

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.



AGENDA
OXNARD CITY COUNCIL
OXNARD COMMUNITY DEVELOPMENT COMMISSION SUCCESSOR AGENCY
OXNARD FINANCING AUTHORITY
OXNARD HOUSING AUTHORITY
Council Chambers, 305 West Third Street
April 4, 2017
Regular Meeting - 6:00 PM
Closed Session - 5:00 PM

A. ROLL CALL/POSTING OF AGENDA

THE FOLLOWING LEGISLATIVE BODIES ARE MEETING: City Council and Housing Authority.

B. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

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

C. CLOSED SESSION (5:00 PM)

1. Conference with Legal Counsel – Potential Litigation

CC On the advice of the City Attorney, pursuant to Government Code section 54956.9(d)(4), based on existing facts and circumstances, the City Council shall decide whether to initiate litigation in one potential case regarding the Presidential Executive Order directing federal authorities to deny federal funds to "sanctuary jurisdictions."

The City Attorney requested that this item be discussed in closed session under the Brown Act exception of Conference with Legal Counsel – Anticipated Litigation.

2. Public Employee Performance Evaluation

CC Title: City Attorney

The City Attorney requested that this item be discussed in closed session under the Brown Act exception of Government Code section 54957(b)(1) (public employee performance evaluation).

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

City of Oxnard internet address: www.oxnard.org.

D. OPENING CEREMONIES (6:00 PM)

Pledge of allegiance to the flag of the United States.

E. CEREMONIAL CALENDAR

1. SUBJECT: Presentation of a Proclamation Designating the Month of April 2017 as "Fair Housing Month."

F. 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.

G. 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.

H. 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.

I. 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.

J. 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.

K. INFORMATION CONSENT AGENDA**City Clerk Department**

1. **SUBJECT:** Minutes of the February 14, 2017 and February 28, 2017 Regular Meetings.
RECOMMENDATION: Approve the Minutes of February 14 and 28, 2017 meetings.
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 No. 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. Priority Safety Services (7788-17-FI) for monthly inspection and calibration of air monitors for the Fire Department (\$45,000).

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

Legislative Body: CC Contact: Greg Nyhoff Phone: 385-7430

Fire Department

3. **SUBJECT:** Adoption of Ordinance No. 2916 Amending Chapter 6 of the Oxnard City Code Relating to Emergency Organization and Functions
RECOMMENDATION: That City Council adopt Ordinance No. 2916 amending Chapter 6 of the Oxnard City Code, relating to emergency organization and functions.
Legislative Body: CC Contact: Darwin Base Phone: 385-7700

Housing Department

4. **SUBJECT:** Award of Contract for the Replacement of Flooring in 129 Public Housing Units
RECOMMENDATION: That the City of Oxnard Housing Authority Board of Commissioners approve and authorize the Chairman to execute a firm-fixed price contract in the amount of \$362,014 with Coastal Flooring Surface dba Coastal Construction Team (Agreement number A-7956), using funds previously appropriated from 2015 and 2016 Capital Fund grants, for the replacement of the existing flooring in 52 public housing units located in Colonia Village and 77 units in scattered public housing sites throughout Oxnard for a total of 129 units.
Legislative Body: HA Contact: Arturo Casillas Phone: 385-8094

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L. REPORTS

City Manager Department

1. SUBJECT: Presentation by Mayor Flynn on Proposed City Council Committee Reorganization. (10/10/10)

RECOMMENDATION: That following the Mayor's presentation on his recommendations for reorganization of the Council committee structure, the City Council discuss the proposal and provide direction as needed.

Legislative Body: CC Contact: Michelle Ascencion Phone: 385-7805

Development Services Department

2. SUBJECT: Downtown Improvement Projects - Development Services Department (10/20/20)

RECOMMENDATION: That City Council appropriate \$130,000.00 from the Downtown Improvement Program Settlement Funds ("DIPSF") to initiate Downtown Capital Improvement Projects identified within the Downtown Vision Plan.

Legislative Body: CC Contact: Ashley Golden Phone: 385-7882

City Attorney Department

3. SUBJECT: Marijuana Study Session (10/60/30)

RECOMMENDATION: That City Council holds a study session and provides policy direction to staff on future marijuana regulations.

Legislative Body: CC Contact: Stephen M. Fischer Phone: 385-7483

M. 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.

N. ADJOURNMENT



**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Info/Consent

AGENDA ITEM NO.: 1

DATE: April 4, 2017

TO: City Council

FROM: Michelle Ascencion
City Clerk

SUBJECT: Minutes of the February 14, 2017 and February 28, 2017 Regular Meetings.

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

RECOMMENDATION:

Approve the Minutes of February 14 and 28, 2017 meetings.

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 item does provide transparency of Council meetings to the public.

FINANCIAL IMPACT

None.

ATTACHMENTS:

Attachment A: Minutes 02.14.17 CC regular meeting

Attachment B: Minutes 02.28.17 CC regular meeting

MINUTES
 OXNARD CITY COUNCIL
 Regular Meeting
 February 14, 2017

A. ROLL CALL/POSTING OF AGENDA

At 5:06 p.m., the regular meeting of the Oxnard City Council was called to order by Mayor Flynn in the Council Chambers. The City Clerk called the roll: 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; Ashley Golden, Development Services Director; Ingrid Hardy, Cultural and Community Services Director; Scott Whitney, Police Chief; Jason Benites, Assistant Police Chief; Randy Latimer, Special Projects Commander; Chris Williams, Special Operations Commander; and George Iafrete, Computer Network Engineer III; and Michelle Ascencion, City Clerk.

B. OPENING CEREMONIES

The flag salute, led by Councilmember Madrigal, was followed by a moment of silence.

C. APPOINTMENT ITEMS

1. SUBJECT: Police Department Update.
RECOMMENDATION: That City Council receive a report from the Police Chief: 1) identifying the Police Department's vision and strategies consistent with Council priorities, 2) explaining the 2016 crime statistics, and 3) summarizing the Police Department's service demands.

The Police Chief gave a presentation. Discussion ensued among Council and staff. No action was taken.

D. CEREMONIAL CALENDAR

Additional staff present at this time were Darwin Base, Fire Chief; Keith Brooks, IT Director; Arturo Castillo, Housing Director; Kymberly Horner, Economic Development Director; Steve Janice, Human Resources Director; Phillip Molina, City Treasurer; Daniel Rydberg, Public Works Director; James Throop, Chief Financial Officer; Ralph Alamillo, Interim Parks Manager; Omar Castro, Water Division Manager; Robert Hearne, Senior Civil Engineer; Karl Lawson, Housing Compliance Services Manager; Kathleen Mallory, Planning Division Manager; Thien Ng, Wastewater Division Manager; and Mark Uribe, Assistant Chief Financial Officer.

1. SUBJECT: Presentation of **Resolution No. 14,989** Commending Kathy Cano for Over Thirty-Seven Years of Service to the City of Oxnard.

Mayor Flynn presented the resolution to Ms. Cano, who thanked the Council and made some remarks.

At this time, the City Manager announced that item J-6 would be pulled from the Information/Consent Agenda and moved to the Reports section of the meeting.

E. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Public comments were received from George Miller (agenda recommendations), Gabriel Teran (addiction presentation), Jack Villa (activation of College Estates neighborhood council), Joseph O'Neill (sanctuary cities), Amparo Camacho (housing), Carmelo Alvarado (housing), "Martimiano" (housing), Dona Lupe (housing), and Julie Pena (sanctuary cities, power plant proposal).

F. REPORT OF CITY MANAGER

The City Manager reported on the recent Utility Ratepayers Advisory Panel meeting and on attending the recent City Managers Conference.

G. CITY COUNCIL REPORTS

Councilmember Madrigal announced the upcoming Southwinds Park groundbreaking ceremony and commented on sanctuary cities.

Mayor Pro Tem Ramirez commented on sanctuary cities, reported on the recent public hearings for the proposed power plant, and discussed the need to invest in infrastructure improvements.

Councilmember Perello reported on his vote following the February 13, 2017 closed session, commented on investing in infrastructure improvements, and mentioned Nancy Rahn's husband who recently had a stroke.

Councilman MacDonald reported on the Piru Dam's condition following the recent heavy rain events.

Mayor Flynn commended Mayor Pro Tem Ramirez on her activism regarding the power plant proposal.

H. REVIEW OF INFORMATION/CONSENT AGENDA

Mayor Flynn announced that Item J-6 will be moved to Reports, to become Item K-3.

Items J-8 and J-9 were pulled for discussion.

Regarding J-9: Councilmember Perello inquired about malfunctioning water meters and transmitters (the Water Division Manager responded).

Regarding J-8: Mayor Flynn commended staff and the Parks and Recreation Commission on preparing the Housing-Related Parks Program grant application.

I. PUBLIC COMMENTS ON INFORMATION/CONSENT AGENDA

Public comments were received from Pat Brown, Gloria Postel, and Roger Poirier. Discussion ensued among Council and staff.

J. INFORMATION/CONSENT AGENDACity Attorney Department

1. SUBJECT: Second Amendment to Attorney Services Agreement for Special Counsel for Mladen Buntich Construction Company Litigation.
RECOMMENDATION: That City Council approve and authorize the Mayor to execute the Second Amendment to Attorney Services Agreement (Agreement No. A-7795) with Hunt Ortmann Palffy Nieves Darling & Mah, Inc. ("Hunt Ortmann") to increase the amount by \$500,000 for a total not to exceed amount of \$1,500,000.

City Clerk Department

2. SUBJECT: Approval of Minutes: December 19, 2016 Special Meeting.
RECOMMENDATION: Approve the Minutes of the City Council Special Meeting of December 19, 2016.

City Manager Department

3. 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:
 - A. Johnson + Muller {7746-17-DS} for on-call design review architectural services (\$100,000).
 - B. Sargent Town Planning {7747-17-DS} for on-call design review architectural services (\$100,000).
 - C. Management Partners {A-7952} to assist with implementing audit recommendations, assist with impact fees and other financial services (\$72,000).
 - D. FACETS Consulting {A-7947} to develop a community risk assessment and standards of cover report for the Oxnard Fire Department (47,540).
 - E. Mallory Safety and Supply to purchase 200 Nomex Hoods for firefighters (\$30,024).
 - F. Sam Hill & Sons, Inc., {A-7721} to repair sinkhole that occurred in the northbound lane of 3042 Saviers Road (\$30,972).
 - G. Sam Hill & Sons, Inc., {A-7721} replacement of the gear drives (\$47,493).

Police Department

4. SUBJECT: Supplemental Law Enforcement Services Fund.
RECOMMENDATION: That City Council:
Recognize \$318,786 in grant revenue from the State Supplemental Law Enforcement Services Fund (SLESF) for Citizens Option for Public Safety (COPS) Program.
Approve a budget appropriation in the amount of \$318,786 for technology and equipment needs within the Police Department.

Public Works Department

5. SUBJECT: On-Call Street Striping and Marking Services PW 17-03.
RECOMMENDATION: That City Council authorize staff to solicit bids for On-Call Street Striping and Marking Services PW 17-03. This contract will be for \$300,000 for three years and will not exceed \$100,000 annually.
6. (This item was moved to Reports.)
7. SUBJECT: Performing Arts Center HVAC Replacement Project GS 17-13.
RECOMMENDATION: That City Council approve project plans and specifications and authorize staff to solicit bids for replacement of two 65-ton rooftop package units at the Performing Arts Center.
8. SUBJECT: Housing-Related Parks Program Grant Application.
RECOMMENDATION: That City Council adopt **Resolution Nos. 14,990 and 14,991** authorizing the City Manager to submit an application for up to \$3,750,000 in the California Department of Housing and Community Development's (HCD) Housing-Related Parks (HRP) program grant funds to be used for qualifying City park improvements.
9. SUBJECT: Application to the United States Bureau of Reclamation's WaterSMART: Water and Energy Efficiency Grant Program.
RECOMMENDATION: That City Council adopt **Resolution Nos. 14,992 and 14,993** authorizing the City Manager to submit an application for \$184,443.78 in the United States Bureau of Reclamation's WaterSMART: Water and Energy Efficiency Grant Program grant funds to be used for the replacement of approximately 455 antiquated water meters and an associated water audit to enable the City to effectively monitor conservation efforts.

It was moved by Councilmember Perello, seconded by Councilmember Madrigal, to approve the Information/Consent Agenda as amended (Item J-6 removed). VOTE: Flynn, MacDonald, Madrigal, Perello and Ramirez voted in favor; the motion carried 5-0.

K. REPORTSFinance Department

1. SUBJECT: Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2015-2016.
RECOMMENDATION: For the City Council to receive and file the Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2016, as recommended by the Fiscal Policy Task Force.

The Chief Financial Officer gave a brief report. Eden Casareno and Hong Nguyen of Eadie & Payne gave a presentation.

Public comments were received from Steve Nash and George Miller. Discussion ensued among Council and staff.

It was moved by Mayor Pro Tem Ramirez, seconded by Councilmember Perello, to receive and file

the report as presented. VOTE: Flynn, MacDonald, Madrigal, Perello and Ramirez voted in favor; the motion carried 5-0.

Public Works Department

2. SUBJECT: Award Contract (A-7914) for UD14-02 Alley Reconstruction Project at Various Locations - Phase II to Granite Construction Company.
RECOMMENDATION: That the City Council: 1) Approve a contract with Granite Construction Company in the amount of \$743,290 for the construction of the UD14-02 Alley Reconstruction at Various Locations; 2) Approve a budget appropriation in the amount of \$1,180 from federal Community Development Block Grant (CDBG) funding; 3) Approve a budget adjustment to reprogram \$164,224 from Project 775207 to Project 153102; and 4) Approve a budget appropriation of \$190,000 from the Street Maintenance Fund 105.

The Senior Civil Engineer gave a report. Public comments were received from Steve Nash and Pat Brown. Discussion ensued among Council and staff.

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

3. SUBJECT: River Ridge Golf Clubhouse Fire Damage Restoration PW 17-15.
RECOMMENDATION: That City Council:
Approve project plans and specifications and authorize staff to solicit bids for the River Ridge Golf Clubhouse Fire Damage Restoration Project PW 17-15.
Approve a budget appropriation in the amount of \$311,081, representing a partial payment of insurance proceeds, toward the Project.

The Interim Parks Manager gave a report. Discussion ensued among Council and staff.

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

L. PUBLIC COMMENTS ON REPORTS (None)

M. ADJOURNMENT

There being no further business on the agenda, and without objection, Mayor Flynn adjourned the meeting at 9:56 p.m.

MICHELLE ASCENCION, CMC
City Clerk

TIM FLYNN
Mayor

MINUTES
 OXNARD CITY COUNCIL
 Regular Meeting
 February 28, 2017

A. ROLL CALL/POSTING OF AGENDA

At 6:08 p.m., the regular meeting of the Oxnard City Council was called to order by Mayor Flynn 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; George Iafrete, Computer Network Engineer III; Kathleen Mallory, Planning Division Manager; Michael More, Financial Services Manager; Kenneth Rozell, Assistant City Attorney; Eric Sonstegard, Assistant Chief of Police; and Michelle Ascencion, City Clerk.

B. OPENING CEREMONIES

The flag salute was followed by a moment of silence in honor of a young father and son who recently perished in a residential fire.

C. CEREMONIAL CALENDAR

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

Mayor Flynn presented the proclamation to Dr. Lisa Knapp, President of the Soroptomists International - Camino Real Region, who made some remarks.

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.

The Cultural and Community Services Director introduced Mr. Mitchell, who made some remarks and presented a video on the Outdoor Youth Leadership program.

D. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Public comments were received from Tom Cady (wastewater rates), Mike Kommel (off-leash dogs), Jesse Calvillo (welcoming immigrants), Alex Reyes (library policies), Alise Echele (safe city resolution), Josephine Soliz (safe city), Nancy Pedersen (traffic on Date Street, safe city), Jackie Tedeschi (praise for St. John's hospital and Glenwood), Deborah Baber (immigration enforcement), Armando Vasquez (community arts), Celeste Gamino (safe city), Carmen Obeso (safe city), Israel Vasquez (safe city), Robert Franks (wastewater rates), Shannon Lopez (safe city), Jorge Toledano (safe city), Litzzy Hernandez (safe city), Maricela Morales (safe city), Woodrow Thomas Sr. (public

safety), Marisa Martinez (section eight, safe city), Daniel Chavez Jr. (reduced public comment time), George Miller (against sanctuary city), Sante Alvarez (safe city), and Pat Brown (Seventh Street repairs).

E. REPORT OF CITY MANAGER

The City Manager presented a video and a report on the impacts of the recent severe rainstorms. He announced the availability of the 2016 Year in Review annual report. He announced that the next meeting on March 7, 2017 will include the mid-year budget report and wastewater rates. Discussion ensued among Council and the City Manager.

F. CITY COUNCIL REPORTS

Councilmember Madrigal offered condolences for the family of the father and son that died in a recent fire, commended staff on their hard work during the recent storms, reported on visiting local schools and Neighborhood Council meetings, and announced the upcoming Dr. Seuss reading event.

Mayor Pro Tem Ramirez spoke on the recent rain events and City employees who worked in those conditions, and commented on safe cities.

Councilman MacDonald reported on participating in Read Across America, announced upcoming transportation meetings, and thanked the employees that worked in the rain. He congratulated Commander Andrew Salinas who will be new Chief of Police at the City of Port Hueneme. He also commented on the recent Kiwanis event honoring Oxnard Police Officers.

Councilmember Perello congratulated Haas Automotive for sponsoring a recent auto race, announced past and upcoming Neighborhood Council meetings, and upcoming Planning Commission and INCO meetings. He commented on agriculture and safe cities, and low water levels in local lakes and aquifers.

Mayor Flynn commented on the challenges of the previous year but highlighted several of the successes that were achieved in the city.

1. SUBJECT: Appointment of Members to Serve on City of Oxnard Citizen Advisory Groups (“CAGs”)

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.

Mayor Flynn gave a report, stated that Recommendation (i) regarding the Youth Commission appointment, will be put on hold, as the commission is under review. He also stated that he has an alternate appointee for the Senior Services Commission, as one proposed appointee recently passed away. Discussion ensued among Council and staff.

Council requested to receive all of the CAG applications for the commissions in Recommendations (a-h) and that the appointments be postponed until a special meeting to be held March 6, 2017 at 6:00 p.m.

Public comments were received from Al Velasquez, Daniel Chavez Jr., Aaron Starr, Woodrow Thomas Sr., and George Miller.

It was moved by Councilman MacDonald, seconded by Mayor Pro Tem Ramirez, to approve the Mayor's recommended appointments to the Community Relations Commission (Recommendation 2). VOTE: Flynn, MacDonald, Madrigal, Perello and Ramirez voted in favor; the motion carried 5-0.

2. SUBJECT: Appointment of Councilmembers to Serve on Various Boards, Commissions, and Committees.

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.

Mayor Flynn gave a report. Discussion ensued among Council and staff. The appointment to the Oxnard Convention & Visitors Bureau was changed from Councilmember Madrigal to Councilman MacDonald.

Public comments were received from Abel Magana, Dan Pinedo, Al Velasquez, Jackie Tedeschi, Daniel Chavez Jr., Steve Nash, and Aaron Starr.

It was moved by Mayor Pro Tem Ramirez, seconded by Councilman MacDonald, to approve the recommendation as amended. The vote for each of the recommendations was as follows:

Recommendation (a): Flynn, MacDonald, Perello and Ramirez voted in favor (Madrigal voted against); the motion carried 4-1.

Recommendation (b): Flynn, MacDonald, and Ramirez voted in favor (Madrigal and Perello voted against); the motion carried 3-2.

Recommendations (c) and (d): Flynn, MacDonald, Madrigal, Perello and Ramirez voted in favor; the motion carried 5-0.

3. SUBJECT: Internal Audit Process.

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

Assistant City Manager Nava gave a report. Discussion ensued among the Council.

Public comments were received from Al Velasquez and Pat Brown.

The Council provided direction to the City Manager to conduct the interviews in closed session (Flynn, MacDonald, and Ramirez opted for closed session; Madrigal and Perello voted for open session). Further discussion ensued among Council and staff.

G. REVIEW OF INFORMATION/CONSENT AGENDA

Items I-2(a), I-2(b) and 1-3 were pulled for discussion.

Regarding I-2(a): Councilmember Perello inquired about the account balance following the recommended expenditure (the Development Services Director responded).

Regarding I-2(b): Councilmember Perello and Fire Chief Base discussed the use of Fire vehicles.

Regarding I-3: Councilmember Perello inquired if the salary range in the staff report included benefits (the City Manager and Assistant City Managers responded).

H. PUBLIC COMMENTS ON INFORMATION/CONSENT AGENDA (None)

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.

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:
 - 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) Crafcro, Inc. for the purchase of asphalt cold patch material for pothole repairs (\$50,000).
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.

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).

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.

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

J. REPORTS

Housing Department

1. SUBJECT: Emergency Winter Warming Shelter Funding.
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.

The Housing Director gave a report. Discussion ensued among Council and staff.

Public comments were received from Steve Nash. A letter from Phillip Molina was submitted for the record.

It was moved by Councilman MacDonald to approve staff's recommendation as presented. (The motion was not seconded.)

It was moved by Councilmember Perello, seconded by Mayor Pro Tem Ramirez, to amend the motion to include direction to staff to contact the Northern California legislator who is seeking support to remove the mortgage deduction for owners of second/vacation homes, in order to be able to provide revenue for homeless services (as cited in a December 2016 Los Angeles Times article).

Mayor Pro Tem Ramirez also requested that staff report back to the Council on the actions other cities are taking to address homelessness.

VOTE: Flynn, Madrigal, Perello, and Ramirez voted in favor of amending the motion, MacDonald voted against; the motion carried 4-1.

VOTE: Flynn, MacDonald, Madrigal, Perello, and Ramirez voted in favor of the amended motion; the motion carried 5-0.

K. PUBLIC COMMENTS ON REPORTS (None)

CONTINUATION OF PUBLIC COMMENTS

Public comments were received from Al Velasquez (warrant payment listing), Aaron Starr (wastewater rates), and Alicia Percell (wastewater rates). Further discussion ensued among the Council.

L. ADJOURNMENT

There being no further business on the agenda, and without objection, Mayor Flynn adjourned the meeting at 10:55 p.m.

MICHELLE ASCENCION, CMC
City Clerk

TIM FLYNN
Mayor



**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Info/Consent

AGENDA ITEM NO.: 2

DATE: April 4, 2017

TO: City Council

FROM: Greg Nyhoff
City Manager

A handwritten signature in blue ink, appearing to read "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 No. 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. Priority Safety Services (7788-17-FI) for monthly inspection and calibration of air monitors for the Fire Department (\$45,000).

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.

Agreements for City Council Review

April 4, 2017

Page 2

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 April 4, 2017

City Manager Contract List for 04/04/2017

Contracts from \$25,000 to \$250,000

K.2.a

A Monthly service to air monitors with repairs as needed

Vendor: Priority Safety Services
Type: Original Agreement
Agreement No.: 7788-17-FI
Amendment No.: N/A
Purchase Order No.: 3127
Begin Date: 04/01/2017
End Date: 03/31/2020
Term:

Amount to be Approved: \$45,000
Current FY Amount: \$1,200
Total Contract Amount: \$45,000
Funding Source: General Fund
Vendor Selection Process: Informal Bids
of Bids/Proposals/Quotes: 3
Project Manager: John Colamarino
Department: Fire Department
Telephone: 385-7701
Email: john.colamarino@oxnard.org

Purpose:

Staff is requesting authorization to enter into an agreement with Priority Safety Services (7788-17-FI) in the amount of \$45,000 for monthly inspection and calibration of air monitors for the Fire Department. Priority Safety Services will provide repairs to air monitors as needed. The services provided are specialized, with few vendors certified.

The Department contacted three vendors to request quotes. Two vendors, Priority Safety Services and SECORP provided bids; a third company, Eco-Rental Solutions declined to bid as they prefer to calibrate at their location in Tustin rather than in the field. Priority Safety Services was selected as they have provided the lowest responsible bid and have provided the service to Oxnard Fire, Ventura County Fire and Ventura City Fire Departments with excellent results. The Agreement is for three years with a monthly cost of \$350 for the calibration and inspection of air monitors (\$4,200 per year/\$12,600 for three years) with \$32,400 allocated for repairs (\$10,800 per year based on the average cost of repairs required in prior years).



**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Info/Consent

AGENDA ITEM NO.: 3

DATE: April 4, 2017

TO: City Council

THROUGH: Greg Nyhoff
City Manager

FROM: Darwin Base
Fire Chief

SUBJECT: Adoption of Ordinance No. 2916 Amending Chapter 6 of the Oxnard City Code
Relating to Emergency Organization and Functions

CONTACT: Darwin Base, Fire Chief
Darwin.Base@oxnard.org, 385-7700

RECOMMENDATION:

That City Council adopt Ordinance No. 2916 amending Chapter 6 of the Oxnard City Code, relating to emergency organization and functions.

BACKGROUND

This ordinance was introduced to the Council at its March 21, 2017 meeting. The ordinance updates the City Code provisions dealing with the City's emergency organization and functions. Staff has received no comments on the ordinance since its introduction. If adopted by Council on April 4, 2017, the ordinance will take effect in thirty days, on May 4, 2017.

FINANCIAL IMPACT

None.

Adoption of Ordinance 2916
April 4, 2017
Page 2

ATTACHMENTS:

Attachment A: Ordinance No. 2916

ORDINANCE OF THE CITY OF OXNARD

ORDINANCE NO. 2916

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OXNARD AMENDING CHAPTER 6 OF THE OXNARD CITY CODE RELATING TO EMERGENCY ORGANIZATION AND FUNCTIONS

.....

WHEREAS, the California Emergency Services Act (“Act”), California Government Code section 8550, *et seq.*, establishes guidelines for emergency procedures; and

WHEREAS, Article XI, Section 7 of the California Constitution provides that the City may make and enforce within its limits all local, police, sanitary, and other ordinances and regulations not in conflict with general laws; and

WHEREAS, the City of Oxnard’s Emergency Organization statutes were enacted in current form in 1996 and require updating; and

WHEREAS, the City wishes to amend Chapter 6 (“Emergency Organization and Functions”) of the Oxnard City Code to provide an update consistent with the Act.

NOW, THEREFORE, the City Council of the City of Oxnard does ordain as follows:

Part 1. Chapter 6 of the Oxnard City Code is hereby amended to read as follows:

“CHAPTER 6. EMERGENCY ORGANIZATION AND FUNCTIONS

SEC. 6-1. PURPOSES.

The purposes of this chapter are to provide for the protection of persons and property within the city in the event of an emergency; the direction of the emergency organization; and the coordination of the emergency functions of the city with other public agencies, corporations, organizations, and private persons.

SEC. 6-2. DEFINITIONS.

For the purposes of this chapter, the following words shall have the following meanings:

(A) **DISASTER SERVICE WORKER** - A person defined as a disaster service worker in Cal. Gov’t Code, Section 3101 and Cal. Labor Code, Section 3211.92.

(B) **EMERGENCY** - Local emergency, state of emergency or state of war emergency, depending of the context.

(C) **LOCAL EMERGENCY** - The actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within the city caused by such conditions as air pollution, fire, flood, tsunami, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the warning by the governor of the State of an earthquake or

volcanic eruption, an earthquake, or other conditions, including conditions resulting from war or imminent threat of war, but not including conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of the city, requiring the combined forces of other public agencies to combat.

(D) STATE OF EMERGENCY - An emergency proclaimed by the governor of the State, as provided in Cal. Gov't Code, Section 8558(b).

(E) STATE OF WAR EMERGENCY - The condition described in Cal. Gov't Code, Section 8558(a).

SEC. 6-3. OFFICE OF EMERGENCY SERVICES; DIRECTOR DUTIES.

(A) There is hereby created the Office of Emergency Services (OES). The director of the OES shall be the city manager. The assistant director shall be the designated assistant city manager. The deputy director shall be the fire chief. An emergency services manager shall be appointed by the deputy director.

(B) The director shall:

(1) Develop and recommend for adoption by the city council, emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements. Such plans, agreements, ordinances and resolutions shall provide, to the extent possible, for the effective mobilization of the resources of the city, both public and private, to meet any condition constituting a local emergency, a state of emergency or a state of war emergency;

(2) If the city council is in session, request the city council to proclaim the existence or threatened existence of a local emergency;

(3) If the city council is not in session, proclaim the existence or threatened existence of a local emergency. A local emergency proclaimed by the director shall not remain in effect for more than seven days unless ratified by the city council;

(4) If the city council is not in session, request the governor to proclaim a state of emergency when, in the opinion of the director, locally available resources are inadequate to cope with an emergency; and

(5) Control and direct the emergency services of the city and resolve questions of authority and responsibility arising therefrom.

(C) In the event of the proclamation of a local emergency, a state of emergency or the proclamation or existence of a state of war emergency, the director shall:

(1) Promulgate orders and regulations necessary to provide for the protection of life and property and, at the earliest practicable time, request the city council to ratify such orders and regulations;

(2) Obtain supplies, equipment and other property needed for the protection of life and property and bind the city for the fair value thereof and, if required immediately, commandeer the same for public use;

(3) Require emergency services of any city officer or employee;

(4) Requisition necessary personnel or material of any city program or agency; and

(5) Exercise his/her ordinary powers as city manager, the special powers conferred on him/her by this chapter or by resolution or emergency plan adopted by the city council, and powers conferred on him/her by statute, by any agreement approved by the city council, and by any other lawful authority.

(D) In the event of an emergency, the director may repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services and supplies for those purposes, without giving notice for bids to let contracts. If the director orders any such action, the director shall report to the city council, at its next meeting, the reasons justifying why the emergency did not or will not permit a delay resulting from a competitive solicitation for bids and why the action was or is necessary to respond to the emergency.

(E) The assistant director shall have such other powers and duties as may be assigned by the director and shall be acting director if the director is unavailable during an emergency.

(F) The deputy director shall have such other powers and duties as may be assigned by the director and will oversee the emergency management program and shall be acting director if the director and assistant director are unavailable during an emergency.

(G) The emergency services manager shall, under the supervision of the deputy director, develop emergency plans and manage the emergency management programs of the city.

SEC. 6-4. TERMINATION OF LOCAL EMERGENCY.

After a local emergency is proclaimed by the city council or the director, the city council shall review, at least every 30 days until the local emergency is terminated, the need for continuing the local emergency and shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant.

SEC. 6-5. DISASTER COUNCIL.

There is hereby established a disaster council, consisting of the following:

- (A) The director of the OES, who shall be the chair
- (B) The assistant director of the OES, who shall be vice chair
- (C) The deputy director of the OES
- (D) The emergency services manager
- (E) The section coordinators designated in the city's emergency plan
- (F) The mayor
- (G) The chair of the Inter Neighborhood Council Organization

The Disaster Council shall meet no less than once per year and will be responsible for reviewing and recommending plans, policies and ordinances that will aid in the preparedness, response and recovery from disasters including, but not limited to, earthquakes, tsunamis, floods and other natural or manmade disasters. In the event of the proclamation of a state of emergency in the county or the proclamation or existence of a state of war emergency, the disaster council may command the aid of disaster service workers to assist the director and the emergency organization. The emergency services manager, under the authority of the disaster council, shall register and direct the activities of disaster service workers. The disaster council shall apply for certification by the California Emergency Council, as provided in Cal. Gov't Code, Section 8612, and become an accredited disaster council.

SEC. 6-6. EMERGENCY ORGANIZATION.

All officers and employees of the city, together with volunteers and all groups, organizations and persons, including disaster service workers, who may by agreement or operation of law be charged with duties incidental to the protection of life and property in the city during an emergency, shall constitute the emergency organization of the city.

SEC. 6-7. EXPENDITURES.

Any expenditures made by the emergency organization in connection with emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the city.

SEC. 6-8. VIOLATIONS.

During a local emergency, state of emergency or state of war emergency, no person shall:

(A) Willfully obstruct, hinder or delay any member of the emergency organization in the enforcement of any rule, regulation, order or directive issued pursuant to this chapter or in the performance of any duty imposed on him/her by virtue of this chapter.

(B) Do any act forbidden by any rule, regulation, order or directive issued pursuant to this chapter, including violation of any curfew so established. However, an affirmative defense to violation of such a curfew shall be that the person charged was traveling to or from work or school, was homeless, or was seeking medical treatment.

(C) Wear, carry or display any emblem, insignia or other means of identification as a member of the emergency organization of the city, the county, or the State unless authority to do so has been granted to such person by the proper official.

SEC. 6-9. PENALTY.

Any violation of this chapter shall be a misdemeanor, punishable by a fine of not to exceed \$1,000, or by imprisonment for not to exceed six months, or both.”

Part 2. The foregoing recitals are true and correct.

Part 3. If any section, sentence, clause or phrase of this Ordinance is determined to be invalid, illegal or unconstitutional by a decision or order of any court or agency of competent jurisdiction, then such decision or order will not affect the validity and enforceability of the remaining portions of this Ordinance. The City Council declares that it would have passed and adopted the Ordinance, and each section, sentence, clause or phrase thereof, regardless of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid or unconstitutional.

Part 4. Pursuant to Government Code Section 36933(c)(1), the City Attorney was designated to prepare, and the City Clerk published, a summary of this ordinance, and a certified copy of the ordinance was posted in the Office of the City Clerk a minimum of five days before the City Council’s adoption of the ordinance.

Part 5. The City Clerk shall certify as to the adoption of this ordinance and shall cause the summary thereof to be published within fifteen calendar (15) days of the adoption and shall post a certified copy of this ordinance, including the vote for and against the same, in the office of the City Clerk, in accordance with Government Code Section 36933. Ordinance No. 2916 was first read on March 21, 2017, and finally adopted on April 4, 2017, to become effective thirty days thereafter.

AYES:

NOES:

ABSENT:

ABSTAIN:

Tim Flynn, Mayor

ATTEST:

Michelle Ascencion, City Clerk

APPROVED AS TO FORM:

Stephen M. Fischer, City Attorney



CITY COUNCIL
AGENDA REPORT

TYPE OF ITEM: Info/Consent

AGENDA ITEM NO.: 4

DATE: April 4, 2017

TO:
Housing Authority

THROUGH: Greg Nyhoff
City Manager

FROM: Arturo Casillas
Housing Director

SUBJECT: Award of Contract for the Replacement of Flooring in 129 Public Housing Units

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

RECOMMENDATION:

That the City of Oxnard Housing Authority Board of Commissioners approve and authorize the Chairman to execute a firm-fixed price contract in the amount of \$362,014 with Coastal Flooring Surface dba Coastal Construction Team (Agreement number A-7956), using funds previously appropriated from 2015 and 2016 Capital Fund grants, for the replacement of the existing flooring in 52 public housing units located in Colonia Village and 77 units in scattered public housing sites throughout Oxnard for a total of 129 units.

BACKGROUND

The Project

On April 12, 2015, the City of Oxnard Housing Authority (OHA) received a \$1,464,944 Capital Fund grant for the modernization and rehabilitation of public housing units. The 2015 grant was approved by the Department of Housing and Urban Development (HUD) and included the new flooring project. The funds must be 90% obligated by April 12, 2017.

In December 2016, the OHA solicited bids for the replacement of the flooring in 129 housing units located throughout the City.

Housing Contract Award to Continental Flooring Company

April 4, 2017

Page 2

During the solicitation period four companies participated in a walk-through of public housing dwellings, and three bids were received and evaluated. Coastal Flooring Surface dba Coastal Construction Team submitted the lowest bid.

The purpose of this project is to replace the old vinyl tiles with new vinyl tiles which will make the units in compliance with the health and safety standards required by HUD and will also reduce the maintenance costs for the subject public housing projects.

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

Objective 4a. Implement CIP plans.

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

FINANCIAL IMPACT

Funding for this contract will come from the Housing Capital Fund Grant of 2015 and Capital Fund Grant of 2016 both authorized by the Department of Housing and Urban Development (Non-City). There is no impact to the City's General Fund.

ATTACHMENTS:

Attachment A: Agreement Number A-7956

CAPITAL IMPROVEMENT CONTRACT

Contract No: **A-7956**

Name of Contractor: Coastal Flooring Surface dba Coastal Construction Team

Address: 4924 Balboa Boulevard, Ste. 461, Encino, California 91316

Project description: Flooring Replacement at the Scattered Sites and Colonia Village

This Capital Improvement Contract ("**Contract**") is made at Oxnard, California, as of this 1st day of April, 2017 between the Housing Authority of the City of Oxnard, called herein the "**Authority**", and the above-named contractor ("**Contractor**") for the construction of the capital improvement project described herein. The parties hereto agree as follows:

1. Type of Contract

This contract is a firm-fixed price contract as defined by 24 CFR 85.36(d)(2) and the Department of Housing and Urban Development (HUD) Handbook 7460.8, Rev. 2.

2. Contract Price

Contractor shall perform the work described in **Exhibit A**, attached hereto and incorporated herein by this reference, Authority shall pay Contractor, as described in **Exhibit B**, attached hereto and incorporated herein by this reference, in full payment for said work, the following sum: **\$ 362,014.00**

The above sum includes all taxes and the costs of any required bonds, required certificates and permit fees.

3. Payment Schedule

Authority shall pay Contractor no later than 30 calendar days after Authority accepts Contractor's invoices and Authority shall make final payment no later than 60 calendar days after Authority has issued and approved a certificate of completion for the work contemplated herein, provided that the Authority may withhold from progress payments an amount equal to 5 percent of the progress payment and may withhold from final payment an amount sufficient to protect the Authority from disputes equivalent to 150 percent of the value of any disputed amount of work.

4. Scope of Work

Contractor shall furnish all tools, equipment, apparatus, facilities, labor and materials necessary to, and shall perform and complete in a good, safe and workmanlike manner, the work described in Exhibit A.

5. Contract Documents

The complete Contract consists of all the following, which are specifically incorporated herein by reference:

- a. Change Orders
- b. Contract Amendments
- c. This Contract
- d. Amendments to HUD Form 5370
- e. HUD Form 5370 General Conditions for Construction Contracts – Public Housing Programs
- f. Specifications
- g. Plans
- h. Permits
- i. Contractor's bid proposal and list of subcontractors (if applicable).
- j. Addenda to Notice Inviting Bids:
- k. The Notice Inviting Bids
- l. Performance and payment bonds as required by the specifications and applicable law. Unless otherwise specified, each such bond shall be 100 percent of the Contract price.
- m. Insurance as required by the specifications and applicable law.
- n. All applicable wage determinations, safety and health regulations, nondiscrimination provisions, labor standards, and requirements if the Contract is federally assisted. This includes but is not limited to such items enumerated in the specifications and addenda thereto.

6. Indemnity

Contractor agrees to indemnify, hold harmless and defend Authority, its Commission, and each member thereof, and every officer, employee, representative or agent of Authority, from any and all liability, claims, demands, actions, damages (whether in contract or tort, including personal injury, death at any time, or property damage), costs and financial loss, including all costs and expenses and fees of litigation or arbitration, that arise directly or indirectly from any acts or omissions related to this Agreement performed by Contractor or its agents, employees, Subcontractors, Contractors, and other persons acting on Contractor's behalf. This agreement to indemnify, hold harmless and defend shall apply whether such acts or omissions are the product of active negligence, passive negligence, willfulness or acts for which Contractor or its agents, employees, subcontractors, consultants and other persons acting on Contractor's behalf would be held strictly liable.

7. Time for Performance

The time limit for the completion of the work is **150 working days** after receipt of the Notice to Proceed.

Contractor shall not perform any work until the Authority issues a Notice to Proceed. Work will be completed within the time limit specified above and in the Notice to Proceed.

8. Acknowledgement

Contractor by signing hereunder acknowledges that he has reviewed all the foregoing documents and agrees with the requirements, conditions and covenants contained therein.

[SIGNATURES ON FOLLOWING PAGE]

SIGNATURE PAGE TO AGREEMENT

CITY OF OXNARD

Tim Flynn
Chairman

COASTAL FLOORING SURFACE
dba COASTAL CONSTRUCTION
TEAM

Kristian Dena
President

APPROVED AS TO FORM:



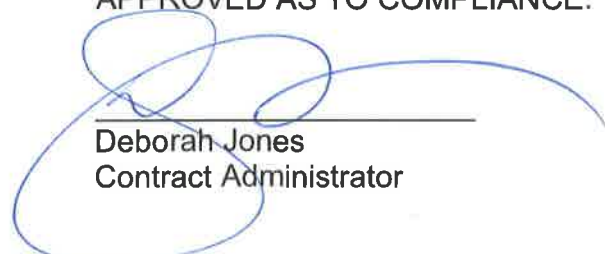
Stephen M. Fischer,
Housing General Counsel

APPROVED AS TO INSURANCE:



Rhonda Hodge
Housing Finance Officer

APPROVED AS TO COMPLIANCE:



Deborah Jones
Contract Administrator

EXHIBIT A SCOPE OF WORK

The Contractor shall supply trained, qualified and technically skilled journeymen, directly employed and supervised by the Contractor. All supervision, installed repair parts, consumable materials, equipment, tools, and each and every item of expense necessary, shall hereinafter be called the "Work".

The contractor will also, obtain all required permits and inspections in accordance with industry standards and policy of the City of Oxnard.

Scattered Sites (CAL 31-7):

There are a total of 100 units at these six housing sites. All units were inspected and as a result only **77** units were determined to be in bad or fair condition for new flooring. The flooring work at these sites is extended to the removal and replacement of existing flooring with new ones on the first floors and on the second floors of the designated units. In some units we will be replacing upstairs flooring or downstairs flooring as indicated on the flooring quality survey schedule (See Flooring Survey Schedule)

The work for the Scattered Sites units includes but is not limited to the following:

1. The contractor shall coordinate with the moving contractor on clearing the floors and getting the units ready for flooring work, one room or space at the time, or as desired by the contractors. There will be movers in the units ahead of the flooring crew to move furniture out of the way and to move it back after the flooring work is done. **Note:** We will notify residents to pack and remove their loose items out of the way or box them ready to move.

2. The contractor shall remove and dispose of the existing wood baseboards or cove bases (if any) in each unit (one space at the time or as needed and preferred).

Note: We suspect that in some units, the mastic under the existing tiles may contain asbestos, therefore we have decided to lay the new VCT tiles over the existing VCT tiles and/or linoleum to avoid disturbing the asbestos. **Therefore, removal of the existing VCT tiles and/or linoleum is not in the scope of work.**

3. The contractor shall remove the existing floor discharge floor mount toilets to allow for proper installation of the new VCT underneath toilets or as determined by the contractor.

4. The contractor shall repair (if needed) and prepare the floors and/or existing VCT floors and drywall bases for the application of adhesive for the new flooring tiles and cove bases.

5. The contractor shall install the new VCT tiles and rubber cove bases as specified in the specifications section below. This installation includes under and behind the stoves and refrigerators, stairs landings, and inside all closets. Bathrooms on the downstairs are exempt.

6. The contractor shall reinstall the toilets after flooring work is done, and to anchor bolt them to the floor as needed, and to re-caulk (silicon) them all around as needed. And also re-connect the water supply lines if needed. Contractor to make sure toilets are available for use after hours.

Note: The flooring contractor shall exercise care when handling the toilets in order to avoid breaking the seals. Contractor shall be responsible for re-sealing the tanks if there are any leaks.

Colonia Village (CAL 31-3):

There are a total of 70 units at this housing project site. All units were inspected and as a result, only **52** units were determined to be in bad or fair condition for new flooring. The flooring work in this site is limited to the removal and replacement of the existing flooring with new ones on the second floors of the designated units only. (See Flooring Schedule)

The work at the Colonia Village units includes but is not limited to the following:

1. The contractors to coordinate with the moving contractors in clearing the floors and getting the units ready for flooring work one room or space at the time or as desired by the contractors. There will be movers in the units ahead of flooring crew to move furniture out of the way and to move them back after the flooring work is done.

Note: We will notify residents to pack and remove their loose stuff out of the way or box them ready to move.

2. The contractor shall remove and dispose of the existing VCT tiles and rubber cove bases in each designated unit (one space at the time or as needed and preferred).

3. The contractor shall remove the existing floor discharge floor mount toilets to allow for proper installation of the new VCT underneath toilets or as determined by the contractors.

4. The contractor shall float and prepare the plywood floors in each room or space with cementing material (See Specs) to assure proper installation of VCT tiles on a solid, smooth, and even floors.

Note: We are redoing the flooring on the second floor at this site only because, in most cases, the existing tiles have been installed on a bare plywood floor rather than a prepared cement floated floor. The contractor also will prepare wall bases to receive adhesive for the cove bases.

5. The contractor shall install the new VCT tiles and rubber cove bases in each room/ space, after the floating material is dried, as specified in the specifications section below. This includes flooring inside all closets and hallways.

6. The contractor shall reinstall the toilets after flooring work is done, and to anchor bolt them to the floor as needed, and to re-caulk (silicon) them all around as needed. And also to re-connect the water supply lines if needed.

Note: The flooring contractor shall exercise care when handling the toilets in order to avoid breaking the seals. Contractor shall be responsible for re-sealing the tanks if there are any leaks.

Specifications:

- All VCT tiles shall be Armstrong Excelon Fortress White 12"x12" x 1/8" Model 51839, Or approved equal.
- All cove base shall be Rubber Cove Base, 4"x120'-0" Rolled in Box, Johnsonite, 34 Almond, or approved equal.
- All adhesive shall be Armstrong S-515, 4-Gallon Buckets, Water Base Resilient Tile Adhesive, expiring 2018 or later, or approved equal.
- All floating material shall be Feather Finish by Ardex, or approved equal.

Flooring Measurements:

The floor area and measurements for all typical units are shown on the attached drawings. These measurements are taken from the existing drawings and per actual dimensions from as built drawings. The contractors shall verify these measurements at the job sites prior to bidding if they chose to do so.

The measurements provided are for bidding purposes only and the actual areas may vary a little from space to space and need to be verified by the contractors.

Note: Dimensions must be verified by the contractor; variance between estimated and actual measurements will not form a basis for additional compensation.

Location of the Projects:

Flooring projects are located at the following addresses:

A. CAL 31-7 Scattered Sites (100 Units)

CAL 31-7 scattered sites are comprised of 100 apartment units located in six (6) different locations throughout Oxnard as shown below. For area of units and unit types please refer to the drawings and units schedule.

1. Cuesta Del Mar Apartments

Address: 640-666 Cuesta Del Mar (Even #'s only) 12 units (See Drawings)

2. Althea Court Apartments

Address: 1341-1387 Althea Court (Odd #'s only) 20 units (See Drawings)

3. Concord Apartments

Address: 2940-3020 Concord Drive (Even #'s only) 20 units (See Drawings)

4. Fashion Park Apartments

Address; 230-257 Fashion Park Place 24 units (See Drawings)

5. Fremont Apartments

Address: 1330-1356 Fremont Way (Even #'s only) 12 units (See Drawings)

6. Hill Street Apartments

Address: 215-237 Hill Street (Odd #'s only) 12 units (See Drawings)

Note: Parking spaces are limited in the area and usually numbered and assigned to the residents. The contractors may park on the parking spaces for the guests where available and they will be responsible for their own violations.

B. Colonia Village (CAL 31-3) (70 Units)

Cal 31-3 Colonia Village is comprised of 70 apartment units located along Colonia Road in Colonia neighborhood in Oxnard as shown below. For area of units and unit types please refer to the drawings and units schedule.

420-440 Juanita Avenue (6 units)
 1020-1150 Colonia Road (18 Units)
 421-441 Marquita Street (6 Units)
 420-440 Marquita Street (6 Units)
 1210-1344 Colonia Road (28 units)
 421-441 Gloria Court (6 Units)

Parking Note: Parking spaces are limited in each area and they are usually numbered and assigned to the residents. The contractors may park on the street or on the parking spaces for the guests, where available, and they will be responsible for their own violations.

Work Hours:

8:00 AM to 5:00 PM max. Including 1 hour lunch.

No work is allowed Saturdays, Sundays and during any official holidays. Housing Authority is closed every other Fridays and no work is allowed on the off Fridays. A schedule of closures will be provided by the Project Manager.

Safety and Security:

The units may be used by the residents during the construction. The contractor is required to secure the work area during the work hours, lunch hours, weekends, and holidays for the residents. All spaces shall be scheduled to be complete by the end of the day and the furniture shall be placed back where they belong to avoid inconvenience for the residents during the weekends and/or holidays.

Project Schedule

This project has been scheduled to start in the **Spring of 2017** in order to benefit from more favorable weather for the duration of the project.

The contractor is expected to complete the job in a period not to exceed **150 Working days**, which is an average of one (1) unit per day, as broken down below or as desired by the contractor.

21 days for supplying the materials.

77 days for the flooring work in 31-7 Scattered Sites units based on a minimum of one day per unit.

52 days for the flooring work in 31-3 Colonia Road units based on a minimum of one day per unit.

This schedule shall become effective immediately when the Notice to Proceed is issued.

Notification of Residents:

Based on the above schedule, the contractor is expected to work with the project manager in developing a work schedule. We will notify the residents based on the work schedule and ask them to stay out of the work areas during the construction hours as much as they possibly can. However, the contractor is expected to work with the residents if they need to stay home and use the work area during construction.

Construction debris:

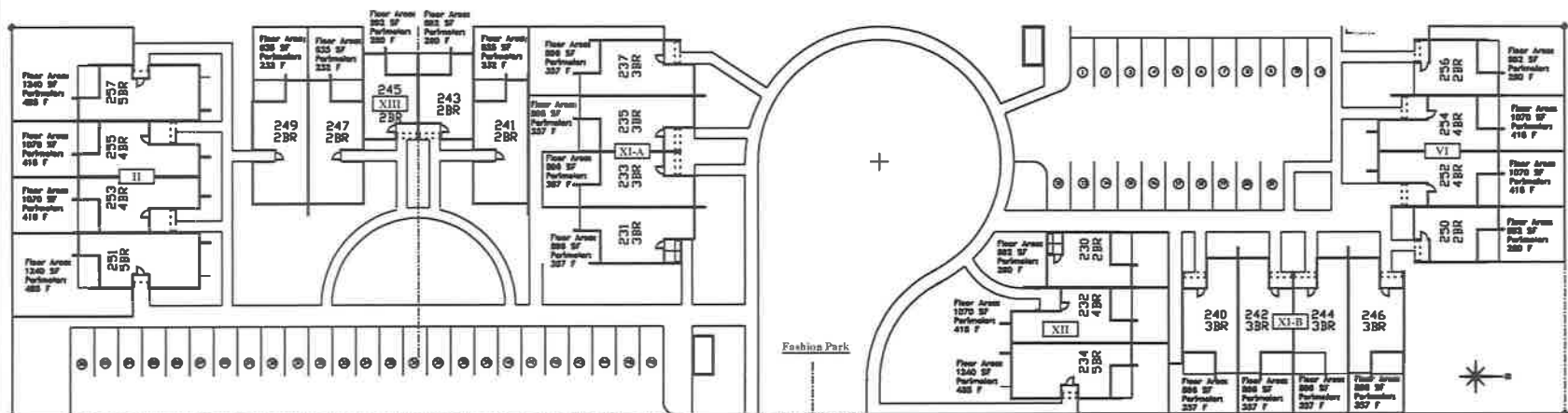
The contractor shall remove and dispose all old VCT tiles, cove bases and other construction debris from the units and from the site on a daily basis and shall return the work area and the units back to its original condition before the flooring work. Due to the nature of the job, a large amount of debris is expected to be generated and may require installation of additional dumpsters at the sites by the contractors. **Note:** Contractors **shall not** use Housing Authority dumpsters and trash cans for any debris.

Warranty:

The contractor shall warranty the flooring work for **one (1) year** against workmanship and for **10 years** against material under manufacturer warranty. Please review Armstrong warranty requirements for production line.

Final Walkthrough and Sign off:

The contractor is required to call for a walkthrough with the project manager and the Housing Authority staff after completion of each unit on a daily basis. A punch list will be developed. Upon final approval the contractor may bill the Housing Authority for those units completed or for a project sites or part completed.



Fashion Park Place Town Houses
317 FLOORING PROJECT

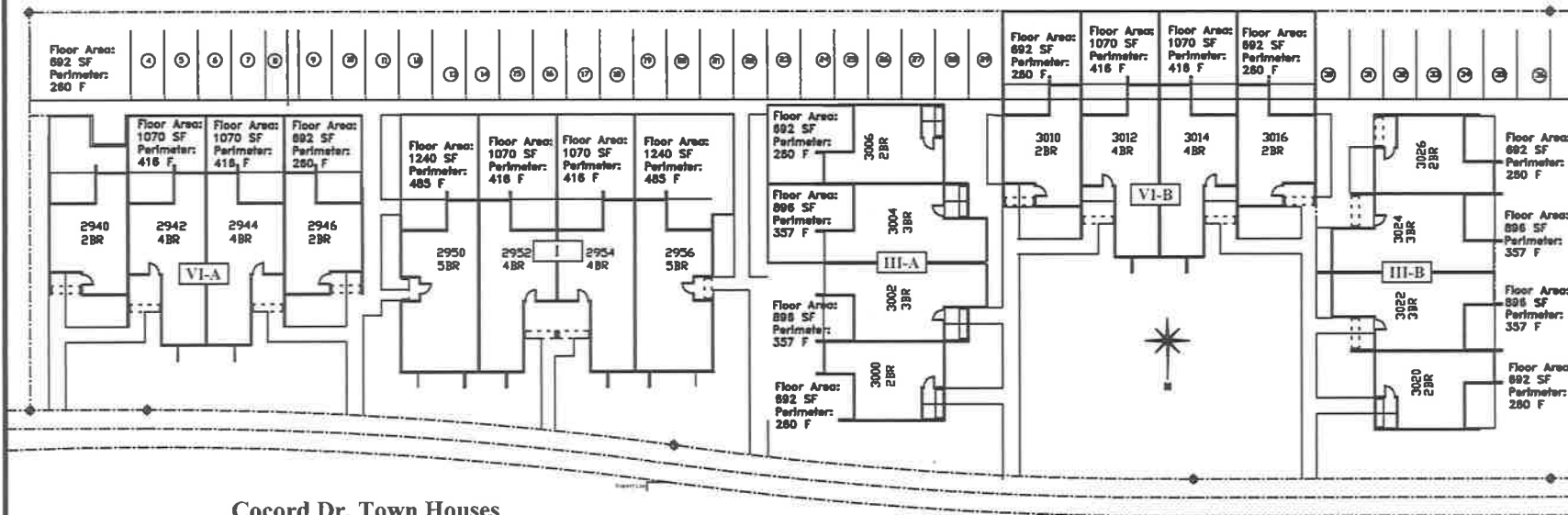
General Notes

No.	Revision/Issue	Date

Plan Room and Address
 City of Oxford
 Housing Department
 435 South "D" Street

Project Name and Address
 Fashion Park
 230-257 Fashion Park Place (24 Units)

Project	Site Plan	Sheet
Date	12/6/2016	A1
Scale		2 of 6



**Cocord Dr. Town Houses
317 FLOORING PROJECT**

Concord Drive

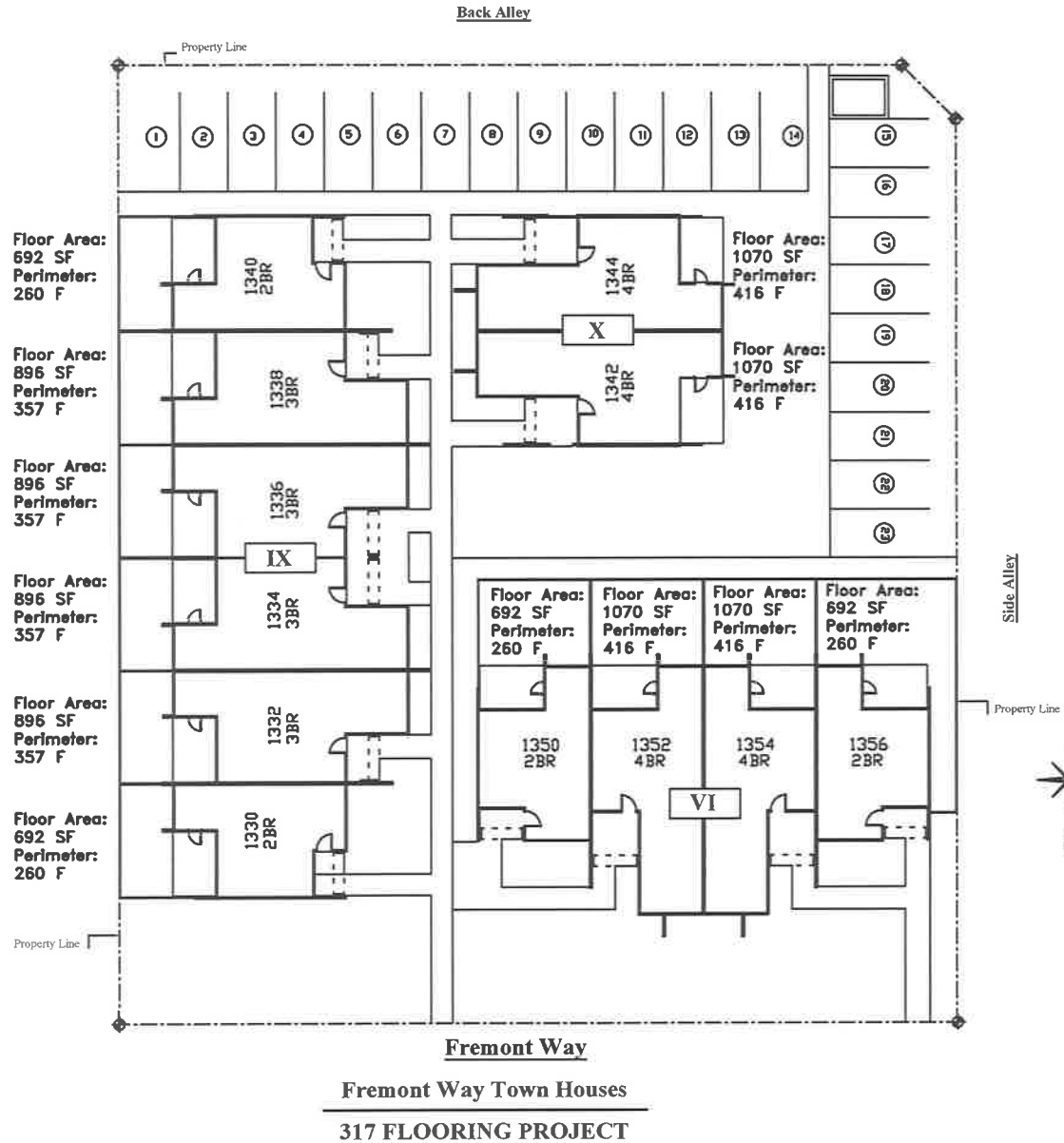
General Notes

No.	Revision/Issue	Date

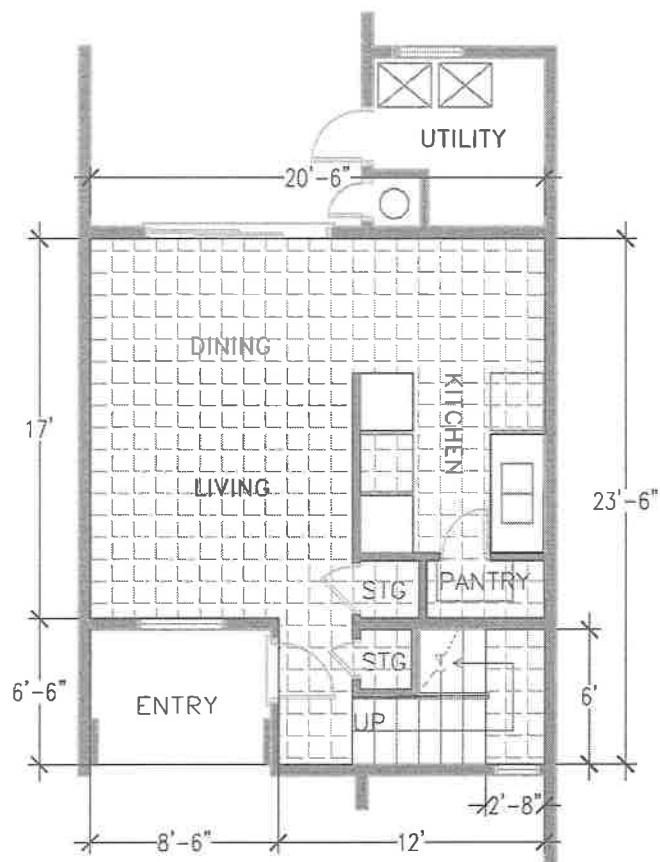
City of Oxnard
Housing Department
435 South "D" Street

Concord Drive
2940-3020 Concord Drive (20 Units)

Project	Site Plan	Sheet
Date	12/6/2016	A1
Scale		3 of 6

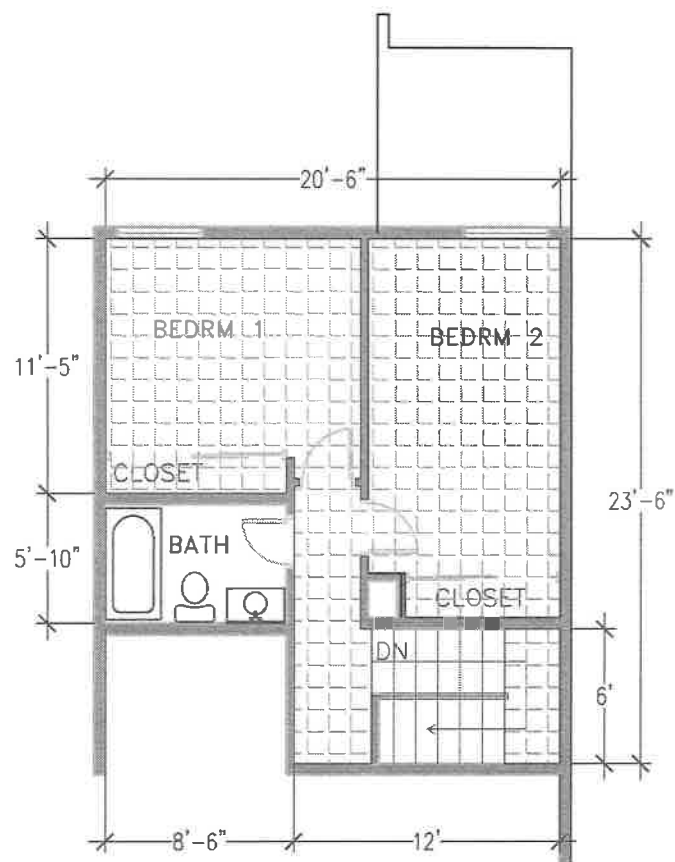


Total Floor Area: 692 SF
Total Perimeter: 260 F



TYPICAL 2BR / FIRST FLOOR

Floor Area : 362 Sf
perimeter: 132 F



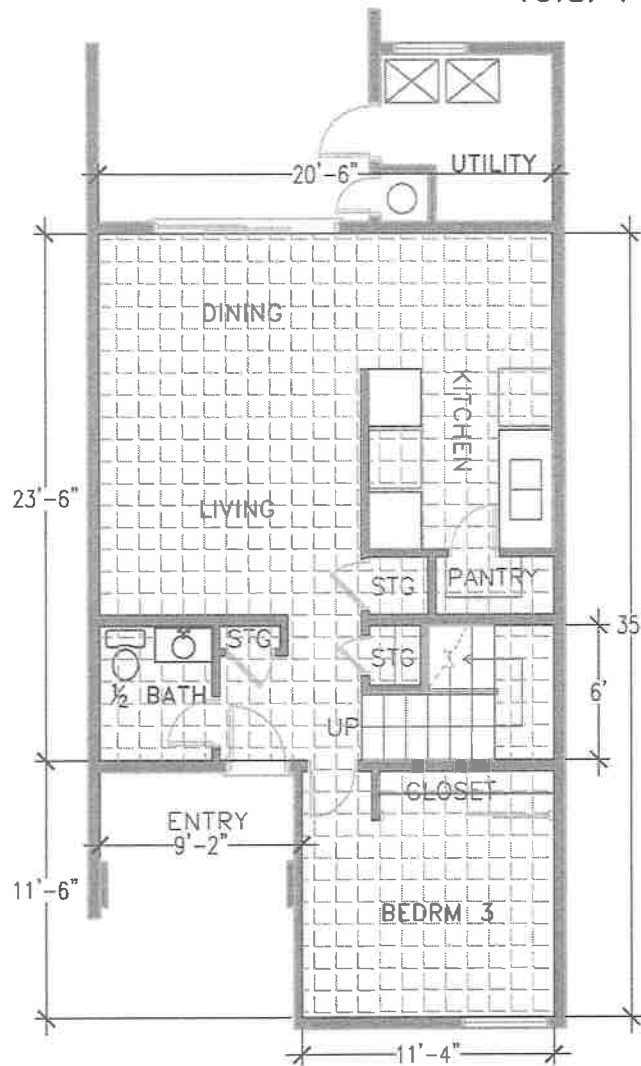
TYPICAL 2BR / SECOND FLOOR

Floor Area: 330 SF
Perimeter: 128 F

317 Scattered Sites Flooring Project

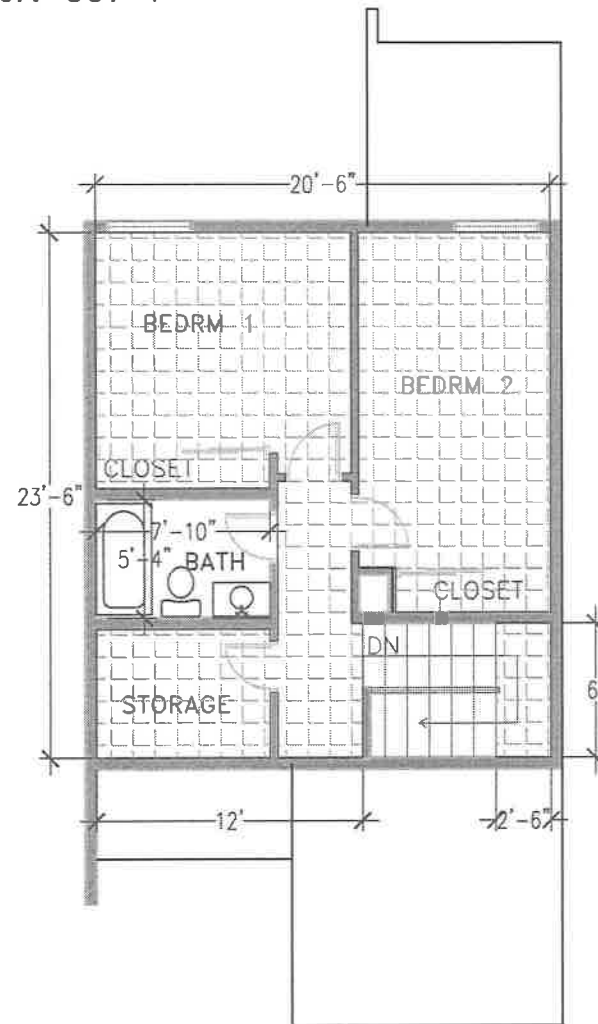
* Up Staires Bathrooms Not Included

Total Floor Area: 896 SF
Total Perimeter: 357 F



TYPICAL 3BR / FIRST FLOOR

Floor Area: 532 SF
Perimeter: 205 F



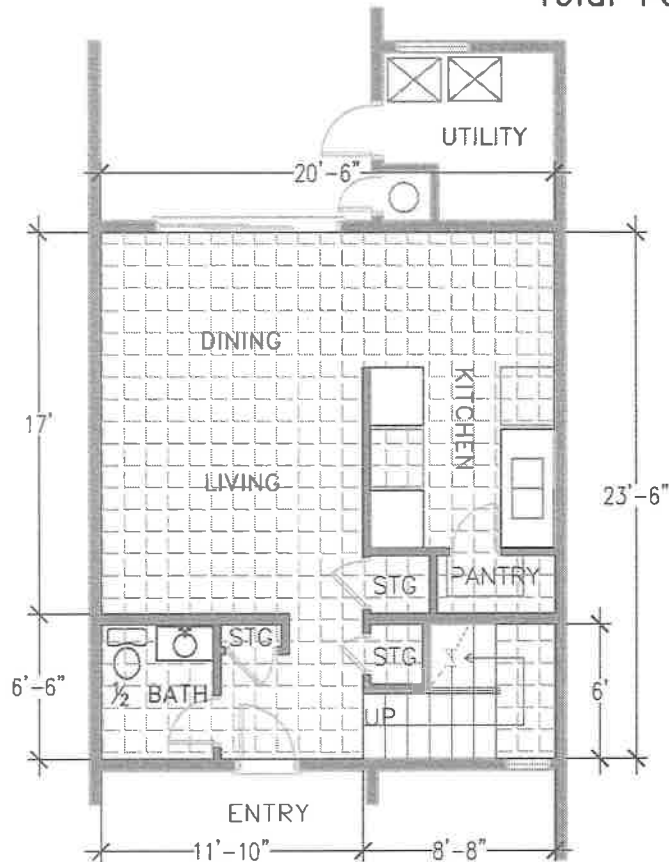
TYPICAL 3BR / SECOND FLOOR

Floor Area: 364 SF
Perimeter: 152 F

317 Scattered Sites Flooring Project

* Up Staires Bathrooms Not Included

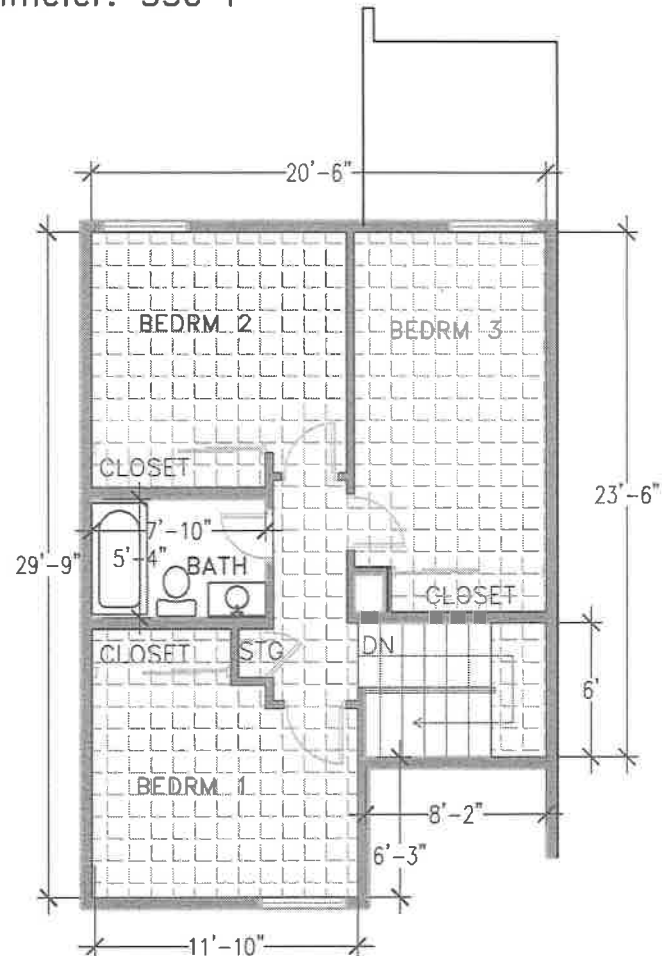
Total Floor Area: 861 SF
Total Perimeter: 330 F



TYPICAL 3BR / FIRST FLOOR

Althea Court & Hill Street

Floor Area: 407 SF
Perimeter: 160 F



TYPICAL 3BR / SECOND FLOOR

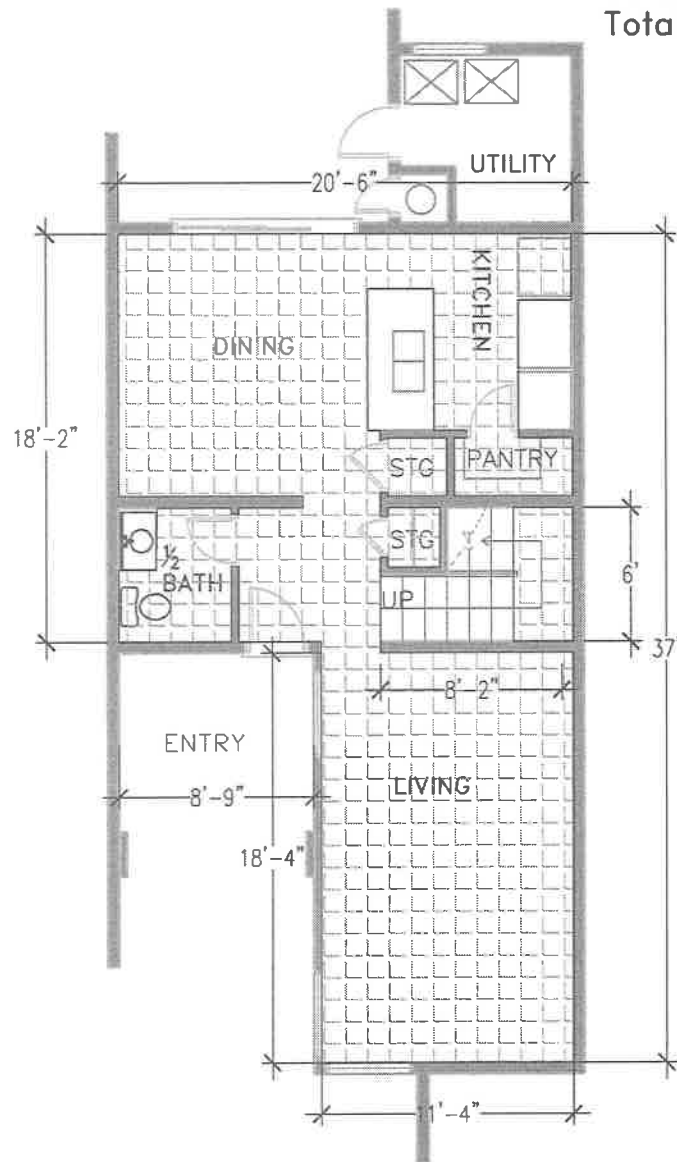
Althea Court & Hill Street

Floor Area: 454 SF
Perimeter: 170 F

317 Scattered Sites Flooring Project

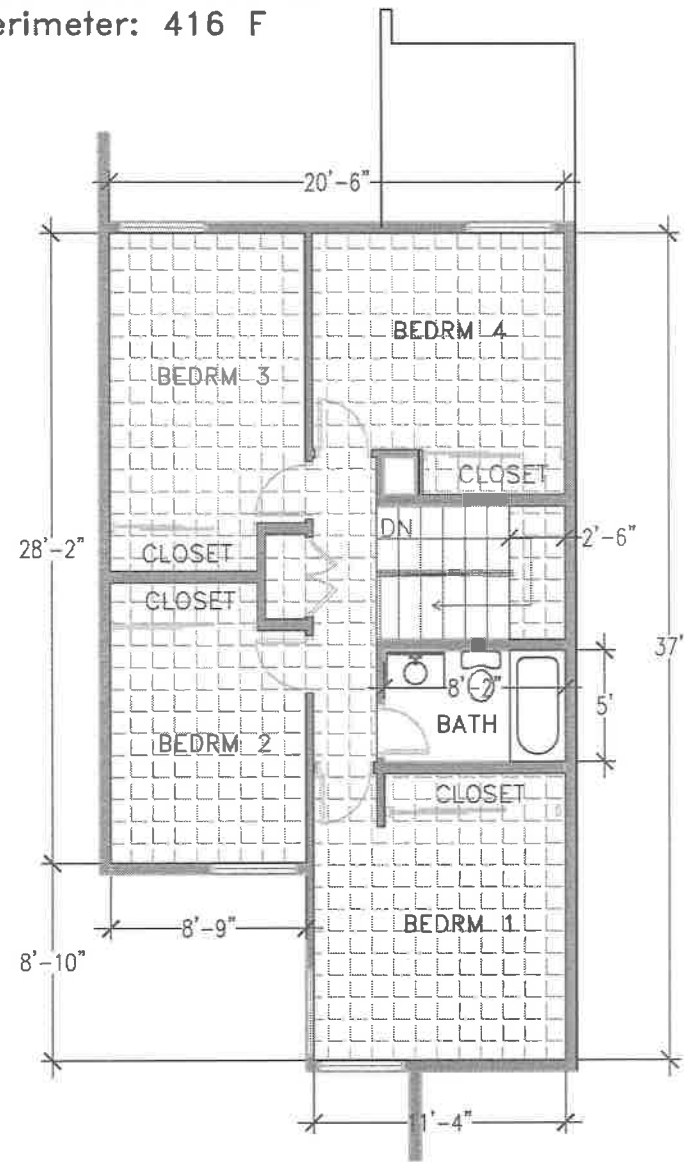
* Up Staires Bathrooms Not Included

Total Floor Area: 1070 SF
Total Perimeter: 416 F



TYPICAL 4BR / FIRST FLOOR

Floor Area: 502 SF
Perimeter: 200 F



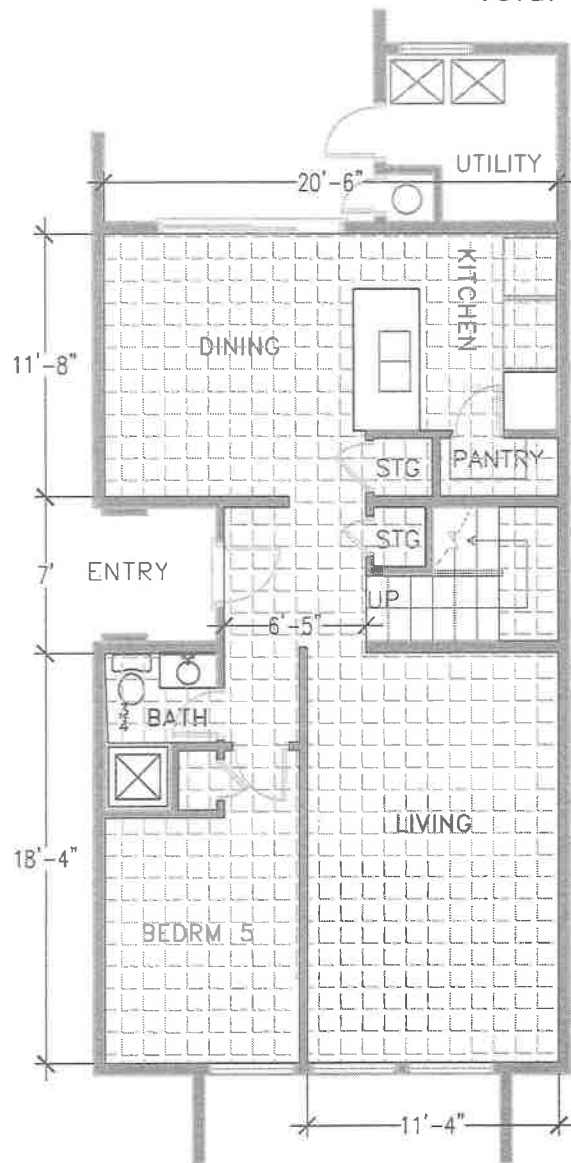
TYPICAL 4BR / SECOND FLOOR

Floor Area: 568 SF
Perimeter: 216 F

317 Scattered Sites Flooring Project

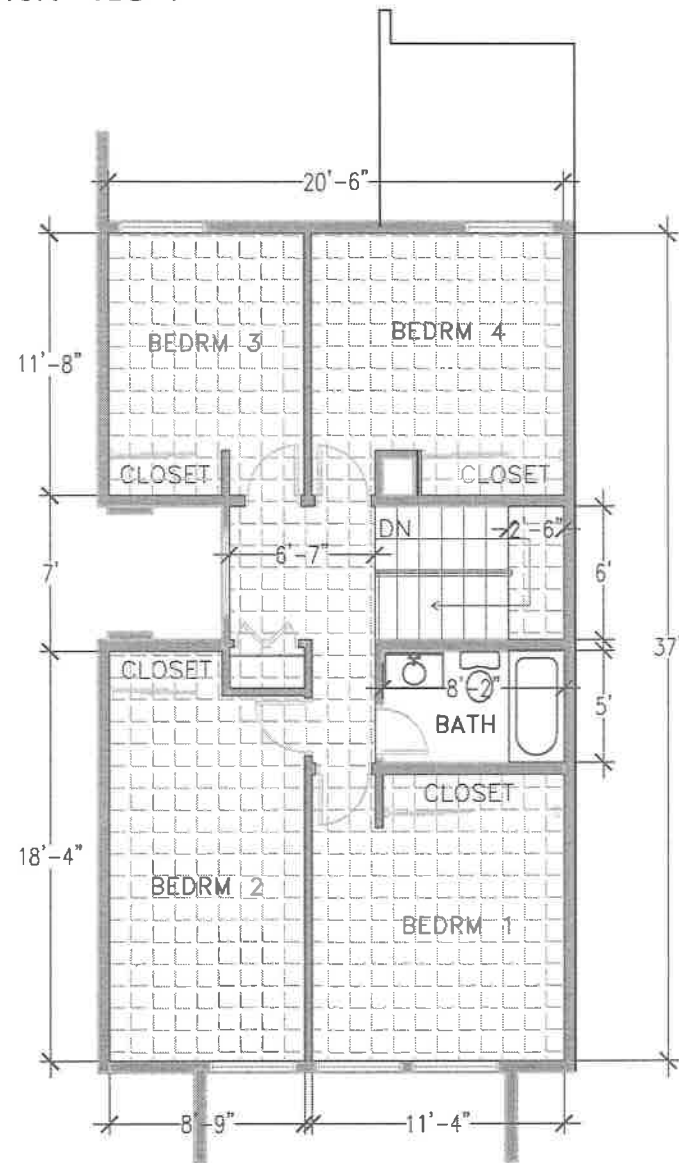
* Up Staires Bathrooms Not Included

Total Floor Area: 1240 SF
Total Perimeter: 485 F



TYPICAL 5BR / FIRST FLOOR

Floor Area: 628 SF
Perimeter: 252 F

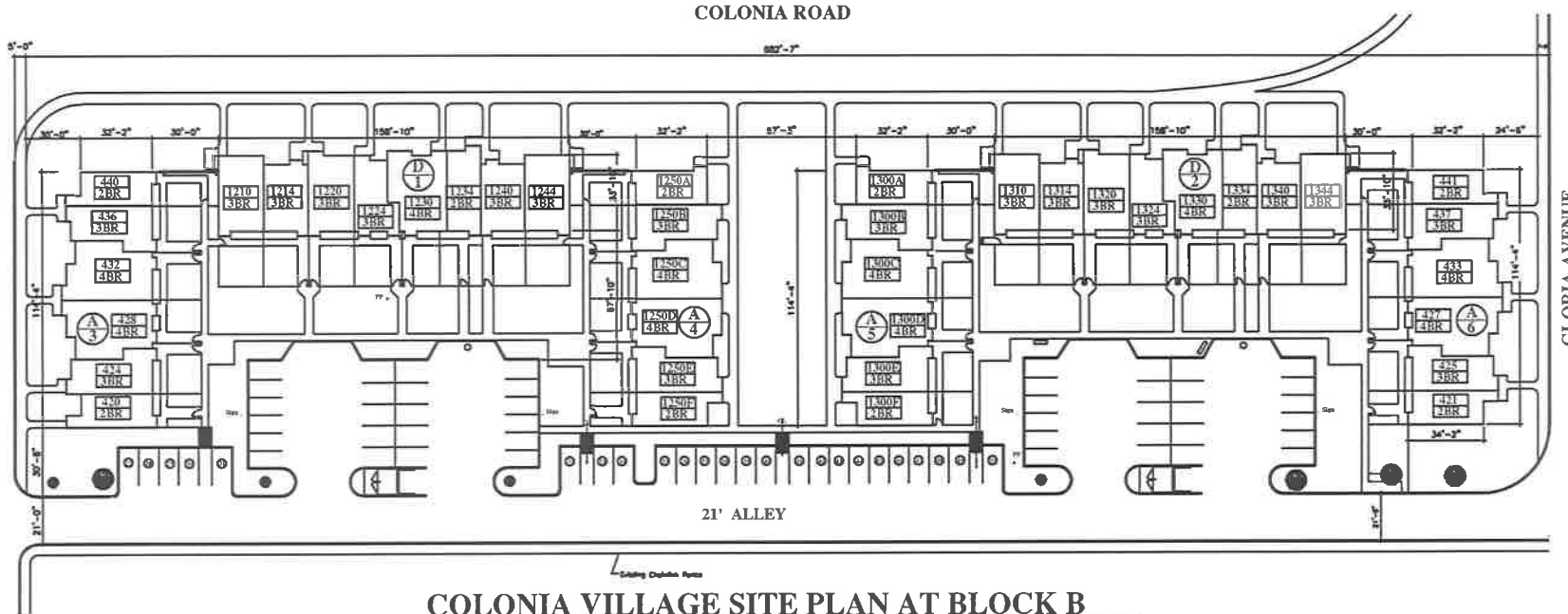


TYPICAL 5BR / SECOND FLOOR

Floor Area: 612 SF
Perimeter: 233 F

317 Scattered Sites Flooring Project

* Up Staires Bathrooms Not Included



COLONIA VILLAGE SITE PLAN AT BLOCK B
CAL 31-3 Flooring Project

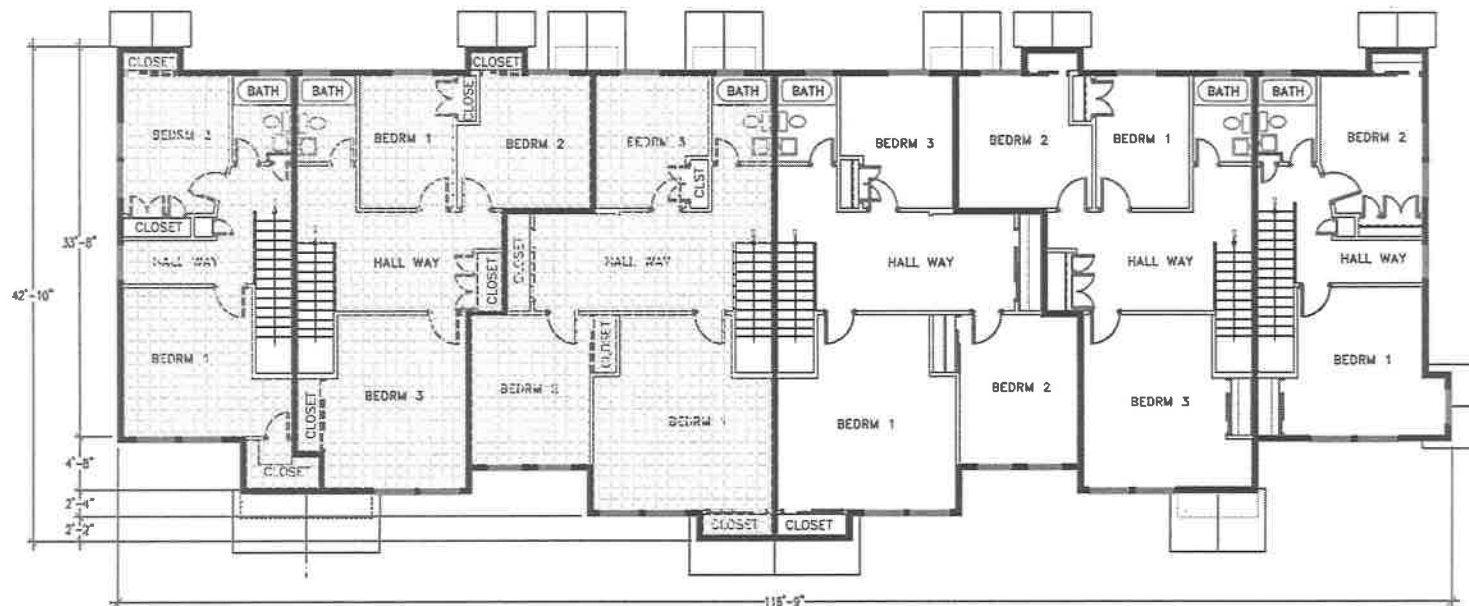
General Notes

No.	Revision/Date	Date

Plan Name and Address
 City of Oxnard
 Housing Department
 421 South "D" Street

Project Name and Address
 Colonia Road Flooring
 420-440 Marquita Street
 421-441 Gloria Court
 1210-1244 Colonia Road
 40 Units

Project	Site Plan	Sheet
Date	12/15/2016	A2
Scale		2 of 2



TYPICAL 2BR / 2ND FLOOR

Floor Area: 402 SF
Perimeter: 160 F

TYPICAL 3BR / 2ND FLOOR

Floor Area: 604 SF
Perimeter: 200 F

TYPICAL 3BR / 2ND FLOOR

Floor Area: 720 SF
Perimeter: 230 F

TYPICAL 3BR / 2ND FLOOR

Floor Area: 720 SF
Perimeter: 230 F

TYPICAL 3BR / 2ND FLOOR

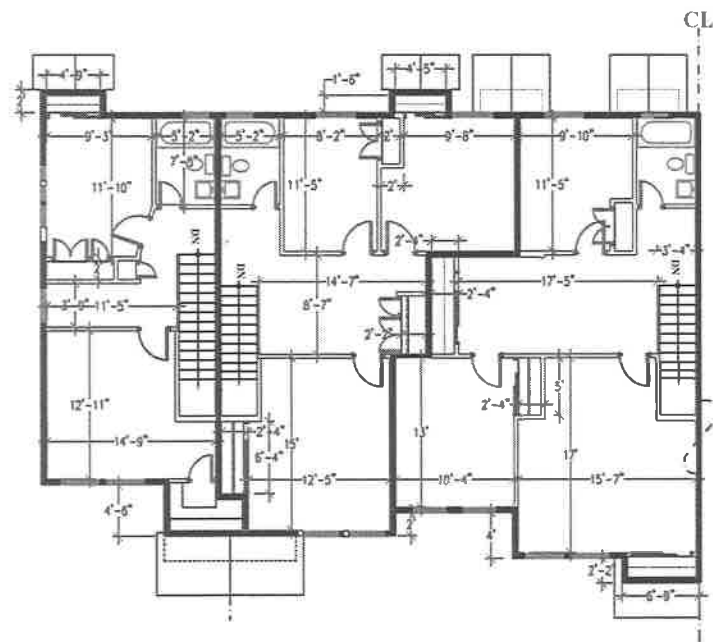
Floor Area: 604 SF
Perimeter: 200 F

TYPICAL 2BR / 2ND FLOOR

Floor Area: 402 SF
Perimeter: 160 F

BLDG TYPE "A" 2ND FLOOR PLAN (6 COUNTS)

313 COLONIA FLOORING PROJECT



TYPICAL 2BR / 2ND FLOOR
Floor Area: 402 SF
Perimeter: 160 F

TYPICAL 3BR / 2ND FLOOR
Floor Area: 604 SF
Perimeter: 200 F

TYPICAL 3BR / 2ND FLOOR
Floor Area: 720 SF
Perimeter: 250 F

PARTIAL BLDG TYPE "A" 2ND FLOOR PLAN
313 COLONIA FLOORING PROJECT



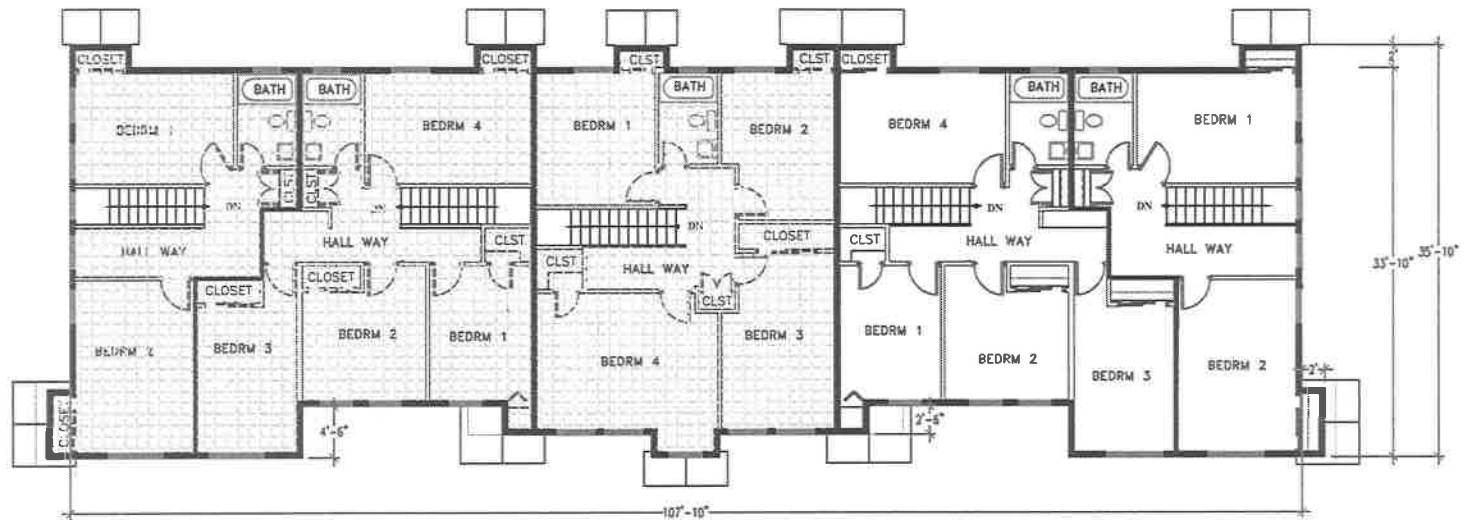
TYPICAL 3BR / 2ND FLOOR
 Floor Area: 588 SF
 Perimeter: 212 F

TYPICAL 3BR / 2ND FLOOR
 Floor Area: 690 SF
 Perimeter: 226 F

TYPICAL 3BR / 2ND FLOOR
 Floor Area: 579 SF
 Perimeter: 196 F

TYPICAL 3BR / 2ND FLOOR
 Floor Area: 588 SF
 Perimeter: 212 F

BLDG TYPE "B" 2ND FLOOR PLAN (2 COUNTS)
313 COLONIA FLOORING PROJECT



TYPICAL 2BR / 2ND FLOOR
 Floor Area: 434 SF
 Perimeter: 158 F

TYPICAL 4BR / 2ND FLOOR
 Floor Area: 657 SF
 Perimeter: 262 F

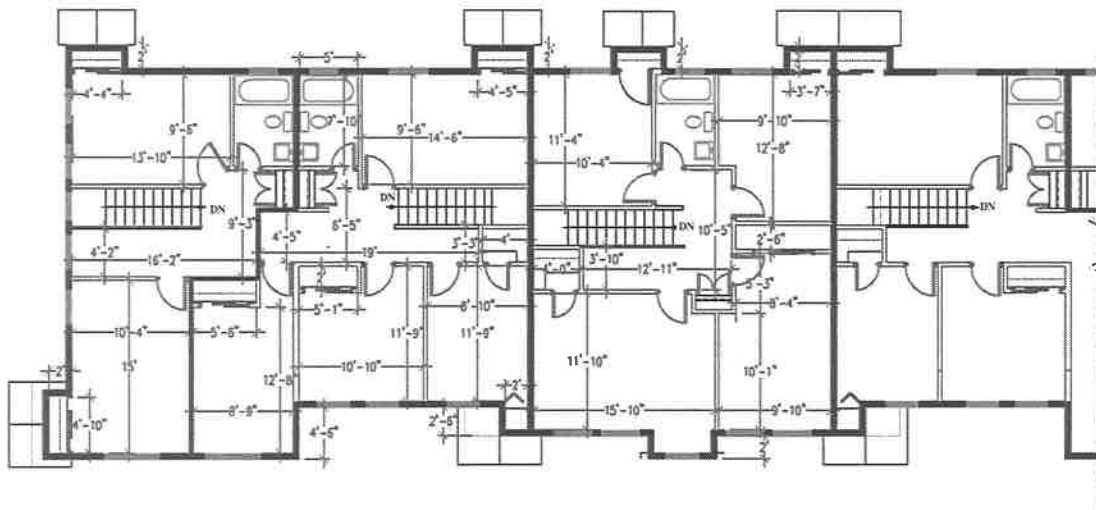
TYPICAL 4BR / 2ND FLOOR
 Floor Area: 742 SF
 Perimeter: 272 F

TYPICAL 4BR / 2ND FLOOR
 Floor Area: 657 SF
 Perimeter: 262 F

TYPICAL 2BR / 2ND FLOOR
 Floor Area: 434 SF
 Perimeter: 158 F

BLDG TYPE "C" 2ND FLOOR PLAN (2 COUNTS)

313 COLONIA FLOORING PROJECT



TYPICAL 2BR / 2ND FLOOR
 Floor Area: 434 SF
 Perimeter: 158 F

TYPICAL 4BR / 2ND FLOOR
 Floor Area: 657 SF
 Perimeter: 262 F

TYPICAL 4BR / 2ND FLOOR
 Floor Area: 742 SF
 Perimeter: 272 F

TYPICAL 4BR / 2ND FLOOR
 Floor Area: 657 SF
 Perimeter: 262 F

BLDG TYPE "C" 2ND FLOOR PLAN
 313 COLONIA FLOORING PROJECT



TYPICAL 3BR / 2ND FLOOR
 Floor Area: 587 SF
 Perimeter: 210 F

TYPICAL 3BR / 2ND FLOOR
 Floor Area: 511 SF
 Perimeter: 197 F

TYPICAL 2BR / 2ND FLOOR
 Floor Area: 435 SF
 Perimeter: 150 F

TYPICAL 4BR / 2ND FLOOR
 Floor Area: 665 SF
 Perimeter: 226 F

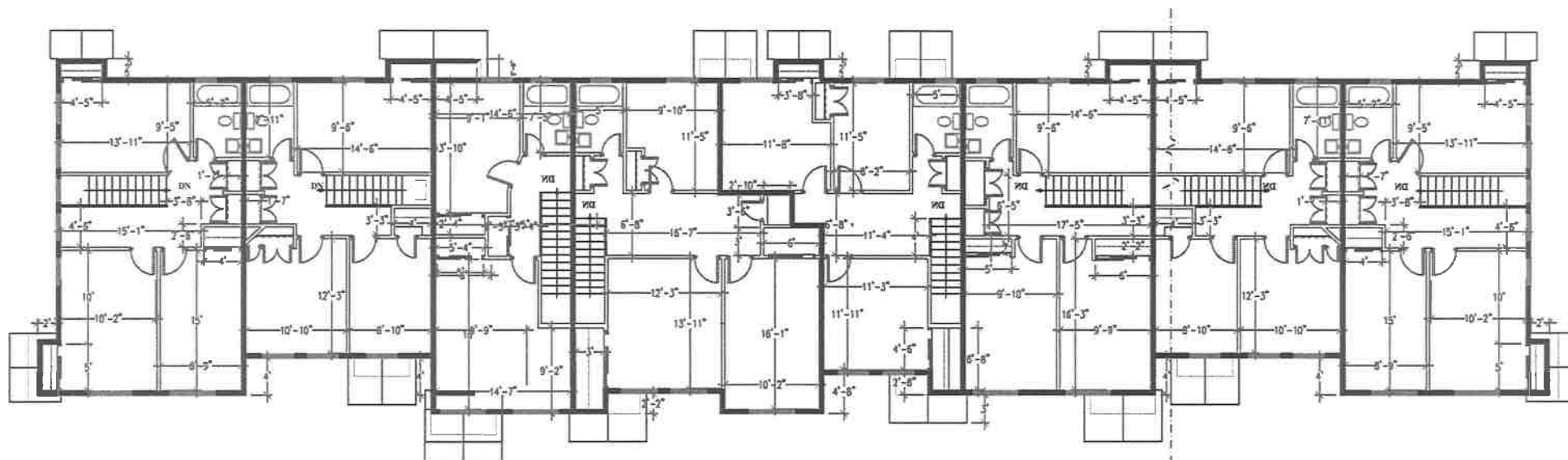
TYPICAL 3BR / 2ND FLOOR
 Floor Area: 527 SF
 Perimeter: 197 F

TYPICAL 3BR / 2ND FLOOR
 Floor Area: 593 SF
 Perimeter: 220 F

TYPICAL 3BR / 2ND FLOOR
 Floor Area: 511 SF
 Perimeter: 197 F

TYPICAL 3BR / 2ND FLOOR
 Floor Area: 587 SF
 Perimeter: 210 F

BLDG TYPE "D" 2ND FLOOR PLAN (2 COUNTS)
313 COLONIA FLOORING PROJECT



TYPICAL 3BR / 2ND FLOOR
 Floor Area: 587 SF
 Perimeter: 210 F

TYPICAL 3BR / 2ND FLOOR
 Floor Area: 511 SF
 Perimeter: 197 F

TYPICAL 2BR / 2ND FLOOR
 Floor Area: 435 SF
 Perimeter: 150 F

TYPICAL 4BR / 2ND FLOOR
 Floor Area: 665 SF
 Perimeter: 226 F

TYPICAL 3BR / 2ND FLOOR
 Floor Area: 527 SF
 Perimeter: 197 F

TYPICAL 3BR / 2ND FLOOR
 Floor Area: 593 SF
 Perimeter: 220 F

BLDG TYPE "D" 2ND FLOOR PLAN
313 COLONIA FLOORING PROJECT

OXNARD HOUSING AUTHORITY 317 Scattered Sites Flooring Project

Survey of Residential Units Flooring Quality

By Mehrdad: 12/13/2016

CAL 31-7 Scattered Sites	Cuesta Del Mar				Fashion Park				Concord Drive				Hill Street				Fremont Street				Althea Court			
	Units	Floors	Area/SF	Base/F	Units	Floors	Area/SF	Base/F	Units	Floors	Area/SF	Base/F	Units	Floors	Area/SF	Base/F	Units	Floors	Area/SF	Base/F	Units	Floors	Area/SF	Base/F
	640/2B	F	692	260	234/5B	B	1240	485	2940/2B	G			215/2B	G			1330/2B	G			1341/2B	B	692	260
	642/4B	G			232/4B	B	1070	416	2942/4B	B	1070	416	217/3B	F	861	330	1332/3B	B	896	357	1343/4B	B	1070	416
	644/4B	B	1070	416	230/2B	B	692	260	2944/4B	B	1070	416	219/3B	DSF	407	160	1334/3B	G			1345/4B	B	1070	416
	646/2B	B	692	260	240/3B	F	896	357	2946/2B	B	692	260	221/2B	F	692	260	1336/3B	B	896	357	1347/2B	G		
	650/2B	F	692	260	242/3B	B	896	357	2950/5B	B	1240	485	223/3B	B	861	330	1338/3B	G			1351/5B	USB	612	233
	652/4B	B	1070	416	244/3B	F	896	357	2952/4B	B	1070	416	225/3B	B	861	330	1340/2B	G			1353/4B	G		
	654/4B	B	1070	416	246/3B	F	896	357	2954/4B	USB	568	216	227/2B	F	692	260	1342/4B	B	1070	416	1355/4B	B	1070	416
	656/2B	B	692	260	250/2B	F	692	260	2956/5B	USB	612	233	229/2B	F	692	260	1344/4B	B	1070	416	1357/5B	B	1240	485
	660/3B	B	896	357	252/4B	B	1070	416	3000/2B	G			231/5B	B	1240	485	1350/2B	G			1361/2B	G		
	662/3B	B	896	357	254/4B	G			3002/3B	B	896	357	233/4B	B	1070	416	1352/4B	B	1070	416	1363/3B	B	861	330
	664/3B	B	896	357	256/2B	G			3004/3B	G			235/4B	B	1070	416	1354/4B	B	1070	416	1365/3B	B	861	330
	666/3B	B	896	357	237/3B	B	896	357	3006/2B	B	692	260	237/4B	G			1356/2B	USB	362	132	1367/2B	F	692	260
					235/3B	USB	364	152	3010/2B	B	692	260									1369/2B	B	692	260
					233/3B	B	896	357	3012/4B	B	1070	416									1371/4B	G		
					231/3B	G			3014/4B	F	1070	416									1373/4B	G		
Bad: 60					241/2B	G			3016/2B	F	692	260									1375/2B	F	692	260
Fair: 17					243/2B	F	692	260	3026/2B	B	692	260									1381/2B	USB	330	128
Good: 23					245/2B	F	692	260	3024/3B	USB	364	152									1383/3B	B	896	357
					247/2B	G			3022/3B	G											1385/3B	B	896	357
Total Units					249/2B	G			3020/2B	B	692	260									1387/2B	B	692	260
100					257/5B	B	1240	485																
Total Units for Flooring					255/4B	B	1070	416																
77					253/4B	B	1070	416																
					251/5B	USB	612	233																
	Bad: 9				Bad: 12				Bad: 14				Bad: 5				Bad: 7				Bad: 13			
	Fair: 2				Fair: 6				Fair: 2				Fair: 5				Fair: 0				Fair: 2			
	Good: 1				Good: 6				Good: 4				Good: 2				Good: 5				Good: 5			
Total Units/ Area/ Base	12	11	9562	3716	24	18	15880	6201	20	16	13182	5083	12	10	8446	3247	12	7	6434	2510	20	15	12366	4768

Grand Total Area/ SF
Grand Total Base/ LF

65870
25525

USB Up Stairs Bad
DSF Down Stair Fair

USB Up Stairs Bad
DSF Down Stairs Fair

Units: Unit Address / Number of Bedrooms
Good/ Skip these units

OXNARD HOUSING AUTHORITY 313 Second Floors Flooring Project

Survey of Residential Units Flooring Quality

By Mehrdad: 12/21/2016

CAL 31-3	Juanita Ave.				Colonia Road 1				Marquita				Colonia Road 2				Gloria Ave.			
Colonia Village	Units	Flooring	Area/SF	Base/F	Units	Flooring	Area/SF	Base/F	Units	Flooring	Area/SF	Base/F	Units	Flooring	Area/SF	Base/F	Units	Flooring	Area/SF	Base/F
	420/2B	B	402	160	1020/3B	F	434	158	441/2B	F	402	160	1210/3B	F	587	210	441/2B	F	402	160
	424/3B	B	604	200	1030/3B	F	657	262	437/3B	B	604	200	1214/3B	G			437/3B	G		
	428/4B	B	720	230	1040/5B	B	742	272	433/4B	F	720	230	1220/3B	B	593	220	433/4B	B	720	230
	432/4B	B	720	230	1050/3B	F	657	262	429/4B	B	720	230	1224/3B	G			429/4B	B	720	230
	436/3B	B	604	200	1060/3B	F	434	158	425/3B	F	604	200	1230/4B	F	665	226	425/3B	G		
	440/2B	B	402	160	1070A/3B	G			421/2B	F	402	160	1234/2B	G			421/2B	F	402	160
					1070B/3B	GF	579	196	420/2B	G			1240/3B	G						
					1070C/4B	F	690	226	424/3B	B	604	200	1244/3B	F	587	210				
					1070D/3B	G			428/4B	B	720	230	1250A/2B	G						
					1100D/3B	F	588	212	432/4B	B	720	230	1250B/3B	FB	604	200				
					1100C/3B	G			436/3B	B	604	200	1250C/4B	B	720	230				
Bad: 20					1100B/4B	F	690	228	440/2B	F	402	160	1250D/4B	F	720	230				
Fair: 32					1100A/3B	F	588	212					1250E/3B	B	604	200				
Good: 18					1110/3B	F	434	158					1250F/2B	F	402	160				
					1120/3B	F	657	262					1300F/2B	F	402	160				
Total Units					1130/5B	G							1300E/3B	F	604	200				
70					1140/3B	G							1300D/4B	F	720	230				
Total Units for Flooring					1150/3B	F	434	158					1300C/4B	G						
52													1300B/3B	G						
													1300A/2B	B	402	160				
													1310/3B	G						
													1314/3B	G						
													1320/3B	F	593	220				
													1324/3B	F	527	197				
													1330/4B	F	665	226				
													1334/2B	G						
													1340/3B	F	511	197				
													1344/3B	F	587	210				
Total Units/ Total Area	6	6	3452	1180	18	13	7584	2764	12	11	6502	2200	28	18	10493	3686	6	4	2244	780

Grand Total Area/ SF

30275

GF Good to Fair

Units: Unit Address / Number of Bedrooms

Grand Total Base/ LF

10610

FB Fair to Bad

Good/ Skip these units

EXHIBIT B
SCHEDULE OF RATES

HOUSING AUTHORITY OF THE CITY OF OXNARD

BID SCHEDULE – SCHEDULE OF WORK AND PRICES: FLOORING REPLACEMENT PROJECT AT SCATTERED SITES (CAL 31-7) AND COLONIA VILLAGE (CAL 31-3)

IN ACCORDANCE WITH THE CONSTRUCTION DOCUMENTS AND SPECIFICATIONS LISTED IN SECTION “B”

The grand total submitted is subject to verification. If any discrepancy is found, the sum of the item totals will govern.

Project: Flooring at 6 Scattered Sites (Cal 31-7)

Site 1: Cuesta Del Mar/ 11 Units

Unit Types	No. of Units	Price/Unit	Total Price
2B Units (692 SF/260 F)	4 Units	2,596	10,384
3B Units (896 SF/357 F)	4 Units	3,402	13,608
4B Units (1070 SF/ 416 F)	3 Units	4,042	12,126
Sub-Total for Cuesta Del Mar (9562SF/3716F)			\$36,118.00

Site 2: Fashion Park Place/ 18 Units

Unit Types	No. of Units	Price/Unit	Total Price
2B Units (692 SF/260 F)	4 Units	2,596	10,384
3B Units (896 SF/357 F)	6 Units	3,402	20,412
4B Units (1070 SF/416 F)	4 Units	4,042	16,168
5B Units (1240 SF/485 F)	2 Units	4,690	9,380
3B Unit (364SF/152F)	1 Upstairs only	1,450	1,450
5B Unit (612SF/233F)	1 Upstairs only	2,302	2,302
Sub-Total for Fashion Park (15880SF/6201F)			\$60,096.00

Site 3: Concord Drive/ 16 Units

Unit Types	No. of Units	Price/Unit	Total Price
2B Units (692 SF/260 F)	6 Units	2,596	15,576
3B Units (896 SF/357 F)	1 Unit	3,402	3,402
4B Units (1070 SF/416 F)	5 Units	4,042	20,210
5B Units (1240 SF/485 F)	1 Unit	4,690	4,690
3B Unit (364SF/152F)	1 Upstairs only	1,400	1,400
4B Unit (568SF/216F)	1 Upstairs only	2,250	2,250
5B Unit (612SF/233F)	1 Upstairs only	2,100	2,100
Sub-Total for Concord (13182SF/5083F)			\$49,628.00

Site 4: Hill Street/ 10 Units

Unit Types	No. of Units	Price/Unit	Total Price
2B Units (692 SF/260 F)	3 Units	2,596	7,788

3B Units (861 SF/330 F)	3 Units	3,243	9,729
4B Units (1070 SF/416 F)	2 Units	4,042	8,084
5B Units (1240 SF/485 F)	1 Unit	4,690	4,690
3B Unit (407SF/160F)	1 Downstairs	1,541	1,541
Sub-Total for Hill Street (8446SF/3247F)			\$31,832.00

Site 5: Fremont Way/ 7 Units

Unit Types	No. of Units	Price/Unit	Total Price
2B Unit (362 SF/132 F)	1 Upstairs only	1,350	1,350
3B Units (896 SF/357 F)	2 Units	3,402	6,804
4B Units (1070 SF/416 F)	4 Units	4,042	16,168
Sub-Total for Fremont Way (6434SF/2510F)			\$24,322

Site 6: Althea Court/ 15 Units

Unit Types	No. of Units	Price/Unit	Total Price
2B Units (692 SF/260 F)	5 Units	2,596	12,980
3B Units (861 SF/330 F)	2 Units	3,243	6,486
3B Units (896 SF/357 F)	2 Units	3,402	6,804
4B Units (1070 SF/416 F)	3 Unit	4,042	12,126
5B Units (1240 SF/485 F)	1 Unit	4,690	4,690
2B Unit (330 SF/ 128F)	1 Upstairs only	1,350	1,350
5B Unit (612 SF/233F)	1 Upstairs only	2,302	2,302
Sub-Total for Althea Court (12366SF/4768F)			\$46,738.00

TOTAL FOR ALL 317 SCATTERED SITES	\$216,902.00
Total Area: 65870 SF Total Base: 25525 F	

Project: Flooring at Colonia Road Project Site (Cal 3-13)**Part 1: Juanita Ave. / Upstairs Only/ 6 Units**

Unit Types	No. of Units	Price/Unit	Total Price
2B Units (402 SF/160 F)	2 Units	1,928	3,856
3B Units (604 SF/200 F)	2 Units	2,816	5,632
4B Units (720 SF/230 F)	2 Units	3,340	6,680
Sub-Total for Juanita Ave, (3452SF/1180F)			\$16,168.00

Part 2: Colonia Road 1 / Upstairs Only/ 13 Units

Unit Types	No. of Units	Price/Unit	Total Price
3B Units (434 SF/158 F)	4 Units	2,052	8,208
3B Units (657 SF/262F)	3 Units	3,152	9,456
3B Units (579 SF/196 F)	1 Unit	2,716	2,716
3B Units (588 SF/212 F)	2 Units	2,776	5,552
4B Units (690 SF/228 F)	2 Units	3,216	6,432

5B Unit (742 SF/272 F)	1 Unit	3,512	3,512
Sub-Total for Althea Court (7584SF/2764F)			\$35,876.00

Part 3: Marquita / Upstairs Only/ 11 Units

Unit Types	No. of Units	Price/Unit	Total Price
2B Units (402 SF/160 F)	3 Units	1,928	5,784
3B Units (604 SF/200 F)	4 Units	2,816	11,264
4B Units (720 SF/230 F)	4 Units	3,340	13,360
Sub-Total for Juanita Ave, (6502SF/2200F)			\$30,408.00

Part 4: Colonia Road 2 / Upstairs Only/ 18 Units

Unit Types	No. of Units	Price/Unit	Total Price
2B Units (402 SF/160 F)	3 Units	1,928	5,784
3B Units (604 SF/200 F)	3 Units	2,816	8,448
3B Units (511 SF/197 F)	1 Unit	2,444	2,444
3B Units (587 SF/210 F)	3 Units	2,768	11,072
3B Units (593 SF/220 F)	2 Units	2,812	5,624
3B Units (665 SF/226 F)	2 Unit	3,112	6,224
4B Units (720 SF/230 F)	3 Units	3,340	10,020
4B Units (527 SF/197 F)	1 Units	2,508	2,508
Sub-Total for Juanita Ave, (10493SF/3689F)			\$52,124.00

Part 5: Gloria / Upstairs Only/ 4 Units

Unit Types	No. of Units	Price/Unit	Total Price
2B Units (402 SF/160 F)	2 Units	1,928	3,856
4B Units (720 SF/230 F)	2 Units	3,340	6,680
Sub-Total for Juanita Ave, (2244SF/780F)			\$10,536

TOTAL FOR ALL 31-3 Colonia Road Parts	\$145,112.00
Total Area: 30275 SF Total Base: 10610 F	

GRAND TOTAL FOR BOTH PROJECTS	\$362,014.00
Total Area: 96145 SF Total Base: 36135 F	

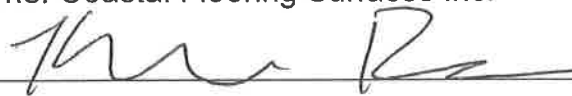
Note: - All prices shall include labor and material costs, and delivery charges, equipment cost, taxes and all other applicable costs.

- Time limit for completion of the project is **One Hundred Fifty {150} working days.**

- Upon OHA request, the successful bidder, and/or "sub-contractor", shall submit a more detailed cost estimate, and a construction time line and schedule.

Federal ID: 27-2409289 CA Contractors License Number: 824437

Company Name: Coastal Flooring Surfaces Inc.

Signature:  Date: January 27, 2017

Printed Name: KRISTIAN DENA

EXHIBIT "INS-4
Insurance Requirements

**INSURANCE REQUIREMENTS FOR SMALL/MEDIUM CONSTRUCTION AND SERVICES CONTRACTS
(WITHOUT BUILDER'S RISK REQUIREMENT)**

1. Contractor shall obtain and maintain during the performance of any services under this Contract the following insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of services hereunder by Contractor, its agents, representatives, employees or subcontractors.

a. Commercial General Liability Insurance, including a Contractual Liability Endorsement, in an amount not less than \$1,000,000 combined single limit for bodily injury and property damage for each claimant for general liability with coverage equivalent to Insurance Services Office Commercial General Liability Coverage (Occurrence Form CG0001ED, November 1988). If a general aggregate limit is used, that limit shall apply separately to the project location or shall be twice the occurrence amount;

b. Business Automobile Liability Insurance in an amount not less than \$1,000,000 combined single limit for bodily injury and property damage for each claimant for automobile liability with coverage equivalent to Insurance Services Office Automobile Liability Coverage (Occurrence Form CA0001, ED June 1992) covering Code No. 1, "any auto";

c. If architectural, engineering, or electrical work will be performed under the Contract, Professional Liability/Errors and Omissions Insurance appropriate to the work being done in an amount not less than \$1,000,000, with neither Contractor nor listed subcontractors having less than \$500,000 individually. The Professional Liability/Errors and Omissions Insurance must be project specific with at least a one year extended reporting period, or longer upon request.

d. Workers' Compensation Insurance in compliance with the laws of the State of California, and Employer's Liability Insurance in an amount not less than \$1,000,000 per claimant.

2. Contractor shall, prior to performance of any services, file with the Administrative Services Manager certificates of insurance with original endorsements effecting coverage required by this Attachment INS-4. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be on the attached forms or on other forms approved by the Administrative Services Manager. All certificates and endorsements are to be received and approved by the Administrative Services Manager before work commences. Authority reserves the right to require complete certified copies of all required insurance policies at any time. The certificates of insurance and endorsements shall be forwarded to the Administrative Services Manager, addressed as follows:

Oxnard Housing Authority
Deborah Jones
435 South D Street
Oxnard, California 93030

3. Contractor agrees that all insurance coverages shall be provided by a California admitted insurance carrier with an A.M. Best rating of A:VII or better and shall be endorsed to state that coverage may not be suspended, voided, canceled by either party, or reduced in coverage or limits without 30 days' prior written notice to the Administrative Services Manager. The Administrative Services Manager shall not approve or accept any endorsement if the endorsement contains "best effort" modifiers or if the insurer is relieved from the responsibility to give such notice.

4. Contractor agrees that the Commercial General Liability and Business Automobile Liability Insurance policies shall be endorsed to name Authority, its Commissioners, officers, employees, agents and volunteers and the City of Oxnard, its City Council, officers, employees, agents and volunteers as additional insureds as respects: liability arising out of activities performed by or on behalf of Contractor; products and completed operations of Contractor; premises owned, occupied or used by Contractor; or automobiles owned, leased, hired or borrowed by Contractor. The coverage shall contain no special limitations on the scope of protection afforded to Authority, its Commissioners, officers, employees, agents and volunteers and the City of Oxnard, its City Council, officers, employees, agents and volunteers. **The General Liability Special Endorsement Form and Automobile Liability Special Endorsement Form attached to this Attachment INS-4 or substitute forms containing the same information and acceptable to the Administrative Services Manager shall be used to provide the endorsements.**

5. The coverages provided to Authority shall be primary and not contributing to or in excess of any existing Authority or City of Oxnard insurance or self-insurance coverages. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to Authority, its Commissioners, officers, employees, agents and volunteers and the City of Oxnard, its City Council, officers, employees, agents and volunteers. The insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

6. Any deductibles or self-insured retentions must be declared to and approved by the Administrative Services Manager. At the option of the Administrative Services Manager, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects Authority, its Commissioners, officers, employees, agents and volunteers and the City of Oxnard, its City Council, officers, employees, agents and volunteers, or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

7. All insurance standards applicable to Contractor shall also be applicable to Contractor's subcontractors. Contractor agrees to maintain appropriate agreements with subcontractors and to provide proper evidence of coverage upon receipt of a written request from the Administrative Services Manager.

**INSURANCE REQUIREMENTS FOR CONSTRUCTION PROJECTS
(WITH BUILDER'S RISK REQUIREMENT)**

1. Contractor shall obtain and maintain during the performance of any services under this Contract the following insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of services hereunder by Contractor, its agents, representatives, employees or subcontractors.

a. Commercial General Liability Insurance, including a Contractual Liability Endorsement, in an amount not less than \$2,000,000 combined single limit for bodily injury and property damage for each claimant for general liability with coverage equivalent to Insurance Services Office Commercial General Liability Coverage (Occurrence Form CG0001ED, November 1988) If a general aggregate limit is used, that limit shall apply separately to the project location or shall be twice the occurrence amount;

b. Business Automobile Liability Insurance in an amount not less than \$1,000,000 combined single limit for bodily injury and property damage for each claimant for automobile liability with coverage equivalent to Insurance Services Office Automobile Liability Coverage (Occurrence Form CA000T, ED June 1992) covering Code No. 1, "any auto";

c. If architectural, engineering, or electrical work will be performed under the Contract, Professional Liability/Errors and Omissions Insurance appropriate to the work being done in an amount not less than \$1,000,000, with neither Contractor nor listed subcontractors having less than \$500,000 individually. The Professional Liability/Errors and Omissions Insurance must be project specific with at least a one year extended reporting period, or longer upon request.

d. Course of Construction Insurance providing coverage for "all risks" of loss in an amount not less than the completed value of the project, with City named as Owner and Insured.

e. Workers' Compensation Insurance in compliance with the laws of the State of California, and Employer's Liability Insurance in an amount not less than \$1,000,000 per claimant.

2. Contractor shall, prior to performance of any services, file with the Administrative Services Manager certificates of insurance with original endorsements effecting coverage required by this Attachment INS-5. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be on the attached forms or on other forms approved by the Administrative Services Manager. All certificates and endorsements are to be received and approved by the Administrative Services Manager before work commences. Authority reserves the right to require complete certified copies of all required insurance policies at any time. The certificates of insurance and endorsements shall be forwarded to the Administrative Services Manager, addressed as follows:

Oxnard Housing Authority
Deborah Jones
435 South D Street
Oxnard, California 93030

3. Contractor agrees that all insurance coverages shall be provided by a California admitted insurance carrier with an A.M. Best rating of A:VII or better and shall be endorsed to state that coverage may not be suspended, voided, canceled by either party, or reduced in coverage or limits without 30 days' prior written notice to the Administrative Services Manager. The Administrative Services Manager shall not approve or accept any endorsement if the endorsement contains "best effort" modifiers or if the insurer is relieved from the responsibility to give such notice.

4. Contractor agrees that the Commercial General Liability and Business Automobile Liability Insurance policies shall be endorsed to name Authority, its Commissioners, officers, employees, agents and volunteers and the City of Oxnard, its City Council, officers, employees, agents and volunteers as additional insureds as respects: liability arising out of activities performed by or on behalf of Contractor; products and completed operations of Contractor; premises owned, occupied or used by Contractor; or automobiles owned, leased, hired or borrowed by Contractor. The coverage shall contain no special limitations on the scope of protection afforded to Authority, its Commissioners, officers, employees, agents and volunteers and the City of Oxnard, its City Council, officers, employees, agents and volunteers. **The General Liability Special Endorsement Form and Automobile Liability Special Endorsement Form attached to this Attachment INS-5 or substitute forms containing the same information and acceptable to the Administrative Services Manager shall be used to provide the endorsements.**

5. The coverages provided to Authority shall be primary and not contributing to or in excess of any existing Authority or City of Oxnard insurance or self-insurance coverages. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to Authority, its Commissioners, officers, employees, agents and volunteers and the City of Oxnard, its City Council, officers, employees, agents and volunteers. The insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

6. Any deductibles or self-insured retentions must be declared to and approved by the Administrative Services Manager. At the option of the Administrative Services Manager, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects Authority, its Commissioners, officers, employees, agents and volunteers and the City of Oxnard, its City Council, officers, employees, agents and volunteers, or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

7. All insurance standards applicable to Contractor shall also be applicable to Contractor's subcontractors. Contractor agrees to maintain appropriate agreements with subcontractors and to provide proper evidence of coverage upon receipt of a written request from the Administrative Services Manager.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/07/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER STAMPEDE INSURANCE SERVICES 40 N ALTADENA DR. 200 J PASADENA, CA 91107	CONTACT CUSTOMER SERVICE PHONE (A/C, No, Ext): 626-737-1665 FAX (A/C, No): 626-639-6921 E-MAIL ADDRESS:														
INSURED COASTAL FLOORING SURFACES INC. 4924 BALBOA BLVD. SUITE 461 ENCINO, CA 91316 PC	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A: PREFERRED CONTRACTORS INS. CO.</td> <td></td> </tr> <tr> <td>INSURER B: NATIONAL GENERAL INSURANCE CO.</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D: MID CENTURY INSURANCE CO.</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: PREFERRED CONTRACTORS INS. CO.		INSURER B: NATIONAL GENERAL INSURANCE CO.		INSURER C:		INSURER D: MID CENTURY INSURANCE CO.		INSURER E:		INSURER F:	
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INSURER E:															
INSURER F:															

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:	Y	Y	PCIC5025-PCACM564330	04/19/2016	04/19/2017	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,00						
	MED EXP (Any one person) \$ 5,000						
	PERSONAL & ADV INJURY \$ 1,000,000						
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS	Y	Y	03793446	04/19/2016	04/19/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	BODILY INJURY (Per person) \$						
	BODILY INJURY (Per accident) \$						
	PROPERTY DAMAGE (Per accident) \$						
C	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	COWC710207	04/19/2016	04/19/2017	PER STATUTE ☐ OTH-ER ☐
	E.L. EACH ACCIDENT \$ 1,000,000						
	E.L. DISEASE - EA EMPLOYEE \$ 1,000,000						
	E.L. DISEASE - POLICY LIMIT \$ 1,000,000						

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Report

AGENDA ITEM NO.: 1

DATE: April 4, 2017

TO: City Council

FROM: Michelle Ascencion
City Clerk

SUBJECT: Presentation by Mayor Flynn on Proposed City Council Committee Reorganization. (10/10/10)

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

RECOMMENDATION:

That following the Mayor's presentation on his recommendations for reorganization of the Council committee structure, the City Council discuss the proposal and provide direction as needed.



**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Report
AGENDA ITEM NO.: 2

DATE: April 4, 2017

TO: City Council

THROUGH: Greg Nyhoff
City Manager

A handwritten signature in blue ink, appearing to read "Greg Nyhoff".

FROM: Ashley Golden
Development Services Director

A handwritten signature in black ink, appearing to read "Ashley Golden".

SUBJECT: Downtown Improvement Projects - Development Services Department (10/20/20)

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

RECOMMENDATION:

That City Council appropriate \$130,000.00 from the Downtown Improvement Program Settlement Funds ("DIPSF") to initiate Downtown Capital Improvement Projects identified within the Downtown Vision Plan.

BACKGROUND

In January of 2016, the Congress for New Urbanism ("CNU") was commissioned by the City to revisit and integrate earlier Downtown planning and policy documents into an overarching "vision" for Downtown. The results are expressed in a "Downtown Vision Plan" ("DVP") that was presented to City Council on October 18, 2016. The purpose of the design charrette was to help articulate an overarching vision for Downtown and to provide guidance for allocating a portion of the DIPSF.

On December 19, 2016, City Staff presented the "Three-Year Implementation Plan." There are three main components to the Implementation Plan: (i) Regulatory Retooling (Land Use and Design Review, Parking Management), (ii) Public Reinvestment (Capital Improvements, Business Inducement Programs, Arts Hub, and Property Disposition), and (iii) Program Administration (Project Management, Regulatory Documents, Tourism, Public Infrastructure, Stakeholder Involvement, Special Events, City Council Follow-up, and Homelessness

Downtown Improvement Projects - Development Services (10/20/20)

April 4, 2017

Page 2

Strategies). The Regulatory Retooling and Public Reinvestment components of the Implementation Plan present a phased implementation strategy, whereas Program Administration is ongoing.

At the January 31, 2017 City Council meeting, Staff presented a total of 14 projects, collectively known as “Downtown Capital Improvement Projects” for consideration and prioritization by Council. These included:

1. Downtown Trash Enclosures
2. Downtown Lighting
3. Façade Improvements
4. Public Restrooms
5. Downtown Tree Trimming – Oxnard Boulevard
6. Downtown Design Guidelines
7. Revolving Loan Program
8. Parking Management Plan
9. Arts Hub
10. “A” Street Enhanced Landscaping
11. “A” Street Improvements
12. Project Manager
13. Tourism
14. Land Use Policies

During deliberation, Council expressed a desire for a more specific scope, schedule and budget associated with each project. The Development Services Department will be responsible for management and implementation of the Parking Management Plan, Downtown Land Use Policies and Downtown Design Guidelines. These initiatives, as well as the scope, schedule and budget proposed, are described below.

Development Services Department Projects:

Parking Management Plan - \$50,000

On December 1, 2009 and with Resolution No. 13,751 the City Council adopted the *Downtown Oxnard Mobility and Parking Management Plan Final Report* (the “DOMPMP”). The Report, prepared by Nelson-Nygaard Consulting, was the result of a multi-year effort including public outreach with local property and business owners, the Downtown Management District, Downtown Improvement Task Force and public at-large. The Plan provides eight basic recommendations intended to both manage Downtown transportation and stimulate economic activity including:

1. Pursue a “Park Once” Strategy
2. Reduce Minimum Parking Requirements and Institute an In-Lieu Fee
3. Install Parking Meters Where Necessary
4. Invest Meter Revenues in Priority Programs Downtown
5. Provide Universal Transit Passes

Downtown Improvement Projects - Development Services (10/20/20)

April 4, 2017

Page 3

6. Require Parking Cash Out
7. Create a Residential Benefit Parking District
8. Construct New Parking Structure When Needed

Though the DOMPMP was approved, implementation of the eight recommendations was to be phased and required zoning code updates and further analysis and recommendations to establish a parking in-lieu fee. The Downtown Vision Plan (Section 2.8, Parking Strategy), recognized and recommended implementation of the DOMPMP to support “economic development in Downtown Oxnard through parking management, the Plan simultaneously addresses several concerns raised by community stakeholders.” Currently, the zone code applies parking rates specific to each use City-wide, without regard for the unique walkability and context or transportation infrastructure of Downtown. Implementing Recommendation No. 2 of the DOMPMP will provide parking standards specific to the unique setting and context of Downtown Oxnard and will generate a great degree of development interest from projects which may have previously infeasible due to the suburban-oriented parking requirements of the existing City Code.

OBJECTIVE	SCOPE	SCHEDULE	BUDGET
PARKING MANAGEMENT PLAN 1. Update and implement the 2009 Downtown Oxnard Mobility and Parking Management Plan (DOMPMP). 1.a Pursue a “park once” strategy 1.b Reduce the minimum parking requirements and institute an in-lieu fee	1) Hire subject matter expert to update parking study 2) Hire subject matter expert to recommend in-lieu fee program 3) Public Outreach 4) Planning Commission Hearing 5) City Council Hearing	Spring, 2017 Spring, 2017 Summer, 2017 Fall, 2017 Winter, 2017	\$50,000

Downtown Land Use Policies and Design Guidelines - \$80,000

The proposed Downtown Land Use Policies and Design Guidelines were previously presented as two separate initiatives at the December 19, 2016 and January 31, 2017 City Council meetings; however, Staff recommends that these projects be combined, as they are interrelated. Downtown Land Use Policies and Design Guidelines refer to the long-term planning initiatives that include updating and aligning the 2030 General Plan with the Zoning Ordinance as well as other previously adopted plans related to Downtown. This initiative also provides for the creation of architectural development standards and regulations for the Central Business District, which would be based on the general principles of the Downtown Vision Plan. This project will also incorporate a permit streamlining program, including standards for parklet and outdoor dining.

Downtown Improvement Projects - Development Services (10/20/20)

April 4, 2017

Page 4

OBJECTIVE	SCOPE	SCHEDULE	BUDGET
DOWNTOWN LAND USE POLICIES AND DESIGN GUIDELINES 1. Update and align the 2030 General Plan with the Zoning Ordinance and previously adopted plans for Downtown Oxnard; and 2. Establish architectural and design guidelines to encourage high-quality development and maximize density.	1) Hire subject matter expert with urban design background 2) Develop and implement parklet dining standards 3) Update sidewalk dining standards 4) Public Outreach 5) Update 2030 General Plan to provide Goals and Policies specific to Downtown development 6) Update Zoning Code to align with 2030 General Plan 7) Assess permit process and implement measures to streamline development review 8) Environmental Review 9) Public Outreach 10) Planning Commission Hearing 11) City Council Hearing	Spring, 2017 Summer, 2017 (Nos. 2-4) Fall/Winter, 2017 (Nos. 5-6) Continually (Nos. 8-9) Spring, 2018 (Nos. 10-11)	\$80,000

ENVIRONMENTAL IMPACT

In accordance with Section 15306 of the California Environmental Quality Act (“CEQA”) Guidelines, “a study to an action which a public agency has not yet approved, adopted or funded...” may be found to be exempt from the requirements of CEQA. The appropriation of funds for the proposed Downtown Capital Improvement Projects is consistent with this exemption. Future projects will be reviewed for environmental impacts consistent with CEQA requirements.

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 will directly enable completion of the following goals and objectives:

Goal 5. Revitalize Oxnard’s downtown and pursue economic development opportunities.

Objective 5.a. 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.

Action/Task 5.a.3. Update central business district zoning code, including but not limited to: parking, signage, design guidelines, uses, and permit procedures.

FINANCIAL IMPACT

The budget request for the proposed Downtown Parking Management Plan and Land Use Guidelines totals \$130,000. Staff is requesting that this appropriation be made from the DIPSF Fund 481. The Audited Undesignated Fund Balance of DIPSF Fund 481 is \$6.5M at year-end FY15-16. On February 28, 2017, Council authorized \$41K from DIPSF Fund Balance for funding a new position of Downtown Revitalization Manager. With the additional appropriation of \$130K, the DIPSF would have approximately \$6.4M for future appropriations.

Staff anticipates that there will be future ancillary costs associated with the implementation of the Downtown Oxnard Mobility and Parking Management Plan recommendations described in this report. The costs may include periodic updates to the parking study and oversight of the parking in-lieu fee. These impacts will be assessed and presented with implementation of this project at future Council meeting. The other six recommendations of the Downtown Oxnard Mobility and Parking Management Plan may also have costs associated with them, but those are not part of this action or recommended for implementation at this time.

ATTACHMENTS:

Attachment A. Downtown Improvement Fund 481 Budget Appropriation

REQUEST FOR BUDGET APPROPRIATION

Department: Development Services
Project/Program
Manager: Douglas Spondello

Date: April 4, 2017
Phone: 385-3919

Reason for Appropriation:

To appropriate Downtown Settlement funds to the Downtown Parking Management Plan and Land Use Policies & Design Guidelines projects, as part of the Downtown Vision Plan, for subject matter expert services and staff time.

Accounts and Descriptions

AMOUNT

Fund: CITY-DOWNTOWN IMPROVEMENT (481)

Expenditures/Transfers Out

DOWNTOWN PARKING MANAGEMENT PLAN (17IN02)

481-8810-804-8209	Svcs-Other Prof/Contract	<u>50,000</u>
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LAND USE POLICIES AND DESIGN GUIDELINES (17IN03)

481-8810-804-8209	Svcs-Other Prof/Contract	<u>80,000</u>
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Sub-total Expenditures	<u>130,000</u>
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Net Change to Fund Balance	<u>(130,000)</u>
-----------------------------------	-------------------------

Net Appropriation Change	<u>130,000</u>
---------------------------------	-----------------------

Approvals

Department Director _____

Chief Financial Officer _____

City Manager _____



**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Report
AGENDA ITEM NO.: 3

DATE: April 4, 2017
TO: City Council
FROM: Stephen Fischer
City Attorney
SUBJECT: Marijuana Study Session (10/60/30)
CONTACT: Stephen Fischer, City Attorney
Stephen.Fischer@oxnard.org, 385-7483

RECOMMENDATION:

That City Council holds a study session and provides policy direction to staff on future marijuana regulations.

BACKGROUND

On November 8, 2016, California voters passed the Control, Regulate, and Tax Adult Use of Marijuana Act ("AUMA") as Proposition 64. The AUMA legalized the nonmedical use of marijuana by persons 21 years of age and over, the personal cultivation of up to six marijuana plants, and commercial marijuana businesses as discussed below. Additionally, the AUMA provides that local governments can reasonably regulate, but not ban, personal indoor cultivation of up to six living marijuana plants within a private residence.

All nonmedical marijuana businesses must have a state license in order to operate, but the AUMA does not limit the City's authority to adopt and enforce local ordinances regulating or prohibiting state-licensed marijuana businesses. A state license cannot be issued to an applicant whose operations would violate the provisions of any local ordinance. If the City wishes to regulate or ban commercial marijuana businesses before they may legally operate within the City, the regulations or ban will need to take effect before the state begins issuing nonmedical marijuana business licenses. The League of California Cities anticipates this may take place by January 1, 2018, although the process may take longer due to the complexity of the regulatory issues facing the state. With these time constraints, staff requires policy guidance from the City Council to determine what type of regulations should be pursued in the City.

Under the City's existing marijuana regulations, medical dispensaries are banned and outdoor cultivation/deliveries of commercial and medical marijuana are also prohibited. Existing regulations also prohibit the City from licensing commercial activities. However, if this policy directive is to be maintained in the future, it is recommended that this prohibition be made clearer within the City's zoning code. Below is a summary of the City's current regulations:

- No medical marijuana dispensaries or businesses are permitted (OCC 7-281)
- No outdoor cultivation of marijuana (medical or recreational) is permitted; indoor cultivation of 6 plants in accordance with the AUMA is allowed (OCC 7-282)
- No deliveries of marijuana (medical or recreational) are permitted (OCC 7-283)
- No license or permit shall be issued for the sale, supply or provision of marijuana in the City (2007 uncodified ordinance).

Many local jurisdictions are in a similar regulatory position as the City. The current state of regulations in other local jurisdictions post AUMA is detailed below:

- Camarillo - Moratorium on commercial activities and outdoor cultivation
- Fillmore - No commercial activities and indoor growing permit required
- Ojai - No commercial activities, provision for three permitted non retail medical dispensaries
- Port Hueneme - No commercial activities, potentially allowing medical dispensaries
- Santa Paula - No commercial activities
- Simi Valley - No commercial activities
- Thousand Oaks - No commercial activities
- Ventura (City) - Moratorium on commercial activities and outdoor cultivation
- Ventura (County) - No commercial activities and the County has adopted a "go slow" approach regarding regulations allowing access to medical marijuana.

In summation, no local agency currently allows commercial activities. The City of Ojai currently allows limited medical marijuana dispensary activities. It is possible that the City of Port Hueneme and the unincorporated area will also allow medical marijuana activities in the future. Only the City of Fillmore regulates indoor grow activities under the AUMA. Fillmore also passed tax initiatives on marijuana cultivation and sales in November of 2016, although such activities are not currently allowed there.

Policy Decisions

With passage of AUMA, the state will license a variety of commercial marijuana operations,

such as dispensaries, cultivation operations, manufacturing, distribution, testing laboratories and deliveries. State law also has a “phase in” period under which large commercial cultivation operations will not be permitted for the first 5 years. Large scale operations are defined as indoor cultivation over 22,000 square feet or outdoor cultivation greater than one acre. The regulatory options for the City present numerous variables depending upon the policy direction of the Council. These range from generally prohibiting commercial operations to allowing certain (or all) specific operations under a range of potential City regulations. Due to the wide variety of potential local regulatory permutations, up-front policy guidance from the City Council is essential before specific regulations can be drafted for adoption. Proceeding in this fashion will allow staff to prepare regulations in anticipation of the upcoming state deadline. At this early stage City Council direction on the following overarching issues is needed in order to determine the next steps for the City.

- *Should commercial marijuana businesses be allowed within the City?*
- *If the answer is yes, what type?* The AUMA allows for state licensing of cultivators, manufacturers, testing laboratories, retailers, distributors and microbusinesses.
- *Should commercial activities be contingent upon passage of a tax measure?* A new tax would require voter approval and the earliest date for a tax measure is November of 2018.
- *Should the current medical marijuana regulations be revisited?* If the Council does not believe that commercial uses are appropriate in the City, has there been any shift in opinion as to medical marijuana activities in the City, such as dispensaries or delivery services?

As a last caveat to an already complex landscape, the new presidential administration has commented recently on the validity of state marijuana programs (marijuana remains illegal under federal law). Although there has not been consistent directive at the federal level, there may be distinctions made between commercial and medical marijuana activities in the future. At this point in time, enforcement direction by the Department of Justice is still unknown.

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.

FINANCIAL IMPACT

No financial impact at this time.