

Written materials relating to an item on this agenda that are distributed to the legislative bodies within 72 hours before the item is to be considered at its regularly scheduled meeting will be made available for public inspection at the City Clerk's Office, 300 West Third Street 4th Floor during customary business hours. Agenda reports are also on the City of Oxnard web site at www.oxnard.org.



AGENDA
OXNARD CITY COUNCIL
PUBLIC WORKS AND TRANSPORTATION COMMITTEE
Council Chambers, 305 West Third Street
February 12, 2019
Regular Meeting - 11:00 AM to 12:15 PM

A. ROLL CALL / POSTING OF AGENDA

B. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

At this time, the legislative body will consider public comments for a maximum of fifteen minutes. A person may address the legislative body only on matters not appearing on the agenda and within the subject matter jurisdiction of the legislative body. Speaker cards will not be accepted after the beginning of the general public comment period. Based on the number of speaker cards submitted, the presiding officer may impose time limits per speaker. Typically, speakers are limited to two minutes, but shorter time may be established as deemed necessary. A person not able to address the legislative body at this time because the fifteen minutes expires may do so just prior to adjournment of the meeting. The legislative body cannot enter into a detailed discussion or take action on any items presented during public comments at this time. Such items may only be referred to the City Manager for administrative action or scheduled on a subsequent agenda for discussion.

C. CONSENT AGENDA

City Clerk Department

1. SUBJECT: Approval of Minutes.

RECOMMENDATION: That the Public Works and Transportation Committee receive and file a report on the status of the State of California Mandatory Commercial Recycling (MCR) Compliance Order and Mandatory Organics Recycling (MORE) program.

Contact: Michelle Ascencion

Phone: (805) 385-7805

D. REPORTS

Public Works Department

1. SUBJECT: Mandatory Commercial Recycling Compliance Order and Mandatory Organics Recycling Program Update. (5/5/5)

RECOMMENDATION: That the Public Works and Transportation Committee

Contact: Rosemarie Gaglione

Phone: (805) 385-8055

2. SUBJECT: Amendments to Salary and Classification Schedule and Authorization of Full-

In compliance with the Americans with Disabilities Act, if you require special assistance to participate in a meeting, please contact the City Clerk's Office at 385-7803. Notice at least 72 hours prior to the meeting will enable the City to reasonably arrange for your accessibility to the meeting.

Agenda Item time estimates: (Staff Presentation / Committee Discussion / Public Comment)

Time Equivalent Positions for Environmental Resources Division. (5/5/5)

RECOMMENDATION: That the Public Works and Transportation Committee recommend the City Council:

1. Adopt the attached resolution amending the Classification and Salary Resolution (Resolution No. 15,153), establishing six (6) new personnel classifications and salary ranges for each to support and accurately reflect the necessary workforce at the Environmental Resources Division; and
2. Amend the Position Control Resolution (Resolution No. 15,152).

Contact: Rosemarie Gaglione

Phone: (805) 385-8055

3. SUBJECT: Second Amendment to Agreement for Supplemental Waste Transfer Hauling. (5/5/5)

RECOMMENDATION: That the Public Works and Transportation Committee recommend that City Council approve and authorize the Mayor to execute a Second Amendment to Agreement No. 7978-17-PW with Finish Line Transport, to:

1. Extend the term to May 8, 2021; and
2. Add \$150,000, increasing the agreement value from \$210,000 to \$360,000.

Contact: Rosemarie Gaglione

Phone: (805) 385-8055

E. ITEMS FOR FUTURE AGENDAS

F. ADJOURNMENT

DRAFT

MINUTES

OXNARD CITY COUNCIL

PUBLIC WORKS AND TRANSPORTATION COMMITTEE

Regular Meeting

January 22, 2019

A. ROLL CALL / POSTING OF AGENDA

At 11:08 a.m., Chair Perello called to order the regular meeting of the Oxnard City Council Public Works and Transportation Committee in the City Hall Council Chambers, 305 W. Third Street, Oxnard, California. The City Clerk called the roll and announced the posting of the agenda. Members Bryan MacDonald, Tim Flynn, and Chair Bert Perello were present.

Staff members present were Alexander Nguyen, City Manager; Stephen Fischer, City Attorney; Omar Castro, Water Division Manager; Thien Ng, Assistant Public Works Director; Rosemarie Gaglione, Public Works Director; Todd Vasquez-Housley, Environmental Resources Division Manager; and Michelle Ascencion, City Clerk.

B. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Public comments were received from Armando Delgado (the importance of using registered skilled workers on public projects in compliance with contract project law).

C. REPORTS

Public Works Department

1. SUBJECT: Award Agreement A-8112 On-Call Asphalt and Concrete Repairs Agreement to Paveco Construction.
RECOMMENDATION: That the Public Works and Transportation Committee recommend the City Council award and authorize the Mayor to execute Agreement A-8112 with Paveco Construction, Inc., for a three year term for an amount up to \$225,000 for on-call concrete and asphalt repair services.

The Water Division Manager gave a report. No public comments were received. Discussion ensued among the Council and staff.

It was moved by Member Flynn, seconded by Member MacDonald, to approve the recommended action as presented. VOTE: Flynn, MacDonald, and Perello voted in favor; the motion carried 3-0.

2. SUBJECT: Award Contract A-8117 with GSE Construction Company for the OWTP Emergency Repairs Project.
RECOMMENDATION: That the Public Works and Transportation Committee recommend that the City Council:
 1. Award and authorize the Mayor to execute Agreement A-8117 in the amount of \$4,842,300 with GSE Construction Company, Inc., for the Oxnard Wastewater Treatment Plant Emergency Repairs Project PW 18-04;
 2. Approve \$726,345 for project contingencies for the Oxnard Wastewater Treatment

Plant Emergency Repairs Project;

3. Approve \$484,230 for project management, inspection and construction management for the Oxnard Wastewater Treatment Plant Emergency Repairs Project; and
4. Approve an appropriation of \$6,052,875 for the Oxnard Wastewater Treatment Plant Emergency Repairs Project No. PW 18-04.

The Assistant Public Works Director gave a report. Public comments were received from Ray Blattel and Armando Delgado. Discussion ensued among the Council and staff.

It was moved by Member MacDonald, seconded by Member Flynn, to approve the recommended action as presented. VOTE: Flynn, MacDonald, and Perello voted in favor; the motion carried 3-0.

3. SUBJECT: First Amendment to Purchase Order No. 7116 with Consolidated Fabricators Corporation for Supply and Delivery of Commercial Waste and Recycle Containers.
RECOMMENDATION: That the Public Works and Transportation Committee recommend the City Council:
 1. Approve and authorize the Mayor to execute revised Purchase Order No. 7116 with Consolidated Fabricators Corporation for an additional \$700,000 for a new not-to-exceed amount of \$875,000 for the supply and delivery of commercial waste and recycle containers; and
 2. Approve the appropriation of funds in the amount of \$700,000 from Environmental Resources Operating Fund Balance to the Environmental Resources Operating Budget for Commercial Collection to provide for the purchase of the containers.

The Environmental Resources Division Manager gave a report. No public comments were received. Discussion ensued among the Council and staff.

It was moved by Member Flynn, seconded by Member MacDonald, to approve the recommended action as presented. VOTE: Flynn, MacDonald, and Perello voted in favor; the motion carried 3-0.

The Environmental Resources Division Manager made a brief announcement on the one-day trash pickup delay due to the holiday, and the Public Works Director gave a brief update on the status of a grant application pertaining to the Channel Islands Harbor water quality.

D. ITEMS FOR FUTURE AGENDAS (No requests were made.)

E. ADJOURNMENT

There being no further business on the agenda, and without objection, Chair Perello adjourned the meeting at 12:01 p.m.

MICHELLE ASCENCION, CMC
City Clerk

BERT PERELLO
Chair



**PUBLIC WORKS AND
TRANSPORTATION
COMMITTEE**

AGENDA REPORT

TYPE OF ITEM: Report

AGENDA ITEM NO.: 1

DATE: February 12, 2019

TO: Public Works and Transportation Committee

FROM: Rosemarie Gaglione, Public Works Director
rosemarie.gaglione@oxnard.org, (805) 385-8055

SUBJECT: Mandatory Commercial Recycling Compliance Order and Mandatory Organics Recycling Program Update. (5/5/5)

RECOMMENDATION

That the Public Works and Transportation Committee receive and file a report on the status of the State of California Mandatory Commercial Recycling (MCR) Compliance Order and Mandatory Organics Recycling (MORE) program.

BACKGROUND

Environmental Resources Division:

The Environmental Resources Division is responsible for nine operational elements related to the collection, processing, transfer and disposal of approximately 250,000 tons of solid waste, recyclable, and organic material per year. These include:

Solid Waste Collection includes weekly collection service to over 40,000 residential customers; daily collection service to over 2,000 businesses and multi-family apartment complexes; daily collection service to over 150 industrial businesses; and on-call services.

Material Recovery includes all operational elements of diverting material from the waste stream to reduce the need for landfills and increase revenue from the sale of recovered recyclables.

Organic and Green Waste Processing includes sorting and processing organic waste (green waste and food waste) to create compost soil amendments and other beneficial environmental products while eliminating organic material going to landfills.

Transfer includes internal and contracted transportation of approximately 200,000 tons of solid waste and organic material each year from the Del Norte Facility to contracted and permitted landfills and processing facilities.

ABOP / Buyback Center includes accepting and dispensing payments to customers that redeem California Redemption Value (CRV) and scrap recyclables such as aluminum cans, plastic beverage containers and glass. Also receives permitted Household Hazardous Waste (HHW) such as antifreeze, batteries, oil, paint and e-waste.

Illegal Dumping and Neighborhood Cleanup includes removing illegal dumping throughout the City of Oxnard and the administration and conducting neighborhood cleanups.

Recycling / Outreach and Education includes monitoring and reporting for all State mandates and grants; education and community outreach promoting sustainable living through source reduction, recycling, and proper disposal of solid waste and Household Hazardous Waste (HHW).

Administration includes management of operations, equipment maintenance, 172 approved full time positions and management of MRF financials related to customer transactions and sale of recyclable commodities on the global market.

Street Sweeping sweeps City streets to meet stormwater permit requirements and improve quality of life.

State of California Mandatory Recycling Program:

The State of California Department of Resources Recycling and Recovery (CalRecycle) has required the implementation of Mandatory Commercial Recycling (MCR) and Mandatory Organics Recycling (MORE) programs for all jurisdictions in the State. These mandates are defined in California Assembly Bills AB-341, AB-939 and AB-1826 and are summarized below:

California Assembly Bill AB-341

Mandates that all jurisdictions provide recycling services and outreach to businesses and multi-family units with 5 or more units.

California Assembly Bill AB-939

Requires jurisdictions to divert 50% of collected total tonnage from landfilling. The State has set a goal of 75% by 2020. To be clear, this 75% goal is not a mandate, but Cities must demonstrate that they are providing outreach, education and services in a good-faith effort. Since the goal of AB 939 is an eventual mandate and the State's diversion goals over time grow higher, it is likely that the 75% goal will eventually become law and cities are advised to proceed as such.

California Assembly Bill AB-1826

Mandates that jurisdictions begin programs as of April 1, 2016 that divert organics from landfills. The State is projecting full implementation and enforcement of full compliance in

2019. “Organics” as stated here includes green waste and food waste in the commercial sector and just green waste in the multi-family sector. As of January 2019, this will apply to all businesses that generate four cubic yards of solid waste or more per week, and multi-family units with five or more units.

DISCUSSION

Mandatory Commercial Recycling (MCR)

On March 20, 2018, CalRecycle approved a referral of the City of Oxnard (City) to CalRecycle’s Jurisdiction Compliance Unit to conduct an independent evaluation of the City’s MCR program implementation.

On June 1, 2018, CalRecycle notified the City in writing that the 60-day evaluation process had initiated (on June 1, 2018). The letter stated should CalRecycle find the City had not complied with requirements of the MCR law, that CalRecycle would begin the process of considering whether issuance of a compliance order would be appropriate. The letter also stated that jurisdictions that fail to satisfy conditions of a compliance order could be subject to a fine of up to \$10,000 per day.

On November 15, 2018, CalRecycle notified the City in writing of a 30-Day Notice of Intent to issue the City of Oxnard a Compliance Order for failure to adequately implement California’s MCR law. The letter informed the City that CalRecycle intended to recommend a Compliance Order for the City of Oxnard at a December 18, 2018 public hearing in Sacramento. However, if the City was able to provide additional information to demonstrate a “good faith effort” to comply with the MCR law, CalRecycle could reconsider and decide against placing the City on a Compliance Order either prior to, or at the hearing. A good faith effort is primarily defined as “all reasonable and feasible efforts by a jurisdiction to implement its commercial and organic waste recycling programs.”

Between November 15, 2018 and December 7, 2018, the City provided CalRecycle with additional information and conducted two conference calls between City and CalRecycle staff. The Public Works Director attended and gave testimony at the public hearing on December 18, 2018.

CalRecycle measures compliance with MCR law by analyzing seven categories and determining if a good faith effort has been made in each. After considering all of the information provided by the City, the CalRecycle determined that the City had not made a good faith effort to comply with requirements of the MCR law:

1. The City did not implement a commercial solid waste recycling program that was designed to divert commercial solid waste from businesses within the City.
2. The City did not provide documentation supporting the efforts it has taken to notify businesses and multi-family complexes of non-compliance with the MCR law.

3. The City Annual Reports for 2012, 2013, 2014, 2015, 2016, and 2017 submitted on or before August due date, were incomplete regarding implementation of the requirements of the MCR law.

On January 25, 2019, the CalRecycle issued a Compliance Order to the City. The Compliance Order (CO 018-003) includes the following conditions and implementation schedule:

1. The City shall work with CalRecycle staff to determine the gaps in program areas and develop a Local Implementation Plan (LIP), which includes those conditions necessary for the City to achieve compliance and improve, expand, or implement new diversion programs.
2. The City shall develop and submit a fully executed LIP by March 31, 2019.
3. The City will fully implement the programs identified in the LIP by December 31, 2019.
4. The CalRecycle will monitor the City's continued implementation of programs identified in the LIP from January 1, 2020 through June 30, 2020.
5. The City will submit quarterly status reports based on the calendar year. These status reports shall use the CalRecycle's electronic, quarterly reporting format. The quarterly status reports are to be used to document the status and work completed for each of the identified tasks in the LIP.
6. If the CalRecycle staff determines that the City has failed to make good faith effort to implement the programs identified in the LIP, the CalRecycle can impose administrative civil penalties against the City of up to \$10,000 per day.

Since December 2018, the Environmental Resources Division has made progress on the MCR. The MCR progress is summarized below.

1. Completed recruitment and hiring of a Collection Route Manager and Interim Recycling Manager.
2. Reassigned one Solid Waste Equipment Operator II to MCR program.
3. Added two commercial container service vehicles that will be used for MCR program.
4. Purchased approximately 1,300 new commercial containers with delivery by April 2019.
5. Requested additional staffing to address the increased customer service, operational, outreach/education efforts required to manage MCR program.
6. Biweekly MCR program updates to the Public Works Director.

Mandatory Organics Recycling (MORE)

On December 18, 2018, CalRecycle notified the City of potential Compliance Order hearing in February 2019. On January 11, 2019, the City submitted progress report on the MORE program. On January 28, 2019, the CalRecycle determined there had been sufficient progress in the MORE program implementation and recommended not to issue a compliance order. However,

CalRecycle requested the City to submit a timeline schedule to meet MORE compliance by February 13, 2019. City staff is currently preparing a MORE timeline schedule.

STRATEGIC PRIORITIES

This agenda item addresses routine operational elements and specifically addresses City Council Strategic Priority, Goal 5 of ensuring orderly development and long-range conservation and management of our natural resources and coastal assets; Core Function 1 – Goals supporting organizational development; Core Function 3 – Goals supporting quality of life; and Core Function 4 – Goals supporting infrastructure and natural resources.

FINANCIAL IMPACT

Sufficient funds exist in Environmental Resources Division Fund 631 to cover all costs associated with implementation of an MCR and MORE programs.

Prepared by Thien Ng, Assistant Public Works Director

Mandatory Commercial Recycling (MCR) Compliance Order and Mandatory Organic Recycling (MORe) Program Update

**Public Works and Transportation Committee
Meeting of February 12, 2019**

Recommendation

That the Public Works and Transportation Committee receive and file a report on the status of State of California Mandatory Commercial Recycling (MCR) Compliance Order and Mandatory Organics Recycling (MORe) program

Background

The Environmental Resources Division responsible for collection, processing, transfer and disposal of approximately 250,000 tons of solid waste, recyclable, and organic material per year

- ✓ Solid Waste Collection
- ✓ Material Recovery
- ✓ Organic & Greenwaste Processing
- ✓ Transfer
- ✓ ABOP/Buyback Center
- ✓ Illegal Dumping & Neighborhood Cleanup
- ✓ Recycling Outreach & Education
- ✓ Administration
- ✓ Street Sweeping

State of California Mandatory Recycling Program

- California Assembly Bill AB-341 – provide recycling services & outreach to businesses and multi-family units with 5 or more units
- California Assembly Bill AB-939 - divert 50% of collected total tonnage from landfilling. Diversion goal of 75% by 2020.
- California Assembly Bill AB 1826 – organics diversion from landfill started April 1, 2016. Full program implementation in 2019.
- Impact: Add 2,500 businesses & multi-family units
- Penalties: Fines up to \$10,000 per day

Mandatory Commercial Recycling (MCR) Program

- State issued Compliance Order (CO 018-003) on January 25, 2019
- Findings:
 - ✓ The City did not implement a commercial solid waste recycling program that was designed to divert commercial solid waste from businesses within the City.
 - ✓ The City did not provide documentation supporting the efforts it has taken to notify businesses and multi-family complexes of non-compliance with the MCR law.
 - ✓ The City Annual Reports for 2012, 2013, 2014, 2015, 2016, and 2017 submitted on or before August due date, were incomplete regarding implementation of the requirements of the MCR law.
- Implementation Program:
 - ✓ City develop Local Implementation Program (LIP) by March 31, 2019
 - ✓ City fully implement LIP by December 31, 2019
 - ✓ State monitor from January 1, 2020 to June 30, 2020

Mandatory Commercial Recycling (MCR) Program

Progress Update:

- ✓ Recruited acting Collection Route Manager and Interim Recycling Manager
- ✓ Reassigned Solid Waste Operator to MCR Program
- ✓ Purchased two commercial container service vehicles
- ✓ Purchased 1,300 commercial containers – delivery by April 2019
- ✓ Request for additional full time staffing – (1) Recycling Manager, (5) Senior Route Checkers, (1) Call Center Manager
- ✓ Biweekly MCR Program updates to Public Works Director

Mandatory Organics Recycling (MORe) Program

- State notified potential Compliance Order
- City submitted MORe program update
- State determined sufficient progress & recommended not to issue Compliance Order
- CalRecycle requested implementation completion schedule/timeline by February 13, 2019 and quarterly progress reporting

Questions?

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**PUBLIC WORKS AND
TRANSPORTATION
COMMITTEE**

AGENDA REPORT

TYPE OF ITEM: Report

AGENDA ITEM NO.: 2

DATE: February 12, 2019

TO: Public Works and Transportation Committee

FROM: Rosemarie Gaglione, Public Works Director
rosemarie.gaglione@oxnard.org, (805) 385-8055

SUBJECT: Amendments to Salary and Classification Schedule and Authorization of Full-Time Equivalent Positions for Environmental Resources Division. (5/5/5)

RECOMMENDATION

That the Public Works and Transportation Committee recommend the City Council:

1. Adopt the attached resolution amending the Classification and Salary Resolution (Resolution No. 15,153), establishing six (6) new personnel classifications and salary ranges for each to support and accurately reflect the necessary workforce at the Environmental Resources Division; and
2. Amend the Position Control Resolution (Resolution No. 15,152).

BACKGROUND

The Public Works, Environmental Resources Division has 172 budgeted positions. While these positions are funded, there are six (6) unique classifications that require final Council approval to be created and placed on the City of Oxnard Personnel Classification List.

The following six (6) new classifications have been created:

1. Environmental Resources Division Manager
2. Manager / Health, Safety and Training Officer
3. Chief of Collections
4. Route Checker
5. Call Center Manager
6. Material Recovery Facility (MRF) Manager

DISCUSSION

The positions discussed in this staff report are all full-time and budgeted. **They are critical to addressing growing operational needs in addition to State of California Mandatory Commercial Recycling (MCR) and Mandatory Organics Recycling (MORE) program implementation.** The City of Oxnard is currently facing compliance orders on these programs. If the programs are not implemented per the compliance orders, the City faces potential fines of \$10,000 per day.

While recruitment of these positions can be initiated, formal hiring of staff cannot occur without City Council approval of the creation of these six (6) new classifications, and the adoption of the attached Resolution amending the City's Schedule of Classifications. The appropriate bargaining unit representatives have been advised of this action and have no objections.

In August 2018, an Administrative Technician employee was transferred to ER from Public Works Administration. In order for Public Works Administration to recruit a replacement for this transferred employee, an Administrative Technician position needs to be formally added to ER. This will bring the total approved positions for ER to 173 from 172.

STRATEGIC PRIORITIES

This agenda item is a routine operational item or does not relate to the four strategic plans adopted by City Council on May 17, 2016.

FINANCIAL IMPACT

Of the proposed changes, the annual cost to reclass ten existing positions and add new Administrative Technician position is approximately \$120,000 to \$150,000. The annual cost will be built into Proposed Budget FY 2019-20 and future years. For current Fiscal Year 2018-19, there will be minimal cost impact due to recruitment lag and salary saving available to offset costs. Sufficient funds exist in Environmental Resources Division Fund 631 to cover all costs associated with staffing levels.

FROM EXISTING			TO RECOMMENDATION		
Salary Grade	Classification Title	Position	Salary Grade	Classification Title	Position
M87	Environmental Resources/MRF Manager	-1	M87	Environmental Resources Division Manager	1
M36	MRF Manager	-1	M36	Chief of Collections	1
M36	MRF Manager	-1	M36	Call Center Manager	1
BEM 86	Senior Wastewater Collection Operator	-5	BGN105	Route Checker	5
M40	Project Manager	-1	M44	MRF Manager	1
BGJ 104	Senior Wastewater Mechanic	-1	M26	Health, Safety, & Training Officer	1
			A36	Admin Technician	1
	Total	-10		Total	11

Prepared by Todd Vasquez-Housley, Environmental Resources Division Manager

ATTACHMENTS

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD AMENDING
RESOLUTION NO. 15,153 PURSUANT TO CHAPTER 4 OF THE CITY PERSONNEL
RULES AND REGULATIONS TO ADD PERSONNEL CLASSIFICATIONS FOR THE
PUBLIC WORKS, ENVIRONMENTAL RESOURCES DIVISION

WHEREAS, Chapter 4, Article 4.5 of the City of Oxnard Personnel Rules and Regulations requires that the City of Oxnard classification listing all classes of positions in the general city service be established by resolution of the City Council; and,

WHEREAS, Chapter 4, Article 4.9 of the City of Oxnard Personnel Rules and Regulations requires City Council approval to establish a new classification title and salary range.

NOW, THEREFORE, the City Council of the City of Oxnard resolves to amend Resolution No. 15,153 as follows:

1. In ACCORDANCE WITH Chapter 4, Articles 4.5 and 4.9 of the City of Oxnard Personnel Rules and Regulations, the following six (6) classifications and salary ranges are established effective March 6, 2018:

Salary Grade	Classification Title	FLSA Status	Union Code	Compensation Frequency	Hourly (H)/ Salary (S) Range
M87	Division Manager	E	OMMA	Salaried	\$103,026.56 - \$169,322.82 (S)
M26	Health, Safety & Training Officer	E	OMMA	Salaried	\$62,629.42 - \$104,688.90 (S)
M36	Chief of Collections	E	OMMA	Salaried	\$68,414.74 - \$113,944.48 (S)
M36	Call Center Manager	E	OMMA	Salaried	\$68,414.74 - \$113,944.48 (S)
M44	MRF Manager	E	OMMA	Salaried	\$73,418.18 - \$121,950.82 (S)
BGN1 05	Route Checker	NE	IUOE	Hourly	\$26.9698 - \$36.3508 (H)

PASSED AND ADOPTED this 6th day of March, 2019, by the following vote:

YES:

NOES:

ABSENT:

ABSTAIN:

Tim Flynn, Mayor

ATTEST:

Michelle Ascencion, City Clerk

APPROVED AS TO FORM:

Stephen M. Fischer, City Attorney

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD AMENDING
RESOLUTION NO. 15,152 POSITION CONTROL PURSUANT TO CHAPTER 4 OF THE
CITY PERSONNEL RULES AND REGULATIONS

WHEREAS, Chapter 4, Article 4.7 of the City of Oxnard Personnel Rules and Regulations provides that the City Manager from time to time may revise the number of positions in each classification as necessary to perform the work of the classification, provided that the total expense to be incurred for such work shall be limited to the amount appropriated by the City Council for the classification.

NOW, THEREFORE, the City Council of the City of Oxnard resolves to amend Resolution No. 15,152 as follows:

				<u>Mid-Year</u>
		<u>FY 18/19</u>	<u>Changes</u>	<u>FY 18/19</u>
PUBLIC WORKS		<u>Adopted</u>	<u>for FY 18/19</u>	<u>Totals</u>
ENVIRONMENTAL RESOURCE	ACCOUNT CLERK III	3		3
	ACCOUNTING TECHNICIAN	1		1
	ADMINISTRATIVE ASSISTANT	1		1
	ADMINISTRATIVE SECRETARY III	1		1
	ADMINISTRATIVE TECHNICIAN	0	1	1
	CONTAINER SERVICE WORKER	2		2
	CUSTOMER SERVICE REP I/II	12		12
	ENVIRONMENTAL RESOURCES SUPV	5		5
	ENVIRON RESOURCES/MRF MANAGER	1	-1	0
	ENVIRON RESOURCES DIVISION MANAGER	0	1	1
	EQUIPMENT OPERATOR	12		12
	MAINTENANCE WORKER TRAINEE	22		22
	MANAGEMENT ANALYST III	1		1
	MRF DISPATCHER	3		3
	MRF MANAGER	2	-1	1
	HEALTH, SAFETY & TRAINING OFFICER	0	1	1
	MRF MACHINERY OPERATOR	3		3
	MRF MECHANIC	3		3
	OFFICE ASSISTANT I	1		1
	OUTREACH/EDUCATION SPECIALIST	1		1
	PROJECT MANAGER	1	-1	0
	RECYCLING MANAGER	1		1

	CALL CENTER MANAGER	0	1	1
	SOLID WASTE EQUIP OPER II	49		49
	SOLID WASTE TRANS OPERATOR	14		14
	SORTER	26		26
	SR. WASTEWATER COLLECTION OPERATOR	5	-5	0
	ROUTE CHECKER	0	5	5
	SR. WASTEWATER MECHANIC	1	-1	0
	TREATMENT PLANT ELECTRICIAN	1		1
ENVIRONMENTAL RESOURCE TOTAL		172	1	173

PASSED AND ADOPTED this _____ day of March, 2019 by the following vote:

YES:

NOES:

ABSENT:

ABSTAIN:

Tim Flynn, Mayor

ATTEST:

Michelle Ascencion, City Clerk

APPROVED AS TO FORM:

Stephen M. Fischer, City Attorney

Personnel Classifications for Public Works, Environmental Resources Division

**Public Works and Transportation Committee
Meeting of February 12, 2019**

Recommendation

That the Public Works and Transportation Committee recommend the City Council adopt the attached resolution amending the Classification and Salary Resolution (Resolution No. 15, 153), establishing six (6) new personnel classifications and salary ranges for each to support and accurately reflect the necessary workforce at the Environmental Resources Division

Background

Staffing to address customer service, operational, outreach/education to manage MCR program:

- Six (6) funded classifications that require final City Council approval
 - ✓ Environmental Resources Division Manager (1)
 - ✓ Manager / Health, Safety and Training Officer (1)
 - ✓ Chief of Collections (1)
 - ✓ Route Checker (5)
 - ✓ Call Center Manager (1)
 - ✓ Material Recovery Facility (MRF) Manager (1)
- Transfer of one Administrative Technician from Public Works Administration to Environmental Resources Division

Questions?



**PUBLIC WORKS AND
TRANSPORTATION
COMMITTEE**

AGENDA REPORT

TYPE OF ITEM: Report

AGENDA ITEM NO.: 3

DATE: February 12, 2019

TO: Public Works and Transportation Committee

FROM: Rosemarie Gaglione, Public Works Director
rosemarie.gaglione@oxnard.org, (805) 385-8055

SUBJECT: Second Amendment to Agreement for Supplemental Waste Transfer Hauling.
(5/5/5)

RECOMMENDATION

That the Public Works and Transportation Committee recommend that City Council approve and authorize the Mayor to execute a Second Amendment to Agreement No. 7978-17-PW with Finish Line Transport, to:

1. Extend the term to May 8, 2021; and
2. Add \$150,000, increasing the agreement value from \$210,000 to \$360,000.

BACKGROUND

The Environmental Resources (ER) Division has contracted with firms to provide waste transfer hauling services to supplement the City's transfer operation. Operational and fiscal analyses have demonstrated that augmenting the City's transfer operation with outside, supplemental haulers is the most efficient and cost-effective means of complying with State permit mandates. To guarantee an uninterrupted hauling schedule, the City typically awards primary, secondary and sometimes tertiary hauling contracts.

On January 5, 2018, after a competitive bid process, the City executed Agreement No. 7978-17-PW with Finish Line Transport as a secondary hauling contractor for an amount not to exceed \$25,000 and for a term ending on November 30, 2020. On February 20, 2018, the City Council approved a First Amendment to the Finish Line agreement adding \$185,000 for added services for hauling and disposal of Waste Water biosolids at the Toland Road Landfill.

DISCUSSION

In order to comply with permit mandates and ensure that the City has sufficient options for the transfer operation; staff recommends extending the Finish Line agreement and providing

necessary funds through the new agreement term. If a primary vendor is unavailable and no back-up agreements have been authorized, the Environmental Resources Division will have no choice but to use its in-house fleet. Fleet drivers will invariably require overtime pay because of the longer shifts needed to cope with the added waste volume.

The Second Amendment extends the term to May 8, 2021 and adds \$150,000 for supplemental waste transfer hauling from Del Norte to contracted landfills and organic processors; increasing the agreement value from \$210,000 to \$360,000.

STRATEGIC PRIORITIES

This agenda item is a routine operational item or does not relate to the four strategic plans adopted by City Council on May 17, 2016.

FINANCIAL IMPACT

Sufficient funds are available in the Fiscal Year 2018-19 Environmental Resources Operating Fund for Waste Transfer Haul - Contractual (Account Number 631-6314-842-8281) to cover for the cost of supplemental transfer hauling by Finish Line Transport for the remaining period of Fiscal Year 2018-19. The costs of upcoming fiscal year for supplemental hauling service for will be included in the recommended budget for Fiscal Year 2019-20.

Prepared by Grant Dunne, Management Analyst III.

ATTACHMENTS

Attachment A - Second Amendment

SECOND AMENDMENT TO AGREEMENT FOR TRADE SERVICES

This Second Amendment ("Second Amendment") to the Agreement for Trade Services ("Agreement") is made and entered into in the County of Ventura, State of California, this ____ day of _____, 2019, by and between the City of Oxnard, a municipal corporation ("City"), and Finish Line Transport, Inc. dba Central Coast Transport ("Vendor"). This Second Amendment amends the Agreement entered into on January 5, 2018, by City and Vendor. This agreement was previously amended on February 20, 2018 by the First Amendment.

City and Vendor agree as follows:

1. In Section 3 of the Agreement, the date of "November 30, 2020," is deleted and replaced with the date of "May 8, 2021."
2. In Section 4 of the Agreement, the figure "\$210,000" is deleted and replaced with the figure "\$360,000."
3. Section 4a of the Agreement is deleted in its entirety and replaced with the following:

"The Station to each of the following landfills or facilities for the rates per ton hauled: Simi Valley Landfill \$13.00 per ton hauled; Toland Road Landfill \$12.00 per ton hauled; Agromin Organics Recycling at Limoneira Farms \$11.00 per ton hauled; Agromin Organics Recycling at Simi Valley Landfill \$14.00 per ton hauled; Chiquita Canyon Landfill \$17.00 per ton hauled."
4. As so amended, the Agreement remains in full force and effect.

[Signatures on next page]

IN WITNESS WHEREOF, the parties hereto have executed the Agreement on the date first written above.

CITY OF OXNARD

**FINISH LINE TRANSPORT, INC. dba
CENTRAL COAST TRANSPORTS**

☒ Tim Flynn, Mayor¹ _____ Date _____
☐ Alexander Nguyen, City Manager
☐ Lisa Boerner, Purchasing Manager
☐ _____, Buyer

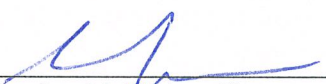
John Clift, Chief Executive Officer² _____ Date _____

Carter Clift, Assistant Secretary _____ Date _____

ATTEST:

Michelle Ascencion, City Clerk (only if Mayor signs) _____ Date _____

APPROVED AS TO FORM:

 _____
Stephen M. Fischer, City Attorney (always required) _____ Date 1/23/19

¹ The City Council must authorize and the Mayor must sign the amendment if the original contract and all amendments collectively total over \$200,000 annually. The City Manager may authorize and sign the amendment if the original contract and all amendments collectively total over \$100,000 but up to \$200,000 annually. The Purchasing Manager may authorize and sign the amendment if the original contract and all amendments collectively total up to \$100,000 annually. A Buyer may authorize and sign the amendment if the original contract and all amendments collectively total up to \$25,000 annually.

² The City requires the following for any contract:

- For a corporation, the signatures of the Board President, CEO or Vice President and of the Board Secretary, Assistant Secretary, CFO or Assistant Treasurer;
- For an LLC, the signatures of at least two managers of the LLC (company directors, not lower-level managers); or
- For a partnership, the signature of a partner. If the partnership is a limited partnership, the signer must be a general partner.

If the company has a different structure, or if the above-listed persons are not the appropriate signers, please submit to the City Attorney legally-binding documentation stating who can sign and bind your company.

Second Amendment to Agreement No. 7978-17-PW with Finish Line Transportation for Supplemental Waste Transfer Hauling

**Public Works and Transportation
Committee Meeting of February 12, 2019**

Recommendation

That the Public Works and Transportation Committee recommend that City Council approve and authorize the Mayor to execute a Second Amendment to Agreement No. 7978-17-PW with Finish Line Transport, to:

- Extend the term to May 8, 2021, and
- Add \$150,000; increasing the agreement value from \$210,000 to \$360,000

Background

- Permits require material transfer within 24 hours (excepting Sundays or holidays)
- Since opening Del Norte Regional Recycling and Transfer Station (Del Norte) in October 1996, the City has contracted with firms to provide supplemental transfer hauling services along side City transfer hauling services
- Public/private partnership guarantees efficient, cost effective and uninterrupted transfer of material from Del Norte to landfills and organic processing facilities

Discussion

- Competitive bid structured to allow for primary, secondary and tertiary contract awards to ensure backup plans are in place
 - ✓ Primary – Alavao Trucking (Plan “A”)
 - ✓ Secondary – Ecology Trucking (Plan “B”)
 - ✓ Tertiary – Finish Line Transport (Plan “C”)
- January 5, 2018 – Agreement No. 7978-17-PW with Finish Line for \$25,000
- February 20, 2018 – First Amendment with Finish Line added \$185,000 (\$210,000 total) adding biosolids hauling for Wastewater
- Pending – Second Amendment with Finish Line for additional \$150,000
- Competitive re-bid prior to expiration in 2021

Questions?