1401	1,758,023	2,167,677	2,077,111
Community Relations	1410	555,365	640,530	741,840
Emergency Operations	1450	127,005	309,851	298,413
Finance	1501	1,801,119	2,175,601	1,892,011
Human Resources	1601	596,954	956,237	1,083,829
Community Development	1701	2,473,372	4,287,643	4,084,840
Code Compliance	1702	877,582	1,207,365	1,207,362
Non-Departmental	1901	614	171,835	515,000
Police Services	2101	19,042,300	21,875,638	22,275,622
Disaster Assistance Response Team (DART)	2152	37,082	111,348	49,765
Building & Safety	2401	1,316,196	2,147,482	2,162,844
Public Works	3101	2,212,922	2,467,810	2,325,887
Public Works - CIP	3102	704,174	589,051	752,417
Traffic	3130	1,375,642	1,835,818	1,903,726
Storm Water	3140	1,035,179	1,522,074	1,410,345
Street Maintenance	3150	2,886,702	3,379,683	3,329,252
Community & Human Services	4340	11,738	394,398	562,386
HHAP Voucher Program	4341	181,214	377,982	358,000
Community Support	4500	376,872	797,784	707,856
Constitution Park	4502	132,496	233,330	144,486
Former Library Site	4506	25,395	—	—
Old Courthouse Building	4510	65,685	74,004	82,782
Library Services	4684	3,117,767	3,337,781	3,496,261
City Hall Facility	5750	1,418,759	2,330,975	1,747,238
Corp Yard Facility	5751	493,433	1,328,848	632,623
Police Facility	5752	326,501	798,502	803,420
Library Facility	5753	1,093,233	1,398,091	1,384,027
Chamber of Commerce	5755	956	3,000	—
Economic Development	6501	641,712	634,667	781,911
Total General Fund		\$ 46,392,321	\$ 59,763,710	\$ 58,765,496
SPECIAL REVENUE FUNDS:				
SB 125 Fund	3801	\$ —	\$ 448,404	\$ —
Citywide Street Lighting/Landscape Maint.				
Street Lighting	3110	\$ 1,241,128	\$ 1,338,770	\$ 1,432,311
Landscape Maintenance	3310	4,512,191	5,106,360	5,062,438
Total Lighting & Landscape		\$ 5,753,319	\$ 6,445,130	\$ 6,494,749

EXPENDITURE SUMMARY BY DIVISION

Fund/Division	Division	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Maintenance Districts				
Mission Oaks Maintenance District 1A	3311	\$ 1,227,080	\$ 1,431,938	\$ 1,204,142
Wittenberg Maintenance District	3312	33,707	44,448	46,400
Armitos Storm Basin Maintenance District	3313	5,140	6,028	6,349
Mission Oaks Industrial Maint. District	3314	49,795	60,613	63,848
Presley Maintenance District	3315	18,908	26,575	27,000
Spanish Hills Maintenance District	3316	16,403	25,379	26,520
Sares/Regis Maintenance District	3317	12,203	11,960	12,260
Vista Las Posas Maintenance District	3318	35,902	45,003	43,874
Adolfo Glen II Maintenance District	3319	42,460	47,485	50,116
Adolfo Glen III Maintenance District	3320	29,522	36,703	40,787
Community Development Block Grant (CDBG)				
CDBG Administrative	4401	56,196	68,217	70,021
Public Service Grants	4405	182,171	367,794	389,583
Housing	4406	31,491	75,000	50,000
Total CDBG		\$ 269,858	\$ 511,011	\$ 509,604
Library Special Revenue	4590	\$ 271,773	\$ 302,481	\$ 300,722
Total Special Revenue Funds		\$ 7,766,070	\$ 9,443,158	\$ 8,826,371
DEBT SERVICE FUNDS:				
Library Facility	7122	\$ 487,918	\$ 494,515	\$ 492,151
Total Debt Service Funds		\$ 487,918	\$ 494,515	\$ 492,151
CAPITAL PROJECTS FUNDS:				
Low-Mod Housing	6990	\$ 14,839	\$ 51,611	\$ 50,826
Capital Improvement Projects	8510	8,523,732	25,017,641	11,648,242
Capital Improvement Projects - ISF	8610	451,707	1,553,575	4,520,000
Camarillo Corridor Project Area	1701	3,970	51,130	50,000
Total Capital Projects Funds		\$ 8,994,248	\$ 26,673,957	\$ 16,269,068
INTERNAL SERVICE FUNDS:				
Risk Management	5110	\$ 2,484,604	\$ 2,728,447	\$ 3,152,096
Information Systems				
Administration	1901	482,188	—	—
Information Systems	5330	2,833,590	5,558,919	5,437,398
Telephone System	5331	75,444	138,102	217,455
GIS	5332	235,370	273,201	290,844
Library IS Systems	5334	106,680	312,120	293,564
Depreciation	8905	58,750	—	—
Total Information Services		\$ 3,792,022	\$ 6,282,342	\$ 6,239,261
Vehicles & Equipment	5540	2,293,755	4,071,433	2,901,840

EXPENDITURE SUMMARY BY DIVISION

Fund/Division	Division	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Total Internal Service Funds		\$ 8,570,381	\$ 13,082,222	\$ 12,293,197
ENTERPRISE FUNDS:				
Solid Waste				
Administration	1901	\$ 9,432	\$ —	\$ —
Solid Waste Management	3505	7,721,047	8,593,508	427,926
Solid Waste Organics	3510	418,172	256,688	45,019
Household Hazardous Waste	3515	—	281,363	305,480
AB939 Recycling	3520	—	18,451	37,904
Total Solid Waste		\$ 8,148,651	\$ 9,150,010	\$ 816,329
Transit				
Administration	1901	\$ 3,700	\$ —	\$ —
Transit Operations	3801	3,832,535	4,939,657	3,814,568
Metrolink Station	3805	138,360	128,394	151,822
Contra - Fixed Asset Cap.	9850	(540,631)	—	—
Total Transit		\$ 3,433,964	\$ 5,068,051	\$ 3,966,390
Camarillo Ranch Events	4001	519,154	789,861	832,109
Water Utility				
Customer Services	1502	\$ 690,484	\$ 762,255	\$ 659,670
Non-Departmental	1902	121,433	—	—
Administrative	3601	4,085,070	5,222,452	5,285,597
Water Resource Management	3604	192,947	383,992	216,094
Meter Readers	3605	1,214,585	1,796,386	1,447,020
Water-Source	3610	5,181,905	6,943,595	6,262,177
Pumping	3620	662,093	1,031,095	1,082,145
Treatment	3630	279,234	385,927	422,622
Transmission & Distribution	3640	1,482,561	1,813,431	1,883,322
Desalter Operations	3670	5,055,226	6,387,495	6,083,298
Capital Purchases-Water	8310	—	—	—
Depreciation	8960	1,140,254	—	—
Contra - Fixed Asset Cap.	9860	(1,924,292)	—	—
Total Water Utility		\$ 18,181,500	\$ 24,726,628	\$ 23,341,945
Reclaimed Water				
Administration	1901	\$ 7,495	\$ —	\$ —
Distribution	3650	512,949	660,920	494,241
Contra - Fixed Asset Cap.	9861	(6,131)	—	—
Total Reclaimed Water		\$ 514,313	\$ 660,920	\$ 494,241
Water Conservation Credit	3660	\$ 79,019	\$ 683,375	\$ 7,000
Water Capital				
Capital Improvement Projects	8710	\$ 404,963	\$ 2,055,209	\$ 7,676,206
Capital Purchases-AB1600	8716	1,519,329	4,733,063	373,663
Total Water Capital		\$ 1,924,292	\$ 6,788,272	\$ 8,049,869

EXPENDITURE SUMMARY BY DIVISION

Fund/Division	Division	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Water Debt Service	7164	\$ (398,937)	\$ 2,000	\$ —
Total Enterprise Funds		\$ 32,401,956	\$ 47,869,117	\$ 37,507,883
TOTAL CITY FUNDS		\$ 104,612,894	\$ 157,326,679	\$ 134,154,166
<u>CAMARILLO SANITARY DISTRICT</u>				
OPERATING FUND:				
Customer Services	1503	\$ 669,281	\$ 764,178	\$ 660,022
Non-Departmental	1901	178,224	—	—
Administration	3701	6,460,032	9,193,604	7,024,890
Pumping Station	3720	654,318	1,001,326	1,091,553
Collection System	3730	2,269,788	2,421,952	2,713,584
Reclamation Plant	3740	4,946,056	6,710,057	6,695,708
Capital Purchases	8410	1,122,605	1,180,413	860,000
Depreciation	8970	2,610,030	—	—
Total Operating Fund		\$ 18,910,333	\$ 21,271,530	\$ 19,045,757
DEBT SERVICE FUND:				
CSD 2015 Bonds	7173	\$ 1,283,622	\$ 470,879	\$ 515,026
Total Debt Service Fund		\$ 1,283,622	\$ 470,879	\$ 515,026
CAPITAL PROJECTS FUND:				
* Capital Projects-Sanitary	8810	\$ 1,119,925	\$ 10,570,298	\$ 4,977,347
* Capital Projects-AB1600	8816	1,010,619	3,925,426	502,653
Total Capital Projects Fund		\$ 2,130,544	\$ 14,495,724	\$ 5,480,000
TOTAL SANITARY DISTRICT		\$ 22,324,500	\$ 36,238,133	\$ 25,040,783
TOTAL ALL FUNDS		\$ 126,937,394	\$ 193,564,812	\$ 159,194,949

*Generally Accepted Accounting Principles (GAAP) require that an enterprise fund use the accrual basis of accounting. This accounting method requires the capitalization of depreciable assets and the corresponding write-off of these capital assets through depreciation. The above "Capital Purchases/Projects" capital assets and offsetting "Contra" account information is presented for budget purposes only.

LONG-TERM DEBT PAYMENT SCHEDULE

Fund	Description	Principal	Interest	Total
321	2012 PFA Library Facility Bonds	\$ 355,000	\$ 134,051	\$ 489,051
872	2015 Wastewater Revenue Bonds	—	423,994	423,994
	FY 2025/26 Total	<u>\$ 355,000</u>	<u>\$ 558,045</u>	<u>\$ 913,045</u>

INTERFUND TRANSFERS

Fund	Description	Actual 2023/24	Budget 2024/25	Budget 2025/26
Transfers to Other Funds				
101	General Fund			
	Transfer to Citywide Light./Landscp MD Fund	3,064,586	3,614,407	3,571,191
	Transfer to Library Debt Service Fund	454,000	493,970	492,151
	Transfer to Capital Improvement Project Fund	7,275,448	50,000	—
	Transfer to Armitos Storm Basin Fund	3,455	4,867	4,480
	Transfer to Solid Waste Fund	—	150,000	200,000
	Transfer to Camarillo Ranch Events Fund	—	314,940	334,507
	Fund Total	\$ 10,797,489	\$ 4,628,184	\$ 4,602,329
105	ARPA Fund			
	Transfer to General Fund	\$ 2,400,000	\$ —	\$ —
206	SB 125 Fund			
	Transfer to Capital Improvement Projects Fund	—	—	1,000,000
207	TDA Article 8c Road Fund			
	Transfer to Transit Fund	\$ 1,397,771	1,899,000	1,677,664
208	TDA Article 8a Roads Fund			
	Transfer to Capital Improvement Projects Fund	\$ 3,494,900	\$ 3,947,697	\$ 1,805,902
209	Article 3 TDA Fund			
	Transfer to Citywide Light./Landscp MD Fund	\$ 12,529	\$ 12,000	\$ 12,000
210	Gas Tax Fund			
	Transfer to General Fund	\$ 1,952,400	\$ 2,189,655	\$ 2,018,831
211	SBI Fund			
	Transfer to Capital Improvement Projects Fund	\$ 715,399	\$ 3,900,000	\$ 1,874,645
240	SIBA FUND			
	Transfer to Capital Improvement Projects Fund	\$ 173,282	\$ 353,457	\$ 100,000
251	Traffic Mitigation Fund			
	Transfer to Capital Improvement Projects Fund	\$ 1,243,414	\$ 2,266,740	\$ 1,589,599
252	Bridge Fund			
	Transfer to Capital Improvement Projects Fund	\$ 253,063	\$ 800,032	\$ 200,000
286	Cable PEG Fund			
	Transfer to Capital Improvement Projects Fund	1,031,986	1,618,991	—
498	Low Mod Housing			
	Transfer to Camarillo Corridor Projects Fund	\$ 407,319	\$ 169,248	\$ —
429	Camarillo Corridor Project Fund			
	Transfer to Capital Improvement Projects Fund	\$ —	\$ 14,100	\$ —
810	Transit Fund			
	Transfer to 8a TDA Fund	\$ 271,621		
863	Water CIP Fund			
	Transfer to Water Debt Service Fund	\$ 9,865,999	\$ —	\$ —
Total Transfers to Other Funds		\$ 34,017,172	\$ 21,799,104	\$ 14,880,970

INTERFUND TRANSFERS

Fund	Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Transfers from Other Funds				
101 General Fund				
	Transfer from Gas Tax Fund	\$ 1,952,400	\$ 2,189,655	\$ 2,018,831
	Transfer from ARPA Fund	2,400,000	—	—
	Transfer from Cam Corridor Prj		\$ 14,100	
	Transfer from LowMod Inc Hsng As		\$ 169,248	
	Fund Total	\$ 4,352,400	\$ 2,373,003	\$ 2,018,831
207 Article 8c TDA Fund				
	Transfer from Transit	\$ 271,621		
220 Citywide Lighting/Landscaping MD Fund				
	Transfer from General Fund	\$ 3,064,586	\$ 3,614,407	\$ 3,571,191
	Transfer from Article 3 TDA Fund	12,529	12,000	12,000
	Fund Total	\$ 3,077,115	\$ 3,626,407	\$ 3,583,191
223 Armitos Storm Basin Fund				
	Transfer from General Fund	\$ 3,455	\$ 4,867	\$ 4,480
285 Library Special Revenue Fund				
	Transfer from General Fund	\$ —	\$ —	\$ —
321 Library Debt Service Fund				
	Transfer from General Fund	\$ 454,000	\$ 493,970	\$ 492,151
410 Capital Improvement Projects Fund				
	Transfer from General Fund	\$ 7,275,448	\$ 50,000	\$ —
	Transfer from TDA Article 8 Roads Fund	3,494,900	3,947,697	1,805,902
	Transfer from TMF Fund	1,243,414	2,266,740	1,589,599

INTERFUND TRANSFERS

Fund	Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Transfers from Other Funds				
	Transfer from SBI Fund	\$ 715,399	\$ 3,900,000	\$ 1,874,645
	Transfer from SB125 Fund			1,000,000
	Transfer from SIBA Fund	173,282	353,457	100,000
	Transfer from Bridge Policy Fund	253,063	800,032	200,000
	Transfer from Cable PEG Fund	1,031,986	1,618,991	—
	Transfer from Street Improvements Fund	—	—	—
	Fund Total	\$ 14,187,492	\$ 12,936,917	\$ 6,570,146
429	Camarillo Corridor Projects Area Fund			
	Transfer from Low Mod Housing	\$ 407,319	\$ —	\$ —
805	Solid Waste Fund			
	Transfer from General Fund	\$ —	\$ 150,000	\$ 200,000
810	Transit Fund			
	Transfer from TDA Article 8 Fund	\$ 1,397,771	\$ 1,899,000	\$ 1,677,664
815	Camarillo Ranch Events Fund			
	Transfer from General Fund	\$ —	\$ 314,940	\$ 334,507
864	Water Debt Service Fund			
	Transfer from Water Capital Fund	\$ 9,865,999	\$ —	\$ —
	Fund Total	\$ 9,865,999	\$ —	\$ —
Total Transfers from Other Funds		\$ 34,017,172	\$ 21,799,104	\$ 14,880,970

FULL-TIME EQUIVALENT EMPLOYEES

Fund	Department		Fiscal Year			
			2022/23	2023/24	2024/25	2025/26
101	General Fund					
	City Clerk	1201	2.80	2.80	2.80	2.80
	City Manager	1401	4.40	4.35	2.45	4.60
	Community Relations	1410	2.05	1.80	1.40	1.50
	Emergency Services	1450	0.95	0.90	0.85	0.80
	Finance	1501	7.75	8.25	8.45	7.35
	Human Resources	1601	1.70	1.40	1.60	1.85
	Community Development	1701	9.75	10.00	13.00	13.40
	Code Compliance	1702	4.25	4.00	5.00	4.60
	Public Works	3101	5.10	4.70	4.90	4.70
	CIP Administration	3102	4.45	5.30	5.20	6.15
	Traffic	3130	3.25	3.25	3.35	3.95
	Street Maintenance	3210	11.25	11.25	11.30	11.40
	Storm Water	3140	0.65	0.55	0.55	0.60
	Community & Human Services	4340	—	—	1.00	1.00
	Constitution Park	4502	0.20	0.20	0.20	0.20
	Courthouse Facility	4510	0.15	0.15	0.15	0.15
	Library Operations	4684	0.60	0.35	0.75	0.65
	City Hall Facility	5750	—	1.80	2.35	2.80
	Corp Yard Facility	5751	—	0.70	0.90	1.30
	Police Facility	5752	—	0.70	0.85	1.00
	Library Facility	5753	—	0.75	0.85	0.95
	Economic Development	6501	1.65	1.55	1.25	1.75
	Total General Fund		60.94	64.74	69.14	73.49
220	Citywide Lighting/Landscape MD Fund					
	Street Lighting	3110	0.85	0.85	0.90	0.90
	Landscape Maintenance	3310	10.35	10.35	10.35	10.40
	Total Citywide Light/Landscape MD Fund		11.20	11.20	11.25	11.30
510	Risk Management Fund	5110	1.05	1.00	0.80	1.15
530	Information Services Fund					
	Information Systems	5330	3.70	4.60	5.00	6.90
	Telephone Systems	5331	0.10	0.10	0.10	0.30
	Geographic Information Systems	5332	0.90	0.90	0.90	0.95
	Library Technology	5334	0.90	—	—	—
	Total Information Services Fund		5.60	5.60	6.00	8.15
540	Vehicles & Equipment Fund	5540	2.50	2.70	2.95	3.05
550	City Hall Facility Fund	5750	1.80	—	—	—
551	Corporation Yard Facility Fund	5751	0.65	—	—	—
552	Police Facility Fund	5752	0.65	—	—	—

FULL-TIME EQUIVALENT EMPLOYEES

Fund	Department		Fiscal Year			
			2022/23	2023/24	2024/25	2025/26
553	Library Facility Fund	5753	0.80	—	—	—
805	Solid Waste Fund	3505	0.70	0.70	0.70	0.75
810	Transit Fund	3801	1.15	1.35	1.85	1.65
815	Camarillo Ranch Events Fund	4001	0.65	0.70	0.65	0.70
860	Water Utility Fund					
	Customer Service	1502	2.50	2.50	2.75	2.00
	General & Administrative	3601	10.58	11.83	12.18	12.71
	Water Resource Management	3604	0.45	0.30	0.30	0.35
	Meter Readers	3605	3.95	3.95	3.95	3.95
	Source	3610	1.50	1.50	1.60	1.55
	Pumping	3620	1.40	1.40	1.65	1.65
	Treatment	3630	1.25	1.25	1.40	1.35
	Desalter Operations	3670	0.30	0.35	0.35	0.75
	Transmission & Distribution	3640	5.15	4.95	6.20	5.80
	Total Water Utility Fund		27.08	28.03	30.38	30.11
861	Reclaimed Water Fund					
	Distribution	3650	1.45	1.35	1.60	1.60
871	Camarillo Sanitary District					
	Customer Service	1503	2.50	2.50	2.50	2.00
	General & Administrative	3701	14.82	15.67	16.17	14.69
	Pumping Station	3720	1.90	1.80	2.20	3.20
	Collection System	3730	6.35	5.45	5.45	6.55
	Reclamation Plant	3740	12.20	13.20	15.35	13.60
	Total Camarillo Sanitary District		37.77	38.62	41.67	40.04
	TOTAL ALL FUNDS		154.00	156.00	167.00	172.00

November - January

- Development of CIP Prioritization

February

- Budget Kick-Off and Information Meeting
- City Council Strategic Goals and Objectives

March

- All Department Budget Estimate Submittals
- Revenue Projections

April

- City Leadership review of departmental budget submittals
- Department Descriptions and Performance Measures Due

May

- City Leadership continue the review of departmental budget submittals
- Final Adjustments made to bring Proposed Budget in Balance

June

- City Council Workshop to review Proposed Budget and Five-Year CIP
- Proposed Budget Presented to City Council and Public
- City Council Adopts Fiscal Year 2025/26 Budget

July - September

- Beginning of Fiscal Year
- Implementation of Proposed Annual Budget
- Final budget document published for submittal to GFOA

GENERAL FUND FIVE-YEAR FORECAST

Projections					
	FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29	FY 2029/30
Revenues:					
Property Taxes	\$ 20,606,432	\$ 21,321,997	\$ 22,012,724	\$ 22,826,366	\$ 23,948,114
Sales Tax	18,750,000	21,093,750	22,260,625	22,705,838	23,459,954
Transient Occupancy Tax	3,608,133	4,230,296	4,314,902	4,401,200	4,489,224
Business Tax	1,683,000	1,699,830	1,716,828	1,733,997	1,751,337
Franchises	3,155,948	3,194,110	3,233,285	3,273,490	3,314,744
Licenses & Permits	2,324,340	2,110,000	1,830,000	1,228,400	1,163,000
Grants/Subventions	774,000	784,000	784,000	784,000	784,000
Charges for services	2,430,160	2,526,864	2,531,384	2,483,451	2,528,993
Fines/Assessments	623,670	624,810	630,373	636,047	641,834
Investment Income	3,731,109	3,804,070	3,878,491	3,954,400	4,076,827
Other Revenues	1,033,834	1,063,149	1,093,489	1,124,712	1,156,843
Total Revenues	\$ 58,720,626	\$ 62,452,876	\$ 64,286,101	\$ 65,151,901	\$ 67,314,869
Transfers In	\$ 2,018,831	\$ 2,015,324	\$ 2,035,477	\$ 2,055,832	\$ 2,076,390
Total Revenues & Transfers	\$ 60,739,457	\$ 64,468,200	\$ 66,321,578	\$ 67,207,733	\$ 69,391,259
Expenditures:					
City Council	\$ 718,238	\$ 735,596	\$ 741,469	\$ 753,639	\$ 760,048
City Clerk	775,944	827,764	908,479	944,147	1,033,619
City Attorney	460,060	469,261	478,646	488,219	497,984
City Manager	2,077,111	1,783,348	1,890,860	2,006,016	2,129,400
Community & Human Services	562,386	440,429	465,727	492,770	521,691
HHAP	358,000	367,982	367,982	367,982	367,982
Community Relations	741,840	782,161	825,165	871,054	920,040
Finance	1,892,011	2,016,553	2,150,413	2,294,321	2,449,063
Human Resources	1,083,829	1,054,750	1,127,910	1,206,626	1,291,335
Community Development	4,084,840	4,386,833	4,658,542	4,949,916	4,762,472
Non-Departmental	515,000	15,000	15,000	15,000	15,000
Emergency Operations Center	298,413	315,854	334,518	354,498	375,893
Code Compliance	1,207,362	1,286,470	1,371,519	1,462,976	1,561,345
Police Services	22,275,622	22,952,559	23,650,712	24,370,795	25,113,547
DART	49,765	50,835	51,929	53,047	54,189
Building & Safety	2,162,844	1,878,954	1,658,773	1,181,389	1,133,042
Public Works	3,078,304	3,250,184	3,433,911	3,630,382	3,840,566
Traffic & Signal Maintenance	1,903,726	1,675,811	1,779,119	1,889,914	2,008,774
Stormwater	1,410,345	1,458,715	1,509,060	1,561,483	1,616,093
Streets Maintenance	3,329,252	3,520,796	3,725,972	3,945,832	4,181,509
City Hall Facility	1,747,238	1,828,740	1,904,830	1,985,604	2,009,952
Corp Yard Facility	632,623	665,357	697,377	731,535	767,993
Police Facility	803,420	704,793	687,042	714,987	744,628
Library Facility	1,384,027	1,435,895	1,478,426	1,522,913	1,569,483
Economic Development	781,911	694,037	738,039	785,332	836,172
Community Support-Activities	38,750	90,000	90,000	90,000	90,000
Community Support-CSG	214,338	—	—	—	—
Community Support-Fac & Bldg	360,066	(629,975)	(648,111)	(666,516)	(677,329)
Community Support-Events	321,970	321,970	325,190	328,442	331,726
Library Operations	3,496,261	3,601,621	3,684,781	3,770,494	3,858,884
Total Expenditures	\$ 58,765,496	\$ 57,982,290	\$ 60,103,281	\$ 62,102,797	\$ 64,165,104
Total Transfers Out - Operating/CIP	\$ (4,602,329)	\$ (12,240,399)	\$ (12,382,611)	\$ (5,029,089)	\$ (5,179,962)
Water Utility Loan Principal Repayment	\$ —	\$ —	\$ —	\$ —	\$ —
Total Expenditures and Transfers	\$ 63,367,825	\$ 70,222,689	\$ 72,485,892	\$ 67,131,886	\$ 69,345,066
Revenues over Expenditures & Transfers	\$ (2,628,368)	\$ (5,754,489)	\$ (6,164,314)	\$ 75,847	\$ 46,193
Beginning Fund Balance	\$ 100,944,389	\$ 98,316,021	\$ 92,561,531	\$ 86,397,217	\$ 86,473,063
Ending Available Balance	\$ 98,316,021	\$ 92,561,531	\$ 86,397,217	\$ 86,473,064	\$ 86,519,256



Revenues

Fund No. 101

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Revenues			
Taxes			
Current Year Secured	\$ 8,179,281	\$ 8,630,000	\$ 8,730,000
Prior Year Secured	64,558	50,000	50,000
Current Year Unsecured	1,459,326	2,026,312	1,725,265
Prior Year Unsecured	21,266	20,000	20,000
Supplemental	152,268	150,000	150,000
Homeowners Exempt.	48,298	50,000	50,000
Transfer Tax-Real Prop.	420,603	500,000	500,000
AB1484 Residual	324,347	200,000	287,600
In-lieu Property Taxes	8,415,459	8,720,000	9,093,567
Sales Tax	19,656,570	18,920,000	18,750,000
Transient Occup. Tax	3,249,031	3,434,000	3,608,133
Business Tax	1,601,569	1,650,000	1,683,000
Subtotal	<u>\$ 43,592,576</u>	<u>\$ 44,350,312</u>	<u>\$ 44,647,565</u>
Franchises			
Electric	\$ 974,530	\$ 1,033,002	\$ 1,079,495
Gas	261,507	277,197	179,550
Solid Waste	955,954	1,033,000	1,065,000
TV Cable	892,750	861,000	831,903
Subtotal	<u>\$ 3,084,741</u>	<u>\$ 3,204,199</u>	<u>\$ 3,155,948</u>
Licenses & Permits			
Building Permits	<u>\$ 1,226,454</u>	<u>\$ 2,300,000</u>	<u>\$ 2,324,340</u>
Subtotal	<u>\$ 1,226,454</u>	<u>\$ 2,300,000</u>	<u>\$ 2,324,340</u>
Grants & Subventions			
ARPA Federal Funds	\$ —	\$ 2,400,000	\$ —
Police SLESF	303,151	150,000	150,000
EMPG Emer. Mgt.	—	—	—
Vehicle License Fees	87,398	50,000	90,000

Revenues

Fund No. 101

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Other Grants	500,000	146,000	146,000
HHAP	104,670	367,982	358,000
Cost Reimbursements	32,894	30,000	30,000
Subtotal	\$ 1,157,542	\$ 3,143,982	\$ 774,000
Charges for Services			
Eng. Inspect. Fees	\$ 1,131,346	\$ 150,000	\$ 130,000
Subdivision Fees	774,315	310,000	260,000
Geotechnical Fees	55,136	30,500	70,000
Seismic Fees	560	—	—
PVRPD Park Impact Fees	4,428		
Green Building Fees	316	—	—
Zoning and Planning	429,401	405,678	569,711
Const. Site Inspections	24,505	18,575	18,575
Post Const. Inspection	720	3,600	3,600
Re-Inspections	7,698	16,730	16,730
Comm/Indust Inspections	10,533	34,864	34,864
GP Maint. Surcharge	—	—	400,000
Police Services Fees	96,344	75,930	75,930
DUI Cost Rec. Fees	30,106	35,000	35,000
Parking Admin. Fee	—	200	200
SRO Services	575,159	744,500	744,500
City Clerk Services	224	5,500	300
Scanning Fee	4,137	—	—
Photocopy & Map	20	1,500	200
Special Proj. Charges	5,579	30,520	10,000
Archiving Fee	8,379	10,050	10,050
Other Operating	44,571	43,000	43,000
Appeal Fees	5,084	—	—
Miscellaneous library fees	7,900		
Subtotal	\$ 3,216,461	\$ 1,916,147	\$ 2,430,160
Fines/Assessments			
Court, Veh. & Crim.	\$ 225,770	\$ 180,000	\$ 180,000

Revenues

Fund No. 101

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Parking Citations	109,961	30,000	100,000
False Alarm Fines	44,518	20,000	40,000
Late Payment Penalty	72,757	80,000	80,000
Code Compliance Fines	6,249	10,000	10,000
Animal Citations	35,462	23,000	57,000
Current Year	151,719	156,670	156,670
Subtotal	\$ 646,436	\$ 499,670	\$ 623,670
Investments/Contributions			
Interest Income	\$ 3,648,064	\$ 3,705,000	\$ 3,648,068
Net Adjust. Fair Value	1,888,634	—	—
Private Grants - Library	93,055	31,476	73,041
Developers/Private	—	10,000	10,000
Subtotal	\$ 5,629,753	\$ 3,746,476	\$ 3,731,109
Other Revenues			
Reimbursements	\$ 346	\$ —	\$ —
TV Expense Reimb.	1,741	1,500	1,500
Rebates & Refunds	261,256	—	—
Gain/Loss Asset Disposal	—	—	—
CASp Fee	26,759	—	27,000
Rental Income	2,091	2,000	2,000
Concession Rentals	4,084	500	500
Security Guard Services	—	500	500
Photography	—	120	120
Library Rental Income	2,150	1,500	1,500
EV Charging Stations	160,547	5,000	100,000
City-TBID Admin Fees	14,342	9,653	9,653
Other Non-operating	2,354	1,000	1,000
Other Non-operating Storm Water	410	—	—
Subtotal	\$ 476,080	\$ 21,773	\$ 143,773
Internal Charges			
ISF Allocated Charges	\$ 1,978,927	\$ 1,743,715	\$ 890,061
Subtotal	\$ 1,978,927	\$ 1,743,715	\$ 890,061
Total Revenues	\$ 61,008,965	\$ 60,926,274	\$ 58,720,626

MISSION

Dedicated to providing effective and efficient municipal services that promote a high quality of life, economic vitality, and a safe environment for all.

SERVICES

Individual members of the City Council sit on internal committees and on various committees of regional scope. Members of the City Council also function as members of the governing boards of the Camarillo Sanitary District, the Camarillo Capital Improvement Corporation, the Library Board, the Industrial Development Authority, the Camarillo Public Finance Authority, and the Camarillo City Council in the Capacity of Successor Agency to the Community Development Commission for Redevelopment Purposes and as Housing Successor.

The City Council perform the following services within their capacity:

- Set policies to guide the operations of the Municipal Corporation.
- Review and make strategic decisions regarding issues affecting the City of Camarillo.
- Enact ordinances and direct actions as required to provide for the general welfare of the community through programs, services and activities.
- Adopt and guide the implementation of the City's annual operating and capital budgets.
- Appoint members to commissions and committees.

SERVICE LEVEL TRENDS

During 2025/26, the City Council will continue to address many important issues including, fiscal management, community enrichment, maintaining a relationship with California State University Channel Islands (CSUCI), land use and transportation, environment and resource management, community redevelopment, economic development, community relations, homelessness, governmental relations, and employee relations.

MAJOR ACCOMPLISHMENTS FY 2024/25

- Developed city-wide goals and objectives.
- Adopted a balanced budget within the proper timeframe.
- Issued the State of the City Reports.
- Received Standard & Poor's AAA credit rating.
- Received GFOA's Distinguished Budget Presentation Award.

GOALS AND OBJECTIVES FY 2025/26

See City Mission Statement and Goals section.

Expenditures**Fund No. 101**

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Salaries and Benefits	\$ 182,065	\$ 286,288	\$ 330,726
Operational Charges	272,916	426,386	360,738
Allocations	21,228	22,946	26,774
City Council Totals	<u>\$ 476,209</u>	<u>\$ 735,620</u>	<u>\$ 718,238</u>

MISSION

To provide effective and efficient municipal services through direction to City departments and divisions, and by development and implementation of administrative procedures consistent with policies established by the City Council.

SERVICES

The City Manager, in conjunction with the City Council, establishes policies, provides direction and leadership, and implements efficient and effective municipal services. The City Manager establishes and maintains appropriate management controls to ensure all operating departments adhere to the City Council's direction and goals while observing ethical and legal policies and regulations. The City Manager is responsible for the execution of policies established by the City Council and enforcing all laws and ordinances. The City Manager's Office also prepares and maintains the City's budget and oversees public information, employment practices, legislative relations and emergency management, while guiding the City's strategic plan and vision.

The City Manager has collateral duties as City Treasurer, Executive Officer of the Camarillo Library, Personnel Director, District Manager of the Camarillo Sanitary District, and Chief Administrative Officer of the Camarillo Capital Improvement Corporation, the Camarillo Public Finance Authority, the Industrial Development Authority, and the Camarillo City Council in the Capacity of Successor Agency to the Community Development Commission, and coordinates the City's working relationships with local, regional, state and federal public agencies.

SERVICE LEVEL TRENDS

During 2024/25, the City concentrated efforts towards restoring economic stability and business recovery through expansive community outreach, promoting educational resources and grant funding opportunities, and adopting less restrictive guidelines and regulations to support recovery and redevelopment. The City will continue to address many important issues in 2025/26 including financial sustainability, community enrichment, senior services, homelessness, intergovernmental relations, community engagement, traffic congestion, water resource sustainability, economic development strategy, redevelopment of former RDA properties, and land use planning. During 2024/25 the City continued to address US Highway 101 congestion, and this work will continue in conjunction with Caltrans and the Ventura County Transportation Commission (VCTC). A priority for the City is to continue to monitor and address matters involving the Camarillo Airport. Also, a priority is the sustainability of the community's water supply, with primary focus on ensuring the successful operation of the North Pleasant Valley Groundwater Desalter. Development of the Hotel/Conference Center under the 2014 Department of Finance Property Management Plan. The City will continue to implement the Economic Development Strategic Plan, the City's first comprehensive plan to increase business and economic activity in the City in over 20 years. Maintaining a positive relationship with California State University Channel Islands (CSUCI) has always been a City priority, and efforts to address concerns such as student services, research opportunities, housing, and facilities will continue.

MAJOR ACCOMPLISHMENTS FY 2024/25

- Presented a balanced budget to City Council for adoption with minimal impacts on City services.
- Assisted the City Council in adopting or amending City Council Policies regarding: City Support of Community Events; Debt Management; Acceptable Methods of Payment; Public Information and Communications Media; Disbursement Processing; Fiscal Management; Capital Assets; Investments.

- Successfully secured \$850,000 in grant funding from the federal government for the bridge replacement at Las Posas Road & Ventura Boulevard. This funding is in addition to the \$4 million received in 22-23.
- Monitored and tracked various state and federal legislative bills and took action on bills directly impacting Camarillo's operations.
- Visits Washington D.C. and Sacramento to meet with elected officials and agency staff to represent the interest of the Camarillo community.
- Continued implemented and community outreach and education of Mandatory Organic Waste Recycling Program in compliance with SB 1383 state-mandates.
- Full implementation of the North Pleasant Valley Groundwater Desalter.
- Successfully secured a total of \$3.5 million from the County of Ventura, and established a joint partnership with the County to address the needs of those unsheltered and unhoused in Camarillo.
- Developed a City Administrative Roundtable Group with the goal to assess, develop, and improve Citywide administrative procedures and provide group training on City programs and processes to maximize efficiencies and productivity.
- Closed escrow and transition of the old library site to KidSTREAM.
- Completed a Sustainability Master Plan for Municipal Operations.
- Prepare a citywide Training & Development plan to provide employees with the opportunity to enhance their careers and develop the necessary skills to thrive in a high-performing environment.
- Prepare a Purchasing System Assessment to analyze the organization's procurement practices and recommend new methods to streamline and safeguard the existing policies and procedures.

GOALS AND OBJECTIVES FY 2025/26

- Continue to evaluate options to reduce long term pension liability.
- Continue to evaluate the efficacy of reserve levels of various city funds, including the General Fund.
- Research and consider diversification of revenue sources.
- Enhance community safety through continued emphasis on support of law enforcement, expanded public awareness and educational programs through an increased awareness and participation in Neighborhood Watch Program, and by developing and implementing appropriate education, enforcement, and assistance strategies to address the homelessness and mental health issues.
- Continue research for funding opportunities to expand services to individuals and families experiencing homelessness or at-risk of homelessness.
- Work with Pleasant Valley Recreation and Park District to address Senior Center and community recreation facility needs.
- Explore various options for financially supporting the arts program and ways to commission public art to celebrate the identity and history of Camarillo.
- Explore opportunities to foster an inclusive and accessible environment for all, including inclusivity and tolerance in our community.
- Explore the establishment of a public/private community wellness initiative ("Healthy Camarillo") focusing on prevalent community health issues.
- Continue to explore opportunities and develop programs to enhance, restore and beautify the community through the involvement of volunteers.
- Assess California State University Channel Islands' growth projections and possible future impact on the City.
- Continue interaction with the University, including its President, in regard to City, University and student issues such as student services, research opportunities, housing, and facilities.

- Assess CSUCI's growth projections, economic development, and the employment pipeline, research opportunities and the possible impact on the City.
- Continue to seek improvement on local traffic issues that impact our City.
- Continue to work with Caltrans and Ventura County Transportation Commission to address improvements on the 101 Freeway and State Highway 34.
- Encourage efforts by County of Ventura and CSUCI to create a bike trail from Calleguas Creek Bridge at Pleasant Valley Road to CSUCI.
- Evaluate potential measures to increase accessible public transit options, reducing both private vehicle usage and the generation of greenhouse gases.
- Continue to seek funding for recycled water storage.
- Promote renewable energy generation and infrastructure projects in the city, including electrical vehicle (EV) charging infrastructure and energy efficiency improvements.
- Review energy conservation measures to assure the City has the tools necessary to address utility Public Safety Power Shut offs.
- Begin implementation of the Wastewater Master Plan.
- Develop alternative methods to move forward with housing and non-housing projects without traditional redevelopment property tax increment and evaluate financing opportunities for instituting such projects.
- Continue to assist area property owners who have interest in revitalization of the Camarillo Commons Strategic Plan area including evaluate the feasibility of alternative statutory methods to provide financial incentives to property owners to commence redevelopment projects.
- Support a grass roots effort of Old Town business and property owners in exploring the feasibility of a Business Improvement District in Old Town.
- Continue implementing the City's adopted Economic Development Strategy Plan.
- Evaluate specific opportunities to encourage increasing the expansion and attraction of life science businesses in Camarillo.
- Engage the business community in exploring the enhancement and/or making outdoor dining permanent.
- Explore opportunities to engage youth regarding issues that concern them and to develop future leaders.
- Use analytics to evaluate the City's website and community engagement outreach strategies, methods and topics.
- Increase communications with other local public agencies that serve Camarillo residents and businesses.
- Be proactive in defending the City's interests concerning proposed legislation and regulatory issues.
- Continue to respond to business needs and engage in economic activities to support the post-pandemic recovery.
- Implement the City's Sustainability Master Plan for Municipal Operations.
- Continue to move forward with the completion of the Dizdar Park redevelopment.
- Increase community education and outreach on water conservation, in light of the pending drought conditions and State-imposed restrictions on water use.
- Develop and encourage sustainable practices in the workplace consistent with the Sustainability Master Plan and incentive employees for personal work-related sustainability practices.
- Develop a workplan for oversight of Federal and State grants/appropriations.
- Develop a Capital Financial Strategic Plan to create a roadmap for financing the various capital needs across the City and Sanitary District.

PERFORMANCE MEASURES

City Council Goal:

It is the goal of the City Council to increase community engagement and effective communication with the community

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Average percentage of Level 1 resident/general inquiries responded to within two business days	95.0%	95.0%	100.0%	100.0%
Benchmark: 100% of high priority inquiries communicated via email, by Council members, or service request				

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Average percentage of Level 2 resident/general inquiries responded to within two business days	95.0%	95.0%	100.0%	100.0%
Benchmark: 100% of moderate priority inquiries for non-emergencies, general requests, and invitations				

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Average percentage of Level 3 resident/general inquiries responded to within two business days	95.0%	95.0%	95.0%	100.0%
Benchmark: 100% of low priority inquiries for general comments that do not include City service requests or response from staff				

Expenditures

Fund No. 101

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Salaries and Benefits	\$ 815,159	\$ 700,274	\$ 1,030,186
Operational Charges	835,584	1,388,199	888,316
Allocations	107,280	79,204	158,609
City Manager Totals	\$ 1,758,023	\$ 2,167,677	\$ 2,077,111
Full-Time Equivalent Employees	4.35	2.45	4.60

GRANT MANAGEMENT AND LEGISLATIVE ADVOCACY

MISSION

Enhance the City's financial sustainability through strategic pursuit of grant funding opportunities, while protecting Camarillo's interests through proactive legislative monitoring and advocacy at local, regional, state, and federal levels. Strive to maximize external funding resources to support City priorities, infrastructure needs, and community services, while ensuring City's priorities are represented effectively in policy discussions that impact municipal operations and resident quality of life.

SERVICES

Grants Management strategically identifies and secures external funding opportunities to support City priorities, enhance infrastructure, and provide innovative community services while maximizing the City's financial resources. Services include:

- Identify and research funding opportunities from federal, state, regional, and private sources.
- Develop and implement strategic approaches to align grant pursuits with City priorities.
- Maintain a network of on-call grant writing and research experts to enhance application quality.
- Communicate funding opportunities and determine project eligibility and competitiveness.
- Coordinate grant application development across City departments.
- Support departments in preparing competitive grant applications and required documentation.
- Track grant application status and outcomes.
- Support the administration of awarded grants including reporting, reimbursement, and audits.
- Develop and maintain relationships with granting agencies.
- Provide oversight of Federal and State appropriations (Congressional Directed Spending and Community Project Funding).
- Coordinate training for City staff in grant procedures and best practices.

Legislative Advocacy protects and advances the City's interests by monitoring legislation, engaging with elected officials, and advocating for policies that impact the City's operations, autonomy, and quality of life at the local, regional, state, and federal levels.

- Monitor and analyze proposed legislation with potential impacts on City operations, finances, and community interests.
- Prepare position statements, letters, and testimony on key legislation.
- Coordinate advocacy visits to Sacramento and Washington D.C.
- Representing City interests with elected officials, agency representatives, and trade associations.
- Develop annual legislative priorities in consultation with the City Council.
- Build and maintain relationships with legislators and their staff.
- Participate in regional and statewide advocacy coalitions.
- Coordinate with other local governments on regional policy matters.

SERVICE LEVEL TRENDS

Prior to implementing the new grants management program, the City operated with a decentralized approach where individual departments independently researched, analyzed, and submitted grant applications. While this system yielded several successful grant awards, an opportunity was identified to optimize services and provide enhanced support to departments. The transition to a centralized system

will drive an upward trend in service levels as the City expands its grant application portfolio. Key priorities include:

- Finalizing the strategic funding matrix that aligns priority projects with targeted grant opportunities.
- Implementing a comprehensive grants management program with quarterly performance assessments to evaluate effectiveness and return on investment.
- Developing sophisticated tracking systems for monitoring grant opportunities, awards, and reimbursement processes.
- Providing oversight of on-call consultants who deliver specialized research, writing, and administrative services, maintaining regular communication regarding funding opportunities.
- Strengthening the City Manager's Office's leadership role in grants management while fostering increased interdepartmental collaboration.

The Legislative Advocacy program continues to expand as the City assumes a more significant role in regional policy initiatives and strengthens its presence in Sacramento and Washington D.C. Performance indicators reflect an upward trajectory as the City implements a more strategic approach to legislative engagement over the coming fiscal year. Key priorities include:

- Conducting a comprehensive review of the City's Legislative Platform to enhance advocacy effectiveness by refining outdated language, restructuring classifications, and incorporating increased interdepartmental input.
- Implementing a sophisticated internal monitoring system to track legislative proposals affecting municipal operations, providing year-round accessibility to all City staff.
- Strategically prioritizing advocacy focus areas to optimize representation by federal and state advocates within their respective governmental branches.
- Expanding collaboration with regional partners to amplify Camarillo's influence on shared policy concerns.
- Integrating legislative advocacy with grants management initiatives to identify opportunities where strategic advocacy can enhance the City's competitiveness for external funding.

MAJOR ACCOMPLISHMENTS FY 2024/25

- Established a comprehensive grants management program delineating roles and responsibilities for City staff and consultants and effectively communicated the new operational framework to executive team.
- Successfully conducted a competitive Request for Proposal for Grant Writing & Support Services, yielding 19 qualified responses and resulting in the selection of five highly qualified firms to provide specialized on-call services for grant research, writing, and post-award administration.
- Initiated strategic collaboration with Engineering Solution Services to conduct targeted grant research and develop a comprehensive funding matrix aligned with the City's priority infrastructure projects.
- Completed a detailed competitiveness analysis and applied for the Safe Streets and Roads for All grant program in coordination with departmental staff and consultants for the Safe Camarillo – Corridor Safety Improvements and Emergency Response Project.
- Prepared and submitted three Notices of Interest for the Hazard Mitigation Grant Program seeking funding for critical infrastructure upgrades, including replacement of aging generators at

the Beardsley and Spanish Hills Pump Stations, and seismic retrofitting at four City water reservoirs.

- Facilitated partnership between the City and Clean Power Alliance (CPA) to secure participation in the CPA Power Ready program, providing Standby Hybrid Microgrid capabilities to multiple municipal facilities.
- Coordinated application efforts with CPA for the Pathways to Electrification program to obtain funding for expanding the City's electric vehicle fleet.
- Established communication between the City, Congresswoman Julia Brownley's Office, and the Internal Revenue Service agency to facilitate access to Clean Energy Credits for electric vehicles purchased during FY 2023/24.
- Organized and executed the annual advocacy visit to Washington D.C., facilitating meetings with the City's congressional delegation to advance Camarillo's priorities and address policy concerns.
- Conducted strategic meetings with State legislators in Sacramento and district offices to advocate for the City's fiscal and legislative priorities.
- Expanded regional engagement by participating in key collaborative groups, including the Ventura County Regional Legislative Discussion Group, Ventura County Water Purveyor Regional Advocacy Group, Ventura Council of Governments, and Southern California Association of Governments.
- Performed specialized analysis and targeted advocacy regarding Assembly Bill 365 (Bennett), which proposes additional wildfire preparedness requirements for water suppliers in Ventura County.
- Submitted 14 comprehensive position letters articulating the City's stance on pending legislative proposals.
- Prepared and submitted Congressional Directed Spending applications to Senators Alex Padilla and Adam Schiff requesting \$1.5 million for the Las Posas Bridge construction project.
- Developed and submitted a Community Project Funding application to Congresswoman Brownley seeking \$3 million for implementation of the Standby Hybrid Microgrid at City Hall.

GOALS AND OBJECTIVES FY 2025/26

- Finalize the implementation of the new grants management program by completing the strategic funding matrix and developing key indicators to measure performance and return on investment.
- Use the newly implemented project management software (Monday) to create a new tracking system for grant opportunities, progress, and performance measurements.
- Begin monthly calls with grant research consultants to create an open platform for department staff communication with on-call support service providers.
- Revamp the City's Legislative Platform in terms of content and design to streamline advocacy and generate priorities for the new year.
- Develop a new tracking system for legislative advocacy that can be accessed by staff year-round to provide regular updates on legislation impacting the City.

MISSION

To ensure the City's business is open to the public by providing timely dissemination of information; to document the legislative actions of the City Council; to efficiently organize, safeguard and make records accessible to the public, City Council and City departments; to oversee elections with impartiality and in accordance with the law; and to provide respectful service to all customers with the highest standards of integrity and professionalism.

SERVICES

- Prepare and distribute agendas, reports, and minutes of the City Council, Camarillo Sanitary District, Community Development Commission, Camarillo Library Board, Camarillo Successor Agency, Camarillo Capital Improvement Corporation, Industrial Development Authority, and Public Finance Authority. Provide public access to meetings and reports, ensuring actions of the City comply with the Brown Act and are properly executed, recorded, and archived, including codification of the Camarillo Municipal Code.
- Administer the City's Record Management Program and manage the records management system. Review and update the City's Records Retention Schedule and oversee the disposition of City documents, in accordance with legal requirements. Research legislative history for both City staff and the public. Ensure compliance with the Public Records Act by providing public access to records.
- Administer local elections, which includes special assessment elections. Oversee Political Reform Act requirements to ensure compliance with Fair Political Practices Commission (FPPC) regulations, including the filing of Campaign Statements, Statements of Economic Interest, and review and update the Conflict-of-Interest Codes for various City agencies.
- Coordinate the recruitment and appointment process for volunteer participation on City and regional committees, boards and commissions in compliance with the Maddy Act.
- Provide miscellaneous services including:
 - Provide staff support to the Local Appointment Committee, City Attorney's Office, Landlord/Tenant Mediation Review, and Camarillo Council on Aging.
 - Process and retain all legislatively approved documents (City agreements, resolutions, ordinances, and recorded documents).
 - Accept service of legal documents on behalf of City.
 - Issue non-profit solicitation permits.
 - Issue licenses for bingo games.
 - Prepare proclamations and certificates of recognition.
 - Coordinate and give tours of City Hall.
 - Provides Notary Public services for City documents.

SERVICE LEVEL TRENDS

The City Clerk's Department continues to experience an increase in Public Record Requests. The department now fully utilizes a software solution for Public Records Requests (GovQA) to ensure staff can continue to provide timely responses to requests. An Agenda Management System has been successful in streamlining workflows and increasing efficiencies. The Citywide digitization project will allow for increased electronic accessibility to records and will increase department efficiencies, reduce storage costs, and allow for expedited responses to Public Records Requests. The Clerk's Department maintains high service levels with existing staff, and it is the goal of the Department to continue to provide reliable, prompt, professional, and friendly service to the public, elected officials, and City staff.

MAJOR ACCOMPLISHMENTS FY 2024/25

- Laserfiche Records Repository System – Continue working towards full implementation of the new records repository. All departments and divisions have been meeting with the project consultants to help build a customized organizational system within the repository. Full deployment is anticipated by winter 2025, which will significantly increase efficiencies and access to all city records.
- City-Wide Scanning and Digitization Project – In consultation with the Administrative Services Department and Consultants meetings were conducted with departments to develop and implement a citywide workflow for a comprehensive digital conversion of all records. Digitization will allow for greater accessibility with electronic records, decreases staff time responding to public record requests, reduces storage of records, and creates a paperless environment.
- Building Plan Scanning – Scanning of residential and commercial building plans for permanent electronic retention was completed. This project decreased storage costs, allowed for a digitized historic record of all building plans, increased accessibility and response time to public records requests.
- PrimeGov and Meeting Agendas – Continued to refine the forms, format, and workflow of the Agenda Management System, streamlining processes for an efficient, centralized process for agenda approval. A new agenda format was implemented that consolidated City Council, Camarillo Sanitary District and Camarillo Library Board meetings into one document. This streamlines the meeting process, eliminates duplicative efforts, and is more comprehensible to the public.
- City Meetings – Assisted with the transition of City Meetings back to the newly remodeled Council Chambers, provided training for staff, coordinated orientation meetings with outside agencies utilizing the Chambers for meetings, helped provide public awareness and communication of the relocation.
- Records Clean-Up Days – Continued to conduct records clean-up day allowing dedicated time to focus on records management. Priorities include clearing storage and freeing office space, processing records for disposition which have met retention, eliminating waste, and preparing records for digitization.
- GovQA – Continued to refine the forms, format and workflow of the implemented software solution for public record requests to increased response time, encourage greater department collaboration and tracking, improve efficiencies, and create a centralized process. The system ensures compliance with regulations and promotes transparency. Conducted department training and increased public messaging.
- Agreement Workflow Solution – Participated in meetings with Finance to explore solutions to create a digital workflow process to route agreements for approval and create a more efficient approval process.
- Annual Shred Event – Conducted an annual shred event in cooperation with the Camarillo Council on Aging (CCOA), providing a safe and secure method for residents to dispose of paper and records.
- Reduction of Storage Records – Continued to identify records that have met retention requirements and significantly reduced the number of boxes in onsite and offsite storage. Eliminating storage reduces costs, frees up onsite facility space, and complies with the adopted Records Retention Schedule.

GOALS AND OBJECTIVES FY 2025/26

- Ensure the City's business is accessible to the public by providing timely dissemination of information to the public, Council, and departments in a courteous, efficient, transparent, and professional manner.

- Continue a citywide effort to reduce the number of records stored and coordinate the conversion of hard copy permanent records to digital format for importing into the City's records management system.
- Participate and provide support for the Citywide digitization and electronic conversion of all records.
- Finalize implementation of the Laserfiche records repository/document management system to support citywide efforts to digitize records and allow for an updated and centralized records repository.
- Fully implement a new citywide policy and procedure pertaining to Email and Electronic Communications Management.
- Continue roll out of PrimeGov modules, including electronic voting and electronic sign up for public comments, to fully utilize system capabilities.
- Work in cooperation with the Information Systems Department to analyze and evaluate the need for a new Electronic Signature System that would be compatible with the Laserfiche system.
- Implement a new electronic Campaign and Disclosure Electronic Filing System.

PERFORMANCE MEASURES

City Council Goal:

It is the goal of the City Council to increase community engagement and effective communication with the community

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Post Council Agendas 6 days before meetings	44.0%	80.0%	60.0%	100.0%
Benchmark: 6 days (5 days beginning FY 2024/25)				
Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Percentage of acknowledged receipt of public records requests within 1 business day	100.0%	100.0%	100.0%	100.0%
Benchmark: 1 business day				
Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Number of of public records requests received and percentage of City Clerk's records requests completed within 10 days	450 / 99%	490 / 100%	498 / 100%	Total / 100%
Benchmark: 10 days response time				

Expenditures

Fund No. 101

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Salaries and Benefits	\$ 588,559	\$ 636,497	\$ 590,336
Operational Charges	94,026	233,508	88,050
Allocations	77,148	81,104	97,558
City Clerk Totals	\$ 759,733	\$ 951,109	\$ 775,944
Full-Time Equivalent Employees	2.80	2.80	2.80

MISSION

To provide effective legal counsel and services to the City Council, advisory boards, commissions, and staff to assure legal compliance with applicable laws and protection of the City's interests on all legal matters.

SERVICES

- Defend or prosecute legal actions in which the City is involved.
- Prepare and review ordinances, resolutions, contracts, opinions, litigation, and other related documents.
- Respond to requests for legal review and analysis from all City Departments and Council.
- Apprise City officials of changes in statute or case law for the purpose of providing legal advice to ensure that City activities comply with all pertinent laws.
- Attend all City Council, Camarillo Sanitary District, Successor Agency to the Community Development Commission, Library Board, and Planning Commission meetings.

MAJOR ACCOMPLISHMENTS FY 2024/25

- **Vista Campanario (2800 Barry Street):** Worked on matters related to the affordable housing project and related agreements for rental and for sale properties.
- **Homeless Services:** Advised on current legal issues and work with staff on programs and projects related to homeless services.
- **Costco Project:** Worked with City staff, Costco, and consultants on Project and CEQA matters and current litigation.
- **Trash Franchise Matters:** Advised staff on solid waste franchise matters and current laws including extension of agreement with Harrison.
- **Code Enforcement:** Work to address nuisance matters in the public right of way and other code violations, represent City staff at administrative appeals.
- **OPV Groundwater Adjudication and RWQCB Water Permit litigation:** Monitored and coordinated with outside Legal Counsel on litigation and updates to City Council and City Manager.
- **Conflict of Interest Advice and Brown Act Compliance:** Routinely provided informal advice on potential conflicts of interest for City officials and officers as well as Brown Act matters.
- **Liquidated Damages Dispute:** represent City in liquidated damages lawsuit.
- **Mian Hotel and Conference Center:** Worked on project development matters and compliance with conditions of approval.
- **Housing and ADU laws:** Advised staff and worked on updates to address state law mandates.
- **Water and Sewer Rates:** Advised staff on rate increase procedures.
- **Mountain Fire Response:** Drafted documents to declare, ratify and extend emergency; worked on local debris removal ordinance and reimbursement program.

GOALS AND OBJECTIVES FY 2025/26

- Assist City Council and Staff on legal issues, provide practical advice and counsel and problem solving.
- Provide cost effective legal services of the highest quality.
- Assist City Council and staff with ongoing projects including: transit services, public records requests, public works matters; and planning projects.
- Assist City staff with legal issues on new and proposed federal and state legislation.
- Assist the Planning Commission and staff with pending matters and new items as they arise.

- Assist Sanitary District staff with revisions to the Operations Code, public works issues and other matters.

Expenditures**Fund No. 101**

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Operational Charges	\$ 469,705	\$ 521,240	\$ 459,200
Allocations	684	736	860
City Attorney Totals	<u>\$ 470,389</u>	<u>\$ 521,976</u>	<u>\$ 460,060</u>

MISSION

To strengthen engagement with the Camarillo community by fostering open, transparent, and effective communication while creating meaningful opportunities for public participation. Provide guidance and support to City departments in the development and implementation of the City's Community Engagement Strategy. Through strategic support and collaboration with all City Departments, residents, community partners, and local media, the Division supports the City's efforts to build trust and achieve accessible, two-way communication for all.

SERVICES

The Community Relations Division of the City Manager's Office serves as the City's primary link to the community. The Community Relations Division functions as a liaison between City officials, City employees, residents, and community partners to create strong relationships, ensure responsive communication, and enhance public trust through engagement and positive interaction. The Division is responsible for implementation of the City's Community Engagement Strategy, oversees public communications including messaging and social media, and handles community relations, media relations, and City and community events. The Division actively and continually supports the City's working relationships with local, regional, state and federal public agencies on issues and challenges impacting the City. The Assistant to the City Manager serves as the City's Public Information Officer and is responsible for maintaining positive relations with the media.

SERVICE LEVEL TRENDS

The City will continue to expand communications and community engagement in 2025-2026 including: implementing the City's Community Engagement Strategy which involves Community Engagement Guidelines, OpenGov Stories and Open City Hall, and the Las Personas Community Academy; continuing to develop and foster community relationships by participation in community meetings and engaging in proactive outreach with community partners; working with the Mayor to develop the annual State of the City; ongoing communications support for all department programs; maintaining positive media relations; enhancing the City's presence on social media by exploring new outreach methods on the City's social media platform; ensuring timely messaging on the City's government channel and digital marquee sign; and continuing to provide timely and purposeful digital communications in the form of *CityScene* Newsletter and other City messaging. The Division is responsible for coordinating the 4th of July Fireworks, and collaborating with PVRPD on the Summer Concert Series and Christmas Parade.

MAJOR ACCOMPLISHMENTS FY 2024/25

- Expanded the Division to better meet the needs of the City, by hiring a Community Relations Officer to focus on City communications and a Management Analyst to focus on community engagement.
- Increased the number of followers on the City's social media platform, including Facebook, Instagram, LinkedIn, and X (formerly known as Twitter).
- Broadened messaging on the City's Government Channel by including a wider spectrum of City news and more educational video messages about City services.
- Implemented the Las Personas Community Academy that was envisioned as part of the Community Engagement Strategy to educate residents on City services and programs and encourage civic engagement.
- Completed the Sustainability Master Plan for Municipal Operations.
- Earned an Award of Merit for the Sustainability Master Plan from the Central Coast Chapter of the American Planning Association.

- Created a 60th Anniversary graphic to celebrate the City's 60th Anniversary, and incorporated the graphic into email signatures, digital news publications, social media cover photos, and promotional giveaways for community outreach and engagement events.
- Implemented a Style Guide to provide consistency and unity of City messaging.

GOALS AND OBJECTIVES FY 2025/26

- Implement the action strategies outlined in the City's Sustainability Master Plan, including the following:
 - Identify sustainability coordinators from each Department to track progress on action strategies.
 - Explore and track the success of different ways to communicate sustainability and climate progress transparently and effectively to the public.
 - Utilize existing meetings and events to emphasize the importance of sustainability.
 - Communicate Camarillo's sustainability commitments throughout City branding and communications.
 - Explore ways to translate key sustainability outreach materials into Spanish.
 - Serve as a liaison to initiate the collaboration process between the surrounding jurisdictions.
 - Participate in opportunities to share resources related to sustainability with surrounding jurisdictions.
 - In collaboration with the Camarillo Public Library, partner with local entities to host regular sustainability outreach events.
- Develop a Strategic Communications Plan to guide the preparation and dissemination of public information.
- Establish a City-wide Customer Service Strategy to strengthen city-wide customer service standards and processes.
- Explore new ways to involve youth in local government, by reserving spaces in the Community Academy for youth participants and working with the Camarillo Library Director to hold youth forums on topics of interest to Camarillo youth.
- Continue to expand the use of Open City Hall and Open Gov platforms for community engagement.
- Explore in person Town Halls to be scheduled, as deemed appropriate by the City Manager and City Council for urgent community issues.
- Engage with staff and outside community partners for the delivery of successful City events.

PERFORMANCE MEASURES

City Council Goal:

It is the goal of the City Council to increase community engagement and effective communication with the community

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Percent increase in digital City News subscribers per year	New Measure	New Measure	3,100	3,275
Benchmark: 7% increase over previous year				

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Increase in Digital City Newsletter subscribers per year	2,000	3,371	4,050	4,280
Benchmark: 7% increase over previous year				

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Digital CityScene Newsletter Open Rate	50.0%	65.0%	70.0%	70.0%
Benchmark: Maintain				

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Number of social media followers	5,279	6,496	12,200	15,000
Benchmark: 5% increase over previous year (across all platforms)				

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Number of community engagement events	New	1	15	6
Benchmark: 6 per year				

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Number of surveys or virtual public forums on Open City Hall	New	1	3	4
Benchmark: Quarterly (4 per year)				

COMMUNITY RELATIONS

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Number of Las Personas Community Academy participants	New Measure	New Measure	21	20
Benchmark: 10 persons who continue engagement through volunteer work or other engagement events				

Expenditures

Fund No. 101

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Salaries and Benefits	\$ 420,256	\$ 346,938	\$ 371,145
Operational Charges	83,245	275,450	321,500
Allocations	51,864	18,142	49,195
Community Relations Totals	\$ 555,365	\$ 640,530	\$ 741,840
Full-Time Equivalent Employees	1.80	1.40	1.50

MISSION

Ensure that the City is prepared to respond to and recover from a broad range of potential disasters. These may include flooding, earthquakes, landslides, hazardous material incidents, wildfires, transportation disasters, and acts of terrorism.

SERVICES

Maintain the City's Emergency Operations Center (EOC), conduct an annual EOC activation exercise, provide training to staff involved in the EOC according to the National Incident Management System (NIMS), and support the community with emergency preparedness education.

SERVICE LEVEL TRENDS

Preparation for emergencies, both natural and human-caused, including acts of terrorism. Provide employees with training opportunities for NIMS and other disaster related training. Encourage volunteer participants to join the Community Emergency Response Team (CERT) and keep engaged with ongoing training. Maintain the vulnerable population list updated to track residents with disabilities or access and functional needs.

MAJOR ACCOMPLISHMENTS FY 2024/25

- Mountain Fire Incident Response and Recovery (November 6, 2024): Successfully activated and coordinated the City's emergency response to the Mountain Fire. Key efforts included:
 - EOC activation and operations.
 - Mass care and shelter coordination.
 - Establishment of a Local Assistance Center (LAC).
 - Opening the Camarillo Recover Center (CRC) at City Hall.
 - Launch of a dedicated Mountain Fire Customer Service Line and webpage.
 - Coordination and participation in Community Town Hall Meetings.
 - Public and private property damage assessments.
 - Implementation of the Debris Removal Program.
 - Submission of the CDAA-2025-02 Mountain Fire Grant application (California Disaster Assistance Act Funding).
- Emergency Preparedness Outreach and Community Education: Developed and implemented a citywide emergency preparedness campaign aimed at increasing community resilience. Projects included:
 - Publication of the Ready Camarillo Preparedness Guide.
 - Bilingual Storm Readiness Campaign (mailer, social media, government access channel, emergency contacts magnet).
 - Creation of the Camarillo Weather Preparedness webpage.
 - Expansion of the Access and Functional Needs (AFN) Registry.
- Partnered with Ventura County Fire Protection District (VCFPD) and other agencies to identify evacuation zones in wildland-urban interface (WUI) areas for the proposed 2025 LRA Fire Hazard Severity Zone maps.
- Contributed to the Community Emergency Access Assessment to better serve individuals with access and functional needs throughout all phases of emergency management.
- Participated in Ventura County Operational Area Emergency Coordinators meetings.
- Staff completed CalOES and FEMA training for Emergency Operations Center (EOC) roles.
- Conducted the annual EOC tabletop exercise, Drop-Cover-Hold drill, and City Hall evacuation drill.
- Participated in the Great ShakeOut earthquake safety drill.

- Maintained regular inspections of AED equipment for public and employee safety.
- Continued collaboration with Ventura County VOAD to strengthen local disaster relief networks.
- Conducted Camarillo CERT training in partnership with Ventura County Fire Department. CERT volunteers assisted with traffic support at the City's Fourth of July Fireworks event.
- Submitted Homeland Security Grant applications for DART, community preparedness education, and EOC technology enhancements.
- Finalized the reporting and closeout for FEMA Disaster Grant DR-4482 (COVID-19).
- Continued working with a consultant to improve the design and operational capabilities of the City's EOC.

GOALS AND OBJECTIVES FY 2025/26

- Emergency Operations Plan (EOP) Update: Initiate the review and update of the City's Emergency Operations Plan to ensure alignment with current best practices and emergency management standards.
- Countywide Hazard Mitigation Planning: Continue working with the Office of Emergency Services (OES), Emergency Medical Services (EMS), Human Services Agency (HSA), and other partners on the 2027 Multi-Jurisdictional Hazard Mitigation Plan update.
- Community Emergency Access Assessment (AFN): Maintain active collaboration with public and private agencies on initiatives related to emergency planning, preparedness, response, mitigation, and recovery.
- NIMS Training: Continue tracking and maintaining compliance with National Incident Management System (NIMS) training requirements for employees assigned to EOC roles.
- DisasterLAN Training: Coordinate training sessions for designated staff on the DisasterLAN communications system to strengthen emergency coordination and situational awareness.
- Participate regularly in Ventura County Operational Area Emergency Coordinators meetings to share information and strengthen interagency coordination.
- Conduct key preparedness activities including the annual EOC tabletop exercise, Great ShakeOut "Drop-Cover-Hold" drill, and City Hall evacuation drill.
- Continue updating and enhancing emergency operations center (EOC) technology and equipment to support efficient emergency response and coordination.
- Key Project Implementation: Complete priority projects, such as:
 - Providing annual emergency preparedness training for City employees
 - Establishing clear emergency activation procedures
 - Expanding VC Alert registration to all employees
 - Enhancing mutual aid agreements for emergency transportation
 - Finalizing an on-call agreement to support emergency operations
- Expand public education through community workshops and events focused on emergency preparedness, resilience, and response.
- Continue implementing a centralized system for managing and communicating with volunteers during emergencies.

PERFORMANCE MEASURES

City Council Goal:

It is the goal of the City Council to provide a safe and enriched environment where people can live, work, and play

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Number of in-person CERT trainings offered	1	1	Removed	Removed
Benchmark: 3				

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Number of CERT participants who sign up for the courses	21	21	Removed	Removed
Number of participants who complete the two-part course	21	21	Removed	Removed
Benchmark: 65 / 65				

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Number of staff who complete required emergency preparedness and ICS/NIMS training annually.	87.0%	87.0%	97.0%	100.0%
Benchmark: 100%				

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Number of emergency drills or full-scale exercises conducted annually with participation across multiple departments.	New Measurement	New Measurement	New Measurement	2.00
Benchmark: 2				

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Number of staff who complete required emergency preparedness and ICS/NIMS training annually.	87.0%	87.0%	97.0%	100.0%
Benchmark: 100%				

Expenditures

Fund No. 101

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Salaries and Benefits	\$ 91,080	\$ 156,114	\$ 176,601
Operational Charges	20,175	130,411	87,670
Allocations	15,751	23,326	34,142
EOC Totals	\$ 127,006	\$ 309,851	\$ 298,413
Full-Time Equivalent Employees	0.90	0.85	0.80

MISSION

To provide financial management and reporting, budgeting, accounting, utility billing, cash management, and purchasing services for the City, the CSD, and the Successor Agencies (formerly the Camarillo Community Development Commission).

SERVICE

Services provided by the Finance Department include maintaining reliable accounting records, procurement of goods and services, payment of approved warrants, financial statement reporting, preparing the annual budget, prudent fiscal planning, and debt administration. Internal controls are established and maintained to ensure that the assets of the City are protected from loss, theft, or misuse, and to ensure that adequate accounting data allows for the preparation of financial statements in conformity with Generally Accepted Accounting Principles. Financial reports are used as a tool to measure the results of operations for a variety of purposes, both internal (periodic financial reports to the City Council, CSD, Successor Agencies, City Manager, and City departments) and external (reports to other government agencies for informational and legal-compliance purposes).

The cash management function is responsible for the prudent investment of City funds. The City's Investment Policy directs the investment of City monies with the following priorities established: 1) safety of principal, 2) liquidity necessary to meet daily cash flow requirements, and 3) maximized yield after the first two priorities are met. The Investment Policy is reviewed annually and is submitted to the City Council for approval. The Department of Finance administers the transient occupancy tax and utility billing programs.

SERVICE LEVEL TRENDS

The City will continue to monitor and evaluate the effects of budget changes to the community and the organization via the mid-year budget review. The Finance Department will continue to provide financial resources and data that enable our City departments to deliver core services more efficiently and effectively, while complying with City Council policies.

MAJOR ACCOMPLISHMENTS FY 2024/25

- Received the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for the FY 2024/25 Budget .
- Applied for and expected to receive the GFOA Certificate of Achievement for Excellence in Financial Reporting for the Annual Comprehensive Financial Report (ACFR) for the Fiscal Year ended June 30, 2024.
 - Received the GFOA Certificate of Achievement for Excellence in Financial Reporting for the ACFR for the Fiscal Year ended June 30, 2023.
- Completed a comprehensive water and wastewater rate study.
- Implemented DebtBook debt tracking software as required by Governmental Accounting Standards Board.
- Coordinated and presented an operationally balanced budget.
- Reviewed with City Council FY 2024/25 mid-year budget adjustments.
- Led the Community Service Grant and Community Event Funding process.
- Transitioned customer service for solid waste services to the City's solid waste hauler.
- Completed a comprehensive review and update of the City's procurement policies.
- Successfully outsourced the internal check printing process to J.P. Morgan Chase.

GOALS AND OBJECTIVES FY 2025/26

- Continue to monitor legislation that could impact City revenues and expenditures.
- Continue to research new sources of revenue generation.
- Develop detailed investment and financial sustainability plans.
- Invest City funds in accordance with City's Investment Policy with no realized losses.
- Coordinate the Water and Wastewater Rate Model rate review.
- Develop financial best practices training plans for onboarding new employees.
- Increase efficiencies with development and implementation of financial report writer and Procurement and Risk Management software.
- Continue efforts to modernize the Utility Billing process and increase paperless billing.
- Explore strategies for evaluating a new ERP system.

PERFORMANCE MEASURES

City Council Goal:

It is the goal of the City Council to maintain sound and conservative financial practices to ensure the fiscal sustainability of the City.

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Receive GFOA Distinguished Budget Award	Received	Received	Received	Receive

Benchmark: to receive the GFOA Distinguished Budget Presentation Award annually

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Produce ACFR to Council in December	December	December	December	December

Benchmark: To complete year-end closing process and produce the ACFR for Council in December

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Rate of return on investment portfolio	1.86%	3.50%	4.20%	4.3%

Benchmark: 4.3% (LAIF rate in March 2024)

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Maintain a committed General Fund reserve level of 50% of the operating budget	50.0%	50.0%	50.0%	50.0%

Benchmark: 50% per City Council Policy

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Sanitary District Bond Rating	AA+	AA+	AA+	AA+
Benchmark: AAA (Standard & Poor's)				

Expenditures**Fund No. 101**

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Salaries and Benefits	\$ 1,370,343	\$ 1,658,062	\$ 1,408,730
Operational Charges	215,520	295,328	217,805
Allocations	215,256	222,211	265,476
Finance Totals	\$ 1,801,119	\$ 2,175,601	\$ 1,892,011
Full-Time Equivalent Employees	8.25	8.45	7.35

MISSION

Aligned with the City's philosophy and goals, Human Resources partners with departments and the community to create programs and services that empower and support the City's workforce. Through collaboration and innovation, we foster a workplace where everyone can thrive and deliver exceptional service to the public.

SERVICES

The Human Resources Department is dedicated to attracting, developing, and retaining a diverse and talented workforce that embodies and reflects the City's Mission and Values. Human Resources provides and continues to expand a comprehensive training and development program designed to empower employees to grow skills, improve competencies, advance careers and contribute to the success of the City. The Department is responsible for administering competitive compensation, benefits, retirement, and workers' compensation plans, while maintaining a dynamic classification and salary structure. The department also ensures fair and consistent application of the City's personnel rules and policies, providing clear and appropriate guidance. Our Risk Management division identifies, assesses, and mitigates potential risks to protect City assets, ensure workplace safety, and support employee health and well-being. As stewards of workplace well-being, Human Resources promotes collaborative and effective employee relations programs by fostering open communication, addressing concerns and offering expertise and support. Our focus on succession-planning initiatives will ensure leadership continuity, knowledge transfer and long-term organizational resilience.

SERVICE LEVEL TRENDS

Human Resources will partner with departments to streamline recruitment processes and develop and implement succession plans to support organizational stability. Prioritizing the well-being and growth of employees, Human Resources will advance the development of a comprehensive Training and Development program to provide learning opportunities in leadership, supervision, technical skills and professional development.

MAJOR ACCOMPLISHMENTS FY 2024/25

- Administered and monitored the Pay for Performance Plan.
- Completed annual benefit enrollment process.
- Conducted over 21 employee recruitments.
- Onboarded 13 new employees and processed 11 employee separations.
- Finalized the Comprehensive Classification and Compensation Study and implemented action items as directed by the City Council.
- Ensured our compensation and performance management process are designed and executed to maximize employee performance.
- Reviewed ancillary benefit program.
- Monitored the Teleworking Procedure to provide flexibility in work schedules, administered by the City Manager.
- Attended various career fairs to expand outreach to the Community regarding employment opportunities to the City.
- Managed the City's Intern Program to provide progressive assignments to students interested in pursuing careers in the public sector.

GOALS AND OBJECTIVES FY 2025/26

- Review and enhance policies to ensure all employment policies and procedures are legal, inclusive, transparent, accessible, communicated and consistently applied.
- Expand professional development by providing opportunities for skill development, cross-training, and leadership training through workshops, employee development plans and performance management program enhancements.
- Enhance the use of the applicant tracking system and finalize the implementation of the Performance Management module in NeoGov.
- Work with local colleges, trade schools, and the university to promote and hire interns under the formal Internship Program.
- Enhance the onboarding experience through a comprehensive program that fosters interdepartmental collaboration, promotes organizational culture, and offers inclusive New Employee Orientation sessions.
- Enhance the employee experience by implementing comprehensive recognition programs to celebrate achievements and conducting regular engagement surveys to gather feedback and identify opportunities for workplace improvement.
- Explore implementing an employee wellness initiative to promote and support employee well-being by providing resources, activities, and policies that focus on improving physical, mental, emotional, and financial health, leading to increased employee satisfaction.

PERFORMANCE MEASURES

City Council Goal:

It is the goal of the City Council to maintain an effective workforce through competitive salaries, benefits, and training

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Worker's Compensation Incident Rate	New Measure	New Measure	New Measure	< 3
Benchmark: < 3 incidents per 100 employees annually				

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Time to hire-average number of days from requisition to start date	New Measure	New Measure	70	< 90 days
Benchmark: < 90 days				

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Turnover rate for City employees	New	New	10.0%	< 10%
Benchmark: < 10.0%				

HUMAN RESOURCES

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Average training hours per employee	New Measure	New Measure	New Measure	15.0
Benchmark: 15 Hours				

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Internal Mobility Rate-percent of vacancies filled by internal promotion	New Measure	New Measure	New Measure	50.0%
Benchmark: 50.0%				

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Employee Engagement Survey-Score measuring employee sense of inclusivity and satisfaction	New Measure	New Measure	New Measure	75.0%
Benchmark: > 75.0%				

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Average length of employment	New Measure	New Measure	New Measure	5.0
Benchmark: > 5 years				

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Benefit Utilization Rate-% of eligible employees enrolled in health benefits	New Measure	New Measure	New Measure	85%
Benchmark: > 85%				

Expenditures

Fund No. 101

HUMAN RESOURCES

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Salaries and Benefits	\$ 427,759	\$ 648,417	\$ 781,125
Operational Charges	134,647	227,910	237,695
Allocations	34,548	79,910	65,009
Human Resources Totals	\$ 596,954	\$ 956,237	\$ 1,083,829
Full-Time Equivalent Employees	1.40	1.60	1.85

MISSION

To facilitate the implementation of the City's General Plan and Zoning Ordinance in order to improve the quality of life for the residents, promote the economic viability of the business community, maintain the quality of the environment, and preserve the character of the community. The Planning Division strives to develop standards and programs consistent with the goals of the General Plan and conducts a wide range of services to support the residents, businesses, City Council, Planning Commission and applicants..

SERVICES

Implements and updates the City's General Plan, Specific Plans, and Camarillo Municipal Code (CMC); reviews and processes land use permit applications; conducts environmental analysis for projects as required under the California Environmental Quality Act (CEQA); provides complimentary consultations for development projects; schedules meetings and provides information to the Planning Commission and City Council; administers State and Federal grants; implements affordable housing programs; and assists citizens with affordable housing needs. The Division prioritizes providing professional and efficient customer service to the public through counter contacts, telephone and email inquiries, inspections, consultations, and other meetings.

For more information about the Community Development Department's other services, please refer to the budget narratives for the Department's Building and Safety, Code Compliance, and CDBG divisions.

SERVICE LEVEL TRENDS

During FY 2024/25, the Division continued to provide services and respond to public inquiries over the phone, by email and in-person. Several major projects were under construction in FY 2024/25, including the Mian Hotel/Conference Center, America's Tire, Carmen Plaza renovation, Chick-fil-A, Central Plaza renovation, Rexford Industrial redevelopment, Palmera/Camarillo Village Homes (285 for sale townhomes and 24-unit mixed-use apartments), Camino Ruiz Apartments (385 units), Lennar Homes (159 for sale single-family residences), and 2800 Barry Street affordable housing project. The Division will continue to work closely with the developers on the completion of these projects during FY 2025/26. Other projects are in plan check and are anticipated to start construction in FY 2025/26. A total of 548 new housing units were issued building permits in 2024 and construction will extend into FY 2025/26. Long range planning and affordable housing development and programs are other priority areas. The Division continues to support economic development by attending consultation meetings with prospective developers and focus on efforts to increase efficiency and streamline City processes.

MAJOR ACCOMPLISHMENTS FY 2024/25

- The Planning Commission reviewed 11 projects during FY 2024/25. New projects that were approved included construction of a drive-through coffee shop, Texas Roadhouse restaurant, and Tesla Collision Center.
- The Division continued to manage several large on-going commercial and residential development projects under construction.
- New projects that commenced construction in FY 2024/25 included kidSTREAM Children's Museum, America's Tire, Chick-fil-A, and House of Bamboo.
- Sales offices opened for The Palmera Townhomes and Lennar Homes housing developments.
- Construction was completed for the Vons Grocery store in Central Plaza, Rexford Industrial building, and new headquarters for Custom Packaging Supply.
- Assisted property owners impacted by the Mountain Fire in the recovery and rebuild process of homes that were damaged or destroyed.

- Policy 7.01 was repealed by the City Council, which streamlines the review process for General Plan Amendments.
- Prepared updates to the Camarillo Municipal Code to maintain compliance with State law related to Accessory Dwelling Units, ministerial 10 units subdivisions, SB-9 units/lot splits, and public noticing requirements.
- Prepared updates to the Camarillo Municipal Code to implement objective design standards for new residential construction.
- Administered existing CDBG grant and applied for additional funding sources, including additional years of Permanent Local Housing Allocation (PLHA), Encampment Resolution Funding (ERF), and Home Investment Partnership Program (HOME). Of these, PLHA and ERF thus far were awarded for a total of approximately \$8 Million in additional grant funding in addition to the regular CDBG entitlement. The ERF Grant was awarded to fund the construction of the nine-unit Very-Low Income Arneill Road Project.
- Updated Affordable Housing City Council Policies for purposes of streamlining, further promoting affordable housing, promote the extension of existing affordability covenants, and to maintain compliance with current state law. In response to the updates, two affordable units at risk of conversion to market rate were preserved.
- Updated the City's Workforce Housing Downpayment Assistance Program Guidelines to widen the pool of eligible borrowers.
- Issued multiple Workforce Housing Downpayment Assistance Program loans after making updates to the program guidelines and taking direct administration of the program by City staff over from a consultant.
- Continued monitoring Affordable Housing Agreements and resolved occupancy violations with the homeowners.
- Acquired one market rate condominium unit and established a 55-year affordability covenant to make the unit affordable to lower income households as part of the City's Affordable Housing Program.
- Increased cooperation with Project Hope to identify affordable housing opportunities for homeless residents and assisted in the ongoing development of the Homeless Strategic Plan.

GOALS AND OBJECTIVES FY 2025/26

- Complete the Climate Action Plan.
- Complete the update to the General Plan Safety Element.
- Update the Commercial and Industrial Zones of the Camarillo Municipal Code.
- Implement updated zoning requirements for new off-sales of alcoholic beverages.
- Select a consultant team and commence a comprehensive update to the General Plan.
- Engage with property owners within Camarillo Commons and complete an updated market study. Initiate an update to the Camarillo Commons Strategic Plan based on the recommendations of the market study.
- Continue to provide individual and expedited assistance to property owners in the Mountain Fire recovery and rebuild process.
- Continue to manage projects that are in plan check and under construction.
- Process new development applications. It is anticipated that new commercial and residential development applications will be submitted and processed in FY 2025/26.
- Convene meetings with the Landmark Committee and work with the developer to rehabilitate the Scholle Farmhouse.
- Process pending General Plan Amendment applications.
- Continue to work on implementation of OpenGov.

- Administer the Permanent Local Housing Allocation Program (PLHA) to implement a First Time Homebuyer Down Payment Assistance Loan Program for income-eligible buyers.
- Administer Community Development Block Grant (CDBG) funding for public services and eligible housing activities.
- Administer supplemental CDBG funding for COVID-19 response (CDBG-CV).
- Continue to implement the City's affordable ownership and rental housing programs.
- Review and comment on HOME funding applications as a member of the HOME Consortium.
- Continue monitoring compliance with Affordable Housing Agreements (rental and ownership) and addressing violations.
- Continue preparing General Plan Annual Progress Reports per State regulations.
- Continue to track new housing-related legislature and identify necessary City actions to comply with new laws.
- Continue partnership with the Area Housing Authority of the County of Ventura and Many Mansions on the former Stock Lumber site for the purposes of providing affordable housing.
- Continue working on the development of the City-owned infill site on Arneill Road for the purposes of constructing an affordable housing project.
- Continue working on the tax default property to use for affordable housing purposes.
- Implement the various programs of the Adopted Housing Element.
- Enact Legislative code amendment updates in response to changes in State law.

PERFORMANCE MEASURES

City Council Goal:

It is the goal of the City Council to provide a safe and enriched environment where people can live, work, and play

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Percentage of meeting internal review Planning Commission Agenda Report deadlines	25.0%	86.0%	Removed	Removed

Benchmark: 90.0% (Wednesday before meeting)

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Issue determination of application completeness letter within 10 calendar internal review days of file intake for all Wireless Communication Facilities	33.0%	20.0%	N/A	90.0%

Benchmark: 90.0%

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Percentage of review Complete ADU Zoning Clearance Applications within 3 business days	65.0%	90.0%	91.0%	Removed

Benchmark: 90.0%

COMMUNITY DEVELOPMENT

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Percentage of meeting internal review Planning Commission Agenda Report deadlines (Thursday before meeting)	New	New	50.0%	90.0%
Benchmark: 90.0%				
Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Percentage of Zoning Approvals approved within three business days	New	New	93.7%	90.0%
Benchmark: 90.0%				
Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Review affordable rental applications within 1 business day	New	New	New	90.0%
Benchmark: 90.0%				
Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
days from date of applicant's acceptance of draft conditions.	New	New	New	90.0%
Benchmark: 90.0%				

Expenditures

Fund No. 101

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Salaries and Benefits	\$ 1,968,613	\$ 2,729,793	\$ 2,688,886
Operational Charges	212,389	1,210,206	896,325
Allocations	292,369	347,644	499,629
Community Dev. Totals	\$ 2,473,371	\$ 4,287,643	\$ 4,084,840
Full-Time Equivalent Employees	10.00	13.00	13.40

MISSION

To work in partnership with the people of Camarillo to promote and maintain a clean, safe, desirable living and working environment. Help maintain or improve the quality of Camarillo communities in three ways:

- Administer a fair and unbiased compliance program to correct violations of the Municipal Code and Land Use requirements.
- Incorporate City residents, neighborhood associations, public service agencies, and other City of Camarillo departments in a working partnership.
- Initiate special programs designed to resolve specific problems in Camarillo communities.

SERVICES

The Code Compliance Division seeks compliance with the Municipal Code and regulations related to the following:

- Property and landscape maintenance matters.
- Inoperable and abandoned vehicles on private property.
- Blight (old furniture, car parts, appliances, broken windows, etc.) on private property.
- Zoning Ordinances and Land Use requirements.
- Building Code Violations, including unpermitted construction, work without permits, violations of stop work notices.
- Nuisance properties and weed abatement.
- Business Tax Violations.
- Graffiti Abatement Program
- Sign Ordinance violations, banner violations, and related special signage inspections.
- Smoking Ordinances and tobacco retailer inspections.
- Massage Establishment Permit Compliance
- Conditions of existing structures that constitute a clear and present danger to the public.
- Home-based businesses and related inspections and permits.
- Other related code compliance programs for compliance with ordinance standards.

The division maintains an excellent reputation for serving the public through personal contacts, telephone inquiries, personal inspections, meetings, and gaining voluntary compliance.

SERVICE LEVEL TRENDS

Levels of service are expected to continue to increase with the current state of the economy and property values. Service request trends mirror previous years, indicating continued growth for code compliance needs. This growth is demonstrated by the increase in service requests on a monthly basis and the added programs including massage establishment compliance checks, the graffiti abatement program, and proactive inspections of residential, commercial and industrial areas.

MAJOR ACCOMPLISHMENTS FY 2024/25

- Administered and grew the Graffiti Abatement Program which included implementation of the volunteer program, continued usage of Graffiti Tracker application, and utilization of private property owner authorization for removal of graffiti on residential properties.
- Implemented the Massage Establishment Permit program and continued assurance that all massage establishments have the required permit and adhere to the Camarillo Municipal Code, which includes conducting inspections with the Camarillo Police Department.

CODE COMPLIANCE

- Implemented new technology to improve efficiency and code case/inspection data such as utilizing Camarillo Connect to track all complaints.
- Worked with Economic Development to revise the Home Occupation Permit code language to be business friendly and reduce the number of inspections for office-based home businesses.
- Conducted tobacco retailer education inspections with the Camarillo Police Department and Ventura County Health related to flavored tobacco products.

GOALS AND OBJECTIVES FY 2025/26

- Continue to facilitate use of administrative citations as appropriate, which focus on gaining voluntary compliance
- Bring forward issues and trends for discussion and direction from Council.
- Continue the comprehensive proactive code compliance programs and develop new programs as necessary.
- Continue community-wide business outreach with the goal of developing an open line of communication and proactively meet the evolving needs of the community.
- Work towards resolving long standing code compliance cases which may result in litigation, abatement processes, or receiverships.
- Continue to grow the Graffiti Abatement Program within the City and continue utilizing volunteers for graffiti removal.
- For the awarded tobacco grant, conduct 52 retailer inspections, two minor decoy operations per year, one shoulder tap operation per year, and education to all 52 retailers via mail and in person.

PERFORMANCE MEASURES

City Council Goal:

It is the goal of the City Council to provide a safe and enriched environment where people can live, work, and play

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Percentage of cases achieving voluntary compliance within a specified timeframe	New	95.0%	97.1%	95.0%
Benchmark: 98.0%				

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Business days to acknowledge complaints or concerns reported in Camarillo Connect	New	New	New	100.0%
Benchmark: 1 business day				

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Business days to close complaints or concerns reported in Camarillo Connect.	New	New	New	100.0%
Benchmark: 3 business days				

Expenditures

Fund No. 101

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Salaries and Benefits	\$ 626,745	\$ 828,289	\$ 903,535
Operational Charges	16,234	66,889	74,820
Allocations	234,603	312,187	229,007
Code Compliance Totals	\$ 877,582	\$ 1,207,365	\$ 1,207,362
Full-Time Equivalent Employees	4.00	5.00	4.60

MISSION

To safeguard lives and property, and to respond to public concerns in a manner which promotes a community free from the fear of crime.

SERVICES

Provide 24 hour police services and continue efforts to avail officers for proactive patrol while promoting a zero tolerance approach to fight crime. This is further accomplished by incorporating technological innovation and by employing civilian employees to perform non-hazardous duties.

- Prevent crime.
- Enforce laws, including traffic laws and City Ordinances.
- Respond to calls for service, both criminal and non-criminal.
- Investigate crime.
- Apprehend offenders.
- Build and maintain positive relationships with community members.
- Facilitate problem-solving community partnerships (Community Oriented Policing).
- Educate the public regarding crime prevention and traffic safety.

SERVICE LEVEL TRENDS

In 2023, the City of Camarillo, through a contract with Ventura County Behavioral Health, continued to partner with a case worker to our Project HOPE program. We also began contracting with the Ventura County Health Care Agency to partner with a case worker for our Project HOPE program. Both of these partnerships are a co-responder partnership that pairs a full-time deputy sheriff and full-time case workers to respond to calls for service involving homelessness and some mental health related calls. The goal of the program is to identify high risk homeless or those about to become homeless, quickly link individuals with resources available through Behavioral Health and the Health Care Agency, and increase the effectiveness of the program by having a single point of contact for case management of clients.

MAJOR ACCOMPLISHMENTS FY 2024/25

- Obtained funding for additional fixed Automated License Plate Readers (ALPRs) in high retail theft areas like the Outlet Malls, Target and Home Depot. Cameras in the area will assist in detecting known criminals in the area before crime occurs, ultimately allowing us to address individuals before crime occurs.
- Continued to partner with City Code Compliance in completing random compliance checks of massage establishments to ensure compliance with Camarillo ordinances.
- Conducted multiple tobacco / vape sting operations at businesses to deter the selling of these products to minors.
- Conducted “Active Shooter” training at various city locations, including schools.
- Conducted DUI education programs at three local high schools.
- Continued the interaction and instruction with schools and community on current issues, such as underage drinking, Internet safety, drug abuse, prescription medication abuse, and graffiti.
- Partnered with Saving Lives Camarillo Coalition to educate students and the overall community on the dangers of drug use among our youth with an emphasis on opioids.
- Worked to locate more convenient location for One Stop – Homeless outreach event.
- Partnered with VCBH and VCHCA – through a grant and city funding to continue with a full time Behavioral Health case worker and added a Health Care Agency Case Worker to assist with our service resistant homeless population.
- Provided Fraud and Scam Prevention presentations to Camarillo's senior population.
- Secured funding through the Ventura County Transportation Commission (VCTC) to purchase new message board trailers to be deployed throughout the city to inform citizens on traffic issues.

POLICE SERVICES

- Community Resource Unit revamped “Coffee with the Cops” meet and greets at local businesses for increased public engagement. The events include providing information to the public on things like fraud prevention, domestic violence, human trafficking, mental illness, etc.
- Collect discarded pharmaceuticals at the station drop off bin and visits twice a year to Leisure Village for additional collections – which yield thousands of pounds each year of unused prescriptions.

GOALS AND OBJECTIVES FY 2025/26

- Build and maintain relationships with the public in order to increase trust and transparency. This will be done through outreach programs like Coffee with a Cop, Citizen Academy, ride-along, Read Across America, and other programs that increase positive interactions between the police and the public.
- Increase partnerships with local non-profits for after school activities, education and interactions with children.
- Maintain interaction and instruction in schools and community on current issues such as underage drinking, Internet safety, drug abuse, prescription medication abuse, and graffiti.
- Obtain grant funding to install Opticom devices at Camarillo intersections to speed emergency response and enhance safety of first responders and community members.
- Increase partnerships with non-governmental organizations through our Project HOPE program to continue addressing the needs of homeless in our community.
- Continue to develop efficient communication with neighboring police agencies to better combat crime and develop leads to solve crimes – Using ILP – Intelligence Led Policing.
- Deter the sale of alcohol/vape products to minors by conducting enforcement stings at local businesses.
- Traffic Unit to work with elementary and middle schools in areas of high volume of traffic calls for service at peak times – work on strategy to reduce traffic related issues and congestion on local streets.
- Conduct Start Smart class and Senior Driving Safety classes for new drivers and for elderly drivers in an effort to reduce traffic collisions.
- Work with Outlet Mall management and their security team to enhance video surveillance at the location.
- Purchase a Command Post to utilize at community outreach events.

Police Services' Performance Measures are tracked on a calendar year, rather than fiscal year basis.

PERFORMANCE MEASUREMENTS

City Council Goal:

It is the goal of the City Council to provide a safe and enriched environment where people can live, work, and play

Measure	2022 Actual	2023 Actual	2024 Actual	2025 Target
Average response time to Priority calls (min.)	7.11	7.03	7.19	< 7
Benchmark: 7 minutes from call received to deputy on scene				

Measure	2022 Actual	2022 Actual	2024 Actual	2025 Target
Number of Coffee with a Cop events hosted	10	10	12	14
Benchmark: 10 events				
Measure	2022 Actual	2023 Actual	2024 Actual	2025 Target
Number of Citizen Academy events hosted	1	2	2	2
Number of Participants	22	20	49	40
Benchmark: 2 events with 20 participants				
Measure	2022 Actual	2023 Actual	2024 Actual	2025 Target
Increase Social Media posts for public education and crime prevention	10	12	15	12
Benchmark: 10 monthly (Twitter & Nextdoor)				
Measure	2022 Actual	2023 Actual	2024 Actual	2025 Target
Conduct DUI education / prevention events at local high schools	3	3	3	3
Benchmark: 3				
Measure	2022 Actual	2023 Actual	2024 Actual	2025 Target
Maintain low Uniform Crime Report Part 1 offenses per 1,000 residents	13.55	13.71	N/A (NIBRS)	N/A (NIBRS)
Benchmark: < 13				

Expenditures**Fund No. 101**

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Salaries and Benefits	\$ 219,339	\$ 179,438	\$ 244,827
Operational Charges	18,503,695	21,357,583	21,673,505
Grants/Allocations	319,266	338,617	357,290
Police Services Totals	<u>\$ 19,042,300</u>	<u>\$ 21,875,638</u>	<u>\$ 22,275,622</u>

DISASTER ASSISTANCE RESPONSE TEAM (D.A.R.T)

MISSION

To train and equip citizen volunteers to assist in responding to various disasters including earthquake, hazardous material incidents, fires, floods, transportation disasters, and terrorism.

SERVICES

The Disaster Assistance Response Team (D.A.R.T.) program is supervised by Camarillo Police personnel, who coordinate their training and exercises. Approximately 20 volunteers are participating in the program. D.A.R.T. members receive training in areas such as Communications, Emergency Operations Center Support, First Aid/CPR, Medical Emergencies, Cribbing and Shoring of Collapsed Structures, Fire Apparatus Familiarization, Traffic and Crowd Control, Outdoor Search & Rescue, Helicopter Field Operations, and Dams and Flood Control. The D.A.R.T. program also equips and maintains an Emergency Response Vehicle (ERV) and a new trailer containing emergency equipment and supplies, built in generator, lighting, hand-held radios, television, HD satellite dish, air conditioning, computer and printer.

MAJOR ACCOMPLISHMENTS FY 2024/25

- Provided pedestrian and vehicle traffic control for City-sponsored and other community events, including July 4th Celebration, CSUCI Commencement, Chili Cook-off, Camarillo High varsity football games, Taste of Camarillo, and the Holiday Parade.
- Staffed informational booth and acted as a first aid station at the Fiesta, several 5K/10K races, City Emergency Expo, CSUCI Safety Expo, and other civic events.
- Attended several specialty training opportunities with the VCSO and VCFD.
- Participated in patrol ride-alongs, assisted police officers with missing person searches and routine tasks such as traffic control at accident scenes.
- Presented information regarding earthquake and other emergency preparedness to community groups including civic clubs, neighborhood organizations, and church groups.
- Provided instruction at Community Emergency Response Team (CERT) training.

GOALS AND OBJECTIVES FY 2025/26

- Continue training and maintaining readiness to respond to natural and other disasters, and broaden training to include response to possible acts of terrorism or mass casualty events.
- Continue involvement with CERT training program and utilize relationship to help recruit potential DART applicants.
- Continue providing immediate medical care, disaster preparedness information, traffic and crowd control and aid Camarillo deputies while at City-sponsored and civic community events.
- Expand role in Camarillo community and County wide, to assist with emergencies, disasters and at critical incidents.

Expenditures

Fund No. 101

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Operational Charges	\$ 10,152	\$ 7,480	\$ 7,480
Allocations	26,931	103,868	42,285
D.A.R.T. Totals	<u>\$ 37,083</u>	<u>\$ 111,348</u>	<u>\$ 49,765</u>

MISSION

To provide an unsurpassed quality of service while executing our permit process to the best of our ability. Building and Safety ensures that all construction in the City of Camarillo is built to the most current Building, Mechanical, Electrical and Plumbing Code. We are in constant communication with Community Development, Public Works and all other agencies to make sure the citizens and visitors of Camarillo have a safe place to live, work, and play.

SERVICES

The Building and Safety Division provides a number of services including Building Inspections, Building, Plumbing, Mechanical and Electrical Permit issuance, Building Plan Checks and Public Record Requests.

SERVICE LEVEL TRENDS

It is expected that service trends will become more consistent as the economy levels out and construction activity stabilizes.

MAJOR ACCOMPLISHMENTS FY 2024/25

- Issued Building Permits for Lennar – Springville (Tract 5671M(3), RPD-195).
- Issued Building Permits for Williams Homes -Palmera (Tract 5969, RPD-196).
- Issued all Building Permits for Camino Ruiz Apartments (RPD-201).
- Issued Building Permits for the eight townhomes on the Barry Street Project (Habitat for Humanity).
- Finalized Building Permits for Central Plaza including portions of the façade upgrades, tenant improvements and the new Vons building (CPD-6M(23)).
- Finalized Building Permits for model homes and beginning phases of Lennar Springville (Tract 5671M(3), RPD-195).
- Finalized Building Permits for model homes and beginning phases of Williams Homes -(Tract 5969, RPD-196).
- Maintained superior level of service.

GOALS AND OBJECTIVES FY 2025/26

- Review equipment needs to complete transition to electronic storage of records.
- Implement electronic plan submittal and electronic plan review - OpenGov.
- Continue to respond to Public Records Request.
- Continue with Mobile Home Park inspections.

PERFORMANCE MEASURES

City Council Goal:

It is the goal of the City Council to provide a safe and enriched environment where people can live, work, and play

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Complying with requested inspections within 1 business day	95.0%	95.0%	99.0%	95.0%
Benchmark: > 1 business day				

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
10 days for first review of Plan Check	95.0%	100.0%	95.0%	95.0%
Benchmark: 90.0%				

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
5 days for second review of Plan Check	95.0%	100.0%	98.0%	95.0%
Benchmark: 90.0%				

Expenditures

Fund No. 101

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Operational Charges	\$ 1,138,728	\$ 1,961,100	\$ 1,975,634
Allocations	177,468	186,382	187,210
Building & Safety Totals	<u>\$ 1,316,196</u>	<u>\$ 2,147,482</u>	<u>\$ 2,162,844</u>

MISSION

To provide the highest standard of design, construction, operations, and maintenance of the City's infrastructure. To provide the highest degree of professionalism in delivering the many essential services provided by the department.

SERVICES

Public Works includes multiple divisions providing water delivery, wastewater collection and treatment, storm water control, traffic management, landscaping, street maintenance, land development review and permitting, engineering design, construction oversight, inspection, and administration. More detail is provided in the respective funds for each division.

SERVICE LEVEL TRENDS

Service levels have remained high with significantly greater demands being placed on the department. These demands include more stringent regulations, increased purchasing requirements, increasing population, expanding infrastructure, diminishing state and federal revenue sources, and difficulty in recruiting technical staff.

MAJOR ACCOMPLISHMENTS FY 2024/25

Completed projects include the following with additional accomplishments listed in the division funds:

- Completed Construction of the Road Rehabilitation Project (ST-5123).
- Completed Final Design and initiated Construction of the Annual Resurfacing Project (ST-5069).
- Initiated and made progress on the Construction of the Dizdar Park Renovation and Expansion Project (CP-5095).
- Completed Construction of the City Hall Council Chambers Remodel Project (CH-09-01).
- Completed Construction of the Chemical System Improvements Project (SS-5078-1).
- Completed Construction of the Desalter Detention Basin Improvements Project (WT-11-01).
- Completed Construction of the Desalter Water Diversion Project (WT-11-01).
- Completed Construction of Biosolids Belt Filter Press and Conveyor Installation (MC-2022-1).
- Initiated Construction of the Citywide Advanced Metering Infrastructure Project (WT-5080).
- Completed Construction of Pump Station No. 3 Improvements Project (SS-13-04).
- Initiated Construction of the Sewer Improvements per SSMP Project (SS-5043).
- Initiated Construction of Wash Water Recovery Unit Cover Addition (MC-2024-3).
- Completed Final Design and Construction of the Lewis Road to Flynn Road Sewer Project (SS-14-01).
- Completed Final Design of the Dawson Drive to Metrolink Station Sewer Project (SS-14-02).
- Completed Construction of the Interim Plant Buildings Improvements Project (SS-5076).
- Completed Final Design and Construction of the Stormwater Trash Compliance Project (SD-5032).
- Completed the Preliminary Design of the Pleasant Valley Road Sewer Forcemain Project (SS-5037).
- Initiated Design of the Desalter Standby Well Project (WT-11-01).
- Initiated Design of the Well E Project (WT-5101).
- Initiated Design of the 2025 Annual Resurfacing Project (ST-5088).
- Initiated Design of Hardscape and Sidewalk Renovation and Street Tree Replacement Projects (ST-5113 and LS-5112).
- Initiated the Inspection and Seismic Evaluation for the Reservoir Coatings Project (WT-5044).
- Made significant progress on Conceptual Design for the Charter Oak Pump Station Nos. 1 & 2 Project (WT-5081).

- Progressed Design of the Daily Drive/101 Freeway Sewer Improvements Project (SS-10-03).
- Completed Environmental Phase (CEQA/NEPA) for the Bridge Replacement at Las Posas Road and Ventura Boulevard Project (SD-5052).
- Initiated Design of the Storm Drain Rehabilitation Project (SD-5115).
- Made significant progress on Conceptual Design for the Water Reclamation Plant Projects (SS-5118 and SS-5119).
- Completed Design of Wastewater System Generator Replacement Project (SS-5120).
- Progressed Design of Central Avenue Bike Lanes Project (ST-5102)

GOALS AND OBJECTIVES FY 2025/26

- Complete Construction of the Annual Resurfacing Project (ST-5069).
- Complete Final Design and Initiate Construction of the Annual Resurfacing Project (ST-5088).
- Complete Construction of the Dizdar Park Renovation and Expansion Project (CP-5095).
- Complete Construction of the Sewer Improvements per SSMP Project (SS-5043).
- Complete Construction of Wash Water Recovery Unit Cover Addition (MC-2024-3).
- Complete Final Design of Sludge Pump Station Improvements Project (SS-5164).
- Make significant progress on Design of the Hardscape and Sidewalk Renovation and Street Tree Replacement Projects (ST-5113 and LS-5112).
- Complete the Water Reservoir Coating Inspection and Seismic Evaluation Project (WT-5044)
- Initiate Construction of the Pleasant Valley Road Bike Lanes Project (ST-5006).
- Complete Construction of the Base Bid for the Citywide Advanced Metering Infrastructure Project and Initiate Construction of Additive Alternate Bid 1 (WT-5080).
- Complete Final Design and Initiate Construction of the Dawson Drive to Metrolink Station Sewer Project (SS-14-02).
- Make significant progress on Design of the Well E Project (WT-5101).
- Complete Design of the Well Drilling Phase of the Desalter Standby Well Project (WT-11-01).
- Complete Conceptual Design for the Charter Oak Pump Station Nos. 1 & 2 Project (WT-5081).
- Make significant progress on Final Design of the Bridge Replacement at Las Posas Road and Ventura Boulevard Project (SD-5052).
- Complete Design of the Storm Drain Rehabilitation Project (SD-5115).
- Make significant progress on Conceptual Design for the Water Reclamation Plant Upgrades Projects (SS-5118 and SS-5119).
- Complete Final Design and Initiate Construction of the Wastewater System Generator Replacement Project (SS-5120).
- Initiate Design of Water Reclamation Plant Entrance Road Improvements (SS-5161).
- Complete Environmental Phase and Initiate Final Design of Central Avenue Bike Lanes Project (ST-5102).
- Complete Final Design and Initiate Construction of the Utility Undergrounding Project (ST-12-01).
- Finalize Public Works Department OpenGov online permitting modules.
- Finalize and implement electronic plan check system for Public Works Department led review of private development projects.

PERFORMANCE MEASURES

City Council Goal:

It is the goal of the City Council to provide a safe and enriched environment where people can live, work, and play

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Roadway lane miles resurfaced	75	75	50	100

Benchmark: Measure parameters unique to Camarillo. City maintains approx. 475 lane miles

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Percentage of Capital Project Goals and Objectives completed	70.0%	70.0%	88.0%	80.0%

Benchmark: 80.0%

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Number of Encroachment Permits issued	277	256	280	260
Percentage of Encroachment Permit application packages reviewed within 2 business days	96.0%	95.0%	95.0%	95.0%

Benchmark: To complete review of properly completed Encroachment Permits within 2 business days

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Number of Plan Checks Completed	116	133	140	120
Percentage of Plan Checks completed within 30 business days	95.0%	95.0%	95.0%	95.0%

Benchmark: To complete review of properly completed Plan Check submittals within 30 business days

Expenditures

Fund No. 101

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Salaries and Benefits	\$ 1,162,382	\$ 1,160,599	\$ 1,149,336
Operational Charges	677,032	967,351	831,050
Allocations	373,507	339,860	345,501
Administration Total	\$ 2,212,921	\$ 2,467,810	\$ 2,325,887
Full-Time Equivalent Employees	10.00	10.10	10.85

MISSION

To provide the highest standard of design, construction, operation, and maintenance of the City's transportation system. To deliver the best level of service for mobility and safety to the residents and businesses of the community.

SERVICES

- Oversee the transportation system, including operation and maintenance of traffic signals.
- Review and approve design and construction plans for traffic signals, roadway signs, curb zone markings, roadway striping and pavement markings.
- Review traffic impact studies, conditions of approval, and site plans of proposed developments.
- Collect and analyze traffic data and monitor traffic conditions.
- Calculate intersection levels of service and forecast traffic growth.
- Calculate and review Vehicle Miles Traveled for roadway segments.
- Coordinate traffic control plans for construction projects and special events on City Streets.
- Support development and construction of capital improvement projects.

SERVICE LEVEL TRENDS

High level of service remains stable even with diminishing state and federal revenues.

MAJOR ACCOMPLISHMENTS FY 2024/25

- Updated Speed Zone Surveys as required by California Law.
- Upgraded radio communication between coordinated traffic signal systems and City Hall.
- Expanded LED traffic signal lamp replacement program to achieve cost savings.
- Implemented program to upgrade and maintain illuminated street name signs (ISNS) at traffic signals including beginning removal project of 8' ISNSs and installation of safety cables on mast arm hung signs.
- Facilitated intersection construction and activation of signals at Ponderosa/Springville Dr and Camarillo Center Dr/Ventura Blvd.
- Enhanced pedestrian safety at six locations with the installation of Accessible Pedestrian Signal (APS) audible pushbutton systems.
- Installed pedestrian crossing with push button activated flashing beacons at Bridgehampton/Via Rosal, Adolfo/Almendro Way, and Village at the Park/Warwick.
- Acquired and deployed Speed Feedback Awareness signs.
- Submitted application for Safe Streets and Roads For All (SS4A) Federal Grant.
- Installed student drop-off/pick-up lane adjacent to Adolfo Camarillo High School.
- Painted all signal heads, pedestrian heads, and pushbutton housings along both the Las Posas and Santa Rosa Rd corridors, including the installation of reflective yellow borders on all signal heads.
- Installed GPS activated emergency preemption (Opticom) throughout city
- Installed new video detection systems at Las Posas/Daily, Las Posas/Ponderosa West, Central/Del Norte, Ventura/Las Posas, and Las Posas/Calle La Guerra.
- Added eastbound protected left turn at Adolfo/Flynn.
- Retrofitted traffic signal safety lamps from high pressure sodium bulbs to more efficient LED bulbs.

GOALS AND OBJECTIVES FY 2025/26

- Upgrade aging traffic signals in cost-effective manner.
- Continue preventative maintenance program to ensure optimal traffic signal operations.

- Continue program to upgrade and maintain ISNSs at traffic signals including removal of 8' ISNSs at five locations and installation of safety cables on mast arm hung signs throughout city.
- Plan appropriate land uses and streets/bikeways infrastructure to accommodate present and future needs.
- Support implementation of the Local Roads Safety Plan including flashing yellow left turn arrow operation, reflective yellow borders on signal head backplates, leading pedestrian intervals, and other recommendations deemed appropriate.
- Support future traffic signal construction at Verdugo/Camino Ruiz.
- Support future traffic signal construction at Costco intersection.
- Update Traffic Maps including AM/PM Peak Hour Volumes, Average Daily Traffic and Speed Limits.
- Install Emergency Vehicle Preemption at traffic signals on Caltrans locations.
- Install new traffic signal controllers to enable Adaptive Signal Control.
- Acquire and deploy additional automated traffic Radar/Counting devices.
- Install APS audible push button systems at an additional 8 locations throughout the city.
- Installation of three video detection systems at Pleasant Valley/Las Posas, Arneill/Las Posas, and Arneill/Ponderosa.
- Paint all signal heads, pedestrian heads, traffic signal poles, and pushbutton housings, including the installation of reflective yellow borders on all signal heads at ten locations along Arneill, Ponderosa, and Carmen Drive.
- Install a Rectangular Rapid Flashing Beacon crosswalk at Rocklyn and Arneill
- Upgrade pedestrian crosswalk at Mission Oaks/Adolfo Camarillo High School.
- Install generator transfer switches at all Traffic Signal service throughout city.

Expenditures**Fund No.101**

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Salaries and Benefits	\$ 700,404	\$ 829,907	\$ 1,026,855
Operational Charges	475,127	806,950	639,950
Allocations	200,111	198,961	236,921
Traffic & Signal Maint. Total	\$ 1,375,642	\$ 1,835,818	\$ 1,903,726
Full-Time Equivalent Employees	3.25	3.35	3.95

MISSION

To implement a comprehensive and cost-effective stormwater pollution control program to reduce pollutants to the maximum extent practicable and ensure compliance with the City's Municipal Stormwater Quality National Pollutant Discharge Elimination System (NPDES) Permit CAS004004, Order No. R4-2021-0105, which became effective September 11, 2021. To efficiently and effectively maintain storm drain facilities including inlets, earthen ditches, and underground piping systems.

SERVICES

The stormwater quality program is implemented using contract services to manage the City's Stormwater Program. Current primary activities include:

- Inspection and cleaning of storm drain inlets, basins, and ditches.
- Investigation of reported illegal discharge violations and screening of drainage outfalls.
- Inspection of industrial facilities, automotive facilities, laundries and nurseries, food service facilities, post-construction treatment devices, and construction sites for stormwater regulation compliance.
- Education of the residential, commercial, and construction communities on pollution prevention.
- Presentations at schools and community events on stormwater quality.
- Conduct volunteer events for cleanup of local waterways.
- Plan review and conditioning of land development projects for stormwater quality compliance, and erosion and sediment control measures.
- Compliance with Basin Plan Amendments for Total Maximum Daily Loads (TMDLs) for the City's urban and municipal storm drain system discharges.
- Completion of periodic reports to the Water Resources Control Board, as required by the Municipal Stormwater (NPDES) Permit.
- Once approved, assist with implementation of a Watershed Management Program in conjunction with the Countywide Stormwater Program and as required by the current Municipal Stormwater NPDES permit.

SERVICE LEVEL TRENDS

Service level trends are subject to weather and mandates from the Water Resources Control Board but have been generally stable.

MAJOR ACCOMPLISHMENTS FY 2024/25

- Adhered to the requirements specified in the Municipal Stormwater NPDES Permit in Fiscal Year 2024/25. Exceedances for chlorpyrifos and bacteria in the Revolon Slough/Beardsley Wash Subwatershed sources continue to be investigated.
- Stormwater management activity included: storm drain maintenance; storm water quality inspections of commercial, industrial, and construction facilities; inspection of post-construction treatment devices; illicit discharge responses; development review; annual reporting in compliance with NPDES and TMDL requirements; and public-outreach activities.
- Completed installation of all MS4 permit required full trash capture screens in city storm drain catch basins located in high priority land use areas.
- As required by the current Municipal Stormwater NPDES Permit, developed a Watershed Management Plan in conjunction with the Countywide Stormwater Program and submitted it to the Los Angeles Regional Water Quality Control Board on September 11, 2023. As of March 2025 the City is still awaiting Regional Board approval of the Watershed Management Plan.

- Completed screening of City storm drain outfalls as required by the current Municipal Stormwater NPDES Permit. During the initial screening event, no MS4 major outfall was observed to have flows greater than 10 gallons per minute. Staff will continue to screen outfalls as necessary.

GOALS AND OBJECTIVES FY 2025/26

- Fully meet requirements specified in the current Municipal Stormwater NPDES Permit, and prepare annual reports to the Los Angeles Regional Water Quality Control Board on stormwater-related activities.
- Meet compliance deadlines of adopted TMDLs.
- Continue to investigate sources of chlorpyrifos and bacteria in the Revolon Slough/Beardsley Wash and Calleguas Subwatersheds as needed.
- Maintain the City's storm drain system to comply with the City's Municipal NPDES Permit with no violations.
- Continue screening of outfalls as required by the current Municipal Stormwater NPDES Permit.

PERFORMANCE MEASURES

City Council Goal:

It is the goal of the City Council to provide a safe and enriched environment where people can live, work, and play

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Number of Stormwater Inspections Completed	4,522	3,995	3,531	4,000
Benchmark: 4,000 (as required by National Pollutant Discharge Elimination System (NPDES) permit)				

Expenditures

Fund No. 101

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Salaries and Benefits	\$ 124,635	\$ 115,548	\$ 134,447
Operational Charges	860,456	1,337,505	1,209,607
Allocations	50,088	69,021	66,291
Storm Water Management Total	\$ 1,035,179	\$ 1,522,074	\$ 1,410,345
Full-Time Equivalent Employees	0.55	0.55	0.60

MISSION

To maintain the City's streets, sidewalks, and other public right-of-ways. To provide safe and pleasant thoroughfares for the public.

SERVICES

Professional, proactive Street Maintenance with a strong customer service focus. Services include repairs to streets, sidewalks, curbs, gutters, storm drains, pavement markings, and City signage.

SERVICE LEVEL TRENDS

Maintain City Streets and sidewalks with a proactive work plan that will result in keeping those assets in the best condition possible lessening the need to spend unnecessary city funds and maximizing pavement and sidewalk life cycles.

MAJOR ACCOMPLISHMENTS FY 2024/25

- Repainted and upgraded 27 street name monument signs along Santa Rosa Road, Adolfo Road, Ponderosa Drive, and Las Posas Road.
- Responded to emergencies immediately.
- Removed and replaced 3,600 square feet of damaged sidewalks at 38 locations.
- Ground 200 sidewalk lifts.
- Replaced 4 storm drainpipes along Mission Drive.
- Provided traffic control and closed roads during the Mountain Fire in a safe and efficient manner.
- From 1/1/2024 – 12/31/2024, the Asphalt/Concrete Crew, Signs and Markings Crew, and Customer Service completed 408 service requests from the public and 2,819 work orders in SeeClickFix.
- Removed, replaced, and installed a total of 294 signs.
- Removed graffiti at 651 locations totaling 3,693 square feet.
- Consistently abated reported graffiti on City assets within 48 hours and in most cases 24 hours of being reported.

GOALS AND OBJECTIVES FY 2025/26

- Inventory and replace faded street name signs citywide.
- Continue to respond to emergencies immediately.
- Continue to inventory sidewalks throughout the city to identify damaged sidewalks; grind locations found with less than a two-inch lift, and schedule and create projects to replace sidewalks that have greater than two-inch lifts.

Expenditures

Fund No. 101

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Salaries and Benefits	\$ 1,856,517	\$ 2,029,717	\$ 2,017,691
Operational Charges	195,132	346,300	389,700
Allocations	800,056	938,666	921,861
Capital Expenditures	34,997	65,000	—
Street Maintenance Total	\$ 2,886,702	\$ 3,379,683	\$ 3,329,252
Full-Time Equivalent Employees	11.25	11.30	11.40

MISSION

Maintain a high level of quality of life for residents and business community by providing cultural and entertainment activities.

SERVICES

Provide funding assistance to various organizations which provide cultural and entertainment activities to the citizens; maintain Constitution Park facilities; operate and maintain the City-owned historic Camarillo Ranch House. The organizations supported in part by the City within the Cultural Arts Budget are:

- Constitution Park
- Camarillo Health Care District
- Boys and Girls Club
- Interface 211
- Summer Concerts Series (PVRPD)
- Old Town Heritage Days
- Studio Channel Islands (SCIART)
- Pleasant Valley Historical Society
- Senior Nutrition Program
- Former Library Site
- July 4th Celebration
- Christmas Parade (PVRPD)
- Dizdar Park
- Old Court House
- Camarillo Wings Association

SERVICE LEVEL TRENDS

Service demands continue at high levels for assistance in providing grants to local organizations. Annually, the City Council considers funding requests through the budget process for community events and activities.

MAJOR ACCOMPLISHMENTS FY 2024/25

- Provided financial assistance to various nonprofit organizations.

GOALS AND OBJECTIVES FY 2025/26

- Continue providing financial assistance to local organizations.
- Continue management of the annual July 4th Fireworks Show.
- Evaluate current City Council policies and update as necessary to clarify and facilitate the process.

Expenditures

Fund No. 101

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Community Grants	\$ 81,017	\$ 150,000	\$ 214,338
Community Support	35,298	59,000	59,000
Community Events	236,124	415,937	301,720
Community Support Totals	<u>\$ 352,439</u>	<u>\$ 624,937</u>	<u>\$ 575,058</u>

MISSION

To empower and enrich lives through compassionate and comprehensive community support, and foster a resilient community by providing accessible resources, programs, and services that promote well-being, equity, and opportunity for all residents of Camarillo.

SERVICES

- Encampment Resolution Fund Grant (ERF) – Secured \$7.3 million in funding through the Encampment Resolution Fund grant to implement a comprehensive strategy that addresses Camarillo’s highest concentration of homelessness along Pleasant Valley Road. The grant will fund street outreach, case management and supportive services, interim housing, and the development of 9 units of permanent supportive housing on Arneill Road.
- Homelessness Strategic Plan - Initiated the development of the City of Camarillo's first comprehensive Homelessness Strategic Plan, including conducting a community input session, launching a community-wide survey, implementing targeted surveys for persons with lived experience of homelessness, and facilitating stakeholder interviews and focus groups to ensure diverse perspectives inform the plan.
- Camarillo Hotel Voucher Program – Provided emergency shelter and supportive services to 27 individuals, including 3 children, who were experiencing long-term homelessness in Camarillo.
- Transitions to Permanent Housing – Collaborated with multiple County agencies to support 29 unhoused individuals in transitioning to permanent housing.
- Outreach and Contacts – The Project HOPE homeless outreach team engaged in 2,247 repeated interactions with 189 homeless individuals in Camarillo. Among these individuals, 83% accepted various services such as emergency shelter, food, mental health support, substance abuse treatment, transportation, and more.
- Camarillo Homelessness Collaborative – The Camarillo Homelessness Collaborative, facilitated by the City and Project HOPE, brought together a diverse group of stakeholders, including the Ventura County Sheriff's Office, faith organizations, local businesses, healthcare providers, schools, and non-profits, to address homelessness through a coordinated, resource-sharing approach. Recent activities included Food Share’s coordination with local pantries and the promotion of their "Find Food Now" app feature to ensure equitable food access for homeless individuals. United Way of Ventura County supported permanent housing placements by covering security deposits for Camarillo families transitioning out of the Camarillo Hotel Voucher Program.
- Healthy Camarillo – The City of Camarillo, Camarillo Health Care District, and Pleasant Valley Recreation & Park District finalized a Memorandum of Understanding (MOU) for the "Healthy Camarillo" initiative, formalizing their partnership to address critical community health issues. The MOU outlines key priorities such as mental health and substance abuse, prevention of chronic health conditions through healthy lifestyles, and ensuring equitable access to healthcare for underserved populations. It also includes commitments to securing resources through grants and sponsorships, collaboratively developing and implementing health programs, and coordinating marketing efforts to promote these initiatives.

MAJOR ACCOMPLISHMENTS FY 2024/25

- Homeless Housing, Assistance and Prevention Grant (HHAP) – Secured \$735,000 in funding through the Homeless Housing Assistance and Prevention (HHAP) grant to launch the Camarillo Hotel Voucher Program which provides temporary hotel stays to those experiencing chronic homelessness in Camarillo.

- Camarillo Hotel Voucher Program – Provided emergency shelter and supportive services to 19 individuals, including 5 children, who were experiencing long-term homelessness in Camarillo.
- Transitions to Permanent Housing – Collaborated with multiple County agencies to support 14 unhoused individuals in transitioning to permanent housing.
- Outreach and Contacts – The Project HOPE homeless outreach team engaged in 1,537 repeated interactions with 208 homeless individuals in Camarillo. Among these individuals, 184 accepted various services such as emergency shelter, food, mental health support, substance abuse treatment, transportation, and more.
- Camarillo Homelessness Collaborative – The Camarillo Homelessness Collaborative was launched to facilitate partnership-building, resource pooling, and idea development to address homelessness in the City, with primary objectives focused on collaboration, coordination, and communication among participants. Led by staff from both the City and Project HOPE, the collaborative effort involves diverse stakeholders, including the City of Camarillo, the Ventura County Sheriff's Office, faith communities, nonprofits, businesses, healthcare, and the school district.

GOALS AND OBJECTIVES FY 2025/26

- Develop and implement appropriate education, enforcement, and assistance strategies to address homeless and mental health issues through a Homelessness Strategic Plan.
- Maintain the City's involvement and partnership with the VC Sheriff's Department, VC Behavioral Health, and VC Health Care Agency, and expand collaboration with other county, private, and non-profit agencies for assistance, as appropriate, the City's response to homelessness and mental health issues.
- Foster comprehensive community wellness through strategic initiatives that create a foundation of physical, mental, and social health for all residents, ensuring equitable access to resources and opportunities for healthy living.

PERFORMANCE MEASURES

City Council Goal:

It is the goal of the City Council to provide a safe and enriched environment where people can live, work, and play

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Number of repeated contacts with homeless individuals.	New	1,537	2,247	2,584
Benchmark: Increase from previous year by 15%				

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Number of sheltered homeless individuals from Point In Time Count.	New	9	11	13
Benchmark: Increase from previous year by 20%				

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Number of homeless individuals successfully placed into stable housing (permanent or transitional).	New	14	29	33
Benchmark: Increase from previous year by 15%				

Expenditures**Fund No. 101**

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Salaries and Benefits	\$ 4,894	\$ 224,777	\$ 229,989
Operational Charges	188,058	527,647	657,600
Allocations	—	19,956	32,797
Community & Human Services Totals	\$ 192,952	\$ 772,380	\$ 920,386
Full-Time Equivalent Employees	—	1.00	1.00

MISSION

To provide a safe, healthy, clean, and comfortable environment for Camarillo residents.

SERVICES

The Facility Division is responsible for providing preventive maintenance and repair to City facilities and two City owned parks.

SERVICE LEVEL TRENDS

The Former Library site is vacant except for a small portion which is leased to kidSTREAM, minimal maintenance is performed to the building and the landscape is maintained. The Old Courthouse building is vacant, the farmer's market uses the restrooms for their Saturday event, minimal maintenance and landscape service is performed. The Chamber of Commerce building is also vacant and is not being utilized. Per the lease agreement with the Pleasant Valley Historical Society, minimal service is provided to the building. Constitution Park and Dizdar Park are maintained at a high level.

MAJOR ACCOMPLISHMENTS FY 2024/25

- The City reached an agreement on the sale of the Former Library property to kidSTREAM.
- Removed and installed new wood and painted the Constitution Park Rose Garden trellis.
- Replaced the lights at the Constitution Park Pavilion stage with LED lighting.
- Replace a portion of the Old Courthouse Building roof.
- Upgraded restrooms and the lobby at the Old Courthouse building.
- Replaced the water heater at the Old Library facility.
- Performed a required asbestos containing material (ACM) survey to the Pleasant Valley Historical Society building in preparation for their remodel.

GOALS AND OBJECTIVES FY 2025/26

- Close escrow for the sale of the Former Library property to kidSTREAM.
- Develop preliminary design for the reuse of Dizdar Park, Chamber of Commerce Building, and the Old Fire Station properties.
- Make the restrooms at the Old Courthouse Building usable for the Saturday Farmer's Market.
- Provide maintenance to the buildings at an acceptable level and maintain Constitution Park at a high level.

Expenditures

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
City Parks & Facilities			
Constitution Park	\$ 132,496	\$ 233,330	\$ 144,486
Pleasant Valley Historical Society	3,708	3,842	4,472
Former Library Site	25,395	—	—
Old Courthouse Building	65,685	74,004	82,782
Dizdar Park	14,761	124,435	82,342
Camarillo Ranch House	—	35,750	35,750
Camarillo Chamber of Commerce	5,964	8,820	10,234
City Parks and Facilities Totals	<u>\$ 248,009</u>	<u>\$ 480,181</u>	<u>\$ 360,066</u>

MISSION

To provide outstanding library services, equal access to information, independent lifelong learning, cultural enrichment, and the joys of reading to the residents of the City of Camarillo and surrounding areas.

SERVICES

Operate a state-of-the-art public library facility serving the City of Camarillo and surrounding areas.

SERVICE LEVEL TRENDS

The 65,000-square-foot library has experienced significant growth in the number of patrons, programs and collections offered since becoming a city-operated facility in 2011. The library's circulation, community meeting facilities, and patron count continues to grow demonstrating an ever-increasing demand for library services.

The Camarillo Public Library, as of July 1, 2022, fully reopened seven days per week, except for designated holidays, to serve library patrons. New library hours are Monday-Thursday 10:00 am to 8:00 pm and Friday-Sunday 10:00 am to 5:00 pm.

MAJOR ACCOMPLISHMENTS FY 2024/25

- Friends of the Camarillo Library Bookstore continued to provide funding for various library materials and programs.
- Reopened the on-site café with self-service food and beverages vending machines.
- The Library Operator submitted grant applications and received funding for:
 - Literacy Grant #CLLS22-16 - total Award amount \$26,057
 - Zip Books Grant #ZIP22-14 - total Award amount \$4,870
 - Park Pass Grant #PPP21122 – total Award amount \$4,375
 - English as a Second Language Grant #ESL21-2-07 – total Award amount \$29,016
 - Summer Lunch Program – total Award amount of \$4,096

GOALS AND OBJECTIVES FY 2025/26

- Implement the Strategic Plan.
- Consider modification to Circulation Policy relating to fines and fees.
- Consider transitioning room reservations from City responsibility to Library operator (LS&S).
- Continue to administer operational contract with Friends of the Camarillo Library Bookstore.
- Continue to administer operational contract with Ventura County Genealogical Society.
- Continue to provide patrons with food and beverage services through the on-site café.
- Issue a Request for Proposal (RFP) for catering services for events held in the community room at the Camarillo Public Library.
- Library Operator to continue to explore grant opportunities that will benefit library programming and patron attendance. The Library Operator will be or submitting or have submitted grant applications and are awaiting award notification and/or funding for:
 - Literacy Grant #CLLS22-6 to be submitted in May 2025
 - English as a Second Language Grant ESL21-4-09 – total Award amount of \$29,016
 - Zip Books to be submitted when new grant application portal goes live
 - Discovery Play application has been submitted, pending notification of award

LIBRARY OPERATIONS

PERFORMANCE MEASUREMENTS

City Council Goal:

It is the goal of the City Council to provide a safe and enriched environment where people can live, work, and play.

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
New Library Growth (issuance of library cards)	5,756	4,737	5,321	5,830
Benchmark: 10% growth per year				

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Number of Programs/Program Participants	539 / 3,16,820	568 / 16,047	464 / 21,527	487 / 22,603
Benchmark: 1.5% increase per year				

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Total Visitors/Daily Average	196,879 / 555	173,927 / 491	217,104 / 761	227,960 / 649
Benchmark: 1.5% increase per year				

Expenditures

Fund No. 101

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Salaries and Benefits	\$ 97,549	\$ 193,330	\$ 171,725
Operational Charges	2,363,194	2,446,058	2,513,091
Allocations	657,024	698,393	811,445
Library Operations Totals	\$ 3,117,767	\$ 3,337,781	\$ 3,496,261
Full-Time Equivalent Employees	0.35	0.75	0.65

MAJOR CITY FACILITIES

MISSION

To provide a safe, healthy, clean, and comfortable environment for Camarillo residents.

SERVICES

The Facility Division is responsible for providing preventive maintenance and repair to City facilities and two City owned parks.

SERVICE LEVEL TRENDS

The Old Courthouse building is vacant, the farmer's market uses the restrooms for their Saturday event, minimal maintenance and landscape service is performed. Per the lease agreement with the Pleasant Valley Historical Society, minimal service is provided to the building. Constitution Park and Dizdar Park are maintained at a high level.

MAJOR ACCOMPLISHMENTS FY 2024/25

- Replaced marquee sign at Constitution Park.

GOALS AND OBJECTIVES FY 2025/26

- Explore facility reservation software to assist with scheduling events at Constitution and Dizdar Park.

PERFORMANCE MEASURES

City Council Goal:

It is the goal of the City Council to provide a safe and enriched environment where people can live, work, and play.

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Work Order Completion Time	New Measure	New Measure	33 Days	7 Days
Benchmark: 5-7 days				
Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Maintain a user satisfaction score (for Work Order resolution) of 4.5 or higher	New Measure	New Measure	New Measure	4.7%
Benchmark: 4.7%				
Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Compliance Rate for Safety Inspections	New Measure	New Measure	100%	100%
Benchmark: 100%				

MISSION

To provide a safe, healthy, clean, and comfortable environment for constituents, Council, and staff in a cost-effective and fiscally sustainable manner.

SERVICES

Camarillo's City Hall located at 601 Carmen Drive, was constructed in 1977. A full remodel of the Council Chambers was completed in March 2025. The Facilities Management Division of the City of Camarillo, operating under the Administrative Services Department, is tasked with the comprehensive maintenance and management of City-owned facilities including City Hall and the Council Chambers. This includes the oversight of building systems, ensuring compliance with the Americans with Disabilities Act (ADA), and managing facility operations. The division also supervises cleaning, repair, and maintenance services, and provides operational contract oversight. Maintenance services include plumbing, carpentry, electrical work, painting, general repairs, pest control, new construction, furniture management, office supplies, postage machine upkeep, and emergency power systems. Labor is provided by both in-house staff and external contractors. Specialized services, including heating, ventilation, and air conditioning (HVAC) systems, fire suppression systems, fire and security alarms, and custodial services are outsourced.

SERVICE LEVEL TRENDS

Maintenance duties have increased as the Division has assumed responsibility of additional facilities, buildings, systems age and building code requirement changes.

MAJOR ACCOMPLISHMENTS FY 2024/25

- Submitted projects for inclusion in the Capital Improvement Program for City Hall.
- 26 new workstations were designed and installed at City Hall.
- Completed needs assessment to identify current and future needs for City Hall.
- Upgraded the audio-visual equipment in the Central Conference Room, Administrative Conference Room, Public Works Conference Room and Executive staff offices.
- Purchased new Chamber Foyer furniture at City Hall.
- Purchased new chairs for Council Chambers.
- Updated all the signs in the Council Chambers and Foyer.
- Updated ADA doors in the Council Chambers and Foyer entrance doors.
- Installed ADA ramp in Council Chambers.
- Performed thermal imaging on main electrical switch gear and electrical panels

GOALS AND OBJECTIVES FY 2025/26

- Continue to perform preventive maintenance tasks at all City owned facilities.
- Install a permanent standby power generator.
- Correct barriers noted by priority in the ADA Self-Evaluation and Transition Plan.
- Begin design phase for the City Hall Renovation capital improvement project.
- Continue design for solar power and battery energy storage at City Hall and explore opportunities for outside funding.
- Assist in the implementation of the Enterprise Asset Management System and support integrations with existing Building Maintenance Systems
- Install interior LED lighting at the Corporation Yard and Camarillo Police Facility for energy efficiency.

Expenditures**Fund No. 101**

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Salaries and Benefits	\$ 369,880	\$ 504,601	\$ 609,807
Operational Charges	772,883	1,417,299	996,900
Allocations	163,045	107,075	140,531
Capital Expenditures	112,951	302,000	—
City Hall Totals	\$ 1,418,759	\$ 2,330,975	\$ 1,747,238
Full-Time Equivalent Employees	1.80	2.35	2.80

MISSION

To provide a safe, healthy, clean, and comfortable environment for constituents, Council, and staff in a cost-effective and fiscally sustainable manner.

SERVICES

The Corporation Yard, constructed in 1983, supports essential City operations including, the City's water utility, street lighting and landscaping, and fleet maintenance divisions. The Facility Maintenance team is responsible for providing preventive maintenance and repair to the Corporation Yard. Corporation Yard maintenance activities include plumbing, carpentry, electrical, painting, general repairs, pest control, new construction, furniture, and emergency power. Servicing of heating, ventilation, and air conditioning (HVAC) systems, fire suppression systems, fire and security alarms, custodial services, elevator maintenance, and emergency power are provided through maintenance contracts. The Facility Maintenance team also administers the inspections by Ventura County Environmental Health Division for hazardous material storage at the Corporation Yard.

SERVICE LEVEL TRENDS

Increased service demand and aging infrastructure require a comprehensive evaluation of this key facility.

MAJOR ACCOMPLISHMENTS FY 2024/25

- Designed Phase 1 of the Corporation Yard renovation including a new HVAC system, locker/restrooms, breakroom, and LED lighting.
- Installed audio visual equipment upgrades in conference room
- Performed thermal imaging on main electrical switch gear and electrical panels.

GOALS AND OBJECTIVES FY 2025/26

- Continue to perform preventive maintenance tasks at all City owned facilities.
- Complete Phase 1 of the Corporation Yard renovation including a new HVAC system, locker/restrooms, breakroom, and LED lighting.
- Install a standby power generator.

Expenditures

Fund No. 101

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Salaries and Benefits	\$ 145,187	\$ 192,634	\$ 288,787
Operational Charges	305,848	420,923	275,400
Allocations	42,398	50,291	68,436
Capital Expenditures	—	665,000	—
Corp Yard Totals	\$ 493,433	\$ 1,328,848	\$ 632,623
Full-Time Equivalent Employees	0.70	0.90	1.30

MISSION

POLICE FACILITY

To provide a safe, healthy, clean, and comfortable environment for citizens, constituents, Council, and staff in a cost-effective and fiscally sustainable manner.

SERVICES

In 1995, the Camarillo Police Department moved to its current location at 3701 E. Las Posas Road. The Facility Division is responsible for providing preventive maintenance and repair to the Police Department facility. Police Department Facility maintenance includes plumbing, carpentry, electrical, painting, general repairs, pest control, new construction, furniture, and emergency power. Labor is provided by in-house staff and outside contractors. Servicing of heating, ventilation, and air conditioning (HVAC) systems, fire suppression systems, fire and security alarms, custodial services, elevator maintenance, and emergency power are provided through maintenance contracts.

The Facility Division also administers the inspections by the Air Pollution Control District for the emergency generator power system at the Police Station.

SERVICE LEVEL TRENDS

Maintenance duties have increased as the Division has assumed responsibility of additional facilities, buildings, systems age and building code requirement changes.

MAJOR ACCOMPLISHMENTS FY 2024/25

- Replaced the front entrance with concrete walkways including ADA upgrades.
- Upgraded the ADA push button on the main entrance.
- Resealed parking lot
- Replaced tread/flooring on stairs.
- Removed carpet and polished and treated concrete floor in special enforcement detail office area.
- Performed thermal imaging on main electrical switch gear and electrical panels.

GOALS AND OBJECTIVES FY 2025/26

- Continue to perform preventive maintenance tasks at all City owned facilities.
- Redesign and upgrade the Emergency Operations Center workstations
- Paint the exterior of the building.
- Replace skylights.
- Improve and install stormwater compliant carwash.
- Upgrade elevator hydraulic equipment and controls.
- Install interior LED lighting for energy efficiency.

Expenditures

Fund No. 101

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Salaries and Benefits	\$ 135,883	\$ 169,651	\$ 202,973
Operational Charges	170,734	521,174	482,650
Allocations	19,884	22,677	32,797
Capital Expenditures	—	85,000	85,000
Police Facility Totals	\$ 326,501	\$ 798,502	\$ 803,420
Full-Time Equivalent Employees	0.70	0.85	1.00

MISSION

To provide a safe, healthy, clean, and comfortable environment for citizens, constituents, Council, and staff in a cost-effective and fiscally sustainable manner.

SERVICES

On March 31, 2007, the library opened in a state-of-the-art building at 4101 Las Posas Road. On October 13, 2010, the Camarillo City Council voted to leave the Ventura County Library system, and the City of Camarillo Public Library opened as a municipal library on January 3, 2011. The Facility Division is responsible for providing preventive maintenance and repair at the Camarillo Public Library. Library maintenance includes plumbing, carpentry, electrical, painting, general repairs, pest control, new construction, furniture, and emergency power. Labor is provided by in-house staff and outside contractors. Servicing of heating, ventilation, and air conditioning (HVAC) systems, fire suppression systems, fire and security alarms, custodial services, elevator maintenance, piano tuning, landscape maintenance, and emergency power are provided through maintenance contracts.

SERVICE LEVEL TRENDS

Maintenance duties have increased as the Division has assumed responsibility of additional facilities, buildings, systems age and building code requirement changes.

MAJOR ACCOMPLISHMENTS FY 2024/25

- Replaced the furniture in the Tech Center and second floor tables.
- Replaced vending machines provided by new vendor.
- Repaired and replaced damaged pole and camera.
- Installed water bottle filling stations.
- Rehabilitated courtyard fountain
- Performed thermal imaging on main electrical switch gear and electrical panels.

GOALS AND OBJECTIVES FY 2025/26

- Continue to perform preventive maintenance tasks at all City owned facilities.
- Replace second floor chairs.
- Paint interior spaces of building.
- Design and Engineering phase for HVAC equipment replacement.
- Designing and Engineering phase for solar power and battery energy storage.

Expenditures

Fund No. 101

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Salaries and Benefits	\$ 133,893	\$ 163,643	\$ 213,170
Operational Charges	926,206	1,212,678	1,139,700
Allocations	23,352	21,770	31,157
Capital Expenditures	9,782	—	—
Library Facility Totals	\$ 1,093,233	\$ 1,398,091	\$ 1,384,027
Full-Time Equivalent Employees	0.75	0.85	0.95

Expenditures

Fund No. 101

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Operational Charges	\$ 956	\$ 3,000	\$ —
Chamber of Commerce Totals	\$ 956	\$ 3,000	\$ —

MISSION

To foster high-quality economic growth while preserving Camarillo's history, character, and business-friendly environment. The Economic & Business Development division is dedicated to supporting business attraction, retention, and expansion while ensuring an efficient and user-friendly business tax collection process.

SERVICES

Economic & Business Development serves as the City's primary liaison to businesses, property owners, developers, and economic organizations to drive business success in Camarillo. Services include:

- Business Attraction, Retention & Expansion: Strengthening relationships with existing businesses, supporting startups, and positioning Camarillo as a competitive destination for targeted industries such as life sciences and advanced manufacturing.
- Entrepreneurial & Workforce Development: Collaborating with regional partners to support business incubation, job creation, and workforce training programs.
- Real Estate & Development Facilitation: Maintaining listings of key opportunity sites, advocating for streamlined permitting, and engaging commercial property owners to facilitate tenant recruitment and business growth.
- Placemaking & Community Enhancement: Advancing initiatives such as the Camarillo Old Town Strategic Plan and public-private partnerships to improve infrastructure, walkability, and the visitor experience.
- Business Tax Administration: Simplifying the business tax process to enhance compliance and streamline payments, integrating tax collection with other City functions to support economic activity.
- Marketing & Industry Engagement: Expanding ChooseCamarillo.com and other promotional efforts to market Camarillo's business advantages, economic opportunities, and high quality of life.

SERVICE LEVEL TRENDS

The integration of Business Tax with Economic & Business Development reflects the City's commitment to a seamless and efficient business experience. Key areas of focus include:

- Implementing the Economic Development Strategic Plan (EDSP) and the Camarillo Old Town Strategic Plan to drive business and real estate investment.
- Strengthening business engagement efforts, increasing consultation meetings, and expanding targeted outreach.
- Enhancing business tax processing, improving efficiency through the transition from HdL to OpenGov.
- Increasing marketing efforts, leveraging trade shows, digital campaigns, and partnerships to promote Camarillo as a premier business destination.

MAJOR ACCOMPLISHMENTS FY 2024/25

- Engaged 714 community members through a public survey to shape the Camarillo Old Town Strategic Plan.
- Conducted business consultation meetings, directly facilitating business retention, expansion, and attraction.

- Reduced the business tax approval backlog by 80%, streamlining the process for local businesses.
- Provided \$561,000 in working capital loans to nine businesses through the City's partnership with the Economic Development Collaborative (EDC) since 2020.
- Hosted an industrial real estate open house, presenting Camarillo's business opportunities to 40-50 commercial real estate professionals.
- Successfully organized Camarillo's Job Fair in April 2025, connecting employers with local talent.
- Collaborated with property owners and developers on major projects, including Costco and Airport North Specific Plan implementation.

GOALS AND OBJECTIVES FY 2025/26

- Implement key economic development initiatives, including the Economic Development Strategic Plan and Camarillo Old Town Strategic Plan.
- Expand marketing efforts to promote Camarillo as a destination for targeted industries, startups, real estate development, and a skilled workforce.
- Increase business engagement, site selection consultations, and trade show outreach.
- Enhance business tax services, ensuring a business-friendly transition to OpenGov and updating the Business Tax Ordinance for clarity and efficiency.
- Continue real estate and development support, working closely with property owners, businesses, and developers to facilitate new investments.

PERFORMANCE MEASURES

City Council Goal:

It is the goal of the City Council to maintain a positive environment for new business, expansion, and retention of existing businesses through staff assistance and provision of efficient processing protocols

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Number of "consultation team" meetings conducted with property owners, developers, or businesses annually.	New	New	11 meetings	20 meetings
Benchmark: 15 Meetings				

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Number of employers who participate in City-sponsored job fairs	27	25	25	30
Benchmark: 20 per event				

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Number of job seekers who participate in City-sponsored job fairs	319	327	150	175
Benchmark: 300				

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Number of economic development newsletters published quarterly	1.5	2	2	2
Number of subscribers to the Economic Development Newsletter	2,321	2,949	2,979	3,500
Average opening rate	69.0%	62.0%	58.0%	60.0%
Benchmark: 6 / 2,500 / 37%				

Expenditures**Fund No. 101**

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Salaries and Benefits	\$ 406,373	\$ 368,969	\$ 464,844
Operational Charges	184,339	220,343	259,673
Allocations	51,000	45,355	57,394
Economic Dev. Totals	\$ 641,712	\$ 634,667	\$ 781,911
Full-Time Equivalent Employees	1.55	1.25	1.75

NON-DEPARTMENTAL EXPENDITURES AND INTERFUND TRANSFERS

Expenditures and Transfers

Fund No. 101

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Expenditures/Non-Departmental			
Operational Charges	\$ 614	\$ 171,835	\$ 515,000
Non-Departmental Totals	<u>\$ 614</u>	<u>\$ 171,835</u>	<u>\$ 515,000</u>
General Fund Transfers (to)/from Other Funds			
Gas Tax Fund	\$ 1,952,400	\$ 2,189,655	\$ 2,018,831
Cam Corridor Prj		\$ 14,100	
LowMod Inc Hsng As		\$ 169,248	
ARPA Fund	2,400,000	—	—
City Hall	3,592,586		
Corp Yard	2,073,504		
Police Facility	1,234,222		
Library Facility	1,857,094		
Chamber of Comm	143,761		
Total Transfers from Other Funds	<u>\$ 13,253,567</u>	<u>\$ 2,373,003</u>	<u>\$ 2,018,831</u>
Lighting & Landscape MD Fund	\$ (3,064,586)	\$ (3,614,407)	\$ (3,571,191)
Library Debt Service Fund	(454,000)	(493,970)	(492,151)
Capital Improvement Project Fund	(7,275,448)	(50,000)	
Armitos Storm Basin	(3,455)	(4,867)	(4,480)
Camarillo Ranch Events Fund	—	(314,940)	(334,507)
Solid Waste		(150,000)	(200,000)
Total Transfers (to) Other Funds	<u>\$(10,797,489)</u>	<u>\$ (4,628,184)</u>	<u>\$ (4,602,329)</u>
Net Transfers (to)/from Other Funds	<u><u>\$ 2,456,078</u></u>	<u><u>\$ (2,255,181)</u></u>	<u><u>\$ (2,583,498)</u></u>



Revenues and Transfers

Fund No. 206

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Estimated Available Fund Balance July 1	\$ —	\$ —	\$ 251,596.00
Revenues			
SB 125	\$ —	\$ 700,000	\$ 1,000,000
Total Revenues	\$ —	\$ 700,000.00	\$ 1,000,000
Expenditures			
Capital Expenditures	\$ —	\$ 448,404	\$ —
Total Expenditures	\$ —	\$ 448,404	\$ —
Transfer (to)/from Capital Improve. Projects Fund	\$ —	\$ —	\$ (1,000,000)
Estimated Fund Balance June 30	\$ —	\$ 251,596.00	\$ 251,596.00

Revenues and Transfers

Fund No. 207

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Estimated Available Fund Balance July 1	\$ —	\$ 27,672.00	\$ 27,672.00
Revenues			
Article 8-Transit	\$ 1,126,150	\$ 1,899,000	\$ 1,677,664
Interest Income	27,672	—	—
Total Revenues	\$1,126,150.00	\$ 1,899,000	\$ 1,677,664
Transfers (to)/from Transit Fund	\$ —	\$ (1,899,000)	\$ (1,677,664)
Estimated Fund Balance June 30	\$ 27,672.00	\$ 27,672.00	\$ 27,672.00

Revenues and Transfers

Fund No. 208

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Estimated Available Fund Balance July 1	\$ 3,144,246	\$ 2,207,744	\$ 291,943
Revenues			
Article 8-Roads	\$ 1,681,058	\$ 2,000,000	\$ 1,600,000
Interest Income	108,777	31,896	119,532
Net Adjust. Fair Value	53,446	—	—
Total Revenues	\$ 1,843,281	\$ 2,031,896	\$ 1,719,532
Transfer (to)/from Capital Improve. Projects Fund	\$ (3,494,900)	\$ (3,947,697)	\$ (1,805,902)
Estimated Fund Balance June 30	\$ 2,207,744	\$ 291,943	\$ 205,573

Revenues and Transfers

Fund No. 209

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Estimated Available Fund Balance July 1	\$ —	\$ —	\$ —
Revenues			
Article 3 Class 1 Maintenance	12,529	12,000	12,000
Total Revenues	\$ 12,529	\$ 12,000	\$ 12,000
Transfer (to)/from			
Lighting & Landscape Maint. Fund	\$ (12,529)	\$ (12,000)	\$ (12,000)
Net Transfers (to)/from Other Funds	\$ (12,529)	\$ (12,000)	\$ (12,000)
Estimated Fund Balance June 30	\$ —	\$ —	\$ —

Revenues, Expenditures and Transfers

Fund No. 210

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Estimated Available Fund Balance July 1	\$ 232,324	\$ 231,827	\$ 49,428
Revenues			
Gas Tax-2105 Prop 111	\$ 429,232	\$ 447,035	\$ 450,529
Gas Tax-2106 Construction	278,562	287,250	289,500
Gas Tax-2107 Construction	581,003	609,957	614,871
Gas Tax-2107.5 Engineering	7,500	7,500	7,500
Excise Tax Swap	643,632	654,912	644,057
Other Operating	100	—	—
Interest Income	12,370	602	12,374
Total Revenues	\$ 1,952,399	\$ 2,007,256	\$ 2,018,831
Transfer (to) Other Funds			
General Fund	\$ (1,952,400)	\$ (2,189,655)	\$ (2,018,831)
Net Transfers (to)/from Other Funds	\$ (1,952,400)	\$ (2,189,655)	\$ (2,018,831)
Estimated Fund Balance June 30	\$ 231,827	\$ 49,428	\$ 49,428

Revenues, Expenditures and Transfers

Fund No. 211

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Estimated Available Fund Balance July 1	\$ 247,277	\$ 2,175,602	\$ 97,827
Revenues			
SB1	\$ 1,825,907	\$ 1,810,787	\$ 1,856,856
Interest Income	36,053	11,438	111,523
Net Adjustment Fair Value	17,714	—	—
Total Revenues	\$ 1,879,674	\$ 1,822,225	\$ 1,968,379
Transfers (to) Other Funds			
Capital Project Fund	\$ (715,399)	\$ (3,900,000)	\$ (1,874,645)
Total Transfers (to) Other Funds	\$ (715,399)	\$ (3,900,000)	\$ (1,874,645)
Estimated Fund Balance June 30	\$ 2,175,602	\$ 97,827	\$ 191,561

MISSION

To provide to the residents of Camarillo landscaped thoroughfares that are aesthetically pleasing and environmentally friendly, by using drought-tolerant plants and drip irrigation when possible.

SERVICES

Using both in-house personnel and contractual services, the Lighting/Landscape Maintenance Division maintains the City's medians, parkways, and certain slope areas. Responsibilities include:

- Cultivating plants and shrubs.
- Repairs and upgrades to irrigation systems.
- Planting, trimming, and evaluating the condition of all City maintained trees.
- Administer and monitor contract landscape, tree trimming and weed abatement services.

SERVICE LEVEL TRENDS

Focused on increasing city tree inventory and renovating and updating current landscaping material. Increasing the Centralized Irrigation System to better manage available water resources.

MAJOR ACCOMPLISHMENTS FY 2024/25

- Maintained a high level of customer service.
- Renovated several City-maintained landscape areas on Mission Oaks Blvd. between Woodcreek Rd. and Oak Canyon Rd.
- Performed crown reductions of large City-maintained trees within slope areas adjacent to private properties, and on arterial and residential streets to lessen the likelihood of those trees falling during any storm or wind events.
- Upgraded 15 irrigation controllers to smart controllers with wireless communication to help reduce water usage. The new valves and controllers will notify staff when it detects a water line break and will shut the system off to prevent slope damage.
- From 1/1/2024 – 12/31/2024, completed 374 service requests from the public and 756 work orders in SeeClickFix.
- Completed beautification projects at the Camarillo Ranch House, City Hall, Library, and Desalter.

GOALS AND OBJECTIVES FY 2025/26

- Continue to perform crown reductions of large City-maintained trees within slope areas adjacent to private properties, and on arterial and residential streets to lessen the likelihood of those trees falling.
- Continue to prepare and respond to inclement weather in a safe, timely and efficient manner.

LIGHTING & LANDSCAPE MAINTENANCE DISTRICT FUND

PERFORMANCE MEASURES

City Council Goal:

It is the goal of the City Council to provide a safe and enriched environment where people can live, work, and play.

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Number of trees trimmed annually	5,226	4,490	3,300	5,600
Benchmark: To include trimming all slope property line trees every 1-2 years (25,000 City-maintained trees)				

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Number of graffiti incidents	366	426	500	N/A
Percentage of graffiti removed within 24 hours	100.0%	100.0%	100.0%	100.0%
Benchmark: 100% (when reported Monday through Friday or on the next business day when reported Saturday, Sunday, or on a holiday?)				

Revenues, Expenditures and Transfers

Fund No. 220

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Estimated Available Fund Balance July 1	\$ —	\$ —	\$ (49,302)
Revenues			
Taxes			
Current Year Secured	\$ 2,420,490	\$ 2,511,025	\$ 2,690,162
Prior Year Secured	18,198	16,000	16,000
Current Year Unsecured	57,065	50,000	50,000
Prior Year Unsecured	3,647	1,500	1,500
Supplemental	44,025	30,900	30,900
Homeowners Exempt.	14,197	40,000	15,000
AB1484 Residual	113,350	100,000	100,000
Other Operating	820	15,390	15,390
Late Payment Penalty	4,412	4,606	4,606
Total Revenues	\$ 2,676,205	\$ 2,769,421	\$ 2,923,558
Expenditures - Street Lighting			
Salaries and Benefits	\$ 212,728	\$ 238,057	\$ 239,294
Operational Charges	1,004,196	1,073,500	1,163,500
Allocations	24,204	27,213	29,517
Street Lighting Total	\$ 1,241,128	\$ 1,338,770	\$ 1,432,311

Expenditures - Landscape Maintenance			
Salaries and Benefits	\$ 1,619,930	\$ 1,721,197	\$ 1,807,822
Operational Charges	2,164,851	2,579,882	2,475,353
Allocations	717,477	805,281	779,263
Capital Expenditures	9,933	—	—
Landscape Maintenance Total	\$ 4,512,191	\$ 5,106,360	\$ 5,062,438
<hr/>			
Lighting/Landscape Expenditure Total	\$ 5,753,319	\$ 6,445,130	\$ 6,494,749
<hr/>			
Transfer from Other Funds			
General Fund	\$ 3,064,586	\$ 3,614,407	\$ 3,571,191
TDA Article 3 Fund	12,529	12,000	12,000
Net Transfers (to)/from Other Funds	\$ 3,077,115	\$ 3,626,407	\$ 3,583,191
<hr/>			
Estimated Fund Balance June 30	\$ —	\$ (49,302)	\$ (37,302)
<hr/>			
Full-Time Equivalent Employees	11.20	11.25	11.30

MAINTENANCE DISTRICTS

MISSION

To maintain various landscape areas throughout the City to provide an aesthetically pleasing environment for those who live, work, and play in Camarillo.

SERVICES

Maintain medians, parkways, and slopes in landscaped areas funded through special assessment districts. Owners of properties within the districts are assessed for landscape maintenance and irrigation through their property taxes. Most of the maintenance is accomplished using contract services with City staff monitoring and inspecting the work. The services include cultivating, trimming, and fertilizing all shrubs, ground cover, and trees, and repair or replacement of sidewalks.

SERVICE LEVEL TRENDS

Focused on increasing renovations in these areas and updating the Centralized Irrigation System to efficiently manage available water resources. An enhanced level of landscape maintenance services applies to these special districts because a special tax is assessed to fund the maintenance of these areas.

MAJOR ACCOMPLISHMENTS FY 2024/25

- City staff and contract services effectively maintained the landscaping in all Maintenance District areas during the Mountain Fire and wind events.
- Maintained a high level of customer service that included positive feedback from the public on a regular basis.

GOALS AND OBJECTIVES FY 2025/26

- Develop a project to increase landscaping coverage of our slopes to lessen the effects of slope erosion due to severe rain events.
- Systematically grind sidewalk elevation changes and remove and replace more damaged sidewalks along arterial and residential streets.

Revenues, Expenditures and Transfers

Fund No. 221

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Estimated Available Fund Balance July 1	\$ 1,434,337	\$ 1,373,837	\$ 1,012,575
Revenues			
Taxes			
Current Year Secured	\$ 1,028,630	\$ 1,000,000	\$ 1,000,000
Prior Year Secured	7,341	6,139	6,139
Current Yr Unsecured	32,873	23,491	23,491
Prior Year Unsecured	1,463	603	603
Supplemental	17,782	11,000	11,000
Homeowners Exempt.	5,742	6,280	6,280
AB1484 Residual	83	—	—
Late Payment Penalty	1,782	1,900	1,900
Interest Income	47,531	21,263	39,395
Net Adjust. Fair Value	23,353	—	—
Total Revenues	\$ 1,166,580	\$ 1,070,676	\$ 1,088,808
Expenditures			
Operational Charges	\$ 1,227,080	\$ 1,431,938	\$ 1,204,142
Total Expenditures	\$ 1,227,080	\$ 1,431,938	\$ 1,204,142
Estimated Fund Balance June 30	\$ 1,373,837	\$ 1,012,575	\$ 897,241

Revenues and Expenditures

Fund No. 222

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Estimated Available Fund Balance July 1	\$ 99,418	\$ 100,757	\$ 87,369
Revenues			
Current Year Assess.	29,870	30,060	30,060
Interest Income	3,437	1,000	3,148
Net Adjust. Fair Value	1,689	—	—
Total Revenues	\$ 35,046	\$ 31,060	\$ 33,208
Expenditures			
Operational Charges	\$ 33,707	\$ 44,448	\$ 46,400
Total Expenditures	\$ 33,707	\$ 44,448	\$ 46,400
Estimated Fund Balance June 30	\$ 100,757	\$ 87,369	\$ 74,177

Revenues and Expenditures

Fund No. 223

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Estimated Available Fund Balance July 1	\$ (159)	\$ 63	\$ 796
Revenues			
Current Year Assess.	\$ 1,859	\$ 1,869	\$ 1,869
Interest Income	6	25	—
Total Revenues	\$ 1,907	\$ 1,894	\$ 1,869
Expenditures			
Operational Charges	\$ 5,140	\$ 6,028	\$ 6,349
Total Expenditures	\$ 5,140	\$ 6,028	\$ 6,349
Transfer (to)/from General Fund	\$ 3,455.34	\$ 4,867	\$ 4,480
Estimated Fund Balance June 30	\$ 63	\$ 796	\$ 796

Revenues and Expenditures

Fund No. 224

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Estimated Available Fund Balance July 1	\$ 59,587	\$ 66,251	\$ 62,046
Revenues			
Current Year Assess.	\$ 53,448	\$ 55,963	\$ 57,345
Interest Income	2,019	445	1,907
Net Adjust. Fair Value	992	—	—
Total Revenues	\$ 56,459	\$ 56,408	\$ 59,252
Expenditures			
Operational Charges	\$ 49,795	\$ 60,613	\$ 63,848
Total Expenditures	\$ 49,795	\$ 60,613	\$ 63,848
Estimated Fund Balance June 30	\$ 66,251	\$ 62,046	\$ 57,450

Revenues and Expenditures

Fund No. 225

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Estimated Available Fund Balance July 1	\$ 30,114	\$ 30,791	\$ 25,111
Revenues			
Current Year Assess.	\$ 17,817	\$ 20,450	\$ 20,450
Interest Income	1,081	445	1,026
Net Adjust. Fair Value	531	—	—
Total Revenues	\$ 19,585	\$ 20,895	\$ 21,476
Expenditures			
Operational Charges	18,908	26,575	27,000
Total Expenditures	\$ 18,908	\$ 26,575	\$ 27,000
Estimated Fund Balance June 30	\$ 30,791	\$ 25,111	\$ 19,587

Revenues and Expenditures

Fund No. 226

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Estimated Available Fund Balance July 1	\$ 36,902	\$ 44,435	\$ 41,167
Revenues			
Late Payment Penalty	\$ 6	\$ —	\$ —
Current Year Assess.	21,720	21,925	21,925
Prior Year Assessments	50	—	—
Interest Income	1,448	186	1,433
Net Adjust. Fair Value	712	—	—
Total Revenues	\$ 23,936	\$ 22,111	\$ 23,358
Expenditures			
Operational Charges	\$ 16,403	\$ 25,379	\$ 26,520
Total Expenditures	\$ 16,403	\$ 25,379	\$ 26,520
Estimated Fund Balance June 30	\$ 44,435	\$ 41,167	\$ 38,005

Revenues and Expenditures

Fund No. 227

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Estimated Available Fund Balance July 1	\$ 16,451	\$ 12,972	\$ 9,843
Revenues			
Late Payment Penalty	\$ 18	\$ —	\$ —
Current Year Assess.	7,663	8,580	9,240
Interest Income	581	251	388
Prior Year	177	—	—
Net Adjust. Fair Value	285	—	—
Total Revenues	\$ 8,724	\$ 8,831	\$ 9,628
Expenditures			
Operational Charges	\$ 12,203	\$ 11,960	\$ 12,260
Total Expenditures	\$ 12,203	\$ 11,960	\$ 12,260
Estimated Fund Balance June 30	\$ 12,972	\$ 9,843	\$ 7,211

Revenues and Expenditures

Fund No. 228

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Estimated Available Fund Balance July 1	\$ 40,834	\$ 39,573	\$ 30,847
Revenues			
Current Year Assess.	\$ 32,323	\$ 35,640	\$ 36,960
Prior Year Assess.	239	—	—
Interest Income	1,394	637	1,168
Net Adjust. Fair Value	685	—	—
Total Revenues	\$ 34,641	\$ 36,277	\$ 38,128
Expenditures			
Operational Charges	\$ 35,902	\$ 45,003	\$ 43,874
Total Expenditures	\$ 35,902	\$ 45,003	\$ 43,874
Estimated Fund Balance June 30	\$ 39,573	\$ 30,847	\$ 25,101

Revenues and Expenditures

Fund No. 230

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Estimated Available Fund Balance July 1	\$ 61,614	\$ 64,758	\$ 58,154
Revenues			
Current Year Assess.	29,504	29,600	29,600
Interest Income	2,120	499	1,993
Net Adjust. Fair Value	1,042	—	—
Total Revenues	\$ 32,666	\$ 30,099	\$ 31,593
Expenditures			
Operational Charges	\$ 29,522	\$ 36,703	\$ 40,787
Total Expenditures	\$ 29,522	\$ 36,703	\$ 40,787
Estimated Fund Balance June 30	\$ 64,758	\$ 58,154	\$ 48,960

Revenues and Expenditures

Fund No. 231

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Estimated Available Fund Balance July 1	\$ 67,659	\$ 70,259	\$ 65,118
Revenues			
Current Year Assess.	\$ 41,664	\$ 41,800	\$ 41,800
Interest Income	2,277	544	2,044
Net Adjust. Fair Value	1,119	—	—
Total Revenues	\$ 45,060	\$ 42,344	\$ 43,844
Expenditures			
Operational Charges	\$ 42,460	\$ 47,485	\$ 50,116
Total Expenditures	\$ 42,460	\$ 47,485	\$ 50,116
Estimated Fund Balance June 30	\$ 70,259	\$ 65,118	\$ 58,846

Revenues and Transfers

Fund No. 240

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Estimated Available Fund Balance July 1	\$ 4,791,569	\$ 4,863,442	\$ 4,569,086
Revenues			
Interest Income	164,386	59,101	165,190
Net Adjustment Fair Value	80,768	—	—
Total Revenues	\$ 245,154	\$ 59,101	\$ 165,190
Transfers (to) Other Funds			
Capital Improvement Projects Fund	\$ (173,282)	\$ (353,457)	\$ (100,000)
Net Transfers (to)/from	\$ (173,282)	\$ (353,457)	\$ (100,000)
Estimated Fund Balance June 30	\$ 4,863,442	\$ 4,569,086	\$ 4,634,276

Revenues and Transfers

Fund No. 251

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Estimated Available Fund Balance July 1	\$ 11,464,326	\$ 12,272,692	\$ 11,002,368
Revenues			
Development Services / TMF	\$ 1,460,368	\$ 897,385	\$ 419,474
Interest Income	396,567	99,031	441,691
Net Adjustment Fair Value	194,846	—	—
Total Revenues	\$ 2,051,781	\$ 996,416	\$ 861,165
Transfers (to) Other Funds			
Capital Improvement Project	(1,243,414)	(2,266,740)	(1,589,599)
Total Transfers (to) Others Funds	\$ (1,243,414)	\$ (2,266,740)	\$ (1,589,599)
Net Transfers (to)/from			
Other Fund	\$ (1,243,414)	\$ (2,266,740)	\$ (1,589,599)
Estimated Fund Balance June 30	\$ 12,272,692	\$ 11,002,368	\$ 10,273,934

Revenues and Transfers

Fund No. 252

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Estimated Available Fund Balance July 1	\$ 1,073,249	\$ 877,562	\$ 99,962
Revenues			
Development Services / Bridge Policy	\$ 2,241	\$ 9,500	\$ 3,376
Interest Income	36,971	12,932	30,073
Net Adjustment Fair Value	18,165	—	—
Total Revenues	\$ 57,377	\$ 22,432	\$ 33,449
Transfers (to) Other Funds			
Capital Improvement Projects Fund	\$ (253,063)	\$ (800,032)	\$ (200,000)
Net Transfers (to)/from	\$ (253,063)	\$ (800,032)	\$ (200,000)
Estimated Fund Balance June 30	\$ 877,562	\$ 99,962	\$ (66,589)

Revenues and Transfers

Fund No. 253

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Estimated Available Fund Balance July 1	\$ 33,783	\$ 35,566	\$ 35,906
Revenues			
Interest Income	\$ 1,196	\$ 340	\$ 1,208
Net Adjustment Fair Value	587	—	—
Total Revenues	\$ 1,783	\$ 340	\$ 1,208
Estimated Fund Balance June 30	\$ 35,566	\$ 35,906	\$ 37,114

Revenues and Expenditures

Fund No. 261

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Estimated Available Fund Balance July 1	\$ 296,085	\$ 311,713	\$ 314,339
Revenues			
Interest Income	10,479	2,626	10,588
Net Adjustment Fair Value	5,149	—	—
Total Revenues	\$ 15,628	\$ 2,626	\$ 10,588
Estimated Fund Balance June 30	\$ 311,713	\$ 314,339	\$ 324,927

UNDERGROUND UTILITIES FEES FUND

Revenues

Fund No. 262

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Estimated Available Fund Balance July 1	\$ 426,613	\$ 449,130	\$ 453,188
Revenues			
Interest Income	\$ 15,098	\$ 4,058	\$ 15,970
Net Adjustment Fair Value	7,418	—	—
Total Revenues	\$ 22,516	\$ 4,058	\$ 15,970
Estimated Fund Balance June 30	\$ 449,130	\$ 453,188	\$ 469,158

Revenues

Fund No. 263

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Estimated Available Fund Balance July 1	\$ 3,113,351	\$ 3,277,674	\$ 3,307,272
Revenues			
Interest Income	110,186	29,598	111,328
Net Adjustment Fair Value	54,138	—	—
Total Revenues	\$ 164,324	\$ 29,598	\$ 111,328
Estimated Fund Balance June 30	\$ 3,277,674	\$ 3,307,272	\$ 3,418,600

Revenues and Transfers

Fund No. 264

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Estimated Available Fund Balance July 1	\$ 9,870	\$ 10,391	\$ 11,436
Revenues			
Interest Income	349	1,045	353
Net Adjustment Fair Value	172	—	—
Total Revenues	\$ 521	\$ 1,045	\$ 353
Estimated Fund Balance June 30	\$ 10,391	\$ 11,436	\$ 11,789

Revenues and Transfers

Fund No. 275

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Estimated Available Fund Balance July 1	\$ 161,753	\$ 170,290	\$ 170,718
Revenues			
Interest Income	5,725	428	5,784
Net Adjust. Fair Value	2,813	—	—
Total Revenues	\$ 8,538	\$ 428	\$ 5,784

Estimated Fund Balance June 30 \$ 170,290 \$ 170,718 \$ 176,502

MISSION

To administer the City's Community Development Block Grant (CDBG) program in compliance with federal requirements and City Council policy.

SERVICES

Recommends appropriate uses for the City's allocation of CDBG funds. Administers contracts and monitors the use of CDBG funds by public service agencies, non-profit organizations, and City programs receiving CDBG funds. Prepares the Consolidated Plan and annual Action Plan, and the Consolidated Annual Performance Evaluation Report.

SERVICE LEVEL TRENDS

Annual service levels or outcomes fluctuate due to the amount of funding received from the Federal Government's annual CDBG allocation in the City.

MAJOR ACCOMPLISHMENTS FY 2024/25

- Supported Habitat for Humanity's Home Repair program to assist lower-income households with necessary home repairs and ADA improvements.
- Supported five local public service agencies that provided a wide range of services and assistance to lower-income households, homeless, and senior population through the use of CDBG funds.
- Supported one local public service agency that provided emergency rental assistance to lower-income households through the use of CDBG-CV funds.
- Furthered fair housing by contributing to the regional contract with the Housing Rights Center to conduct random in person and telephone testing of rental units in the City.
- Completed FY 2024/25 Annual Action Plan and began implementation, program monitoring, and completed 2023-2024 Consolidated Annual Performance Evaluation Report (CAPER).
- Prepared the 2025-2029 Consolidated Plan and Analysis of Impediments to Fair Housing.

GOALS AND OBJECTIVES FY 2025/26

- Continue to support Habitat for Humanity's Home Repair program.
- Continue to support local public service agencies that provide services and assistance to lower-income households, homeless, and senior population.
- Continue to implement the City's Transitional Homes Acquisition Program to provide affordable units to lower-income households and aid in the provision of affordable housing for the City.
- Continue to further fair housing by participating in the regional contract with the Housing Rights Center and conduct random in person and telephone testing of rental units in the City.
- Continue to manage the CDBG program to ensure compliance with local program objectives and HUD regulations.

Revenues, Expenditures and Transfers

Fund No. 280

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Estimated Available Fund Balance July 1	\$ 494,424	\$ 1,017,202	\$ 1,465,498
Revenues			
Grants & Subventions			
All Prior Fiscal Years	\$ 370,960	\$ 143,083	\$ 148,242
CDBG FY 2022/23	—	25,000	—
CDBG FY 2023/24	265,686	332,793	—
CDBG FY 2024/25	22,520	415,624	509,604
COVID-19	133,470	42,807	—
Housing Rehab Loans	—	—	—
Total Revenues	\$ 792,636	\$ 959,307	\$ 657,846
Expenditures			
CDBG Fund			
Operational Charges	\$ 56,196	\$ 68,217	\$ 70,021
Public Service Grants			
Operational Charges	\$ 182,171	\$ 367,794	\$ 389,583
Housing			
Operational Charges	\$ 31,491	\$ 75,000	\$ 50,000
Total Expenditures	\$ 269,858	\$ 511,011	\$ 509,604
Estimated Fund Balance June 30	\$ 1,017,202	\$ 1,465,498	\$ 1,613,740

LIBRARY SPECIAL REVENUE FUND

MISSION

To raise additional funds for the library.

SERVICES

The Russell Fischer Business Collection offers an exemplary collection of business resources and services for the purpose of benefiting the business community and residents of the greater Camarillo area through the support of the Russell Fischer Business Collection endowment.

The Friends of the Camarillo Library focuses on bringing the services and facilities of the Camarillo Public Library to the attention and interest of the Camarillo community. The Friends help support the library by providing funding of new book and magazine purchases, library materials and supplies, and other unmet needs of the library.

Efforts continue in the acquiring and preservation of city library resources through the contributions of the Friends of the Camarillo Library and the Russell Fischer Business endowment.

SERVICE LEVEL TRENDS

Bookstore sales are increasing, and it is anticipated that revenue will continue to increase.

MAJOR ACCOMPLISHMENTS FY 2024/25

- As part of the Operating Agreement with Friends of the Library, in December 2023 Friends donated \$142,000 for use in Fiscal Year 2024/25 to purchase library materials.

GOALS AND OBJECTIVES FY 2025/26

- Work with the library operator to explore ways to increase library fund donations.

Revenues and Expenditures

Fund No. 285

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Estimated Available Fund Balance July 1	\$ 636,349	\$ 536,423	\$ 576,755
Revenues			
Interest Income	\$ 20,013	\$ 5,513	\$ 22,223
Net Adjust. Fair Value	9,833	—	—
Developers/Private	—	300	300
Friends of Library	142,000	142,000	138,000
R. Fischer Trust	—	195,000	195,000
Total Revenues	\$ 171,846	\$ 342,813	\$ 355,523
Expenditures			
Operational Charges	\$ 271,773	\$ 302,481	\$ 300,722
Total Expenditures	\$ 271,773	\$ 302,481	\$ 300,722
Transfer (to)/from General Fund	\$ —	\$ —	\$ —
Estimated Fund Balance June 30	\$ 536,423	\$ 576,755	\$ 631,556

Revenues, Expenditures and Transfers

Fund No. 286

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Estimated Available Fund Balance July 1	\$ 1,182,675	\$ 1,479,497	\$ 82,803
Revenues			
Cable PEG Fees	\$ 180,061	\$ 206,000	\$ 206,000
Interest Income	78,293	16,297	52,885
Net Adjustment Fair Value	38,468	—	—
Total Revenues	\$ 296,822	\$ 222,297	\$ 258,885
Transfers (to) Other Funds			
Capital Improvement Projects Fund	—	(1,618,991)	
Total Transfers Out	\$ —	\$ (1,618,991)	\$ —
Estimated Fund Balance June 30	\$ 1,479,497	\$ 82,803	\$ 341,688

LIBRARY DEBT SERVICE FUND

MISSION

To administer the debt service of the 2012 library lease revenue bonds.

SERVICES

Work with trustees for the timely payment of principal and interest payments. Reconcile statements received with general ledger. Review debt periodically for opportunities to refund. Administer all aspects of each debt issue according to legal requirements.

SERVICE LEVEL TRENDS

No additional debt is anticipated during the budget cycle.

MAJOR ACCOMPLISHMENTS FY 2024/25

- Paid the debt service payments to the trustees on time.
- Monitored the activity of each fund on a monthly basis to assure correct and accurate accounting of the funds due to the bondholders.
- Reconciled all monthly trust statements prior to the 15th of the following month.
- Reported each month's trust activity to the City Council prior to the end of the following month.
- Provided Digital Assurance Certification LLC (DAC), the Dissemination Agent, all annual bond disclosure reports, all the required documents on each bond issue for electronic filing with Electronic Municipal Market Access (EMMA), and the Nationally Recognized Municipal Securities Information Repositories (NRMSIR) according to legal requirements. Electronic filing enables bondholders to visit DAC's "free" website for current and prior year disclosure reports, City financial statements, and other bond information.

GOALS AND OBJECTIVES FY 2025/26

- Timely debt service payments, to keep miscellaneous costs at a minimum and to provide excellent service to the bondholders.
- Monitor the investment of idle funds to ensure compliance with the permitted investment language provided in the bond documents and to maximize yield.
- Report to the City Council monthly, by the end of the following month, the amount, interest rate, and type of investment in which the trustee has placed the bond funds.
- File timely disclosure reports and financial statements with DAC, EMMA, and NRMSIR to enable bondholders, trustees, and others, website access to current bond and financial information.
- Explore early call option or bond refinancing

Revenues, Expenditures and Transfers

Fund No. 321

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Estimated Available Fund Balance July 1	\$ 509,716	\$ 501,837	\$ 501,292
Revenues			
Interest Income	\$ 26,039	\$ —	\$ —
Total Revenues	\$ 26,039	\$ —	\$ —
Expenditures/Debt Service-Bonds			
Operational Charges	\$ 487,918	\$ 494,515	\$ 492,151
Total Expenditures	\$ 487,918	\$ 494,515	\$ 492,151
Transfer from Other Funds			
General Fund	\$ 454,000	\$ 493,970	\$ 492,151
Total Transfers In	\$ 454,000	\$ 493,970	\$ 492,151
Estimated Fund Balance June 30	\$ 501,837	\$ 501,292	\$ 501,292

CAPITAL IMPROVEMENT PROJECTS FUND

Revenues, Expenditures and Transfers

Fund No. 410

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Estimated Available Fund Balance July 1	\$ 11,881,663	\$ 17,486,751	\$ 10,162,536
Revenues			
Grants & Subventions			
State Transportation Improvement Fund	\$ —	\$ 835,000	\$ —
CMAQ-Hwys & Streets	127,926	3,422,426	—
LOSSAN Grant	231,628	2,019,179	2,459,012
Developers Fees	\$ 33,479	\$ 33,479	
Interest Income			\$ 378,469
Total Revenues	\$ 393,033	\$ 6,310,084	\$ 2,837,481
Expenditures			
Capital Projects-General	\$ 8,975,438	\$ 26,571,216	\$ 16,168,242
Transfer from Other Funds			
General Fund	\$ 7,275,448	\$ 50,000	\$ —
SB1 Fund	715,399	3,900,000	1,874,645
SB125 Fund			1,000,000
TDA Article 8 Roads Fund	3,494,900	3,947,697	1,805,902
TMF Fund	1,243,414	2,266,740	1,589,599
SIBA Fund	173,282	353,457	100,000
Bridge Policy Fund	253,063	800,032	200,000
Camarillo Corridor Project Fund	1,031,986	1,618,991	—
Street Improvements Fund	—	—	—
Net Transfers from Other Funds	\$ 14,187,492	\$ 12,936,917	\$ 6,570,146
Net Transfers (to) /from Other Funds	\$ 14,187,492	\$ 12,936,917	\$ 6,570,146
Estimated Fund Balance June 30	\$ 17,486,751	\$ 10,162,536	\$ 3,401,921

Revenues, Expenditures and Transfers

Fund No. 429

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Estimated Available Fund Balance July 1	\$ 8,601,568	\$ 9,028,132	\$ 9,013,239
Revenues			
Interest Income	\$ 16,134	\$ 50,337	\$ 1,496
Net Adjustment Fair Value	7,081	—	—
Total Revenues	\$ 23,215	\$ 50,337	\$ 1,496
Capital Expenditures			
Capital Projects-General	3,970	51,130	50,000
Total Expenditures	\$ 3,970	\$ 51,130	\$ 50,000
Transfer (to) Other Funds			
Transfer (from) Low/Mod Housing Fund	\$ 407,319	\$ (14,100)	\$ —
Net Transfers (to) /from Other Funds	\$ 407,319	\$ (14,100)	\$ —
Estimated Fund Balance June 30	\$ 9,028,132	\$ 9,013,239	\$ 8,964,735

MISSION

Former California Redevelopment Agencies (RDAs) once used property tax revenues to pay for affordable housing projects. On February 1, 2012, the RDAs were officially dissolved. As a result of the dissolution, Successor Agencies were established to manage any existing redevelopment projects and to help wind-down the process at the local level. On January 11, 2012, the City of Camarillo elected to become the Successor Agency to the former Camarillo Community Development Commission (CDC) that served as the RDA and assumed its functions.

Senate Bill (SB) 341 clarifies the rules governing the expenditures of the Successor Agencies. One of the SB 341 clarifications is that the former RDA housing assets must be maintained in a separate fund called the “Low and Moderate Income Housing Asset Fund.” To comply with this requirement, the City has created Fund No. 498 Low-Mod Income Housing Asset. An annual report on the Low-Mod Income Housing Asset Fund is prepared and submitted to the California State Department of Housing and Community Development (HCD) by April 1st of each year. The report includes detailed information on the transfers, revenues, and expenditures of the fund.

SERVICES

Allowed activities for the Low-Mod Income Housing Asset Fund include housing monitoring, rapid rehousing solutions for homelessness prevention, and expanding housing options for low-income households, defined as households earning 80% or less of the area median income (AMI). At least 30% of expenditures must be allocated to extremely low income rental households (i.e., households that earn 30% or less of AMI). A maximum of 20% may be allocated to low income households (i.e., household that earn between 60% and 80% of the AMI). No funding may be spent on moderate income households (i.e., households that earn between 81% and 120% of the AMI).

SERVICE LEVEL TRENDS

The City is actively seeking opportunities to expend the Low-Mod Income Housing Asset Fund that will result in additional affordable housing options in the City of Camarillo.

MAJOR ACCOMPLISHMENTS FY 2024/25

In order to comply with SB 341 reporting requirements for Fund 498, the City utilized the services of RSG Solutions to prepare and submit the Fiscal Year 2023-2024 SB 341 Annual Report. The report found no deficiencies in the City’s administration of Fund 498. The City Council approved the usage of \$169,248 from Fund 498 on August 14, 2024, to help fund the creation of construction plans by RRM Design Group for the Arneill Road Very-Low Income housing project, which resulted in the issuance of building permits for the project.

GOALS AND OBJECTIVES FY 2025/26

Expand housing options for extremely low-, very low-, and low-income households, and meet with the income proportionality limit requirements associated with expenditure of the Low-Mod Income Housing Asset Fund.

Revenues and Expenditures

Fund No. 498

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Estimated Available Fund Balance July 1	\$ 454,252	\$ 449,152	\$ 233,752
Revenues			
Interest Income	\$ 6,530	\$ 5,459	\$ 5,748
Net Adjustment Fair Value	3,209	—	—
Total Revenues	\$ 9,739	\$ 5,459	\$ 5,748
Expenditures			
Operational Charges	14,839	51,611	50,826
Total Expenditures	\$ 14,839	\$ 51,611	\$ 50,826
Transfers out to Other Funds	\$ —	\$ (169,248)	\$ —
Total Transfers to Other Funds	\$ —	\$ (169,248)	\$ —
Estimated Fund Balance June 30	\$ 449,152	\$ 233,752	\$ 188,674

MISSION

The Risk Management Division identifies, assesses, and mitigates potential risks to protect City assets, ensures workplace safety, and supports employee health and well-being.

SERVICES

The Risk Management Division proactively assesses and mitigates workplace risk, enhances and ensures timely safety programs and training, and provides benefits and consultative support to ensure a safe and productive work environment for all employees. Core services include:

- General Liability Claims: Assists claimants with reporting, works with the City's claims administrator, and reviews loss reports to reduce liability and expedite processing.
- Workers' Compensation Claims: Coordinates with employees, supervisors, healthcare providers, and CJPIA's claims administrator to manage cases efficiently.
- Property Programs: Maintains an inventory of City property and ensures appropriate insurance coverage.
- Special Event Insurance: Supports community members in securing insurance and compiles quarterly reports.
- Self-Funded Insurance: Administers the City's dental and vision programs and assists with employee claims and issues.
- Insurance Benefits: Provides employee support on health, dental, vision, EAP, disability, and life insurance benefits.
- Cal/OSHA Compliance: Reviews programs to ensure alignment with workplace safety regulations.
- Safety Programs: Provides training and guidance to ensure departments meet state-mandated requirements, including IIPP and SB-198.
- DOT Drug & Alcohol Testing Program: Ensures compliance with DOT and FMCSA testing regulations for safety-sensitive positions.

The Risk Management Division will no longer oversee contractual Risk, which has been transitioned to the Finance Department.

SERVICE LEVEL TRENDS

While service demand remains consistent, fluctuations in claim volumes or safety incidents prompt proactive reviews and the implementation of corrective measures or best practices to reduce exposure and improve outcomes.

MAJOR ACCOMPLISHMENTS FY 2024/25

- Closed out 57% of general liability claims and 45% of workers' compensation claims.
- Administered Safety Incentive Program.
- Adopted and/or revised safety-related programs in compliance with Cal/OSHA regulations.
- Provided safety-related training sessions in compliance with the Injury and Illness Prevention Program (IIPP).
- Developed and Implemented the Workplace Violence Prevention Policy and Training Program

GOALS AND OBJECTIVES FY 2025/26

- Continue to review, develop, and implement comprehensive risk management policies and procedures.
- Continue to monitor general liability and workers' compensation claims and reports.
- Continue administering safety training in compliance with Cal/OSHA regulations. To ensure emergency preparedness, in collaboration Emergency Services on an annual basis conduct at least one safety and emergency drill for employees.
- Complete a comprehensive risk assessment of all City operations and facilities, with recommendations for mitigation.
- Monitor Safety Incentive Program for effectiveness.
- Revise and implement Master Training Matrix.
- Reestablish the Safety Committee with revised roles, meeting cadence, measurable outcomes and safety improvement initiatives originating from the committee.

Revenues and Expenses

Fund No. 510

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Estimated Working Capital July 1	\$ 1,202,196	\$ 1,046,528	\$ 975,337
Revenues			
Interest Income	\$ 5,991	\$ 2,479	\$ 22,235
Reimbursements	118,114	88,500	88,500
General Insurances	1,965,735	2,299,517	2,581,480
Vision & Dental	255,480	266,760	266,760
Total Revenues	\$ 2,345,320	\$ 2,657,256	\$ 2,958,975
Expenses			
Salaries and Benefits	\$ 215,926	\$ 237,837	\$ 484,827
Operational Charges	2,243,610	2,467,026	2,629,553
Allocations	25,068	23,584	37,716
Total Expenses	\$ 2,484,604	\$ 2,728,447	\$ 3,152,096
Estimated Working Capital Balance June 30	\$ 1,046,528	\$ 975,337	\$ 782,216
Full-Time Equivalent Employees	1.00	0.80	1.15

MISSION

The City of Camarillo's IS Division will be a strategic enabler of innovation and efficiency, leveraging modern technology, data-driven insights, and secure digital infrastructure to enhance City services, empower employees, and elevate the resident experience.

SERVICES

Information Systems provides comprehensive planning and coordination of all City technology projects and initiatives. The goals of the division are as follows:

- **Strategic Technology Partnership:** Collaborate with departments to understand their needs and deliver reliable, effective technology solutions that enhance efficiency and service delivery.
- **Secure and Scalable IT Infrastructure:** Maintain a resilient, well-managed, and secure technology environment that supports City operations while proactively addressing cybersecurity risks.
- **User-Focused Service Delivery:** Prioritize responsive, accessible, and user-friendly technology services that support employees in their daily work and improve the community's experience with City services.
- **Data-Driven Decision-Making & Business Process Optimization:** Improve data accessibility, integration, and governance to support informed decision-making. Streamline business processes through automation and system integration to reduce redundancies and enhance operational efficiency.
- **Continuous Improvement & Modernization:** Regularly evaluate and refine IS processes, adopting practical automation and data-driven decision-making to enhance efficiency and effectiveness.
- **Staff Development & Digital Proficiency:** Invest in ongoing training and professional development to ensure IS staff stay current with evolving technology and can provide the highest level of support.

Primary areas of responsibility include NaviLine, OpenGov, custom data reporting, and other primary business applications.

The City uses the IBM Power 10+ server to locally host all NaviLine Enterprise Resource Planning applications, including core financial applications, land management, building permits, e-commerce, and utility billing. The City's Windows network serves word processing, file access, spreadsheet, database, email, document imaging, and GIS applications while providing security and connectivity to the Internet.

SERVICE LEVEL TRENDS

The IS Division consists of seven positions, including an IS manager. The division focuses primarily on applications, infrastructure, geographic information system (GIS), and end-user devices. To better equip City staff, Information Systems is moving from desktop to laptop computers. Our support will encompass 200 laptops, 10 desktops, 25 mobile devices, and 26 network servers. These, along with one IBM Power 10+, will serve City Hall, the Corporation Yard, the Emergency Operations Center, and the

Wastewater Treatment Plant. Information Systems also provides installation, upgrades, technical support, and end-user training to all sites. The City operates a wide area network (WAN) that connects five facilities using site-to-site virtual private networks (VPNs), with commercial internet service providing connectivity.

Library Systems & Services, LLC (LS&S) is in the third year of a 10-year Operational agreement to provide information technology support to the Camarillo Public Library. The City's Information Systems will review and approve the purchase of needed equipment, software, and other related peripheral equipment for the Camarillo Public Library in accordance with the City's Purchasing Policy.

MAJOR ACCOMPLISHMENTS FY 2024/25

- Replace all City desktop PCs with a combination laptop and docking station.
- Partnered with BerryDunn to complete a Technology Modernization Plan.
- Partnered with BerryDunn to conduct an Enterprise Asset Management System selection.
- Improved audio-visual capabilities in City conference rooms and staff offices using Logitech technology.
- Partnered with Pegasus Studios to operate and maintain the audio-visual equipment in the remodeled Council chambers.
- Built Monday.com workspace for Administrative Services Department project, task, and help desk management.
- Purchased and installed pool car management software with FleetIO and Key Cafe.
- Installed Screencloud software on monitors for employee updates and events.
- Successfully implemented Laserfiche the City's new record repository and began digitizing City records.
- Completed set-up of a public-facing self-service kiosk for Business Tax and Planning & Permitting
- Oversee Library Systems & Services information technology upgrade requests for budget purposes.

GOALS AND OBJECTIVES FY 2025/26

- Establish a formal technology governance framework to enhance the City's technology planning, policy adherence, transparency, and project portfolio management.
- Improve resource allocation, forecast future budget requirements, and provide alignment with other projects and initiatives through the development of a technology life cycle replacement plan.
- Improve the authentication experience for users, centralize authentication across applications, and automate manual credentialing processes through use of Active Directory.
- Complete development of a 2-Year Workplan and 5-year Information Systems Technology Modernization Plan.
- Complete contract negotiation and award for an Enterprise Asset Management System and begin implementation.
- Continue to support and engage department stakeholders in the development of guidelines, policies, and procedures to guide the City's adoption of AI.
- Increase the capture and analysis of spatial data to expand visually informed data-driven decisions.
- Complete tech upgrades to EOC
- Support City's transition to Advanced Metering Infrastructure (AMI) technology
- Join the County's regional radio network to increase emergency preparedness and coordination
- Complete Phase 1 of the digitization project which includes the digitization of all paper records and begin Phase 2 which includes streamlining workflows around Laserfiche.
- Oversee Library Systems & Services information technology upgrade requests.
- Support the effort to roll out a new planning and permitting system designed to speed up the process for building permits, business licenses, and permits for both Planning and Public Works.

PERFORMANCE MEASUREMENTS

City Council Goal:

It is the goal of the City Council to provide a safe and enriched environment where people can live, work, and play.

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Number of IS Service Requests / % Resolved	1,174 / 98.6%	1,577 / 99.1%	1,496 / 95.7%	1,600 / 100%
Benchmark: 1,600 / 100%				

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Percent of Requests Responded to within 1 day	96.0%	97.0%	98.0%	95.0%
Percent of Requests Responded to within 3 days	88.0%	91.0%	98.0%	95.0%
Benchmark: 95% for both				

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Network/Website Availability (up-time)	98.9% / 99.96%	99.91% / 99.93%	99.84% / 99.93%	99.9% / 99.9%
Benchmark: 99.9% / 99.9%				

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Website Quality and Optimization Scan Score	98.6%	90.5%	93.99%	95.0%
Benchmark: 95% (scored by Monsido)				

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Maintain a user satisfaction score (for Help Desk Ticket resolution) of 4.7 or higher	New Measure	New Measure	4.9%	4.7%
Benchmark: 95% (scored by Monsido)				

Revenues and
Expenses

Fund No. 530

	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Description			
Estimated Working Capital July 1	\$ 1,464,651	\$ 3,525,038	\$ 1,783,025
Map	\$ 446	\$ 500	\$ 500
Surcharge fee			\$262,866
Operating	483	500	500
Income	117,501	20,672	120,000
Fair Value	57,732	—	—
Charges	4,018,452	4,518,657	6,239,261
Revenues	\$ 4,194,614	\$ 4,540,329	\$ 6,623,127
Systems			
Benefits	\$ 1,209,609	\$ 1,440,456	\$ 1,588,064
Charges	1,328,808	3,787,665	3,738,190
Allocations	311,400	311,397	111,144
Expenses	85,028	19,401	—
Total	\$ 2,934,845	\$ 5,558,919	\$ 5,437,398
Systems			
Benefits	\$ 15,333	\$ 16,702	\$ 52,455
Charges	60,111	71,400	105,000
Total	\$ 75,444	\$ 138,102	\$ 217,455
Expenses-GIS			
Benefits	\$ 218,332	\$ 224,951	\$ 235,094
Charges	17,037	48,250	55,750
GIS Total	\$ 235,369	\$ 273,201	\$ 290,844
Services			
Benefits	\$ 672	\$ —	\$ —
Charges	65,064	104,864	188,564
Expenses	40,944	207,256	105,000
Total	\$ 106,680	\$ 312,120	\$ 293,564
Amortization			
Expense	\$ 58,750	\$ —	\$ —
Capital	380,934	—	—
	\$ 3,792,022	\$ 6,282,342	\$ 6,239,261
Adjustments to Working Capital	\$ 58,750	\$ —	\$ —

Revenues and
Expenses

Fund No. 530

	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Estimated Working Capital Balance June 30	\$ 3,525,038	\$ 1,783,025	\$ 2,166,891
Full-time Equivalent Employees	5.60	6.00	8.15

MISSION

To service, maintain, and repair City owned vehicles and equipment to the highest operating standards, complying with all local, State and Federal regulations and ensuring operator safety to the maximum extent possible. Procure fuel-efficient, cost-effective vehicles that meet the needs of the City and are available for purchase from manufacturers; and procure equipment in a cost-effective manner that meets the needs of the departments. Transition City vehicles and infrastructure to electric or hybrid to reduce greenhouse gas emissions.

SERVICES

City vehicles and various types of equipment are purchased, maintained, and repaired by Fleet staff using a combination of in-house and outsourced shops, with most of the maintenance being performed by City mechanics. Outsourcing occurs when specialized tools and equipment are necessary. Fleet Maintenance staff also provide limited repairs on non-fleet components and fabricate and weld specialized tools and equipment to be used in various field operations. In addition to providing procurement, preventive maintenance, and repairs, Fleet Maintenance staff generate work orders, create blanket and field purchase orders. Fleet staff plan and implement Fleet item budgets and prepare monthly reports for the Fleet Manager and Department Director.

SERVICE LEVEL TRENDS

Service levels continue to expand as the Fleet size and demand for 86 vehicles, 52 pieces of equipment, and 10 off-highway vehicles (OHV) increases. The average age of vehicles and equipment in the City's fleet is 12.5 adding to the service level burden.

MAJOR ACCOMPLISHMENTS FY 2024/25

- Complied with California Air Resources Board (CARB) and Ventura County Air Pollution Control District regulations for diesel engine emission reductions and reporting.
- The City accelerated the transition of its fleet to zero emission vehicles (ZEV) in compliance with the CARB's, Advanced Clean Fleets Regulation. The City will meet the requirements of the regulation stipulating that, Starting January 1, 2024, 50 percent of the total number of vehicle purchases for the City's fleet in each calendar year must be ZEVs; and secondly, starting January 1, 2027, 100 percent of the total number of vehicle purchases for the City's fleet in each calendar year must be ZEVs.
- Performed maintenance and repair to Fleet vehicles and equipment to ensure proper and safe operation.
- Updated the 5-year Projected Replacement Cost Set Aside Schedule to ensure sufficient vehicle and equipment funding, as well as identifying ZEV offsets for internal combustion engine (ICE) vehicles.
- Procured and outfitted twenty-three new vehicles, twelve of them being zero emission Ford F-150 Lightning pickup trucks.
- Replaced a 16,000-pound vehicle lift in the Fleet garage.

GOALS AND OBJECTIVES FY 2025/26

- - Continue to adhere to new local, State and Federal regulations including upgrading, replacing, and retrofitting gas and diesel-powered vehicles and equipment.
 - Based on availability from manufacturers, continue to purchase electric and hybrid vehicles where appropriate for department functions.
 - Complete an inventory of all municipal off-road equipment (e.g., lawn and garden equipment as well as other outdoor power equipment) and determine which equipment types are possible to decarbonize based on existing technologies.
 - Complete a cost analysis for decarbonizing the equipment as part of the inventory.
 - Encourage City employees to use City-owned EV's for travel to offsite meetings (when travel distance and destination require a passenger vehicle) instead of personal fossil-fuel vehicles.

VEHICLES & EQUIPMENT FUND

- Participate in a cross-divisional project with Information Systems to implement FleetIO and Key Cafe to improve the user experience for pool car reservations.
- Research new developments and technology in the field of fleet maintenance; learn about maintenance and repair of electric vehicles.
- Continue to use Best Management Practices regarding proper disposal of hazardous waste and the prevention of storm water pollution.
- Continue to keep detailed records of all maintenance and repairs performed on vehicles and equipment.
- Continue to schedule and prioritize maintenance, repairs and equipment installation related to vehicle maintenance.
- Replace light duty vehicle lift in garage.
- Purchase 17 vehicles: 6 new vehicles and 11 replacement vehicles (including 8 zero-emission vehicles)
- Purchase 2 pieces of equipment: a new fuel trailer for the Fleet division and a replacement backhoe for the Streets division.
- Install new tire changer for the garage.
- Install EV charging unit for the garage.

PERFORMANCE MEASUREMENTS

City Council Goal:

It is the goal of the City Council to provide a safe and enriched environment where people can live, work, and play.

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Number of calls for service	28	1,400	15	10
Service call response within 1 day	100%	100%	100%	100%
Benchmark: 100% for both				

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Corrective maintenance turn around time (minor)	1-2 days	1-2 days	Removed	Removed
Benchmark: 2 days				

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Corrective maintenance turn around time (major)	1 week	1 week	Removed	Removed
Benchmark: 1 week				

VEHICLES & EQUIPMENT FUND

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
# and % of Zero Emission or Hybrid Vehicles in Fleet	New Measure	New Measure	23.0% / 27.0%	31.0% /36.0%
Benchmark: ACF Compliance				

Revenues, Expenses and Transfers

Fund No. 540

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Estimated Working Capital July 1	\$ 5,361,207	\$ 7,496,344	\$ 6,381,464
Revenues			
Interest Income	\$ 249,823	\$ 44,723	\$ 224,326
Net Adjustment Fair Value	122,746	—	—
Vehicle Usage	2,095,836	2,138,330	2,138,330
Vehicle Maintenance	590,322	773,500	600,000
Total Revenues	<u>\$ 3,058,727</u>	<u>\$ 2,956,553</u>	<u>\$ 2,962,656</u>
Expenses			
Salaries and Benefits	\$ 543,785	\$ 670,690	\$ 685,032
Operational Charges	212,009	395,637	276,350
Allocation/Depreciation	410,003	45,712	109,458
Capital Expenses	1,127,959	2,959,394	1,831,000
Total Expenses	<u>\$ 2,293,756</u>	<u>\$ 4,071,433</u>	<u>\$ 2,901,840</u>
Adjustments to Working Capital	383,282		
Estimated Working Capital Balance June 30	<u>\$ 7,496,344</u>	<u>\$ 6,381,464</u>	<u>\$ 6,442,280</u>
Full-Time Equivalent Employees	2.70	2.95	3.05



MISSION

To protect public health and welfare and the environment by providing service for the removal of solid waste, organic waste, recyclable material, and household hazardous waste.

SERVICES

The Solid Waste Division administers programs providing for the collection of solid waste, organic waste, and curbside recycling services. Separate containers are provided for each type of material. Residential solid waste, recycling, organic waste must fit within the appropriate container and is collected weekly. Extra waste, such as Christmas trees generated during the holiday season, are collected free of charge. Solid waste collection service is provided by way of franchise agreement with a private waste hauler. In addition to regular solid waste collection services, residents can arrange for special pick-ups of bulky items twice a year at no additional charge or substitute one bulky item collection for an additional collection of solid waste, recyclables, or green waste.

Residential customers may choose between various service levels, with costs based on the amount of solid waste generated. A volume-based rate structure provides for equity between customers and encourages recycling by providing an incentive to minimize the amount of non-recyclable solid waste generated. Customers may request additional recyclable containers at the capacity of ninety-six gallons or less.

Furthermore, the solid waste division administers the household hazardous waste program. Camarillo residents may schedule appointments to dispose of household hazardous waste properly and safely free of charge.

SERVICE LEVEL TRENDS

Service levels are projected to gradually increase over the next several years; the number of customers served is anticipated to rise as new homes will be constructed and occupied.

MAJOR ACCOMPLISHMENTS FY 2024/25

- Continued to implement state-mandated residential and commercial organics waste recycling program.
- Executed extension of the franchise agreement for additional five years.
- Continued to offer backyard compost bins at reduced price to increase diversion.
- Continued to provide household battery recycling program at various locations in the City.
- Continued to provide confidential drop box for residents to safely discard unused pharmaceuticals.
- Continued to provide solid waste services in a friendly, safe, and professional manner, while maintaining competitive rates.
- Continued outreach and education by various communication medias.

GOALS AND OBJECTIVES FY 2025/26

- Continue to implement state-mandated residential and commercial organics waste collection program.
- Continue to offer backyard compost bins at reduced price to increase waste diversion; provide household battery recycling; and provide disposal services of unused pharmaceuticals.
- Adjust solid waste fees to cover the costs associated with implementing and monitoring state-mandated waste reduction programs.

Revenues and Expenses

Fund No. 805

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Estimated Working Capital July 1	\$ 203,144	\$ 347,194	\$ 325,616
Revenues			
Used Oil Grant	\$ 9,880	\$ 9,880	\$ 9,880
Bev. Container Recycle Prog.	1,202	34,354	17,671
SB 1383 OWR	17,724	187,556	—
Compost Bin Program	686	900	900
Rubbish Collection	7,729,204	8,300,000	212,935
Source Reduct/Recover	261,303	245,000	260,000
Household Hazard. Waste	110,822	107,000	115,000
Solid Waste Bag Tags	480	1,000	—
Solid Waste Barrel Exchg	1,345	1,500	—
Late Payment Penalty	98,953	90,000	—
Interest Income	1,243	1,242	1,242
Net Adjust. Fair Value	—	—	—
Total Revenues	\$ 8,232,842	\$ 8,978,432	\$ 617,628
Expenses-Solid Waste			
Salaries and Benefits	\$ 63,070	\$ 278,442	\$ 163,851
Operational Charges	7,721,047	8,280,354	265,764
Grants/Allocations	84,647	208,170	34,676
	\$ 7,868,764	\$ 8,766,966	\$ 464,291
Expenses-Solid Waste Organics			
Operational Charges	\$ 279,887	\$ 83,230	\$ 8,654
Expenses - Solid Waste HHW			
Operational Charges	\$ —	\$ 281,363	\$ 305,480
Expenses - Solid Waste Recycling			
Operational Charges	\$ —	\$ 18,451	\$ 37,904
Total Expenses	\$ 8,148,651	\$ 9,150,010	\$ 816,329
Transfer from Other Funds			
Transfer from General Fund	\$ —	\$ 150,000	\$ 200,000
Total Other Financing Sources	\$ —	\$ 150,000	\$ 200,000
Estimated Working Capital Balance June 30	\$ 347,194	\$ 325,616	\$ 326,915
Full-Time Equivalent Employees	0.70	0.70	0.75

MISSION

To provide safe, reliable, and cost-effective transportation for those who are transit-dependent and others who desire a transportation alternative to the private automobile.

SERVICES

The Camarillo Area Transit (CAT) provides Fixed Route services to major destinations within the City. A General Purpose Dial-A-Ride service is also available for all destinations within the City limits, and regional services are available for ADA and senior riders. A transit service provider under City contract is responsible for dispatching, operation, and maintenance of City owned transit vehicles.

SERVICE LEVEL TRENDS

After a couple of years of level ridership volumes, CAT began seeing an increase in ridership demand in FY 2023/24 and this growth trend has continued into FY 2024/25. Transit improvements that have contributed to the increase in ridership include implementation of a new trip scheduling software program and procurement of new transit vehicles to increase reliability, including the return of the Camarillo trolley bus. Work continues on the City's Short Range Transit Plan, which will explore other program options to help increase ridership and provide services that the Camarillo community desires.

MAJOR ACCOMPLISHMENTS FY 2024/25

- Completed the City's second Transportation Development Act Article 8c audit.
- City's new Transit Operation & Maintenance contractor (RTW) started on July 1st.
- Provided essential information to the National Transit Database for Reporting Year (RY) 2024.
- Auctioned nine (9) vehicles that had reached the end of their useful life.
- Continued participation in the Countywide Short Range Transit Plan through the Ventura County Transportation Commission.
- New vehicles that began service in FY 2024/25 included one (1) minivan and eight (8) transit vans for CAT Dial-A-Ride services.
- Ordered three (3) transit vans, one (1) cutaway, and one (1) minivan for CAT transit services (Fixed Route and Dial-A-Ride).
- Updated the City's Title VI Plan.
- Implemented the Dial-A-Ride scheduling software program with RideCo on August 4, 2024.
- Unveiled the new Camarillo Area Transit logo, displayed on new transit vehicles and retrofitted older vehicles with the new logo.
- Completed General Directive 14-1 Risk Assessment.
- Executed SB-125 Agreement with Ventura County Transportation Commission for funding of transit vehicles and design and construction of the City's electric vehicle charging and storage facility.
- Participated in the Christmas Parade using the Trolley Bus.

GOALS AND OBJECTIVES FY 2025/26

- Identify potential adjustments to transit services in an effort to reduce costs, increase ridership and improve coordination efforts amongst neighboring transit agencies. Includes additional exploration of recommendations made as part of the Short Range Transit Plan.
- Promote transit services in the community via community events and public outreach.
- Monitor new dispatching software and strive to improve efficiency.
- Provide essential information to the National Transit Database for Reporting Year (RY) 2025.
- Update Safety Plan.

- Host Unmet Transit Needs meeting.
- Initiate design of the City's electric vehicle charging and storage facility.
- Implement credit card payment system on fixed route and trolley services.
- Explore options for bus stop improvements, such as shelters/passenger seating.

PERFORMANCE MEASURES

City Council Goal:

It is the goal of the City Council to provide a safe and enriched environment where people can live, work, and play

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Dial-A-Ride: Percent of riders picked up within 10 minutes before or after scheduled pickup time	94.50%	94.50%	98.00%	93.00%
Benchmark: 93.00% within 20 minutes of scheduled pick-up time				

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Fixed Route: Percent of on-time trips, excluding delays outside of service provider's control	New	98.00%	100.00%	98.00%
Benchmark: 0 minutes early and no more than 15 minutes late (unless outside of service provider's control)				

Revenues, Expenses and Transfers

Fund No. 810

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Estimated Working Capital July 1	\$ 119,616	\$ 100,155	\$ 50,323
Revenues			
FTA Assist Bus O & M	\$ 1,259,109	\$ 1,476,800	\$ 1,635,152
FTA Metrolink Station O&M	27,399	29,000	36,500
FTA Local ADA	117,724	132,000	149,191
FTA Regional ADA	117,724	93,000	149,191
FTA Trolley	250,288	287,625	225,225
FTA Buses	432,504	822,305	—
SGR Grant	—	8,000	9,000
STA Grant	137,319	65,000	52,000
Gain/Loss Asset Disposal	1,355	66,989	—
VCTC Stored Value Fares	24,487	15,000	20,000
Youth Free Fares Reimb	4,555	5,000	5,000
Bus Fares - College EZ Ride	6,237	6,500	20,000
Bus Fares - Trolley	11,672	11,500	13,500
Bus Fares-Regular	74,700	78,000	67,000
Bus Fares-Leisure Village	16,000	16,000	16,000
Bus Fares-CAT	5,315	6,500	7,000
Total Revenues	\$ 2,486,388	\$ 3,119,219	\$ 2,404,759

TRANSIT FUND

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Expenses-Transit Operations			
Salaries and Benefits	\$ 291,967	\$ 394,397	\$ 375,909
Operational Charges	2,890,102	3,467,690	3,368,600
Allocation/Depreciation	113,534	54,191	70,059
Capital Expenses	540,631	1,023,379	—
Contra to Capital Expenses	(540,631)	—	—
Total Transit Operations	<u>\$ 3,295,603</u>	<u>\$ 4,939,657</u>	<u>\$ 3,814,568</u>
Expenses-Metrolink Station Maint			
Operational Charges	\$ 138,360	\$ 128,394	\$ 151,822
Total Metrolink Station Maint	<u>138,360</u>	<u>128,394</u>	<u>151,822</u>
Total Transit Expenses	<u>\$ 3,433,963</u>	<u>\$ 5,068,051</u>	<u>\$ 3,966,390</u>
Transfers from Other Funds			
TDA Article 8c Fund	<u>\$ 1,397,771</u>	<u>\$ 1,899,000</u>	<u>\$ 1,677,664</u>
Adjustments to Working Capital	<u>\$ —</u>	<u>\$ —</u>	<u>\$ —</u>
Estimated Working Capital Balance June 30	<u>\$ 100,155</u>	<u>\$ 50,323</u>	<u>\$ 166,356</u>
Full-Time Equivalent Employees	1.35	1.85	1.65

MISSION

To preserve, restore, operate, and maintain the 4.5-acre Camarillo Ranch, a nationally registered, historic landmark, with the City's public and private sector partners, on a self-sustaining basis.

SERVICES

The City is contracted with Command Performance to provide wedding and special event management services for the Camarillo Ranch. Services include communications, marketing, catering, and equipment rental. The property can accommodate a range of events from a western theme in the barn to the most elegant affairs in the manicured gardens and period furnished interiors of the house. Weekend public tours and mid-week school tours are conducted by the Camarillo Ranch Foundation's volunteer docents.

SERVICE LEVEL TRENDS

City staff maintains the property at a high level to maintain and enhance the century-old home as a venue for both Command Performance and Camarillo Ranch Foundation events and to provide the public historic buildings and grounds to enjoy.

MAJOR ACCOMPLISHMENTS FY 2024/25

- Installed a new concrete pad for the catering area.
- Installed two new light poles.
- Installed new rain gutters and downspouts.
- Painted the exterior of the barn, offices and stables.
- Repaired the house's deck and railing.
- Negotiated a new agreement with Command Performance.
- Performed thermal imaging on main electrical switch gear and electrical panels.

GOALS AND OBJECTIVES FY 2025/26

- Maintain the property at a high level to enhance the venue for weddings and other events.
- Replace four olive trees in office courtyard
- Reglaze house windows.
- Paint light poles and benches.
- Replace house kitchen entry flooring.
- Replace HVAC units in the barn and house
- Rehabilitate decomposed granite in auxiliary parking lot.

Revenues, Expenses and Transfers

Fund No. 815

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Estimated Working Capital July 1	\$ 602,534	\$ 282,204	\$ 254,246
Revenues			
Catering Fees	\$ 173,025	\$ 250,000	\$ 261,000
Ceremony Fees	10,000	5,500	—
Security Fees	18,615	46,620	25,000
Venue-Site Rental Fees	162,241	140,000	215,000
Interest Income	10,939	4,843	—
Net Adjustment Fair Value	5,375	—	—
Total Revenues	\$ 380,195	\$ 446,963	\$ 501,000
Expenses			
Salaries and Benefits	\$ 134,157	\$ 113,109	\$ 138,668
Operational Charges	221,706	408,775	642,200
Allocation/Depreciation	145,076	59,352	51,241
Capital Expenses	18,214	208,625	—
Construction	68,244	—	—
Total Expenses	\$ 587,397	\$ 789,861	\$ 832,109
Transfer from Other Funds			
General Fund	\$ —	\$ 314,940	\$ 334,507.00
Camarillo Ranch Facility Fund	—	—	—
Total Other Financing Sources	\$ —	\$ 314,940	\$ 334,507
Adjustments to Working Capital	—	—	—
Estimated Working Capital Balance June 30	\$ 282,204	\$ 254,246	\$ 257,644
Full-Time Equivalent Employees	0.70	0.65	0.70

MISSION

To deliver a dependable and sufficient supply of water to meet the present and future needs of customers through cost-effective management and maintenance of infrastructure, while addressing environmental and regulatory issues.

SERVICES

The Water Division is responsible for supplying water to approximately 14,019 service connections. In 2024, approximately 40% of the water was purchased from Calleguas Municipal Water District (CMWD) and was distributed into the system from eight turnouts located throughout the service area. The remaining 60% was pumped from City-owned wells. Four wells serve the City, including two that serve the desalter and two that serve water directly to the City's water system. The two wells that are dedicated to serving brackish water to the desalter are near St. John's Pleasant Valley Hospital in the eastern part of the City. Since the desalter has been in operation as of January 2023, the City has been able to decrease dependency on imported water and it is anticipated to continue to lower the use of imported water in the future. The two wells that serve water directly and are not processed through the desalter are located in the western portion of the City. One well is located on the north side of the 101 Freeway west of Las Posas, and another well is located at Camarillo Airport. Pumped groundwater is treated with chloramines for disinfection. Water quality sampling and testing is performed for numerous parameters, taken at the wells, reservoirs, and 50 sampling points throughout the water system. Test results are reported to the State Water Resources Control Board – Division of Drinking Water on a monthly, quarterly, and annual basis. The Water Division maintains an infrastructure of over 194 miles of pipelines and related apparatus. Water valves and hydrants are inspected periodically and maintained, so that they are in good condition at all times. Meters at each of the service connections are read and billed monthly, with minor repairs performed as necessary. Meters are replaced when they are 20 years of age, to reduce water revenue loss due to inaccurate registration. Customer service is always a very high priority with customers receiving an immediate response to their concerns, which may include water quantity, quality, reports of leaks, or pressure problems.

SERVICE LEVEL TRENDS

While the water infrastructure remains relatively new, ongoing maintenance efforts will continue to ensure system reliability and long-term stability. An Automated Meter Infrastructure (AMI) project will replace water meters with radio read meters over the next several years. In the summer of 2023, the Water Shortage Emergency Condition was repealed with a possibility of future restrictions. Stage 1 Water Supply Condition was enacted in Fiscal Year 2023-2024. Conservation measures will continue to be a priority, with activities developed to reduce overall demands necessary to meet the environmental and regulatory related reductions in local groundwater and imported water deliveries. Administration will continue to manage available resources through work management and GIS systems.

MAJOR ACCOMPLISHMENTS FY 2024/25

- Offered rebates on high-efficiency washing machines, smart irrigation controllers, high-efficiency sprinkler nozzles and instant hot water heater recirculating systems.
- Completed awarding the AMI water meter program.
- Completed second full year of distribution water from the North Pleasant Valley Groundwater Desalter Project (NPV Desalter) which is currently delivering 3,800 acre feet of water per year.
- Purchase of a mobile standby generator at Well B for continued water production in emergencies during power outages.
- Completed the lead and copper sampling for the Environmental Protection Agency (EPA)..

GOALS AND OBJECTIVES FY 2025/26

- Continue working with Southern California Edison's energy efficiency and rebate programs to maximize energy reductions.
- Continue the demand response program to help lower peak electric demands when required. This program will also be expanded from the current summertime program to include winter.
- Continue year-round accuracy testing of meters 3-inches and larger, and repair or replace as needed.
- Continue to replace cathodic protection anodes where needed, due to corrosive soil.
- Continue the education and outreach program focused on the importance of water conservation.
- Continue offering rebates on high-efficiency washing machines, smart irrigation controllers and high-efficiency sprinkler nozzles, and other MWD rebates available.
- Complete updates to the City Water Standards.
- Continue implementation of the City's Water Demand Offset Program.
- Implement a multi-year Advanced Metering Infrastructure (AMI) meter change out project.

PERFORMANCE MEASURES

City Council Goal:

It is the goal of the City Council to provide a safe and enriched environment where people can live, work, and play

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Percentage of water conservation non compliance reports achieving voluntary compliance without penalty through education and outreach	New	100.0%	100.0%	100.0%
Benchmark: 100.0%				

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Percentage of minor leaks in distribution system to be corrected within 72 hours after discovery service line water leaks repaired within 24 hours	100.0%	100.0%	100.0%	100.0%
Benchmark: 100.0%				

Revenues, Expenses and Transfers

Fund No. 860

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Estimated Working Capital July 1	\$ 12,535,025	\$ 4,928,604	\$ (1,254,052)
Revenues			
Charges for Services			
Special Project Charges	\$ 8,467	\$ 4,000	\$ 4,000
Refuse Billing	159,364	190,000	190,000
Other Operating	5,771	2,000	2,000
Water Sales	8,906,778	11,503,402	14,549,923
Tags/Shut-offs	47,208	90,000	90,000
Base Rate Charge	4,548,336	5,319,865	6,621,654
Meter Installation	9,999	50,000	50,000
Irrigation Water	318,070	50,000	50,000
Cross Connection Fee	27,355	26,000	26,000
New Service Fee	10,344	22,045	22,045
Subtotal	\$ 14,041,692	\$ 17,257,312	\$ 21,605,622
Fines/Assessments			
Late Payment Penalty	\$ 156,380	\$ 120,000	\$ 120,000
Cross Connection Late Fee	320	200	200
Subtotal	\$ 156,700	\$ 120,200	\$ 120,200
Investments/Contributions			
Interest Income	\$ 264,228	\$ 135,395	\$ 87,547
Net Adjustment Fair Value	121,240	—	—
Airport Wtr Base Charge	5,823	5,000	5,000
Airport Wtr Commodity Chg	38,448	51,000	51,000
Subtotal	\$ 429,739	\$ 191,395	\$ 143,547
Other Revenues			
Rebates & Refunds	\$ —	\$ 76,000	\$ 76,000
Rental Income	33,604	34,818	34,818
LRP/MET Incentive Revenue	608,373	861,247	950,100
Other Non-operating	133,548	3,000	3,000
Subtotal	\$ 775,525	\$ 975,065	\$ 1,063,918
Total Revenues	\$ 15,403,656	\$ 18,543,972	\$ 22,933,287

Expenses and Transfers

Fund No. 860

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Expenses-Customer Services			
Salaries and Benefits	\$ 360,604	\$ 397,977	\$ 305,278
Operational Charges	195,185	258,262	263,600
Allocations	134,695	106,016	90,792
Customer Services Total	<u>\$ 690,484</u>	<u>\$ 762,255</u>	<u>\$ 659,670</u>
Expenses-General & Administration			
Salaries and Benefits	\$ 2,510,313	\$ 2,856,893	\$ 3,064,447
Operational Charges	573,287	1,309,682	1,108,700
Allocations	1,122,903	1,055,877	1,112,450
Administrative Total	<u>\$ 4,206,503</u>	<u>\$ 5,222,452</u>	<u>\$ 5,285,597</u>
Expenses-Water Resource Management			
Salaries and Benefits	\$ 71,978	\$ 75,903	\$ 80,682
Operational Charges	120,969	308,089	124,500
Allocations	—	—	10,912
Water Resource Management Total	<u>\$ 192,947</u>	<u>\$ 383,992</u>	<u>\$ 216,094</u>
Expenses-Meter Readers			
Salaries and Benefits	\$ 531,481	\$ 614,856	\$ 618,083
Operational Charges	98,198	254,827	227,000
Allocations	584,906	926,703	601,937
Meter Readers Total	<u>\$ 1,214,585</u>	<u>\$ 1,796,386</u>	<u>\$ 1,447,020</u>
Expenses-Water - Source			
Salaries and Benefits	\$ 273,855	\$ 308,806	\$ 313,549
Operational Charges	4,891,214	6,616,468	5,900,302
Allocations	16,836	18,321	48,326
Water - Source Total	<u>\$ 5,181,905</u>	<u>\$ 6,943,595</u>	<u>\$ 6,262,177</u>
Expenses-Pumping			
Salaries and Benefits	\$ 249,942	\$ 311,869	\$ 330,085
Operational Charges	327,966	620,180	623,380
Allocations	84,185	99,046	128,680
Pumping Total	<u>\$ 662,093</u>	<u>\$ 1,031,095</u>	<u>\$ 1,082,145</u>

Expenses and Transfers

Fund No. 860

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Expenses-Treatment			
Salaries and Benefits	\$ 225,354	\$ 268,284	\$ 282,081
Operational Charges	37,044	98,450	98,450
Allocations	16,836	19,193	42,091
Treatment Total	<u>\$ 279,234</u>	<u>\$ 385,927</u>	<u>\$ 422,622</u>
Expenses-Transmission & Distribution			
Salaries and Benefits	\$ 887,428	\$ 1,174,200	\$ 1,144,393
Operational Charges	300,499	260,300	260,300
Allocations	294,634	378,931	478,629
Trans. & Distrib. Total	<u>\$ 1,482,561</u>	<u>\$ 1,813,431</u>	<u>\$ 1,883,322</u>
Expenses - Desalter Operations			
Salaries and Benefits	\$ 109,031	\$ 90,677	\$ 204,994
Operational Charges	4,939,331	6,286,141	5,854,435
Allocations	6,864	10,677	23,869
Desalter Operations Total	<u>\$ 5,055,226</u>	<u>\$ 6,387,495</u>	<u>\$ 6,083,298</u>
Depreciation	1,140,254	—	—
Contra to Fixed Asset Cap.	(1,924,292)	—	—
Total Expenses	<u>\$ 18,181,500</u>	<u>\$ 24,726,628</u>	<u>\$ 23,341,945</u>
Estimated Working Capital Balance June 30	<u>\$ 4,928,604</u>	<u>\$ (1,254,052)</u>	<u>\$ (1,662,710)</u>
Full-Time Equivalent Employees	28.03	30.38	30.11

MISSION

To deliver a dependable and sufficient supply of recycled water to meet the present and future needs of customers through cost-effective management and maintenance of infrastructure, while addressing environmental and regulatory issues.

SERVICES

The infrastructure for Recycled Water is managed and operated by the Water Division. Recycled water is available to landscape and agricultural customers located in the southeast portion of the City's Water Division service area. The recycled water service is separate from the potable water system, with separate infrastructure facilities. The recycled water system provides a reliable supply that meets the State of California Water Resources Control Board – Division of Drinking Water – Title 22 recycled water standards. The tertiary-treated wastewater, or recycled water, is produced by the Camarillo Sanitary District's Water Reclamation Plant.

In 2023, a total of 3,217 acre-feet were delivered through the recycled water system. Amongst these deliveries, 1,538 acre-feet were sent to Mary Smith Ranch properties located near the Water Reclamation Plant. The remaining 1,679 acre-feet were distributed to various entities including Camrosa Water District, Pleasant Valley Recreation & Park District, Village at the Park, local farms, the YMCA and City landscape irrigation and street sweeping services. Water quality samples, for numerous parameters, are taken at the end of the treatment process, throughout the recycled water distribution system and at shallow groundwater wells. Test results are reported to the State of California Water Resources Control Board – Division of Drinking Water, and the California Regional Water Quality Control Board, on a monthly, quarterly, and annual basis. The recycled water distribution system consists of seven miles of pipelines and related apparatus.

Meters at each of the service connections are read and billed monthly, with minor repairs performed as necessary. Meters will be replaced when they are 20 years of age, to reduce revenue loss due to inaccurate registration. Customer service is always a very high priority with customers receiving immediate response to their concerns, which may include water quantity, quality, reports of leaks, or pressure problems.

SERVICE LEVEL TRENDS

General system maintenance needs will remain stable, due to the water infrastructure being relatively new. Timely responses to requests for service from customers remain a high priority. Administration will continue to manage available resources through work management and Geographic Information System GIS systems.

MAJOR ACCOMPLISHMENTS FY 2024/25

- Recycled water customers trained on recycled water system and cross-connection management.

GOALS AND OBJECTIVES FY 2025/26

- Replace 12-inch recycled water master meter.
- Continue to deliver recycled water supply to meet the customer's demand.

Revenues, Expenses and Transfers

Fund No. 861

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Estimated Working Capital July 1	\$ 1,769,258	\$ 2,522,196	\$ 2,257,063
Revenues			
Stormwater Division Study	\$ 157,325	\$ —	\$ —
Base Rate Charge	35,293	32,000	32,000
Irrigation Water	553,513	250,000	250,000
Interest Income	78,247	18,787	90,973
Net Adjustment Fair Value	38,445	—	—
Capital Fee Surcharge	31,242	95,000	95,000
Total Revenues	\$ 894,065	\$ 395,787	\$ 467,973
Expenses-Distribution			
Salaries and Benefits	\$ 278,106	\$ 316,453	\$ 349,653
Operational Charges	216,323	319,068	92,000
Allocations	19,884	25,399	52,588
Distribution Total	\$ 514,313	\$ 660,920	\$ 494,241
Capital Expenditures			
Capital Projects	\$ 2,325	\$ —	\$ —
Capital Projects - AB1600	3,806	—	—
Contra to Fixed Asset Cap.	(6,131)	—	—
Total Expenses	\$ 514,313	\$ 660,920	\$ 494,241
Estimated Working Capital Balance June 30	\$ 2,522,196	\$ 2,257,063	\$ 2,230,795
Full-Time Equivalent Employees	1.35	1.60	1.60

MISSION

Program to facilitate “water will serve” letters for new development with project entitlements granted by the City of Camarillo prior to 2013, helping the City to meet water demand reduction mandates from the State.

SERVICES

Funds collected from qualified new development projects are used to offset water use from existing water customers through a City managed program.

SERVICE LEVEL TRENDS

Implemented in FY 2015/16 with continued implementation through FY 2025/26.

MAJOR ACCOMPLISHMENTS FY 2024/25

- Since late 2016, over 2,349 toilets of both residential and commercial customers have been replaced with ultra-low water use toilets. In 2024 water savings from those retrofits since implementation was approximately 116 acre-feet or 32.65 million gallons.
- In 2024 water savings from clothes washer rebates and hot water re-circulating pumps since implementation was 4.78 acre-feet or 1.34 million gallons for the year.
- Since late 2017, the Camarillo Landscape Efficiency Retrofit (CLEAR) program has been in place. City water customers are offered the opportunity to retrofit landscape devices (irrigation timers, sprinkler nozzles, irrigation systems) with water-efficient devices. Since CLEAR has been in place, 534 irrigation controllers, 22,494 nozzles, and 39,703 feet of drip irrigation pipe have been retrofitted.

GOALS AND OBJECTIVES FY 2025/26

- Continue to offer City water customers water use surveys and offer the opportunity to retrofit landscape devices through the CLEAR program for more efficient outdoor water use.
- Expand water conservation program by assisting customers in obtaining rebates for retrofits and replacement of: toilets, washing machines, hot water re-circulation systems, and urinals offered by the City, Calleguas Municipal Water District, and Metropolitan Water District.

Revenues, Expenses and Transfers

Fund No. 862

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Estimated Working Capital July 1	\$ 1,166,545	\$ 1,052,982	\$ 386,395
Revenues			
Interest Income	\$ 36,860	\$ 16,788	\$ 34,247
Net Adjustment Fair Value	18,110	—	—
Total Revenues	\$ 54,970	\$ 16,788	\$ 34,247
Expenses			
Operational Charges	\$ 79,019	\$ 683,375	\$ 7,000
Total Expenses	\$ 79,019	\$ 683,375	\$ 7,000
Estimated Working Capital Balance June 30	\$ 1,052,982	\$ 386,395	\$ 413,642

Revenues, Expenses and Transfers

Fund No. 863

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Estimated Working Capital July 1	\$ 13,263,049	\$ 7,751,611	\$ 1,445,688
Revenues			
Grants & Subventions			
Interest Income	301,435	260,098	233,206
Net Adjustment Fair Value	148,104	—	—
Other Revenues	221,420	222,251	226,170
Total Revenues	\$ 670,959	\$ 482,349	\$ 459,376
Expenses			
Capital Projects	\$ 404,963	\$ 2,055,209	\$ 7,676,206
Capital Projects-Water AB1600	1,519,329	4,733,063	373,663
Total Expenses	\$ 1,924,292	\$ 6,788,272	\$ 8,049,869
Transfers (to) Other Funds			
Water Debt Service Fund	\$ (9,865,999)	—	—
Net Transfers (to)/from Other Funds	\$ (9,865,999)	—	—
Estimated Working Capital Balance June 30	\$ 7,751,611	\$ 1,445,688	\$ (6,144,805)

Revenues, Expenses and Transfers

Fund No. 864

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Estimated Working Capital July 1	\$ (980,835)	\$ 186,888	\$ 184,888
Revenues			
Interest Income	\$ 20,304	\$ —	\$ —
Total Revenues	\$ 20,304	\$ —	\$ —
Expenses			
Administrative	\$ 4,950	\$ 2,000	\$ —
Interest Expense	(28,117)	—	—
Principal Payment	564,040	—	—
Contra-Bond Principal Payments	(985,869)	—	—
Total Expenses	\$ (398,937)	\$ 2,000	\$ —
Transfer from Other Funds			
Water Capital Projects Fund	(9,865,999)	—	—
Net Transfers (to)/from Other Funds	\$ (9,865,999)	\$ —	\$ —
Estimated Working Capital Balance June 30	\$ 186,888	\$ 184,888	\$ 184,888

MISSION

To protect the environment, public health and safety in a cost-effective manner, through the collection and treatment of domestic, commercial, and industrial wastewater, while ensuring full compliance with federal and state regulations.

SERVICES

Camarillo Sanitary District (District) activities are divided into three distinct areas:

Pretreatment – Source Control Program

- Program that manages sources of pollution that could affect treatment plant effectiveness.
- Issue Fats, Oils & Grease (FOG) permits to restaurants.
- Inspects industrial users for compliance with Camarillo Sanitary District Operations Code and Industrial Waste Supplement.

Collection System and Wastewater Pumping Stations

- Operation and maintenance of the collection system and pumping stations. These activities include preventative maintenance, video inspection and cleaning of sewer lines, performing repairs, monitoring lift stations by using the Supervisory Control and Data Acquisition (SCADA) system, record keeping, and calibration of equipment.

Wastewater Treatment

- Operation of a treatment facility that receives, treats, and disinfects approximately 3.5 million gallons of wastewater each day to tertiary-treated levels. Activities include laboratory analysis, equipment maintenance and repairs, biosolids management, and providing reclaimed water to landscaping and agricultural lands.

SERVICE LEVEL TRENDS

Additional service connections from development projects continue with more anticipated during fiscal year 2025/26 resulting in continued challenges to regulate more industries, maintain a larger collection system, pump and treat a greater amount of wastewater, minimize costs for treatment, and discover alternative means of utilizing increased biosolids tonnage and reclaimed water in beneficial ways.

MAJOR ACCOMPLISHMENTS FY 2024/25

- Pretreatment:
 - Implemented a District-wide inspection of all commercial and industrial wastewater dischargers.
 - Annual sampling of industrial dischargers regulated under USEPA pretreatment requirements.
 - Completed State mandated Pretreatment compliance inspection.
 - Completed 284 FOG Inspections from January 1, 2024 to December 31, 2024.
- Collection:

- Cleaned 74 miles and video inspected 54 miles of gravity sewer pipelines from January 1, 2024 to December 31, 2024. A new more detailed video inspection system has been implemented which provides more pipeline data.
- Wastewater Treatment:
 - Optimized denitrification process through chemical addition.
 - Continued to provide recycled water to agricultural and landscaped areas.
 - Performed cleaning of wet well at Pump Station 3
 - Installed odor control system at Pump Station 2

GOALS AND OBJECTIVES FY 2025/26

- Pretreatment:
 - Annual District-wide inspection of all commercial and industrial wastewater dischargers.
 - Annual sampling of industrial dischargers regulated under USEPA pretreatment permits.
 - Respond to incidents of sewer overflows and unpermitted discharges to District collection system.
 - Perform pretreatment inspections to identify unpermitted businesses.
- Collection:
 - Clean and video inspect 60 miles of the collection system.
 - Complete repairs to the collection system through manhole rehabilitation project.
 - Perform inspection on sanitary sewer manholes.

Wastewater Pumping Stations:

- Upgrade Programmable Logic Controllers (PLC's) at Pump Station 5

Wastewater Treatment:

- Continue to maintain sanitary assets.

- Planning:
 - Implement the Wastewater Master Plan recommendations by preparing detailed technical reports on: biosolids handling, wastewater characterization, and treatment alternatives analysis.
- Water Reclamation:
 - Begin preliminary design of the Reclamation Plant Improvements.

PERFORMANCE MEASURES

City Council Goal:

It is the goal of the City Council to provide a safe and enriched environment where people can live, work, and play

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Feet of sewer main line cleaned	405,568	411,981	450,000	450,000

Benchmark: to clean 100% of the sewer main line ever 3-5 years (approx. 800,000 feet of total sewer line)

Measure	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Est. Actual	FY 2025/26 Target
Number of resident complaints investigated	6	6	8	10
Percentage of investigations conducted within 1 hours of complaint	100.0%	100.0%	100.0%	100.0%

Benchmark: 100.0% of complaints investigated within 1 hour

Revenues & Expenses

Fund No. 871

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Estimated Working Capital July 1	\$ 33,639,227	\$ 37,631,725	\$36,682,606
Revenues			
Charges for Services			
FOG Application Fees	\$ 1,700	\$ 1,000	\$ 1,000
Refuse Bill. & Penalty	159,364	190,000	190,000
Other Operating	320	200	200
Base Rate Charge	1,303,933	1,488,972	1,488,972
Reclaimed Water Sales	8,735	10,000	10,000
Sewer Reg. Rate Charge	14,750,139	18,257,050	19,293,669
Connection Permits	7,666	15,000	15,000
Late Payment Penalty	170,425	111,600	111,600
Interest Income	1,192,162	153,719	1,314,515
Net Adjust. Fair Value	580,741	—	—
Rental Income	85,399	85,920	85,920
Other Non-operating	104,952	8,950	8,950
Total Revenues	\$ 18,365,536	\$ 20,322,411	\$22,519,826
Expenses			
Expenses-Customer Service			
Salaries and Benefits	\$ 352,342	\$ 397,977	\$ 305,278
Operational Charges	181,279	259,555	263,600
Allocations	135,660	106,646	91,144
Customer Service Total	\$ 669,281	\$ 764,178	\$ 660,022
Expenses-General & Administration			
Salaries and Benefits	\$ 3,433,431	\$ 3,945,690	\$ 3,675,884
Operational Charges	1,319,973	3,468,807	1,597,600
Allocations	1,884,852	1,779,107	1,751,406
General & Admin. Total	\$ 6,638,256	\$ 9,193,604	\$ 7,024,890
Expenses-Pumping Station			
Salaries and Benefits	\$ 286,270	\$ 426,406	\$ 461,811
Operational Charges	246,153	420,600	391,600
Allocations	121,895	154,320	238,142

SANITARY DISTRICT - OPERATING FUND

Pumping Station Total	\$ 654,318	\$ 1,001,326	\$ 1,091,553
Expenses-Collection System			
Salaries and Benefits	\$ 927,237	\$ 966,596	\$ 1,056,720
Operational Charges	587,362	662,350	695,750
Allocations	755,188	793,006	961,114
Collection System Total	\$ 2,269,787	\$ 2,421,952	\$ 2,713,584
Expenses-Reclamation Plant			
Salaries and Benefits	\$ 2,316,569	\$ 3,035,209	\$ 3,118,978
Operational Charges	2,362,193	3,380,295	2,959,400
Allocations	267,294	294,553	617,330
Reclamation Plant Total	\$ 4,946,056	\$ 6,710,057	\$ 6,695,708
Depreciation/Amortization			
Capital Purchases	\$ 1,122,605	\$ 1,180,413	\$ 860,000
Depreciation	2,610,025	—	—
Contra to Fixed Asset Cap.	(1,122,605)	—	—
Total Expenses	\$ 17,787,723	\$ 21,271,530	\$ 19,045,757
Wastewater Treatment JPA	\$ 14,031	\$ —	\$ —
Net Transfers (to)/from			
Other Funds	\$ 14,031	\$ —	\$ —
Estimated Working Capital Balance June 30	\$ 37,631,725	\$ 36,682,606	\$ 40,156,675
Full-Time Equivalent Employees	38.62	41.67	40.04

CAMARILLO SANITARY DISTRICT - DEBT SERVICE FUND

Revenues and Expenses

Fund No. 872

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Estimated Working Capital July 1	\$ (964,777)	\$ 628,299	\$ 1,525,464
Revenues			
Taxes			
Current Year Secured	\$ 1,511,421	\$ 1,276,929	\$ 1,611,405
Prior Year Secured	11,696	10,000	10,000
Current Yr Unsecured	36,369	22,620	22,620
Prior Year Unsecured	2,365	1,120	1,120
Supplemental	28,125	21,495	21,495
Homeowners Exemption	9,161	9,000	9,000
AB1484 Residual	111,069	20,000	100,000
Late Payment Penalty	2,826	2,990	2,990
Interest Income	50,637	3,890	77,231
Net Adjustment Fair Value	23,391	—	—
Total Revenues	\$ 1,787,060	\$ 1,368,044	\$ 1,855,861
Expenses			
Administrative	\$ 3,980	\$ 3,335	\$ 3,050
Investment Management	—	1,550	1,550
Interest Expense-Bonds	500,658	465,994	510,426
Bond Premium Amortization	(54,539)	—	—
Principal Payment-Bonds	800,000	—	—
Bond Deferred Loss Amortization	33,523	—	—
Contra-Bond Prin. Payments	(800,000)	—	—
CSD Debt Service Total	\$ 483,622	\$ 470,879	\$ 515,026
Estimated Working Capital Balance June 30	\$ 628,299	\$ 1,525,464	\$ 2,866,299

Revenues and Expenses

Fund No. 873

Description	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
Estimated Working Capital July 1	\$ 26,847,732	\$ 28,022,065	\$ 13,943,011
Revenues			
Interest Income	\$ 1,027,590	\$ 341,284	\$ 852,145
Net Adjustment Fair Value	504,887	—	—
Capital Improvement Fees	59,644	75,386	193,871
Total Revenues	\$ 1,592,121	\$ 416,670	\$ 1,046,016
Expenditures			
Capital Purchases	\$ —	\$ —	\$ —
Capital Projects	1,119,926	10,570,298	4,977,347
Capital Projects AB1600	1,010,619	3,925,426	502,653
Contra to Fixed Asset Capital	—	—	—
CSD Cap. Projects Total	\$ 2,130,545	\$ 14,495,724	\$ 5,480,000
Estimated Working Capital Balance June 30	\$ 28,022,065	\$ 13,943,011	\$ 9,509,027



CAPITAL IMPROVEMENT PLAN BUDGET OVERVIEW

The Five-Year Capital Improvement Program (CIP) for FY 2025-2030 includes planned capital improvement projects for a five-year period in the categories of transportation, water, sanitary, storm drainage, and buildings and grounds. The CIP includes 83 projects totaling over \$299 Million over the five-year period. The fiscal year 2025/26 Proposed Budget includes expenditures and funding for year one of the Five-Year CIP for a total of \$29.7 million.

Incorporated into the FY 2025/26 budget, is the implementation of a comprehensive project prioritization model - a first-of-its-kind initiative for the City. This effort is to ensure that resources are allocated strategically, aligning projects with City Council Strategic Plan - Goals and Objectives. This effort will enhance transparency, foster collaboration between City Council and staff, and provide clear direction for budget development. This structured approach improves fiscal discipline, supports informed decision-making, and increases public trust in how priorities are set.

Projects in the Five-year CIP are prioritized with consideration given to factors such as legal compliance, health and safety, asset condition and level's of service, equitable community investment, sustainability and resiliency, funding availability, quality of life, return on investment and project readiness. The first year of the CIP is the basis of the Capital Improvement Program Budget for Fiscal Year 2025/26. Routine operations and maintenance costs are included in the City's budget.

Projects are included in the CIP when, taken as a whole, the projects build, add to, improve or extend the useful life of a capital asset owned or paid for by the City, and are of a significant dollar value. CIP projects typically have a total cost above \$100,000 and are not routine maintenance items.

CAPITAL IMPROVEMENT PROGRAM BUDGET

The Fiscal Year 2025/26 budget includes capital improvement projects which reflect a strategic approach to infrastructure investment, prioritizing both the rehabilitation of aging assets and the development of new infrastructure to support the City's evolving needs. In alignment with the City's project prioritization model, only those project costs scheduled for in FY 2025/26 are budgeted at 100% funding.

The City maintains a separate Capital Improvement Projects Fund for general capital projects that are funded from discretionary sources such as capital fees collected from developers, state and federal grants, and transfers from the General Fund and the transportation funds. Additionally, the City also maintains separate Water and Sanitary Funds specifically for capital improvement projects related to those utilities.

CIP

Transportation

Project #	Project Title	Prioritization Rating	Secondary Rating	FY 2025/26 Budget	% of total through Year1	Total Project Costs (All Years)
SD-5052	Bridge Replacement at Las Posas Road and Ventura Boulevard	100	1	\$300,000	7%	\$26,882,962
ST-5088	Annual Resurfacing	95	2	\$874,645	100%	\$2,274,645
ST-5089	Annual Overlay	95	2	\$1,100,000	100%	\$1,378,992
ST-5099	Annual Resurfacing	95	2	\$1,200,000	54%	\$2,600,000
ST-5100	Annual Overlay	95	2	\$605,902	42%	\$1,905,902
ST-5108	Annual Resurfacing	95	2	\$200,000	8%	\$2,600,000
ST-5109	Annual Overlay	95	2	\$200,000	8%	\$2,400,000
ST-5157	Transit Charging Station	95	3	\$1,000,000	25%	\$4,000,000
ST-14-05	Camarillo Train Station Undercrossing	90	3	\$959,012	19%	\$17,020,000
ST-5006	Pleasant Valley Road Bike Lanes	90	4	\$2,404,253	32%	\$11,743,230
ST-5102	Central Avenue Bike Lane	90	5	\$200,000	18%	\$7,297,998
ST-5066	Las Posas Road Widening to 6 Lanes	60	-	\$50,000	1%	\$16,635,313
ST-5113	Hardscape and Sidewalk Renovation	60	-	\$150,000	25%	\$800,000
ST-12-01	Utility Undergrounding Project	50	-	\$100,000	100%	\$289,086
ST-5058	US 101 Improvements Early Action Project	-	-	\$104,430	16%	\$6,190,842
Total				\$9,448,242		\$104,018,970

Impact of Capital Projects on Operating Budgets

- ◆ Annualized maintenance of the Pleasant Valley Road Bike lanes is estimated at \$8,000 per year.

CIP

Water Utility Assets

Project #	Project Title	Prioritization Rating	Secondary Rating	FY 2025/26 Budget	% of total through Year1	Total Project Costs (All Years)
WT-11-01	North Pleasant Valley Groundwater Desalter	100	1	\$1,000,000	94%	\$72,954,561
WT-5167	NPV Desalter Permanent SBS Connection	100	1	\$410,000	100%	\$410,000
WT-5080	Advanced Metering Infrastructure	75	2	\$3,809,869	61%	\$12,026,088
WT-5148	Water System Generator Replacements	85	3	\$100,000	16%	\$1,900,000
WT-5081	Charter Oak Pump Station Nos. 1 & 2	85	4	\$500,000	21%	\$5,064,988
WT-5101	Well E	85	5	\$1,100,000	15%	\$10,999,999
WT-5149	Well F	85	6	\$300,000	11%	\$4,550,000
WT-5104	Airport Well 3 Improvements	65	-	\$100,000	8%	\$2,000,000
WT-5125	Camarillo Airport Water Main Improvements	65	-	\$150,000	4%	\$5,030,000
WT-5127	Reservoir No. 1 Valve Retrofit	65	-	\$100,000	15%	\$650,000
WT-5044	Reservoir Coatings	50	-	\$400,000	11%	\$5,639,224
WT-5126	Water Valve Replacements Phase 1	50	-	\$80,000	14%	\$580,000
Total				\$8,049,869		\$121,804,860

Water Utility Funding sources include:

- AB1600 Capital Fees provides funding to defray all or a portion of the cost of public facilities related to a development project.
- Water Fund utilizes fund balance accumulated for capital projects.

Impact of Capital Projects on Operating Budgets

No operational impacts anticipated for Fiscal Year 2025/26.

CIP Sanitary

Project #	Project Title	Prioritization Rating	Secondary Rating	FY 2025/26 Budget	% of total through Year1	Total Project Costs (All Years)
SS-5037	Pleasant Valley Road Sewer Force Main	95	1	\$100,000	5%	\$22,738,218
SS-5120	Wastewater System Generator Replacement	95	2	\$1,550,000	67%	\$3,800,235
SS-14-02	Dawson Drive to Metrolink Station Sewer	95	3	\$400,000	53%	\$2,150,136
SS-11-01	Flood Improvements at WRP	95	4	\$100,000	8%	\$12,964,788
SS-5118	Water Reclamation Plant Upgrades- Phase I	95	5	\$500,000	6%	\$24,000,000
SS-5119	Water Reclamation Plant Upgrades- Phase II	95	6	\$1,000,000	3%	\$126,299,999
SS-10-03	Daily Drive/101 Freeway Sewer Improvements	85	8	\$290,000	33%	\$6,182,965
SS-5159	Pump Station Nos. 3 and 5 Improvements	85	9	\$550,000	36%	\$1,800,000
SS-5161	WRP Entrance Road Improvements	85	10	\$100,000	31%	\$800,000
SS-5072	Sewer Improvements per SSMP	95	11	\$300,000	15%	\$2,000,000
SS-5164	Sludge Pump Station Improvements	55	-	\$200,000	14%	\$1,400,000
SS-5098	Conejo Creek Bank Repair at WRP	50	-	\$140,000	18%	\$1,399,612
SS-5150	WRP Clarifier Tanks Coating and Repair	50	-	\$250,000	15%	\$2,350,000
Total				\$5,480,000		\$207,885,953

Sanitary District Funding sources include:

- AB1600 Capital Fees provides funding to defray all or a portion of the cost of public facilities related to a development project.
- Sanitary Fund utilizes fund balance accumulated for capital projects.

Impact of Capital Projects on Operating Budgets

No operational impacts anticipated for Fiscal Year 2025/26.

CIP

Storm Drainage

Project #	Project Title	Prioritization Rating	Secondary Rating	FY 2025/26 Budget	% of total through Year1	Total Project Costs (All Years)
SD-11-01	Beardsley Wash Repair	85	3	\$100,000	22.22%	\$900,000
Total				\$100,000		\$900,000

Impact of Capital Projects on Operating Budgets

No operational impacts anticipated for Fiscal Year 2025/26.

CIP

Buildings and Grounds

Project #	Project Title	Prioritization Rating	Secondary Rating	FY 2025/26 Budget	% of total through Year1	Total Project Costs (All Years)
CP-5095	Dizdar Park Renovation and Expansion	-	1	\$2,000,000	100%	\$10,261,339
LB-5143	Library HVAC Equipment Replacement	100	4	\$30,000	1%	\$3,530,000
CY-5163	Corporation Yard Remodel Phase 1	85	6	\$3,690,000	100%	\$3,820,000
CH-5082	City Hall Renovation	85	9	\$500,000	100%	\$1,296,125
CH-5067	Standby Power - City Facilities	-	-	\$300,000	100%	\$2,212,296
LS-5112	Street Tree Replacement	-	-	\$100,000	27%	\$550,000
Total				\$6,620,000		\$21,669,760

Impact of Capital Projects on Operating Budgets

Annualized ongoing maintenance of the Dizdar Park is estimated at \$82,000 per year.

CAPITAL IMPROVEMENT PROGRAM FINANCING

DEBT OBLIGATIONS

The CIP Budget includes appropriations for the servicing of the debt obligations for the City. This discussion does not include proposed or existing bonds or notes whose repayments are not the obligation of the City, such as the 1915 Act Bonds & Notes, Mello-Roos Bonds, and Camarillo Community Development Commission Bonds, nor does it include bonds where the City serves only as a conduit for financing such improvements for housing or industrial development. The obligations included in the budget represent the annual installment payments of principal and interest to be paid on City promissory notes or bond obligations existing at July 1, 2024.

The City of Camarillo has very little debt. The following descriptions include current outstanding debt:

2012 PFA Library Lease Revenue Bonds - AA+

Purpose: Provide funds to refund the Authority's Lease Revenue Bonds, 2003 Series A (Library Project, which financed a portion of the costs associated with the library renovation project and the cost of issuance expenses on the bonds).

\$7,630,000 issued April, 2012

Principal Outstanding 7/1/25: \$3,330,000

Maturity Date: 2033

Interest Rate: 1.00% - 4.25%

Funding Sources: General Fund

2003 Library Bonds were defeased in order to issue 2012 PFA Library Lease Revenue Bonds.

Camarillo Sanitary District Wastewater Revenue Refunding Bonds, Series 2015 - AA+

Purpose: Finance certain improvements to the District's Wastewater Enterprise

\$18,900,000 issued August 2015

Principal Outstanding 7/1/24: \$11,760,000

Maturity Date: 2036

Interest Rate: 2% - 5%

Funding Sources: CSD ratepayers

2005 CSD Wastewater Revenue Bonds were defeased in order to issue the Series 2015 Bonds.

DEBT LIMIT

Legal debt limits in California apply to general obligation debt. General obligation debt is issued to fund the construction or acquisition of improvements to real property and/or public infrastructure that benefit the public at large. Examples of projects include libraries, parks, overpasses and public safety facilities. All general obligation debt will be authorized by the required 2/3 majority voters

Legal Debt Margin Calculation for Fiscal Year 2024/25

Assessed valuations:

Net assessed value	\$ 16,944,621
Add back: exempt real property	562,429
Gross assessed value	<u>17,507,050</u>
Debt limitation - 15% of total assessed value	\$ 2,626,058
Less debt applicable to limitation	<u>—</u>
Legal debt margin	<u>2,626,058</u>

The governing body of the City will decide whether a debt limit should be imposed on issuing other types of debt. Given the limited debt that the City has had to issue, and because of the restrictive fiscal policies in place, we have not adopted a formal debt limit on any other type of debt except land-secured financing.

DEBT POLICY

The City has formally adopted a policy governing when it will issue land-secured financing (see appendices for complete policy). Typically, the debt instrument for Camarillo is governed by the source of funds that will be used to repay the debt. In the enterprise funds, debt is incurred for capital improvements that benefit either the existing customers or future customers. The policy is that the funding sources for the repayment of such debt are distributed to the existing and future customers based on benefit. Existing customers will see that a portion of the debt repayment is included in their utility rate. Future customers will see an element of the Capital Connection Fee is related to the debt for the expansion of the utility infrastructure to support the growth.

Debt that is to be paid from the General Fund is only issued when an analysis shows that the repayment of the debt does not jeopardize the reserve policy, and that it can be repaid using ongoing revenues. The City's current debt obligations from the General Fund require an annual contribution of less than 1.5% of the General Fund revenue.

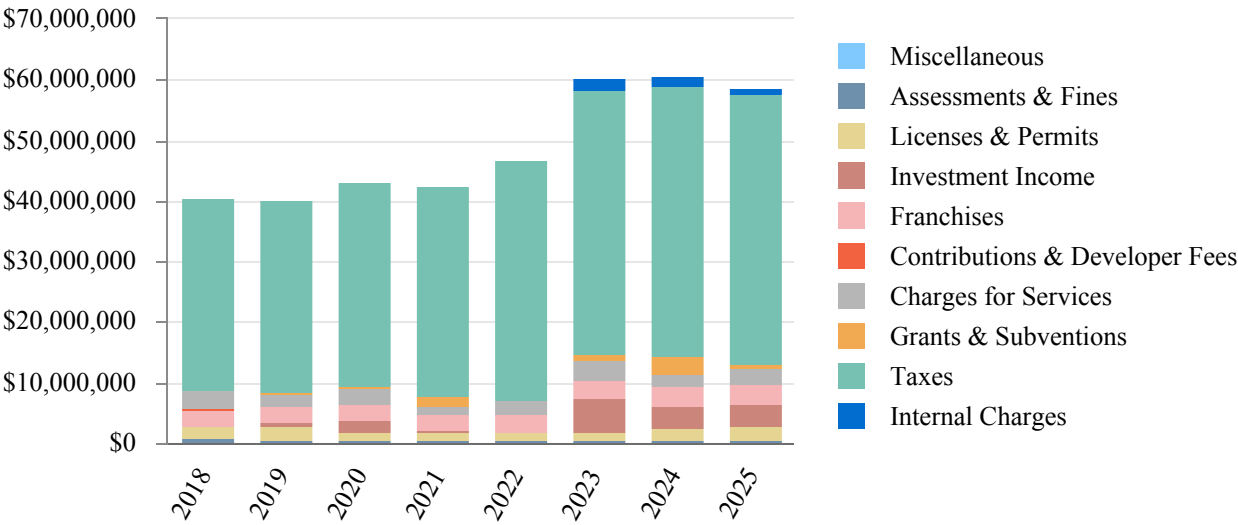


Financial Trend Information

General Governmental Revenues by Source

FISCAL YEAR ENDED JUNE 30	2019	2020	2021	2022
POPULATION	69,880	69,964	70,739	70,739
REVENUES				
Taxes	31,991,330	33,604,970	34,659,918	39,605,144
Grants & Subventions	181,490	275,618	1,719,007	235,123
Franchises	2,657,650	2,719,894	2,824,105	2,932,138
Charges for Services	2,029,775	2,633,263	1,185,614	2,123,858
Contributions & Developer Fees	10,000	32,832	25,150	41,315
Assessments & Fines	484,470	528,057	542,817	560,734
Licenses & Permits	2,388,120	1,459,176	1,440,413	1,477,050
Investment Income	662,400	1,927,646	18,431	(1,470,935)
Miscellaneous	32,000	20,844	147,300	47,118
Internal Charges	—	—	—	—
Total Revenue	<u>\$ 40,437,235</u>	<u>\$ 43,202,300</u>	<u>\$ 42,562,755</u>	<u>\$ 45,551,545</u>
REVENUE PER CAPITA				
Taxes	457.80	480.32	489.97	559.88
Grants & Subventions	2.60	3.94	24.30	3.32
Franchises	38.03	38.88	39.92	41.45
Charges for Services	29.05	37.64	16.76	30.02
Contributions & Developer Fees	0.14	0.47	0.36	0.58
Assessments & Fines	6.93	7.55	7.67	7.93
Licenses & Permits	34.17	20.86	20.36	20.88
Investment Income	9.48	27.55	0.26	(20.79)
Miscellaneous	0.46	0.30	2.08	0.67
Total Per Capita	<u>\$ 578.66</u>	<u>\$ 617.51</u>	<u>\$ 601.68</u>	<u>\$ 643.94</u>

TOTAL REVENUES



Financial Trend Information

General Governmental Revenues by Source

FISCAL YEAR ENDED JUNE 30	2023	2024	2025	2026
POPULATION	70,171	70,741	69,467	68,927
REVENUES				
Taxes	43,592,575	43,592,575	44,350,312	44,647,565
Grants & Subventions	1,157,542	1,157,542	3,143,982	774,000
Franchises	3,084,742	3,084,742	3,204,199	3,155,948
Charges for Services	3,216,460	3,216,460	1,916,147	2,430,160
Contributions & Developer Fees	93,055	93,055	41,476	83,041
Assessments & Fines	646,435	646,435	499,670	623,670
Licenses & Permits	1,226,454	1,226,454	2,300,000	2,324,340
Investment Income	3,648,064	5,536,698	3,705,000	3,648,068
Miscellaneous	476,078	476,078	21,773	143,773
Internal Charges	1,978,927	1,978,927	1,743,715	890,061
Total Revenue	<u>\$ 59,120,332</u>	<u>\$ 61,008,966</u>	<u>\$ 60,926,274</u>	<u>\$ 58,720,626</u>
REVENUE PER CAPITA				
Taxes	621.23	616.23	638.44	647.75
Grants & Subventions	16.50	16.36	45.26	11.23
Franchises	43.96	43.61	46.13	45.79
Charges for Services	45.84	45.47	27.58	35.26
Contributions & Developer Fees	1.33	1.32	0.60	1.20
Assessments & Fines	9.21	9.14	7.19	9.05
Licenses & Permits	17.48	17.34	33.11	33.72
Investment Income	51.99	78.27	53.33	52.93
Miscellaneous	6.78	6.73	0.31	2.09
Internal Charges	28.20	27.97	25.10	12.91
Total Per Capita	<u>\$ 842.52</u>	<u>\$ 862.44</u>	<u>\$ 877.05</u>	<u>\$ 851.93</u>

Financial Trend Information

General Governmental Expenditures by Function

FISCAL YEAR ENDED JUNE 30	2019	2020	2021	2022
POPULATION	69,880	69,964	70,739	70,171

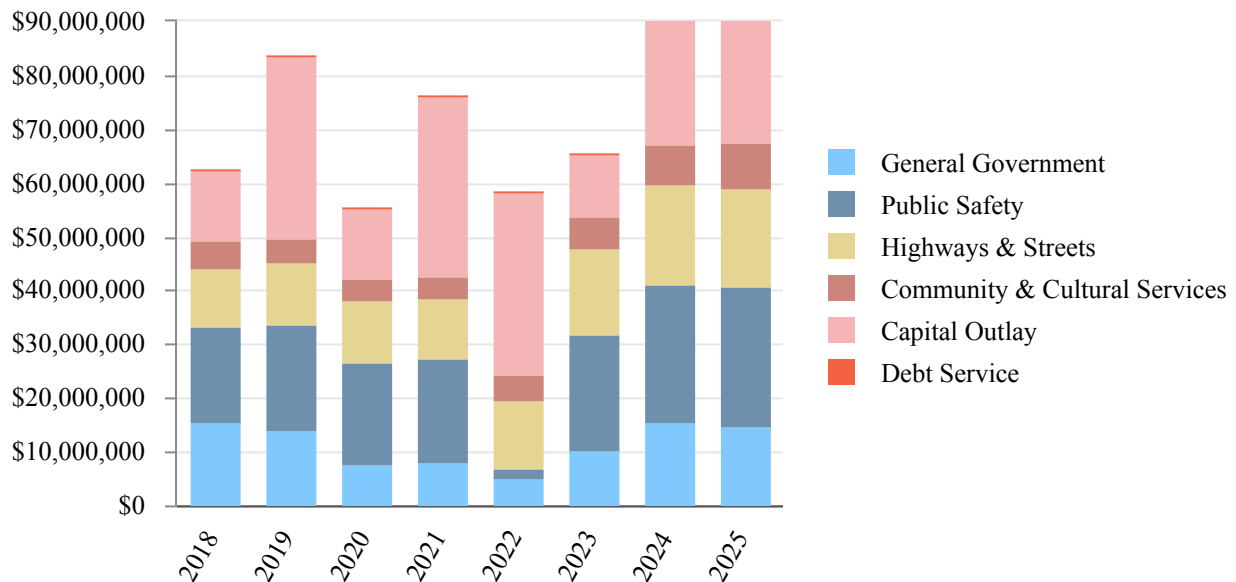
EXPENDITURES

General Government	7,658,660	8,069,335	8,069,335	5,221,202
Public Safety	19,086,438	19,365,660	17,848,055	18,880,211
Highways & Streets	11,537,731	11,109,744	11,705,242	12,728,176
Community & Cultural Services	4,234,610	4,060,715	4,046,294	4,897,362
Capital Outlay	12,942,926	33,686,770	33,686,770	33,686,770
Debt Service	496,276	493,799	491,028	495,698
Total Expenditures	\$ 55,956,641	\$ 76,786,023	\$ 75,846,724	\$ 75,909,419

EXPENDITURES PER CAPITA

General Government	109.60	115.34	114.07	74.41
Public Safety	273.13	276.79	252.31	269.06
Highways & Streets	165.11	158.79	165.47	181.39
Community & Cultural Services	60.60	58.04	57.20	69.79
Capital Outlay	185.22	481.49	476.21	480.07
Debt Service	7.10	7.06	6.94	7.06
Total Per Capita	\$ 670.87	\$ 1,097.51	\$ 1,072.20	\$ 1,081.78

TOTAL EXPENDITURES



Financial Trend Information

General Governmental Expenditures by Function

FISCAL YEAR ENDED JUNE 30	2023	2024	2025	2026
POPULATION	70,171	70,741	69,467	68,927
EXPENDITURES				
General Government	10,529,011	10,525,041	15,413,705	14,814,531
Public Safety	21,400,166	21,400,166	25,651,684	25,994,006
Highways & Streets	15,887,561	8,673,055	10,523,284	10,354,250
Community & Cultural Services	5,994,792	5,453,161	6,853,639	7,517,709
Capital Outlay	9,341,123	340,899	1,321,398	85,000
Debt Service	487,918			
Total Expenditures	\$ 63,640,571	\$ 46,392,322	\$ 59,763,710	\$ 58,765,496
EXPENDITURES PER CAPITA				
General Government	150.05	148.78	221.89	214.93
Public Safety	304.97	302.51	369.26	377.12
Highways & Streets	226.41	122.60	151.49	150.22
Community & Cultural Services	85.43	77.09	98.66	109.07
Capital Outlay	133.12	4.82	19.02	1.23
Debt Service	6.95	—	—	—
Total Per Capita	\$ 906.93	\$ 655.80	\$ 860.32	\$ 852.57



City of Camarillo

CITY COUNCIL POLICY

Section: Finance

Date Adopted: March 1976

Last Amended: February 8, 2023

Subject: **Budget and Fiscal Policy**

Number: 3.01

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PURPOSE

To establish guidelines for budget development, administration and management, financial reporting and user fee cost recovery goals.

BUDGET

A. Budget Objectives

In developing the budget, City departments will adhere to the Council's Goals, Objectives and Strategic Action Plan. Through its Financial Plan, the City will link resources with results by:

1. Identifying community needs for essential services.
2. Organizing the programs required to provide these essential services.
3. Establishing program policies and goals which define the nature and level of program services required.
4. Identifying activities performed in delivering program services.
5. Proposing objectives for improving the delivery of program services.
6. Evaluating the availability of sustainable revenue sources to fund programs.
7. Identifying and appropriating the resources required to perform program activities and accomplish program objectives.
8. Setting standards to measure and evaluate:
 - a. Revenues.
 - b. Expenditures.
 - c. Fund Balances.
 - d. Reserve Levels.

B. Budget Development Guidelines

The following general guidelines are designed to assist in budget planning and development:

1. Each year, the City Council will conduct a budget workshop prior to adoption.
2. The City Council will adopt a resolution appropriating and approving the budget for the ensuing fiscal year no later than June 30 of each year.
3. The budget process may include the development of a balanced two-year budget when financial circumstances are appropriate.

C. Capital Improvement Program (CIP) Budget

Pursuant to Government Code Section 66002(b), a Capital Improvement Program (CIP) will be adopted at a noticed public hearing. Guidelines for the development of the City's annual CIP are defined in the Capital Improvement Program Policy, 8.07. The Annual Budget or a two-year Budget if deemed appropriate, will include the revenue and expenditures included in the CIP.

D. Operating Carryover

Unexpended operating appropriations for grants or those supported by a Purchase Order, including appropriations for the purchase of capital equipment, may be carried over from one budget year to the next by City Council Resolution.

E. Capital Projects Carryover

Unexpended capital appropriations for balances in capital projects may be carried forward from one budget year to the next by City Council Resolution. Remaining appropriation balances from completed capital projects will be unappropriated and returned to fund balance. These funds will be available for future projects.

F. Goal Status Reports

The status of major program objectives will be formally reported to the City Council on an ongoing, periodic basis, including but not limited to the mid-year review and the annual budget workshop.

G. Mid-Year Budget Reviews

The City Council will formally review the City's financial condition no later than March of each year and amend the budget, as necessary. However, the City Council, in its discretion, may review the current fiscal year budget or require financial reports more often.

H. Balanced Budget

The City will maintain an operationally balanced budget. This means the budget will include the following:

1. Operating revenues must fully cover operating expenditures, including operating transfers, and debt service.

Adopted 3.1, March 1976
Amended October 25, 2000
Amended 3.01, 10/27/04; 4/9/14; 11/20/19; 1/12/22; 2/8/23

Policy 3.01
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2. Under this policy, it is allowable for total expenditures to exceed revenues in a given year; however, available fund balance can only be used to fund capital improvement plan projects, or other “one-time,” non-recurring expenditures.
3. Ending fund balance (or working capital in the enterprise funds) must be in compliance with City targeted reserve levels as defined in the Reserve Level Policy, 3.05.

I. Budget Administration

The City Council may, by majority vote of the City Council members, amend or supplement the budget at any time after its adoption. The City Manager has the authority to make administrative adjustments to appropriations as long as there is no funding source incompatibility and provided those changes do not increase overall appropriations. Any major or critical budgetary issues will be submitted to City Council as soon as it is practical.

FINANCIAL REPORTING

A. Annual Reporting

The City will prepare annual audited financial statements as follows:

1. The City will contract for an annual audit by a qualified independent certified public accounting firm. The City will strive for an auditor's unqualified opinion.¹
2. The City will use Generally Accepted Accounting Principles (GAAP) in preparing its annual financial statements, and will strive to meet the requirements of the Government Finance Officers' Association (GFOA) Award for Excellence in Financial Reporting program.
3. The City will issue audited financial statements within 180 days after fiscal year-end. If a management letter is received by the auditors, the Director of Finance will provide it to the City Council within 15 days of receiving the final management letter along with written responses to the items outlined in the letter.

B. Interim Reporting

The Director of Finance will prepare and issue timely interim reports on the City's fiscal status to the City Council and staff. This may include:

1. Monthly revenue and expenditure reports.
2. Mid-year budget reviews.

¹ Auditors express an unqualified opinion when the financial statements present fairly, in all material respects, the respective financial position, results of operations, and cash flows of the entity in conformity with generally accepted accounting principles. The unqualified opinion is the most desirable opinion from the entity's point of view.

3. Status report during budget review process.
4. Online access to the City's financial data.

GENERAL REVENUE MANAGEMENT

A. Diversified and Stable Revenue Base

The City will seek to maintain a diversified and stable revenue base to minimize the effects of economic fluctuations in any single revenue source.

B. Long-Range Focus

The City Council will emphasize and facilitate long-range financial planning through the annual budget development process which includes a five-year General Fund fiscal forecast and a five-year capital improvement program.

C. Interfund Transfers and Loans

Transfers between funds are clearly set forth in the Budget. These transfers, under which financial resources are transferred from one fund to another, are distinctly different from interfund loans, which are usually made for temporary cash flow needs, and are not intended to result in a permanent transfer of financial resources. Therefore, interfund transfers result in a change in fund equity; interfund loans do not, as the intent is to repay the loan.

Periodically, interfund loans may be appropriate; however, these are subject to authorization from the Director of Finance for cash flow purposes whenever the cash shortfall is expected to be resolved within 90 days. Any interfund loans for cash flow or other purposes which exceed 90 days require case-by-case approval by the City Council.

USER FEES AND RATES

A. User Fee and Utility Rates Cost Recovery

It is the intent of the City to collect user fees and/or utility rates for services provided to the public, where applicable.

B. Annual Review

User fees and utility rates will be reviewed and updated at least annually to ensure that they keep pace with the cost of providing the service. User fees will be calculated annually via the Master Fee Schedule, which would reflect an adjustment for any year-over-year change in Labor Cost and be presented to City Council. For purposes of this adjustment, Labor Costs would include both salary and related benefits. Fees may also be adjusted more often if there have been significant changes in the method, level or cost of service delivery.

C. Cost Recovery

Adopted 3.1, March 1976
Amended October 25, 2000
Amended 3.01, 10/27/04; 4/9/14; 11/20/19; 1/12/22; 2/8/23

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1. Cost recovery for City-provided services should generally be very high. In most instances, the City's cost recovery goal should be 100%. Exceptions to this standard include:
 - a. To encourage compliance.
 - b. Economic development.
 - c. Statutory limit.
 - d. Small residential customer.
 - e. Encourage community events.
 - f. Public convenience.
2. The City will clearly establish and articulate standards for reviewing developer applications to ensure that there is "value for cost."

D. Utility Fees and Rates

1. Water and Sewer Enterprises. The City will set utility fees and rates in a process that, as applicable, complies with Article XIID, Section 6 of the California Constitution, enacted by Proposition 218. Proposed rate and fee changes will be subject to the public hearing and protest requirements of Proposition 218. The utility fees and rates will be set at levels which fully cover the total direct and indirect costs, including operations, capital, and debt service, while also maintaining adequate reserves to comply with the City's reserve policy.
2. Solid Waste Enterprise. The City will rely on the contract with the service provider to establish standards for setting rates for solid waste activities.
3. Transit Enterprise. The City will establish transit fees which balance the recovery of a portion of the cost of providing the service with motivation for the use of public transportation in the community.

E. Comparability with Other Communities

There are many factors that affect how and why other communities have set fees and utility rates at certain levels; therefore, fee and rate surveys must never be the sole or primary criteria in setting the City of Camarillo fees and rates. The City, however, will consider fees and utility rates charged by other agencies to meet the following objectives:

1. To reflect the "market" for these fees and rates.
2. To assist in assessing the reasonableness of Camarillo's fees and rates.
3. To serve as a benchmark for how cost-effectively Camarillo provides its services to the community.

Adopted 3.1, March 1976
Amended October 25, 2000
Amended 3.01, 10/27/04; 4/9/14; 11/20/19; 1/12/22; 2/8/23

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City of Camarillo
CITY COUNCIL POLICY

Section: Finance

Date Adopted: May 27, 1992
Last Amended: January 12, 2022

Subject: **Reserve Level**

Number: 3.05

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PURPOSE

The City will maintain unappropriated fund or working capital balances in the General Fund, certain Enterprise Funds, certain Special Revenue Funds, Debt Service Funds and Internal Service Funds, and the Capital Improvement Fund. This policy is developed to consider the targeted levels necessary to maintain the City's credit worthiness and to adequately provide for:

- Economic uncertainties and other financial hardships or downturns in the local or national economy.
- Local disasters or catastrophic events.
- Debt or capital obligations.
- Cash flow requirements.
- Legal requirements.

Reserves above the targeted levels stated in this Policy may be appropriated with City Council authorization.

POLICY

A. **General Fund**

1. The City will maintain a minimum reserve level of 50% of the operating budget. The budget will include appropriations for operating expenditures plus transfers to other funds for operations, excluding transfers for capital projects.
2. The City will establish and maintain a designated fund balance in the General Fund equal to the discretionary contribution for the future capital improvements outlined in the Five-Year Capital Improvement Program. Discretionary Funding is allocated to projects when funds from other sources (i.e. grants, impacts fees) are not available.

B. **Special Revenue Funds**

For all Maintenance District Funds, except those that operate on a citywide basis, the City will target a reserve level of 20% of the operating budgets for cash flow purposes. The budgets will include appropriations for operating expenditures.

Fund Name

Zone 1 - Mission Oaks MD1A
Zone 2 - Wittenberg
Zone 3 - Armitos Storm Basin
Zone 4 - Mission Oaks Industrial
Zone 5 - Presley
Zone 6 - Spanish Hills
Zone 7 - Sares/Regis
Zone 8 - Vista Las Posas
Zone 9 - Adolfo Glen III
Zone 10 - Adolfo Glen II

C. Debt Service Funds

Reserve levels for Debt Service Funds will be established and maintained as prescribed by the bond covenants adopted at the time of the issuance of debt.

D. Internal Service Funds

1. Risk Management Fund. A Risk Management Reserve will be established and maintained equal to the sum of the following elements:
 - three times the self-insured retention for liability claims, plus
 - 100% of the greatest deductible for any single property damage coverage, plus
 - 25% of the annual appropriation for workers' compensation.
2. Information Services Fund. A Computer Replacement Reserve will be established and maintained to ensure the timely replacement of computer equipment and software. The reserve level will be the greater of 100% of the accumulated depreciation or a schedule defined by the City Council adopted Information Systems Master or Strategic Plan.
3. Vehicle & Equipment Fund. A Vehicle & Equipment Replacement Reserve will be established and maintained equal to 120% of the accumulated depreciation.
4. City Facility Funds. A Capital Outlay Reserve will be established and maintained, based on 100% of a reserve study capital replacement plan, to fund cash flow and the rehabilitation or replacement costs of existing City facility components.

Adopted 3.5, 5/27/1992
Amended 5/23/2001
Amended 3.05, 5/9/07; 6/13/18; 1/12/22

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E. Enterprise Funds

1. Solid Waste Operating Fund

The City will establish and maintain a targeted reserve level of 5% of operating budget.

2. Water Utility Operating Fund

The City will establish and maintain a targeted reserve level based on the following schedule:

Operations	3 Months O&M
Capital	Annual Depreciation (Replacement Costs)
Rate Stabilization	5% of Commodity Sales
Debt Service	1 Year of Debt Service
Restricted/Emergency	1% of Asset at Replacement Costs

3. Sanitary District Operating Fund

The City will establish and maintain a targeted reserve level based on the following schedule:

Operations	3 Months O&M
Capital	Annual Depreciation (Replacement Costs)
Debt Service	1 Year of Debt Service
Restricted/Emergency	1% of Asset at Replacement Costs

F. PROCEDURE

The Finance Department will perform a reserve analysis to be submitted to the City Council upon the occurrence of the following events:

- City Council deliberation of the annual budget,
- presentation of the annual financial report,
- midyear budget review, and
- when a major change in conditions threatens the reserve levels established within this policy.

If the analysis indicates projected or actual reserve levels that fall either 10% below or 10% above the levels outlined in this policy, at least one of the following actions will be included with the analysis:

- an explanation of why the reserve levels are not at the targeted level, or
- an identified course of action to bring reserve levels to the target prescribed.

Adopted 3.5, 5/27/1992
Amended 5/23/2001
Amended 3.05, 5/9/07; 6/13/18; 1/12/22

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City of Camarillo

CITY COUNCIL POLICY

Section: Finance

Date Adopted: March 11, 1988

Last Amended: November 9, 2022

Subject: **Fiscal Management**

Number: 3.03

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PURPOSE

To establish guidelines regarding the responsibilities and controls for the proper management of the City's monetary assets in order to maintain sound and conservative financial practices to ensure the fiscal sustainability of the City.

POLICY

A. Finance Committee and Investment Committee responsibilities

1. A Finance Committee will be appointed by the City Council consisting of two members of the City Council. The Councilmembers appointed will serve a two-year term on the Committee, with one new Councilmember being appointed to the Committee annually. The City Manager, the Director of Finance, the Assistant Director of Finance, and the Finance/Accounting Manager will serve as liaison to the Committee. The Finance Committee will meet as deemed necessary. The Committee will monitor the fiscal operations of the City, and will make recommendations to the City Council relating thereto, including but not limited to:
 - a. Budgetary matters.
 - b. Banking matters.
 - c. Audit specifications, responses and procedures.
 - d. Auditor selection.
 - e. Controls for fiscal and auditing services.
 - f. Finance and accounting procedures and methods.
2. An Investment Committee consisting of the Finance Committee members and two members from the community appointed by the City Council will meet a minimum of once each month. The Investment Committee will make recommendations to the City Council relating thereto, including but not limited to:

- a. Investment strategy.
 - b. Investment policy.
 - c. Broker selection.
 - d. Investment Advisor selection.
- B. The annual budget presented for review and adoption by the City Council will include a statement signed by the City Manager and the Director of Finance stating that sufficient funds will be available to finance the expenditures proposed for the budget period.
- C. The Director of Finance will provide to the City Council monthly reports documenting the status of revenues and expenditures as compared to the adopted budget.
- D. The City Manager will notify the City Council verbally as soon as possible of any important changes in the City's financial position and follow-up with a written report within 24 hours.
- E. The City Manager, Assistant City Manager and the Director of Finance will monitor and manage the daily cash flow of the City. They will:
- 1. Determine that sufficient cash exists prior to the issuance/ mailing of City checks.
 - 2. Prepare and monitor monthly and annual revenue and expenditure projections.
 - 3. On a regular basis evaluate present and future cash needs and status of current projects of each department.
 - 4. Provide monthly investment reports to the Investment Committee and City Council that include a management summary of the status of the investment portfolio and all security transactions made during the past month.
 - 5. Provide immediate verbal notification to the City Manager and follow-up with written notices to the City Manager and Finance Committee if cash flow problems are anticipated.
- F. Wire transfer authority will be restricted to the Director of Finance, Assistant City Manager and the City Manager (the Primary Signatories).
- 1. Primary Signatories: City Manager
Assistant City Manager
Director of Finance

Adopted 3.3, March 11, 1988
Amended July 10, 2002
Amended 3.03, 7/28/04; 12/14/05; 11/4/15; 6/14/17; 11/9/22

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2. Secondary Signatories: Assistant Director of Finance
Finance/Accounting Manager
3. Wire transfers to and from the City's Bank accounts must be initiated using a form signed by two of the Primary Signatories for the following transactions:
 - a. State of California Local Agency Investment Fund (LAIF) wires. LAIF withdrawals must only be wired to the City's main checking account or the City's third-party custodian.
 - b. The City's third-party custodian wires. Withdrawals from the City's third-party custodian account should be automatically wired to the City's main checking account if no other instructions are provided. In addition, two of the Primary Signatories can, in writing, authorize the purchase of a security.
 - c. Other wire transactions necessary to conduct City operations.
- G. The Finance Committee will also serve as the Audit Committee. The Audit Committee will be responsible for developing auditor selection specifications, managing the auditor selection process and making recommendations to the City Council regarding auditor selection, as well as holding pre- and post-audit meetings with the auditor.
- H. Auditor Selection
 1. The City will contract with an independent audit firm for an initial period of three years. Provided that services are satisfactory to staff and the City Council at the conclusion of the initial three-year period, staff will be authorized to negotiate up to an additional two-year term and agreement, subject to City Council approval.
 2. Following the first four-year period of utilizing services from the independent audit firm, other audit firms will be given the opportunity to be considered through a selective bid process, including the City's current audit firm. If the current firm is extended for an additional term, a mandatory rotation of the Partner and Manager shall take place (Government Code Section 12410.6(b)).
 3. Following ten consecutive years of utilizing any single audit firm, a mandatory rotation of firms will take place.
- I. Immediately upon completion of the Annual Comprehensive Financial Report (ACFR) and the auditor's Management Letter, copies will be distributed to the City Council and appropriate staff. The City's auditors will then meet with the Finance Committee at the next meeting to discuss the ACFR and the letter. The ACFR and the Management Letter will then be presented by the City's auditors to the City Council at the next City Council Meeting. The presentation to the City

Adopted 3.3, March 11, 1988
Amended July 10, 2002
Amended 3.03, 7/28/04; 12/14/05; 11/4/15; 6/14/17; 11/9/22

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Council by the auditors will include specific reference regarding the City's fiscal health.

- J. The City Manager and Director of Finance will, upon appointment of newly elected Councilmembers, conduct an orientation meeting to review the financial operations of the City. Information to be provided will include, but not be limited to: budget format, investment policies, financial policies and procedures, an explanation of revenue sources, the Five-Year Capital Improvement Program, financial terminology and committee structures and responsibilities.
- K. All investment matters of the City will be conducted in a manner consistent with the City's Investment Policy.

Adopted 3.3, March 11, 1988
Amended July 10, 2002
Amended 3.03, 7/28/04; 12/14/05; 11/4/15; 6/14/17; 11/9/22

Policy 3.03
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City of Camarillo
CITY COUNCIL POLICY

Section: City Council

Date Adopted: November 1996
Last Amended: November 9, 2022

Subject: **Community Grant Funding Policy**

Number: 1.12

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PURPOSE

To establish guidelines for the City's annual Community Service Grants and Community Support Funding.

POLICY

In addition to its fiduciary responsibility to provide essential services, the City desires to support a limited number of special community programs and activities of direct benefit to Camarillo residents. Annually, the City will consider requests for Community Service Grants and Community Support Funding to be budgeted from the General Fund. Awards issued do not obligate the City to subsequent or ongoing funding.

COMMUNITY SERVICE GRANTS

A. **Funding Sources**

1. The General Fund

- a. Community Service Grants are a competitive grant process with applications submitted for a share of the calculated funding amount as set forth in subparagraph c. Annual community events are not eligible for community service grants.
- b. Funding will be allocated from the General Fund for the upcoming fiscal year by the City Council during the annual budget review and adoption process.
- c. The guideline for staff to calculate the recommended amount of funds available will be .0005 of 1% of citywide property assessed valuation, as reported by the Ventura County Assessor for the current fiscal year.

- d. Funding will only be available in those fiscal years in which the citywide property assessed valuation has grown at least 2% over the previous year.
 - e. All funds do not need to be expended. The unexpended portion of the General Fund calculated contribution for the current year will not carry over from year to year.
2. Private corporations which use the City as a conduit to obtain private tax-exempt bonds for private development.
- a. These corporations will be required to contribute to the Community Service Grant program. Companies will pay, in addition to costs incurred by the City, an initialization fee of $\frac{1}{2}$ of 1% of the bond principal amount plus annually $\frac{1}{10}$ th of 1% of the original bond principal amount. The initialization fee will be due at the closing of the bond issue.
 - b. The annual fee will be payable at the closing of the bond issue for the first year (prorated if less than one year) and July 1 each year thereafter in advance.
3. Miscellaneous donations
- The City will publicly acknowledge the contributing companies and donors when disbursing donations or conduit financing to the receiving organizations or agencies when applicable.

B. Eligibility

1. Eligible Programs
- a. Community service activities sponsored by Camarillo area organizations that benefit Camarillo residents, including enhancement of established events and programs in Camarillo.
 - b. Capital expenditure projects of eligible organizations that serve Camarillo residents.
2. Eligible Organizations
- a. Community service organizations, nonprofit corporations, and parent/teacher groups that directly serve or benefit Camarillo residents.
 - b. Camarillo based non-profit organizations that have a valid and current 501(c)(3) registration.
3. Ineligible Programs
- a. City-sponsored projects.
 - b. Annual community events.

Adopted 1.12, 12/1996
Amended 12/8/99; 6/25/03; 11/17/04; 11/14/12; 10/23/19; 11/20/19; 11/9/22

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- c. Programs of other governmental agencies, including federal, state, county, city, special districts, and school districts.
 - d. Funding for on-going operations or salaries.
 - e. Funding for programs with more than a quarterly frequency.
4. Ineligible Organizations
- a. For-profit organizations.
 - b. Camarillo-based non-profit 501(c)(3) organizations in which a member of the City Council is a Director or Officer.
 - c. Foundations connected with or established to support public agencies.
 - d. Funding for events that are solely pass-through or fundraising events.
 - e. Organizations that are receiving Community Event Funding.
5. Safe and Sober After Prom events will receive special consideration.
6. Organizations are limited to a period of three consecutive years for receiving Community Service Grant funding. Programs qualifying under number five above are excluded from this provision.

C. Application Process

- 1. Grant applications will be submitted by January 31 of each year.
 - 2. Applications will be submitted on a form provided by the City, along with requested attachments to enable the allocation of limited funding for support of community programs.
- The City may request information to:
- a. verify the organization's non-profit status.
 - b. determine that the organization meets the requirements of these guidelines.
 - c. evaluate the nature and amount of the funding request relative to the organization's primary mission and annual budget.
- 3. Any application that is incomplete as submitted by the deadline for submission will not be considered for funding.
 - 4. Requests will be forwarded to the City Council for action in March. Community Service Grants and Community Development Block Grants (CDBG) will be items on the same City Council agenda.
 - 5. The City reserves the right to distribute the grant in installments. Unless authorized by the City, the funds will be used in the fiscal year for which they are granted, or will be returned to the City.

D. Additional Information, Reporting and Accountability

Adopted 1.12, 12/1996
Amended 12/8/99; 6/25/03; 11/17/04; 11/14/12; 10/23/19; 11/20/19; 11/9/22

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1. In addition to the items listed above, City staff may ask for additional information which the City believes relevant to the funding request, including verification that the organization or agency is in compliance with State and Federal regulations.
2. A performance report will be required from each organization receiving funding. The report will be due within 60 days of expenditure of funds.

COMMUNITY EVENT SUPPORT

A. Funding Source

Funding will be allocated from the General Fund for the upcoming fiscal year by the City Council during the annual budget review and adoption process.

B. Eligibility

1. Eligible Events

The City Council at its discretion, may provide monetary support or in-kind services for community cultural and entertainment events that benefit the residents of Camarillo. These events must be held in Camarillo, be open to the public and be provided free of charge or for a nominal fee.

2. Eligible Organizations

- a. Camarillo based non-profit organizations that have a valid and current 501(c)(3) registration.
- b. Governmental agencies with primary offices in Camarillo that provide services that directly serve or benefit Camarillo residents.

3. Ineligible Organizations

- a. For-profit organizations.
- b. Non-profit organizations and governmental agencies without primary offices in Camarillo.
- c. Camarillo-based non-profit 501(c)(3) organizations in which a member of the City Council is a Director or Officer.
- d. Organizations that are receiving Community Service Grant funding.

4. Ineligible Events

- a. Events that are solely pass-through or fundraising events. However, in-kind services may be provided.
- b. On-going operations, salaries or benefits.

Adopted 1.12, 12/1996
Amended 12/8/99; 6/25/03; 11/17/04; 11/14/12; 10/23/19; 11/20/19; 11/9/22

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C. Application Process

1. Funding requests must be submitted by January 31 of each year.
2. Requests must be submitted on a form provided by the City, along with requested attachments to enable the allocation of limited funding for support of community events.

The City may request information to:

- a. verify the organization's non-profit status.
 - b. determine that the organization meets the requirements of these guidelines.
 - c. evaluate the nature and amount of the funding request relative to the organization's primary mission and annual budget.
3. As a condition of City funding for an event, individuals on behalf of the organization will not individually solicit or collect donations from the public at the event. This will not preclude the organization from collecting donations at a centralized location at the event.

D. Agreements

Agreements will be executed by the City Manager following City Council approval of budget allocation for the events.

E. Additional Information, Reporting and Accountability

1. In addition to the items listed above, City staff may ask for additional information which the City believes relevant to the funding request, including verification that the organization or agency is in compliance with State and Federal regulations.
2. A performance report will be required from each organization receiving funding. The report will be due within 60 days of expenditure of funds.

OTHER FUNDING

All other requests for City funding must be directed to the City Manager's office. Any recommended funding will require City Council budget approval.

Adopted 1.12, 12/1996
Amended 12/8/99; 6/25/03; 11/17/04; 11/14/12; 10/23/19; 11/20/19; 11/9/22

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City of Camarillo

CITY COUNCIL POLICY

Section: Finance

Date Adopted: July 22, 2009
Last Amended: November 13, 2024

Subject: **Other Post-Employment Benefit
(OPEB) Trust Investment Policy**

Number: 3.09

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PURPOSE

This policy outlines parameters for the investment of funds within the Other Post-Employment Benefit (OPEB) Plan. This policy is independent of the City's Investment Policy and other funds for which the City provides financial management services. This policy is specific to the OPEB Trust and PARS as the selected Plan Administrator. The OPEB trust assets shall provide sufficient liquidity for payment of direct medical benefits and expenses.

POLICY

Full Investment Authority will be delegated to PFM Asset Management as the selected Investment Manager to actively manage the OPEB Plan according to the designated risk tolerance. The primary objective is to maximize total Plan return, subject to the risk and quality constraints set forth by the Strategic Asset Allocation model. The Plan has selected the Moderate Asset Allocation Strategy. The primary goals of the Moderate Asset Allocation Strategy are growth of principal and income. It is expected that dividend and interest income will comprise a significant portion of the total return, although growth through capital appreciation is equally important.

Prohibited assets include precious metals, venture capital, short sales, purchase of letter stock, private placements, or direct payments, leveraged transactions, commodities or other option strategies, purchases of real estate, and derivatives.

A. Return Objective

Achieve a reasonable return within the risk parameters under the Asset Allocation Strategy compared to the established benchmark.

B. Asset Allocation Strategy

Strategic Ranges under the Moderate Asset Allocation Strategy

- 0 – 20% Cash
- 40 – 60% Fixed Income
- 40 – 60% Equity

C. Funding

Annually, through the budget process, City Council will determine the OPEB Trust annual contribution amount based on the actuarial valuation report. City Council is committed to attain and maintain fully funded status based on a 30-year period.

D. Disbursements

The OPEB Trust will disburse funds for the costs of eligible retirement benefits.

E. Reporting

The PARS activity statement will be delivered to staff and City Council monthly. The PFM performance statement will be delivered to staff and City Council quarterly and will be reviewed on a semi-annual basis. The Investment Manager will keep staff apprised of any material changes in PFM's outlook, recommended investment policy and tactics, and be available on a reasonable basis for telephone communication as needed.

F. Annual Review

The fiscal year end performance statement and policy will be reviewed annually by the Investment Committee and the City Council.

Adopted: 3.09, July 22, 2009
Amended: December 12, 2018
Amended 3.09: 10/13/21; 10/12/22; 11/13/24

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City of Camarillo

CITY COUNCIL POLICY

Section: Finance

Date Adopted: June 13, 2018
Last Amended: November 13, 2024

Subject: **Pension Rate Stabilization Program (PRSP)
Trust Investment Policy**

Number: 3.16

Page 1 of 2

PURPOSE

This policy outlines parameters for the investment of funds within the Pension Rate Stabilization Program (PRSP) Trust. This policy is independent of the City's Investment Policy and other funds for which the City provides financial management services. This policy is specific to the PRSP Trust and PARS as the selected Plan Administrator.

POLICY

Full Investment Authority will be delegated to PFM Asset Management as the selected Investment Manager to actively manage the PRSP Trust (Program) according to the designated risk tolerance. The primary objective is to maximize total Plan return, subject to the risk and quality constraints set forth by the Strategic Asset Allocation model. The Plan has selected the Moderate Asset Allocation Strategy. The primary goals of the Moderate Asset Allocation Strategy are growth of principal and income. It is expected that dividend and interest income will comprise a significant portion of the total return, although growth through capital appreciation is equally important.

Prohibited assets include precious metals, venture capital, short sales, purchase of letter stock, private placements, or direct payments, leveraged transactions, commodities or other option strategies, purchases of real estate, and derivatives.

A. Return Objective

Achieve a reasonable return within the risk parameters under the Asset Allocation Strategy compared to the established benchmark.

B. Asset Allocation Strategy

Strategic Ranges under the Moderate Asset Allocation Strategy

- 0 – 20% Cash
- 40 – 60% Fixed Income
- 40 – 60% Equity

C. Funding

Annually, through the budget process, City Council will determine the PARS Trust annual contribution amount. City Council is committed to attain and maintain fully funded status within a 20-year period (FY 2036-37).

D. Disbursements

Annually, through the budget process, City Council will determine if a PARS Trust distribution will be deposited in the City's CalPERS account. City Council will determine the amount based on the current CalPERS Actuarial Valuation and staff reports.

E. Reporting

The PARS activity statement will be delivered to staff and City Council monthly. The PFM performance statement will be delivered to staff and City Council quarterly and will be reviewed on a semi-annual basis. The Investment Manager will keep staff apprised of any material changes in PFM's outlook, recommended investment policy and tactics, and be available on a reasonable basis for telephone communication as needed.

F. Annual Review

The fiscal year end performance statement and policy will be reviewed annually by the Investment Committee and the City Council.



City of Camarillo
CITY COUNCIL POLICY

Section: Finance

Date Adopted: February 15, 1989
Last Amended: August 25, 2021

Subject: **Investment Policy**

Number: 3.04

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PURPOSE

To establish a policy for managing the City's monetary investments. This policy also applies to the funds for which the City provides financial management services.

POLICY

Authorized officials in positions of trust will act with care and prudence when making decisions regarding management and investment of public funds. Investments will be made in accordance with provisions of California Government Code, the Municipal Code, and this policy. The City's investment objectives are to safeguard principal, ensure liquidity to meet cash flow needs, and obtain an appropriate rate of return.

A. **Internal Control**

Internal control will be established and documented in writing. The controls will be designed to prevent loss of public funds arising from fraud, employee error, misrepresentation by third parties, and imprudent actions by employees and officers of the City. Controls deemed most important include:

1. Separation of duties.
2. Separation of transaction authority from accounting and recordkeeping.
3. Custodial safekeeping.
4. Clear delegation of authority.
5. Specific limitations regarding securities loss and remedial action.
6. Maintain control of wire transfers.
7. Minimize number of authorized investment officials.
8. Document transactions and strategies.
9. Maintain a code of ethics standard.

The City's investment procedures manual will establish and maintain an internal control structure designed to ensure the assets managed under the scope of this policy are protected from loss, theft, or misuse. The internal control structure will provide reasonable assurance these objectives are met.

B. Prudence

Pursuant to California Government Code, Section 53600.3, all persons authorized to make investment decisions on behalf of the City are trustees and therefore fiduciaries subject to the Prudent Investor Standard.

The Treasurer and other authorized persons responsible for managing City funds acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes provided that the Treasurer or other authorized persons acted in good faith. Deviations from expectations of a security's credit or market risk should be reported to the governing body in a timely fashion and appropriate action should be taken to control adverse developments.

C. Ethics and Conflicts of Interest

The City promotes a culture of honesty and ethical behavior. Officers and employees responsible for investing funds will refrain from personal business activity that conflicts with their ability to make impartial investment decisions.

D. Safety

The City will ensure the safety of its invested funds by limiting risk associated with credit and interest rates. Risks are mitigated through diversification of the portfolio and monitoring of investments, depositories, and security dealers.

E. Liquidity

The City's investment portfolio will be structured to meet anticipated cash flow needs.

F. Return

The objective of investment performance is to earn a total rate of return over a market cycle which approximates the return on a market index of Treasury and Federal Agency securities of commensurate risk and duration.

G. Maturity

The investment portfolio will be structured to provide sufficient funds to meet cash flow needs. A bond ladder strategy may be used for a portion of the City's funds where it is appropriate. The average maturity of the investment portfolio will not exceed three years, and no investment will have a maturity of more than five years from its date of purchase.

Adopted 3.4, February 15, 1989

Amended 12/9/98; 4/28/99; 7/12/00; 6/27/01

Amended 3.04, 6/11/03; 6/12/04; 6/22/05; 7/26/06; 6/27/07; 12/12/07; 11/15/17; 9/26/18; 9/9/20; 8/25/21

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H. Authorized Investments

The City may invest funds through banks, savings and loans, authorized investment advisers, broker/dealers, as well as the State of California.

The City's investments are governed by California Government Code, Sections 53600 *et seq.* Within the investments permitted by the Code, the City seeks to further restrict eligible investments to the guidelines listed below. In the event a discrepancy is found between this policy and the Code, the more restrictive parameters will take precedence. Percentage holding limits listed in this section apply at the time the security is purchased.

Any investment currently held at the time the policy is adopted which does not meet the new policy guidelines can be held until maturity, and shall be exempt from the current policy. At the time of the investment's maturity or liquidation, such funds shall be reinvested only as provided in the current policy.

An appropriate risk level shall be maintained by primarily purchasing securities that are of high quality, liquid, and marketable. The portfolio shall be diversified by security type and institution to avoid incurring unreasonable and avoidable risks regarding specific security types or individual issuers.

Authorized investments are:

1. State of California Local Agency Investment Fund (LAIF). The City may invest up to the maximum amount permitted by LAIF. LAIF's investments in instruments prohibited by or not specified in the City's policy do not exclude the investment in LAIF itself from the City's list of allowable investments, provided LAIF's reports allow the Treasurer to adequately judge the risk inherent in LAIF's portfolio.
2. United States Treasury notes, bonds, bills, or certificates of indebtedness, and for which the full faith and credit of the United States are pledged for the payment of principal and interest. There are no limits on the dollar amount or percentage that the City may invest in U.S. Treasuries.
3. Insured demand deposits, as defined by Section 5102 of the Financial Code, in national or state-chartered banks or state or federal associations.
4. Certificates of deposit, as defined by Section 5102 of the Financial Code, issued by a national or state-chartered bank or a state or federal association, provided the total will not exceed 15% of the total portfolio.
5. Federal agency or United States government sponsored enterprises, provided the total issues will not exceed 75%, nor will one issuer exceed 20%, of the total portfolio. Purchases are limited to the following senior issues:

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- a. Federal National Mortgage Association (FNMA) "Fannie Mae".
 - b. Government National Mortgage Association (GNMA) "Ginnie Mae".
 - c. Federal Home Loan Mortgage Corporation (FHLMC) "Freddie Mac".
 - d. Federal Home Loan Bank (FHLB).
 - e. Federal Farm Credit Banks (FFCB).
 - f. Federal Agricultural Mortgage Corporation (FAMC) "Farmer Mac".
 - g. Tennessee Valley Authority (TVA).
6. Government or U.S. Treasury money market funds rated "AAA" by two nationally recognized rating organizations. The total investment will not exceed 5% of the total portfolio.
 7. Supranational Securities, provided they are US dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank. The securities must be rated in a rating category of "AAA" or its equivalent or better by at least one Nationally Recognized Statistical Rating Organization (NRSRO). No more than 10% of the total portfolio may be invested in these securities and no more than 5% of the portfolio may be invested in any single issuer.
 8. Municipal Securities that are obligations of the City, the State of California, and any local agency within the State of California. Municipal securities must be rated in a rating category of "A" or its equivalent or better by at least one NRSRO. The exposure to these securities shall not exceed 20%, nor will any single issuer exceed 5% of the portfolio.
 9. Negotiable Certificates of Deposit (NCDs), issued by a nationally or state-chartered bank, a savings association or a federal association, a state or federal credit union, or a federally-licensed or state-licensed branch of a foreign bank. The amount of the NCD insured up to the FDIC limit does not require any credit ratings. Any amount above the FDIC insured limit must be issued by institutions which have short-term obligations rated "A-1" or its equivalent or better by at least one NRSRO; or long-term obligations rated in a rating category of "A" or its equivalent or better by at least one NRSRO. The exposure to these securities shall not exceed 20%, nor will any single issuer exceed 5% of the portfolio.
 10. Commercial Paper, provided that the securities are issued by an entity that meets all of the following conditions in either paragraph (a) or (b) and other requirements specified below:

Adopted 3.4, February 15, 1989

Amended 12/9/98; 4/28/99; 7/12/00; 6/27/01

Amended 3.04, 6/11/03; 6/12/04; 6/22/05; 7/26/06; 6/27/07; 12/12/07; 11/15/17; 9/26/18; 9/9/20; 8/25/21

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- a. Securities issued by corporations:
 - i. A corporation organized and operating in the United States with assets more than \$1 billion.
 - ii. The securities are rated "A-1" or its equivalent or better by at least one NRSRO.
 - iii. If the issuer has other debt obligations, they must be rated in a rating category of "A" or its equivalent or better by at least one NRSRO.
- b. Securities issued by other entities:
 - i. The issuer is organized within the United States as a special purpose corporation, trust, or limited liability company.
 - ii. The securities must have program-wide credit enhancements including, but not limited to, overcollateralization, letters of credit, or a surety bond.
 - iii. The securities are rated "A-1" or its equivalent or better by at least one NRSRO.

The City may purchase no more than 10% of the outstanding Commercial Paper of any single issuer. No more than 10% of the portfolio may be invested in Commercial Paper. No more than 5% of the portfolio may be invested in any single issuer. The maximum maturity does not exceed 270 days.

- 11. Corporate Medium Term Notes (MTNS) issued by a corporation organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. The securities shall be rated in a rating category of "AA" or its equivalent or better by at least one NRSRO. No more than 10% of the total portfolio may be invested in MTNs and no more than 5% of the portfolio shall be invested in any single issuer.
- 12. Asset-backed Securities, Agency mortgage-backed mortgage pass-through securities and Agency collateralized mortgage obligations from issuers not defined in section 2 and 5 of the authorized investment section of this policy. The securities shall be rated in a rating category of "AA" or its equivalent or better by a NRSRO. No more than 10% of the total portfolio may be invested in these securities and no more than 5% of the portfolio shall be invested in any single Asset-Backed or Commercial Mortgage security issuer.

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I. Prohibited Investments and Activities

1. Investments not specifically identified by this policy without the prior approval of the City Council are prohibited.
2. Trading securities for the sole purpose of speculating or taking an unhedged position on the future direction of interest rates is prohibited.
3. In accordance with Government Code, Section 53601.6 investment in inverse floaters, range notes, or mortgage derived interest-only strips is prohibited.
4. Investment in any security that could result in a zero interest accrual if held to maturity is prohibited.
5. Purchasing or selling securities on margin is prohibited.
6. The use of reverse repurchase agreements, securities lending, or any other form of borrowing or leverage is prohibited.
7. The purchase of foreign currency denominated securities is prohibited.
8. The purchase of futures and options is prohibited.

J. Collateralization Requirements

Uninsured time deposits with banks and savings and loans will be collateralized in the manner prescribed by law for depositories accepting municipal investment funds. The collateral for certificates of deposits will be an amount equal to a minimum of 150% of the face value of the deposited funds in the securities that are classified as a mortgage and 110% of the face value of the deposited funds for all other classes of security (California Government Code Sections 53651 and 53652).

K. Safekeeping of Securities and Certificates of Deposit (CD)

1. Securities. The City will contract with a bank or trust company for the safekeeping of securities. The third party custodian must provide written safekeeping documentation.
2. Certificates of Deposit. The City will hold its own CDs.

L. Risk Management and Diversification

1. Mitigating Credit Risk in the Portfolio is addressing the risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt. The City will mitigate credit risk by adopting the following strategies:

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Amended 12/9/98; 4/28/99; 7/12/00; 6/27/01

Amended 3.04, 6/11/03; 6/12/04; 6/22/05; 7/26/06; 6/27/07; 12/12/07; 11/15/17; 9/26/18; 9/9/20; 8/25/21

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- a. The diversification requirements included in the "Authorized Investments" section of this policy are designed to mitigate credit risk in the portfolio.
 - b. No more than 5% of the total portfolio may be deposited with or invested in securities issued by any single issuer unless otherwise specified in this policy.
 - c. The City may elect to sell a security prior to its maturity and record a capital gain or loss in order to manage the quality, liquidity or yield of the portfolio in response to market conditions or City's risk preferences.
 - d. If securities owned by the City are downgraded by an NRSRO to a level below the quality required by this investment policy, it will be the City's policy to review the credit situation and make a determination as to whether to sell or retain such securities in the portfolio.
 - i. If a security is downgraded, the Treasurer will use discretion in determining whether to sell or hold the security based on its current maturity, the economic outlook for the issuer, and other relevant factors.
 - ii. If a decision is made to retain a downgraded security in the portfolio, its presence in the portfolio will be monitored and reported monthly to the Council.
2. Mitigating Market Risk in the Portfolio is addressing the risk that the portfolio value will fluctuate due to changes in the general level of interest rates. The City recognizes that, over time, longer-term portfolios have the potential to achieve higher returns. On the other hand, longer-term portfolios have higher volatility of return. The City will mitigate market risk by providing adequate liquidity for short-term cash needs, and by purchasing longer-term investments only with funds that are not needed for current cash flow purposes.
- a. The City further recognizes that certain types of securities, including variable rate securities, securities with principal pay downs prior to maturity, and securities with embedded options, will affect the market risk profile of the portfolio differently in different interest rate environments. The City, therefore, adopts the following strategies to control and mitigate its exposure to market risk:
 - i. The City will maintain a minimum of six months of budgeted operating expenditures in short term investments to provide sufficient liquidity for expected disbursements.

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- ii. The maximum percent of callable securities (does not include "make whole call" securities as defined in the Glossary) in the portfolio will be 20%.
- iii. The maximum stated final maturity of individual securities in the portfolio will be five (5) years, except as otherwise stated in this policy.
- iv. The duration of the portfolio will generally be approximately equal to the duration (typically, plus or minus 20%) of a Benchmark, an index selected by the City based on the City's investment objectives, constraints, and risk tolerances.

M. LAIF, Investment Pools and Mutual Funds

The City shall conduct a thorough investigation of any pool or mutual fund prior to making an investment, and on a continual basis thereafter. The Treasurer shall develop a questionnaire to determine whether the City shall invest in this option. The questionnaire will address the following general questions:

- a. A description of eligible investment securities, and a written statement of investment policy and objectives.
- b. A description of interest calculations and how it is distributed, and how gains and losses are treated.
- c. A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced and the program audited.
- d. A description of who may invest in the program, how often, what size deposit and withdrawal are allowed.
- e. A schedule for receiving statements and portfolio listings.
- f. Are reserves, retained earnings, etc. utilized by the pool/fund?
- g. A fee schedule, and when and how is it assessed.
- h. Is the pool/fund eligible for bond proceeds and/or will it accept such proceeds?

N. Investment Transactions

- 1. To the extent practicable, the Treasurer shall endeavor to complete investment transactions using a competitive bid process whenever possible. The City Council will determine which financial institutions are authorized to provide investment services to the City. It shall be the City's policy to purchase securities only from authorized institutions and firms.

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2. All transactions must be approved in writing by two authorized signatories and will be conducted on a delivery-versus-payment basis.
3. A preformatted form will be used for all wire transfers.
4. Wire transfers between brokers and/or security dealers are prohibited.
5. Wire transfers directly between the State of California (LAIF) and the City's safekeeping bank are permitted.

O. Investment Services

All providers of Investment Services must be approved by Council and must have an office in the State of California.

1. Investment Advisers. External investment advisers must be registered under the Investment Advisers Act of 1940.
2. Broker/Dealers. Broker/dealers must qualify under the Securities and Exchange Commission Rule 15C3-1, and annually provide the City Treasurer with an audited financial statement and documents verifying compliance with Rule 15C3-1.

P. Notice of Policy

The City will include a copy of this investment policy and the resolution when opening an account and annually provide a copy to all current investment advisers and broker/dealers. Receipt of the policy and confirmation that the policy has been reviewed by persons approved to advise the City, will be acknowledged in writing.

Q. Reporting

The Director of Finance will prepare a monthly Investment Report, including a management summary of the status of the investment portfolio and all security transactions made during the past month. Investments will be reported at fair market value as of the closing business day of each month. This report will be approved and signed by the City Manager and submitted to the Investment Committee and City Council within thirty (30) days following the end of the month.

For financial reporting purposes, the City values its investments annually in accordance within the fair value hierarchy established by Generally Accepted Accounting Principles and is stated in the cash and investment footnote of the Annual Comprehensive Financial Report (ACFR). The hierarchy categorizes inputs to valuation techniques into three levels based on the relative availability of market pricing information. The hierarchy gives the highest priority to unadjusted quotes in active market for identical assets and the lowest priority to unobservable input.

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R. Annual Review

This Investment Policy will be reviewed annually by the Investment Committee and the City Council. The review will take place no later than September 30 of each fiscal year.

S. Glossary of Investment Terms

1. Agencies. Shorthand market terminology for any obligation issued by a government-sponsored entity (GSE) or a federally related institution. Most obligations of GSEs are not guaranteed by the full faith and credit of the US government. Examples are:
 - a. FAMC. The Federal Agricultural Mortgage Corporation, also known as "Farmer Mac", is a stockholder-owned, publicly traded company that was chartered by the United States federal government in 1988 to serve as a secondary market in agricultural loans such as mortgages for agricultural real estate and rural housing.
 - b. FFCB. The Federal Farm Credit Bank System provides credit and liquidity in the agricultural industry. FFCB issues discount notes and bonds.
 - c. FHLB. The Federal Home Loan Bank provides credit and liquidity in the housing market. FHLB issues discount notes and bonds.
 - d. FHLMC. Like FHLB, the Federal Home Loan Mortgage Corporation provides credit and liquidity in the housing market. FHLMC, also known as "FreddieMac" issues discount notes, bonds and mortgage pass-through securities.
 - e. FNMA. Like FHLB and FreddieMac, the Federal National Mortgage Association was established to provide credit and liquidity in the housing market. FNMA, also known as "FannieMae," issues discount notes, bonds and mortgage pass-through securities.
 - f. GNMA. The Government National Mortgage Association, also known as "GinnieMae," issues mortgage pass-through securities, which are guaranteed by the full faith and credit of the US Government.
 - g. TVA. The Tennessee Valley Authority provides flood control and power and promotes development in portions of the Tennessee, Ohio, and Mississippi River valleys. TVA currently issues discount notes and bonds.
2. Asset Backed Securities. Securities supported by pools of installment loans or leases or by pools of revolving lines of credit.

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Amended 12/9/98; 4/28/99; 7/12/00; 6/27/01
Amended 3.04, 6/11/03; 6/12/04; 6/22/05; 7/26/06; 6/27/07; 12/12/07; 11/15/17; 9/26/18; 9/9/20; 8/25/21

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3. Authorized Institution. A bank, broker dealer or registered investor advisor that has been approved by the City to conduct business with.
4. Benchmark. A comparison security or portfolio. A performance benchmark is a partial market index, which reflects the mix of securities allowed under a specific investment policy.
5. Bid. The price at which a buyer offers to buy a security.
6. Broker. A broker brings buyers and sellers together for a transaction for which the broker receives a commission. A broker does not sell securities from his own position.
7. Callable. A callable security gives the issuer the option to call it from the investor prior to its maturity. The main cause of a call is a decline in interest rates. If interest rates decline since an issuer issues securities, it will likely call its current securities and reissue them at a lower rate of interest. Callable securities have reinvestment risk as the investor may receive its principal back when interest rates are lower than when the investment was initially made.
8. Certificate of Deposit (CD). A time deposit with a specific maturity evidenced by a certificate. Large denomination CDs may be marketable.
9. Collateral. Securities or cash pledged by a borrower to secure repayment of a loan or repurchase agreement. Also, securities pledged by a financial institution to secure deposits of public monies.
10. Collateralized Mortgage Obligations (CMO). Classes of bonds that redistribute the cash flows of mortgage securities (and whole loans) to create securities that have different levels of prepayment risk, as compared to the underlying mortgage securities.
11. Commercial Paper. An unsecured, short-term debt instrument issued by corporations, typically used for the financing of payroll, accounts payable, inventories, and meeting other short-term liabilities.
12. Corporate Medium Term Notes. Unsecured, investment-grade senior debt securities of major corporations which are sold in relatively small amounts on either a continuous or an intermittent basis. MTNs are highly flexible debt instruments that can be structured to respond to market opportunities or to investor preferences.
13. Coupon. The rate of return at which interest is paid on a bond.
14. Credit Risk. The risk that principal and/or interest on an investment will not be paid in a timely manner due to changes in the condition of the issuer.

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Amended 12/9/98; 4/28/99; 7/12/00; 6/27/01
Amended 3.04, 6/11/03; 6/12/04; 6/22/05; 7/26/06; 6/27/07; 12/12/07; 11/15/17; 9/26/18; 9/9/20; 8/25/21

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15. Dealer. A dealer acts as a principal in security transactions, selling securities from and buying securities for his own position.
16. Discount. The difference between the par value of a bond and the cost of the bond, when the cost is below par. Some short-term securities, such as T-bills and banker's acceptances, are known as discount securities. They sell at a discount from par, and return the par value to the investor at maturity without additional interest. Other securities, which have fixed coupons, trade at a discount when the coupon rate is lower than the current market rate for securities of that maturity and/or quality.
17. Diversification. Dividing investment funds among a variety of investments to avoid excessive exposure to any one source of risk.
18. Duration. The weighted average time to maturity of a bond where the weights are the present values of the future cash flows. Duration measures the price sensitivity of a bond to changes in interest rates. (See modified duration).
19. Fair Value Measurement and Application (GASB 72). This accounting statement addresses the accounting and financial reporting issues related to fair value measurements. The definition of fair value is the price that would be received to sell an asset between market participants at the measurement date. The fair value hierarchy prioritizes the inputs used to measure fair value into three broad Levels (Levels 1, 2 and 3), moving from quoted prices in active markets in Level 1 to unobservable inputs in Level 3. The City's investments are typically categorized using level 2 fair value inputs.
 - a. Level 1 inputs are observable, quoted prices for identical assets or liabilities in active markets.
 - b. Level 2 inputs are quoted prices for similar assets or liabilities in active markets; quoted prices for identical or similar assets in markets that are not active; and inputs other than quoted prices e.g. interest rates and yield curves.
 - c. Level 3 inputs are unobservable inputs for the asset or liability. These should be based on the best information available at the time of valuation. The reporting entity's own data should be adjusted if information is reasonably available without undue cost and effort. (These investments are typically not held by the City and would be a rare occurrence in the City's investment portfolio).
20. Laddering. This is an investment strategy whereby an investor staggers the maturity of the bonds in their portfolio so they mature at regular intervals and the income or proceeds can be used by the investor for projects, expenses, or reinvestment.

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21. Leverage. Borrowing funds in order to invest in securities that have the potential to pay earnings at a rate higher than the cost of borrowing.
22. Liquidity. The speed and ease with which an asset can be converted to cash.
23. Local Agency Investment Fund (LAIF). A voluntary investment fund open to government entities and certain non-profit organizations in California that is managed by the State Treasurer's Office.
24. Local Government Investment Pool. Investment pools that range from the State Treasurer's Office Local Agency Investment Fund (LAIF) to county pools, to Joint Powers Authorities (JPAs). These funds are not subject to the same SEC rules applicable to money market mutual funds.
25. Local Agency. Any city or county, including a charter city or county, or special district.
26. Make Whole Call. A type of call provision on a bond that allows the issuer to pay off the remaining debt early. Unlike a call option, with a make whole call provision, the issuer makes a lump sum payment that equals the net present value (NPV) of future coupon payments that will not be paid because of the call. With this type of call, an investor is compensated, or "made whole."
27. Margin. The difference between the market value of a security and the loan a broker makes using that security as collateral.
28. Market Risk. The risk that the value of securities will fluctuate with changes in overall market conditions or interest rates.
29. Market Value. The price at which a security can be traded.
30. Maturity. The final date upon which the principal of a security becomes due and payable.
31. Modified Duration. The percent change in price for a 100 basis point change in yields. Modified duration is the best single measure of a portfolio's or security's exposure to market risk.
32. Money Market. The market in which short-term debt instruments (T-bills and discount notes) are issued and traded.
33. Mortgage Pass-Through Securities. A securitized participation in the interest and principal cash flows from a specified pool of mortgages. Principal and interest payments made on the mortgages are passed through to the holder of the security.

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34. Municipal Securities. Securities issued by state and local agencies to finance capital and operating expenses.
35. Mutual Fund. An entity which pools the funds of investors and invests those funds in a set of securities specifically defined in the fund's prospectus. Mutual funds can be invested in various types of domestic and/or international stocks, bonds, and money market instruments, as set forth in the individual fund's prospectus. For most large institutional investors, the costs associated with investing in mutual funds are higher than the investor can obtain through an individually managed portfolio.
36. Nationally Recognized Statistical Rating Organization (NRSRO). A credit rating agency that the Securities and Exchange Commission in the United States uses for regulatory purposes. Credit rating agencies provide assessments of an investment's risk. The issuers of investments, especially debt securities, pay credit rating agencies to provide them with ratings. The three most prominent NRSROs are Fitch, S&P, and Moody's.
37. Negotiable CD. A short-term debt instrument that pays interest and is issued by a bank, savings or federal association, state or federal credit union, or state-licensed branch of a foreign bank. Negotiable CDs are traded in a secondary market and are payable upon order to the bearer or initial depositor (investor).
38. Prudence. Pursuant to California Government Code, Section 53600.3, all persons authorized to make investment decisions on behalf of the City are trustees and therefore fiduciaries subject to the Prudent Investor Standard. The standard states "all governing bodies of local agencies or persons authorized to make investment decisions on behalf of those local agencies investing public funds pursuant to this chapter are trustees and therefore fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the City, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the City. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law."
39. Repurchase Agreement. Short-term purchases of securities with a simultaneous agreement to sell the securities back at a higher price. From the seller's point of view, the same transaction is a reverse repurchase agreement.
40. Safekeeping. A service to bank customers whereby securities are held by the bank in the customer's name.

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41. Supranational. A Supranational is a multi-national organization whereby member states transcend national boundaries or interests to share in the decision making to promote economic development in the member countries.
42. Total Portfolio. A measure of total investible assets of the City including currency, deposits, and securities.
43. Total Rate of Return. A measure of a portfolio's performance over time. It is the internal rate of return, which equates the beginning value of the portfolio with the ending value; it includes interest earnings, realized and unrealized gains, and losses in the portfolio.
44. Treasury Notes. All securities issued with initial maturities of two to ten years are called Treasury notes, and pay interest semi-annually.
45. Volatility. The rate at which security prices change with changes in general economic conditions or the general level of interest rates.

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City of Camarillo

CITY COUNCIL POLICY

Section: Finance

Date Adopted: January 27, 1999

Last Amended: February 13, 2002

Subject: **Land-Secured Financing**

Number: 3.07

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PURPOSE

This policy outlines parameters for the financing of public facilities through the establishment of assessment districts and community facilities districts. It establishes the standards and criteria for the review of these proposed projects in order to determine the feasibility of special district financing given the public policy direction of the City Council of the City of Camarillo.

POLICY

- A. The City encourages the development of commercial or industrial property which results in reciprocal value to the City (i.e., increased jobs, property or sales tax revenues, major public improvements). The City Council will consider the use of community facilities districts (CFDs) or special benefits assessment districts (ADs), as well as other financing methods to assist these types of development. When, in the City's opinion, the public facilities of a residential development represents a significant public benefit, public financing may be considered. Significant public benefit may be defined as a public facility having regional impact and/or benefit to that beyond the proposed development.
- B. Projects will comply with the requirements of the Improvement Act of 1911, the Municipal Improvement Act of 1913, or the Community Facilities Act of 1982.
- C. The assessment district bonds shall be issued in accordance with the 1911 or 1915 Bond Acts or the Community Facilities Act of 1982, as determined jointly by the petitioner and the City.
- D. The proposed development project must be consistent with the City's General Plan and have secured appropriate land use entitlements from the City to allow for the implementation of the ultimate development of the area.

Adopted 3.7, January 27, 1999

Amended February 13, 2002

Finance Committee Review 3.07, March 16, 2005 (no changes)

Policy 3.07

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- E. A written request for special district financing should be initiated by the owners of the property subject to payment of the assessments or special tax, as defined per statutory requirements.
- F. An advance reimbursement agreement shall be executed and a sum sufficient to pay all fees and costs for the district formation shall be deposited with the City by the proponents of the district prior to the beginning of formation proceedings.
- G. An appraisal of the property shall be required if the property is subject to any lien or tax required to secure any public financing. A minimum property value to lien ratio of 3:1 (all ratios to be calculated assuming the public facilities being financed are completed and including any overlapping assessment districts or community facility districts) must be present pursuant to Premise 3 entitled "Bulk Land Value" as set forth in Appendix "A" (the Appendix), attached hereto and made a part hereof by this reference, as determined by an MAI appraisal. The appraisal shall be reviewed by the City and shall be prepared as set forth in the Appendix. In those instances where the ratio is less than 3:1, credit enhancements must be provided to the satisfaction of the City. These enhancements may include, but are not limited to, letters of credit and/or appropriate insurance.
- H. A market absorption study of the proposed development project may be required. The absorption study shall be used to determine if the financing of the public facilities is appropriate given the timing of development and if sufficient revenues will be generated by the project to retire the debt service.
- I. A fiscal feasibility report shall be required if forty percent (40%) or more of the land within a district is substantially undeveloped. The report shall be prepared by or at the direction of the City. All costs for preparing the report shall be borne by the applicant/developer. An estimate of the report costs will be made prior to initiating the study and the applicant/developer shall deposit that amount prior to starting the report.
- J. With regard to community facilities districts, the proposed rate and method of apportionment of the special tax shall comply with the following criteria:
 - 1. The primary emphasis of the special tax formula shall be equitable for the future property owner.
 - 2. The projected annual special tax revenues shall include annual administrative expenses and other direct operational costs to the community facilities districts as a result of district formation.

Adopted 3.7, January 27, 1999
Amended February 13, 2002
Finance Committee Review 3.07, March 16, 2005 (no changes)

Policy 3.07
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3. All property not otherwise statutorily exempted, owned, or to be owned by a public entity shall bear its appropriate share of the special tax liability.
 4. The projected ad valorem property tax and other direct and overlapping debt for the proposed development project, including the proposed maximum special tax, should not exceed two percent (2%) of the anticipated assessed value of each improved parcel upon completion of the improvements.
 5. Each bond issue shall be structured to protect bond owners from default of the issue and to ensure the bonding capacity and credit rating of the City.
- K. With respect to community facilities districts and other land-secured financing districts, full disclosure of the special tax or assessment lien shall be in compliance with applicable statutory authority. The City, in its sole judgment, may require additional property owner notification if it deems such disclosure will assist subsequent property owners' awareness of the lien obligation.
- L. The assessment engineer, appraiser, bond counsel, financial advisor, special tax consultant, underwriter, and other necessary professional and technical advisors shall be selected by and be accountable to the City. The City Manager, in conjunction with these advisors, shall determine whether the aggregate cost of public improvements and permitted indirect costs, allowable under statute, shall equal an amount which renders formation of a district, both economically cost-effective and efficient. The par amount of bonds shall be recommended by the City Manager for approval by the City Council. The issue shall be sized by the City Manager, in conjunction with City financial advisors, and shall meet industry standards with respect to marketability. Minimum district size shall approximate \$3 million.
- M. All statements and material related to the sale of special tax bonds (community facilities districts) and improvement bonds (assessment districts) shall emphasize and state that neither the faith, credit, nor the taxing power of the City of Camarillo is pledged to the repayment of the bonds, nor that there is an obligation of the City to replenish the reserve fund from revenue sources other than special taxes, annual assessments or proceeds from foreclosure proceedings. The City has no contingent liability for the debt service.
- N. The Finance Committee shall review all special district financing applications prior to the presentation of a district formation petition to the City Council.

Adopted 3.7, January 27, 1999
Amended February 13, 2002
Finance Committee Review 3.07, March 16, 2005 (no changes)

Policy 3.07
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PROJECT CRITERIA

Special district financing shall be considered for development projects which facilitate commercial and industrial development within the community thereby improving the jobs-housing balance. Formation of districts will also be considered for major development projects whose mix of residential, commercial and industrial land use maintain or improve this jobs-housing ratio and whose financed public improvements contribute to the regional development of the area through:

- Major streets and arterial thoroughfares.
- Master planned storm drain facilities.
- Regional sewer and/or water facilities.
- Reclaimed water distribution systems.
- Other major public infrastructure or community facility improvements required as a result of the development or its impact on the community.

Infrastructure and facility improvements, conditioned as a result of standard City requirements to the site, shall not be considered regional public improvements. Indirect ("soft") costs for engineering and design associated with public improvement construction may be included within the district to the extent they can be attributed directly to the public improvements. No other indirect "soft" costs shall be financed through the district, other than that which is allowed by statutory regulations for assessment districts and community facilities districts.

Other project elements which may determine the viability and desirability of special district financing may include factors such as: location of the proposed project within a redevelopment project area, as a specific plan or subset of a specific plan; ownership composition; geographical isolation or other pertinent economic or demographic factors which would enhance community development, in accordance with established City goals and objectives.

Adopted 3.7, January 27, 1999
Amended February 13, 2002
Finance Committee Review 3.07, March 16, 2005 (no changes)

Policy 3.07
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APPENDIX A

Definition of Appraisal

An appraisal is a written statement independently and impartially prepared by a qualified appraiser setting forth an opinion of defined value of an adequately described property as of a specific date, supported by the presentation and analysis of relevant market information.

Standards of Appraisal

The format and level of documentation for an appraisal depend on the type of appraisal. A detailed appraisal shall be prepared for complex appraisals. A detailed appraisal shall reflect nationally recognized appraisal standards, the Uniform Appraisal Standards for Federal Land Acquisition. An appraisal must contain sufficient documentation, including valuation data and the appraiser's analysis of the date to support his/her opinion of value. At a minimum, the appraisal shall contain the following items:

- A. The purpose and/or the function of the appraisal; a definition of the estate being appraised; and a statement of the assumptions and limiting conditions affecting the appraisal.
- B. An adequate description of the physical characteristics of the property being appraised, including location, zoning, present use, and analysis of highest and best use.
- C. All relevant and reliable approaches to value consistent with commonly accepted professional appraisal practices. If a discounted cash flow analysis is used, it should be supported with at least one other valuation method, such as a market approach using sales that are at the same stage of land development. If more than one approach is utilized, there shall be an analysis and reconciliation of approaches to value that are sufficient to support the appraiser's opinion of value.
- D. A description of comparable sales, including a description of all relevant physical, legal and economic factors, such as parties to the transaction.
- E. A statement of the value of the real property.
- F. The effective date of valuation, date of appraisal, signature and certification of the appraiser.

Adopted 3.7, January 27, 1999
Amended February 13, 2002
Finance Committee Review 3.07, March 16, 2005 (no changes)

Policy 3.07
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Conflict of Interest

No appraiser shall have any interest directly or indirectly in the real property being appraised for the City that would in any way conflict with the preparation or review of the appraisal. Compensation for making an appraisal shall not be based on the amount of the valuation.

Community Facilities District Valuations

The appraisal for CFDs should be based on three premises:

- A. Raw Land Value (Premise #1). The total land within the project is valued "as is."
1. With any existing infrastructure.
 2. Without proposed infrastructure.
 3. With existing parcel configuration.
 4. Considering planned densities allowed by the specific plan of the project.

This is a typical type of land valuation.

- B. Project Build-Out Value (Premise #2). The total land within the project is valued under projected conditions.
1. With proposed infrastructure being financed completed.
 2. At the planned densities allowed by the specific plan.
 3. Land development is at the stage of being marketed to merchant builders or tentative tract maps ready to be filed.

This is a projected value based on project plans predicated on market conditions continuing as projected.

- C. Bulk Land Value (Premise #3). The total land within the project is valued under projected conditions.
1. With proposed infrastructure being financed completely.
 2. With existing parcel configuration.
 3. Considering planned densities allowed by the specific plan of the project.

This premise should consider a discounted or "quick sale" valuation considering time, costs and the possibility of a per unit value based on the total size of the project.

Adopted 3.7, January 27, 1999
Amended February 13, 2002
Finance Committee Review 3.07, March 16, 2005 (no changes)

Policy 3.07
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City of Camarillo
CITY COUNCIL POLICY

Section: Public Works

Date Adopted: September 13, 1997
Last Amended: September 14, 2005

Subject: **Capital Improvement Program**

Number: 8.07

Page 1 of 2

PURPOSE

To establish guidelines for developing the City's annual Capital Improvement Program.

POLICY

The Capital Improvement Program (CIP) shall be developed annually through a collaborative process involving City Council, Planning Commission, and Staff. The CIP is designed to meet City goals and objectives and address community needs and interests.

A. Definitions

1. **Capital Budget.** A plan that outlines proposed capital expenditures and identifies associated financing.
2. **Capital Improvement Program (CIP).** A plan of capital expenditures over a period of future years that identifies each capital project, the expected schedule of each project, the funds to be expended each year, and the method of financing those expenditures.
3. **Capital Improvement Project.** A municipal project that constructs a new, replacement, or expanded City asset. A project that repairs or maintains an existing City asset shall not be considered a capital improvement project.

B. Developing the Capital Improvement Program (CIP)

1. **City Council Goals and Objectives.** The process for developing the next fiscal year's CIP begins at the annual City Council goal-setting session, when Councilmembers provide input and direction.
2. **Staff Consultation.** The City Manager and Department Heads collaborate to provide input and updates to the CIP for the next fiscal year.

3. City Council Study Session. Prior to the City budget study session, a preliminary CIP shall be presented for City Council review.
4. Planning Commission Review. Prior to the City budget study session, a draft CIP shall be submitted to the Planning Commission for determination of conformity with the City's General Plan.
5. Capital Improvement Program Approval. The CIP shall be approved annually by the City Council.
6. Capital Budget Adoption. City Council will adopt the Capital Budget to support capital projects for the next fiscal year.

Adopted 8.7, September 13, 1997
Amended February 25, 1998
Amended 8.07, September 14, 2005

Policy 8.07
Page 2 of 2

History

The voters of California, during a special election in 1979, approved Article XIII-B of the California State Constitution (informally known as Proposition 4, or the “Gann Initiative”), which restricts the total amount of appropriations allowed in any given fiscal year from the “proceeds of taxes”;

In 1980, the State Legislature added Section 9710 to the Government Code which required the governing body of each local jurisdiction to establish, by resolution, an appropriations limit for the following year. The appropriations limit for any fiscal year was equal to the previous year’s limit, adjusted for population changes, and the change in the U.S. Consumer Price Index (or California per Capita Personal Income, if smaller). The necessary statistical information is provided each year by the California Department of Finance.

In June 1990, the voters modified the original Article XIII-B (Proposition 4) with the passage of Proposition 111 and its implementing legislation (California Senate Bill 88). Beginning with the 1990-91 appropriations limit, a City may choose annual adjustment factors. The adjustment factors include the growth in the California Per Capita Income or the growth in the non-residential assessed valuation due to construction within the City, and the population growth within the County or the City. Under Proposition 4, if a city ends the fiscal year having more proceeds of taxes than the limit allows, it must return the excess to the taxpayers within two years (either by reducing taxes levied or fees charged).

Calculation of Limitation

Appropriations Limit for FY 2024/25		\$139,841,666
Adjustment Factors:	% Ratio	
Population Factor (County)	1.0007	
Economic Factor	1.0644	
Population Ratio * Economic Ratio	1.0651	
Appropriations Limit for FY 2025/26		<u>\$148,945,358</u>

Camarillo and the Future

The following table provides an analysis of the City of Camarillo’s appropriations limit. Historically, the City has remained well below its appropriations limit. For the 2025/26 fiscal year, there is a significant gap of \$85,577,533 between the appropriations limit and the total General Fund appropriations. With such a sizable margin, the provisions related to the return of taxes clearly do not, and will not, apply to Camarillo any time in the near future.

Fiscal Year	Appropriations Limit	Total General Fund Appropriations
2015/2016	80,249,676	29,942,413
2016/2017	88,049,945	28,353,207
2017/2018	92,971,937	34,960,040
2018/2019	99,470,675	37,629,074
2019/2020	106,304,310	37,386,962
2020/2021	114,181,459	37,676,763
2021/2022	121,317,801	40,960,938
2022/2023	129,433,961	56,239,090
2023/2024	135,426,754	64,524,037
2024/2025	139,841,666	62,513,581
2025/2026	148,945,358	63,367,825

The City of Camarillo's Basis of Budgeting is the same as the Basis of Accounting in accordance with Generally Accepted Accounting Principles (GAAP), which is described in the following two paragraphs.

The budgets of governmental funds (General Fund, Special Revenue Funds, Debt Service Fund and Capital Projects Funds) are prepared on a modified accrual basis where revenues are recognized when they become measurable and available, and expenditures are recorded when the related liability is incurred; except that principal and interest payments on general long-term debt are recognized when due. Revenue availability criteria are defined as collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period (i.e., sixty days after fiscal year-end).

Budgets for proprietary funds (Internal Service Funds and Enterprise Funds) are prepared on a full accrual basis where revenues are recognized when earned, and expenses are recognized when they are incurred.

The fund types used by the City are as follows:

Governmental Funds

General Fund	The General Fund is the general operating fund of the City. All general tax revenues and other receipts that are not allocated by law or contractual agreement to some other fund are accounted for in this fund. Expenditures of this fund include the general operating expenses and transfers for capital costs which are not paid through other funds.
Special Revenue Funds	Special Revenue Funds are used to account for specific fee revenues that are legally restricted to expenditure for particular purposes.
Debt Service Fund	Debt Service Fund are used to account for the accumulation of resources and payment of principal and interest on general long-term debt.
Capital Projects Funds	Capital Improvement Projects Funds are used to account for the acquisition, construction, and improvement of major capital facilities other than those financed by proprietary funds.

Proprietary Funds

Enterprise Funds	Enterprise Funds are used to account for operations that are financed and operated in a manner similar to a private business enterprise, where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.
Internal Service Funds	Internal Service Funds are used to report activities that provide goods or services to other funds, departments, or districts of the City, on a cost reimbursement basis.

Accounting System: The total set of records and procedures which are used to record, classify, and report information on the financial status and operations of an entity.

Accrual Basis of Accounting: The accrual basis of accounting is utilized by proprietary fund types. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. Unbilled utility receivables are accrued at fiscal year-end.

Activity: A specific and distinguishable unit of work or service performed.

Appropriation: An authorization made by the legislative body of a government, which permits officials to incur obligations against and to make expenditures of governmental resources. Appropriations are usually made for fixed amounts and are typically granted for a one-year period.

Appropriation Resolution: The official enactment by the legislative body establishing the legal authority for officials to obligate and expend resources.

Assessed Value: The value placed on real and other property as a basis for levying taxes.

Assets: Property owned by a government, which has monetary value.

Audit: A systematic examination of resource utilization concluding in a written report. It is a test of management's internal accounting controls and is intended to: (1) ascertain whether financial statements fairly present financial position and results of operations; (2) test whether transactions have been legally performed; (3) identify areas for possible improvements in accounting practices and procedures; (4) ascertain whether transactions have been recorded accurately and consistently; and (5) ascertain the stewardship of officials responsible for governmental resources.

Balance Sheet: A statement purporting to present the financial position of an entity by disclosing the value of its assets, liabilities, and equities as of a specific date.

Balanced Budget: Current revenues meet current expenditures.

Bond: A written promise to pay (debt) a specified sum of money (called principal or face value) at a specified future date (called the maturity date(s)) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used for long-term debt.

Budget (Operating): A plan of financial operation embodying an estimate of proposed expenditures for a given period (typically a fiscal year) and the proposed means of financing them (revenue estimates).

Budget Calendar: The schedule of key dates or milestones which a government follows in the preparation and adoption of the budget.

Budget Document: The official written statement submitted by the City Manager and supporting staff to the legislative body detailing the proposed budget.

Budget Message: A general discussion of the proposed budget presented in writing as a part of, or supplement of, the budget document. The budget message explains principal budget issues against the background of financial trends and presents recommendations made by the City Manager.

Capital Assets: Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

Capital Budget: A plan of proposed capital expenditures and the means of financing them. The capital

budget is usually enacted as part of the complete annual budget, which includes both operating and capital outlays.

Capital Expenditure: An acquisition or an improvement (as distinguished from a repair) that will have a life of more than one year. The City of Camarillo’s Operating Budget defines “Capital” as acquisitions costing more than \$5,000.00, or infrastructure assets costing more than \$50,000.

Capital Improvement Program: A plan for capital expenditures to be incurred each year over a fixed period of several future years setting forth each capital project, and identifying the expected beginning and ending date for each project, the amount to be expended in each year, and the method of financing those expenditures.

Capital Outlays: Expenditures for the acquisition and/or construction of capital assets.

Capital Projects: Projects which purchase or construct capital assets.

Debt Service: Payment of interest and repayment of principal to holders of a government’s debt instruments.

Deficit: (1) The excess of an entity’s liabilities over its assets (see *Fund Balance*); or, (2) the excess of expenditures or expenses over revenues during a single accounting period.

Depreciation: (1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy, or obsolescence. (2) That portion of the cost of a capital asset that is charged as an expense during a particular period.

Expenditures: Where accounts are kept on the modified accrual basis of accounting, the cost of goods received or services rendered, whether cash payments have been made or not.

Fiscal Year: The City of Camarillo operates on a fiscal year from July 1 through June 30.

Fund: A separate accounting entity with a self-balancing set of accounts. Funds are classified into three categories: governmental, proprietary, and fiduciary.

Fund Balance: The excess of an entity’s assets over its liabilities. A negative fund balance is called a *fund deficit*.

Goals and Objectives: Specific projects and programs to be undertaken utilizing allocated fiscal resources, designed to further the achievement of the Community Vision.

Governmental Funds: Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds, and permanent funds.

Grant: A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the state and federal governments. Grants are usually made for specified purposes.

Interfund Loans: Amounts provided between funds and blended component units of the primary government with a requirement for repayment.

Interfund Transfers: Flows of assets (such as cash or goods) between funds and blended component units of the primary government without equivalent flows of assets in return and without a requirement

for repayment.

Internal Control: A plan of organization for purchasing, accounting, and other financial activities which, among other things, provides that: (1) the duties of employees are subdivided so that no single employee handles a financial action from beginning to end; (2) proper authorizations from specific responsible officials are obtained before key steps in the processing of a transaction are completed; and, (3) records and procedures are arranged appropriately to facilitate safekeeping and effective control.

Internal Service Fund: Proprietary fund type used to account for the financing of goods or services provided by one department or agency to other departments or agencies of a government, on a cost-reimbursement basis.

Liability: Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date. Note: The term does not include encumbrances.

Major Accomplishments: A report of those significant programs, projects, and other activities which were successfully implemented and/or completed by a Department during the prior fiscal year.

Major Fund: Funds whose revenues, expenditures/expenses, assets, or liabilities (excluding extraordinary items) are at least 10 percent of corresponding totals for all governmental or enterprise funds and at least 5 percent of the aggregate amount for all governmental and enterprise funds for the same item.

Modified Accrual Basis: The modified accrual basis of accounting is used by all governmental fund types, expendable trust funds, and agency funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). “Measurable” means the amount of the transaction can be determined, and “available” means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Those revenues susceptible to accrual include property taxes remitted within 60 days after year-end, interest on investments, and certain other intergovernmental revenues. Expenditures are recorded when the related fund liability is incurred. Principal and interest on general long-term debt are recorded as fund liabilities when due, or when amounts have been accumulated in the debt service fund for payments to be made early in the following year.

Non-major Fund: Funds whose revenues, expenditures/expenses, assets, or liabilities (excluding extraordinary items) are not at least 10 percent of corresponding totals for all governmental or enterprise funds, and not at least 5 percent of the aggregate amount for all governmental and enterprise funds for the same item.

NPDES: National Pollutant Discharge Elimination System.

Primary Activities: A summary of what each department accomplishes during the fiscal year.

Proprietary Funds: Funds that focus on the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows. There are two different types of proprietary funds: enterprise funds and internal service funds.

Purchase Order: A document issued to authorize a vendor to deliver specified merchandise or render a specified service for a stated estimated price. Outstanding purchase orders are called encumbrances.

Reserve: An account used to indicate that a portion of fund equity is restricted for a specific purpose or not available for appropriation and subsequent spending.

Service Level Trends: A summary of changes in service levels from one fiscal year to the next. Changes discussed will include staffing levels, operational expenditures, and capital outlay.

Working Capital: The fund's current assets that exceeds current liabilities, and represents the assets that can be applied to its operation.

ACRONYMS

ABC	Alcoholic Beverage Control
ACFR	Annual Comprehensive Financial Report
AED	Automated External Defibrillator
AFY	Acre Feet per Year
AMR	Automated Meter Reader
APCD	Air Pollution Control District
ARES	Amateur Radio Emergency Service
BOD	Biochemical Oxygen Demand
BTA	Bicycle Transportation Account
CARB	California Air Resources Board
CAT	Camarillo Area Transit
CCM	Camarillo Commons Mixed-Use
CCTV	Closed Circuit TV
CD	Certificate of Deposit
CDBG	Community Development Block Grant Program
CDC	Camarillo Community Development Commission
CERT	Community Emergency Response Team
CEQA	California Environment Quality Act
CFD	Community Facilities District
CHP	California Highway Patrol
CIP	Capital Improvements Program
CIWMB	California Integrated Waste Management Board
CJPIA	California Joint Powers Insurance Authority
CMAQ	Congestion Mitigation & Air Quality
CMOM	Capacity, Management, Operations and Maintenance (Regulations)
CMWD	Calleguas Municipal Water District
COP	Certificates of Participation
COPS	Community Oriented Policing Services (US Dept of Justice)
CSD	Camarillo Sanitary District
CSMFO	California Society of Municipal Finance Officers
CSUCI	California State University Channel Islands
DAC	Digital Assurance Certification

ACRONYMS

DAR	Dial-A-Ride
DART	Disaster Assistance Response Team
DUI	Driving Under the Influence
DVP	Delivery-Versus-Payment
EDC-VC	Economic Development Council-Ventura County
EIR	Environmental Impact Report
EMMA	Electronic Municipal Market Access
EMPG	Emergency Management Performance Grant
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
ERAF	Educational Revenue Augmentation Fund
ERP	Emergency Response Plan
eWASTE	Electronic Waste
FAMC	Federal Agricultural Mortgage Corporation
FEMA	Federal Emergency Management Agency
FFCB	Federal Farm Credit Banks
FHLB	Federal Home Loan Bank
FOG	Fats, Oils, and Grease
FSE	Food Service Establishment
FTA	Federal Transit Administration
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association
GIS	Geographic Information System
GPA	General Plan Amendment
GPS	Global Positioning System
HBRR	Highway Bridge Rehabilitation and Replacement
HIPPA	Health Insurance Portability and Accountability
HTE	SunGard Public Section (Computer Software Program)
HUD	Department of Housing and Urban Development
HVAC	Heating, Ventilation & Air Conditioning

ACRONYMS

IIPP	Injury and Illness Prevention Program
ISF	Internal Service Fund
JAG	Justice Assistance Grant
LAIF	Local Agency Investment Fund
LAN/WAN	Local and Wide Area Network
LED	Light Emitting Diode
LLEBG	Local Law Enforcement Block Grant
MGD	Million Gallons per Day
MHFP	Multi-Hazard Functional Plan
MWD	Metropolitan Water District
NIMS	National Incident Management Systems
NPDES	National Pollutant Discharge Elimination Systems
NRCS	Natural Resources Conservation Service
NRMSIR	Nationally Recognized Municipal Securities Information Repositories
OES	Office of Emergency Services
OPEB	Other Post-Employment Benefits
OSHA	Occupational Safety & Health Acts
OTS	Office of Traffic Safety
PBID	Property Owned Business Improvement District
PEG	Public, Educational and Governmental (Access Channels)
PERS	Public Employees Retirement System
PM	Preventative Maintenance
PRV	Pressure Reducing Valve
PFID	Radio Frequency Identification
RHNA	Regional Housing Needs Assessment
RHSP	Retirement Healthcare Savings Plan
RPD	Ventura County Regional Defense Partnership for the 21st Century Fund
S&P	Standard & Poors
SBDC	Small Business Development Center
SCADA	Supervisory Control and Data Acquisition
SCAG	Southern California Association of Governments
SCE	Southern California Edison

ACRONYMS

SEC	Securities and Exchange Commission
SEMS	Standardized Emergency Management System
SERAF	Supplemental Educational Revenue Augmentation Fund
SLESF	Supplemental Law Enforcement Services Fund
SRO	School Resource Officer
SRRE	Source Reduction and Recycling Element
SSMP	Sewer System Management Plan
STOP	Sheriff's Teen Traffic Offenders Program
STP	Surface Transportation Program
TDA	State of California Transportation Development Act
TE	Transportation Enhancements
TEA	Transportation Equity Act
TMDL	Total Maximum Daily Load
TMF	Traffic Mitigation Fees
TOD	Transit Oriented Design
TVA	Tennessee Valley Authority
UASI	Urban Area Security Initiative
ULFT	Ultra Low Flush Toilet
VCCCD	Ventura County Community College District
VCFD	Ventura County Fire Department
VCLA	Ventura County Lodging Association
VCOE	Ventura County Office of Education
VCTC	Ventura County Transportation Commission
VCWPD	Ventura County Watershed Protection District
VLF	Vehicle License Fee
WDR	Waste Discharge Requirements
WIB	Workforce Investment Board
WWTP	Wastewater Treatment Plant

RESOLUTION NO. 2025-**A RESOLUTION OF THE CAMARILLO SANITARY DISTRICT (CSD)
ADOPTING THE FISCAL YEAR 2025/26 BUDGET**

The Board of Directors of the Camarillo Sanitary District resolves as follows:

SECTION 1: The Board of Directors of the Camarillo Sanitary District (CSD) finds and declares as follows:

- A. The CSD held a meeting on June 11, 2025 to adopt the proposed budget for FY 2025/26. Prior to that meeting, the CSD held a workshop on June 4, 2025 to deliberate upon the proposed budget as well as to hear any public comments.
- B. The total FY 2025/26 CSD budget proposed for adoption is \$25.0 million, of which the Operating Budget is \$19.5 million and Capital Budget is \$5.5 million.

SECTION 2: The Camarillo Sanitary District adopts Budget for Fiscal Year 2025/26. The budget for FY 2025/26 is hereby adopted.

SECTION 3: Camarillo Sanitary District Budget Authority. The Board of Directors approval of the adopted budget shall be for the CSD as a whole and it is hereby mandated that a change of overall appropriation shall be subject to approval of the Board of Directors.

SECTION 4: Administrative Budget Authority. It is hereby declared that, in addition to the Board of Director's level of authority, there is a need for a level of administrative authority over the adopted budget. The District Manager, therefore, shall have the administrative authority to approve appropriation transfers between expenditure line-item accounts as long as the funding source for the line-item from which the appropriation is being transferred is a legal funding source for the new anticipated use.

SECTION 5: Budget Carryovers. It is hereby approved that all appropriations for FY 2024/25 shall lapse June 30, 2025 and any remaining amounts shall be credited against their respective fund balances except for:

- A. Any unexpended but encumbered amounts for specific orders outstanding at the end of FY 2024/25; and
- B. Any unexpended appropriations for incomplete capital projects in the capital budget at the end of FY 2024/25; and
- C. Any unrealized revenues and unexpended appropriations for grants at the end of FY 2024/25.

And, that for these exceptions, the District Manager shall have the authority to approve these appropriation carryovers from FY 2024/25 into FY 2025/26; and that such carryovers may be made without further District action, since prior authorization has been given for these appropriations; and, when carried over and re-budgeted for FY 2025/26, these appropriations shall be offset by a debit to their respective fund balances.

RESOLUTION NO. 2025-

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAMARILLO SANITARY DISTRICT ADOPTING THE COMPENSATION AND CLASSIFICATION AND BENEFITS PROGRAM; AND, APPROVING A STATEMENT OF UNDERSTANDING PERTAINING TO TERMS AND CONDITIONS OF EMPLOYMENT FOR DISTRICT EMPLOYEES.

The Board of Directors of the Camarillo Sanitary District resolves as follows:

SECTION 1: The Board of Directors of the Camarillo Sanitary District finds and declares as follows:

A. The Board of the Camarillo Sanitary District (District) annually approves a compensation and classification plan and sets forth a program of benefits for District employees;

B. Subsequent to proper Meet and Discuss procedures, discussions have been held regarding salaries, benefits, and personnel rules.

C. The Board of the Camarillo Sanitary District affirms its commitment to equitable compensation practices and compliance with all applicable federal, state, and local employment laws.

SECTION 2: The Statement of Understanding (S.O.U.) pertaining to the terms and conditions of employment for City employees, attached as Exhibit A, is hereby approved.

SECTION 3: The Classification and Compensation Schedule is attached as Exhibit B, is hereby adopted and shall be effective July 1, 2025.

SECTION 4: The various benefit programs applicable to city employees are set forth in Exhibit C.

SECTION 5: This resolution shall remain in effect until amended, repealed, or superseded by the future action of the Board of Directors. The compensation, classification and benefits programs and S.O.U. set forth herein supersede any programs or S.O.U. previously established for District employees and any portion of any previous resolutions in conflict are hereby repealed.

PASSED AND ADOPTED June 11, 2025.

Chairman

Attested to on _____.

Assistant Secretary _____

I, Carrie Weal, Assistant Secretary of the Camarillo Sanitary District, certify Resolution No. 2025- was adopted by the Board of Directors of the Camarillo Sanitary District at a regular meeting held June 11, 2025, by the following vote:

AYES: Directors:

NOES: Directors:

NOES: Directors:
ABSENT: Directors:

____ Assistant Secretary

EXHIBIT A

STATEMENT OF UNDERSTANDING OF THE CAMARILLO SANITARY DISTRICT PERTAINING TO TERMS AND CONDITIONS OF EMPLOYMENT FOR DISTRICT EMPLOYEES

The Camarillo Sanitary District (District) has met with the employees of the District relative to the Personnel Rules and the restatement of the District's Compensation Plan within the context of said rules. Subsequent to the completion of said Meet and Discuss process, it is now appropriate to approve this STATEMENT OF UNDERSTANDING (S.O.U.) setting forth provisions pertaining to wages, hours and other terms and conditions of employment.

1. **TERMS.** This S.O.U. shall apply to Fiscal Year 2025-2026 commencing on July 1, 2025, and shall remain in effect until otherwise amended or repealed by the Directors of the Camarillo Sanitary District in accordance with applicable law and City procedures.
2. **PURPOSE.** The purpose of this S.O.U. is to set forth wages, benefits and other terms and conditions of employment.
3. **APPLICABILITY.** This S.O.U. shall apply to all persons who are currently or hereafter employed by the City as defined in the Personnel Rules.
4. **SCOPE.** The general conditions of employment pertaining to both the rights and obligations of both the District employees and the Sanitary District, shall include, in addition to language set forth herein, the Personnel Rules of the District, dated March 26, 2014, and as amended, which are incorporated herein by reference.

The District reserve the right to amend such rules at any time. However, any amendment to the Personnel Rules, which are subject to Meet and Discuss between the District and the employees of the District, shall not become effective until the conclusion of such a process either by agreement having been reached or by unilateral adoption by the District as authorized by law.

To the extent of any conflict between this S.O.U. and the Personnel Rules, this S.O.U. shall govern unless otherwise required by law.

5. **MANAGEMENT RIGHTS.** The District has the authority to manage and direct, on behalf of the public, all operations and activities of the District to the full extent authorized by law, including full authority to:
 - a. determine and modify the organization and its constituent work units;
 - b. determine the nature, standards, levels and mode of delivery of services to be offered to the public;
 - c. determine methods, means and the numbers and kinds of personnel by which services are to be provided;

- d. determine whether goods or services shall be made, purchased, or contracted for;
 - e. direct employees, including scheduling and assigning work and overtime;
 - f. establish employee performance standards and require compliance therewith;
 - g. discharge, suspend, demote, reduce in pay, reprimand, withhold salary increases and benefits, or otherwise discipline employees subject to the requirements of applicable law;
 - h. relieve employees from duty because of lack of work, lack of funds or for other legitimate reasons;
 - i. implement rules, regulations and directives consistent with law and the specific provisions of this S.O.U.; and
 - j. take all necessary actions to protect the public and carry out its mission in emergencies.
6. **SALARIES.** The titles and salary bands for all classes of employment for the term of this S.O.U. shall be as set forth in Exhibit "B."
7. **BENEFITS.** Employee benefits are addressed in the Personnel Rules. A summary of the various benefit plans offered by the City is set forth in Exhibit "C."
8. **SAVINGS CLAUSE.** If any provision of this S.O.U. is held invalid by a court or rendered inoperative by legislation, the remainder of this S.O.U. shall remain in full force and effect.

Date

Chairman

EXHIBIT B

Reso 2025-
CSD Reso 2025-CITY OF CAMARILLO
Classification and Compensation Schedule
Effective July 1, 2025

CLASSIFICATION TITLE	RANGE	MINIMUM	HOURLY MIDPOINT	MAXIMUM
City Manager		156.8994	156.8994	156.8994
EXECUTIVE MANAGEMENT EMPLOYEES				
Assistant City Manager	30	99.2074	124.0093	148.8111
Assistant to the City Manager	20	60.9047	76.1309	91.3571
City Clerk	22	67.1474	83.9343	100.7211
Director of Administrative Services / Chief Innovation Officer	27	85.6990	107.1238	128.5485
Director of Community Development	27	85.6990	107.1238	128.5485
Director of Human Resources	27	85.6990	107.1238	128.5485
Director of Finance	27	85.6990	107.1238	128.5485
Director of Public Works	28	89.9840	112.4800	134.9760
MANAGEMENT EMPLOYEES				
Assistant Director of Administrative Services	24	74.0300	92.5375	111.0450
Assistant Director of Community Development	24	74.0300	92.5375	111.0450
Assistant Director of Finance	24	74.0300	92.5375	111.0450
Assistant Director of Public Works - City Engineer	25	77.7315	97.1644	116.5973
Assistant Maintenance Superintendent	14	45.4481	56.8102	68.1722
Assistant Water Reclamation Superintendent	17	52.6118	65.7648	78.9177
Assistant Water Superintendent	17	52.6118	65.7648	78.9177
Budget and Purchasing Manager	18	55.2424	69.0530	82.8636
Code Compliance Manager	17	52.6118	65.7648	78.9177
Customer Service Supervisor	13	43.2839	54.1049	64.9259
Deputy Director of Public Works	24	74.0300	92.5375	111.0450
Economic and Business Development Manager	24	74.0300	92.5375	111.0450
Economic Development Manager	21	63.9499	79.9374	95.9249
Finance and Accounting Manager	18	55.2424	69.0530	82.8636
Fleet and Facilities Manager	17	52.6118	65.7648	78.9177
Human Resources Manager	22	67.1474	83.9343	100.7211
Information Systems Manager	21	63.9499	79.9374	95.9249
Maintenance Superintendent	19	58.0045	72.5057	87.0068
Planning Manager	20	60.9047	76.1309	91.3571
Public Works Administrator	21	63.9499	79.9374	95.9249
Transportation Engineer	22	67.1474	83.9343	100.7211
Water Reclamation Superintendent	22	67.1474	83.9343	100.7211
Water Resources Manager	22	67.1474	83.9343	100.7211
Water Superintendent	22	67.1474	83.9343	100.7211
PROFESSIONAL EMPLOYEES				
Accountant I	12	41.2228	51.5285	61.8342
Accountant II	13	43.2839	54.1049	64.9259
Assistant City Clerk	17	52.6118	65.7648	78.9177
Associate Civil Engineer	17	52.6118	65.7648	78.9177
Associate Engineer	16	50.1065	62.6332	75.1598
Community Relations Officer	18	55.2424	69.0530	82.8636

Deputy City Clerk	12	41.2228	51.5285	61.8342
Finance Analyst I	14	45.4481	56.8102	68.1722
Finance Analyst II	16	50.1065	62.6332	75.1598
Human Resources Analyst	14	45.4481	56.8102	68.1722
Information Systems Analyst	19	58.0045	72.5057	87.0068
Management Analyst	14	45.4481	56.8102	68.1722
Management Assistant	11	39.2598	49.0748	58.8897
Principal Civil Engineer	21	63.9499	79.9374	95.9249
Principal Management Analyst	18	55.2424	69.0530	82.8636
Principal Planner	17	52.6118	65.7648	78.9177
Senior Accountant	15	47.7205	59.6507	71.5808
Senior Associate Engineer	18	55.2424	69.0530	82.8636
Senior Civil Engineer	19	58.0045	72.5057	87.0068
Senior Management Analyst	17	52.6118	65.7648	78.9177
Senior Planner	15	47.7205	59.6507	71.5808
GENERAL EMPLOYEES				
Accounting Specialist I	4	27.9011	34.8764	41.8517
Accounting Specialist II	6	30.7610	38.4513	46.1415
Administrative Specialist I	3	26.5725	33.2157	39.8588
Administrative Specialist II	6	30.7610	38.4513	46.1415
Assistant Engineer	13	43.2839	54.1049	64.9259
Assistant Planner	10	37.3903	46.7379	56.0855
Associate Planner	13	43.2839	54.1049	64.9259
Chemist	16	50.1065	62.6332	75.1598
Code Compliance Officer	9	35.6098	44.5123	53.4147
Code Compliance Technician	7	32.2991	40.3739	48.4487
Collection Systems Mechanic I	5	29.2962	36.6203	43.9443
Collection Systems Mechanic II	8	33.9141	42.3927	50.8712
Customer Service Specialist I	1	24.1020	30.1275	36.1530
Customer Service Specialist II	4	27.9011	34.8764	41.8517
Engineering Technician I	6	30.7610	38.4513	46.1415
Engineering Technician II	8	33.9141	42.3927	50.8712
Engineering Technician III	11	39.2598	49.0748	58.8897
Equipment Mechanic	8	33.9141	42.3927	50.8712
Executive Assistant	12	41.2228	51.5285	61.8342
Facilities Maintenance Assistant	5	29.2962	36.6203	43.9443
Finance Assistant	10	37.3903	46.7379	56.0855
Geographic Information Systems Specialist	15	47.7205	59.6507	71.5808
Human Resources Specialist	11	39.2598	49.0748	58.8897
Human Resources Technician	6	30.7610	38.4513	46.1415
Industrial Electrician and Instrumentation Specialist	13	43.2839	54.1049	64.9259
Information Systems Administrator	15	47.7205	59.6507	71.5808
Information Systems Technician	11	39.2598	49.0748	58.8897
Laboratory Specialist	13	43.2839	54.1049	64.9259
Landscape Inspector	11	39.2598	49.0748	58.8897
Lead Collection Systems Mechanic	11	39.2598	49.0748	58.8897
Lead Maintenance Worker	8	33.9141	42.3927	50.8712
Lead Water Operator	12	41.2228	51.5285	61.8342
Lead Water Reclamation Maintenance Worker	13	43.2839	54.1049	64.9259
Maintenance Supervisor	11	39.2598	49.0748	58.8897
Maintenance Worker I	1	24.1020	30.1275	36.1530
Maintenance Worker II	3	26.5725	33.2157	39.8588
Maintenance Worker III	5	29.2962	36.6203	43.9443
Planning Technician	7	32.2991	40.3739	48.4487

RESOLUTIONS

SCADA Analyst	17	52.6118	65.7648	78.9177
Senior Administrative Specialist	8	33.9141	42.3927	50.8712
Senior Code Compliance Officer	12	41.2228	51.5285	61.8342
Senior Customer Service Specialist	7	32.2991	40.3739	48.4487
Senior Equipment Mechanic	11	39.2598	49.0748	58.8897
Senior Facilities Maintenance Assistant	8	33.9141	42.3927	50.8712
Senior Traffic Signal Technician	13	43.2839	54.1049	64.9259
Source Control Inspector	11	39.2598	49.0748	58.8897
Traffic Signal Technician	10	37.3903	46.7379	56.0855
Water Operator I	6	30.7610	38.4513	46.1415
Water Operator II	8	33.9141	42.3927	50.8712
Water Operator III	10	37.3903	46.7379	56.0855
Water Reclamation Plant Maintenance Supervisor	14	45.4481	56.8102	68.1722
Water Reclamation Plant Mechanic I	6	30.7610	38.4513	46.1415
Water Reclamation Plant Mechanic II	8	33.9141	42.3927	50.8712
Water Reclamation Plant Operator I	7	32.2991	40.3739	48.4487
Water Reclamation Plant Operator II	9	35.6098	44.5123	53.4147
Water Reclamation Plant Operator III	11	39.2598	49.0748	58.8897
Water Reclamation Plant Operations Supervisor	14	45.4481	56.8102	68.1722
Water Supervisor	14	45.4481	56.8102	68.1722
NON-CLASSIFIED / HOURLY RATED POSITIONS				
Crossing Guard		25.07		
High School Student Assistant		17.13		
Intern I		21.22		23.34
Intern II		23.23		26.56
Temporary Assignment		17.13		156.00
Retired Annuitant		17.13		156.00

CITY OF CAMARILLO
SALARY RANGE 1-30
 Effective 07/01/2025

Salary Range	Annual Minimum	Annual MidPoint	Annual Maximum	Monthly Minimum	Monthly MidPoint	Monthly Maximum	Hourly Minimum	Hourly Midpoint	Hourly Maximum
1	50,132.16	62,665.20	75,198.24	4,177.68	5,222.10	6,266.52	24.1020	30.1275	36.1530
2	52,638.77	65,798.51	78,958.26	4,386.56	5,483.21	6,579.85	25.3071	31.6339	37.9607
3	55,270.80	69,088.66	82,908.30	4,605.90	5,757.39	6,908.86	26.5725	33.2157	39.8588
4	58,034.29	72,542.91	87,051.54	4,836.19	6,045.24	7,254.29	27.9011	34.8764	41.8517
5	60,936.10	76,170.22	91,404.14	5,078.01	6,347.52	7,617.01	29.2962	36.6203	43.9443
6	63,982.88	79,978.70	95,974.32	5,331.91	6,664.89	7,997.86	30.7610	38.4513	46.1415
7	67,182.13	83,977.71	100,773.30	5,598.51	6,998.14	8,397.77	32.2991	40.3739	48.4487
8	70,541.33	88,176.82	105,812.10	5,878.44	7,348.07	8,817.67	33.9141	42.3927	50.8712
9	74,068.38	92,585.58	111,102.58	6,172.37	7,715.47	9,258.55	35.6098	44.5123	53.4147
10	77,771.82	97,214.83	116,657.84	6,480.99	8,101.24	9,721.49	37.3903	46.7379	56.0855
11	81,660.38	102,075.58	122,490.58	6,805.03	8,506.30	10,207.55	39.2598	49.0748	58.8897
12	85,743.42	107,179.28	128,615.14	7,145.29	8,931.61	10,717.93	41.2228	51.5285	61.8342
13	90,030.51	112,538.19	135,045.87	7,502.54	9,378.18	11,253.82	43.2839	54.1049	64.9259
14	94,532.05	118,165.22	141,798.18	7,877.67	9,847.10	11,816.51	45.4481	56.8102	68.1722
15	99,258.64	124,073.46	148,888.06	8,271.55	10,339.45	12,407.34	47.7205	59.6507	71.5808
16	104,221.52	130,277.06	156,332.38	8,685.13	10,856.42	13,027.70	50.1065	62.6332	75.1598
17	109,432.54	136,790.78	164,148.82	9,119.38	11,399.23	13,679.07	52.6118	65.7648	78.9177
18	114,904.19	143,630.24	172,356.29	9,575.35	11,969.19	14,363.02	55.2424	69.0530	82.8636
19	120,649.36	150,811.86	180,974.14	10,054.11	12,567.65	15,081.18	58.0045	72.5057	87.0068
20	126,681.78	158,352.27	190,022.77	10,556.81	13,196.02	15,835.23	60.9047	76.1309	91.3571
21	133,015.79	166,269.79	199,523.79	11,084.65	13,855.82	16,626.98	63.9499	79.9374	95.9249
22	139,666.59	174,583.34	209,499.89	11,638.88	14,548.61	17,458.32	67.1474	83.9343	100.7211
23	146,649.98	183,312.48	219,974.98	12,220.83	15,276.04	18,331.25	70.5048	88.1310	105.7572
24	153,982.40	192,478.00	230,973.60	12,831.87	16,039.83	19,247.80	74.0300	92.5375	111.0450
25	161,681.52	202,101.95	242,522.38	13,473.46	16,841.83	20,210.20	77.7315	97.1644	116.5973
26	169,765.65	212,207.22	254,648.58	14,147.14	17,683.93	21,220.71	81.6181	102.0227	122.4272
27	178,253.92	222,817.50	267,380.88	14,854.49	18,568.13	22,281.74	85.6990	107.1238	128.5485
28	187,166.72	233,958.40	280,750.08	15,597.23	19,496.53	23,395.84	89.9840	112.4800	134.9760
29	196,525.06	245,656.32	294,787.58	16,377.09	20,471.36	24,565.63	94.4832	118.1040	141.7248
30	206,351.39	257,939.34	309,527.09	17,195.95	21,494.95	25,793.92	99.2074	124.0093	148.8111

EXHIBIT C

SUMMARY OF 2025-2026 BENEFIT PROGRAMS

I. MEDICAL INSURANCE

The City and District contract with the California Public Employees' Retirement System (CalPERS) for participation under the Public Employees' Medical and Hospital Care Act (PEHMCA) for the purpose of providing medical insurance benefits for eligible employees, City Councilmembers and qualifying annuitants. The City contributes towards the cost of eligible employees', City Councilmembers', and annuitants' health premiums under the equal contribution method as defined in Government Code Section 22892 (b)(1). The maximum monthly medical benefit provided to eligible employees and annuitants is \$158.00 as of January 1, 2025, with an increase anticipated to be effective as of January 1, 2026, based on the CalPERS Equal Contribution Method rates. Newly hired eligible employees can enroll in a health plan effective the 1st of the month following their date of hire.

II. DENTAL AND VISION INSURANCE

Dental and vision plans are self-funded through Delta Dental and Vision Service Plan (VSP). Regular, full-time employees and their eligible dependents are enrolled in the dental and vision plans on the 1st of the month following their date of hire, with the City paying 100% of the premium. Regular, part-time employees may enroll in the dental and vision insurance plans with the City paying a percentage of the premium equal to their employment classification ($\frac{1}{2}$ -time = 50%; $\frac{3}{4}$ -time = 75%). City Councilmembers may receive family dental and vision insurance benefits equal to regular, full-time employees. Eligibility and enrollment are subject to the terms and conditions of the City's group plan agreements with Delta Dental and VSP.

III. IRS SECTION 125 PLAN (CAFETERIA PLAN)

The City and District shall maintain, in accordance with Section 125 of the IRS Code, a Cafeteria Plan for the purpose of providing employees with access to various health and welfare benefits on a pre-tax basis. Benefits available through the Cafeteria Plan include, but are not limited to:

- Group Health Plan Medical Premiums
- Dental and Vision Insurance Premiums
- Flexible Spending Account for Dependent Care
- Flexible Spending Account for Medical Expenses
- Voluntary Optional Benefits offered under a City-sponsored supplemental insurance program (e.g. Cancer Insurance Premiums, Accident Insurance Premiums, Critical Illness Insurance Premiums, etc.)

The contribution to the Cafeteria Plan ("Flex Dollars") for regular full-time employees will be equal to ninety percent (90%) of the premium for the PERS Platinum PPO family health plan offered in the area, rounded to the nearest whole dollar, reduced by the City's medical benefit paid directly to CalPERS. Regular part-time employees will receive a pro-rated portion of Flex Dollars based on their employment classification ($\frac{1}{2}$ -time = 50%; $\frac{3}{4}$ -time = 75%). Eligible employees who opt out of the health program or do not fully utilize the Medical Benefit and Flex Dollar contributions will receive

100% cash-back of the unutilized City or District contributions. Cashback in lieu of benefits is considered taxable income and is reported as such on employee W-2s. Flex Dollar contributions begin for eligible employees on the 1st of the month following their date of hire.

City Councilmembers are not eligible for cash-back of unutilized Cafeteria Plan contributions.

IV. RETIREMENT

The City contracts with CalPERS to provide retirement benefits for eligible employees.

Classic Employees. Employees hired on or before December 31, 2012; and employees hired on or after January 1, 2013, who qualify for pension system reciprocity have the following retirement contract provisions apply:

- 2% @ 55 Retirement Formula
- Final Compensation Period, Single Highest Year
- 1959 Survivor Benefit Level 4
- Pre-Retirement Option 2W Death Benefit, continues after remarriage of survivor
- Post-Retirement Survivor Allowance, continues after remarriage of survivor
- 2% Annual Cost-of-Living Allowance Increase
- \$500 Retired Death Benefit
- Unused Sick Leave Credit
- Purchase of Prior Service Credit
- Military Service Credit
- Public Service Credit for Peace Corps, AmeriCorps VISTA, or AmeriCorps Service

The City and District pay both the employer and employee contributions to CalPERS in accordance with the provisions of the contract between the City and CalPERS.

New Members. As defined by AB340 (the California Public Employees' Pension Reform Act of 2013 "PEPRA"), employees hired on or after January 1, 2013, who do not qualify for pension system reciprocity or who were CalPERS members while employed by another public agency and hired by the City after a break in service of more than six (6) months have the following retirement contract provisions apply:

- 2% @ 62 Retirement Formula
- Final Compensation Period, Average of highest paid consecutive 36 months
- 1959 Survivor Benefit Level 4
- Pre-Retirement Option 2W Death Benefit, continues after remarriage of survivor
- Post-Retirement Survivor Allowance, continues after remarriage of survivor
- 2% Annual Cost-of-Living Allowance Increase
- \$500 Retired Death Benefit
- Unused Sick Leave Credit
- Purchase of Prior Service Credit
- Military Service Credit
- Public Service Credit for Peace Corps, AmeriCorps VISTA, or AmeriCorps Service

The City and District pay only the employer contribution to CalPERS and employees

pay the employee contribution in accordance with the provisions of the contract with CalPERS.

V. LIFE INSURANCE

Group life insurance is provided for all regular, full- and part-time employees. The amount of insurance coverage is the amount equal to the employee's annual salary, based on their employment classification as a full, $\frac{1}{2}$ -, or $\frac{3}{4}$ -time employee, plus \$5,000, rounded to the next increment of \$5,000 (\$200,000 max.). City Councilmembers are provided with coverage in the amount of \$50,000. All eligible dependents are covered by life insurance in the amount of \$2,000. NOTE: Accidental death and dismemberment coverage matches the life insurance schedule above; however, the amount payable for certain losses will differ.

VI. SHORT/LONG TERM DISABILITY

Short/long-term disability benefits are provided to all regular employees. Eligible employees are enrolled in the disability program effective the 1st of the month following their date of hire. In the event a regular employee becomes disabled through a non-work-related illness or sudden injury, short term disability coverage provides a weekly income benefit equal to 66 $\frac{2}{3}$ % of covered earnings up to a maximum benefit of \$2,192 per week (\$9,500 per month). The waiting period for short term disability benefits to begin is after 7 days for an illness or 0 days for injury or date of hospitalization. After 180 days of being disabled, the employee is eligible for long term disability which provides the same level of benefits as short term disability. Long term disability's maximum benefit period is to age 65 for those 61 or younger at the time of disablement. The maximum benefit period varies for those 62 or older at the time of disablement. Plans are administered through the City's contracted insurance provider and are subject to policy limitations and coordination with other benefits such as Workers' Compensation and Paid Family Leave.

VII. WORKERS' COMPENSATION

Workers' Compensation benefits are for work-related illnesses or injuries. All medical and hospital costs are covered. Temporary disability income is computed at approximately 66 $\frac{2}{3}$ % of weekly wages up to the state law maximum. The Workers' Compensation program is administered by Athens Administrators. All work-related illnesses/injuries are required to be immediately reported to a supervisor and Human Resources. Benefits are provided in accordance with the California Labor Code.

VIII. EMPLOYEE ASSISTANCE PROGRAM

An Employee Assistant Program (EAP) is provided for all regular employees and City Directors. The EAP offers 24-hour confidential services that can assist employees and members of their household to resolve personal issues and meet life's challenges. The program offers up to six counseling sessions per issue per year. Utilization of the EAP is voluntary and confidential, in accordance with applicable privacy laws and program provider policies.

IX. RETIREMENT HEALTH SAVINGS (RHS) PLAN

An RHS Plan is provided for all regular employees. The RHS Plan allows employees to accumulate assets on a pre-tax basis to pay for medical expenses on a tax-free basis upon separation from employment. Contributions and distributions are subject to IRS regulations governing Health Reimbursement Arrangements (HRAs) and the terms of the RHS Plan Document.

X. OTHER BENEFITS

	Amount	Classification
Auto Allowance	\$500/month	City Manager
	\$250/month	Assistant City Manager Directors City Clerk
	\$200/month	Assistant Directors Deputy Directors Economic Development Manager Principal Civil Engineer Planning Manager Principal Planner
	\$175/month	Assistant to the City Manager Community Relations Officer Assistant City Clerk Deputy City Clerk Senior Civil Engineer Transportation Engineer Senior Planner
Cell Phone Allowance	\$90/month	Eligible Employees
Defined Contribution (401a Plan)	7% of salary	All Regular Employees/ Eligible City Councilmembers
Deferred Compensation (457 Plan)	3% of salary	City Manager, Assistant City Manager, Directors, and City Clerk; all other employees are eligible to participate
457 Roth IRA	Optional Participation – Employee Funded	All Regular Employees
Deferred Compensation (457 PTS) Part-Time, Temporary, Seasonal Plan	7% of salary	Non-Classified: Part-Time, Temporary and Seasonal workers that are not eligible for CalPERS membership and City Councilmembers not electing CalPERS membership
Education Reimbursement	75% of expenses up to \$1,800/FY	All Regular Employees
Holidays	88 hours plus 24* hours floating holiday/year	All Regular Employees
Mileage Reimbursement	Amount recognized by the IRS for business travel	All Regular Employees
Management Leave	88 hours/year	City Manager
	72 hours/year	Executive Management Employees

	56 hours/year	Senior Management Employees
	40 hours/year	Professional Employees
Elected Benefits (Participation is optional and paid for by Employee)		
Pet Insurance		
PrePaid Legal Insurance		
Supplemental Insurance		
Proficiency and Other Pay:		
Arborist Certification Pay	\$150/month	Eligible Employees
Backflow Proficiency Pay	\$100/month	Eligible Employees
Bilingual Pay	\$50/month	Eligible Employees
Commercial Driver's License (CDL) Proficiency Pay	\$50/month Class A CDL \$25/month Class B CDL In addition to reimbursement for costs associated with obtaining and maintaining the appropriate CDL and endorsements	Eligible Employees
Pesticide Applicator Proficiency Pay	\$100/month	Eligible Employees
On-Call Pay	\$3.00/hour	Eligible Employees
Safety Shoe Reimbursement	\$300/FY	Eligible Employees

Please note: CalPERS Reportable Compensation – The City reports special compensation as pensionable income in accordance with Title 2 of the California Code of Regulations: section 571(b) for classic CalPERS members and section 571.1(a) for PEPRA members. However, CalPERS is the final authority in determining whether any form of compensation is considered pensionable.

RESOLUTION NO. 2025-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMARILLO ADOPTING THE FISCAL YEAR 2025/26 BUDGET

The City Council of the City of Camarillo resolves as follows:

SECTION 1: The City Council finds and declares as follows:

- A. The City Council held a meeting on June 11, 2025 to adopt the proposed budget for FY 2025/26. Prior to that meeting, the City Council held a workshop on June 4, 2025 to deliberate upon the proposed budget as well as to hear any public comments.
- B. The total FY 2025/26 City budget proposed for adoption is \$159.2 million, of which the Operating Budget is \$129.5 million and Capital Budget is \$29.7 million.

SECTION 2: The City Council adopts Budget for Fiscal Year 2025/26. The budget for FY 2025/26 is hereby adopted.

SECTION 3: City of Camarillo Budget Authority. The City Council approval of the adopted budget shall be for the City as a whole and it is hereby mandated that a change of overall appropriation shall be subject to approval of the City Council.

SECTION 4: Administrative Budget Authority. It is hereby declared that, in addition to the City Council's level of authority, there is a need for a level of administrative authority over the adopted budget. The City Manager, therefore, shall have the administrative authority to approve appropriation transfers between expenditure line-item accounts as long as the funding source for the line-item from which the appropriation is being transferred is a legal funding source for the new anticipated use.

SECTION 5: Budget Carryovers. It is hereby approved that all appropriations for FY 2024/25 shall lapse June 30, 2025 and any remaining amounts shall be credited against their respective fund balances except for:

- A. Any unexpended but encumbered amounts for specific orders outstanding at the end of FY 2024/25; and
- B. Any unexpended appropriations for incomplete capital projects in the capital budget at the end of FY 2024/25; and
- C. Any unrealized revenues and unexpended appropriations for grants at the end of FY 2024/25.

And, that for these exceptions, the City Manager shall have the authority to approve these appropriation carryovers from FY 2024/25 into FY 2025/26; and that such carryovers may be made without further City Council action, since prior authorization has been given for these appropriations; and, when carried over and re-budgeted for FY 2025/26, these appropriations shall be offset by a debit to their respective fund balances.

SECTION 6: Effective Date. This Resolution shall take full force and effect on July 1, 2025, after its adoption by the City Council.

PASSED AND ADOPTED on June 11, 2025.

Mayor

Attested to on _____

City Clerk

I, Carrie Weal, City Clerk of the City of Camarillo, certify Resolution No. 2025- was adopted by the City Council of the City of Camarillo at a regular meeting held June 11, 2025, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

City Clerk

Resolution No. 2025-
Page 2 of 2

RESOLUTION NO. 2025-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMARILLO ESTABLISHING THE FISCAL YEAR 2025/26 APPROPRIATIONS LIMIT FOR THE CITY OF CAMARILLO

The City Council of the City of Camarillo resolves as follows:

SECTION 1: The City Council of the City of Camarillo finds and declares as follows:

- A. The City of Camarillo, pursuant to Article XIII B of the Constitution of the State of California, is annually required to adopt an Appropriations Limit; and
- B. The City is required annually to select the population and inflation factors used in determining the Appropriations Limit; and
- C. The population factor used was the change in population for the County of Ventura, which was 0.0666%; and
- D. The inflation factor used was the per capita cost of living change, which was 6.44%.
- E. The City of Camarillo Appropriations Limit for 2025/26 is \$148,945,358 as calculated below:

2024/25 Appropriations Limit	\$139,841,666
Population Factor (County)	1.0007
Inflation Factor (Per Capita Cost of Living Change)	1.0644
Total Adjustment Factor (1.0007 x 0.0644)	<u> x 1.0651</u>
2025/26 Appropriations Limit	<u>\$148,945,358</u>

(Prior year limit x population factor x inflation factor = new limit)

SECTION 2: The City Clerk shall certify to the adoption of this Resolution.

PASSED AND ADOPTED June 11, 2025.

Mayor

Attested to on _____.

City Clerk

RESOLUTIONS

I, Carrie Weal, City Clerk of the City of Camarillo, certify Resolution No. 2025- was adopted by the City Council of the City of Camarillo at a regular meeting held June 11, 2025, by the following vote:

AYES: Councilmembers:
NOES: Councilmembers:
ABSENT: Councilmembers:

City Clerk

Resolution No. 2025-
Page 2 of 2

RESOLUTION NO. 2025-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMARILLO APPROVING THE CITY OF CAMARILLO'S COMMITMENT OF FUND BALANCE

The City Council of the City of Camarillo resolves as follows:

SECTION 1: The City Council of the City of Camarillo finds and declares as follows:

A. The Governmental Accounting Standards Board (GASB) has issued its Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, with the intent of improving financial reporting by providing fund balance classifications that will be more easily understood; and

B. The City Council adopted Policy 3.10 entitled "Governmental Accounting Standards Board (GASB) Statement No. 54 Policy", which provides that the City Council may Commit Fund Balance for specific purposes by taking formal action, and these Committed amounts cannot be used for any other purpose unless the City Council removes or changes the specific use through the same formal action taken to establish the Commitment; and

C. It is recommended to the City Council that a Commitment of \$89,888,913 of the General Fund Unrestricted Fund Balance be established for Council Reserve Goal of \$31,683,913 Facility Improvement Projects of \$14,405,000, Natural Disaster Recovery of \$10,000,000, Pleasant Valley Rec & Park District (Community and Senior Center) of \$8,000,000, Economic Development of \$5,400,000, Continuum of Care of \$3,800,000, Camarillo Springs Debris Barrier Remediation Maintenance of \$200,000, Loan to Water Utility of \$15,000,000, and Unfunded Liability PRSP Trust of \$1,400,000 for the Fiscal Year ending June 30, 2025.

SECTION 2: City Council establishes and approves the Commitment of \$89,888,913 of the Unrestricted Fund Balance.

SECTION 3: The City Clerk shall certify to the adoption of this Resolution.

PASSED AND ADOPTED June 11, 2025.

Mayor

Attested to on _____

City Clerk

I, Carrie Weal, City Clerk of the City of Camarillo, certify Resolution No. 2025- was adopted by the City Council of the City of Camarillo at a regular meeting held June 11, 2025, by the following vote:

AYES: Councilmembers:
NOES: Councilmembers:
ABSENT: Councilmembers:

City Clerk

Resolution No. 2025-
Page 2 of 2

RESOLUTION NO. 2025-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMARILLO ADOPTING THE COMPENSATION, CLASSIFICATION AND BENEFITS PROGRAM; AND, APPROVING A STATEMENT OF UNDERSTANDING PERTAINING TO TERMS AND CONDITIONS OF EMPLOYMENT FOR CITY EMPLOYEES

The City Council of the City of Camarillo resolves as follows:

SECTION 1: The City Council of the City of Camarillo finds and declares as follows:

A. The City Council annually approves a compensation and classification plan and sets forth a program of benefits for City employees.

B. Subsequent to proper Meet and Discuss procedures, discussions have been held regarding salaries, benefits, and personnel rules.

C. The City Council affirms its commitment to equitable compensation practices and compliance with all applicable federal, state, and local employment laws.

SECTION 2: The Statement of Understanding (S.O.U.) pertaining to the terms and conditions of employment for City employees, attached as Exhibit A, is hereby approved.

SECTION 3: The Classification and Compensation Schedule is attached as Exhibit B, is hereby adopted and shall be effective July 1, 2025.

SECTION 4: The various benefit programs applicable to city employees are set forth in Exhibit C.

SECTION 5: This resolution shall remain in effect until amended, repealed, or superseded by the future action of the City Council. The compensation, classification and benefits programs and S.O.U. set forth herein supersede any programs or S.O.U. previously established for City employees and any portion of any previous resolutions in conflict are hereby repealed.

PASSED AND ADOPTED June 11, 2025.

Mayor

Attested to on _____.

City Clerk _____

I, Carrie Weal, City Clerk of the City of Camarillo, certify Resolution No. 2025- was adopted by the City Council of the City of Camarillo at a regular meeting held June 11, 2025, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers: _____

City Clerk _____

EXHIBIT A

**STATEMENT OF UNDERSTANDING OF THE CITY OF CAMARILLO
OPERTAINING TO TERMS AND CONDITIONS OF EMPLOYMENT
FOR CITY EMPLOYEES**

The City of Camarillo has met with the employees of the City relative to the Personnel Rules and the restatement of the City's Compensation Plan within the context of said rules. Subsequent to the completion of said Meet and Discuss process, it is now appropriate to approve this STATEMENT OF UNDERSTANDING (S.O.U.) setting forth provisions pertaining to wages, hours and other terms and conditions of employment.

1. **TERMS.** This S.O.U. shall apply to Fiscal Year 2025-2026 commencing on July 1, 2025, and shall remain in effect until otherwise amended or repealed by the City Council in accordance with applicable law and City procedures.
2. **PURPOSE.** The purpose of this S.O.U. is to set forth wages, benefits and other terms and conditions of employment.
3. **APPLICABILITY.** This S.O.U. shall apply to all persons who are currently or hereafter employed by the City as defined in the Personnel Rules.
4. **SCOPE.** The general conditions of employment pertaining to both the rights and obligations of both the employees and the City, shall include, in addition to language set forth herein, the Personnel Rules of the City, dated March 26, 2014, and as amended, which are incorporated herein by reference.

The City reserves the right to amend such rules at any time. However, any amendment to the Personnel Rules, which are subject to Meet and Discuss between the City and employees of the City, shall not become effective until the conclusion of such process either by agreement having been reached or by unilateral adoption by the City as authorized by law.

To the extent of any conflict between this S.O.U. and the Personnel Rules, this S.O.U. shall govern unless otherwise required by law.

5. **MANAGEMENT RIGHTS.** The City has the authority to manage and direct, on behalf of the public, all operations and activities of the City to the full extent authorized by law, including full authority to:
 - a. determine and modify the organization of City government and its constituent work units;
 - b. determine the nature, standards, levels and mode of delivery of services to be offered to the public;
 - c. determine methods, means and the numbers and kinds of personnel by which services are to be provided;
 - d. determine whether goods or services shall be made, purchased, or contracted for;
 - e. direct employees, including scheduling and assigning work and overtime;
 - f. establish employee performance standards and require compliance therewith;

- g. discharge, suspend, demote, reduce in pay, reprimand, withhold salary increases and benefits, or otherwise discipline employees subject to the requirements of applicable law;
 - h. relieve employees from duty because of lack of work, lack of funds or for other legitimate reasons;
 - i. implement rules, regulations and directives consistent with law and the specific provisions of this S.O.U.; and
 - j. take all necessary actions to protect the public and carry out its mission in emergencies.
6. **SALARIES.** The titles and salary bands for all classes of employment for the term of this S.O.U. shall be as set forth in Exhibit "B."
7. **BENEFITS.** Employee benefits are addressed in the Personnel Rules. A summary of the various benefit plans offered by the City is set forth in Exhibit "C."
8. **SAVINGS CLAUSE.** If any provision of this S.O.U. is held invalid by a court or rendered inoperative by legislation, the remainder of this S.O.U. shall remain in full force and effect.

Date

Mayor

CITY OF CAMARILLO
Classification and Compensation Schedule
Effective July 1, 2025

CLASSIFICATION TITLE	RANGE	MINIMUM	HOURLY MIDPOINT	MAXIMUM
City Manager		156.8994	156.8994	156.8994
EXECUTIVE MANAGEMENT EMPLOYEES				
Assistant City Manager	30	99.2074	124.0093	148.8111
Assistant to the City Manager	20	60.9047	76.1309	91.3571
City Clerk	22	67.1474	83.9343	100.7211
Director of Administrative Services / Chief Innovation Officer	27	85.6990	107.1238	128.5485
Director of Community Development	27	85.6990	107.1238	128.5485
Director of Human Resources	27	85.6990	107.1238	128.5485
Director of Finance	27	85.6990	107.1238	128.5485
Director of Public Works	28	89.9840	112.4800	134.9760
MANAGEMENT EMPLOYEES				
Assistant Director of Administrative Services	24	74.0300	92.5375	111.0450
Assistant Director of Community Development	24	74.0300	92.5375	111.0450
Assistant Director of Finance	24	74.0300	92.5375	111.0450
Assistant Director of Public Works - City Engineer	25	77.7315	97.1644	116.5973
Assistant Maintenance Superintendent	14	45.4481	56.8102	68.1722
Assistant Water Reclamation Superintendent	17	52.6118	65.7648	78.9177
Assistant Water Superintendent	17	52.6118	65.7648	78.9177
Budget and Purchasing Manager	18	55.2424	69.0530	82.8636
Code Compliance Manager	17	52.6118	65.7648	78.9177
Customer Service Supervisor	13	43.2839	54.1049	64.9259
Deputy Director of Public Works	24	74.0300	92.5375	111.0450
Economic and Business Development Manager	24	74.0300	92.5375	111.0450
Economic Development Manager	21	63.9499	79.9374	95.9249
Finance and Accounting Manager	18	55.2424	69.0530	82.8636
Fleet and Facilities Manager	17	52.6118	65.7648	78.9177
Human Resources Manager	22	67.1474	83.9343	100.7211
Information Systems Manager	21	63.9499	79.9374	95.9249
Maintenance Superintendent	19	58.0045	72.5057	87.0068
Planning Manager	20	60.9047	76.1309	91.3571
Public Works Administrator	21	63.9499	79.9374	95.9249
Transportation Engineer	22	67.1474	83.9343	100.7211
Water Reclamation Superintendent	22	67.1474	83.9343	100.7211
Water Resources Manager	22	67.1474	83.9343	100.7211
Water Superintendent	22	67.1474	83.9343	100.7211
PROFESSIONAL EMPLOYEES				
Accountant I	12	41.2228	51.5285	61.8342
Accountant II	13	43.2839	54.1049	64.9259
Assistant City Clerk	17	52.6118	65.7648	78.9177
Associate Civil Engineer	17	52.6118	65.7648	78.9177
Associate Engineer	16	50.1065	62.6332	75.1598
Community Relations Officer	18	55.2424	69.0530	82.8636

Deputy City Clerk	12	41.2228	51.5285	61.8342
Finance Analyst I	14	45.4481	56.8102	68.1722
Finance Analyst II	16	50.1065	62.6332	75.1598
Human Resources Analyst	14	45.4481	56.8102	68.1722
Information Systems Analyst	19	58.0045	72.5057	87.0068
Management Analyst	14	45.4481	56.8102	68.1722
Management Assistant	11	39.2598	49.0748	58.8897
Principal Civil Engineer	21	63.9499	79.9374	95.9249
Principal Management Analyst	18	55.2424	69.0530	82.8636
Principal Planner	17	52.6118	65.7648	78.9177
Senior Accountant	15	47.7205	59.6507	71.5808
Senior Associate Engineer	18	55.2424	69.0530	82.8636
Senior Civil Engineer	19	58.0045	72.5057	87.0068
Senior Management Analyst	17	52.6118	65.7648	78.9177
Senior Planner	15	47.7205	59.6507	71.5808
GENERAL EMPLOYEES				
Accounting Specialist I	4	27.9011	34.8764	41.8517
Accounting Specialist II	6	30.7610	38.4513	46.1415
Administrative Specialist I	3	26.5725	33.2157	39.8588
Administrative Specialist II	6	30.7610	38.4513	46.1415
Assistant Engineer	13	43.2839	54.1049	64.9259
Assistant Planner	10	37.3903	46.7379	56.0855
Associate Planner	13	43.2839	54.1049	64.9259
Chemist	16	50.1065	62.6332	75.1598
Code Compliance Officer	9	35.6098	44.5123	53.4147
Code Compliance Technician	7	32.2991	40.3739	48.4487
Collection Systems Mechanic I	5	29.2962	36.6203	43.9443
Collection Systems Mechanic II	8	33.9141	42.3927	50.8712
Customer Service Specialist I	1	24.1020	30.1275	36.1530
Customer Service Specialist II	4	27.9011	34.8764	41.8517
Engineering Technician I	6	30.7610	38.4513	46.1415
Engineering Technician II	8	33.9141	42.3927	50.8712
Engineering Technician III	11	39.2598	49.0748	58.8897
Equipment Mechanic	8	33.9141	42.3927	50.8712
Executive Assistant	12	41.2228	51.5285	61.8342
Facilities Maintenance Assistant	5	29.2962	36.6203	43.9443
Finance Assistant	10	37.3903	46.7379	56.0855
Geographic Information Systems Specialist	15	47.7205	59.6507	71.5808
Human Resources Specialist	11	39.2598	49.0748	58.8897
Human Resources Technician	6	30.7610	38.4513	46.1415
Industrial Electrician and Instrumentation Specialist	13	43.2839	54.1049	64.9259
Information Systems Administrator	15	47.7205	59.6507	71.5808
Information Systems Technician	11	39.2598	49.0748	58.8897
Laboratory Specialist	13	43.2839	54.1049	64.9259
Landscape Inspector	11	39.2598	49.0748	58.8897
Lead Collection Systems Mechanic	11	39.2598	49.0748	58.8897
Lead Maintenance Worker	8	33.9141	42.3927	50.8712
Lead Water Operator	12	41.2228	51.5285	61.8342
Lead Water Reclamation Maintenance Worker	13	43.2839	54.1049	64.9259
Maintenance Supervisor	11	39.2598	49.0748	58.8897
Maintenance Worker I	1	24.1020	30.1275	36.1530
Maintenance Worker II	3	26.5725	33.2157	39.8588
Maintenance Worker III	5	29.2962	36.6203	43.9443
Planning Technician	7	32.2991	40.3739	48.4487

RESOLUTIONS

SCADA Analyst	17	52.6118	65.7648	78.9177
Senior Administrative Specialist	8	33.9141	42.3927	50.8712
Senior Code Compliance Officer	12	41.2228	51.5285	61.8342
Senior Customer Service Specialist	7	32.2991	40.3739	48.4487
Senior Equipment Mechanic	11	39.2598	49.0748	58.8897
Senior Facilities Maintenance Assistant	8	33.9141	42.3927	50.8712
Senior Traffic Signal Technician	13	43.2839	54.1049	64.9259
Source Control Inspector	11	39.2598	49.0748	58.8897
Traffic Signal Technician	10	37.3903	46.7379	56.0855
Water Operator I	6	30.7610	38.4513	46.1415
Water Operator II	8	33.9141	42.3927	50.8712
Water Operator III	10	37.3903	46.7379	56.0855
Water Reclamation Plant Maintenance Supervisor	14	45.4481	56.8102	68.1722
Water Reclamation Plant Mechanic I	6	30.7610	38.4513	46.1415
Water Reclamation Plant Mechanic II	8	33.9141	42.3927	50.8712
Water Reclamation Plant Operator I	7	32.2991	40.3739	48.4487
Water Reclamation Plant Operator II	9	35.6098	44.5123	53.4147
Water Reclamation Plant Operator III	11	39.2598	49.0748	58.8897
Water Reclamation Plant Operations Supervisor	14	45.4481	56.8102	68.1722
Water Supervisor	14	45.4481	56.8102	68.1722
NON-CLASSIFIED / HOURLY RATED POSITIONS				
Crossing Guard		25.07		
High School Student Assistant		17.13		
Intern I		21.22		23.34
Intern II		23.23		26.56
Temporary Assignment		17.13		156.00
Retired Annuitant		17.13		156.00

CITY OF CAMARILLO
SALARY RANGE 1-30
Effective 07/01/2025

Salary Range	Annual Minimum	Annual MidPoint	Annual Maximum	Monthly Minimum	Monthly MidPoint	Monthly Maximum	Hourly Minimum	Hourly Midpoint	Hourly Maximum
1	50,132.16	62,665.20	75,198.24	4,177.68	5,222.10	6,266.52	24.1020	30.1275	36.1530
2	52,638.77	65,798.51	78,958.26	4,386.56	5,483.21	6,579.85	25.3071	31.6339	37.9607
3	55,270.80	69,088.66	82,906.30	4,605.90	5,757.39	6,908.86	26.5725	33.2157	39.8588
4	58,034.29	72,542.91	87,051.54	4,836.19	6,045.24	7,254.29	27.9011	34.8764	41.8517
5	60,936.10	76,170.22	91,404.14	5,078.01	6,347.52	7,617.01	29.2962	36.6203	43.9443
6	63,982.88	79,978.70	95,974.32	5,331.91	6,664.89	7,997.86	30.7610	38.4513	46.1415
7	67,182.13	83,977.71	100,773.30	5,598.51	6,998.14	8,397.77	32.2991	40.3739	48.4487
8	70,541.33	88,176.82	105,812.10	5,878.44	7,348.07	8,817.67	33.9141	42.3927	50.8712
9	74,068.38	92,585.58	111,102.58	6,172.37	7,715.47	9,258.55	35.6098	44.5123	53.4147
10	77,771.82	97,214.83	116,657.84	6,480.99	8,101.24	9,721.49	37.3903	46.7379	56.0855
11	81,660.38	102,075.58	122,490.58	6,805.03	8,506.30	10,207.55	39.2598	49.0748	58.8897
12	85,743.42	107,179.28	128,615.14	7,145.29	8,931.61	10,717.93	41.2228	51.5285	61.8342
13	90,030.51	112,538.19	135,045.87	7,502.54	9,378.18	11,253.82	43.2839	54.1049	64.9259
14	94,532.05	118,165.22	141,798.18	7,877.67	9,847.10	11,816.51	45.4481	56.8102	68.1722
15	99,258.64	124,073.46	148,888.06	8,271.55	10,339.45	12,407.34	47.7205	59.6507	71.5808
16	104,221.52	130,277.06	156,332.38	8,685.13	10,856.42	13,027.70	50.1065	62.6332	75.1598
17	109,432.54	136,790.78	164,148.82	9,119.38	11,399.23	13,679.07	52.6118	65.7648	78.9177
18	114,904.19	143,630.24	172,356.29	9,575.35	11,969.19	14,363.02	55.2424	69.0530	82.8636
19	120,649.36	150,811.86	180,974.14	10,054.11	12,567.65	15,081.18	58.0045	72.5057	87.0068
20	126,681.78	158,352.27	190,022.77	10,556.81	13,196.02	15,835.23	60.9047	76.1309	91.3571
21	133,015.79	166,269.79	199,523.79	11,084.65	13,855.82	16,626.98	63.9499	79.9374	95.9249
22	139,666.59	174,583.34	209,499.89	11,638.88	14,548.61	17,458.32	67.1474	83.9343	100.7211
23	146,649.98	183,312.48	219,974.98	12,220.83	15,276.04	18,331.25	70.5048	88.1310	105.7572
24	153,982.40	192,478.00	230,973.60	12,831.87	16,039.83	19,247.80	74.0300	92.5375	111.0450
25	161,681.52	202,101.95	242,522.38	13,473.46	16,841.83	20,210.20	77.7315	97.1644	116.5973
26	169,765.65	212,207.22	254,648.58	14,147.14	17,683.93	21,220.71	81.6181	102.0227	122.4272
27	178,253.92	222,817.50	267,380.88	14,854.49	18,568.13	22,281.74	85.6990	107.1238	128.5485
28	187,166.72	233,958.40	280,750.08	15,597.23	19,496.53	23,395.84	89.9840	112.4800	134.9760
29	196,525.06	245,656.32	294,787.58	16,377.09	20,471.36	24,565.63	94.4832	118.1040	141.7248
30	206,351.39	257,939.34	309,527.09	17,195.95	21,494.95	25,793.92	99.2074	124.0093	148.8111

EXHIBIT C

SUMMARY OF 2025-2026 BENEFIT PROGRAMS

I. MEDICAL INSURANCE

The City and District contract with the California Public Employees' Retirement System (CalPERS) for participation under the Public Employees' Medical and Hospital Care Act (PEHMCA) for the purpose of providing medical insurance benefits for eligible employees, City Councilmembers and qualifying annuitants. The City contributes towards the cost of eligible employees', City Councilmembers', and annuitants' health premiums under the equal contribution method as defined in Government Code Section 22892 (b)(1). The maximum monthly medical benefit provided to eligible employees and annuitants is \$158.00 as of January 1, 2025, with an increase anticipated to be effective as of January 1, 2026, based on the CalPERS Equal Contribution Method rates. Newly hired eligible employees can enroll in a health plan effective the 1st of the month following their date of hire.

II. DENTAL AND VISION INSURANCE

Dental and vision plans are self-funded through Delta Dental and Vision Service Plan (VSP). Regular, full-time employees and their eligible dependents are enrolled in the dental and vision plans on the 1st of the month following their date of hire, with the City paying 100% of the premium. Regular, part-time employees may enroll in the dental and vision insurance plans with the City paying a percentage of the premium equal to their employment classification (½-time = 50%; ¾-time = 75%). City Councilmembers may receive family dental and vision insurance benefits equal to regular, full-time employees. Eligibility and enrollment are subject to the terms and conditions of the City's group plan agreements with Delta Dental and VSP.

III. IRS SECTION 125 PLAN (CAFETERIA PLAN)

The City and District shall maintain, in accordance with Section 125 of the IRS Code, a Cafeteria Plan for the purpose of providing employees with access to various health and welfare benefits on a pre-tax basis. Benefits available through the Cafeteria Plan include, but are not limited to:

- Group Health Plan Medical Premiums
- Dental and Vision Insurance Premiums
- Flexible Spending Account for Dependent Care
- Flexible Spending Account for Medical Expenses
- Voluntary Optional Benefits offered under a City-sponsored supplemental insurance program (e.g. Cancer Insurance Premiums, Accident Insurance Premiums, Critical Illness Insurance Premiums, etc.)

The contribution to the Cafeteria Plan ("Flex Dollars") for regular full-time employees will be equal to ninety percent (90%) of the premium for the PERS Platinum PPO family health plan offered in the area, rounded to the nearest whole dollar, reduced by the City's medical benefit paid directly to CalPERS. Regular part-time employees will receive a pro-rated portion of Flex Dollars based on their employment classification (½-time = 50%; ¾-time = 75%). Eligible employees who opt out of the health program or do not fully utilize the Medical Benefit and Flex Dollar contributions will receive

100% cash-back of the unutilized City or District contributions. Cashback in lieu of benefits is considered taxable income and is reported as such on employee W-2s. Flex Dollar contributions begin for eligible employees on the 1st of the month following their date of hire.

City Councilmembers are not eligible for cash-back of unutilized Cafeteria Plan contributions.

IV. RETIREMENT

The City contracts with CalPERS to provide retirement benefits for eligible employees.

Classic Employees. Employees hired on or before December 31, 2012; and employees hired on or after January 1, 2013, who qualify for pension system reciprocity have the following retirement contract provisions apply:

- 2% @ 55 Retirement Formula
- Final Compensation Period, Single Highest Year
- 1959 Survivor Benefit Level 4
- Pre-Retirement Option 2W Death Benefit, continues after remarriage of survivor
- Post-Retirement Survivor Allowance, continues after remarriage of survivor
- 2% Annual Cost-of-Living Allowance Increase
- \$500 Retired Death Benefit
- Unused Sick Leave Credit
- Purchase of Prior Service Credit
- Military Service Credit
- Public Service Credit for Peace Corps, AmeriCorps VISTA, or AmeriCorps Service

The City and District pay both the employer and employee contributions to CalPERS in accordance with the provisions of the contract between the City and CalPERS.

New Members. As defined by AB340 (the California Public Employees' Pension Reform Act of 2013 "PEPRA"), employees hired on or after January 1, 2013, who do not qualify for pension system reciprocity or who were CalPERS members while employed by another public agency and hired by the City after a break in service of more than six (6) months have the following retirement contract provisions apply:

- 2% @ 62 Retirement Formula
- Final Compensation Period, Average of highest paid consecutive 36 months
- 1959 Survivor Benefit Level 4
- Pre-Retirement Option 2W Death Benefit, continues after remarriage of survivor
- Post-Retirement Survivor Allowance, continues after remarriage of survivor
- 2% Annual Cost-of-Living Allowance Increase
- \$500 Retired Death Benefit
- Unused Sick Leave Credit
- Purchase of Prior Service Credit
- Military Service Credit
- Public Service Credit for Peace Corps, AmeriCorps VISTA, or AmeriCorps Service

The City and District pay only the employer contribution to CalPERS and employees

pay the employee contribution in accordance with the provisions of the contract with CalPERS.

V. LIFE INSURANCE

Group life insurance is provided for all regular, full- and part-time employees. The amount of insurance coverage is the amount equal to the employee's annual salary, based on their employment classification as a full, $\frac{1}{2}$ -, or $\frac{3}{4}$ -time employee, plus \$5,000, rounded to the next increment of \$5,000 (\$200,000 max.). City Councilmembers are provided with coverage in the amount of \$50,000. All eligible dependents are covered by life insurance in the amount of \$2,000. NOTE: Accidental death and dismemberment coverage matches the life insurance schedule above; however, the amount payable for certain losses will differ.

VI. SHORT/LONG TERM DISABILITY

Short/long-term disability benefits are provided to all regular employees. Eligible employees are enrolled in the disability program effective the 1st of the month following their date of hire. In the event a regular employee becomes disabled through a non-work-related illness or sudden injury, short term disability coverage provides a weekly income benefit equal to 66 $\frac{2}{3}$ % of covered earnings up to a maximum benefit of \$2,192 per week (\$9,500 per month). The waiting period for short term disability benefits to begin is after 7 days for an illness or 0 days for injury or date of hospitalization. After 180 days of being disabled, the employee is eligible for long term disability which provides the same level of benefits as short term disability. Long term disability's maximum benefit period is to age 65 for those 61 or younger at the time of disablement. The maximum benefit period varies for those 62 or older at the time of disablement. Plans are administered through the City's contracted insurance provider and are subject to policy limitations and coordination with other benefits such as Workers' Compensation and Paid Family Leave.

VII. WORKERS' COMPENSATION

Workers' Compensation benefits are for work-related illnesses or injuries. All medical and hospital costs are covered. Temporary disability income is computed at approximately 66 $\frac{2}{3}$ % of weekly wages up to the state law maximum. The Workers' Compensation program is administered by Athens Administrators. All work-related illnesses/injuries are required to be immediately reported to a supervisor and Human Resources. Benefits are provided in accordance with the California Labor Code.

VIII. EMPLOYEE ASSISTANCE PROGRAM

An Employee Assistant Program (EAP) is provided for all regular employees and City Councilmembers. The EAP offers 24-hour confidential services that can assist employees and members of their household to resolve personal issues and meet life's challenges. The program offers up to six counseling sessions per issue per year. Utilization of the EAP is voluntary and confidential, in accordance with applicable privacy laws and program provider policies.

IX. RETIREMENT HEALTH SAVINGS (RHS) PLAN

An RHS Plan is provided for all regular employees. The RHS Plan allows employees to accumulate assets on a pre-tax basis to pay for medical expenses on a tax-free basis upon separation from employment. Contributions and distributions are subject to IRS regulations governing Health Reimbursement Arrangements (HRAs) and the terms of the RHS Plan Document.

X. OTHER BENEFITS

	Amount	Classification
Auto Allowance	\$500/month	City Manager
	\$250/month	Assistant City Manager Directors City Clerk
	\$200/month	Assistant Directors Deputy Directors Economic Development Manager Principal Civil Engineer Planning Manager Principal Planner
	\$175/month	Assistant to the City Manager Community Relations Officer Assistant City Clerk Deputy City Clerk Senior Civil Engineer Transportation Engineer Senior Planner
Cell Phone Allowance	\$90/month	Eligible Employees
Defined Contribution (401a Plan)	7% of salary	All Regular Employees/ Eligible City Councilmembers
Deferred Compensation (457 Plan)	3% of salary	City Manager, Assistant City Manager, Directors, and City Clerk; all other employees are eligible to participate
457 Roth IRA	Optional Participation – Employee Funded	All Regular Employees
Deferred Compensation (457 PTS) Part-Time, Temporary, Seasonal Plan	7% of salary	Non-Classified: Part-Time, Temporary and Seasonal workers that are not eligible for CalPERS membership and City Councilmembers not electing CalPERS membership
Education Reimbursement	75% of expenses up to \$1,800/FY	All Regular Employees
Holidays	88 hours plus 24* hours floating holiday/year	All Regular Employees
Mileage Reimbursement	Amount recognized by the IRS for business travel	All Regular Employees
Management Leave	88 hours/year	City Manager
	72 hours/year	Executive Management Employees

	56 hours/year	Senior Management Employees
	40 hours/year	Professional Employees
Elected Benefits (Participation is optional and paid for by Employee)		
Pet Insurance		
PrePaid Legal Insurance		
Supplemental Insurance		
Proficiency and Other Pay:		
Arborist Certification Pay	\$150/month	Eligible Employees
Backflow Proficiency Pay	\$100/month	Eligible Employees
Bilingual Pay	\$50/month	Eligible Employees
Commercial Driver's License (CDL) Proficiency Pay	\$50/month Class A CDL \$25/month Class B CDL In addition to reimbursement for costs associated with obtaining and maintaining the appropriate CDL and endorsements	Eligible Employees
Pesticide Applicator Proficiency Pay	\$100/month	Eligible Employees
On-Call Pay	\$3.00/hour	Eligible Employees
Safety Shoe Reimbursement	\$300/FY	Eligible Employees

Please note: CalPERS Reportable Compensation – The City reports special compensation as pensionable income in accordance with Title 2 of the California Code of Regulations: section 571(b) for classic CalPERS members and section 571.1(a) for PEPRAs members. However, CalPERS is the final authority in determining whether any form of compensation is considered pensionable.

RESOLUTION NO. 2025-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMARILLO ADOPTING THE FISCAL YEAR 2025/26 TROLLEY BUDGET WITHIN THE CITY'S TRANSIT FUND

The City Council of the City of Camarillo resolves as follows:

SECTION 1: The City Council finds and declares as follows:

- A. The City Council held a meeting on June 11, 2025 to adopt the proposed budget for FY 2025/26. Prior to that meeting, the City Council held a workshop on June 4, 2025 to deliberate upon the proposed budget as well as to hear any public comments.
- B. The total FY 2025/26 City budget proposed for adoption is \$159.2 million, of which the Operating Budget is \$129.5 million and Capital Budget is \$29.7 million.

SECTION 2: The City Council adopts the Trolley Budget within the City's Transit Fund for FY 2025/26. The Trolley Budget within the City's Transit Fund for FY 2025/26, as shown in Exhibit A, is hereby adopted.

SECTION 3: City of Camarillo Budget Authority. The City Council authority of the adopted Trolley budget shall be for the City as a whole and it is hereby mandated that a change of appropriation in total shall be subject to approval of the City Council.

SECTION 4: Trolley Budget Carryovers. It is hereby approved that all appropriations for FY 2024/25 shall lapse on June 30, 2025, and any remaining amounts will be credited against their respective fund balances except for:

- A. Any unexpended but encumbered amounts for specific orders outstanding at the end of FY 2024/25; and
- B. Any unrealized revenues and unexpended appropriations for grants at the end of FY 2024/25.

And, that for these exceptions, the City Manager will have the authority to approve these appropriation carryovers from FY 2024/25 into FY 2025/26; and that such carryovers may be made without further City Council action, since prior authorization has been given for these appropriations; and, when carried over and re-budgeted for FY 2025/26, these appropriations shall be offset by a debit to their respective fund balances.

SECTION 5: Effective Date. This Resolution shall take full force and effect on July 1, 2025, after its adoption by the City Council.

PASSED AND ADOPTED on June 11, 2025.

Mayor

Attested to on _____

City Clerk

I, Carrie Weal, City Clerk of the City of Camarillo, certify Resolution No. 2025- was adopted by the City Council of the City of Camarillo at a regular meeting held June 11, 2025 by the following vote:

AYES: Councilmembers:
NOES: Councilmembers:
ABSENT: Councilmembers:

City Clerk

EXHIBITS:
Exhibit A – Trolley Budget Summary Contained in the City of Camarillo Fiscal Year 2025/2026 Budget Document

c: Finance Department

Resolution No. 2025-
Page 2 of 3

CITY OF CAMARILLO
Trolley Budget Contained in the Transit Fund

"Exhibit A"

		FISCAL YEAR 2024/25	FISCAL YEAR 2025/26
		Current Budget	Proposed Budget
810	Transit Fund - Trolley Operations		
	Revenue		
	Bus Fares	\$ 11,500	\$ 13,500
	FTA Grant - Trolley	287,625	225,225
	Total Revenue	299,125	238,725
	Operations Charges		
	Transit	410,000	330,000
	Fuel	44,000	30,000
	Total Expenses	\$ 454,000	\$ 360,000

CITY CONTACTS

Mayor and Council Members			
Mailing Address	Mayor	Kevin Kildee	City Information
City of Camarillo	Vice-Mayor	David Tennessen	Phone (805) 388-5300
601 Carmen Drive	Council Member	Martha Martinez-Bravo	Fax (805) 388-5318
Camarillo CA 93010-6034	Council Member	Susan Santangelo	Website: www.cityofcamarillo.org
	Council Member	Tony Trembley	Email: www.cityofcamarillo.org

Location	Departments	Phone	Fax
City Hall: 601 Carmen Drive, Camarillo CA	Building & Safety	(805) 388-5395	(805) 388-5393
	Business License Tax	(805) 388-5330	(805) 383-5637
	City Clerk	(805) 388-5353	(805) 388-5318
	City Council	(805) 388-5307	(805) 388-5318
	City Manager	(805) 388-5307	(805) 388-5318
	Code Compliance	(805) 383-5660	(805) 388-5388
	Community Development	(805) 388-5360	(805) 388-5388
	Customer Services - Utilities	(805) 388-5325	(805) 383-5318
	Finance	(805) 388-5320	(805) 388-5318
	Administrative Services	(805) 383-5633	(805) 388-5318
	Human Resources	(805) 383-5646	(805) 388-5318
	Public Works	(805) 388-5380	(805) 388-5387
Corporation Yard: 283 S. Glenn Drive, Camarillo CA	Street Maintenance	(805) 388-5338	(805) 389-9524
	Water Utility	(805) 388-5373	(805) 389-9524
Sanitation Plant: 150 Howard Road, Camarillo CA	Sanitation	(805) 388-5332	(805) 482-5547