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 Library, 251 South "A" Street and the City Clerk's Office, 300 West Third Street 4th Floor during customary business hours. Any materials to be presented at this meeting will be made available electronically 24 hours prior to the meeting, at the end of this agenda. The agenda reports are on the City of Oxnard web site at www.oxnard.org.

CITY OF OXNARD CALIFORNIA

AGENDA
OXNARD CITY COUNCIL
OXNARD COMMUNITY DEVELOPMENT COMMISSION SUCCESSOR AGENCY
OXNARD FINANCING AUTHORITY
OXNARD HOUSING AUTHORITY
Council Chambers, 305 West Third Street
February 28, 2017
Regular Meeting - 6:00 PM

A. ROLL CALL/POSTING OF AGENDA

THE FOLLOWING LEGISLATIVE BODIES ARE MEETING: City Council.

B. OPENING CEREMONIES

Pledge of allegiance to the flag of the United States

C. CEREMONIAL CALENDAR

1. SUBJECT: Presentation of a Proclamation Designating the Month of February, 2017 as "Healthy Heart Month."

2. SUBJECT: Presentation by California Department of Parks and Recreation Deputy Director of External Affairs, Sedrick Mitchell for Oxnard's Meet Up Clean Up Program.

D. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

At this time, the legislative body will consider public comments for a maximum of thirty 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 three minutes, but shorter time may be established as deemed necessary. A person not able to address the legislative body at this time because the thirty 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/ Executive Director/Secretary for administrative action or scheduled on a subsequent agenda for discussion. Persons wishing to speak on public hearing items should do so at the time of the hearing.

E. REPORT OF CITY MANAGER/EXECUTIVE DIRECTOR/SECRETARY

The City Manager/Executive Director/Secretary shall report on items of interest to the legislative body occurring since the last meeting. The legislative body cannot enter into detailed discussion or take action on any item presented during this report. Such items may only be referred to the City Manager/Executive Director/Secretary for administrative action or scheduled on a subsequent agenda for discussion.

F. CITY COUNCIL/HOUSING AUTHORITY/SUCCESSOR AGENCY/FINANCING AUTHORITY BUSINESS/COMMITTEE REPORTS

At this time, a member of the legislative body may make a brief announcement, or make a brief report on his or her activities. Further, members of the legislative body may request to schedule consideration of whether to place an item on a future agenda. The legislative body cannot enter into detailed discussion or take action on any item presented during this report. The member's report shall not exceed three minutes, unless additional time is granted by the presiding officer.

1. SUBJECT: Appointment of Members to Serve on City of Oxnard Citizen Advisory Groups (“CAGs”) (5/10/5)
RECOMMENDATION: 1. That the City Council ratify the Mayor’s appointments of:

a. Two (2) members to the Housing Authority Board of Commissioners,
b. Five (5) members to the Downtown Design Review Committee (DDRC),
c. Seven (7) members to the Commission on Homelessness,
d. Nine (9) members to the Cultural Arts Commission,
e. Five (5) members to the Library Board,
f. Seven (7) members to the Parks and Recreation and Community Services Commission,
g. Four (4) members to the Planning Commission,
h. Nine (9) members to the Senior Services Commission,
i. One (1) adult member to the Youth Commission; and

2. That the City Council appoint seven (7) members to the Community Relations Commission.
Legislative Body: CC Contact: Michelle Ascencion Phone: 385-7805

2. SUBJECT: Appointment of Councilmembers to Serve on Various Boards, Commissions, and Committees (5/10/5)
RECOMMENDATION: 1. That the City Council ratify the Mayor’s appointments of:

a. Councilmember Perello to the Utilities Task Force,
b. Mayor Flynn to the Fiscal Policy Task Force,
c. Councilmember Madrigal to assume former Councilmember Padilla’s committee assignments,
d. Re-appoint all other current Councilmember committee assignments; and

2. That the City Council discuss the number and scope of the City’s committees.
Legislative Body: CC Contact: Michelle Ascencion Phone: 385-7805

3. SUBJECT: Internal Audit Process (5/20/15)
RECOMMENDATION: That City Council provide direction to staff regarding the interview format and process for selecting the City's first Internal Auditor.
Legislative Body: CC Contact: Jesus Nava Phone: 385-7497

G. REVIEW OF INFORMATION/CONSENT AGENDA

The members of the legislative body will consider whether to remove Information/Consent Agenda items for discussion later during the meeting.

H. PUBLIC COMMENTS ON INFORMATION/CONSENT AGENDA

At this time, a person may address the legislative body only on matters appearing on the information/consent agenda. The presiding officer shall limit public comments to three minutes.

I. INFORMATION CONSENT AGENDA

City Clerk Department

1. SUBJECT: Approval of Minutes: December 20, 2016 Regular Meeting
RECOMMENDATION: Approve the Minutes of the City Council Regular Meeting of December 20, 2016.
Legislative Body: CC Contact: Michelle Ascencion Phone: 385-7805

City Manager Department

2. SUBJECT: Agreements for City Council Review
RECOMMENDATION: That City Council, pursuant to Ordinance 2835, and Resolution No. 13,932, approve and authorize the City Manager to execute the agreements/contracts and change orders/amendments in amounts more than $25,000 but no more than $250,000, which are described on the attached list.

Michael Baker International, Inc. {6639-14-DS} to perform services related to the Housing Element ($28,215).
Downtown Ford Sales for the purchase of a Ford Expedition for the Fire Department ($51,003).
Crafco, Inc. for the purchase of asphalt cold patch material for pothole repairs ($50,000).

A complete explanation of the agreement and funding sources are attached.
Legislative Body: CC Contact: Greg Nyhoff Phone: 385-7430

3. SUBJECT: Approval of Resolutions Authorizing Full-Time Equivalent Positions and Approving Salary Schedule
RECOMMENDATION: That City Council: 1.) Adopt a resolution amending Resolution No. 14,949 authorizing full-time equivalent positions and setting the authorized full-time equivalent positions to include the Downtown Revitalization Manager; 2.) Adopt a resolution repealing Resolution No. 14,950 and approving changes to Section XII of the Personnel Rules and Regulations setting the classification and salary schedule for the Downtown

Revitalization Manager; and 3.) Approve a budget appropriation in the amount of $41,000 from Downtown Improvement Fund 481 for the remainder of this fiscal year.
Legislative Body: CC Contact: Greg Nyhoff Phone: 385-7430

Development Services Department

4. SUBJECT: Transportation Development Act (TDA) Local Transportation Fund (LTF) Allocations for Fiscal Year 2017-18
RECOMMENDATION: That City Council authorize the Development Services Director to submit a claim to Gold Coast Transit District (GCTD) for $787,892, which included $520,258 of new revenues and reprogram funding of $267,634 available from completed capital projects for Fiscal Year (FY) 2017-18 Transportation Development Act (TDA) Local Transportation Fund (LTF – Fund 213).
Legislative Body: CC Contact: Ashley Golden Phone: 385-7882

Police Department

5. SUBJECT: Federal and State Asset Forfeiture Funds
RECOMMENDATION: That City Council approve a special budget appropriation in the amount of $312,929 for the use of Federal ($282,929) and State ($30,000) asset forfeiture funds allocated to the City of Oxnard Police Department. The funds will be used for training and equipment purchases not normally associated with general fund expenditures.
Legislative Body: CC Contact: Scott Whitney Phone: 385-7624

J. REPORTS

Housing Department

1. SUBJECT: Emergency Winter Warming Shelter Funding (5/20/15)
RECOMMENDATION: That the City Council receive a staff report on status of current 2016-17 Winter Warming Shelter administration, finance and operations;
That the City Council consider and approve a re-allocation of $15,000 from Housing Department salary savings to the Winter Warming Shelter to allow for continued operations, and authorize the City Manager or designee to execute necessary agreements for this purpose.
Legislative Body: CC Contact: Arturo Casillas Phone: 385-8094

K. PUBLIC COMMENTS ON REPORTS

At this time, a person may address the legislative body only on matters appearing on the reports. The presiding officer shall permit a person to address the legislative body after the staff presentation on the report and before the consideration of the report by the legislative body. The presiding officer shall limit public comments to three minutes.

L. ADJOURNMENT

CITY COUNCIL AGENDA REPORT	TYPE OF ITEM: Report AGENDA ITEM NO.: 1

DATE: February 28, 2017

TO: City Council

FROM: Michelle Ascencion
City Clerk

SUBJECT: Appointment of Members to Serve on City of Oxnard Citizen Advisory Groups (“CAGs”) (5/10/5)

CONTACT: Michelle Ascencion, City Clerk
Michelle.Ascencion@oxnard.org, 385-7805

RECOMMENDATION:

1. That the City Council ratify the Mayor’s appointments of:

   a. Two (2) members to the Housing Authority Board of Commissioners,
   b. Five (5) members to the Downtown Design Review Committee (DDRC),
   c. Seven (7) members to the Commission on Homelessness,
   d. Nine (9) members to the Cultural Arts Commission,
   e. Five (5) members to the Library Board,
   f. Seven (7) members to the Parks and Recreation and Community Services Commission,
   g. Four (4) members to the Planning Commission,
   h. Nine (9) members to the Senior Services Commission,
   i. One (1) adult member to the Youth Commission; and

2. That the City Council appoint seven (7) members to the Community Relations Commission.

BACKGROUND

Various sections of the Oxnard Municipal Code (Section Chapter 2, Article I for Housing Authority; Chapter 16, Article III for Downtown Design Review; and Chapter 2, Article II for all the others) provide for volunteers to be appointed to serve on Citizen Advisory Groups, commonly referred to as “CAGs.”

The typical eligibility requirements to apply for CAG service are: 18 years of age, Oxnard resident, and not serving on any other CAG. Some minor exceptions apply for certain CAGs (for example, the Youth Commission and DDRC). Applications are accepted on an ongoing basis but are actively recruited in the 2-3 months prior to the terms' expiration December 31st. Applications are kept on file for one year in case of unexpected vacancies on the CAGs.

Except for the Community Relations Commission (CRC), the Mayor makes appointments to the CAGs for two year terms (four years for Planning Commission) that coincide with the Mayor's term. The Mayor's appointments are then subject to approval by the City Council. The CRC is appointed by the full City Council. For this round of CAG recruitments, Mayor Flynn extended the deadline to January 20, 2017 and invited applicants for an "interview" meeting on February 15, 2017, to allow applicants an opportunity to speak on why they wish to be appointed. Following extensive review of the applications and some individual conversations, Mayor Flynn recommends the attached list of appointments for Council ratification. He has also provided a list of recommended CRC appointees for the Council's consideration.

(Note: OMC Chapter 24, Article I provides for appointments to Mobile Home Park Rent Review Board. As that Board is currently inactive, no appointments are being recommended at this time.)

STRATEGIC PRIORITIES

This agenda item supports the Quality of Life strategy. The purpose of the Quality of Life strategy is to build relationships and create opportunities within the community for safe and vibrant neighborhoods, which will showcase the promising future of Oxnard. This item supports the following goals and objectives:

Goal 3. Strengthen neighborhood development, and connect City, community and culture.

Objective 3b. Empower and connect our Inter-Neighborhood Council Organizations (INCOs), Community Advisory Groups (CAGs) and Neighborhood Watch Program.

FINANCIAL IMPACT

There is no financial impact from this item.

ATTACHMENTS:

A. Proposed CAG Appointments

2017 CAG APPOINTMENTS (* Incumbent)

Commission on Homelessness - 7 seats
Andrea Renee Houchin
Christine Rutter
Francine Castanon*
Grant Leichtfuss
Lizet Melgoza
Lucy Cartagena Martinez*
Yukio Okano*

Cultural Arts Commission - 9 seats
Autumn Kelly*
Deborah De Vries
Elizabeth M. Botello
Heather Behrens
Javier Gomez
Laura Gallardo
Margaret Cortese*
Oneita Hirata*
René Corado

Downtown Design Review Committee - 5 seats
Elizabeth White
Gary Blum*
Miguel Fernandez
Mike Faulconer*
Roy Prince

Housing Authority - 2 seats
Francisco Vega*
Jose Lopez*

Library Board - 5 seats
Felicity Harper
Irene Milstead
Irene Rauschenberger
Pedro A Chavez
Ruby Durias*

Parks & Recreation Commission - 7 seats
Angela Whitecomb*
Aurelio Ocampo*
Gabriel Teran
Jona Moorghen
Lilly Guerra
Roger Poirier*
Steve Nash

Planning Commission - 4 seats open
Jim Fuhring
Orlando Dozier*
Robert V. Sanchez
Wilfredo Chua

Senior Services Commission - 9 seats
Albert Clemens*
Alice Madrid*
Alice Sweetland*
Clark Owens*
Jeffrey D. Nevitt
Kathie Lanker*
Kay Brainard*
Lourdes Villareal Yu*
Ron Fischer*

Youth Services Commission - 15 youth, 4 adults, 2 councilmembers
Gloria Zavala (adult)

Community Relations Commission - 7 seats (Recommended)
Adam Santos Lopez
George Sorkin*
Maricela Becerra
Helaine Rochelle Stallion*
Jaime Moreno*
Mario Quintana*
Tiffany Lopez*

CITY OF OXNARD CALIFORNIA	**CITY COUNCIL** **AGENDA REPORT**	**TYPE OF ITEM: Report** **AGENDA ITEM NO.: 2**

DATE: February 28, 2017

TO: City Council

FROM: Michelle Ascencion
City Clerk

SUBJECT: Appointment of Councilmembers to Serve on Various Boards, Commissions, and Committees (5/10/5)

CONTACT: Michelle Ascencion, City Clerk
Michelle.Ascencion@oxnard.org, 385-7805

RECOMMENDATION:

1. That the City Council ratify the Mayor's appointments of:

   a. Councilmember Perello to the Utilities Task Force,
   b. Mayor Flynn to the Fiscal Policy Task Force,
   c. Councilmember Madrigal to assume former Councilmember Padilla's committee assignments,
   d. Re-appoint all other current Councilmember committee assignments; and

2. That the City Council discuss the number and scope of the City's committees.

BACKGROUND

The Mayor makes appointments, with the approval of City Council, of Councilmembers to the majority of the boards, commissions and committees. These appointments include several requests from outside government agencies, as follows:

- Association of Water Agencies for Ventura County (one primary and alternate)
- Beach Erosion Authority for Clean Oceans and Nourishment (one primary and alternate)
- Big Independent Cities Excess Pool Joint Powers Authority (one primary and alternate)
- Economic Development Collaborative - Ventura County (one primary)
- Gold Coast Transit District (one primary and alternate)

- InterCity Transit (sub-committee of VCTC Vista) (one primary)
- Joint Oxnard/Ventura Santa Clara Bridge Cooperative Committee (two primary);
- Las Cortes Housing Development Corporation (two primary);
- Oxnard Convention & Visitors Bureau (one primary and alternate);
- Oxnard Plain/RiverPark Reclamation and Recharge Joint Powers Authority (two primary and alternate);
- Oxnard Successor Agency Oversight Board (one primary);
- Performing Arts and Convention Center Corporation (two primary);
- Point Mugu Regional Airport Authority (one primary and alternate);
- Regional Defense Partnership for the 21st Century (one primary and alternate);
- Southern California Association of Governments (one primary);
- Ventura Council of Governments (one primary and alternate);
- Ventura County Air Pollution Control District Board (one primary);
- Ventura County Animal Regulation Commission (one primary and alternate);
- Ventura County Regional Energy Alliance (one primary and alternate);
- Ventura County Transportation Commission (one primary);
- Ventura Local Agency Formation Commission (one primary);
- Ventura Regional Sanitation District (one primary and alternate);

In addition, the City Council has its own internal committees on which the Mayor appoints Councilmembers to serve:

- Channel Islands Harbor Task Force (two primary);
- City Attorney Recruitment Ad Hoc Committee (two primary);
- City Council Procedures Committee (two primary);
- Cultural Arts Committee (two primary);
- Downtown Improvement Task Force (two primary);
- Educational Partnership Committee (two primary and alternate);
- Fiscal Policy Task Force (two primary);
- Graffiti Task Force (two primary);
- Homeless Committee (two primary);
- Mobile Food Facilities Ad Hoc Committee (two primary);
- Ormond Beach Property Oversight Board Committee (two primary);
- Oxnard Downtown Management District Convention & Visitors (one primary);
- Transportation Policy Committee (two primary);
- Utilities Task Force (two primary); and
- Youth Commission (two primary).

The full Council makes appointments to the Oxnard Airport Authority.
A list of the proposed committee appointments is attached (revisions in bold type).

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.

ATTACHMENTS:

A. Proposed Council Committee Appointments

PROPOSED 2017 BOARDS/COMMISSIONS/COMMITTEE ASSIGNMENTS
(revisions in bold)

Mayor Flynn

1. Channel Islands Harbor Task Force
2. Education Committee
3. Graffiti Task Force
4. Joint Oxnard/Ventura Santa Clara Bridge Committee
5. Oxnard Airport Authority
6. Oxnard Plain/RiverPark Reclamation and Recharge Joint Powers Authority (Alternate)
7. Oxnard Successor Agency Oversight Board Committee
8. Point Mugu Regional Airport Authority
9. Procedures Concerning City Council Business
10. Regional Defense Partnership for the 21st Century (Alternate)
11. Transportation Policy Committee
12. **Fiscal Policy Task Force**
13. Ventura Council of Governments
14. Ventura County Regional Energy Alliance (Alternate)
15. Ventura Regional Sanitation District (Alternate)

Mayor Pro Tem Ramirez

1. Association of Water Agencies for Ventura County (Alternate)
2. Beach Erosion Authority for Control of Operation and Nourishment
3. Carnegie Art Museum Cornerstones Board of Directors
4. Cultural Arts Committee
5. Education Committee
6. Gold Coast Area Transit (Alternate)
7. Homeless Plan Working Group
8. Las Cortes Housing Development Corporation
9. Mobile Food Facilities (MFF) Ad Hoc Committee
10. Ormond Beach Property Oversight Ad Hoc Committee
11. Oxnard Airport Authority (Alternate)
12. Performing Arts Center Corporation
13. Southern California Association of Governments
14. Transportation Policy Committee
15. Ventura County Air Pollution Control District
16. Ventura County Animal Regulation Commission
17. Ventura County Regional Energy Alliance
18. Youth Commission

Councilman MacDonald
1. Association of Water Agencies for Ventura County
2. Downtown Improvement Task Force
3. Fiscal Policy Task Force
4. Gold Coast Area Transit
5. Intercity Transit (subcommittee of Ventura County Transportation Committee)
6. Las Cortes Housing Development Corporation
7. Mobile Food Facilities (MFF) Ad Hoc Committee
8. Regional Defense Partnership for the 21st Century
9. Utilities Task Force
10. Ventura County Transportation Commission

Councilmember Madrigal
1. Beach Erosion Authority for Control of Operation & Nourishment (Alternate)
2. Carnegie Art Museum Cornerstones Board of Directors
3. Cultural Arts Committee
4. Downtown Improvement Task Force
5. Homeless Plan Working Group
6. Joint Oxnard/Ventura Santa Clara Bridge Committee
7. Oxnard Convention & Visitors Bureau
8. Oxnard Downtown Management District
9. Point Mugu Regional Airport Authority (Alternate)
10. Ventura Council of Governments (Alternate)
11. Ventura County Animal Regulation Commission (Alternate)
12. Youth Commission

Councilmember Perello
1. Big Independent Cities Excess Pool Joint Powers Authority
2. Channel Islands Harbor Task Force
3. Education Committee (Alternate)
4. **Utilities Task Force**
5. Graffiti Task Force
6. Oxnard Airport Authority
7. Oxnard Convention & Visitors Bureau (Alternate)
8. Oxnard Plain/RiverPark Reclamation and Recharge Joint Powers Authority
9. Ormond Beach Property Oversight Ad Hoc Committee
10. Performing Arts Center Corporation
11. Procedures Concerning City Council Business
12. Ventura Regional Sanitation District

CITY OF OXNARD CALIFORNIA	**CITY COUNCIL** **AGENDA REPORT**	**TYPE OF ITEM: Council Business** **AGENDA ITEM NO.: 3**

DATE: February 28, 2017

TO: City Council

THROUGH: Greg Nyhoff
City Manager

Greg Nyhoff

FROM: Jesus Nava
Assistant City Mgr

Greg Nyhoff

SUBJECT: Internal Audit Process (5/20/15)

CONTACT: Jesus Nava, Assistant City Mgr
Jesus.Nava@oxnard.org, 385-7497

RECOMMENDATION:

That City Council provide direction to staff regarding the interview format and process for selecting the City's first Internal Auditor.

BACKGROUND

This is the second attempt at contracting the City's first Internal Auditor. The Fiscal Policy Task Force (FPTF) and an independent consultant, Bob Deis reviewed the written proposals from 5 firms and scored them. The FPTF wishes to interview the top 3 firms but could not reach agreement on whether the interviews should be conducted in open or closed session.

Thus, the issue is being forwarded to the full City Council. The FPTF Chair's recommendation is for the Council to decide on the interview format (open/closed) and that the full Council should consider interviewing the 3 firms.

<u>History</u>

The independent Organizational Assessment—Implementation Action Plan that was presented to the City Council on July 21, 2015 included a recommendation for a contracted Internal Audit Program. The contracted model was suggested to provide: an additional level of independence from the organizational culture; a robust firm that could access a plethora of skill sets and expertise required to audit a general purpose local government with a myriad of services; and, the City with the option to quickly staff up or down to fit the needs and priorities of the City. As it turns out, our Scope of Services in our Request for Proposals (RFP) has a very aggressive first year Audit Program that could not be accomplished in a timely way with an in-house model (see Attachment A).

In our first RFP process, conducted in January and February of 2016, we invited 20 firms to submit proposals to become our first Internal Auditors. The city received 8 responses. The FPTF ultimately chose to abort the process and try again.

In our second RFP process, conducted in November and December of 2016, we invited an unprecedented 34 firms to submit proposals. We received 5 responses. Five firms from round 1 chose not to propose for this second round. We also received 2 new proposals.

At the January 11, 2017 FPTF Meeting, the initial scoring of the 5 written proposals was presented (see Attachment B for scoring) and the FPTF chose to interview the top 3 firms. They are:

Price Paige
Moss Adams
Lopez and Company

While there was agreement on interviewing 3 firms, there was no agreement on whether the Council should conduct the interviews in open or closed session. The Brown Act permits the Council to consider in closed session the appointment of an independent contractor that functions as an officer or employee. In the end, there was an impasse on this issue and the Chair asked to forward this issue to the full City Council.

Closed vs Open Session

There are arguments for both options. With respect to the closed session format the arguments are as follows: 1) Picking the top firm should be based on the advertised selection criteria e.g. experience, skill sets, expertise across disciplines, etc. and not necessarily based on public comment; 2) An informal querying and interactive process about City risk areas and vulnerabilities might best be in closed session given the sensitive nature of the work and not forewarn potential auditees; 3) The new Whistleblower program will be an Internal Auditor program that will be highly confidential and might best be discussed in a Closed Session environment; and 4) a collegial and informal interaction between the decision makers before picking the top firm is typically beneficial in these processes.

At the January 11th FPTF, staff mentioned a concern that our City boilerplate RFP commitment said that RFP proposals would not become public until a recommendation for contract award was made to the full Council. We were concerned that if we changed this practice midstream we might lose more firms. Some of the firms expressed concerns about the open process; however, they stated they would remain in the process.

With respect to the open session option, the biggest argument is transparency. There are some in the community that feel this hiring decision ought to be conducted in open so they can view the selection process and participate in the decision-making process.

If the Council chooses the open session format, we must cloister the firms so they are not privy to the questions before hand.

Notwithstanding a decision on this issue, we recommend that City Council schedule a special meeting to provide adequate time to fully engage the 3 firms, deliberate, score the proposals, compile the results and reach a decision. If the open session option is followed, we will ask for your direction on possibly televising your deliberations.

Finally, I asked Bob Deis, Senior Consultant, Public Management Group, RSHS LLP to fulfil the staff support role on this issue. He developed the RFP, supported the FPTF in their work and will support Council in reaching a decision on this matter. This arrangement provides additional independence from the organization, which will be the subject of future internal audits.

STRATEGIC PRIORITIES

This agenda item supports the Organizational Effectiveness strategy. The purpose of the Organizational Effectiveness strategy is to strengthen and stabilize the organizational foundation of the City in the areas of Finance, Information Technology, and Human Resources, and to improve workforce quality while increasing transparency to the public. This item supports the following goals and objectives:

Goal 1. To help foster a healthy and accountable corporate foundation by strengthening the support functions of the organization, which include Finance, Information Technology and Human Resources.

Objective 1a. Ensure the 128 recommendations outlined in the organizational assessment are implemented through the 3 phased implementation action plans adopted by Council in July, 2015 and provide periodic reports to Council on the status of the implementation plans.

Objective 1b. Establish an Internal Audit Program to complete performance audits of identified programs to ensure compliance with state and federal law and that Council policy is adhered to.

Objective 1c. Develop written procedures to address Internal Control recommendations from Auditor.

Goal 2. Increase transparency with Council, community and staff related to the City's budget and financial management processes.

Objective 2a. Initiate a priority based budgeting program incorporating departmental performance measures and the Council Strategic priorities.

Objective 2b. Prepare Quarterly Budget Updates and have month-end financial reports available via City's Website.

Objective 2c. Create a standardized template to present financial and other data to the general public.

FINANCIAL IMPACT

There is no direct financial impact associated with this decision tonight. We have budgeted funds to implement the scope of services found in the RFP.

ATTACHMENTS:

Attachment A: Internal Audit RFP Scope of Services

Attachment B: Summary of Scoring Results by Fiscal Policy Task Force

IV. SCOPE OF SERVICES

The successful firm will be required to provide audit services that include, but are not necessarily limited to the following:

I. **<u>Internal Auditor Basic Services</u>**: (To commence immediately and accomplished concurrently with the citywide Risk Assessment and any other specific audit activities as outlined below—see Attachment 1 for Internal Audit Program Charter).

A. Provide a senior representative to be the named as the City Internal Auditor under the terms of contract, who will:

1. Respond to phone calls, citizen inquiries and emails to the City Internal Auditor and when appropriate refer to City staff.
2. Coordinate with City staff to schedule Fiscal Policy Task Force Council Committee Meetings.
3. Provide regular reports on the status of the risk assessment and other audit activities.
4. Propose and update the Audit Work Plan at the beginning of each calendar year for the subsequent fiscal year beginning in July; prepare Audit Work Plan based on regular citywide risk assessments and include proposed scope and cost for each recommended audit; present annual Audit Work Plan to City Manager for preliminary review of scope, followed by review by the Fiscal Policy Task Force Council Committee and final presentation to the City Council for approval.
5. Provide regular status reports, either written or oral, to the Fiscal Policy Task Force; at a minimum provide Quarterly Reports on activities and findings related to audits; may be required to be present at City Council or other meetings upon request.
6. Conduct follow-up and verification of audit findings pursuant to closing findings as complete.
7. Provide city staff with tools to track open audit findings and facilitate resolution of findings when complete.
8. Provide follow-up work for findings associated with annual external financial audits.

B. Administer Oxnard's new Whistleblower Hotline Policy

1. Manage the City's new Whistleblower Hotline Policy (see Attachment 2)

2. Create and operate toll free phone hotline, email or mail repository to solicit allegations of misconduct.

3. Perform the duties as outline in the attached Whistleblower Hotline Policy, including but not limited to: reaching out to the complainant to ascertain the nature of the complaint, its merit and relevance to City of Oxnard business; maintaining a database to track complaints and activities leading to resolution of it; prioritizing the complaint consistent with Policy; and, conducting the relevant due diligence leading to appropriate findings and resolution of the complaint.

i. Provide periodic reports to the City Council, at least every six months, including a list of the allegations received through. the Hotline, including the priority assigned and the status or disposition of each reported allegation.

II. City Council Initial Audit Work Plan:

A. Conduct a citywide Risk Assessment and Internal Control audit that utilizes the March 17, 2015 report to Council called "Organizational Assessment and Audit of Corporate Support, Accountability and Value Systems—Management Partners and Renne Sloan Holtzman and Sakai, LLP" and the July 19, 2016 Presentation on the Single Audit Report, Internal Control and Compliance Report and Other Communication for FY 2014-15 by Eden Casareno and Associates; as a starting point for completing this section of the scope of work. Any proposal should not be redundant to this study; rather it should be complementary to what the City already knows.

1. Complete a Risk Assessment of the City's financial operations:

   a) Review Organizational Assessment mentioned above.

   b) Review administrative and financial policies, procedures, and practices.

   c) Examine methods, procedures, and practices used to provide reasonable assurance that City assets are safeguarded and that staff is complying with approved policies, procedures and practices.

d) Identify the strengths, weaknesses, challenges and key areas of risk.

e) Make recommendations for improvement, identify future audit priorities and prepare a preliminary Audit Work Plan in conjunction with the results from reviewing the internal controls mentioned below.

2. Examine the internal controls framework of the City to include:

a) The City's overall control environment.

i) Management's philosophy and operating style regarding integrity and ethical values.

ii) Staff's philosophy and operating style regarding integrity and ethical values.

iii) The assignment of authority and responsibility for ensuring protection of City assets and policy compliance.

iv) Existing policies and procedures.

b) The City's ongoing identification and assessment of risk.

i) The City's approach to risk identification and risk mitigation (proactive versus reactive).

ii) The alignment of the City's objectives with the assessment of risk.

c) The City's control activities (for protection of assets and compliance with policies).

i) Separation of duties.

ii) Authorization and approval.

iii) Custodial and security arrangements.

iv) Review and reconciliation.

v) Variance analysis.

vi) Adequate documentation.

vii) Physical inventories.

d) Senior management, mid-management and supervisory responsiveness to identified problems/weaknesses.

i) The timeliness with which internal control deficiencies are identified and communicated.

ii) Appropriateness of management's selection of risk response – avoidance, acceptance, reduction, or sharing of an identified risk.

e) Perform sampling procedures to test and evaluate one or more areas of the City's internal controls, taking into account risk, control weaknesses, size, and complexity of operations.

f) Make use of and build upon the internal control evaluation work done by the City's independent CPA firm during that firm's annual financial statement audit.

g) Review any recommendations regarding the internal controls with the appropriate executives, including the Chief Financial Officer and the City Manager.

h) Prepare reports which analyze significant risk assessment findings, recommend changes for strengthening internal controls and reducing identified risks.

i) Report of the findings that outlines the specific deficiencies in the internal control framework and the possible impact posed (level of risk) due to the identified weaknesses.

ii) Report with recommendations that will address the weaknesses identified in the City's internal control framework.

iii) Present draft results of this audit project along with the findings from the Risk Assessment and fold into the preliminary Audit Work Plan to the City Manager with the final report to the Fiscal Policy Task Force Council Committee, including estimated costs by audit project and a recommended future audit approach. This will require eventual ratification by the full City Council.

B. Conduct comprehensive performance audit of Oxnard's City Corp program (see attached program description in Attachment 3).

1. This program represents a hybrid structure where City Corp management (City employees) seeks funding independently of the City and its proceeds are accounted for an a City Trust Fund along with a City General Fund subsidy and other City financial support via

contracts with City departments. Payroll for City Corp employees is processed totally independent of the City's systems. City Corp employees are hired outside the City's Human Resources processes. As a result, since City funds support and City employees manage this program, this audit will examine all City Corp practices vis-à-vis City policies and procedures, state or federal guidelines, best management practices and proper internal controls for managing risk.

2. Given the stated program goals, this audit will examine program outcomes and the efficiency and cost-effectiveness of the program.

3. Given the City's difficult General Fund financial position, the audit will provide recommendations for potential cost savings to the General Fund.

4. All audit findings will be accompanied with recommendations for improvement.

5. Preliminary findings and recommendations will be shared with program management, the Chief Financial Officer and City Manager.

6. The final report will be reported out to the Fiscal Policy Task Force Council Committee and ultimately the full City Council.

C. Conduct comprehensive performance audit of the Oxnard's Performing Arts and Convention Center (PACC) Program (see Attachment 3 for program description).

1. Again, this program is a hybrid one where City employees provide overall management and supervision and the City provides a sizeable General Fund contribution; however, there is a non-profit organization that provides funding and some direction to the PACC Manager. As a result, due to the intertwining of non-profit and City staffing and funding; this audit will examine program and financial activities of the entire PACC program i.e. for both the non-profit and City. It will use as benchmarks: City policies and procedures, state or federal guidelines, best management practices, general fund subsidies of similar programs/facilities and proper internal controls for managing risk.

2. Given the overall program goals, this audit will examine program outcomes and the efficiency and cost-effectiveness of the program.

3. Given the City's difficult General Fund financial position the audit will provide recommendations for potential cost savings to the General Fund.

4. The audit should provide recommendations on budgeting and accounting practices for improvement of financial management and accountability.

5. All audit findings will be accompanied with recommendations for improvement.

6. Preliminary findings and recommendations will be shared with program management, the Chief Financial Officer and the City Manager.

7. The final report will be reported out to the Fiscal Policy Task Force Council Committee and ultimately to the full City Council.

D. Conduct a comprehensive audit of the City's use and management of overtime in the various programs within departments. Audit will use as benchmarks: City policies and procedures, best management practices, staffing levels, and proper internal controls for managing the cost of overtime. The auditor will evaluate outcomes and efficiencies of the program and recommends ways to improve in these areas.

E. Conduct a comprehensive performance audit of the City's Golf operation (see attached program description in Attachment 3).

1. The City owns one golf course that has been operated under contract by the same vendor since 1993. The Golf generated revenues do not cover the full direct and indirect costs of operating the golf course facility at River Ridge Golf Club and requires a General Fund subsidy. The FY 16-17 budget is $5.3 million and the budgeted General Fund subsidy is $775,858. Given the City's difficult budgetary position, it is interested in options to save money and reduce the subsidy by the City.

2. Conduct a thorough review of the Golf operations, its contract with the vendor that operates the program and comparing these efforts to generally recognized best management practices. This would be done with the goal of improving the cost effectiveness of the program and reducing the subsidy of the program.

3. Conduct a thorough review of the City's contract oversight practices and recommend options to improve control and accountability of the Golf operator.

III. <u>Annual Audit Work Plan: Professional Standards, Implementation and Maintenance</u>:

A. Provide resources to conduct specific internal audits effectively and efficiently according to relevant professional standards such as: Generally Accepted Government Auditing Standards (GAGAS) or other professional standards as promulgated by the American Institute of CPA's (AICPA) and/or Institute of Internal Auditors (IIA). The annual Audit Work Plan will be proposed by the internal auditor but selected by the Fiscal Policy Task Force Council Committee and ultimately ratified by the City Council. The related work activities are as follows:

1. Provide an opportunity for feedback and response by departments under audit along with the City Manager's Office.
2. Provide regular reports on the status of ongoing internal audits to the City Manager and Fiscal Policy and Audit Council Committee.
3. Provide written reports with results of audits and publish audits to the City Auditor's Web page; based on the audit work performed, written reports and oral PowerPoint presentations must be provided. The presentations shall address the audit findings and conclusions, audit recommendations that will improve the efficiency and effectiveness of the organizations or programs audited, and corrections needed to address any operational deficiencies or non-compliance issues found.
4. Work with management to implement recommendations.

V. PROPOSAL REQUIREMENTS

A. **General Requirements**

Agency and Contact Person:	City of Oxnard Patricia Garcia, Buyer 300 West 3rd St., Suite 202 Oxnard, CA 93030
Telephone:	805-385-7538
E-MAIL address	patricia.garcia@oxnard.org

Bidders may only communicate with the Buyer, or in her absence, Mike More, Purchasing Agent. Any other contacts may result in disqualification of bidder's proposal. Any requests for clarification of the proposal requirements should be made by E-MAIL only.

a. Submission of <u>Technical Proposal</u>. At the proposer's option, proposals may be submitted via email in .pdf format to patricia.garcia@oxnard.org OR one (1)

Attachment B

9-Jan-17

Summary of Scoring for Internal Audit

	Mitchell MacDonalc	Mitchell Perello	Mitchell Deis	Total	Lopez MacDonalc	Lopez Perello	Lopez Deis	Total	Moss Adan MacDonalc	Moss Adan Perello	Moss Adams Deis	Total	Price Paige MacDonalc	Price Page Perello	Price Page Deis	Total	Plante MacDonalc	Plante Perello	Plante Deis	Total
1. Demonstrated ability to perform the scope of work indentified in RFP (25 points)	15	18	15	48	20	20	17	57	25	18	25	68	15	18	17	50	23	18	16	57
2. Demonstrated technical ability and interpersonal acument to address the myriad of issues likely to be examined as part of performing Internal Audit sservices for the City and to properly interact with all relevant stakholders (25 points)	20	20	20	60	23	24	20	67	25	20	25	70	20	20	21	61	23	20	23	66
3. Qualifications and expertise of staff specifically assigned to this project as demonstrated by completing similar work (25 points)	20	15	15	50	20	20	15	55	25	20	25	70	20	20	16	56	20	20	24	64
Cost (25 points)	20	0	17	37	20	0	13	33	22	0	20	42	15	0	23	38	0	0	15	15
Total	75	53	67	195	83	64	65	212	97	58	95	250	70	58	77	205	66	58	78	202
				#5				#2				#1				#3				#4

CITY OF OXNARD CALIFORNIA **CITY COUNCIL** **AGENDA REPORT**	**TYPE OF ITEM: Info/Consent** **AGENDA ITEM NO.: 1**

DATE: February 28, 2017

TO: City Council

FROM: Michelle Ascencion
City Clerk

SUBJECT: Approval of Minutes: December 20, 2016 Regular Meeting

CONTACT: Michelle Ascencion, City Clerk
Michelle.Ascencion@oxnard.org, 385-7805

RECOMMENDATION:

Approve the Minutes of the City Council Regular Meeting of December 20, 2016.

STRATEGIC PRIORITIES

This agenda item is a routine operational item that does not directly relate to the four strategic plans adopted by City Council on May 17, 2016. This agenda items does provide transparency of Council meetings to the public.

ATTACHMENTS:

A. Minutes 12.20.16 CC regular meeting

M I N U T E S
OXNARD CITY COUNCIL
Regular Meeting
December 20, 2016

A. ROLL CALL/POSTING OF AGENDA

At 6:03 p.m., the regular meeting of the Oxnard City Council was called to order in the Council Chambers. The City Clerk called the roll and announced the posting of the agenda. Councilmembers Bryan A. MacDonald, Oscar Madrigal, Bert Perello, Mayor Pro Tem Carmen Ramirez, and Mayor Tim Flynn were present.

Staff members present were Greg Nyhoff, City Manager; Stephen Fischer, City Attorney; Jesús Nava, Assistant City Manager; Ruth Osuna, Assistant City Manager; Arturo Casillas, Housing Director; Ingrid Hardy, Cultural and Community Services Director; Kymberly Horner, Economic Development Director; Steve Janice, Human Resources Director; Phillip Molina, City Treasurer; Daniel Rydberg, Public Works Director; Jim Throop, Chief Financial Officer; Sandra Burkhart, Special Districts Administrator; Kathleen Mallory, Planning Division Manager; Michael More, Financial Services Manager; Kenneth Rozell, Assistant City Attorney; Eric Sonstegard, Assistance Chief of Police; and Michelle Ascencion, City Clerk.

B. OPENING CEREMONIES

The flag salute was followed by a moment of silence in honor of Toni Maulhardt (wife of former City Councilmember Dean Maulhardt) who recently passed away.

C. CEREMONIAL CALENDAR (No items.)

D. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

Public comments were received from Woodrow Thomas Sr. (status of claim), Larry Stein (public record request), Daniel Chavez Jr. (crosswalks), Martin Jones (quote from Winston Churchill), and Sandra Sudac (various topics).

E. REPORT OF CITY MANAGER

The City Manager introduced the new Assistant City Manager, Jesús Nava, who started December 19, 2016. The City Manager thanked the Council for its support and acknowledged and thanked the employees for their hard work over the year. He expressed excitement and optimism for the upcoming Downtown Revitalization projects.

F. CITY COUNCIL REPORTS

Councilmember Madrigal wished everyone a happy holiday season.

Mayor Pro Tem Ramirez expressed condolences to former Councilmember Maulhardt, discussed water issues, and encouraged people to contribute to the Winter Warming Shelter and drive safely down Christmas Tree Lane, and shared happy holiday wishes.

Councilman MacDonald reported on participating in the Santa to the Sea toy giveaway, the Police Department's Santa at the Station event, the Target/public safety toy event, and the Castro Family toy drive at Ventura County Medical Center.

Councilmember Perello expressed holiday wishes and condolences to the Maulhardts. He reported on a recent Fiscal Policy Task Force meeting, a Ventura County Rescue Mission event, and meeting with the County Treasurer. He commented on crosswalks, streetlights and park lights, and commended employees who generate money for the city.

Mayor Flynn expressed hope for the new year, and said he will be working to make the Citizen Advisory Groups stronger.

G. <u>REVIEW OF INFORMATION/CONSENT AGENDA</u>

Items I-1a & c, I-2, I-3 through 5 (collectively), and I-7 were pulled for discussion.

Regarding I-1a: The Chief Financial Officer provided an explanation of the proposed contract.

Regarding I-1c: Councilmember Perello and the Public Works Director discussed elevator inspections and repair.

Regarding I-2: Mayor Pro Tem Ramirez and the City Treasurer discussed the banking services extension and the possible use of credit unions. Discussion ensued among Council and the City Treasurer.

Regarding I-3 through 5: Councilmember Perello commented on a Los Angeles Times article regarding tax breaks on vacation homes.

Regarding I-7: Councilman MacDonald and the Public Works Director discussed the implementation of the transportation system software. Discussion ensued among Council and staff.

H. <u>PUBLIC COMMENTS ON INFORMATION/CONSENT AGENDA</u>

Comments were received from Larry Stein, Daniel Chavez Jr., and Pat Brown. Discussion ensued among Council and staff.

I. <u>INFORMATION/CONSENT AGENDA</u>

<u>City Manager Department</u>

1. <u>SUBJECT</u>: Agreements for City Council Review.
<u>RECOMMENDATION</u>: That City Council, pursuant to Ordinance 2835, and Resolution No. 13,932, approve and authorize the City Manager to execute the agreements/contracts and change orders/amendments in amounts more than $25,000 but no more than $250,000, which are described on the attached list:
A) Bartel & Associates, LLC., to provide a PARS retirement enhancement plan actuarial valuation as of June 30, 2015 ($28,300);
B) Sintra Group to conduct Police Department background investigation services ($240,000); and

C) Republic Elevator for elevator maintenance and repair services ($60,000).

City Treasurer Department

2. SUBJECT: Six Month Extension of the General Banking Services Agreement.
RECOMMENDATION: That City Council approve and authorize the Mayor to sign a six month extension with Bank of America for general banking services in the amount of $237,000.

Development Services Department

3. SUBJECT: Second Reading of Ordinance 2913 Repealing and Replacing the City's Affordable Housing Inclusionary Program Ordinances 2615 and 2721.
RECOMMENDATION: That City Council adopt Ordinance 2913 repealing the City's All Affordable Housing Opportunity Program Ordinance 2870 and replacing it with new Division 7C to Article V of Chapter 16 to the Oxnard Municipal Code to amend and codify the City's All Affordable Housing Opportunity Program (AAHOP).

4. SUBJECT: Second Reading of Ordinance 2912 Amending the City's Density Bonus Regulations and Related Incentives and Concessions.
RECOMMENDATION: That City Council adopt Ordinance 2912 amending the City's density bonus regulations and related incentives and concessions by repealing Division 7 of Chapter V of Chapter 16 of the Municipal Code (Sections 16-410 through 16-410M) and replacing them with new Division 7A of Chapter V of Chapter 16 of the Municipal Code and new Sections 16-410A through 16-410V.

5. SUBJECT: Second Reading of Ordinance 2914 Amending Division 13 of Article V of Chapter 16 of the Municipal Code.
RECOMMENDATION: That City Council adopt Ordinance 2914 amending Division 13 of Article V of Chapter 16 of the Municipal Code from "second units" to "accessory dwelling units", revising the title of Section 16-465 of the Municipal Code to "Accessory Units, Standards for Review", revising Section 16-465 of the Municipal Code, amending a related cross reference in Section 16-21, amending a related definition in Section 16-10, and amending portions of Section 16-622 relating to parking for accessory dwelling units.

6. SUBJECT: Second Reading of Ordinance 2915 Repealing and Reenacting Articles II through XI, XV, and XVI of Chapter 14 of the Oxnard City Code.
RECOMMENDATION: That City Council adopt Ordinance 2915 repealing and reenacting Articles II through XI, XV, and XVI of Chapter 14 of the Oxnard City Code, pertaining to the California Building Code, California Residential Code, California Green Building Standards Code, International Property Maintenance Code, Uniform Code for the Abatement of Dangerous Buildings, California Historical Building Code, California Electrical Code, California Existing Buildings Code, California Mechanical Code, California Referenced Standards Code, California Plumbing Code, Fire Codes, and Fire Sprinklers.

Public Works Department

7. SUBJECT: Second Amendment to Agreement No. 6422-13-DS with Iteris, Inc. for On-

Call Operation and Maintenance Services of the City's Transportation Management Center (TMC) and Intelligent Transportation System (ITS) Infrastructure.
RECOMMENDATION: That the City Council approve the Second Amendment with Iteris, Inc. for on-call operation and maintenance (O&M) services for the maintenance of the City's Transportation Management Center (TMC) and Intelligent Transportation System (ITS) infrastructure, which extends the agreement for two years and increases the cost by $100,000, for a total agreement cost of $300,000 over a five year period.

It was moved by Mayor Pro Tem Ramirez, seconded by Councilman MacDonald, to approve the Information/Consent Agenda as presented. VOTE: Flynn, MacDonald, Madrigal, Perello and Ramirez voted in favor (Perello voted against Item I-3, as he doesn't believe Development Services should have a say); the motion carried 5-0 (4-1 on Item I-3).

J. REPORTS

Finance Department

1. SUBJECT: Agreements and Appropriation for Various Landscape Maintenance Districts (LMDs) and Community Facilites Districts (CFDs).
RECOMMENDATION: That City Council:
A. Receive an update on the current status of improvements in the Assessment Districts.
B. Approve and authorize the City Manager to execute the following agreements:
   1. Agreement No. A-7926 with Fenceworks, Inc. for LMD #33 El Paseo in the amount of $30,799.60 for the detention basin located at Paseo Nogales and Paseo Hacienda.
   2. Agreement No. A-7930 with Fenceworks, Inc. for LMD #38 Aldea Del Mar in the amount of $60,064.30 for the detention basins located at Martin Luther King Jr. Drive and Limonero Drive.
   3. Agreement No. A-7931 with Fenceworks, Inc. for LMD #40 Cantada in the amount of $25,302.85 for the detention basin located at Rose Avenue and Cesar Chavez Drive.
   4. Agreement No. 7680-16-PW with Kaneko Landscaping for LMD #40 Cantada in the amount of $32,000 for work related to the overgrowth of roots and lifting of sidewalks to an unsafe level.
C. Approve a budget appropriation in the amount of $363,528 for the current Fiscal Year 2016-17 from fund balance of various LMDs and CFDs for special projects and existing operations.
D. Approve a budget appropriation in the amount of $166,644 to transfer funds between LMD #39 and LMD #46.
E. Approve a budget appropriation in the amount of $297,010 to transfer funds between the two LMD #39.

The Financial Services Director introduced the Special Districts Administrator, who gave a report.

Public comments were received from Larry Stein and Daniel Chavez Jr.

Discussion ensued among Council and staff.

It was moved by Councilman MacDonald, seconded by Mayor Pro Tem Ramirez, to approve staff's recommendation as presented. VOTE: Flynn, MacDonald, Madrigal, Perello and Ramirez voted in favor; the motion carried 5-0.

Public Works Department

2. SUBJECT: Fourth Amendment to Agreement with Carollo Engineers, Inc. for Public Works Integrated Master Planning Including Condition, Assessment, Operations, Maintenance & Performance Optimization (Agreement No. A-7668).
RECOMMENDATION: That City Council approve and authorize the Mayor to execute the Fourth Amendment to the Agreement with Carollo Engineers, Inc., for Public Works Integrated Master Planning including Condition Assessment, Operations, Maintenance & Performance Optimization (Agreement No. A-7668), in the amount of $151,000, to bring the total amount to $4,757,116, for the completion of services.

3. SUBJECT: Proposition 218 Process, Review of Wastewater Rates and Formation of Utility Ratepayers Advisory Panel.
RECOMMENDATION: That City Council:
1) Direct staff to begin a new Proposition 218 process to review wastewater rates;

2) Review information regarding the City's wastewater rates and the formation, structure, and process of a Utility Ratepayers Advisory Panel (URAP) for a recommendation regarding wastewater rates; and

3) Direct the Utilities Task Force to appoint members to the Utility Ratepayers Advisory Panel.

The Public Works Director gave a report on Items J-2 and J-3 concurrently.

Public comments were received from Alicia Percell and George Miller on Item J-2; and Pat Brown, Larry Stein, Shirley Godwin, Larry Godwin, Alicia Percell, Aaron Starr, and George Miller on Item J-3.

Discussion ensued among Council and staff.

It was moved by Mayor Pro Tem Ramirez, seconded by Councilman MacDonald, to approve staff's recommendation on both items, as presented. VOTE: Flynn, MacDonald, Madrigal, Perello and Ramirez voted in favor; the motion carried 5-0.

K. PUBLIC COMMENTS ON REPORTS (None)

L. ADJOURNMENT

There being no further business on the agenda, and without objection, Mayor Flynn adjourned the meeting at 9:34 p.m.

MICHELLE ASCENCION, CMC
City Clerk

TIM FLYNN
Mayor

CITY OF OXNARD CALIFORNIA	**CITY COUNCIL** **AGENDA REPORT**	**TYPE OF ITEM: Info/Consent** **AGENDA ITEM NO.: 2**

DATE: February 28, 2017

TO: City Council

FROM: Greg Nyhoff
City Manager

Greg Nyhoff

SUBJECT: Agreements for City Council Review

CONTACT: Greg Nyhoff, City Manager
Greg.Nyhoff@oxnard.org, 385-7430

RECOMMENDATION:

That City Council, pursuant to Ordinance 2835, and Resolution No. 13,932, approve and authorize the City Manager to execute the agreements/contracts and change orders/amendments in amounts more than $25,000 but no more than $250,000, which are described on the attached list.

A. Michael Baker International, Inc. {6639-14-DS} to perform services related to the Housing Element ($28,215).
B. Downtown Ford Sales for the purchase of a Ford Expedition for the Fire Department ($51,003).
C. Crafco, Inc. for the purchase of asphalt cold patch material for pothole repairs ($50,000).

A complete explanation of the agreement and funding sources are attached.

BACKGROUND

On November 16, 2010, the City Council approved changes to the City's Purchasing Procedures reducing the threshold for City agreements/contracts and change orders/amendments requiring City Council approval to $25,000. The agreements/contract and change orders/amendments described on the attached list involve amounts above $25,000 and up to $250,000.

FINANCIAL IMPACT

Funding information is included on the attached list.

Attachment A - List of Agreements/Contracts and/or Change Orders/Amendments

NOTE: Copies of the agreement/contracts and change orders/amendments on the list are available in the City Clerk's Office prior to the Council meeting.

ATTACHMENTS:

Attachment A: City Manager Contract List for February 28, 2017

City Manager Contract List for 02/28/2017

Contracts from $25,000 to $250,000

A Housing Element Update

Vendor:	Michael Baker International, Inc.	**Amount to be Approved:**	$28,215
Type:	Amendment	**Current FY Amount:**	$15,000
Agreement No.:	6639-14-DS	**Total Contract Amount:**	$95,367
Amendment No.:	4	**Funding Source:**	General Plan Maintenance Fee
Purchase Order No.:	PO 5846	**Vendor Selection Process:**	Negotiated Contract
Begin Date:	05/01/2014	**# of Bids/Proposals/Quotes:**	N/A
End Date:	03/31/2018	**Project Manager:**	Kathleen Mallory
Term:	3 years 11 months	**Department:**	Development Services
		Telephone:	385-8370
		Email:	kathleen.mallory@oxnard.org

Purpose:

Staff is requesting authorization to enter into a Fourth Amendment with Michael Baker International, Inc. (6639-14-DS) in an amount not to exceed $28,215 through March 31, 2018, to perform services required for the Housing Element that were not assumed in the original scope of work. The extended contract term is to enable staff time to negotiate and work with the California Department of Housing and Community Development.

In December 2016, the Housing Element was approved by the City Council. However, because the City was out of compliance with Housing and Community Development (HCD) and did not adopt a Housing Element by 2014, the City is now on a mid-cycle review, which means that although the Housing Element was adopted, the City is required to update specific sections and provisions of the Housing Element by October 2017. Services will include additional drafts, meetings, technical work, and the preparation of an addendum to the General Plan EIR for the environmental review of the Housing Element Update required under CEQA.

The Fourth Amendment will increase the cost of the agreement by $28,215 for a total amount not to exceed $95,367. The amendment is fully funded using General Plan Maintenance fee revenue.

B Ford Expedition - Fire Battalion Chief Vehicle Purchase

Vendor:	Downtown Ford Sales	**Amount to be Approved:**	$51,003
Type:	Purchase Order	**Current FY Amount:**	$51,003
Agreement No.:		**Total Contract Amount:**	$51,003
Amendment No.:	N/A	**Funding Source:**	CDBG Funds
Purchase Order No.:	6184	**Vendor Selection Process:**	Joint Purchase
Begin Date:		**# of Bids/Proposals/Quotes:**	1
End Date:		**Project Manager:**	Darwin Base
Term:		**Department:**	Fire
		Telephone:	805-385-7708
		Email:	darwin.base@oxnard.org

Purpose:

The Fire Department received Community Development Block Grant funds to purchase a Ford Expedition to be used by a Fire Battalion Chief. Downtown Ford Sales is an authorized vendor under State Contract 1-16-23-10A, a negotiated rate available to government entities.

City Manager Contract List for 02/28/2017

Contracts from $25,000 to $250,000

C Asphalt Cold Patch Material for pothole repairs

Vendor:	Crafco	**Amount to be Approved:**	$50,000
Type:	Amendment	**Current FY Amount:**	$50,000
Agreement No.:	Purchase Order	**Total Contract Amount:**	$75,000
Amendment No.:	N/A	**Funding Source:**	Measure O
Purchase Order No.:	6143	**Vendor Selection Process:**	Informal Bids
Begin Date:		**# of Bids/Proposals/Quotes:**	3
End Date:		**Project Manager:**	Raymond Williams
Term:		**Department:**	Streets
		Telephone:	385-7902
		Email:	raymond.williams@oxnard.org

Purpose:

Ratify the action by the City Manager and Councilman MacDonald on February 22, 2017 for the purchase of asphalt cold patch material for pothole repairs.

Due to the significant amount of rain received since Friday, February 17, 2017, there is an urgency to address several traffic safety concerns and street damage. Street Maintenance Division is requesting to increase the amount of the current Purchase Order No. 6143 for Crafco Inc. for an additional $50,000 for a total amount not to exceed $75,000.

Three informal bids were obtained and Crafco Inc. was the lowest bidder.

CITY OF OXNARD CALIFORNIA	**CITY COUNCIL** **AGENDA REPORT**	**TYPE OF ITEM: Info/Consent** **AGENDA ITEM NO.: 3**

DATE: February 28, 2017

TO: City Council

FROM: Greg Nyhoff
City Manager

SUBJECT: Approval of Resolutions Authorizing Full-Time Equivalent Positions and Approving Salary Schedule

CONTACT: Greg Nyhoff, City Manager
Greg.Nyhoff@oxnard.org, 385-7430

RECOMMENDATION:

That City Council: 1.) Adopt a resolution amending Resolution No. 14,949 authorizing full-time equivalent positions and setting the authorized full-time equivalent positions to include the Downtown Revitalization Manager; 2.) Adopt a resolution repealing Resolution No. 14,950 and approving changes to Section XII of the Personnel Rules and Regulations setting the classification and salary schedule for the Downtown Revitalization Manager; and 3.) Approve a budget appropriation in the amount of $41,000 from Downtown Improvement Fund 481 for the remainder of this fiscal year.

BACKGROUND

After a long-standing dispute regarding the disposition of funds earmarked for Downtown Revitalization, a settlement agreement was reached and finalized in April 2015, between the City and developers of Centennial Plaza. The settlement involves the distribution of funds derived from the development of a new RiverPark theater complex at The Collection.

On December 19, 2016 and January 21, 2017, City staff presented the "Three-Year Implementation Plan." The Three-Year Implementation Plan recommends that some of the Downtown Improvement Program Settlement Funds be initially invested in the Central Business District Area. Staff is recommending the creation of a new Downtown Revitalization Manager that will play a key role in helping to create a vibrant urban mixed-use district that will serve as a destination for the City and region. The Downtown Revitalization Manager will help coordinate the disposition of properties, update stakeholders including appropriate staff in the organization on the progress of the project. The Downtown Revitalization Manager will make presentation to elected officials, community groups and the public.

Office of the City Manager

The Downtown Revitalization Manager will be under the supervision of the Office of the City Manager or home accounted in 1401. The position will be funded from Downtown Improvement Fund 481-8810. The Downtown Revitalization Manager will oversee the implementation of the Downtown Vision and serve as the liaison with the downtown community.

	Full-Time Equivalents			Salary	Salary Range		Civil	FLSA	Union
Job Title	**Add**	**Delete**	**Change**	**Code**	**Minimum**	**Maximum**	**Service**	**Exempt**	**Representation**
Downtown Revitalization Manager	1	0	1	M48	120,000	185,000	Yes	Yes	OMMA
Net Change to FTE Count	1	0	1						

STRATEGIC PRIORITIES

This agenda item supports the Economic Development strategy. The purpose of the Economic Development strategy is to develop and enhance Oxnard's business climate, promote the City's fiscal health, and support economic growth in a manner consistent with the City's unique character. This item supports the following goals and objectives:

- Revitalize Oxnard's downtown and pursue economic development opportunities;
- Develop a vision and plan (with timelines) for downtown revitalization to create a vibrant center for our community, emphasizing cultural arts, diversity and historic assets.

FINANCIAL IMPACT

The Fiscal Year 2016-17 cost associated with the recommended action is estimated at approximately $41,000 at the base of the range and $54,000 at the top of the range. The ongoing annualized costs will be incorporated into the Department's Fiscal Year 2017-18 budget request.

ATTACHMENTS:

Attachment A: Resolution Authorized Full-Time Equivalent Positions Downtown Revitalization Manager

Attachment B: Repealing Resolution No. 14,950

Attachment C: Budget Appropriation

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO. ______

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD AMENDING RESOLUTION NO. 14,949 AUTHORIZING FULL-TIME EQUIVALENT POSITIONS IN ACCORDANCE WITH THE OPERATING BUDGET FOR THE 2016-2017 FISCAL YEAR

WHEREAS, staff has recommended amendments to Resolution No. 14,949 authorizing full-time positions in the City service; and

WHEREAS, the City Council has reviewed the amendments and finds that they are desirable and in the interest of maintaining an efficient municipal organization.

NOW, THEREFORE, the City Council of the City of Oxnard resolves that Resolution No. 14,949 shall remain in force with the following amendments, effective February 28, 2017.

CATEGORY, GROUP, PROGRAM CLASSIFICATION TITLE	ADD	DELETE
CITY MANAGER		
City Manager		
Downtown Revitalization Manager	1	______
City-Wide Total	1,171.50	

PASSED AND ADOPTED this 28th day of February, 2017, by the following vote:

AYES:

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 REPEALING RESOLUTION NO. 14,950 AND APPROVING CHANGES TO SECTION XII OF THE PERSONNEL RULES AND REGULATIONS SETTING THE CLASSIFICATION AND SALARY SCHEDULE

WHEREAS, the City Manager has submitted for the consideration of the City Council of the City of Oxnard a new Classification and Salary Schedule; and

WHEREAS, the current Classification and Salary Schedule was previously adopted via Resolution No. 14,950; and

WHEREAS, the City Council has carefully reviewed the Classification and Salary Schedule submitted by the City Manager and finds that the recommended Classification and Salary Schedule is desirable in the interest of maintaining an efficient municipal organization.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OXNARD RESOLVES that Resolution No. 14,950 and any amendments thereto shall be repealed and that Section XII of the Personnel Rules and Regulations shall remain in force and effect as set forth in the attached Classification and Salary Schedule.

PASSED AND ADOPTED on this 28th day of February, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

____
Tim Flynn, Mayor

ATTEST:

____
Michelle Ascencion, City Clerk

APPROVED AS TO FORM:

____
Stephen M. Fischer, City Attorney

Resolution No.
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CITY OF OXNARD
CLASSIFICATION AND SALARY SCHEDULE
EFFECTIVE FEBRUARY 28, 2017

Class Title	Salary Range	
Account Clerk I	A	14
Account Clerk II	A	20
Account Clerk III	A	27
Accountant I	A	63
Accountant II	A	80
Accounting Manager	M	48
Accounting Technician	A	45
Accounting Technician (C)	C	67
Administrative Assistant	A	61
Administrative Assistant (C)	C	70
Administrative Legal Assistant (C)	C	70
Administrative Legal Secretary I	C	25
Administrative Legal Secretary II	C	35
Administrative Legal Secretary III	C	50
Administrative Secretary I	A	12
Administrative Secretary I (Conf)	C	15
Administrative Secretary II	A	19
Administrative Secretary II (Conf)	C	30
Administrative Secretary III	A	26
Administrative Secretary III (Conf)	C	40
Administrative Services Assistant (C)	C	70
Administrative Technician	A	36
Administrative Technician (C)	C	60
Animal Safety Officer	B	74.0
Assistant Chief Financial Officer	M	88
Assistant City Attorney	M	88
Assistant City Clerk	M	11
Assistant City Manager	E	11
Assistant City Treasurer/Revenue Accounting Manager	M	48
Assistant Civil Engineer	A	93
Assistant Director of Human Resources	M	67
Assistant Fire Chief	P	S2
Assistant Planner	A	69
Assistant Police Chief	P	S6
Assistant Traffic Design Engineer	A	93
Assistant Traffic Engineer	A	93
Associate Planner	A	83
Associate Traffic Design Engineer	A	97
Battalion Chief	P	S1
Budget Manager	M	62
Building Inspector I	B	104.50
Building Inspector II	B	114.50
Buyer	A	40
Chemist	A	72
Chief Financial Officer	E	14

Class Title	Salary Range	
Chief Operator	M	32
City Attorney	E	12
City Clerk	E	3
City Council Member	Ordinance	
City Manager	E	13
City Surveyor	M	34
City Treasurer	E	3
Civil Engineer	A	97
Code Compliance Inspector I	B	96.00
Code Compliance Inspector II	B	106.00
Code Compliance Manager	M	40
Communications Training Coordinator	P	76
Community Affairs Manager	M	38
Community Facilities Manager	M	48
Community Outreach & Production Specialist	M	22
Community Service Officer	A	34
Community Services Manager	M	29
Compliance Services Manager	M	29
Computer Network Engineer I	A	32
Computer Network Engineer II	A	49
Computer Network Engineer III	A	78
Computer Operator	A	49
Construction & Maintenance Engineer	M	66
Construction Inspector I	B	104.50
Construction Inspector II	B	114.50
Construction Project Coordinator	A	61
Construction Project Manager	M	29
Container Service Worker	B	74.00
Controller	M	62
Crime Analysis Data Technician	A	34
Crime Analyst I	A	48
Crime Analyst II	A	64
Crossing Guard	A	00
Cultural & Community Services Director	E	6
Cultural Arts Supervisor	M	11
CUPA Coordinator	M	44
Custodial Supervisor	M	14
Custodian	B	48.00
Customer Service Accounting Technician	A	45
Customer Service Representative I	A	14
Customer Service Representative II	A	20
Data Entry Operator I	A	14
Data Entry Operator II	A	20
Deputy Building Official	M	74
Deputy City Attorney I	M	48
Deputy City Attorney II	M	62

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CITY OF OXNARD
CLASSIFICATION AND SALARY SCHEDULE
EFFECTIVE FEBRUARY 28, 2017

Class Title	Salary Range	
Deputy City Manager	E	8
Deputy Director – Public Works	M	89
Design & Construction Services Manager	M	83
Development Services Director	E	9
Development Services Manager	M	87
Disaster Preparedness Coordinator	M	44
Downtown Revitalization Manager	M	48
Drafting/Graphics Technician I	A	41
Drafting/Graphics Technician II	A	57
Economic Development Director	E	6
Electrical Inspector	B	126.50
Electrician/Instrumentation Technician	B	112.25
Emergency Medical Services Coordinator	M	44
Employee Relations Coordinator (C)	C	67
Engineer	A	97
Engineering Technician I	A	41
Engineering Technician I/Survey Crew	A	41
Engineering Technician II	A	57
Engineering Technician II/Survey Crew	A	57
Environmental Resources Supervisor	M	19
Environmental Resources/MRF Manager	M	87
Equipment Operator	B	79.00
Event Attendant III (P)	A	36
Event Coordinator	A	46
Evidence Technician I	A	53
Evidence Technician II	A	68
Executive Assistant I	C	80
Executive Assistant II	C	85
Facilities Maintenance Supervisor	M	19
Facilities Maintenance Worker I	B	62.00
Facilities Maintenance Worker II	B	72.00
Financial Analyst I	M	14
Financial Analyst II	M	22
Financial Analyst III	M	29
Financial Services Manager	M	62
Fire Captain	F	124.00
Fire Chief	E	10
Fire Engineer	F	109.00
Fire Environmental Specialist I	F	96.00
Fire Environmental Specialist II	F	109.00
Fire Inspector	F	109.00
Firefighter	F	96.00
Fleet Services Maintenance Worker	B	61.00
Fleet Services Manager	M	44
Fleet Services Mechanic I	B	99.00
Fleet Services Mechanic II	B	104.00

Class Title	Salary Range	
Fleet Services Mechanic Supervisor	M	16
Fleet Services Operations Manager	M	19
Geographic Information Systems Coordinator	M	51
Geographic Information Systems Technician I	A	50
Geographic Information Systems Technician II	A	70
Geographic Information Systems Technician III	A	78
Graffiti Action Coordinator	B	99.00
Grants Coordinator	M	36
Grants Specialist I	A	63
Grants Specialist II	A	80
Groundsworker I	B	60.00
Groundsworker II	B	70.00
Homeless Assistance Program Coordinator	M	29
Housing Contract Administrator	A	61
Housing Director	E	6
Housing Engineer	A	89
Housing Financial Officer	M	48
Housing Inspector	B	79.00
Housing Maintenance Superintendent	M	38
Housing Maintenance Supervisor	M	14
Housing Modernization Superintendent	M	38
Housing Program Supervisor	M	29
Housing Programs Manager	M	51
Housing Rehabilitation Program Manager	M	38
Housing Specialist I	A	44
Housing Specialist II	A	59
Housing Specialist Trainee	A	33
Human Resources Director	E	8
Human Resources Manager	M	66
Human Resources Technician (C)	C	70
HVAC Technician	B	89.00
Instrumentation Technician	B	112.25
Information Technology Director	E	6
Junior Civil Engineer	A	85
Junior Planner	A	52
Laboratory Assistant	A	40
Laboratory Supervisor	M	26
Laboratory Technician	A	56
Law Office Manager	M	19
Legislative Affairs Manager	M	40
Leisure and Recreation Superintendent	M	48
Librarian I	A	47
Librarian II	A	62
Librarian III	A	79
Library Aide I	A	15
Library Aide II	A	21

Resolution No.
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CITY OF OXNARD
CLASSIFICATION AND SALARY SCHEDULE
EFFECTIVE FEBRUARY 28, 2017

Class Title	Salary Range		Class Title	Salary Range	
Library Aide III	A	28	Police Records Manager	M	40
Library Circulation Supervisor	M	14	Police Records Supervisor	M	11
Library Director	E	6	Police Records Technician I	A	11
Library Services Supervisor	M	26	Police Records Technician II	A	17
Literacy Coordinator	A	47	Police Records Technician III	A	24
Mail Clerk	A	15	Police Sergeant	P	106.00
Maintenance Carpenter	B	88.00	Police Service Officer	P	72.00
Maintenance District Administrator	M	29	Police Word Processor I	A	23
Maintenance Electrician	B	89.00	Police Word Processor II	A	30
Maintenance Plumber	B	88.00	Police Word Processor III	A	38
Maintenance Services Manager	M	85	Power Production Operator I	B	85.25
Maintenance Worker Trainee	B	45.00	Power Production Operator II	B	95.25
Management Accountant/Auditor	M	29	Principal Human Resources Analyst	M	48
Management Analyst I	M	14	Principal Planner	M	44
Management Analyst II	M	22	Programmer Analyst	A	86
Management Analyst III	M	29	Project Manager	M	40
Mayor	Ordinance		Property & Evidence Custodian	A	68
Meter Reader	B	70.00	Public Information Officer	M	38
Meter Repair Worker	B	75.00	Public Relations & Community Affairs Manager	M	66
Missing Persons Specialist	A	34	Public Safety Communications Manager	M	66
MRF Dispatcher	B	74.00	Public Safety Dispatcher I	P	49.00
MRF Machinery Operator	B	79.00	Public Safety Dispatcher II	P	59.00
MRF Mechanic	B	89.00	Public Safety Dispatcher III	P	76.00
Neighborhood Services Coordinator	A	61	Public Safety Information Technology Manager	M	62
Network Services Coordinator	M	14	Public Works Construction Projects Manager	M	38
Office Assistant I	A	10	Public Works Director	E	10
Office Assistant I (Conf)	C	10	Purchasing Clerk	A	20
Office Assistant II	A	15	Recreation Supervisor	M	19
Office Assistant II (Conf)	C	20	Recreation/Human Services Coordinator	A	42
Outreach/Education Specialist	A	61	Recreation/Human Services Leader III	A	21
Paralegal	C	75	Recycling Manager	M	36
Parks Maintenance Supervisor	M	14	Recycling/Marketing Manager	M	36
Parks Manager	M	44	Rehabilitation Construction Specialist I	B	101.00
Performing Arts Center Manager	M	48	Rehabilitation Construction Specialist II	B	111.00
Permit Technician	A	55	Rehabilitation Loan Assistant	A	33
Plan Check Engineer	A	97	Rehabilitation Loan Specialist	A	74
Planning & Environmental Services Manager	M	81	Resident Services Assistant	A	59
Plans Examiner I	A	66	Resident Services Coordinator	A	74
Plans Examiner II	A	81	Revenue Collection Technician	A	45
Plumbing & Mechanical Inspector	B	126.50	Safety Specialist (C)	C	72
Police Chief	E	11	Senior Administrative Legal Secretary	C	65
Police Commander	P	S5	Senior Administrative Secretary	A	35
Police Finance/Grants Manager	M	62	Senior Administrative Secretary (C)	C	55
Police Officer I	P	91.00	Senior Animal Safety Officer	B	84.00
Police Officer II	P	91.00	Senior Benefits Coordinator (C)	C	75
Police Officer III	P	99.00	Senior Civil Engineer	A	99

CITY OF OXNARD
CLASSIFICATION AND SALARY SCHEDULE
EFFECTIVE FEBRUARY 28, 2017

Class Title	Salary Range	
Senior Code Compliance Inspector	B	116.00
Senior Construction Inspector	B	124.50
Senior Custodian	B	58.00
Senior Customer Service Representative	A	27
Senior Engineering Technician	A	76
Senior Engineering Technician/Survey Chief	A	76
Senior Facilities Maintenance Worker	B	99.00
Senior Fleet Services Mechanic	B	109.00
Senior Groundsworker	B	80.00
Senior Housing Maintenance Worker	B	92.00
Senior Housing Specialist	A	74
Senior Human Resources Coordinator	C	75
Senior Meter Reader	B	80.00
Senior Meter Repair Worker	B	85.00
Senior Planner	M	32
Senior Plans Examiner	A	87
Senior Police Service Officer	P	77.00
Senior Street Maintenance Worker	B	86.00
Senior Traffic Service Assistant	A	16
Senior Tree Trimmer	B	86.00
Senior Wastewater Collections Operator	B	86.00
Senior Wastewater Environmental Specialist	B	116.00
Senior Wastewater Mechanic	B	104.00
Senior Wastewater Operator	B	105.25
Senior Water Distribution Operator	B	80.00
Senior Water Treatment Operator	B	106.00
Sex Registrant Specialist	A	34
Solid Waste Compliance Specialist	B	94.00
Solid Waste Equipment Operator II	B	74.00
Solid Waste Transfer Operator	B	84.00
Sorter	B	48.00
Source Control Inspector II	B	100.50
Source Control Technician	B	99.00
Street Maintenance Worker I	B	59.00
Street Maintenance Worker II	B	69.00
Streets Manager	M	44
Supervising Building Inspector	M	40
Supervising Civil Engineer	M	74
Systems Administrator	M	62
Systems Analyst I	M	29
Systems Analyst II	M	40
Systems Analyst III	M	51
Technical Services Mgr/Water Quality Mgr	M	62
Tire Repairer	B	61.00
Traffic Engineer	M	59
Traffic Safety Maintenance Worker	B	69.00

Class Title	Salary Range	
Traffic Service Assistant I	A	13
Traffic Service Assistant II	A	18
Traffic Signal Repairer I	B	79.00
Traffic Signal Repairer II	B	89.00
Traffic Signal Technician	B	112.00
Transport Operator	B	99.00
Treasury Supervisor	M	11
Treatment Plant Electrician	B	99.00
Tree Trimmer I	B	66.00
Tree Trimmer II	B	76.00
Utilities Director	E	10
Utilities Finance Officer	M	62
Victim Services Specialist	A	59
Wastewater Collections Operator I	B	69.00
Wastewater Collections Operator II	B	79.00
Wastewater Collections Supervisor	M	19
Wastewater Division Manager	M	87
Wastewater Environmental Specialist	B	111.00
Wastewater Maintenance Manager	M	32
Wastewater Maintenance Supervisor	M	19
Wastewater Mechanic I	B	89.00
Wastewater Mechanic II	B	99.00
Wastewater Operations Mgr/Chief Operator	M	62
Wastewater Operator I	B	82.00
Wastewater Operator II	B	92.00
Wastewater Operator III	B	97.00
Wastewater Operator-In-Training	B	67.00
Water Conservation/Outreach Coordinator	B	114.50
Water Conservation/Outreach Technician	B	59.00
Water Distribution Operator I	B	64.00
Water Distribution Operator II	B	74.00
Water Division Manager	M	87
Water Regulatory Compliance Coordinator	B	114.50
Water Regulatory Compliance Technician I	B	94.00
Water Regulatory Compliance Technician II	B	104.00
Water Treatment Operator I	B	86.00
Water Treatment Operator II	B	91.00
Water Treatment Operator III	B	96.00
Word Processor I	A	23
Word Processor II	A	30
Word Processor III	A	38
Workers' Compensation Manager	M	48
Workers' Compensation Specialist (C)	C	69

REQUEST FOR BUDGET APPROPRIATION

Department: City Manager **Date:** February 28, 2017

Project/Program Manager: ______ **Phone:** ______

Reason for Appropriation:

To fund a new Project Manager position from Ctiy - Downtown Improvement Fund to oversee Downtown revitization projects.

Accounts and Descriptions **AMOUNT**

Fund: **CITY-DOWNTOWN IMPROVEMENT FUND (481)**

Expenditures/Transfers Out

DOWNTOWN IMPROVEMENT PROG (8810)

481-8810-804.80-01	PERSONNEL SERVICES / DIRECT LABOR	41,000
	Sub-total Expenditures	41,000
	Net Change to Fund Balance	**(41,000)**

Approvals

Department Director ______

Chief Financial Officer ______

City Manager ______

BA# (Finance Use Only)______

BA Doc# (Finance Use Only)______

REQUIRES CITY COUNCIL AUTHORIZATION

Revised : 2/23/2012

CITY OF OXNARD CALIFORNIA	**CITY COUNCIL** **AGENDA REPORT**	**TYPE OF ITEM: Info/Consent** **AGENDA ITEM NO.: 4**

DATE: February 28, 2017

TO: City Council

THROUGH: Greg Nyhoff
City Manager

Greg Nyhoff

FROM: Ashley Golden
Development Services Director

SUBJECT: Transportation Development Act (TDA) Local Transportation Fund (LTF) Allocations for Fiscal Year 2017-18

CONTACT: Ashley Golden, Development Services Director
Ashley.Golden@oxnard.org, 385-7882

RECOMMENDATION:

That City Council authorize the Development Services Director to submit a claim to Gold Coast Transit District (GCTD) for $787,892, which included $520,258 of new revenues and reprogram funding of $267,634 available from completed capital projects for Fiscal Year (FY) 2017-18 Transportation Development Act (TDA) Local Transportation Fund (LTF – Fund 213).

BACKGROUND

The State Legislature adopted the Transportation Development Act (TDA) in 1972, creating a Local Transportation Fund (LTF) in each county for transportation purposes (Attachment A). The City receives a share of the ¼ cent general sales tax collected statewide through a formula established in the TDA. The primary purpose of TDA is for transit services. TDA revenue in western Ventura County is allocated to the Gold Coast Transit District (GCTD). Oxnard's TDA funding for transit services is disbursed through GCTD, not directly to the City. The City files a claim with GCTD to obtain the City's funding. The City uses these funds to support the operation of the Oxnard Transit Center (OTC), the operating budget for the transit services program, and the bus stop maintenance program. The city bus stops that do not contain advertisement shelters are maintained with this funding. The TDA LTF revenue may only be used for transit services.

The FY 17-18 TDA claim for operating funds is $520,258. Additionally, for FY 17-18, the TDA claim proposes to reprogram $267,634 in funding from a prior fiscal year for a total of $787,892. For the FY 14-15 TDA claim, the City did not spend all of the funds for two capital improvement projects (CIP): the OTC bus island re-roofing (Project No. 153121), and bus stop improvements to the “C” Street Transfer Center. GCTD indicated the City could request an extension on the FY 14-15 funds. The City would use the funds for other TDA-eligible capital improvement projects. The unspent CIP funds of $267,634 are identified in the GCTD’s TDA auditors report for FY 15-16. If GCTD agrees, the city would retain the funds that were received in FY 14-15.

LTF Article 4 transit funds would be disbursed to the City budget in the following categories:

OTC operation and maintenance and City transit services budget	$467,758
Bus Stop Maintenance	$ 52,500
Reprogrammed capital improvements for bus stops (new no smoking/no vaping signs, shelters, lighting, and benches)	$267,634
Total	**$787,892**

For the FY16-17 TDA claim, the City received $511,059, distributed as follows: $461,059 supported the Oxnard Transit Center operations and the transit services program, and $50,000 supported the bus stop maintenance program.

STRATEGIC PRIORITIES

This agenda item supports the Infrastructure and Natural Resources strategy. The purpose of the Infrastructure and Natural Resources strategy is to establish, preserve and improve our infrastructure and natural resources through effective planning, prioritization, and efficient use of available funding. This item supports the following goals and objectives:

Goal 3. Ensure Funding is adequate to meet the goals of the master plans.

Objective 3a. Maximize funding sources.

Goal 4. Ensure proper construction and maintenance of infrastructure to provide maximum benefit with lowest life cycle cost following CIP plans.

Objective 4b. Catch up on deferred maintenance for City facilities.

FINANCIAL IMPACT

With approval of the claim, $520,258 will be recognized as recommended FY17-18 TDA/LTF4 Revenue (account no. 213-3111-532.72-52). Aside from FY17-18 anticipated receipt of $520,258, there is $267,634 available funding from completed capital projects that can be appropriated to support other eligible TDA/LTF Article 4 capital improvement projects in FY 17-18.

ATTACHMENTS:

Attachment A Transportation Development Act Overview

THE TRANSPORTATION DEVELOPMENT ACT (TDA) OVERVIEW

The Mills-Alquist-Deddeh Act (SB 325) was enacted by the California Legislature to improve existing public transportation services and encourage regional transportation coordination. Known as the Transportation Development Act (TDA) of 1971, this law provides funding to be allocated to transit and non-transit related purposes that comply with regional transportation plans.

The TDA provides two funding sources:

1. Local Transportation Fund (LTF), which is derived from a ¼ cent of the general sales tax collected statewide.

2. State Transit Assistance fund (STA), which is derived from the statewide sales tax on diesel fuel.

The State Board of Equalization, based on sales tax collected in each county, returns the general sales tax revenues to each county's LTF. The STA funds are appropriated by the Legislature to the State Controller's Office. That Office then allocates the tax revenue, by formula, to planning agencies and other selected agencies. Statute requires that 50% of STA funds be allocated according to population and 50% be allocated according to operator revenues from the prior fiscal year.

The TDA funds a wide variety of transportation programs, including planning and program activities, pedestrian and bicycle facilities, community transit services, public transportation, and bus and rail projects. Providing certain conditions are met, counties with a population under 500,000 (according to the 1970 federal census) may also use the LTF for local streets and roads, construction and maintenance. The STA fund can only be used for transportation planning and mass transportation purposes.

Public participation is a key component of TDA. Public meetings are held to discuss transportation needs and hear concerns. Regional planning agencies are required to establish Social Service Transportation Advisory Councils (SSTAC), comprised of the transit-dependent, including disabled, elderly and low-income representatives. SSTAC members work with local agencies in developing transit unmet needs criteria, which are used in making project approval decisions.

To ensure program compliance, fiscal and performance audits are conducted. Fiscal audits are conducted annually, and include transit operator's expense-to-revenue ratio, known as farebox recovery. Performance audits are conducted every three years and include performance measures that verify the efficiency and effectiveness of planning agencies and transit operators. Both fiscal and performance audits are conducted by entities designated by the transportation planning agency (other than itself), a county transportation commission, or an operator.

Generating $1.8 billion dollars in the 2012/13 fiscal year, TDA continues to be a major funding source for public transportation in California.

Source: TDA Guidebook, April 2013. California Department of Transportation, Division of Mass Transit

CITY OF OXNARD CALIFORNIA	**CITY COUNCIL** **AGENDA REPORT**	**TYPE OF ITEM: Info/Consent** **AGENDA ITEM NO.: 5**

DATE: February 28, 2017

TO: City Council

THROUGH: Greg Nyhoff
City Manager

Greg Nyhoff

FROM: Scott Whitney
Police Chief

SUBJECT: Federal and State Asset Forfeiture Funds

CONTACT: Scott Whitney, Police Chief
Scott.Whitney@Oxnard.org, 385-7624

RECOMMENDATION:

That City Council approve a special budget appropriation in the amount of $312,929 for the use of Federal ($282,929) and State ($30,000) asset forfeiture funds allocated to the City of Oxnard Police Department. The funds will be used for training and equipment purchases not normally associated with general fund expenditures.

BACKGROUND

The Oxnard Police Department participates with outside agencies in the investigation and prosecution of narcotics related crimes. Assets seized are proportionately shared among the agencies. These equitably shared funds must be used by law enforcement agencies for law enforcement purposes only and cannot replace or supplant existing resources. The current year's appropriation will be used for training opportunities that are not reimbursed by California P.O.S.T. (Peace Officers Standards & Training) as well as various equipment purchases not historically covered via general fund expenditures.

We have identified several equipment purchases that support the Department's 2017 goals of Crime Reduction, Traffic Safety, Neighborhood Problem-Solving, and Community Engagement including:

- Portable message trailers for traffic safety awareness
- License plate reading software to assist with criminal investigations
- Solar upgrade for speed display boards
- Community surveillance cameras
- Crash data recorder to assist with traffic collision investigations

STRATEGIC PRIORITIES

This agenda item supports the Quality of Life strategy. The purpose of the Quality of Life strategy is to build relationships and create opportunities within the community for safe and vibrant neighborhoods, which will showcase the promising future of Oxnard. This item supports the following goals and objectives:

Goal 1. Improve community safety and quality of life through a combination of prevention, intervention, and suppression efforts that address crime and underlying issues.

Objective 1a. Create a renewed focus on police/community relations with underserved communities and youth population.

Objective 1d. Examine options for long term sustainability of public safety services to ensure an efficient and effective public safety service delivery model.

FINANCIAL IMPACT

Of the $312,929, $282,929 will be appropriated from Fund 230 (for equipment, services, training and capital outlay) and $30,000 will be appropriated from Fund 191 (for equipment and capital outlay). The current fund balances are approximately $433,000 for Fund 230 and $233,000 for Fund 191. Approval of this recommendation will have no impact on the General Fund.

ATTACHMENTS:

Attachment A Budget Appropriation

REQUEST FOR BUDGET APPROPRIATION

Department: Police | **Date:** March 7, 2017

Project/Program Manager: Scott Whitney | **Phone:** ext. 7612

Reason for Appropriation:

Appropriation of Asset Forfeiture funds for FY 2016-17 operations.

Accounts and Descriptions		**AMOUNT**
Fund: ASSET SEIZURE - STATE (191)		
Expenditures/Transfers Out		
SUPPORT SERVICES (2103)		
191-2103-802-81-34	MINOR EQP - SHOP/FIELD	10,000
191-2103-802-86-05	CAPITAL OUTLAY/IMPROVEMENT - MAJOR REPAIR	10,000
191-2103-802-86-06	CAPITAL OUTLAY/ MACHINERY AND EQUIP NEW	10,000
	Sub-total Expenditures	30,000
	Net Change to Fund Balance	**(30,000)**
Fund: ASSET SEIZURE - VCAT FEDERAL (230)		
Expenditures/Transfers Out		
SUPPORT SERVICES (2103)		
230-2103-802-81-34	MINOR EQP - SHOP/FIELD	141,350
230-2103-802-82-09	CONTRACTS AND SERVICES/SERVICES OTHER	25,000
230-2103-802-83-43	TRAINING/WORKSHOP/MEETINGS	51,579
230-2103-802-86-06	CAPITAL OUTLAY/ MACHINERY AND EQUIP NEW	65,000
	Sub-total Expenditures	282,929
	Net Change to Fund Balance	**(282,929)**
	Net Appropriation Change	**312,929**

Approvals

Department Director ______________________

Chief Financial Officer ______________________

City Manager ______________________

Attachment A

BA# (Finance Use Only)______________

BA Doc# (Finance Use Only)

REQUIRES CITY COUNCIL AUTHORIZATION

Revi

CITY OF OXNARD CALIFORNIA	CITY COUNCIL AGENDA REPORT	TYPE OF ITEM: Report AGENDA ITEM NO.: 1

DATE: February 28, 2017

TO: City Council

THROUGH: Greg Nyhoff
City Manager

Greg Nyhoff

FROM: Arturo Casillas
Housing Director

Arturo Casillas

SUBJECT: Emergency Winter Warming Shelter Funding (5/20/15)

CONTACT: Arturo Casillas, Housing Director
Arturo.Casillas@oxnard.org, 385-8094

RECOMMENDATION:

1. That the City Council receive a staff report on status of current 2016-17 Winter Warming Shelter administration, finance and operations;
2. That the City Council consider and approve a re-allocation of $15,000 from Housing Department salary savings to the Winter Warming Shelter to allow for continued operations, and authorize the City Manager or designee to execute necessary agreements for this purpose.

BACKGROUND

Previous Council Action:

At its November 15, 2016 public meeting, the Oxnard City Council considered a staff recommendation and subsequently approved a request for re-allocating $30,000 in Housing Department salary savings to support the operating budget for the Emergency Winter Warming Shelter (WWS). At that time, staff's report to council asserted that projected costs for operations of the 2016-17 shelter were likely to be higher than comparable costs from prior years for a number of reasons.

In combination with a shortfall in funding resources that had been committed in prior years that are not likely to be realized in 2016-17, continued operations of the WWS will require additional funding. Subject to this request, staff seeks council consideration and approval for re-allocation of an additional $15,000 in Housing Department salary savings to fund continued operations of the WWS.

Shelter Usage This Winter:

The WWS opened at the Armory on December 7, 2016, and has provided hot meals, access to showers, and safe place to sleep to over 545 different individual homeless persons since opening. The average nightly attendance has risen from 77 in December 2016 to over 105 persons per night in the month of February. On two particularly cold nights in January, the WWS reached maximum capacity, and staff took measures to provide emergency shelter at two other locations (the Boys and Girls Club, and the Mission Church in Ventura). In percentage terms, 59% of the shelter population indicates they are from Oxnard, 19% from the City of Ventura, and 22% from elsewhere throughout Ventura County.

As a point of reference, the average nightly attendance in the 2015-16 season was 92. The increased attendance at the WWS is attributable primarily to the fact that recent weather has been much colder and much wetter compared to the winter of 2015-16. The shelter has also operated extra hours during rain storms. The increase in capacity has also resulted in increased operating costs, primarily due to the need for more meals and the cost of additional bus passes.

Current Funding Shortfall:

The projected cost to operate the WWS through March 31, 2017 is now $338,883. The shelter budget, after the Nov. 15, 2017 appropriation by the City Council was $262,270.
Presently, the City of Ventura plans to provide a “bridge loan” for $40,000, in anticipation of reimbursement from an expected award of a federal Emergency Food and Shelter Program (EFSP) grant application. The Downtown Ventura Organization (DVO), which is the fiscal agent for the shelter, recently applied for that grant. That amount, together with the $15,000 allocation in the proposed action, and continued fundraising from the faith community and private donors that has come in ($14,007 total) will bring the current budget to $319,007. These funds are sufficient to operate the shelter into the third week of March. The cost of the operation is approximately $2,530 per night. The remaining shortfall of $19,876 is anticipated to be raised from the faith community and private donors. If that amount is not achieved, the shelter will close a few days in advance of the end of March. If rain storms occur in March similar to those in February, the shelter may operate for additional hours, incurring additional costs.

Last November’s authorization to utilize $30,000 from the City’s Housing Department Salary Savings was augmented by an additional $39,000 in CDBG funding designated for the homeless shelter, making Oxnard’s total investment in this year’s WWS $69,000. Other major funding from the County of Ventura ($120,000) and the City of San Buenaventura ($61,000) resulted in a total of $250,000 from the three local governmental entities. Fundraising efforts have yielded private contributions of $14,007, which had brought total revenue to $264,007, prior to the commitment of the bridge loan by the City of Ventura.

This year the cities of Oxnard and Ventura, and the County of Ventura were called upon to increase their contribution levels, compared to last year. The reason for this is that last year a private non-profit organization made a very generous $50,000 contribution to help defray the cost of the 2015-16 WWS. That organization was unable to duplicate a contribution this year. In addition, the City of Camarillo donated $10,000 towards the 2015-16 WWS effort, but has not made any donation this season. Finally, while fundraising efforts continue, this year's private contributions are not on pace to match 2015-16's total of $28,000.

The Downtown Ventura Organization (DVO) is the non-profit organization which the two cities and the County have retained to act as fiscal agent for the WWS. In late January, the DVO submitted a grant application for $60,000 in federal Emergency Food and Shelter Program (EFSP) funding to help defray the cost of WWS operations. It is not known if that grant application will be successful or not, but it is almost certain that if it is successful, no funds will actually be received until late in 2017. The EFSP grant application submitted last year by the City of Ventura was approved, and funds were released by the federal government earlier this month.

Proposal for Additional Funding

The cash flow situation of the WWS operation is such that the current funding shortfall will require the closure of the WWS at some point in mid-March unless new revenue sources are identified and received. Staff proposes allocation of an additional $15,000 from Housing Department Salary Savings to avoid a closure in early March. The City of San Buenaventura and the County of Ventura are currently considering increasing their funding commitments as well, and staff will provide a verbal update of the latest status of those efforts at the Council meeting.

The salary savings recommended for this allocation are available due to the fact that the filling of the Grants Manager position has been delayed by at least two months, and the funds budgeted for that position can be re-allocated to this purpose if so authorized by Council.

STRATEGIC PRIORITIES

This agenda item supports the Quality of Life strategy. The purpose of the Quality of Life strategy is to build relationships and create opportunities within the community for safe and vibrant neighborhoods, which will showcase the promising future of Oxnard. This item supports the following goals and objectives:

Goal 2. Address homelessness through the development and implementation of a multi-tiered strategy.

FINANCIAL IMPACT

There is sufficient salary savings through February 2017 to address this request for additional funding supporting winter warming shelter operations. The re-appropriation of $15,000 would come from General Fund salary savings of Housing Grant Accounting Manager position (account # 101-5199-806-8001) to offset the additional cost winter shelter contract (account #101-5105-804-8209).