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AGENDA
OXNARD CITY COUNCIL
OXNARD COMMUNITY DEVELOPMENT COMMISSION SUCCESSOR AGENCY
OXNARD FINANCING AUTHORITY
OXNARD HOUSING AUTHORITY
Council Chambers, 305 West Third Street
May 2, 2017
Regular Meeting - 6:00 PM
Appointment Item - 5:00 PM

A. ROLL CALL/POSTING OF AGENDA

THE FOLLOWING LEGISLATIVE BODIES ARE MEETING: City Council.

B. APPOINTMENT ITEMS

1. SUBJECT: Status Update of the City Council Strategic Priorities Two-Year Business Plans for FY 16/17 and 17/18 (15/30/15)

RECOMMENDATION: That City Council receive an update on the four FY 16/17 and FY 17/18 strategic business plans: (A) Quality of Life, (B) Organizational Effectiveness, (C) Economic Development, and (D) Infrastructure and Natural Resources, and provide feedback and direction.

Legislative Body: CC

Contact: Greg Nyhoff

Phone: 385-7430

C. OPENING CEREMONIES

Pledge of allegiance to the flag of the United States.

D. CEREMONIAL CALENDAR

1. SUBJECT: Presentation of a Proclamation Designating May 11, 2017 as "Arbor Day."
2. SUBJECT: Presentation of a Commendation to Santos Laguna SC White Soccer Team for Winning the State Cup.

E. 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

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.

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.

F. 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.

G. 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.

H. 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.

I. 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.

J. INFORMATION CONSENT AGENDA

City Clerk Department

1. SUBJECT: Minutes of the April 24, 2017 Special Meeting and the April 25, 2017 Regular Meeting.

RECOMMENDATION: That the City Council approve the Minutes as presented.

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 following agreements/contracts and change orders/amendments in amounts more than \$25,000 but no more than \$250,000:

A. Brodersen Associates for on-call landscape architectural review, plan check and inspection services (\$50,000).

B. C.S. Legacy Construction, Inc. for installation of 3 new light poles and 18 LED light fixtures (\$33,171).

Legislative Body: CC

Contact: Greg Nyhoff

Phone: 385-7430

K. PUBLIC HEARINGS

Housing Department

1. SUBJECT: Public Hearing FY2017-18 CDBG, HOME, and ESG Annual Action Plan Funding Recommendations (15/20/25)

RECOMMENDATION: That the City Council:

1. Conduct a public hearing to consider public testimony regarding project funding recommendations from the Application Review Panel.
2. Approve the Annual Action Plan (AAP) with final recommended use of funds for the three entitlement grants: Community Development Block Grant (CDBG), HOME Investments Partnership (HOME) grant, and the Emergency Solutions Grant (ESG).
3. Authorize the City Manager to make any changes to the AAP as directed by the City Council.
4. Authorize the City Manager to execute the required applications, certifications, and other pertinent documents for the submission of the AAP to the U.S. Department of Housing and Urban Development (HUD).
5. Authorize the City Manager to execute HUD agreements and sign all agreements for the implementation of the AAP including subrecipients, interdepartmental, and intradepartmental agreements.

Legislative Body: CC

Contact: Arturo Casillas

Phone: 385-8094

L. REPORTS

Development Services Department

1. SUBJECT: Safe Homes, Safe Families (15/25/20)

RECOMMENDATION: That City Council receive a presentation and provide direction on elements of a Safe Homes, Safe Families Program which encourages the availability of safe and healthy living environments for Oxnard residents.

Legislative Body: CC

Contact: Ashley Golden

Phone: 385-7882

Public Works Department

2. SUBJECT: Change Order No. 1, Task Order No. 54, Task Order No. 55 and Task Order No. 63 to Contract No. A-7721 with Sam Hill and Sons, Inc. for Project Specification No. 14-12 Non-Scheduled Repairs of Wastewater and Storm Drain Systems (10/15/10)

RECOMMENDATION: That City Council:

1. Approve and authorize the Mayor to execute Change Order No. 1 to Contract A-7721 with Sam Hill & Sons, Inc. in the amount of \$1,500,000 and to extend the Contract expiration date from October 21, 2017, to October 20, 2019, for Project Specification No. 14-12 Non-Scheduled Repairs of Wastewater and Storm Drain Systems;
2. Approve and authorize the City Manager to execute Task Order No. 54, Task Order No. 55 and Task Order No. 63 to Contract No. A-7721; and
3. Approve a Budget Appropriation in the amount of \$1,500,000.

Legislative Body: CC

Contact: Daniel Rydberg

Phone: 385-8055

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: Report
AGENDA ITEM NO.: 1

DATE: May 2, 2017

TO: City Council

FROM: Greg Nyhoff
City Manager

SUBJECT: Status Update of the City Council Strategic Priorities Two-Year Business Plans for FY 16/17 and 17/18 (15/30/15)

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

RECOMMENDATION:

That City Council receive an update on the four FY 16/17 and FY 17/18 strategic business plans: (A) Quality of Life, (B) Organizational Effectiveness, (C) Economic Development, and (D) Infrastructure and Natural Resources, and provide feedback and direction.

DISCUSSION:

On October 29, 2015, City Council held a workshop to determine the city's priorities. Business plans reflecting those priorities were developed by interdepartmental teams and adopted by Council resolution on May 17, 2016. The business plans cover two budget cycles: FY16-17 and FY17-18. The business plans help guide decisions about the allocation of resources and ensure that staff work is aligned with the priorities that the Council has determined as important to the community.

This serves as a status report and update to the business plans. The Council has the opportunity to review and reaffirm its priorities and associated business plans.

The four strategic priority areas that were established are as follows:

QUALITY OF LIFE STRATEGIC PRIORITY AREA:

The purpose of the Quality of Life strategy is to build relationships and create opportunities

within the community for safe and vibrant neighborhoods, which showcase the promising future of Oxnard.

ORGANIZATIONAL EFFECTIVENESS STRATEGIC PRIORITY AREA:

The purpose of the Organizational Effectiveness strategy is to strengthen and stabilize the organizational foundation of the City in the areas of Finance, Information Technology, and Human Resources, and to improve workforce quality while increasing transparency to the public. This strategy is key in strengthening the foundational base of the Oxnard 2020 Project pyramid, “Corporate Support, Accountability, and Value Systems.”

ECONOMIC DEVELOPMENT STRATEGIC PRIORITY AREA:

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 strategy seeks to build the foundation of the City’s economic future, with the purpose of attracting investment, increasing the tax base, generating public revenues, and creating jobs. The goals identified in this business plan focus on leveraging resources by collaborating with businesses, property owners, civic leaders, community members, and other stakeholders in the local economy.

INFRASTRUCTURE AND NATURAL RESOURCES STRATEGIC PRIORITY AREA:

The purpose of the Infrastructure and Natural Resources strategy is to establish, preserve and improve the City’s infrastructure and natural resources through effective planning, prioritization, and efficient use of funding. The City’s public facilities and infrastructure play an essential role in the prosperity of the community. The City seeks to develop and maintain infrastructure that is high-performing, cost-effective, resource efficient, and environmentally friendly. Decisions about infrastructure represent some of the most significant policy choices made by the City of Oxnard. They include repair and replacement of existing facilities, the construction of new facilities such as parks, playgrounds, water or sewer systems, streets, traffic signals, and roads.

Since the adoption of these strategic priorities, staff has been working diligently to accomplish each of the items included in these business plans. To aid in showing progress, staff has updated the strategic priority implementation plans to give an overview of the progress made over the last 10 months. Providing this update now, rather than at the end of the fiscal year, will allow Council the opportunity to review these priorities and determine if minor changes are needed.

Each business plan includes the goals, objectives, and actions/tasks for each priority area. Each action/task includes a staff lead, due date, status bar, and comments. The staff leads have updated the due date, status bar, and comments for each item, in order to ensure that Council and residents have a clear understanding of where each item currently stands. The status bars will be one of three colors, green for items that are progressing as scheduled, on schedule and within budget; yellow for those items that are behind schedule or exceeding budget; and red for those

Update on City Council Strategic Priority Business Plans (15/30/15)

May 2, 2017

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items without any progress due to insufficient resources or significant delays.

In spite of the many challenges that have faced the city, progress on the business plans has occurred in the first year. Highlights include:

- The Oxnard Youth Academy which is held twice annually and organized by Oxnard Police Department School Resources Officers.
- The highly successful “Summer at City Hall” program.
- Successful recruitment of local residents for public safety jobs.
- Police officers assisting underserved communities.
- City sponsored quarterly educational & professional workshops for youth (ages 16-24).
- Deployment of Oxnard 3-1-1 smart phone application in English and Spanish.
- Southwinds Neighborhood revitalization activities and efforts.
- Approval of water and wastewater rates.
- Community event calendar on City’s website.
- Selection of an internal performance auditing firm by the City Council.
- New employee orientation program.
- Recruitment system that provides useful public information about jobs and recruitments.
- Creation of an Oxnard Leadership Development Team and work plan.
- Completion of a pavement management plan.

Please see the attached business plans for more details.

FINANCIAL IMPACT

The implementation of the strategic business plans will be reflected in the staff work plans for FY17-18. The recommend new budget will provide resources to advance the business plans.

ATTACHMENTS:

Attachment A: Quality of Life Business Plan-FINAL

Attachment B: Organizational Effectiveness

Attachment C: Economic Development Business Plan

Attachment D: Infrastructure Business Plan 2017



**QUALITY OF LIFE STRATEGIC PRIORITY AREA
FY 16/17 and FY 17/18 TWO-YEAR BUSINESS PLAN**

Purpose: To build relationships and create opportunities within the community for safe and vibrant neighborhoods which will showcase the promising future of Oxnard.

GOAL	OBJECTIVE	ACTION/TASKS	LEAD STAFF	DUE DATE	STATUS	COMMENTS
1. Improve community safety and quality of life through a combination of prevention, intervention, and suppression efforts that address crime and underlying issues.	1a. Create a renewed focus on police/community relations with underserved communities and youth population.	1.a.1 Enhance and emphasize the Youth Academy held twice annually and organized by OXPD School Resource Officers. Integrate youth from the Academy into a newly developed “Summer at City Hall” program.	Eric Sonstegard	7/31/2016	COMPLETED	The city partnered with the Alliance for Linked Learning to conduct a successful first annual “Summer at City Hall” Program in 2016. The program will continue in 2017. Related video: Oxnard Internships
		1.a.2 More effectively use the School Resource Officers by having them work closely with the Office of Youth Safety, Youth Director Council, and P.A.L.	Jason Benites	7/1/2017	COMPLETED	See related Facebook post: Community Law Enforcement Academy for Young Adults
		1.a.3 Identify police officers that can serve as community representatives to underserved communities.	Eric Sonstegard	12/31/2016	COMPLETED	The Oxnard P.D. recently began their “Community Conversations” program to increase discussion between residents and the Police Department. Community Conversations

1. Improve community safety and quality of life through a combination of prevention, intervention, and suppression efforts that address crime and underlying issues.	1a. Create a renewed focus on police/community relations with underserved communities and youth population.	1.a.4 Increase emphasis on recruiting and hiring local (Oxnard) residents for Police, Fire and Public Works.	Eric Sonstegard	12/31/2016 6/30/2017 12/31/2017 6/30/2018	ONGOING	Continuing recruiting efforts focused on Oxnard community members. Four (4) current OPD academy cadets are all either Oxnard natives or Oxnard residents. Oxnard Explorers-to-Officers Photo:
1. Improve community safety and quality of life through a combination of prevention, intervention, and suppression efforts that address crime and underlying issues.	1b. Explore alternatives for youth through recreation programs and intervention services.	1.b.1 Perform community outreach to promote Recreation programs and services through a deliberate social media campaign, redesigned website that is user friendly and easy to navigate, and other methods (magazine, survey, etc.).	Terrel Harrison	6/30/2018	ONGOING	Recreation is on Twitter, Instagram, Facebook, Flickr, in addition to sending quarterly emails to the public through our activenet system. We have visited 4 elementary schools, 1 high school, and Oxnard College to distribute information as well as give presentations on our programs. We have attended a Q&A with the City Manager and the Mayor, as well as the Tamale Festival to distribute information. The Recreation Guide distributes 3 issues annually and we have expanded distribution to 2 additional school districts.
1. Improve community safety and quality of life through a combination of prevention, intervention, and	1b. Explore alternatives for youth through recreation programs and intervention services.	1.b.2 Promote programs at various community events and festivals by having program literature available and actively participating by providing youth & adult volunteers, activities and logistical assistance.	Terrel Harrison	10/30/2016	ONGOING	Objectives on course. See above.

suppression efforts that address crime and underlying issues.						
		1.b.3 Deliberately work on collaborating with community members, organizations and agencies to ensure youth are being referred to appropriate intervention and prevention programs (i.e.PAL, City Corps, VC Probation, local school districts, various non-profits, etc.). Begin by developing a community action plan with input from various stakeholders at six meetings through the year.	Terrel Harrison	6/30/2017	ONGOING	The Office of Youth Safety has consistently hosted a collaborative of dozens of community stakeholders (such as Interface, City Impact, Parents of Murdered Children, PAL, City Corps, and many others) to network, train, and share information to increase each agency's respective reach and connection with youth and families. This collaboration and partnership then extends beyond the conference room and is translated monthly into practical action. 9 collaborative meetings and 6 "call-ins" have been hosted since 7/16.

1. Improve community safety and quality of life through a combination of prevention, intervention, and suppression efforts that address crime and underlying issues.	1b. Explore alternatives for youth through recreation programs and intervention services.	1.b.4 Offer quarterly educational & professional workshops for youth (ages 16-24). Topics will include job interviews, resume writing, college applications, FAFSA applications, and other relevant topics. Workshops will be offered January, April, July, and October annually.	Terrel Harrison	1/31/2017 4/30/2017 7/31/2017 10/31/2017	COMPLETED	Through our Youth Director's Council, as well as City Corps, we currently have over 40 members involved in our program, ages 12-18. Three times throughout the months of January, February and March of 2017, the Youth Director's Council and City Corps have participated in community service projects, such as mentoring, leadership trainings that cover job interviews, resume writing, college applications, FAFSA applications, and general teen and social justice issues. Through these workshops, youth learned important life skills, how to take action, lead by example and develop a purpose that benefits the community and motivates others to join in. We will continue to offer three more of the above-mentioned trainings in the coming months of April, May, and June of 2017.
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1. Improve community safety and quality of life through a combination of prevention, intervention, and suppression efforts that address crime and underlying issues.	1b. Explore alternatives for youth through recreation programs and intervention services.	1.b.5 Employ 175-200 youth (ages 16-24) annually. This will give youth the necessary work experience needed for their professional development.	Terrel Harrison	Ongoing	ONGOING	Over the last 4 months we have had 4 trainings and employed more than 250 youth through recreation programs as well as afterschool programs. We will continue to offer trainings as well as employ youth as opportunities arise.
	1c. Highlight our continued efforts to address Domestic Violence.	1.c.1 Use City social media platforms to publicize community-based efforts (ex. MICOP-" <i>Entre Hombres</i> ", MICOP-" <i>Voz de la Mujer Indigena</i> ", Interface-" <i>Domestic Violence 101</i> ") •	Delana Gbenekama / Melissa Valdez	1/1/2017 12/31/2016	ONGOING	Posting to website and social media about Domestic Violence issues and proclamation. Work will continue.

		1.c.2 Bring attention to Oxnard's leading efforts in the County to address Domestic Violence issues to include: • School/Community Partnership that provides counseling services for child witnesses of domestic violence. • OXPD's participation in the county-wide Multi-Disciplinary Interview Center (MDIC). • 2014 internal audit of Domestic Violence Investigations.	Eric S. Sonstegard	12/31/2016	ONGOING	Posting to website and social media about Domestic Violence issues and proclamation. Work will continue. Related Facebook Post: Oxnard PD Domestic Violence Awareness Month Efforts
	1d. Examine options for long term sustainability of public safety services to ensure an efficient and effective public safety service delivery model.	1.d.1. Provide a report to City Council on the viability of Lifeguard services at Oxnard beaches.	Darwin Base	12/31/2016	COMPLETED	Provided report to Council on viability of lifeguard services at Oxnard beaches. Budget and funding are necessary in order to proceed further.

1. Improve community safety and quality of life through a combination of prevention, intervention, and suppression efforts that address crime and underlying issues.	1d. Examine options for long term sustainability of public safety services to ensure an efficient and effective public safety service delivery model.	1.d.2. Determine feasibility of starting a regional fire academy in the city of Oxnard.	Darwin Base	6/30/16	COMPLETED	The Fire Department has explored this option: From Chief Base: <i>"For a shared fire academy, our biggest problem right now is timing. Ventura County is wrapping up their academy and we are just starting the process for ours. My training division has been in contact with VCFPD training division to better coordinate academy resources and instructors for the future. To address the potential cost savings by a shared academy, It won't be significant due to the size of a shared academy and VCFPD request that we still provide instructors to support the training. Rule of thumb is 1 instructor to 3 trainees. We currently share instructors but for specialized training classes such as Hazardous Materials, Urban Search and Rescue and Water Rescue. These are considered In-service classes."</i>
	1e. Develop a rental inspection program.	1.e.1. Conduct a study session at City Council to determine the goals and objectives of a program.	Ashley Golden	9/30/2016	PROGRESSING	Original study session was rescheduled from December to Spring 2017. A Rental Inspector position was approved by City Council for January 2017. The proposed "Safe-Home, Safe Family program is scheduled to be presented to the Council in May 2017.
1. Improve community safety and quality of life through a combination of	1e. Develop a rental	1.e.2 Establish a city ordinance that authorizes fees and inspection authority for a pilot inspection program.	Jefferson Billingsley	1/31/2017	PROGRESSING	Need to complete step 1 above before moving forward.

prevention, intervention, and suppression efforts that address crime and underlying issues.	inspection program.	1.e.3 Develop and implement a self-verification survey for property owners/managers.	Ashley Golden	3/30/2017	PROGRESSING	Need to complete step 1 above before moving forward.
		1.e.4 Develop a pilot rental inspection program.	Ashley Golden	6/30/2017	PROGRESSING	Need to complete step 1 above before moving forward.
2. Address homelessness through the development and implementation of a multi-tiered strategy.	2a. Identify the City's homelessness mission and create a 5-year plan to address homelessness.	2.a.1 Conduct a study session with Council on homelessness objectives and present final recommendations of Commission on Homelessness to City Council. Study session should include discussion on regionalized efforts.	Arturo Casillas	7/31/2016	ONGOING	Presentations made to Council on 10/4/16 and 11/15/16 on short- and long-term plans, and consultant report. Two winter warming shelters carried out. Strategy developed to move away from an Armory-based shelter approach.
2. Address homelessness through the development and implementation of a multi-tiered strategy.	2a. (Continued) Identify the City's homelessness mission and create a 5-year plan to address homelessness.	2.a.2 Develop job duties & position analysis for a Homeless Services Coordinator	Arturo Casillas	10/31/2016	COMPLETED	Developed job duties and new coordinator hired January 2017.
		2.a.3 Return to Council with recommendations for a 10-year plan to address homelessness. Plan proposal should include regionalized efforts with Ventura & Port Hueneme.	Arturo Casillas	3/31/2017	PROGRESSING	Staff is working with local partners, Commission on Homelessness, and County on new 10-year plan. Study session pending.
3. Strengthen neighborhood development, and connect City, community and culture.	3a. Create a renewed focus on establishing a positive outlook and orientation of our City,	3.a.1. Produce a video series (30-60 second vignettes) focused on the unique highlights/traditions of Oxnard.	Delana Gbenekam a	6/30/2017	PROGRESSING	Several video vignettes have been produced including the "Southwinds Park Groundbreaking," the "Guerreros Press Conference," and 2017 Earth Day event. Staff is developing a video production

	neighborhoods and overall community.					plan for additional in-house video productions.
		3.a.2. Focus on using social media to establish a positive outlook and spread positive messages of our City.	Delana Gbenekam a	Ongoing	PROGRESSING	Several positive efforts have been initiated to spread positive messages about Oxnard. Public Works Pipeline Oxnard News in Brief Actively using Nextdoor, Facebook , Twitter
	3b: Empower and connect our Inter-Neighborhood Council Organizations (INCOs), Community Advisory Groups (CAGs) and Neighborhood Watch Program.	3.b.1 Initiate a “Public Speaker” series via the Community Relations Commission (CRC) to focus on Public Safety and Police/Community Relations	Delana Gbenekam a / Melissa Valdez	1/1/2017	PROGRESSING	The PIO Division and Police Department are working together to launch a regular Public Safety speakers series. The first presentation is scheduled for March 2017.
3. Strengthen neighborhood development, and connect City, community and culture.		3.b.2 Foster increased collaboration with neighborhood councils and neighborhood watch programs.	Delana Gbenekam a	Ongoing	PROGRESSING	Information about city services and events is shared with neighborhood councils at regular monthly meetings. Four new neighborhood councils have organized. Public safety presentations are made at neighborhood meetings. Neighborhood cleanups are scheduled. City management is also present to discuss issues with residents. Interactive neighborhood map has been developed. Will begin focusing on neighborhood watch programs in 2017. Work will continue in FY18.

		3.b.3. Work with Parks and Recreation Commission to establish a “Friends of the Park” program.	Terrel Harrison	6/30/2017	COMPLETED	This program has been implemented as the City’s “Meet up, Clean up” program. Four events have been held to date: Community Park, Lemonwood, Via Marina and Wilson Park. The event are held monthly.
3. Strengthen neighborhood development, and connect City, community and culture.	3.c. Improve our methods of communicating with residents, businesses and neighborhoods (e.g. leverage social media and tools like Nextdoor).	3.c.1. Develop and roll out a SmartPhone application (3-1-1) as a mobile conduit to the City of Oxnard website.	Keith Brooks	7/1/2016	COMPLETED	Fully implemented in English and Spanish. A presentation on the Oxnard 3-1-1 services is scheduled for the May 2, 2017 Council meeting.
	3.d. Discuss CAG goals at respective CAG meetings and develop an action plan for annual implementation	3.d.1. Meet with staff liaisons to discuss staff Liaison’s role, CAG	Michelle Ascencion	6/30/17	PROGRESSING	Staff has developed a draft Local Appointments Binder to assist staff liaisons with their role. The binder will be implemented by the deadline.
	3.e. Create a pilot revitalization project for Southwinds Neighborhood.	3.e.1. Provide 1-year update to City Council on Southwinds Neighborhood revitalization.	Scott Whitney	9/30/2016	PROGRESSING	Update was provided to City Council on 2/14/17. Improvements to date include: Council approval of Southwinds Park Improvements Phase I and Phase II on January 24, 2017; successful groundbreaking ceremony for the Southwinds Park Improvements on February 16, 2017. Efforts are underway to activate a formal neighborhood organization.

		3.e.2 Develop criteria to select other neighborhoods for neighborhood revitalization projects	Scott Whitney	3/30/2017	PROGRESSING	Staff has been focusing on the Southwinds Revitalization Project, but will now broaden focus to developing criteria for other neighborhood revitalization projects including La Colonia and Rose Park neighborhoods. The city hosted a “La Colonia Paseo Verde Fiesta on April 22, 2017 to highlight potential green alleys projects. In addition, Public Works also hosted a neighborhood meeting to solicit feedback on the planned reconstruction of Cooper and La Colonia Roads. Police cameras were also installed in Rose Park neighborhood.
	3.f. Develop a co-sponsorship policy with criteria that would enable the City to encourage local community events	3.f.1 Obtain guidance from City Attorney on authority and parameters of a co-sponsorship policy.	Stephen Fischer	12/31/2016	PROGRESSING	Staff has formed a Special Events Policy inter-departmental group. Work will continue. Staff has also completed a draft of the Co-sponsorship policy.
		3.f.2 Create a community event calendar that would be accessible through the City’s website.	Delana Gbenekama	8/31/2016	COMPLETED	Staff has created a community event calendar for the website. Calendar-City of Oxnard



QUALITY OF LIFE STRATEGY

Purpose: To build relationships and create opportunities within the community for safe and vibrant neighborhoods which will showcase the promising future of Oxnard.



**City Council
Strategic Priorities
2016-2018**

GOAL 1

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

OBJECTIVES

- a. Create a renewed focus on police/community relations with underserved communities and youth population.
- b. Explore alternatives for youth through recreation programs and intervention services.
- c. Highlight our continued efforts to address Domestic Violence.
- d. Examine options for long term sustainability of our public safety services to ensure an efficient public safety service delivery model.
- e. Develop a rental inspection program.

PERFORMANCE MEASURES

1. Increase the city's social media followers by 10% each year.
2. Increase the number of youth referred to employment through youth services by 5% each year.

GOAL 2

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

OBJECTIVES

- a. Identify the City's homelessness mission and create a 5-year plan to address homelessness.

PERFORMANCE MEASURES

1. Creation and implementation of 10-year plan to address homelessness by 6/30/2017.

GOAL 3

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

OBJECTIVES

- a. Create a renewed focus on establishing a positive outlook and orientation of our City, neighborhoods and overall community.
- b. Empower and connect our Inter-Neighborhood Council Organizations (INCOs), Community Advisory Groups (CAGs) and Neighborhood Watch Program.
- c. Improve our methods of communicating with residents, businesses, and neighborhoods (e.g. leverage social media and tools like Nextdoor).
- d. Discuss CAG goals at respective meetings and develop an action plan for annual implementation.
- e. Create a pilot revitalization project for Southwinds Neighborhood.
- f. Develop a co-sponsorship policy with criteria that would enable the City to encourage local community events.

PERFORMANCE MEASURES

1. City will activate 2 new Neighborhoods annually.
2. City will increase the number of community event collaborations by 5% each year.



**ORGANIZATIONAL EFFECTIVENESS STRATEGIC PRIORITY AREA
FY 16/17 and FY 17/18 TWO-YEAR BUSINESS PLAN**

Purpose: To strengthen and stabilize the organizational foundation in the areas of Finance, Information Technology, and Human Resources, and improve workforce quality while increasing transparency to the public.

GOAL	OBJECTIVE	ACTION/TASKS	LEAD STAFF	DUE DATE	STATUS	COMMENTS
1. To help foster a healthy and accountable corporate foundation by strengthening the support functions of the organization, which include Finance, Information Technology and Human Resources.	1a. Ensure the 128 recommendations outlined in the organizational assessment are implemented through the 3 phased implementation action plans adopted by Council in July, 2015 and provide periodic reports to Council on the status of the implementation plans.	1.a.1 Quarterly progress report to Council and ensure implementation of the 128 recommendations outlined in the Implementation Action Plan in order of prioritization, 1A, 1B, and 2.	Jesus Nava	Priority 1A - 7/21/15 1/05/16 Priority 1B – 4/19/16 to 9/6/16 Priority 2 – 09/6/16 to 4/17/18	ONGOING	Quarterly progress report was taken to Council on October 11, 2016. This update also incorporated the 111 audit findings, and showed that 48 of the 128 have been addressed. Quarterly updates will continue.
		1.a.2 Monitor and track that recommendations are implemented by respective departments.	Jesus Nava	6/30/18	ONGOING	The October 11, 2016 report included the latest status and tracking for each item. Quarterly updates will continue.

1. To help foster a healthy and accountable corporate foundation by strengthening the support functions, which include Finance, Information Technology and Human Resources.	1b. Establish an Internal Audit Program to complete performance audits of identified programs to ensure compliance with state and federal law and that Council policy is adhered to.	1.b.1. Complete a Risk Assessment that reviews work processes, capital/asset management, risk management, city management, human resource activities, governance, accounting and financial reporting	Jim Throop	6/1/16	Revised timeline: 12/30/17	The RFP resulted in three vendors selected for interview by the City Council. Interviews were held on April 17, 2017. Contract in process.
		1.b.2 Complete Performance Audit for PACC	Chelsea Reynolds	12/31/16	Revised timeline: 6/30/18	The PACC will be part of the annual performance audit program for FY18.
		1.b.3 Complete Performance Audit for City Corp	Terrel Harrison	12/31/16	Revised timeline: 6/30/18	City Corp will be part of the annual performance audit program for FY18.
		1.b.4 Complete Performance Audit for Golf Course	Licette Maldonado	12/31/16	Revised timeline: 6/30/18	Golf Course will be part of the annual performance audit program for FY18.
		1.b.5 Complete Worker's Comp Program Audit	Steve Janice	9/30/16	Revised timeline: 6/30/18	Worker's Comp will be part of the annual performance audit program for FY18.
		1.b.6 Complete Overtime Audit	Steve Janice	12/31/16	Revised timeline: 6/30/18	City Overtime Use will be part of the annual performance audit program for FY18.

1. To help foster a healthy and accountable corporate foundation by strengthening the support functions, which include Finance, Information Technology and Human Resources.	1c. Develop written procedures to address Internal Control recommendations from Auditor.	1.c.1. Develop an RFP.	Jim Throop	9/30/16	COMPLETE	RFP was developed and presented to FPTF.
		1.c.2 Work with expert to develop written procedures, and provide written procedures to Finance Department staff.	Jim Throop	12/30/16	Revised timeline: 10/31/17	Staff will work with internal and external auditors to write and test internal control procedures.
		1.c.3 Provide assessment and training to ensure staff is informed of, and able to implement procedures.	Jim Throop	12/30/16	Revised timeline: 12/31/17	Staff will be trained on new internal control procedures once written and tested.
1. To help foster a healthy and accountable corporate foundation by strengthening the support functions, which include Finance, Information Technology and Human Resources.	1d. Ensure adequate systems are established, reviewed, and updated within the Human Resources Department related to personnel policies and procedures, employee compensation, benefits, recruitments, testing and other human resources related systems.	1.d.1. Develop and implement a Whistleblower Program to provide employees with a safe avenue to report problems.	Stephen Fischer	9/30/2016	PROGRESSING	The Whistleblower Policy has been adopted and the selection process to hire the Internal Auditor to implement the policy is underway.
		1.d.2. Complete a class and compensation study.	Lisa Yoshimura	6/30/2017	Revised timeline: 12/31/17	Class & Compensation Study kicked off on Wednesday, March 15, 2017. Position description questionnaires have been completed and are under review by managers.

		1.d.3. Review and update employee orientation program.	Lisa Yoshimura	6/30/16	COMPLETED	Staff kicked off the new employee orientation program in February 2017 and will hold orientations monthly. Employees are introduced to the Senior Leadership Team and the services of the city.
		1.d.4. Create a recruitment system that ensures transparency related to status of vacancies, funding and recruitments.	Lisa Yoshimura	9/30/16	COMPLETED	Recruitment system has been created and launched January 2017.
	1d. Ensure adequate systems are established, reviewed, and updated within the Human Resources Department related to personnel policies and procedures, employee compensation, benefits, recruitments, testing and other human resources related systems.	1.d.5. Review, revise, and update the City's Personnel policies and procedures and distribute to employees to ensure awareness and compliance.	Steve Janice	6/30/2018	Revised Timeline: 6/30/17	HR is meeting regularly with bargaining groups and is ahead of schedule. Expected completion a year early.
		1.d.6 Standardize city-wide on-boarding process.	Steve Janice	12/31/16	COMPLETED	Leadership Development Team completed the on-boarding form, HR will meet with timekeepers in 2017 to roll out.

2. Increase transparency with Council, community and staff related to the City's budget and financial management processes.	2a. Initiate a priority based budgeting program incorporating departmental performance measures and the Council Strategic priorities.	2.a.1 Develop a minimum of five performance and benchmark measurements for each department.	Jim Throop	6/30/2016	Partially Complete	Departments developed 3 performance measures as part of the 16/17 budget process, and will report back as part of 17/18 budget process.
		2.a.2 Incorporate two year business plans for each of the four Council strategic priority areas into Budget at high level overview and illustration of progress of the pyramid.	Jesus Nava	6/30/2016	COMPLETED	Business plans have been incorporated into the FY17 and FY18 budget as the strategic priorities of the organization.
2. Increase transparency with Council, community and staff related to the City's budget and financial management processes.	2b: Prepare Quarterly Budget Updates and have month-end financial reports available via City's Website.	2.b.1 Provide Council with Quarterly Budget Updates on the General Fund and Utilities funds.	Jim Throop	Quarterly	COMPLETED	Monthly detail report is posted online upon closing of month-end. Staff is working to provide summary of high level user friendly format for General Fund, Water, Wastewater, and ER on quarterly basis.
		2.b.2 Provide and communicate the availability of financial data posting via CPIO and City's website	Jim Throop/ Delana Gbenekama	Ongoing	PROGRESSING	Monthly detail report is posted online upon closing of month-end. Finance staff is working to provide summary for major funds on quarterly basis, then will work with PIO to get data out.

	2.c. Create a standardized template to present financial and other data to the general public	2.c.1: Develop high level but user friendly format to communicate financial information	Jim Throop	12/31/17	PROGRESSING	Staff is beginning the design of a simple to read CAFR and budget. This will be a basic trifold or condensed version.
2. Increase transparency with Council, community and staff related to the City's budget and financial management processes.	2.c. Create a standardized template to present financial and other data to the general public	2.c.2: Develop standardized financial dashboards	Jim Throop	12/31/16	Revised Timeline: 12/31/17	Staff is exploring options for designing and maintaining financial dashboards of major city funds and revenue sources. The procurement of a new financial information management system will include financial dashboards.
3. Focus on creating a culture of learning and talent development that will lead to a quality workforce which meets the needs of our community.	3a: Develop a training program that focuses on strengthening the effectiveness of supervisory/ management staff by establishing a common understanding of basic HR, IT, and fiscal policies and procedures.	3.a.1: Create and roll out a module-based training curriculum focused on core competencies for supervisory and managerial staff.	Lisa Yoshimura	6/30/2017	PROGRESSING	Being developed concurrently with new performance evaluation system.
		3.a.2: Create a master training plan for each department establishing the critical, mandatory, and essential training components for each position with a focus on	Steve Janice	10/1/2016	PROGRESSING	City held supervisory quarterly trainings in 2016, and scheduling for supervisory and management

		customer service				personnel in 2017. First 2017 training class was completed March 31, 2017.
3. Focus on creating a culture of learning and talent development that will lead to a quality workforce which meets the needs of our community.	3b: Develop a talent development initiative that engages, trains, transforms, and works collaboratively with mid-managers to change the organizational culture into one that focuses on becoming a high performing organization	3.b.1: Identify competencies that are critical for becoming a high performance and quality organization	Lisa Yoshimura	10/1/16	Revised Timeline: 6/30/17	Competencies being developed concurrently with new evaluation system.
		3.b.2: Continued quarterly training on talent development for all departments	Steve Janice	Quarterly	PROGRESSING	The City has held quarterly talent development trainings including all departments, through the end of 2016.
		3.b.3: Revise staff evaluations so they reflect talent development as a performance based category	Steve Janice	12/31/2016	PROGRESSING Revised Timeline: 6/30/17	Senior Leadership Team and the Leadership Development Team have met to create new organizational values and a new evaluation program. Meetings have begun with the bargaining units to implement new evaluation process and competencies.

3. Focus on creating a culture of learning and talent development that will lead to a quality workforce which meets the needs of our community.	3c: Develop an employee recognition program that recognizes talent developers, high performers, and employees that exhibit the values of the organization.	3.c.1: Review and revamp employee recognition program nomination and selection procedures/criteria and committee.	Steve Janice	9/30/2016	Revised Deadline: 6/30/17	HR will work with the Leadership Development Team to create a workgroup focused on revamping employee recognition programs.
		3.c.2: Recognize supervisors and management staff on a quarterly or annual basis for developing talent within their units	Steve Janice	9/30/2016	Revised Deadline: 6/30/17	Will be incorporated as part of new evaluation process which is currently being developed (see 3.b.3).

3. Focus on creating a culture of learning and talent development that will lead to a quality workforce which meets the needs of our community.		3.c.3 Review and revise service awards program.	Lisa Yoshimura	9/30/2016	9/30/17	A new and improved employee service awards program will be held to recognize employees' years of service to the community.
	3d: Establish a Leadership Development Team (LDT) with the purpose of identifying and growing internal leaders to fill future vacancies & attract talent into the organization.	3.d.1 Establish LDT participants from each department and assign each participant to the various work groups	Jesus Nava & Steve Janice	12/31/16	COMPLETED	The LDT has been established and launched the Oxnard On Course Program, including a resource website accessible by employees. Phase 2 of the program focused on launching additional specific programs.

		3.d.2 Develop two year action plan based on assessment of organizational needs and identification of internal & external programs	Jesus Nava & Steve Janice	12/31/16	COMPLETED	The LDT has been established and a charter and action plan have been established. Phase two began January 2017.
3. Focus on creating a culture of learning and talent development that will lead to a quality workforce which meets the needs of our community.	3d: Establish a Leadership Development Team (LDT) with the purpose of identifying and growing internal leaders to fill future leadership positions within the organization.	3.d.3 Market two year action plan to reach out and engage employees	Jesus Nava & Steve Janice	6/30/17	ONGOING	The LDT launched at the October 14 quarterly management meeting. Staff will continue to market the program to encourage staff participation.
		3.d.4 Execute action plan with support of top management and human resources	Jesus Nava & Steve Janice	6/30/17	ONGOING	LDT launched on October 14, and will execute the action plan over the next two years. Workgroups have been formed and have begun working towards executing the action plan, which includes Supervisor Training, Coaching, and Employee Orientation. Orientation has already been completed.



ORGANIZATIONAL EFFECTIVENESS STRATEGY

Purpose: To strengthen and stabilize the organizational foundation in the areas of Finance, Information Technology, and Human Resources, and improve workforce quality while increasing transparency to the public.



**City Council
Strategic Priorities
2016-2018**

GOAL 1

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

OBJECTIVES

- Ensure the 128 recommendations outlined in the organizational assessment are implemented through the 3 phased implementation action plans adopted by Council in July, 2015, and provide periodic reports to Council on the status of the implementation plans.
- Establish an Internal Audit Program to complete performance audits of identified programs to ensure compliance with state and federal law and Council policy is adhered to.
- Develop written procedures to address Internal Control recommendations from Auditor.
- Ensure adequate systems are established, reviewed, and updated within the Human Resources Department related to personnel policies and procedures, employee compensation, benefits, recruitments, testing and other human resources related systems.

PERFORMANCE MEASURES

- Address 40% of all organizational assessment recommendations by end of Fiscal Year 2016-17.
- Complete 90% of Priority 1A assessment recommendations.

GOAL 2

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

OBJECTIVES

- Initiate a priority based budgeting program incorporating departmental performance measures and the Council Strategic priorities.
- Prepare Quarterly Budget Updates and have month-end financial reports available via City's Website.
- Create a standardized template to present financial and other data to the general public.

PERFORMANCE MEASURES

- Report assessment progress to Council during all 4 quarters of Fiscal Year 2016-17.
- Complete at least 2 of the performance audits in Fiscal Year 2016-17 (PACC, Golf Course, City Corps, Worker's Comp).

GOAL 3

Focus on creating a culture of learning and talent development that will lead to a quality workforce which meets the needs of our community.

OBJECTIVES

- Develop a training program that focuses on strengthening the effectiveness of supervisory/ management staff by establishing a common understanding of basic HR, IT, and fiscal policies and procedures.
- Develop a talent development initiative that engages, trains, transforms, and works collaboratively with mid-managers to change the organizational culture into one that focuses on a high performing organization.
- Develop an employee recognition program that recognizes talent developers, high performers, and employees that exhibit the values of the organization.
- Establish a Leadership Development Team (LDT) with the purpose of identifying and growing internal leaders to fill future vacancies & attract talent into the organization.

PERFORMANCE MEASURES

- Hold 2 employee recognition events in Fiscal Year 2016-17.
- Provide upgraded employee orientation training to 100% of new hires during Fiscal Year 2016-17.
- Written internal control procedures are being followed at least 75% of the time.



**ECONOMIC DEVELOPMENT STRATEGIC PRIORITY AREA
FY 16/17 and FY 17/18 TWO-YEAR BUSINESS PLAN**

Purpose: 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.

GOAL	OBJECTIVE	ACTION/TASKS	LEAD STAFF	DUE DATE	STATUS	COMMENTS
1. Create vibrant and economically sustainable commercial, industrial and retail industries throughout the City.	1.a Focus available resources on a comprehensive effort to promote economic activity in Oxnard, including a marketing program that communicates the City's available resources and assets.	1.a.1 Create and implement a City-wide economic development strategy	Kymberly Horner	July 1, 2018		September 2016, Staff sought consultation with professional Economic Development companies concerning the development and implementation of a City-Wide "Comprehensive Economic Development Plan" geared to address issues specific to Oxnard's economy. Follow-Up meetings and conference calls occurred with one firm in October 2016 and February 2017. Draft Request for Proposal ("RFP") prepared in March 2017, to prepare and implement a Plan. It is anticipated that a Firm will be under contract by June 2017.

1. Create vibrant and economically sustainable commercial, industrial and retail industries throughout the City.	1.a Focus available resources on a comprehensive effort to promote economic activity in Oxnard, including a marketing program that communicates the City's available resources and assets.	1.a.2 Develop a webpage to include a list of commercial, industrial, and retail vacancies citywide to aid companies searching for new locations within the City.	Kymberly Horner	July 1, 2017		Staff has contacted real estate brokers for a listing of commercial and retail vacancies. Coordination of webpage is being discussed with Information Technology Department ("IT") and Public Information Office ("PIO"). IT, PIO & Economic Development ("ED") are in discussions with Google about a "Get Your Business on the Map" program. Follow-up meetings to occur in Spring 2017.
		1.a.3 Create a current list of City and Successor Agency assets available for disposition or for disposition and development	Kymberly Horner	July 1, 2016	PARTIALLY COMPLETE	Successor Agency Property for Disposition list was completed in June of 2016. Additionally, staff created a Webmap and link displaying SA properties and parcel data information in August 2016. https://oxnard.maps.arcgis.com/apps/View/index.html?appid=a916835aad5746979508897933c2197b City list of vacant properties is 70% complete.

1. Create vibrant and economically sustainable commercial, industrial and retail industries throughout the City.	1.a Focus available resources on a comprehensive effort to promote economic activity in Oxnard, including a marketing program that communicates the City's available resources and assets.	1.a.4 Work with EDC-VC and the Chamber of Commerce to promote existing mentoring/consulting programs for small businesses	Kymberly Horner	Ongoing		ED Director has monthly meetings with EDC-VC and the Chamber concerning promotion of new business. EDC-VC Business Assistance Program was presented to the City Council in December 2016. A Capital Improvement Project was presented to the City Council, earmarking funds for a Downtown revolving loan program, to assist Businesses. A Small Business EXPO through SCORE is being held May 2. Economic Development Department is confirmed to have a booth at the event.
		1.a.5 Reestablish a retail attraction program for desired national and local retailers	Kymberly Horner	December 1, 2017		Reactivation of the City's Retail Attraction Retention program will be addressed in the Proposed "Comprehensive Economic Development Plan" ED Director is in communication with other cities concerning a joint effort at promoting cities of Ventura County at the International Conference of Shopping Centers ("ICSC"). Discussions concerning joint retail attraction began 9/16.

1. Create vibrant and economically sustainable commercial, industrial and retail industries throughout the City.	1.a Focus available resources on a comprehensive effort to promote economic activity in Oxnard, including a marketing program that communicates the City's available resources and assets.	1.a.6 Host an annual economic summit meeting to create a dialogue with the business community and partners	Kymberly Horner	July 15, 2017 / Ongoing		In September 2016, Staff sought the assistance of professional Economic Development companies to assist with development of "Comprehensive Economic Development Plan" to address issues specific to Oxnard's economy. Included in the RFP is the creation of an annual economic summit specific to the City of Oxnard.
		1.a.7 Maintain ongoing business outreach effort and discuss issues affecting the business community. Establish a regular meeting schedule. Assign City liaisons to stakeholders.	Kymberly Horner	Ongoing		In progress /Ongoing. The City Manager has been visiting businesses monthly and ED Director is working with Governor's Office "GoBiz" program in recruiting manufacturing industries to Oxnard. As part of the Downtown Vision Process, Staff held regular meetings with the Downtown Business Community.
2. Enhance business development throughout the City.	2.a Develop a strong citywide economy which attracts investment, increases the tax base, creates employment opportunities, and generates public revenue.	2.a.1 Update industrial zoning code sections to address current needs	Ashley Golden	September 2017		Draft Changes completed; Monthly meetings with EDCO to review; Community outreach this spring. Funding is necessary to hire a consultant to stay on target.

2. Enhance business development throughout the City.	2.a Develop a strong citywide economy which attracts investment, increases the tax base, creates employment opportunities, and generates public revenue.	2.a.2 Update the temporary use zoning code and related procedures	Ashley Golden	July 15, 2017		In Progress & on track Met with stakeholders and city staff to streamline process and review procedures
		2.a.3 Create and implement vacation rental regulation and related procedures	Ashley Golden	June 2017		Staff has held and will continue to hold meetings regarding this issue: August 2016 Community meeting November 2016 Planning Commission Study Session City will need to retain technical and legal experts.
		2.a.4 Explore infrastructure financing programs (grants, etc.) to help fund infrastructure improvements in the City's industrial areas	Kymberly Horner	August 1, 2016		Consultation with Legislative Analyst concerning the pros and cons of AB 313 Enhanced Infrastructure Districts. Additional updates from Legislative Advocate Mike Arnold, for other potential grants or financing mechanisms to help the City's industrial areas, have been requested. Update to City Council to be provided July 2017

	2.b Improve relationships and communication between the City and the business community.	2.b.1 Establish ongoing “A to Z on starting a business” workshop, create a “Starting a New Business in Oxnard” video guide & booklets, include business startup resources and a checklist of requirements on the City’s website	Tammy Gutierrez	October 1, 2016	Partially Complete	October 2016: power point presentations were created in English and Spanish on how to obtain a business tax certificate. Since then, we have created a couple of specific trade presentations as well. Our goal is to have the power points used to create a “voice over” or videos for the same where they can be accessed on line, YOUTUBE, run on City channels or even on our 311 App.
2. Enhance business development.	2.b Improve relationships and communication between the City and the business community.	2.b.2 Develop a <i>Business Ambassador</i> effort in which City staff work with new and existing businesses to discuss their needs and interests	Tammy Gutierrez	January 1, 2017/ Ongoing		Licensing will begin attending Building Division’s scheduled Small Business meetings with new business owners and their representatives to introduce ourselves and determine ways we can assist them in the new business process.
2. Enhance business development.	2.b Improve relationships and communication between the City and the business	2.b.3 Implement scheduled, monthly meetings with new business owners and/or designee to	Tammy Gutierrez	February 1, 2017		Coordinate with Chamber of Commerce and other business groups to schedule meetings with the business community once the “how to videos” are

	community.	discuss their needs and/or questions. Information collected to be shared with the appropriate department(s) and/or City Council.				complete. (A request was sent to the Economic Development Director to join the Business Advocacy Committee).
2. Enhance business development.	2.b Improve relationships and communication between the City and the business community.	2.b.4 Follow up with new businesses after establishment (3 months) to gather their feedback on overall experience. Information collected to be shared with the appropriate department(s) and/or City Council.	Tammy Gutierrez	May 1, 2017		Prepared an initial draft of a "Welcome to Oxnard" letter to be sent to business owner by e-mail with a link to a survey of their experience. We are working on compiling the questions we will use on the survey. Once complete we will work with IT on implementing.

2. Enhance business development.	2. c Capitalize on historic, cultural and natural resources.	2.c.1 Complete an assessment and inventory of Oxnard’s historical, cultural and artistic capital, developing a summit that explores the themes of a “cultural economy” and Oxnard’s resources therein. Prepare a strategic plan for promoting and incorporating historical, cultural, and artistic resources in the general economy	Chelsea Reynolds	December 1, 2016		Ongoing, held Cultural Arts Festival in summer of 2016 as an introductory event encouraging collaboration between Oxnard’s art community. Held cultural districts meeting in October to explore the idea of an “Arts District” in downtown Oxnard. Currently planning a convening of Oxnard cultural, historic and arts stakeholders (in spring 2017) to begin the strategic planning process.
2. Enhance business development.	2.d Public safety will collaborate with the business community to promote an environment that supports economic development.	2.d.1 Beat Coordinators will have made contact with all businesses in their respective areas.	Jason Benites	August 31, 2017		The Neighborhood Policing Team is making a concerted effort to systematically make contact with over 3,800 Oxnard businesses by August 2018. The team is also making contact with schools and churches.

2. Enhance business development.	2.d Public safety will collaborate with the business community to promote an environment that supports economic development.	2.d.2 Expand crime prevention through environmental design (CPTED) assessments for businesses.	Jason Benites	Ongoing		In addition to the eleven workshops mentioned in 1.i.2, two on-site CPTED assessments were performed, based upon requests. The Police Department also provided eleven (11) crime prevention workshops for businesses in 2016.
		2.d.3 Enhance efforts to address vagrancy near commerce centers	Jason Benites	Ongoing		The Police Department added a second homeless liaison officer to aid efforts to address vagrancy issues.
3. Enhance business retention and attraction.	3.a Implement an economic development plan for attracting and retaining business.	3.a.1 Develop a business attraction and retention plan. Incorporate information collected from 2.b.3 and 2.b.4 (above).	Kymberly Horner	October 1, 2016		In September 2016, Staff sought the assistance of professional Economic Development companies to assist with the development of a Comprehensive Economic Development Plan to address issues specific to Oxnard's economy. Included in the Plan will be the development of a business attraction and retention program. December 2017
		3.a.2 Conduct a City Council work session to define a shared definition of a "Business Friendly" environment . Include information collected from 2.b.3 and 2.b.4 (above).	Kymberly Horner	August 1, 2016		In September 2016, Staff sought the assistance of professional Economic Development companies to assist with the development of an economic development plan to address issues specific to Oxnard's economy. The RFP includes services to implement a City Council work session to

					create a Business Friendly Environment. December 2017
	3.a Implement an economic development plan for attracting and retaining business.	3.a.3 Continue and expand the Business Visitation Program	Kymberly Horner	July 1, 2016	Ongoing. The City Manager is continuing business visits monthly. City staff attends Chamber events to aide in welcoming new business to the City and promoting the City.
		3.a.4 Develop a method to survey businesses that close or leave the industrial area to learn from common issues. Share this information with department(s) and/or City Council.	Kymberly Horner	December 1, 2016	In September 2016, Staff sought the assistance of professional Economic Development companies to assist with the development of an economic development plan to address issues specific to Oxnard's economy. The RFP includes services to survey departing businesses. These discussions are also ongoing with EDC-VC
4. Implement a "one stop shop" effort at the City's Service Center	4.a Streamline internal process to ensure government efficiencies.	4.a.1 Establish and track building permit plan check turnaround times for all division's involved in the process	Ashley Golden	December 2016	Ongoing; Part of FY 16/17 Budget Measurables, did not meet goal for quarter one.
4. Implement a "one stop shop" effort at the City's Service Center	4.a Streamline internal process to ensure government efficiencies.	4.a.2 Establish and track planning permit processing timelines	Ashley Golden	December 2016	Ongoing; Part of FY 16/17 Budget Measurables, did not meet goal for quarter one.

		4.a.3 Implement online permitting, bill pay, and inquiry ability for customers for all Service Center activities	Keith Brooks	December 2017		I.T. staff is currently looking to implement online resources for Service Center activities.
		4.a.4 Develop a cross-training program to ensure concierge and counter staff is knowledgeable and to implement the <i>One-Stop Shop</i>	Ashley Golden	July 2017		In Progress and on track; Identified program topics and lead staff for each training topic
		4.a.5 Update customer handouts and create “how-to” videos for frequently asked questions related to Service Center activities	Ashley Golden	First Phase: July 2016 Second Phase: Ongoing		Handouts completed; FAQs completed; How to Videos not underway
		4.a.6 Update City’s Temporary Use Permit(“TUP”) Process	Ashley Golden	Phase 1: September 2016		Staff has made updates, but inter-departmental teams are needed to determine further changes
4. Implement a “one stop shop” effort at the City’s Service Center	4.a Streamline internal process to ensure government	4.a.7 Conduct and/or attend annual customer service trainings for Service Center employees	Lisa Yoshimura	September 30, 2016		City held customer service trainings on April 12 and 19.

	efficiencies.	4.a.8 Establish long term goals, roles and responsibilities between the One-Stop Shop and EDCO.	Kymberly Horner	September 30, 2016		In Progress. ED Staff is coordinating with EDCO staff concerning potential responsibilities of the City, upon the June 30, 2017 dissolution of EDCO. Staff anticipates a continued relationship with EDCO Staff to ensure an orderly transition of responsibilities.
5. Revitalize Oxnard's downtown and pursue economic development opportunities.	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.	5.a.1 Review the Congress for New Urbanism 2016 Oxnard report, and make recommendations to City Council and Planning Commission	Kymberly Horner	June 30, 2016		Downtown Vision Plan Completed in October 2016. https://www.oxnard.org/wp-content/uploads/2016/07/DTDraftVisionPlan.pdf 3-Year Implementation Plan was approved by City Council December 2016 Capital Improvement Projects submitted to City Council for consideration January 2017.
5. Revitalize Oxnard's downtown and pursue economic development opportunities.	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.	5.a.2 Identify desired uses for strategic sites and update zoning code if necessary to allow for development of the sites	Kymberly Horner	September 1, 2016		Economic Development will work with Development Services in connecting this process to the October 2016 Vision Plan as Accepted by the City Council
		5.a.3 Update central business district zoning code, including but not limited to: parking, signage, design guidelines, uses, permit procedures	Ashley Golden	September 2016 – June 2018		Requires City Council budget authorization and consulting services. Scheduled for Spring 2017 City Council Consideration

5. Revitalize Oxnard's downtown and pursue economic development opportunities.	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.	5.a.4 Modify/Create Downtown Arts, Dining and Entertainment districts that includes modification to existing ordinances and owner-accountability systems	Kymberly Horner	December 1, 2016		In Progress: included in the Vision Plan and 3-Year Implementation Plan Functions to be shared with Community and Cultural Affairs Department.
		5.a.5 Develop a method to survey restaurants and retail businesses that close or leave the Downtown to learn from common issues for correction. Share this information with department(s) and/or City Council.	Kymberly Horner	September 1, 2016		On-Going discussion with ODID Board Members, and business owners regarding common causes and factors for business and retail attrition Coordination between City Departments and ODID for Survey and Solutions. New timeline: December 2017

	On Schedule and within budget
	Behind schedule or exceeding budget
	Stopped – No Progress



ECONOMIC DEVELOPMENT STRATEGY

Purpose: 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.



**City Council
Strategic Priorities
2016-2018**

GOAL 1

Create vibrant and economically sustainable commercial, industrial and retail industries throughout the City.

OBJECTIVES

- a. Focus available resources on a comprehensive effort to promote economic activity in Oxnard, including a marketing program that communicates the City's available resources and assets.

PERFORMANCE MEASURES

1. Increase in annual number of new businesses opened in Oxnard by 5%.

GOAL 2

Enhance business development throughout the City.

OBJECTIVES

- a. Develop a strong citywide economy which attracts investment, increases the tax base, creates employment opportunities, and generates public revenue.
- b. Improve relationships and communication between the City and the business community.
- c. Capitalize on historic, cultural and natural resources.
- d. Public safety will collaborate with the business community to promote an environment that supports economic development.

PERFORMANCE MEASURES

1. 10% Improvement in the building permit turnaround time.

GOAL 3

Enhance business retention and attraction.

OBJECTIVES

- a. Implement an economic development plan for attracting and retaining business.

PERFORMANCE MEASURES

1. 5% improvement in City's annual retention rate.

GOAL 4

Implement a "one stop shop" effort at the City's Service Center.

OBJECTIVES

- a. Streamline internal process to ensure government efficiencies.

PERFORMANCE MEASURES

1. Turnaround time for 1st plan checks is less than 4 weeks 90% of time.
2. Turnaround time for discretionary permits is less than 6 months 90% of the time.
3. Customer satisfaction surveys with approval ratings over 85%.

GOAL 5

Revitalize Oxnard's downtown and pursue economic development opportunities.

OBJECTIVES

- 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.

PERFORMANCE MEASURES

1. 5% increase in number of visitors/tourists to Oxnard for the next two years.

**INFRASTRUCTURE AND NATURAL RESOURCES STRATEGIC PRIORITY AREA
FY 16/17 and FY 17/18 TWO-YEAR BUSINESS PLAN**

Purpose: To establish, preserve and improve our infrastructure and natural resources through effective planning, prioritization, and efficient use of available funding.

Goal	Objective	Action/Tasks	Lead Staff	Due Date	Status	Comments
1. Ensure Master plans for all City infrastructure are current, synchronized and consistent with the General Plan.	1.a. Complete the Public Works Integrated Master Plan.	1.a.1 Complete Water, Wastewater, and Storm Water master plans	Robert Hearne	6/30/16	Ongoing	Draft Complete. Pending final council approval. New completion date 6/30/2017.
		1.a.2 Complete the Pavement Management Plan	Robert Hearne	9/30/16	Complete	2016 update Complete
		1.a.3 Complete the Environmental Resources (ER) Master Plan	Todd Vasquez-Housley	6/30/16	Ongoing	Contractor selection made in Nov 2014. New completion date 6/30/2017
		1.a.4 Complete a city-wide Parks Master Plan	Art Gutierrez	12/31/16	Ongoing	Authorization to begin delayed until Fall 2016. RFP reviewed by Parks and Rec. Commission. New completion date 6/30/18
	1.b. Develop master plans for other City facilities and vehicles.	1.b.1 Complete Maintenance Services Master Plans (Facilities and Fleet) including Americans with Disabilities Act (ADA)	Art Gutierrez	6/30/17	Ongoing	Draft Facilities and Fleet plans complete. Pending City Council adoption.

		plan and Landscape Standards.				
2. Develop an asset management program that includes fleet, facilities, parks, streets, alleys, water, wastewater and storm water.	2.a. Develop a City-wide asset management program.	2.a.1. Evaluate current assets and methods for tracking them.	Keith Brooks	6/30/17	Complete	Asset tracking systems have been evaluated and included in IT Master Plan.
		2.a.2. Identify priorities based on day-to-day operations, critical needs, condition, and use.	Art Gutierrez Thien Ng	6/30/17	Ongoing	Water and Wastewater projects have been identified.
		2.a.3. Identify short term, midterm, long term projects	Art Gutierrez Thien Ng	6/30/17	Ongoing	Water and Wastewater projects have been identified.
		2.a.4 Implement a computerized maintenance management system (CMMS) for all City assets.	Keith Brooks Dan Rydberg	6/30/17	Ongoing	Evaluation of systems is complete. Implementation in FY18 budget based on funding availability.
	2.b Develop an asset management funding plan.	2.b.1. Evaluate Funding Sources for Asset Management	Dan Rydberg Jim Throop	6/30/17	Ongoing	New budget for FY18, will allow for review of possible funding sources, which would include GF and Utility funds.
		2.b.2 Provide biannual updates on both assets and needs to Council.	Jim Throop	12/31/17	Ongoing	Work with depts will begin after the FY18 budget cycle. Report structure will be created with first report by Dec. 2017

	2.c. Sell unnneeded City assets.	2.c.1 Identify unneeded assets	Art Gutierrez	6/30/17	Ongoing Revised timeline: 6/30/18	City will need to conduct a comprehensive inventory of assets and determine surplus assets that can be sold. Options for conducting inventory will be developed in FY18.
		2.c.2 Begin sales of assets	Jim Throop	6/30/18	Ongoing	Options for disposing of surplus assets will be developed once an inventory has been completed.
3. Ensure Funding is adequate to meet the goals of the master plans.	3.a. Maximize funding sources.	3.a.1 Develop a Measure "O" allocation plan that includes infrastructure improvements such as streets, City buildings, parks and other capital needs.	Jim Throop	6/30/17	Ongoing	Analysis of Measure O funding has begun. Current analysis is on approved ongoing costs and how to move to General Fund, thus allowing more one-time improvements
		3.a.2 Develop strategies and funding sources for alley maintenance.	Dan Rydberg Jim Throop	12/30/16	Ongoing	Draft strategies completed. Reviewing possible assessment districts, grants, etc. for new funding in FY18 budget. Discussion with City Manager, City Attorney and City Council on possible

						creation of assessment districts is needed.
		3.a.3 Develop strategies and funding sources for storm water program.	Dan Rydberg Jim Throop	12/31/16	Ongoing	Funding sources to be identified in FY18 budget. Discussion needed with City Manager/City Atty/Council to discuss possible new cost item for utility billing. Would require a Prop 218 process. New completion date 12/30/17
		3a.4 Apply for grants and loans through Watershed Protection District, State Water Bonds, etc..	Eric Hummel	12/31/16	Ongoing	Grant applications ongoing. Current grants include ASR well and EPA training.
	3.b. Set rates and fees to fully recover cost.	3b.1. Update fees and charges.	Jim Throop	06/30/17	Ongoing	Cost Allocation Plan (CAP) must be completed prior to fee study. CAP is scheduled to be done by April 2017. The fee study then takes approximately 4 months to complete.

		3b.2 Update utility rates	Dan Rydberg Jim Throop	06/30/17	Ongoing	Council adopted five years of wastewater rate adjustments on March 7, 2017. Council adjusted water rates to incorporate pass-through charges on February 7, 2017. Council also approved one-year of new water rates on April 18, 2017. Solid waste rates are currently under review.
4. Ensure proper construction and maintenance of infrastructure to provide maximum benefit with lowest life cycle cost following CIP plans.	4.a. Implement CIP plans.	4.a.1: Complete the balance of local street paving projects funded by Measure "O".	Robert Hearne	6/30/2017	Ongoing	Completed 8 neighborhoods, 4 underway, and 4 delayed due to lack of water funds for pipeline replacement. Will review availability of other funds in FY18 budget. New completion date 9/30/2018
	4.a. Implement CIP plans.	4.a.2 Complete plans for Wastewater Treatment Plant (WWTP) urgent needs emergency projects	Thien Ng	6/30/2017	Ongoing	WWTP projects were redefined in 2017 Cost of Services Study. Preliminary design of emergency repair project is complete.

		4.a.3 Complete plans to expand the Advanced Water Purification Facility (AWPF) production by 50%	Thein Ng	9/30/17	Ongoing	Conceptual design and cost estimate complete.
	4.b. Catch up on deferred maintenance for City facilities.	4.b.1 Coordinate maintenance functions Citywide to increase efficiency.	Art Gutierrez	12/31/16	Ongoing	Maintenance contracts are currently being rewritten and renewed. New completion date 9/30/2017.
		4.b.2 Perform facility maintenance and equipment replacement per Asset Management Plans.	Art Gutierrez	12/31/17	Ongoing	List of maintenance needs and equipment replacement developed for funding decisions in FY18 budget. Funding from Measure O will be recommended.
5. Ensure orderly development and long-range conservation and management of our natural resources and coastal assets.	5.a. Develop and implement a sustainability program.	5.a.1 Combine recycling and water conservation staff and create a Sustainability Manager position.	Todd Housley	07/01/16	Ongoing	Existing staff have been combined. Conversion of positions to be completed in FY18. Sustainability Manager will be added in ER position control resolution. New completion date 6/30/2017.

		5.a.2 Develop a coordinated Solid Waste and Wastewater waste to energy plan.	Thien Ng	6/30/17	Ongoing	Pending completion of ER Master Plan in Task 1.3.a. Contractor selection made in Nov 2014. New completion date is 1/31/2018
		5.a.3 Partner with the Nature Conservancy and Coastal Conservancy to develop the Ormond Beach Wetlands Restoration Plan with a long-term vision to attract tourism and protect.	Isidro Figueroa	7/31/17	Ongoing	Partners have selected consultant team to update restoration plan, which includes community outreach. New completion date 8/31/2018
	5.b. Protect ocean and waterways.	5.b.1 Implement storm water Best Management Practices (BMPs).	Thien Ng	12/31/17	Ongoing	BMPs have been identified. BMPs will be implemented once funding is identified in FY18 in Task 3.a.3.
		5.b.2 Update our local coastal plan (LCP) to provide orderly and long-range conservation and management of our coastal resources.	Isidro Figueroa	3/15/17	Ongoing	Majority of LCP sections submitted to staff for initial review. Coordinating with consultant for completion of draft. LCP prepared and submitted to Coastal Commission by new completion date 4/30/2019



INFRASTRUCTURE AND NATURAL RESOURCES STRATEGY

Purpose: To establish, preserve and improve our infrastructure and natural resources through effective planning, prioritization, and efficient use of available funding.



**City Council
Strategic Priorities
2016-2018**

GOAL 1

Ensure Master Plans for all City infrastructure are current, synchronized and consistent with the General Plan.

OBJECTIVES

- Complete the Public Works Integrated Master Plan.
- Develop master plans for other City facilities and vehicles.

PERFORMANCE MEASURES

- Ensure integrated master plan is at least 70% implemented.

GOAL 2

Develop an asset management program that includes fleet, facilities, parks, streets, alleys, water, wastewater and stormwater.

OBJECTIVES

- Develop a City-wide asset management program.
- Develop an asset management funding plan.
- Sell unneeded City assets.

PERFORMANCE MEASURES

- Reduce maintenance backlog by 20% annually.

GOAL 3

Ensure funding is adequate to meet the goals of the master plans.

OBJECTIVES

- Maximize funding sources.
- Set rates and fees to fully recover cost.

PERFORMANCE MEASURES

- Increase number of grants applied for by 10%.

GOAL 4

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

OBJECTIVES

- Implement CIP plans.
- Catch up on deferred maintenance for City facilities.

PERFORMANCE MEASURES

- Complete 20% of CIP projects.

GOAL 5

Ensure orderly development and long-range conservation and management of our natural resources and coastal assets.

OBJECTIVES

- Develop and implement a sustainability program.
- Protect ocean and waterways.

PERFORMANCE MEASURES

- Ensure coastal plan is at least 25% implemented.



**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Info/Consent

AGENDA ITEM NO.: 1

DATE: May 2, 2017

TO: City Council

FROM: Michelle Ascencion
City Clerk

SUBJECT: Minutes of the April 24, 2017 Special Meeting and the April 25, 2017 Regular Meeting.

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

RECOMMENDATION:

That the City Council approve the Minutes as presented.

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

There is no financial impact.

ATTACHMENTS:

Attachment A: Minutes 04.24.17 CC special meeting

Attachment B: Minutes 04.25.17 CC,HA regular meeting

MINUTES
 OXNARD CITY COUNCIL
 Special Meeting
 April 24, 2017

A. ROLL CALL/POSTING OF AGENDA

At 5:03 p.m., the special 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 on April 20, 2017. 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; Shiri Klima, Assistant City Attorney, and Michelle Ascencion, City Clerk.

C. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

Public comments were received from Steve Nash and Robert Franks.

D. CLOSED SESSION

Mayor Flynn read the following closed session statement:

“The City Council will recess to a closed session, pursuant to Government Code section 54956.9(d)(1), to confer with its attorneys on two cases. The titles and case numbers of the litigation being discussed are:

1. City of Oxnard; et al. v. Aaron Starr, Ventura County Superior Court, Case No. 56-2016-00479696-CU-MC-VTA; and
2. Aaron Starr v. City of Oxnard; Ventura County Superior Court, Case No. 56-2017-00494475-CU-WM-VTA.

The City Council will also recess to a closed session 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.

The City Council will also recess to a closed session pursuant to Government Code section 54956.9(d)(2), based on existing facts and circumstances, there is significant exposure to litigation against the City in one potential case.

The City Council will also recess to a closed session, pursuant to Government Code section 54957(b)(1), evaluation of public employee, City Attorney.”

At 5:09 p.m. the City Council recessed to a closed session. At 8:14 p.m. the City Council reconvened in open session in the Council Chambers. There was no announcement following closed session.

E. ADJOURNMENT

There being no further business on the agenda, and without objection, Mayor Flynn adjourned the meeting at 8:14 p.m.

MICHELLE ASCENCION, CMC
City Clerk

TIM FLYNN
Mayor

MINUTES
 OXNARD CITY COUNCIL
 Regular Meeting
 April 25, 2017

A. ROLL CALL/POSTING OF AGENDA

At 5:08 p.m., the regular meeting of the Oxnard City Council was called to order by Mayor Flynn in the Council Chambers, concurrently with the Oxnard Housing Authority meeting. The City Clerk called the roll: Councilmembers Bryan A. MacDonald, Oscar Madrigal, Bert Perello; Mayor Pro Tem Ramirez; Mayor Tim Flynn; and Housing Commissioners Jose Andrade and Francisco Vega were present. The City Clerk stated that the agenda was posted April 20, 2017 at City Hall.

Staff members present were Greg Nyhoff, City Manager; Stephen Fischer, City Attorney; Jesús Nava, Assistant City Manager; Arturo Casillas, Housing Director; Daniel Rydberg, Public Works Director; Licette Maldonado, Utilities Finance Officer; James Torrez, Environmental Resources Supervisor; Todd Vasquez-Housley, Environmental Resources Manager; and Michelle Ascencion, City Clerk.

B. REPORTS

Housing Department

1. SUBJECT: Lead the Way: PHA Governance and Financial Management.
RECOMMENDATION: That the Housing Authority Board of Commissioners receive a presentation by William M. Rhodes, Portfolio Management Specialist for the U.S. Department of Housing and Urban Development on “Lead the Way,” an online self-paced training designed primarily for public housing agency (PHA) board members/commissioners.

The Housing Director gave a brief report and introduced Mr. Rhodes, who gave a presentation. Discussion ensued among the Council and Mr. Rhodes. No action was taken.

Public Works Department

1. SUBJECT: Status Report on the Public Works Department Environmental Resources Division.
RECOMMENDATION: That City Council receive an informational report (no action required).

The Environmental Resources Supervisor gave a report. Discussion ensued among Council and staff. No action was taken.

C. OPENING CEREMONIES

Mayor Flynn announced that Item K.4 is removed from the agenda.

The flag salute was followed by a moment of silence.

Additional staff members present at this time were Darwin Base, Fire Chief; Keith Brooks, IT Director; Ingrid Hardy, Cultural and Community Services Director; Kymberly Horner, Economic Development Director; Phillip Molina, City Treasurer; James Throop, Chief Financial Officer; Scott Whitney, Chief of Police; Eden Alomeri, Assistant City Treasurer; John Colamarino, Battalion Chief; Jay Duncan, Customer Services Manager; Armida Galvan-Monares, Customer Service Accounting Technician; George Iafrete, Computer Network Engineer III; and Jason Zaragoza, Deputy City Attorney.

D. CEREMONIAL CALENDAR

1. SUBJECT: Presentation of a Commendation to the Oxnard United Soccer Club Boys 2003 Team for Winning the 2017 National Cup Championship.

Mayor Flynn made some remarks and the Council Members presented certificates of commendation to the Oxnard United Soccer Club players and coaching staff.

E. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Public comments were received from Alice Madrid (Older Americans Month), Jackie Tedeschi (debris blowing into Southbank neighborhood from Ravello construction site), Frank Lopez (street light outages and mattress dumping in South Oxnard), Daniel Chavez Jr. (water, debris, and trees in Rose Park), Abel Magana (recent art/multimedia show in downtown), and George Miller (federal penalties against sanctuary cities).

F. REPORT OF CITY MANAGER

The City Manager announced his upcoming presentation to the Parks, Recreation, and Community Services Commission on Quimby fees. The next City Council meeting will include a presentation on the Oxnard 3-1-1 phone app and an update of progress on the Council's strategic priorities. He said staff is busy working on the next fiscal year budget. He commented on a recent Ventura County Star article that said the city's sales tax revenue is up five percent.

G. CITY COUNCIL REPORTS

Councilmember Madrigal reported on attending a recent Police Department event in Del Sol Park, the Rose Park neighborhood council meeting, the La Colonia green alley program event, and the downtown art show. He announced an upcoming downtown meeting at Heritage Square and an Autism Rocks concert at Universal City Walk. He urged people to wear jeans for Denim Day to promote sexual assault awareness.

Mayor Pro Tem Ramirez reported on attending the La Colonia green alley program event. She announced upcoming events at the Library and Heritage Square. She commented on the separation of powers at the federal level and the importance of Holocaust Remembrance Day.

Councilmember Perello echoed Ms. Tedeschi's concerns about debris blowing into Southbank. He commented on the effectiveness of the Oxnard 3-1-1 app, the Police Department's recent installation of two security cameras, neighborhood cleanups, and the 31 Flavors grand opening. He announced an upcoming River Park community meeting. He requested to receive quarterly "dashboard" reports of the enterprise funds.

Mayor Flynn announced that he plans to present an updated committee reorganization proposal to the Council at an upcoming meeting. He voiced support for the green alleys program as a deterrent for graffiti.

H. REVIEW OF INFORMATION/CONSENT AGENDA

Items J.2(A) and J.3 were pulled for discussion.

Regarding J.2(A): Councilmember Perello, the Fire Chief, and Battalion Chief discussed the process for purchasing/outfitting a new vehicle and consolidating purchases for maximum cost efficiency.

Regarding J.3: Councilmember Perello, the Information Technology Director, and Chief Financial Officer discussed staff training and department training budgets.

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

J. INFORMATION/CONSENT AGENDA

City Clerk Department

1. SUBJECT: Minutes of the April 11, 2017 Regular Meeting; April 17, 2017 Special Meeting; and April 18, 2017 Regular Meeting.
RECOMMENDATION: That the City Council approve the Minutes as presented.

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. Johnson Equipment Company for outfitting a Ford Expedition vehicle that will be used by a Battalion Chief (\$75,011).

Information Technology Department

3. SUBJECT: Revenue Transfer.
RECOMMENDATION: That City Council authorize a budget appropriation of \$523,000 from the Information Technology department's Internal Service Fund Balance to pay for existing technology licenses (Telephone Managed Services, \$233,000) and agreements (\$290,000) deployed throughout the City.

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

K. REPORTSCity Treasurer Department

1. SUBJECT: Quarterly Investment Report for the Third Quarter FY 2016-17.
RECOMMENDATION: That City Council accept and file the 3rd 2017 Quarter Investment Report for the City of Oxnard.

The City Treasurer and Assistant City Treasurer gave a report. Discussion ensued among Council and staff. Public comments were received from Dan Pinedo. No action was taken.

City Attorney Department

2. SUBJECT: Assessment of Delinquent Utility Bill Penalties.
RECOMMENDATION: That City Council approve the introduction and first reading by title only and waive further reading of an ordinance amending Chapters 19 and 22 of the Oxnard City Code to establish penalties to be assessed on delinquent utility service bill payments.

The Deputy City Attorney gave a report.

Public comments were received from Daniel Chavez Jr. and Barbra Macri Ortiz.

Discussion ensued among Council and staff.

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

Public Works Department

3. SUBJECT: Utility Rate Assistance Program Implementation Plan.
RECOMMENDATION: That City Council:
 1. Adopt a Resolution approving a Utility Rate Assistance Program (Program) for residential utility bills to assist Oxnard low-income residents to begin July 1, 2017. Authorize staff to grant financial relief equal to a constant \$10.00 credit for the monthly utility service charged to customers who meet the eligibility requirements.
 2. Authorize staff to direct up to \$100,000 annually from penalty fees charged to customers who pay their bills late and meet the eligibility requirements to fund the Utility Rate Assistance Program.
 3. Authorize staff to implement a voluntary donation program to support the Utility Rate Assistance Program.

The Public Works Customer Service Manager gave a report.

Public comments were received from Daniel Chavez Jr., Pat Brown, and Barbara Macri Ortiz.

Discussion ensued among Council and staff.

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

Development Services Department

4. SUBJECT: Safe Homes, Safe Families.

(Item K.4 was removed from the agenda.)

- 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 8:53 p.m.

MICHELLE ASCENCION, CMC
City Clerk

TIM FLYNN
Mayor



**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Info/Consent

AGENDA ITEM NO.: 2

DATE: May 2, 2017

TO: City Council

FROM: Greg Nyhoff
City Manager

A handwritten signature in blue ink that reads "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 following agreements/contracts and change orders/amendments in amounts more than \$25,000 but no more than \$250,000:

- A. Brodersen Associates for on-call landscape architectural review, plan check and inspection services (\$50,000).
- B. C.S. Legacy Construction, Inc. for installation of 3 new light poles and 18 LED light fixtures (\$33,171).

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.

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.

Agreements for City Council Review
May 2, 2017
Page 2

ATTACHMENTS:

Attachment A: City Manager Contract List for May 2, 2017

City Manager Contract List for 05/02/2017

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

J.2.a

A On-call landscape architectural review, plan check, and inspection services

Vendor: Brodersen Associates
Type: Original Agreement
Agreement No.: 7793-17-DS
Amendment No.: N/A
Purchase Order No.:
Begin Date: 06/01/2017
End Date: 06/30/2019
Term: 2 years 1 month

Amount to be Approved: \$50,000
Current FY Amount: \$2,500
Total Contract Amount: \$50,000
Funding Source: General Fund
Vendor Selection Process: Request for Qualifications (RFQ)
of Bids/Proposals/Quotes: 3
Project Manager: Kathleen Mallory
Department: Development Services
Telephone: 385-7878
Email: kathleen.mallory@oxnard.org

Purpose: Staff is requesting authorization to enter into an Agreement with Brodersen Associates (7793-17-DS) not to exceed \$50,000 for on-call landscape architectural design review, plan check, and inspection services.

On February 3, 2017, a Request for Qualifications (RFQ) was sent to 19 architects and/or firms located in Ventura County. Three firms submitted written responses to the RFQ. Planning Division staff reviewed the proposals and selected Brodersen Associates as one of two consultants. Costs for these services will be 100% recovered through the planning fee process. The agreement with Brodersen Associates is for a 2 year and 1 month period and not to exceed the amount of \$50,000.

B GS15-42 Southwinds Park Improvements Ph. I & II - Lighting Enhancement

Vendor: C.S. Legacy Construction, Inc.
Type: Change Order
Agreement No.: A-7940
Amendment No.: 7
Purchase Order No.: 6215
Begin Date: 02/21/2017
End Date: 07/22/2017
Term:

Amount to be Approved: \$33,171
Current FY Amount: \$1,116,592
Total Contract Amount: \$1,116,592
Funding Source: CDBG
Vendor Selection Process: Public Works Bid
of Bids/Proposals/Quotes: 4
Project Manager: Ralph Alamillo
Department: Public Works - General Services
Telephone: (805) 754-7155
Email: ralph.alamillo@oxnard.org

Purpose: Staff is requesting approval of Change Order No. 7 with C.S. Legacy Construction, Inc. (A-7940) in the amount of \$33,171 for installation of 3 new light poles and 18 LED light fixtures. This enhanced lighting configuration will illuminate the entire park, mainly around the new walking path around the perimeter of the park which will provide better visibility and a better sense of security to the entire community.

On January 24, 2017, City Council approved the agreement with C.S. Legacy Construction for GS15-42 Southwinds Park Improvement, Phase I and II. The project consists of replacing existing play areas, the baseball field with a new lawn area, fencing & bollards, resurfacing the jogging path, renovation of restrooms, exercise equipment, BBQ area, exterior lighting, and a new monument sign.



**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Public Hearing

AGENDA ITEM NO.: 1

DATE: May 2, 2017

TO: City Council

THROUGH: Greg Nyhoff
City Manager

FROM: Arturo Casillas
Housing Director

SUBJECT: Public Hearing FY2017-18 CDBG, HOME, and ESG Annual Action Plan
Funding Recommendations (15/20/25)

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

RECOMMENDATION:

That the City Council:

1. Conduct a public hearing to consider public testimony regarding project funding recommendations from the Application Review Panel.
2. Approve the Annual Action Plan (AAP) with final recommended use of funds for the three entitlement grants: Community Development Block Grant (CDBG), HOME Investments Partnership (HOME) grant, and the Emergency Solutions Grant (ESG).
3. Authorize the City Manager to make any changes to the AAP as directed by the City Council.
4. Authorize the City Manager to execute the required applications, certifications, and other pertinent documents for the submission of the AAP to the U.S. Department of Housing and Urban Development (HUD).
5. Authorize the City Manager to execute HUD agreements and sign all agreements for the implementation of the AAP including subrecipients, interdepartmental, and intradepartmental agreements.

BACKGROUND

Public Hearing FY2017-18 AAP Funding Recommendations (15/20/25)

May 2, 2017

Page 2

Each year the City must submit an Annual Action Plan (AAP) to HUD which serves as an application for its three entitlements grant programs: the Community Development Block Grant (CDBG), the HOME Investments Partnerships (HOME), and the Emergency Solutions Grant (ESG). On December 6, 2016, the City Council held the first public hearing on the FY 2017-2018 AAP to obtain public input on unmet needs of extremely low and low-income persons in the areas of housing, community development and homelessness, which were not currently being addressed by the City, other local agencies and organizations.

In compliance with the City's Citizen Participation Plan, the second public hearing is scheduled for May 2, 2017. This public meeting will provide further opportunity for the City Council and the public to assess the unmet needs and to consider the funding recommendations developed by the City's Application Review Panel. The total estimated available resources for Fiscal Year 2017-2018 are as follows.

FY 2017-2018 Estimated Available Resources	
HUD Allocation Estimate	
CDBG	\$1,981,034
HOME	\$536,249
ESG	\$172,715
Subtotal	\$2,689,998
Program Income Estimate	
CDBG	\$50,000
HOME	\$100,000
ESG	\$43,793
Subtotal	\$193,793
Grand Total Estimate	\$2,883,791

DISCUSSION

Public notice was given on November 5, 2016 for the first public hearing held on December 6, 2016. Notices regarding the application opportunities and mandatory pre-application workshop were sent out on December 7, 2016. Pre-Application Workshops were held on December 14 and December 20, 2016. The due date for the applications was January 19, 2017. Interviews with applicants and deliberations on the funding recommendations were held on February 15th, 16th, and 17th, 2017.

To ensure community involvement and transparency in the planning process, an Application Review Panel is convened to make funding recommendations. The seven-member Application Review Panel is made up of three City staff members and four representatives who represent one of the following: Parks, Recreation, and Community Services Commission, Oxnard Shores Neighborhood Council, Commission on Homelessness, and Senior Services Commission. Funding recommendations follow the U.S. Department of Housing and Urban Development's

Public Hearing FY2017-18 AAP Funding Recommendations (15/20/25)

May 2, 2017

Page 3

“Fiscal Year 2017 Funding Highlights” and the City of Oxnard’s FY2013-17 Consolidated Plan’s “Priorities and Goals.”

The draft of the FY 2017-2018 AAP, including the Panel's funding recommendations, became available to the public for a 30-day review period beginning April 2, 2017 and will end on May 2, 2017. The public notice of the AAP's availability for 30-day comment and review period and notice of the Second Public Hearing date was published in both the VIDA Newspaper on March 30, 2017 in Spanish and the Ventura County Star on April 1, 2107. The AAP was also available in the City's Main Library, the City Clerk's Office, the Housing Department, and on the City's website.

City of Oxnard Fiscal Year 2017 - 2018 Funding Recommendations		
CDBG		
<u>Agency/Organization</u>	<u>Program/Location</u>	<u>Funding Recommendation</u>
Oxnard/Housing-Grants Management	Administration	\$330,000
Oxnard/Housing-Affordable Housing	Administration	\$76,207
Oxnard Housing Department-Fair Housing	Fair Housing Program	\$48,578
Oxnard Housing Department-Homeless Services	Winter Warming Shelter	\$43,327
Community Action Ventura County	Oxnard Transition Center for the Homeless	\$20,000
Livingston Memorial Visiting Nurses Association	Subsidized Care	\$30,000
Oxnard Recreation Department	Colonia Gym	\$40,000
Oxnard Recreation Department	Colonia Boxing Gym	\$20,000
Oxnard Recreation Department	Police Activities League	\$30,000
Boys & Girls Club	Triple Play/Youth Development	\$25,000
Future Leaders of America, Inc.	Youth Leadership & Education Project	\$20,000

Public Hearing FY2017-18 AAP Funding Recommendations (15/20/25)

May 2, 2017

Page 4

Oxnard Recreation Department	Sr. Technology	\$30,000
Oxnard Development Service Department	Code Compliance	\$200,000
Oxnard Police Department	Community Camera Program	\$120,000
Oxnard Housing Department	1450 S Rose Ave ADA Rehabilitation	\$60,000
Oxnard Housing Department-AHRD	First Time Homebuyer	\$300,000
Oxnard Housing Department-AHRD	Housing Services	\$230,000
Oxnard Park Department	Community Center East Park Improvement	\$407,922
Recommended Funding CDBG Total		\$2,031,034
ESG		
Administration	Administration	\$12,954
Community Action of Ventura County	Street Outreach	\$19,000
The Kingdom Center	Oxnard Emergency Shelter	\$30,000
Turning Point Foundation	Mentally Ill Emergency Shelter	\$35,000
County of Ventura Human Services Agency	Homeless Prevention	\$23,000
County of Ventura Human Services Agency	Rapid Re-Housing	\$37,000
Society of Saint Vincent de Paul	Street Outreach	\$19,554
Society of Saint Vincent de Paul	Rapid Re-Housing	\$25,000
Society of Saint Vincent de Paul	Homeless Prevention	\$15,000
Recommended Funding ESG Total		\$216,508
HOME		

Administration	Administration	\$63,625
Oxnard Housing Department-AHRD	First-Time Homebuyer	\$380,000
Community Housing Development Organization	Many Mansions	\$192,624
Recommended Funding HOME Total		\$636,249
Recommended Funding Grand Total		\$2,883,791

STRATEGIC PRIORITIES

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

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

Objective 1b. Explore alternatives for youth through recreation programs and intervention services.

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

Objective 2a. Identify the City's homelessness mission and create a 5-year plan to address homelessness.

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

Objective 3a. Create a renewed focus on establishing a positive outlook and orientation of our City, neighborhoods and overall community.

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

Objective 3e. Create a pilot revitalization project for Southwinds Neighborhood.

Objective 3f. Develop a co-sponsorship policy with criteria that would enable the City to encourage local community events

FINANCIAL IMPACT

The 2017-18 Annual Action Plan outlines how the City plans to allocate its HUD's three entitlement grant programs, e.g., CDBG, HOME, and ESG, for the FY 17-18 budget, as entitlement grants of \$1,981,034 for CDBG, \$536,249 for HOME, and \$172,715 for ESG, and as program income revenues of \$50,000 for CDBG, \$100,000 for HOME and \$43,793 for ESG. The grand total of available resources is estimated at \$2,883,791. The above awards to various agencies and administrative plan will be adjusted accordingly when HUD yearly allocations are forwarded to the City. Based on the estimated 10% reduction of HUD allocation for the fiscal year 2017-2018, the overall estimated funding recommendations may change.

ATTACHMENTS:

Attachment A: Oxnard Citizen Participation Plan

Attachment B: 5 Year Entitlement Grants Summary

Attachment C: 2nd PH FY2017-18 AAP memo

Attachment D: 2017 HUD Income Limits Summary

Attachment E: Certification of Publications VCStar and VIDA

Attachment F: GF IMPACT ANALYSIS

CITY OF OXNARD

CITIZEN PARTICIPATION PLAN

ANNUAL ACTION PLAN

Introduction

The U.S. Department of Housing and Urban Development (HUD) required a community receiving funding under Community Planning and Development formula grant programs to submit to HUD a annual ANNUAL ACTION Plan and Annual Action Plan component. The ANNUAL ACTION Plan is a program and funding implementation plan combined in one document, and states the City's objectives for housing and community planning and development. The formula grant programs include Community Development Block Grant (CDBG), including activities under Section 108, such as guaranteed loan funds, Emergency Shelter Grants (ESG), HOME Investment Partnerships (HOME), and Housing Opportunities for Persons With Aids (HOPWA). In addition, a community must have a ANNUAL ACTION Plan approved by HUD before receiving funds under a variety of other programs including, but not limited to, the following: the HOPE Public Housing programs; Supportive Housing for the Elderly (Section 202); Single-Room Occupancy Housing (SRO); Shelter Plus Care; John Heinz Neighborhood Development; and, Lead-Based Paint Hazard Reduction.

An important component in the preparation of the ANNUAL ACTION Plan is a Citizen Participation Plan (CP Plan), which must be adopted by City Council. The CP Plan must assure participation by all citizens will be encouraged including minorities, non-English speaking persons, and persons with mobility, visual, or hearing impairments. The CP Plan is also designed to specifically encourage participation in the development of the ANNUAL ACTION Plan by low- and very-low income persons, especially in blighted areas, and by persons in areas proposed to receive CDBG funded programs.

The Oxnard CP Plan consists of the following elements:

Public Outreach and Access

- Prior to the adoption of the ANNUAL ACTION Plan by City Council the following information shall be made available to citizens, public agencies and other interested parties.
 - Amount of funds available for the proposed plan
 - Range of activities that may be undertaken
 - Activities and funds that will benefit person of low- and very-low income

- Plans to minimize displacement of persons and to assist any persons displaced.
- A summary of the proposed ANNUAL ACTION Plan shall be published in one or more newspapers of general, local circulation. The summary shall describe the contents and purpose of the plan and include a list of the locations where copies of the entire plan may be examined. At a minimum, copies of the plan shall be available for public review at the Oxnard Public Library and City Clerk's Office.
- The ANNUAL ACTION Plan and amendments to the plan shall be made available for public comment for a minimum of 30 days prior to submission to HUD.
- The ANNUAL ACTION Annual Performance and Evaluation Report (CAPER) shall be made available for public comment for a minimum of 15 days prior to submission to HUD.
- Citizens shall be notified of the availability and given a reasonable opportunity to examine the adopted ANNUAL ACTION Plan, any amendments, and its CAPER.
- The Housing Director shall be notified about housing and community development plan activities relating to the Oxnard Housing Authority development and surrounding communities.
- The City shall provide citizens, public agencies, and other interested parties with reasonable and timely access to information and records relating to the City's ANNUAL ACTION Plan and the City's use of assistance under the programs covered by the plan during the preceding annual or single year planning process.

Public Hearings

- The City shall hold a minimum of two public hearings per program (Fiscal) year. The purpose of the hearings is to obtain public comments, to address housing and community development needs, and to outline the development of proposed activities.

One of these hearings must be held prior to the time that a public notice is published inviting comments on the proposed ANNUAL ACTION Plan. The purpose of this initial hearing is to obtain the public comments on housing and community development needs, including priority non-housing community development needs. The second hearing shall be held prior to adoption of the ANNUAL ACTION Plan and/or Annual Action Plan by the City Council.

- The first hearing may be held in facilities in or adjacent to low/moderate income neighborhoods or City Council Chambers. The second hearing presenting the ANNUAL ACTION Plan shall be held in the City Council Chambers.
- The hearings shall be scheduled at times to ensure the maximum attendance by residents. Persons with disabilities needing special assistance to participate in the meetings shall contact the City Clerk's Office at least 72 hours prior to the meeting to mobility, visual or hearing impairments shall be accommodated. A Spanish language translator shall be provided at each hearing and other translators may be made available upon request.
- Notices of the hearings shall be sent to members of the Inter-Neighborhood Council Committee (INCC) and the presidents of the public housing tenant advisory councils.

Technical Assistance

The City shall provide, upon request, technical assistance to organizations and individuals representative of low- and moderate-income residents wishing to develop proposals for funding assistance under any of the programs covered by the ANNUAL ACTION Plan. The City shall determine the level and type of assistance consistent with HUD policies and questions.

Comments and Complaints

- The City shall consider any comments or views of citizens received in writing or orally at the public hearings in preparing the final ANNUAL ACTION Plan, amendment to the Plan, or CAPER.

A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore, shall be attached to the final ANNUAL ACTION Plan, amendment to the Plan, or CAPER.

- The City shall respond in a timely manner, within 15 days where practical, to all written complaints, grievances and requests for information about the ANNUAL ACTION Plan.
- The City shall amend the ANNUAL ACTION Plan when there is a substantial change, defined as follows:
 - A change of 25 percent of an annual grant amount; or

- A change in an activity's address, where activity is defined as any program or project identified in the Annual Action Plan with an allocated dollar amount.

Adoption of the CP Plan

The City shall provide the public with a reasonable opportunity to comment on the original CP Plan and any amendments thereto, and shall make the CP Plan available. The CP Plan will be made available in other formats for persons with disabilities upon request.

Originally adopted by City Council on October 18, 1994. Modifications adopted by City Council on July 25, 2000.

HUD FORMULA GRANT PROGRAMS
FIVE-YEAR ENTITLEMENT SUMMARY

	2012	2013	2014	2015	2016	*Estimated 2017
Community Development Block Grant (CDBG)	\$2,063,138	2,185,785	2,145,231	2,131,803	2,201,149	1,981,034
HOME Investment Partnerships Act (HOME)	\$667,268	646,077	638,502	561,174	595,832	536,249
Emergency Shelter Grant (ESG)	\$214,100	\$150,512	177,570	191,219	191,905	172,715
Total	\$2,994,506	\$2,982,374	2,961,303	2,884,196	2,988,886	2,689,998

*As of March 6, 2017; HUD allocation is not published all entitlement funds are estimated with a 10% decrease from FY2016. All numbers will be updated after receiving HUD 2017 letter of award.

MEMO



DATE: March 27, 2017

TO: Whom this may concern

FROM: Arturo Casillas, Housing Director *RJH for AC*

SUBJECT: 2017-18 HUD Funding Recommendations and Notice of Second Public Hearing

The funding recommendations for FY 2017-18 Community Development Block Grant (CDBG), HOME Investment Partnerships Act (HOME) and Emergency Solutions Grant (ESG) as well as the draft of the Annual Action Plan will be available on the City's website by April 3, 2017 at: <https://www.oxnard.org/city-department/housing/grants-management/>

A public hearing will be conducted on May 2nd, 2017 at 6:00 pm or thereafter at the Oxnard City Chambers, located at 305 West Third Street, Oxnard, CA 93030.

ATTENDANCE IS RECOMMENDED FOR ALL APPLICANTS WHOSE PROJECT(S) HAVE BEEN RECOMMENDED FOR FUNDING.

Given the uncertainty related to the federal budget and possible reductions in federal grants, these recommendations must be acknowledged as preliminary estimates only. The new 2017 federal budget is unlikely to be approved before these recommendations are finalized by May 15, 2017. In case of a reduction, or elimination of the three entitlement grants, the recommended projects' funding will be adjusted accordingly or eliminated.



FY 2017 INCOME LIMITS DOCUMENTATION SYSTEM

HUD.gov [HUD User Home](#) [Data Sets](#) [Fair Market Rents](#) [Section 8 Income Limits](#) [MTSP Income Limits](#) [HUD LIHTC Database](#)

FY 2017 Income Limits Summary

FY 2017 Income Limit Area	Median Income Explanation	FY 2017 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Ventura County	\$85,600	Very Low (50%) Income Limits (\$) Explanation	35,000	40,000	45,000	49,950	53,950	57,950	61,950	65,950
		Extremely Low Income Limits (\$)* Explanation	21,000	24,000	27,000	29,950	32,350	34,750	37,150	41,320
		Low (80%) Income Limits (\$) Explanation	55,950	63,950	71,950	79,900	86,300	92,700	99,100	105,500

Selecting any of the buttons labeled "Explanation" will display detailed calculation steps for each of the various parameters.

Certificate of Publication

Ad #1549709

In Matter of Publication of:

Public Notice

State of California)

))§

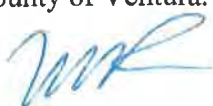
County of Ventura)

I, **Maria Rodriguez**, hereby certify that the **Ventura County Star Newspaper** has been adjudged a newspaper of general circulation by the Superior Court of California, County of Ventura within the provisions of the Government Code of the State of California, printed in the City of Camarillo, for circulation in the County of Ventura, State of California; that I am a clerk of the printer of said paper; that the annexed clipping is a true printed copy and publishing in said newspaper on the following dates to wit:

April 01, 2017

I, Maria Rodriguez certify under penalty of perjury, that the foregoing is true and correct.

Dated this April 03, 2017; in Camarillo, California, County of Ventura.


Maria Rodriguez
(Signature)

CITY OF OXNARD NOTICE OF 30-DAY PUBLIC REVIEW FY 2017-2018 ANNUAL ACTION PLAN		PROPOSED HOME ACTIVITIES																																			
NOTICE IS HEREBY GIVEN that the City of Oxnard (City) has prepared its One-Year Action Plan (FY 2017-2018). The publication of this notice is the beginning of the 30-day public review period required under Federal Regulation 24 CFR 91.105(b) (2). The public review and written comment period begins on April 3, and concludes on May 2, 2017. NOTICE IS HEREBY FURTHER GIVEN that the One-Year Action Plan will be presented to the City Council (Council) for approval on the following date: DATE: May 2, 2017 LOCATION: City Council Chambers : 305 West Third Street Oxnard, California 93030 TIME: 6:00 PM and thereafter At this meeting, the Council will receive public comments on the One-Year Annual Action Plan (AAP) and consider the submission of the Plan to the U.S. Department of Housing and Urban Development (HUD) on or before May 15, 2017. BACKGROUND Each year, the City has participated in grant programs sponsored by HUD. HUD programs included the Community Development Block Grant (CDBG), HOME Investment Partnerships Act (HOME), and Emergency Solutions Grant (HESG) Programs. It is estimated that the City will receive the following amounts for FY 2017-2018 for these programs: <table border="0"> <tr> <td>• CDBG</td> <td>\$ 1,981,034</td> </tr> <tr> <td>• HOME</td> <td>\$ 536,249</td> </tr> <tr> <td>• HESG</td> <td>\$ 172,715</td> </tr> <tr> <td>TOTAL EXPECTED RESOURCES:</td> <td>\$ 2,689,998</td> </tr> </table> ONE-YEAR ACTION PLAN For the fiscal year beginning July 1, 2017, and ending June 30, 2018, the City proposes the utilization of grant funds to implement the programs and activities as follows: COMMUNITY DEVELOPMENT BLOCK GRANT <table border="0"> <tr> <td>• FY 2017-2018 Estimated Award</td> <td>\$1,981,034</td> </tr> <tr> <td>• Estimated Program Income</td> <td>\$ 50,000</td> </tr> <tr> <td>Total CDBG funding Available:</td> <td>\$2,031,034</td> </tr> </table> PROPOSED CDBG PROJECTS <table border="0"> <tr> <td>Administrative Activities</td> <td>\$ 406,207</td> </tr> <tr> <td>Public Service Projects</td> <td>\$ 306,905</td> </tr> <tr> <td>Direct Benefit Projects</td> <td>\$1,317,922</td> </tr> <tr> <td>TOTAL PROPOSED CDBG ACTIVITIES/PROJECTS:</td> <td>\$2,031,034</td> </tr> </table> HOME INVESTMENT PARTNERSHIPS ACT <table border="0"> <tr> <td>• FY 2017-2018 Estimated Award</td> <td>\$536,249</td> </tr> <tr> <td>• Estimated Program Income</td> <td>\$100,000</td> </tr> <tr> <td>Total HOME funding Available:</td> <td>\$636,249</td> </tr> </table>		• CDBG	\$ 1,981,034	• HOME	\$ 536,249	• HESG	\$ 172,715	TOTAL EXPECTED RESOURCES:	\$ 2,689,998	• FY 2017-2018 Estimated Award	\$1,981,034	• Estimated Program Income	\$ 50,000	Total CDBG funding Available:	\$2,031,034	Administrative Activities	\$ 406,207	Public Service Projects	\$ 306,905	Direct Benefit Projects	\$1,317,922	TOTAL PROPOSED CDBG ACTIVITIES/PROJECTS:	\$2,031,034	• FY 2017-2018 Estimated Award	\$536,249	• Estimated Program Income	\$100,000	Total HOME funding Available:	\$636,249	Program Administration \$ 83,825 CHDO** \$192,624 Projects/Programs \$380,000 TOTAL PROPOSED HOME ACTIVITIES/PROJECTS: \$636,249 ** CHDO means Community Housing Development Organization EMERGENCY SOLUTIONS GRANT • FY 2017-2018 Estimated Award \$172,715 • 2013 Funding \$43,793 Total HESG funding Available \$216,508 PROPOSED ESG ACTIVITIES <table border="0"> <tr> <td>Program Administration</td> <td>\$ 12,954</td> </tr> <tr> <td>Projects</td> <td>\$ 203,554</td> </tr> <tr> <td>TOTAL PROPOSED HESG ACTIVITIES/PROJECTS:</td> <td>\$216,508</td> </tr> </table> PUBLIC COMMENTS Copies of the draft of the Plan and the AAP will be available for public review at the following locations: City of Oxnard Main Library 251 South "A" Street City of Oxnard City Clerk's Office 300 West Third Street, Fourth Floor City of Oxnard Housing Department 435 South "D" Street If you plan to attend the hearing, staff suggests that you contact the City Clerk's Office at (805) 385-7803 the Thursday prior to the scheduled date to confirm that the hearing has not been rescheduled. Persons with disabilities needing special assistance to participate in the hearing, or persons requiring a translator, should also contact the City Clerk's Office at least 72 hours prior to the meeting. For further information, contact Lette Dang, Interim Grants Manager, at (805) 385-1933. Written comments may be addressed to the following: City of Oxnard - Housing Department Grants Management Division 435 South D Street Oxnard, CA 93030		Program Administration	\$ 12,954	Projects	\$ 203,554	TOTAL PROPOSED HESG ACTIVITIES/PROJECTS:	\$216,508
		• CDBG	\$ 1,981,034																																		
		• HOME	\$ 536,249																																		
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CITY OF
OXNARD
CALIFORNIA

In the Superior Court of the State of California

IN AND FOR THE COUNTY OF VENTURA

CERTIFICATE OF PUBLICATION

TYPE OF NOTICE

CIUDAD DE OXNARD

AVISO DE EVALUACIÓN PÚBLICA DE 30
DÍAS PLAN DE ACCIÓN ANUAL AÑO FISCAL
2017-2018

STATE OF CALIFORNIA
COUNTY OF VENTURA

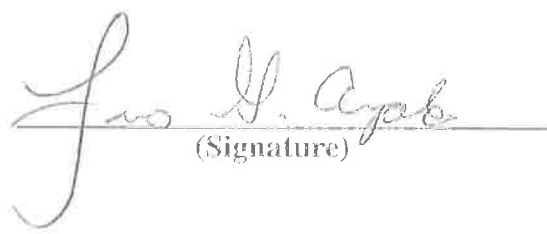
I, Luis Ayala

hereby certify that Ventura County VIDA Newspaper, is a newspaper of general circulation within the provision of the Government Code of the State of California, printed and published in the County of Ventura, State of California; that I am the Principal Clerk of said newspaper; that the annexed clipping is a true printed copy and published in said newspaper on the following dates, to wit.

Mar 30, 2017

I certify under penalty of perjury that the foregoing is true and correct, at Oxnard, County of Ventura, State of California, on the

30th day of March 2017


(Signature)

CIUDAD DE OXNARD

AVISO DE EVALUACIÓN PÚBLICA DE 30 DÍAS PLAN DE ACCIÓN ANUAL AÑO FISCAL 2017-2018

CON EL PRESENTE SE DA AVISO que la Ciudad de Oxnard ha preparado su Plan de Acción Anual para el Año Fiscal 2017-2018. Con esta publicación se da inicio a una evaluación del público de 30 días como lo requiere la Ley Federal 24 CFR 91.105(b) (2). El periodo de evaluación pública y comentarios por escrito comienza el 3 de abril, 2017 y termina el 2 de mayo, 2017.

ADEMÁS CON EL PRESENTE SE DA AVISO que el Plan de Acción de un año se presentará ante el Concejo Municipal para su aprobación en la siguiente fecha:

FECHA: 2 de mayo, 2017

UBICACIÓN: Cámara del Concejo Municipal
305 West Third Street
Oxnard, California 93030

HORA: a partir de las 6:00 PM en adelante

En esta junta el Concejo escuchará los comentarios del público acerca del Plan de Acción Anual (AAP, por sus siglas en inglés) y considerará presentar el Plan ante el Departamento de Vivienda y Reurbanización de los Estados Unidos (HUD) antes de o el 15 de mayo, 2017.

ANTECEDENTES

Cada año, la Ciudad ha participado en programas de subvenciones patrocinados por HUD. Entre los programas de HUD se incluyen los siguientes: Subvenciones en Bloque para el Desarrollo Comunitario (CDBG, en inglés), el Acto de Inversiones en Asociación HOME, y el Programa de Subvenciones para Soluciones Urgentes (HESG). Para el año fiscal 2017-2018 la Ciudad recibirá las siguientes cantidades para los siguientes programas:

☐ CDBG	\$ 1,981,034
☐ HOME	\$ 536,249
☐ ESG	\$ 172,715

TOTAL DE RECURSOS PREVISTOS: \$2,689,998

PLAN DE ACCIÓN PARA UN AÑO

Para el año fiscal comenzando el 1 de julio, 2017, finalizando el 30 de junio, 2018, la Ciudad propone el uso de los fondos de subvención en los programas y actividades siguientes:

SUBVENCIONES EN BLOQUE PARA EL DESARROLLO COMUNITARIO

• Subvenciones para el Año Fiscal 2017-2018	\$1,981,034
• Estimado del Capital del Programa	\$ 50,000
Total de fondos CDBG disponibles:	\$2,031,034

RECOMENDACIONES PARA PROYECTOS DE CDBG

Administración de Actividades	\$ 406,207
Proyectos de Servicio Público	\$ 306,905
Proyectos de Beneficio Directo	\$1,317,922
TOTAL EN RECOMENDACIONES	\$2,031,034
PARA ACTIVIDADES/PROYECTOS CDBG:	

In the Superior Court of the State of California

IN AND FOR THE COUNTY OF VENTURA

CERTIFICATE OF PUBLICATION

TYPE OF NOTICE

CIUDAD DE OXNARD

AVISO DE EVALUACIÓN PÚBLICA DE 30
DÍAS PLAN DE ACCIÓN ANUAL AÑO FISCAL
2017-2018

STATE OF CALIFORNIA
COUNTY OF VENTURA

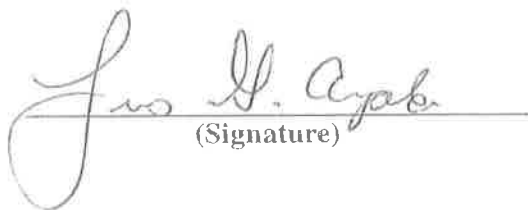
I Luis Ayala

hereby certify that Ventura County VIDA Newspaper, is a newspaper of general circulation within the provision of the Government Code of the State of California, printed and published in the County of Ventura, State of California; that I am the Principal Clerk of said newspaper; that the annexed clipping is a true printed copy and published in said newspaper on the following dates, to wit.

Mar 30, 2017

I certify under penalty of perjury that the foregoing is true and correct, at Oxnard, County of Ventura, State of California, on the

30th day of March, 2017


(Signature)

TOTAL EN RECOMENDACIONES PARA ACTIVIDADES/PROYECTOS CDBG: \$4,051,034

LEY DE INVERSIONES EN ASOCIACIÓN - HOME

- Subvención del Año Fiscal 2017-2018 \$536,249
- Reasignación de Fondos \$100,000
- Total de fondos HOME disponibles: \$636,249

RECOMENDACIONES PARA PROYECTOS DE HOME

- Administración del Programa \$63,625
- CHDO** Reserva \$192,624
- Proyectos/Programas \$380,000
- TOTAL EN RECOMENDACIONES \$636,249

PARA ACTIVIDADES/PROYECTOS HOME:

- ** CHDO (por sus siglas en inglés, Community Housing Development Organization)

PROGRAMA DE SUBVENCIONES PARA SOLUCIONES URGENTES (HESG, en inglés)

- Subvenciones Año Fiscal 2017-2018 \$172,715
- Fondos del 2013 \$43,793
- Total de fondos HESG disponibles 216,508

RECOMENDACIONES PARA PROYECTOS DE HESG

- Administración del Programa \$12,954
- Proyectos \$203,554
- TOTAL EN RECOMENDACIONES PARA \$216,508
- ACTIVIDADES/PROYECTOS HESG:

OPINIÓN PÚBLICA

Copias del borrador del informe del Plan y del AAP estarán disponibles para el público en siguientes establecimientos:

Biblioteca Principal de la Ciudad de Oxnard
251 South "A" Street

Oficina de la Secretaría Municipal de la Ciudad de Oxnard
300 West Third Street, Cuarto Piso

Departamento de Vivienda de la Ciudad
435 South "D" Street

Si tiene planes de asistir a esta audiencia, el personal le sugiere que llame a la Oficina de la Secretaría Municipal de la Ciudad al (805) 385-7803 el jueves anterior a la fecha para confirmar que la audiencia no ha cambiado de fecha. Las personas con discapacidad que requieran de ayuda especial para ser parte de la audiencia o quien necesite servicios de intérprete, también debe comunicarse con la Oficina del de la Secretaría Municipal de la Ciudad por lo menos 72 horas antes de la fecha.

Para más información, comuníquese con Juliette Dang, Gerente Interino de Subvenciones al (805) 385-7493. Comentarios por escrito deberán dirigirse a:

City of Oxnard – Housing Department
Grants Management Division
435 South D Street
Oxnard, CA 93030

CITY OF

OXNARD

CITY OF OXNARD
FISCAL YEAR 2016-2017

GRANT	APPLICANT	PROGRAM NAME	FY 16-17 AAP	ESTIMATES FOR	
				FY 17-18 AAP	
		COMMUNITY DEVELOPMENT BLOCK GRANT	<u>Available Resources</u>	<u>Estimates of</u> Available Resources	
		HUD Allocation	2,201,149.00	1,981,034.00	
		Program Income	35,000.00	50,000.00	
		Reprogram PY resources	110,200.00	0.00	
		<u>TOTAL CDBG GRANT</u>	<u>2,346,349.00</u>	<u>2,031,034.00</u>	
					Variations Affecting GF
CDBG - ADM	Oxnard Housing Department-Grants Management		300,230.00	330,000.00	29,770.00
CDBG - ADM	Oxnard Housing Department-Homeless Assistance		62,000.00	0.00	(62,000.00)
CDBG - ADM	Oxnard Housing Department-Affordable Housing		85,000.00	76,207.00	(8,793.00)
	Total Administrative Services Projects		447,230.00	406,207.00	(41,023.00)
CDBG - PS	Oxnard Housing Department - Fair Housing		\$58,000.00	48,578.00	(9,422.00)
CDBG - PS	Oxnard Housing Department-1 Year-Round Homeless Facility		\$29,822.00	43,327.00	13,505.00
CDBG - PS	Community Action of Ventura Oxnard Transition Center for the Homeless		\$48,000.00	20,000.00	
CDBG - PS	Livingston Memorial Visiting Nurse Subsidized Care		\$30,000.00	30,000.00	
CDBG - PS	Society of St. Vincent de Paul Intensive Case Management		\$44,000.00	-	
CDBG - PS	Oxnard Recreation Department-Colonia Gym		\$40,000.00	40,000.00	-
CDBG - PS	Oxnard Recreation Department-Colonia Boxing Gym		\$7,600.00	20,000.00	12,400.00
CDBG - PS	Oxnard Recreation Department-Police Activities League		\$26,000.00	30,000.00	4,000.00
CDBG - PS	Boys & Girls Club Power Hour/Youth Development		\$25,000.00	25,000.00	
CDBG - PS	El Centrito Family Learning Center Literacy-Integrated After School		\$7,000.00	No Application	
CDBG - PS	Future Leaders of America Youth Education		Not Funded	20,000.00	
CDBG - PS	Oxnard Recreation Department-Sr. Technology		\$20,000.00	30,000.00	10,000.00
	Total Public Services Projects		\$335,422.00	306,905.00	30,483.00
CDBG - DB	Oxnard Development Services-Code Compliance		\$200,000.00	200,000.00	-
CDBG - DB	Oxnard Fire Department Command Vehicle		\$130,000.00	N/A	
CDBG - DB	Oxnard Fire Department Generator for Fire Stations		\$180,000.00	N/A	
CDBG - DB	Oxnard Police Department Surveillance Cameras		N/A	120,000.00	
CDBG - DB	Oxnard Housing Department-ADA Rehabilitation Rose Ave.		N/A	60,000.00	
CDBG - DB	Oxnard Housing Department-First Time Homebuyer		N/A	300,000.00	
CDBG - DB	Oxnard Housing Department-SF Rehabilitation		\$125,000.00	No Application	
CDBG - DB	Oxnard Housing Department-MH Owner Rehabilitation		\$300,000.00	No Application	
CDBG - DB	Oxnard Housing Department-Housing Services		\$225,500.00	230,000.00	4,500.00
CDBG - DB	Oxnard Park Department Community Center East Park		N/A	407,922.00	
CDBG - DB	Oxnard Park Department Southwinds Park Phase II		\$252,925.00	N/A	
CDBG - DB	Oxnard Park Department Southwinds Park Phase II Lighting		\$150,272.00	N/A	
	Total Direct Benefits Projects		\$1,563,697.00	1,317,922.00	4,500.00
	TOTAL CDBG GRANT		\$2,346,349.00	2,031,034.00	(\$6,040.00)

EMERGENCY SOLUTIONS GRANT

<u>Available Resources</u>	<u>Estimates of Available Resources</u>
HUD Allocation	191,905.00
Program Income	0.00
Reprogram PY resources	0.00
<u>TOTAL HESG GRANT</u>	191,905.00

**Variations
Affecting GF**

HESG-ADM	Administration	\$14,393.00	12,954.00	(1,439.00)
HESG_HMIS	HMIS	\$7,369.00	-	
HESG-SO	Community Action of Ventura Transi-on Center for the Homele	\$38,143.00	19,000.00	
HESG-HP	County of Ventura Human Ser Homeless Prevention	\$22,000.00	23,000.00	
HESG-RR	County of Ventura Human Ser Rapid Re-Housing	\$33,000.00	37,000.00	
HESG-ES	Interface Children & Family Se Runaway Homeless Emergency Yc	\$20,000.00	No Application	
HESG-SO	Society of Saint Vincent de Pai Street Outreach	N/A	19,554.00	
HESG-RR	Society of Saint Vincent de Pai Rapid Re-Housing	N/A	25,000.00	
HESGHP	Society of Saint Vincent de Pai Homeless Prevention	N/A	15,000.00	
HESG-ES	The Kingdom Center	Oxnard Emergency Shelter	\$30,000.00	30,000.00
HESG-ES	Turning Point Foundation	Mentally Ill Emergency Shelter	\$27,000.00	35,000.00
<u>TOTAL ESG GRANT</u>		\$191,905.00	216,508.00	(1,439.00)

HOME INVESTMENT PARTNERSHIP

<u>Available Resources</u>	<u>Estimates of Available Resources</u>
HUD Allocation	595,832.00
Program Income	100,000.00
Reprogram PY resources	-
<u>TOTAL HOME GRANT</u>	695,832.00

HOME-ADM	Administration	\$59,584.00	63,625.00	4,041.00
HOME HB	Oxnard Housing Department / First-Time Homebuyer	\$420,000.00	380,000.00	
HOME-CHDO	Community Housing Developr Many Mansions	\$216,248.00	192,624.00	
<u>TOTAL HOME GRANT</u>		\$695,832.00	636,249.00	4,041.00

ENTITLEMENTS GRAND TOTAL \$3,234,086.00 \$2,883,791.00 (\$3,438.00)



**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Report

AGENDA ITEM NO.: 1

DATE: May 2, 2017

TO: City Council

THROUGH: Greg Nyhoff
City Manager

FROM: Ashley Golden
Development Services Director

SUBJECT: Safe Homes, Safe Families (15/25/20)

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

RECOMMENDATION:

That City Council receive a presentation and provide direction on elements of a Safe Homes, Safe Families Program which encourages the availability of safe and healthy living environments for Oxnard residents.

BACKGROUND

On May 17, 2016 the City Council adopted business plans with specific implementation steps that captured the City Council's agreed upon strategic priority focus for the coming two years (FY 16/17 and FY 17/18). Within the Quality of Life Strategy, Council prioritized the development of a rental inspection program.

The Code Compliance Division is charged with providing a "community-based, solution-oriented enforcement to maintain clean, safe, prosperous, and attractive neighborhoods." The Code Compliance Division efforts are primarily complaint-based, meaning staff responds to community complaints, conducts inspections, and ensures compliance. Although City's efforts for addressing citywide code violations will continue, staff recommends a focused, pro-active approach to inspect rental housing units throughout the City.

A proactive rental inspection program is proposed to be a preemptive program, rather than a reactive program. Inspections are proposed to take place at designated intervals, not in response to a complaint, to ensure safe and healthy housing and to maintain neighborhood property values. The program will also identify substandard and overcrowded residential rental units and ensure rehabilitation of those units to meet the minimum building and housing code standards. Additional benefits of this proposed program include: 1) ensures rental housing stock is maintained; 2) encourages preventative maintenance; and 3) relieves tenants of forcing landlords to make repairs.

The Safe Homes, Safe Families Program will include registration, periodic inspections and enforcement. Other similar program elements vary widely regarding: the types of housing units to include; registration and/or licensing of rental properties; frequency of inspections; scope of inspections; fees/funding; and implementation of the program. Therefore, as part of the development of Oxnard's Safe Homes, Safe Families Program staff is seeking direction from Council on the above six elements.

1. **Types of Units:** In 2015 the State Department of Finance reported 54,286 housing units in Oxnard. Of those, approximately 24,600, or 45%, are rental units. Of those 24,600 rental units, approximately 9,000 are estimated to be single family residences, resulting in approximately 15,600 units located in multi-family buildings.

According to the publications ChangeLab Solutions "A Guide to Proactive Rental Inspection Programs" *most* programs cover multi-unit properties. Staff recommends that Oxnard's Safe Homes, Safe Families Program apply to multi-unit properties that contain 3 units or more. City Code section 11-4 (A) requires any person conducting business within the city to obtain a business tax certificate (BTC). Section 11-30 (Y) defines a Residential Rental as "An apartment house, court or other dwelling, containing three or more rental units. Section (X) defines a Rental Unit as "A portion of an apartment house or other dwelling rented or available for rent." These BTC records can provide a record of properties already meeting this requirement and is an efficient way to apply the program. Currently there are 773 properties meeting these criteria, which equates to a *minimum* of 2,319 units if properties are multiplied by 3 (Attachment A is a map of the rental properties registered with Business Licensing)

Although there are benefits to including single family homes in a proactive rental inspection program, due to limited resources and the difficulty in identifying the single family homes used for rentals, staff proposes to initially exempt single family rentals from the program. Single family homes would still be part of the daily code compliance operation for addressing code compliance complaints, but not be part of a proactive program, or subject to the registration requirements of the Safe Homes, Safe Families Program.

Staff also recommends that the program specifically *exempt* approximately 15,315 properties from the program which include:

- Single Family Homes which are estimated to include 9,000 single family homes used as rentals.
- New Construction units built within the last 5 years which are estimated to include 2,000 new construction units.
- Government regulated or subsidized units, which are subject to the U.S. Department of Housing and Urban Development (HUD) inspection requirements. Currently the City of Oxnard has a total of 2,489 government regulated or subsidized units (664 public housing units and 1,825 Section 8 voucher units).

2. **Registration/License:** Under the Safe Homes, Safe Families Program it is proposed owners of multiple rental dwelling units to register their units with the City. As stated above, staff recommends Oxnard's Safe Homes, Safe Families Program apply to properties with three or more units on a single property. Property owners who rent or lease three or more units on a single property are already required to obtain a Business Tax Certificate (BTC). Therefore the City is already aware of property ownership and where rental properties are located. When property owners apply for their annual BTC they would also be required to register their property in the Safe Homes, Safe Families Program. The registration fee and license is completed at initial registration; however, an annual program fee would be assessed per unit.
3. **Frequency of Inspection:** Staff recommends an inspection as a prerequisite for: 1) initial registration in the Safe Homes, Safe Families Program; 2) upon transfer of ownership of a unit; and 3) until compliance is achieved after violations have been found. In addition to an initial inspection, certain events can accelerate or decelerate required inspections. Staff proposes to inspect properties containing three or more units that have passed an initial inspection, every 3 years. If a property does not pass the inspection it will be inspected until it comes into compliance.

After passing two consecutive inspections, a property would be eligible to be placed in a self-certification program if: 1) no violations exist, or all violations identified in the initial inspection are abated within 30 days; 2) the property owner is in compliance with all of the provisions of the housing code; and 3) the property owner is not delinquent on any payments to the city of fees, penalties or taxes. Properties within the self-certification program would annually certify that their property, and each unit, has no violations. Properties within the self-certification program would be inspected every 5 years.

A self-certification program allows cities to allocate their limited resources to properties most in need of inspections and provides a financial incentive for property owners to ensure that their property complies with all applicable codes.

- 4. Scope of Inspections:** There are three basic scopes of inspections: 1) exterior of buildings; 2) interior common areas; and/or 3) interior of individual units in a building. The drawbacks to including interior inspections includes: 1) the amount of time the actual inspection takes; 2) resistance of tenants or owners to give access to a unit; and 3) scheduling the inspection for a time when an adult can be present. However, statistics show that exterior and interior conditions are often related; therefore the most comprehensive approach is to inspect the interior and exterior of a unit. Attachment B shows a sample inspection checklist.

Oxnard staff recommends conducting both interior and exterior inspections, but only inspecting a predetermined percentage of units on a property. This is referred to as a “sampling formula”. A sampling formula will allow the City to match its resources to the Safe Homes, Safe Families Program’s six elements. A sampling formula means a percentage of the units within a building or property are inspected. For example, on a property with 20 units, all common areas would be inspected and a random sampling of 20% of the units would be inspected. If during an inspection of any of the units violations are noted, the inspector is authorized to inspect additional, or all, of the units on the property. It is common in a sampling approach to use a sliding scale to determine the percentage of units to be inspected on a property. For example for properties with 10 units or less, it is recommended inspect 100% of all units; 10-20 units, inspect 25%; 21-50 units 20%; 51 units and over inspect 10% will be inspected. In a sampling formula approach, it is the City, not the owner that selects which units are to be inspected.

- 5. Fees/Funding:** The most common approach to collecting fees is an initial registration fee, followed by an annual program fee. The registration fee and program fee are typically flat fees. In conjunction with a registration fee and program fee, inspection fees (and re-inspection fees) will be assessed to cover the cost of the Safe Homes, Safe Families Program. The approach and dollar amount of inspection fees may vary. Common fee approaches include charging for each building; a percentage of the total units; every unit; or a flat rate for the property plus a fee for each unit inspected. If a self-certification program is offered, a property within the self-certification program would be assessed an annual program fee, but not an inspection fee. In addition to registration, program, and inspection fees, some jurisdictions impose fees for missed or rescheduled appointments, late payments, abatement costs, and civil and criminal penalties for violations.

For Oxnard, staff recommends an initial registration, annual program, inspection, re-inspection and rescheduled appointment fees. The City currently assesses, and would continue to assess, late payments, abatement costs, and civil and criminal penalties. For the inspection fee, staff recommends a base inspection fee for each property, plus a fee for each unit inspected. The inspection fee would be set to cover the cost of an average inspection. Staff will return to City Council with proposed fees once the Safe Homes, Safe Families Program elements are further defined.

The initial investment of time and resources to develop and implement Safe Homes, Safe Families Program would be substantial. In addition to personnel costs Council must consider the associated equipment (vehicles, uniforms, computers, technology enhancements), outreach and education materials, forms, notices, mailings/postage, hearings, monitoring and maintenance of the program, and the actual time associated with inspections, rechecks, and administrative paperwork. Staff reached out to cities with similar programs to assess start-up and on-going costs. Most of these cities indicated it takes about three years for a program to be revenue neutral. Before that time the program must be subsidized.

6. **Implementation:** Safe Homes, Safe Families Program need to be implemented based on the available resources. Currently Code Compliance includes 7 Code Inspectors, a Senior Code Inspector, Code Manager (vacant), and an Administrative Secretary. Currently there are 11 Code Compliance Beats, leaving the 7 officers to cover up to three beats each (Attachment B).

Common approaches to implement a program include targeting: a specific neighborhood; older neighborhoods first; properties with a history of complaints or non-compliance; or properties with a minimum number of units. Based on Oxnard's resources staff recommends either targeting specific beats and/or neighborhoods or targeting those properties that already obtain a BTC, as described in Section 1 of this report. Currently there are 773 properties meeting these criteria, which equates to a *minimum* of 2319 units if properties are multiplied by three.

By starting in a small area program startup costs related to additional staff, purchasing equipment, and associated administrative costs could be reduced. Starting small will also enable staff to evaluate the program elements and make adjustments to increase the level of compliance city code and improvements to the housing stock.

Once the program is successful we would propose to expand the program to additional neighborhoods. The criteria to select addition neighborhoods include: a high number of rental units, signs of deterioration, and neighborhoods that express an interest in a proactive inspection program. An example of a success measurement could be reducing the number of substandard housing cases in each of these two neighborhoods by 25%.

STRATEGIC PRIORITIES

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

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

Objective 1e. Develop a rental inspection program.

FINANCIAL IMPACT

Fiscal Year 2016-17 Adopted Budget included an augmentation of \$80,000 for a code compliance inspector position to administer the Rental Inspection Program. To fully fund the Rental Inspection Program, additional funding will be needed for the inspector's vehicle, related equipment, fuel and maintenance of the vehicle and related equipment, an administrative assistant's time to support the program, or development for the program itself. The initial cost of the Rental Inspection Program is estimated at \$255,000 based on the following breakdown:

Description	Initial Costs	Ongoing Costs
Code Compliance Inspector (1 person)	\$80,000	\$80,000
Code Tech (1 Person)	\$70,000	\$70,000
Office Assistant (1 person)	\$60,000	\$60,000
* Inspector Vehicle	\$30,000	
Fuel, Car Wash, & Vehicle Maintenance	\$5,000	\$5,000
* Computers, Printers, and related IT Charges	\$5,000	\$700
Postage, Printing, Office Supplies, and Uniform	\$5,000	\$5,000
Estimated Costs for Rental Inspection Program	\$255,000	\$220,700

**Replacement funding will be required based on replacement cycle of vehicle and equipment such as computer/laptop*

The goal of setting the registration fee is to have the fee be revenue neutral, meaning the fees collected fully support the operation of the program. Until the specific elements of the program are defined, specific costs to run the program cannot be provided. It is anticipated that the first couple years of a Safe Homes, Safe Families Program the program will not be revenue neutral. The program is anticipated to cost the city more than the revenue collected. Most cities experience a 50% registration rate the first year, followed by a 10% increase per year, maxing out at 80% registration after multiple years.

For comparison purposes staffed looked at cities of varying sizes and scales of programs.

Ontario, a city with 15,000 rental units, which are inspected every 4 years, has 4 dedicated inspectors and one supervisor. Ontario charges the following fees:

- \$36 annual registration fee per unit which includes one inspection every 4 years. When a property does not pass inspection, a unit is assessed a \$107 per hour re-inspection fee.

Sacramento County has 45,926 properties and 106,632 units, which they inspect every 3 years. Sacramento County also has a self-certification aspect to its program. They County selects, at random, units to inspect within the self-certification program. Sacramento has 2 audit inspectors, which are specific to the self-certification properties, 4 field inspectors for the rest of the rental properties, 1 registration staff and a supervisor. In 2015, the inspectors conducted approximately 12,000 inspections, which is only 11% of the County's inventory. Sacramento County is not currently able to inspect the registered rental units every three years. Sacramento County charges the following fees:

- \$15.50 annual registration fee per unit, \$335 fee per property, and a \$59.50 per unit fee for inspections. If a unit fails the first inspection an owner pays the unit fee again. An owner pays a penalty of \$3,000 if the unit fails a second inspection. If an owner fails a third inspection an owner pays the unit fee again, and a \$15,000 penalty if the unit fails the third inspection. A \$15,000 per failed inspection after that is also assessed. In addition to the above fees, "problem properties", pay a higher per unit fee.

The City of Santa Cruz has 6,000 rental units, which includes both single family and multifamily housing. Unless a unit is within the self-certification program, which are inspected every 5 years, Santa Cruz inspects each unit every year. The City of Santa Cruz has two full time inspectors and two administrative staff. They charge the following fees:

- \$45 annual registration fee per property (not per unit), \$20 per unit for an inspection; and \$107 for any required re-inspection. For properties that are eligible for self-certification those property owners pay \$20 per unit at 20% of the total units.

The City of Fresno adopted a new Rental Housing Improvement Act on February 9, 2017, which became effective March 13, 2017. Fresno has 85,000 rental units, which includes both single family and multifamily housing. Fresno's goal is to complete an initial round of inspections on the 85,000 properties in 5 years. They also have a self-certification aspect to their program, which 10% of those units will be inspected at random every year. Based on an initial inspection and continued compliance, units are placed in three different tiers. The tiers determine the frequency of the inspections

- Registration is free, but there is a late registration fine of \$100 per property for up to 30 days late, \$200 fine per property for 31 to 60 days late, a \$500 fine per property 61 to 120 days late, and \$1000 fine for property over 120 days late, plus interest charges of 10% per annum.

Safe Homes, Safe Families (15/25/20)

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- Inspection fee per unit is \$100. There is no fee for self-certification, but the owner has to hire a private inspection firm or property manager to complete and certify the checklist required for the self-certification.

The Fresno program separates Code Enforcement into two divisions by creating a separate Rental Housing Division, focused solely on rental housing code violations. The new division has a separate manager, a pro-active division with 6 inspectors and 1 support staff, and a re-active division with 6 inspectors responding to complaints, known as the ASET team (Anti-slum Enforcement Team). Four city attorneys are to be assigned to assist both divisions. A General Fund budget increase of \$36,400 to the City Attorney and \$235, 800 to Development and Resource Management will help pay for the ASET team.

The required General Fund appropriation will be determined at a later date, but will not be more than the \$185,000 for the initial cost, and the \$150,700 in ongoing costs.

ATTACHMENTS:

Attachment A. Rental Properties Registered with Business Licensing

Attachment B. Sample Inspection Checklist

Attachment C. Code Compliance Beat Map

Rental Inspection Program

770 Locations



Planning and Community Development Department

809 Center Street Room 107, Santa Cruz, CA 95060

831.420.5140 phone 831.420.5101 fax

Residential Rental Inspection Program
Rental Property Self-Certification Checklist
www.cityofsantacruz.com/rentalinspections

L.1.b

Owner Information (Please print legibly)					
First Name:		Last Name:		OWN ID: (found on letter)	
Property Address Please use one form per address / unit					
Street Address:					Unit #:
Item #	Part I: Exterior Inspection	Pass	Fail	N/A	Comments
1.1	<u>Legible and Visible address number and unit identification</u> (Address numbers clearly visible from street/number or letters for units- minimum 4 in high, if new)	☐	☐	☐	
1.2	<u>Roof</u> (Must be free from any visible holes or penetrations that allows outside elements - rain & cold - in and heated air out.)	☐	☐	☐	
1.3	<u>Storage of Junk and rubbish and/or overgrown vegetation</u> (Household trash, tires, scrap wood, scrap metal, etc. shall be stored and protected in an orderly fashion as to not be an attractive nuisance – Property must be clear from any overgrown/dry vegetation and/or weeds capable of being ignited and endangering the property)	☐	☐	☐	
1.4	<u>Dumpsters/Trash Cans</u> (Must be in enclosure if provided/stored out of public right-of-way/ free from trash overflow)	☐	☐	☐	
1.5	<u>Inoperable/Unregistered Vehicles</u> (Inoperable vehicles must be stored out of the front yard or exterior side yard and on a paved surface)	☐	☐	☐	
1.6	<u>Foundation Vent Screens/Crawl Space Covers</u> (Spaces must be properly covered. Screens must be in good working condition)	☐	☐	☐	
1.7	<u>Stairways – Landings/treads/risers/balusters</u> (Should be in good condition/free from visible structural defects (loose threads, missing balusters or handrails, rotting or deteriorating materials) and anything that could cause a trip or fall hazard.)	☐	☐	☐	
1.8	<u>Exterior Walkways/Exit Passageways/Common Areas</u> (Must remain clear at all times and in a safe and sanitary condition)	☐	☐	☐	
1.9	<u>Exterior Lighting</u> (Approved lighting fixtures at entrance/exiting doors, all exterior hallways, as applicable)	☐	☐	☐	
1.10	<u>Electrical Panel</u> (Must have a panel cover and breakers labeled with appropriate identification, as applicable)	☐	☐	☐	
1.11	<u>Water Heaters</u> (Must have proper strapping, proper drain lines, and venting)	☐	☐	☐	
1.12	<u>Required Covered Parking</u> (Garage doors operable, parking available if needed, not in front yard or exterior side yard)	☐	☐	☐	
1.13	<u>Infestation</u> (Property must be clear of all infestations - insect, rodent, etc.)	☐	☐	☐	
For Multi Family (3+ units) Only					
1.14	<u>Fire Extinguishers</u> (Must be properly serviced, labeled, and stored – minimum size 2A10-BC)	☐	☐	☐	
1.15	<u>Fire Sprinkler System</u> (If provided – Certification of 5 year inspection required)	☐	☐	☐	
1.16	<u>Electrical/Gas Meters</u> (Must have proper labeling, be properly protected, and must not be tampered with. Utilities in an exterior closet or room may require signage)	☐	☐	☐	
1.17	<u>Existing Fire Lanes clearly marked</u> (Signage or paint or both needed)	☐	☐	☐	

I certify and declare under penalty of perjury that I have inspected the aforementioned unit and that the information above is true and correct to the best of my knowledge.

Name (Please print): _____ Relationship to Property: _____

Phone Number: _____ Date: _____

Signature: _____



Planning and Community Development Department
809 Center Street Room 107, Santa Cruz, CA 95060
831.420.5140 phone 831.420.5101 fax

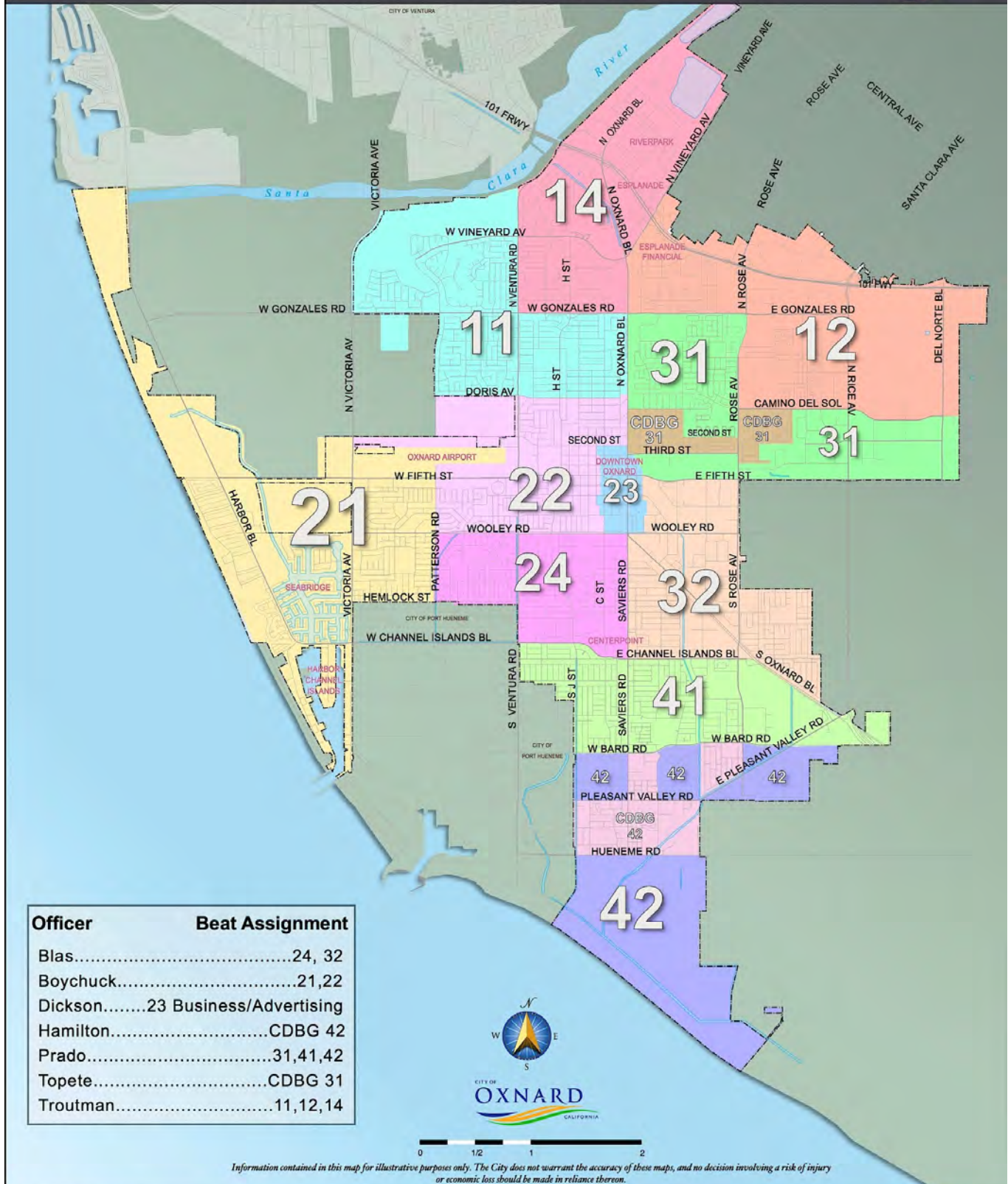
Residential Rental Inspection Program
Rental Property Self-Certification Checklist
www.cityofsantacruz.com/rentalinspections

L.1.b

Owner Information (Please print legibly)					
First Name:		Last Name:		OWN ID: (found on letter)	
Property Address Please use one form per address / unit					
Street Address:					Unit #:
Item #	Part II: Interior Inspection	Pass	Fail	N/A	Comments
2.1	<u>Hot/Cold Running Water</u> (Unit must have hot and cold running water)	☐	☐	☐	
2.2	<u>Electrical Power</u> (Unit must have electrical power)	☐	☐	☐	
2.3	<u>Heat</u> (Unit must have a functioning adequate heating source – This excludes portable heating units)	☐	☐	☐	
2.4	<u>Sewage System</u> (Unit must have a functioning sewage system and must be clear of any surfacing sewage indoors or outdoors)	☐	☐	☐	
2.5	<u>Entry Doors</u> (Must be in good condition – Locks on doors must not exceed 48" in height, unless otherwise allowed. No double key lock on entry door)	☐	☐	☐	
2.6	<u>Exits</u> (One main door per unit & escape/rescue window per bedroom. There must not be any double key locks on any exit doors throughout the unit)	☐	☐	☐	
2.7	<u>Infestation</u> (Unit must be clear of any infestations – insect, rodent, etc.)	☐	☐	☐	
2.8	<u>Smoke Alarms</u> (Must be working, in good condition and properly installed/maintained - in compliance with Code - immediately outside all sleeping areas on every level including basements)	☐	☐	☐	
2.9	<u>Carbon Monoxide Alarms</u> (Must be working, in good condition and properly installed/maintained - in compliance with Code - immediately outside all sleeping areas on every level including basements)	☐	☐	☐	
2.10	<u>Mechanical</u> (All mechanical equipment in the unit must properly function including: appliances, venting systems, thermostats, air conditioning unit – if provided, etc.)	☐	☐	☐	
2.11	<u>Electrical</u> (All wiring and electrical components must be in good working condition – no spliced wiring, no exposed wiring, and all outlets and switch plates must have appropriate coverings/GFCI in bath and kitchen operational, if applicable)	☐	☐	☐	
2.12	<u>Electrical Sub Panel</u> (All breakers to be properly labeled and identified, no open slots or exposed wires)	☐	☐	☐	
2.13	<u>Plumbing</u> (Unit must have proper plumbing throughout unit – sink, toilet, bathtub or shower, no leaks, must have P-traps, toilets must be secured to ground and sinks must be secured to walls, etc.)	☐	☐	☐	
2.14	<u>Counter and Sink Surfaces</u> (Are required in kitchens)	☐	☐	☐	
2.15	<u>Windows</u> (All windows must have adequate weather protection – no broken glass/plastic coverings, etc. - be in good condition and have locking mechanisms that function without use of key or special knowledge. If window bars or screens are present, they too must function without use of key or special knowledge.)	☐	☐	☐	
2.16	<u>Flooring</u> (Floors must not be in a defective or deteriorating condition that could cause a trip or fall hazard or impact sub-flooring)	☐	☐	☐	
2.17	<u>Sub-flooring</u> (Must be in good condition without buckling or sagging which suggests structural defects)	☐	☐	☐	
2.18	<u>Walls</u> (Must be good habitable condition clear of large holes, missing sections, etc.)	☐	☐	☐	
2.19	<u>Ceiling</u> (Must be in good repair, must not be collapsing, buckling or sagging suggesting structural defects or roof leakage)	☐	☐	☐	

CODE COMPLIANCE BEAT MAP

OXNARD
CALIFORNIA



CODE Compliance



CITY COUNCIL
AGENDA REPORT

TYPE OF ITEM: Report
AGENDA ITEM NO.: 2

DATE: May 2, 2017

TO: City Council

THROUGH: Greg Nyhoff
City Manager

FROM: Daniel Rydberg
Public Works Director

SUBJECT: Change Order No. 1, Task Order No. 54, Task Order No. 55 and Task Order No. 63 to Contract No. A-7721 with Sam Hill and Sons, Inc. for Project Specification No. 14-12 Non-Scheduled Repairs of Wastewater and Storm Drain Systems (10/15/10)

CONTACT: Daniel Rydberg, Public Works Director
Daniel.Rydberg@oxnard.org, 385-8055

RECOMMENDATION:

That City Council:

1. Approve and authorize the Mayor to execute Change Order No. 1 to Contract A-7721 with Sam Hill & Sons, Inc. in the amount of \$1,500,000 and to extend the Contract expiration date from October 21, 2017, to October 20, 2019, for Project Specification No. 14-12 Non-Scheduled Repairs of Wastewater and Storm Drain Systems;
2. Approve and authorize the City Manager to execute Task Order No. 54, Task Order No. 55 and Task Order No. 63 to Contract No. A-7721; and
3. Approve a Budget Appropriation in the amount of \$1,500,000.

BACKGROUND

The City's wastewater and stormwater systems are comprised of a wastewater treatment plant, an advanced water purification facility (AWPF), 430 miles of sewer lines, and 7,710 sewer manholes, and 210 miles of storm drain pipes.

Change Order to Contract No. A-7721 Non-Scheduled Repairs of Wastewater and Storm Drain
(10/15/10)
May 2, 2017
Page 2

Over time, these sewer and stormwater systems deteriorate due to age, sewer gases, corrosion, earth movement, root intrusion, or other causes. In order to avoid the public health hazards and regulatory fines associated with overflows and sewer spills from the sewer system, as well as to prevent the property damage associated with flooding from the storm drainage system, the City must make prompt repairs when it discovers damage or deterioration to these systems.

On March 25, 2014, the City Council approved Project Specification No. 14-12 and authorized staff to conduct a public bid. The first advertisement for the public bid was on July 18, 2014. The public bid process started on July 21, 2014, and closed with a public bid opening on August 20, 2014. City Procurement received five (5) bids. The bids were based on hourly rates and work is to be performed on an on-call basis and assigned by approved task order. On October 21, 2014, the City Council approved a contract with Sam Hill & Sons, Inc. (A-7721).

Staff has budgeted \$500,000 per year of emergency repairs for the above systems. However, recent central trunk sewer manholes and several additional failures within the wastewater treatment plant and collection system will exceed the annual budget amount.

On January 25, 2017, a section of existing central trunk sewer pipe crossing below the Union Pacific railroad failed. The repair cost of Task Order No. 54 is \$169,536.50. On March 1, 2017, the central trunk sewer manhole collapsed between Wooley Road and Mercantile Street. The repair cost of Task Order No. 55 is \$226,659.63. As a result of these two recent failures, staff conducted a sewer inspection of the central trunk sewer system. Staff identified six existing manholes and an existing sewer pipe crossing below Oxnard Boulevard that requires immediate repairs. The estimated repair cost of Task Order No. 63 is \$404,000.

Currently, the existing contract (A-7721) does not have sufficient funding to complete the above immediate repair work. The total cost for the three task orders is estimated at \$800,000 (Central Trunk Sewer Repairs Project #176601). The remaining amount (\$250,000 for AWPf and \$450,000 Treatment Plant) are for future non-scheduled repair work.

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.

Change Order to Contract No. A-7721 Non-Scheduled Repairs of Wastewater and Storm Drain
(10/15/10)
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FINANCIAL IMPACT

An additional appropriation in Waste Water Operations Fund 611, Project #176601 Central Trunk Sewer Repairs, Waste Water Treatment Fund 621, and Water Operating Fund 601 (AWPF) is required for this work. The new wastewater rates will allow for the increase in appropriation. The Water Fund is in a critical position, but with the need for the repairs, it is advisable to approve the appropriation. A new 16-month water rate has been presented to Council for approval. If approved via the Proposition 218 process, the Water fund will be able to absorb the additional appropriation. This will leave the Water Operating Fund balance at approximately \$3.8 million and the Waste Water Operating Funds at approximately 5.4 million. Please see table:

Account Number	Account Name	Project #	Amount
611-6631-821.86-10	CAPITAL OUTLAY/ CONSTRUCTION OTHER	176601	800,000
621-6202-842.82-09	CONTRACTUAL SERVICES- OTHER PROF/ CONTRACT		450,000
601-6012-842.82-09	CONTRACTUAL SERVICES- OTHER PROF/ CONTRACT		250,000
		Total	1,500,000

ATTACHMENTS:

Attachment A - Change Order No. 1 to Contract No. A-7721

Attachment B - Task Order No. 54

Attachment C - Task Order No. 55

Attachment D - Task Order No. 63

Attachment E - Budget Appropriation



☒ CONTR ADMIN
☒ ACCOUNTING
☒ CONTRACTOR
☒ PURCHASING SERVICE
☒ CONTRACT INSPECTION

CHANGE ORDER NO.**1**Contractor Name.: **Sam Hill and Sons, Inc.**Project Title: **Non-Scheduled Repairs of Wastewater Collection and Storm Drain Maintenance**Specification No.: **14-12**Contract No.: **A-7721**P.O. No.: **5237**Fed. Proj. No.: **N/A**

Account No.: 611-6631-821.86-10	Project No.: 176601	\$800,000.00
Account No.: 621-6202-842.82-09	Project No.: 000000	\$450,000.00
Account No.: 601-6012-842.82-09	Project No.: 000000	\$250,000.00
Account No.: 000-0000-000-0000	Project No.: 000000	\$0.00
Account No.: 000-0000-000-0000	Project No.: 000000	\$0.00

You are hereby directed to make the following changes in this contract:**Description:**

1. Section 1 of the Contract is removed in its entirety and replaced with the following:

"1. CONTRACT PRICE

Contractor shall perform the work described, and the City shall pay the Contractor, in full payment for said work, the following sums for the following items:

See attached proposal bid schedule for hourly rates, which is made a part of this contract.

The Contract term shall be from November 1, 2014, through October 31, 2019. The total Contract value shall not exceed \$3,000,000.

The above sums include all taxes and the costs of any required bonds."

2. Section 6 of the Contract is removed in its entirety and replaced with the following:

"6. TIME OF COMPLETION

After the Notice to Proceed is mailed or otherwise delivered to the Contractor, the time limit for the completion of this contract work is from November 1, 2014, through October 31, 2019."

Reasons for Change:

Increase Contract in the amount of \$1,500,000 for a not-to-exceed amount of \$3,000,000 and extend the contract termination date from October 31, 2017, to October 31, 2019.

1. Amount of original contract	\$1,500,000.00
2. Sum of prior change orders (NO. <u>0</u> THRU <u>0</u>)	\$0.00
3. Sum of contract prior to this change order	\$1,500,000.00
4. Amount of this change order	\$1,500,000.00
5. Sum of contract including this change order	\$3,000,000.00

Contract time will be changed by 2 yearsCompletion date of this change order is 10/31/19

Contractor acknowledges that all cost and schedule impacts (if any) associated with work identified in this change order are included

This change order may be executed in one or more counterparts, each of which shall be deemed to be an original and all of which, when taken together, shall be deemed to be one and the same change order. A signed copy of this change order transmitted by email or by other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this change order for all purposes.

Tim Flynn, Oxnard Mayor

Attest: Michelle Ascencion, Oxnard City Clerk

Oxnard Budget Date

Ronald L. Hill 4-25-17

Ronald L. Hill, Sam Hill and Sons, Inc. Date
Owner

Spencer Hill 4/25/17
Spencer Hill, Sam Hill and Sons, Inc. Date
Secretary

Oxnard Director of Public Works

Date

Oxnard City Engineer

Date

Oxnard Project Manager

Date

Oxnard City Attorney

Date

Oxnard Assistant City Manager

Date

Oxnard City Manager

Date



SAMHILL-01 DAVISON

CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
 7/26/2016

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 License # 0E67768 IOA Insurance Services 101 W Anapamu Street Suite D Santa Barbara, CA 93101	CONTACT NAME: Terri Davison PHONE (A/C, No, Ext): (805) 966-5903 E-MAIL ADDRESS: terri.davison@ioausa.com		FAX (A/C, No): (805) 966-5905
	INSURER(S) AFFORDING COVERAGE INSURER A: Travelers Property Casualty Company of America		NAIC # 25674
INSURED Sam Hill & Sons, Inc. PO Box 5670 Ventura, CA 93005	INSURER B:		
	INSURER C:		
	INSURER D:		
	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 ☒ PRO-JECT ☐ LOC OTHER:	X	X	DT22-CO-7907B654-TCT-16	07/12/2016	07/12/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 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
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS	X	X	DT-810-7907B654-TCT-16	07/12/2016	07/12/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☐ EXCESS LIAB ☒ OCCUR ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			DTSM-CUP-7907B654-TIL-16	07/12/2016	07/12/2017	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	DTJ-UB-7907B654-16	04/01/2016	04/01/2017	☒ 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)
 30 Day Notice of Cancellation/10 Day Non-Payment of Premium in accordance with the policy provisions

Re: Contract No. A-7884 - UD13-13: Recycled Waterline Project at Perkins Road. The City of Oxnard, its City Council, officers, employees and volunteers are included as Additional Insureds under the General Liability per form CGD246 (08-05) and under the Auto Liability per form CA T3 53 03 10. Coverage is considered Primary and Non-Contributory per form CGD246 (08-05). Severability of Interest applies under the General Liability per form CG D3 16 11 11 and under the Auto Liability per form CA T3 53 03 10. Waiver of Subrogation applies to the Workers Compensation per form WC 99 03 76 (A)

CERTIFICATE HOLDER City of Oxnard Attn: Risk Manager, Reference No. A-7884 300 W. Third St., Ste. 302 Oxnard, CA 93030	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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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

BLANKET ADDITIONAL INSURED (CONTRACTORS)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

1. WHO IS AN INSURED – (Section II) is amended to include any person or organization that you agree in a "written contract requiring insurance" to include as an additional insured on this Coverage Part, but:
 - a) Only with respect to liability for "bodily injury", "property damage" or "personal injury"; and
 - b) If, and only to the extent that, the injury or damage is caused by acts or omissions of you or your subcontractor in the performance of "your work" to which the "written contract requiring insurance" applies. The person or organization does not qualify as an additional insured with respect to the independent acts or omissions of such person or organization.
2. The Insurance provided to the additional insured by this endorsement is limited as follows:
 - a) In the event that the Limits of Insurance of this Coverage Part shown in the Declarations exceed the limits of liability required by the "written contract requiring insurance", the insurance provided to the additional insured shall be limited to the limits of liability required by that "written contract requiring insurance". This endorsement shall not increase the limits of insurance described in Section III – Limits Of Insurance.
 - b) The insurance provided to the additional insured does not apply to "bodily injury", "property damage" or "personal injury" arising out of the rendering of, or failure to render, any professional architectural, engineering or surveying services, including:
 - i. The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders or change orders, or the preparing, approving, or failing to prepare or approve, drawings and specifications; and
 - ii. Supervisory, inspection, architectural or engineering activities.
- c) The Insurance provided to the additional insured does not apply to "bodily injury" or "property damage" caused by "your work" and included in the "products-completed operations hazard" unless the "written contract requiring insurance" specifically requires you to provide such coverage for that additional insured, and then the insurance provided to the additional insured applies only to such "bodily injury" or "property damage" that occurs before the end of the period of time for which the "written contract requiring insurance" requires you to provide such coverage or the end of the policy period, whichever is earlier.
3. The Insurance provided to the additional insured by this endorsement is excess over any valid and collectible "other insurance", whether primary, excess, contingent or on any other basis, that is available to the additional insured for a loss we cover under this endorsement. However, if the "written contract requiring insurance" specifically requires that this insurance apply on a primary basis or a primary and non-contributory basis, this insurance is primary to "other insurance" available to the additional insured which covers that person or organization as a named insured for such loss, and we will not share with that "other insurance". But the insurance provided to the additional insured by this endorsement still is excess over any valid and collectible "other insurance", whether primary, excess, contingent or on any other basis, that is available to the additional insured when that person or organization is an additional insured under such "other insurance".
4. As a condition of coverage provided to the additional insured by this endorsement:
 - a) The additional insured must give us written notice as soon as practicable of an "occurrence" or an offense which may result in a claim. To the extent possible, such notice should include:

COMMERCIAL GENERAL LIABILITY

- i. How, when and where the "occurrence" or offense took place;
 - ii. The names and addresses of any injured persons and witnesses; and
 - iii. The nature and location of any injury or damage arising out of the "occurrence" or offense.
- b) If a claim is made or "suit" is brought against the additional insured, the additional insured must:
- i. Immediately record the specifics of the claim or "suit" and the date received; and
 - ii. Notify us as soon as practicable.
- The additional insured must see to it that we receive written notice of the claim or "suit" as soon as practicable.
- c) The additional insured must immediately send us copies of all legal papers received in connection with the claim or "suit", cooperate with us in the investigation or settlement of the claim or defense against the "suit", and otherwise comply with all policy conditions.
- d) The additional insured must tender the defense and indemnity of any claim or "suit" to

any provider of "other insurance" which would cover the additional insured for a loss we cover under this endorsement. However, this condition does not affect whether the insurance provided to the additional insured by this endorsement is primary to "other insurance" available to the additional insured which covers that person or organization as a named insured as described in paragraph 3. above.

5. The following definition is added to SECTION V.
- DEFINITIONS:

"Written contract requiring insurance" means that part of any written contract or agreement under which you are required to include a person or organization as an additional insured on this Coverage Part, provided that the "bodily injury" and "property damage" occurs and the "personal injury" is caused by an offense committed:

- a. After the signing and execution of the contract or agreement by you;
- b. While that part of the contract or agreement is in effect; and
- c. Before the end of the policy period.

Policy No: DT-810-7907B654-TCT-16

COMMERCIAL AUTO

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BUSINESS AUTO EXTENSION ENDORSEMENT

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

GENERAL DESCRIPTION OF COVERAGE – This endorsement broadens coverage. However, coverage for any injury, damage or medical expenses described in any of the provisions of this endorsement may be excluded or limited by another endorsement to the Coverage Part, and these coverage broadening provisions do not apply to the extent that coverage is excluded or limited by such an endorsement. The following listing is a general coverage description only. Limitations and exclusions may apply to these coverages. Read all the provisions of this endorsement and the rest of your policy carefully to determine rights, duties, and what is and is not covered.

- | | |
|---|---|
| A. BROAD FORM NAMED INSURED | H. HIRED AUTO PHYSICAL DAMAGE – LOSS OF USE – INCREASED LIMIT |
| B. BLANKET ADDITIONAL INSURED | I. PHYSICAL DAMAGE – TRANSPORTATION EXPENSES – INCREASED LIMIT |
| C. EMPLOYEE HIRED AUTO | J. PERSONAL EFFECTS |
| D. EMPLOYEES AS INSURED | K. AIRBAGS |
| E. SUPPLEMENTARY PAYMENTS – INCREASED LIMITS | L. NOTICE AND KNOWLEDGE OF ACCIDENT OR LOSS |
| F. HIRED AUTO – LIMITED WORLDWIDE COVERAGE – INDEMNITY BASIS | M. BLANKET WAIVER OF SUBROGATION |
| G. WAIVER OF DEDUCTIBLE – GLASS | N. UNINTENTIONAL ERRORS OR OMISSIONS |

PROVISIONS**A. BROAD FORM NAMED INSURED**

The following is added to Paragraph A.1., **Who Is An Insured**, of **SECTION II – LIABILITY COVERAGE**:

Any organization you newly acquire or form during the policy period over which you maintain 50% or more ownership interest and that is not separately insured for Business Auto Coverage. Coverage under this provision is afforded only until the 180th day after you acquire or form the organization or the end of the policy period, whichever is earlier.

B. BLANKET ADDITIONAL INSURED

The following is added to Paragraph c. in A.1., **Who Is An Insured**, of **SECTION II – LIABILITY COVERAGE**:

Any person or organization who is required under a written contract or agreement between you and that person or organization, that is signed and

executed by you before the "bodily injury" or "property damage" occurs and that is in effect during the policy period, to be named as an additional insured is an "insured" for Liability Coverage, but only for damages to which this insurance applies and only to the extent that person or organization qualifies as an "insured" under the **Who Is An Insured** provision contained in Section II.

C. EMPLOYEE HIRED AUTO

1. The following is added to Paragraph A.1., **Who Is An Insured**, of **SECTION II – LIABILITY COVERAGE**:

An "employee" of yours is an "insured" while operating an "auto" hired or rented under a contract or agreement in that "employee's" name, with your permission, while performing duties related to the conduct of your business.

COMMERCIAL AUTO

2. The following replaces Paragraph b. in B.5., **Other Insurance**, of **SECTION IV – BUSINESS AUTO CONDITIONS**:

- b. For Hired Auto Physical Damage Coverage, the following are deemed to be covered "autos" you own:

- (1) Any covered "auto" you lease, hire, rent or borrow; and
- (2) Any covered "auto" hired or rented by your "employee" under a contract in that individual "employee's" name, with your permission, while performing duties related to the conduct of your business.

However, any "auto" that is leased, hired, rented or borrowed with a driver is not a covered "auto".

D. EMPLOYEES AS INSURED

The following is added to Paragraph A.1., **Who Is An Insured**, of **SECTION II – LIABILITY COVERAGE**:

Any "employee" of yours is an "insured" while using a covered "auto" you don't own, hire or borrow in your business or your personal affairs.

E. SUPPLEMENTARY PAYMENTS – INCREASED LIMITS

1. The following replaces Paragraph A.2.a.(2), of **SECTION II – LIABILITY COVERAGE**:

- (2) Up to \$3,000 for cost of bail bonds (including bonds for related traffic law violations) required because of an "accident" we cover. We do not have to furnish these bonds.

2. The following replaces Paragraph A.2.a.(4), of **SECTION II – LIABILITY COVERAGE**:

- (4) All reasonable expenses incurred by the "insured" at our request, including actual loss of earnings up to \$500 a day because of time off from work.

F. HIRED AUTO – LIMITED WORLDWIDE COVERAGE – INDEMNITY BASIS

The following replaces Subparagraph (5) in Paragraph B.7., **Policy Period, Coverage Territory**, of **SECTION IV – BUSINESS AUTO CONDITIONS**:

- (5) Anywhere in the world, except any country or jurisdiction while any trade sanction, embargo, or similar regulation imposed by the United States of America applies to and prohibits the transaction of business with or

within such country or jurisdiction, for Liability Coverage for any covered "auto" that you lease, hire, rent or borrow without a driver for a period of 30 days or less and that is not an "auto" you lease, hire, rent or borrow from any of your "employees", partners (if you are a partnership), members (if you are a limited liability company) or members of their households.

- (a) With respect to any claim made or "suit" brought outside the United States of America, the territories and possessions of the United States of America, Puerto Rico and Canada:

- (i) You must arrange to defend the "insured" against, and investigate or settle any such claim or "suit" and keep us advised of all proceedings and actions.

- (ii) Neither you nor any other involved "insured" will make any settlement without our consent.

- (iii) We may, at our discretion, participate in defending the "insured" against, or in the settlement of, any claim or "suit".

- (iv) We will reimburse the "insured" for sums that the "insured" legally must pay as damages because of "bodily injury" or "property damage" to which this insurance applies, that the "insured" pays with our consent, but only up to the limit described in Paragraph C., **Limit Of Insurance**, of **SECTION II – LIABILITY COVERAGE**.

- (v) We will reimburse the "insured" for the reasonable expenses incurred with our consent for your investigation of such claims and your defense of the "insured" against any such "suit", but only up to and included within the limit described in Paragraph C., **Limit Of Insurance**, of **SECTION II – LIABILITY COVERAGE**, and not in addition to such limit. Our duty to make such payments ends when we have used up the applicable limit of insurance in payments for damages, settlements or defense expenses.

- (b) This insurance is excess over any valid and collectible other insurance available

COMMERCIAL AUTO

to the "insured" whether primary, excess contingent or on any other basis.

- (c) This insurance is not a substitute for required or compulsory insurance in any country outside the United States, its territories and possessions, Puerto Rico and Canada.

You agree to maintain all required or compulsory insurance in any such country up to the minimum limits required by local law. Your failure to comply with compulsory insurance requirements will not invalidate the coverage afforded by this policy, but we will only be liable to the same extent we would have been liable had you complied with the compulsory insurance requirements.

- (d) It is understood that we are not an admitted or authorized insurer outside the United States of America, its territories and possessions, Puerto Rico and Canada. We assume no responsibility for the furnishing of certificates of insurance, or for compliance in any way with the laws of other countries relating to insurance.

G. WAIVER OF DEDUCTIBLE – GLASS

The following is added to Paragraph D., Deductible, of SECTION III – PHYSICAL DAMAGE COVERAGE:

No deductible for a covered "auto" will apply to glass damage if the glass is repaired rather than replaced.

H. HIRED AUTO PHYSICAL DAMAGE – LOSS OF USE – INCREASED LIMIT

The following replaces the last sentence of Paragraph A.4.b., Loss Of Use Expenses, of SECTION III – PHYSICAL DAMAGE COVERAGE:

However, the most we will pay for any expenses for loss of use is \$65 per day, to a maximum of \$750 for any one "accident".

I. PHYSICAL DAMAGE – TRANSPORTATION EXPENSES – INCREASED LIMIT

The following replaces the first sentence in Paragraph A.4.a., Transportation Expenses, of SECTION III – PHYSICAL DAMAGE COVERAGE:

We will pay up to \$50 per day to a maximum of \$1,500 for temporary transportation expense incurred by you because of the total theft of a covered "auto" of the private passenger type.

J. PERSONAL EFFECTS

The following is added to Paragraph A.4., Coverage Extensions, of SECTION III – PHYSICAL DAMAGE COVERAGE:

Personal Effects

We will pay up to \$400 for "loss" to wearing apparel and other personal effects which are:

- (1) Owned by an "insured"; and
- (2) In or on your covered "auto".

This coverage applies only in the event of a total theft of your covered "auto".

No deductibles apply to this Personal Effects coverage.

K. AIRBAGS

The following is added to Paragraph B.3., Exclusions, of SECTION III – PHYSICAL DAMAGE COVERAGE:

Exclusion 3.a. does not apply to "loss" to one or more airbags in a covered "auto" you own that inflate due to a cause other than a cause of "loss" set forth in Paragraphs A.1.b. and A.1.c., but only:

- a. If that "auto" is a covered "auto" for Comprehensive Coverage under this policy;
- b. The airbags are not covered under any warranty; and
- c. The airbags were not intentionally inflated.

We will pay up to a maximum of \$1,000 for any one "loss".

L. NOTICE AND KNOWLEDGE OF ACCIDENT OR LOSS

The following is added to Paragraph A.2.a., of SECTION IV – BUSINESS AUTO CONDITIONS:

Your duty to give us or our authorized representative prompt notice of the "accident" or "loss" applies only when the "accident" or "loss" is known to:

- (a) You (if you are an individual);
- (b) A partner (if you are a partnership);
- (c) A member (if you are a limited liability company);
- (d) An executive officer, director or insurance manager (if you are a corporation or other organization); or
- (e) Any "employee" authorized by you to give notice of the "accident" or "loss".

COMMERCIAL AUTO

M. BLANKET WAIVER OF SUBROGATION

The following replaces Paragraph A.5., Transfer Of Rights Of Recovery Against Others To Us, of SECTION IV – BUSINESS AUTO CONDITIONS:

5. Transfer Of Rights Of Recovery Against Others To Us

We waive any right of recovery we may have against any person or organization to the extent required of you by a written contract signed and executed prior to any "accident" or "loss", provided that the "accident" or "loss" arises out of operations contemplated by

such contract. The waiver applies only to the person or organization designated in such contract.

N. UNINTENTIONAL ERRORS OR OMISSIONS

The following is added to Paragraph B.2., Concealment, Misrepresentation, Or Fraud, of SECTION IV – BUSINESS AUTO CONDITIONS:

The unintentional omission of, or unintentional error in, any information given by you shall not prejudice your rights under this insurance. However this provision does not affect our right to collect additional premium or exercise our right of cancellation or non-renewal.

Policy No: DT22-CO-7907B654-TCT-16

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

CONTRACTORS XTEND ENDORSEMENT

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

GENERAL DESCRIPTION OF COVERAGE – This endorsement broadens coverage. However, coverage for any injury, damage or medical expenses described in any of the provisions of this endorsement may be excluded or limited by another endorsement to this Coverage Part, and these coverage broadening provisions do not apply to the extent that coverage is excluded or limited by such an endorsement. The following listing is a general coverage description only. Limitations and exclusions may apply to these coverages. Read all the provisions of this endorsement and the rest of your policy carefully to determine rights, duties, and what is and is not covered.

- | | |
|--|---|
| <ul style="list-style-type: none"> A. Aircraft Chartered With Pilot B. Damage To Premises Rented To You C. Increased Supplementary Payments D. Incidental Medical Malpractice E. Who Is An Insured – Newly Acquired Or Formed Organizations F. Who Is An Insured – Broadened Named Insured – Unnamed Subsidiaries G. Blanket Additional Insured – Owners, Managers Or Lessors Of Premises | <ul style="list-style-type: none"> H. Blanket Additional Insured – Lessors Of Leased Equipment I. Blanket Additional Insured – States Or Political Subdivisions – Permits J. Knowledge And Notice Of Occurrence Or Offense K. Unintentional Omission L. Blanket Waiver Of Subrogation M. Amended Bodily Injury Definition N. Contractual Liability – Railroads |
|--|---|

PROVISIONS**A. AIRCRAFT CHARTERED WITH PILOT**

The following is added to Exclusion g., Aircraft, Auto Or Watercraft, in Paragraph 2. of **SECTION I – COVERAGES – COVERAGE A BODILY INJURY AND PROPERTY DAMAGE LIABILITY**:

This exclusion does not apply to an aircraft that is:

- (a) Chartered with a pilot to any insured;
- (b) Not owned by any insured; and
- (c) Not being used to carry any person or property for a charge.

B. DAMAGE TO PREMISES RENTED TO YOU

1. The first paragraph of the exceptions in Exclusion j., Damage To Property, in Paragraph 2. of **SECTION I – COVERAGES – COVERAGE A BODILY INJURY AND PROPERTY DAMAGE LIABILITY** is deleted.
2. The following replaces the last paragraph of Paragraph 2., Exclusions, of **SECTION I – COVERAGES – COVERAGE A, BODILY**

INJURY AND PROPERTY DAMAGE LIABILITY:

Exclusions c. and g. through n. do not apply to "premises damage". Exclusion f.(1)(a) does not apply to "premises damage" caused by:

- a. Fire;
- b. Explosion;
- c. Lightning;
- d. Smoke resulting from such fire, explosion, or lightning; or
- e. Water;

unless Exclusion f. of Section I – Coverage A – Bodily Injury And Property Damage Liability is replaced by another endorsement to this Coverage Part that has Exclusion – All Pollution Injury Or Damage or Total Pollution Exclusion in its title.

A separate limit of insurance applies to "premises damage" as described in Paragraph 6. of **SECTION III – LIMITS OF INSURANCE**.

COMMERCIAL GENERAL LIABILITY

3. The following replaces Paragraph 6. of **SECTION III – LIMITS OF INSURANCE:**

Subject to 5. above, the Damage To Premises Rented To You Limit is the most we will pay under Coverage A for damages because of "premises damage" to any one premises. The Damage To Premises Rented To You Limit will apply to all "property damage" proximately caused by the same "occurrence", whether such damage results from: fire; explosion; lightning; smoke resulting from such fire, explosion, or lightning; or water; or any combination of any of these causes.

The Damage To Premises Rented To You Limit will be:

- a. The amount shown for the Damage To Premises Rented To You Limit on the Declarations of this Coverage Part; or
- b. \$300,000 if no amount is shown for the Damage To Premises Rented To You Limit on the Declarations of this Coverage Part.

4. The following replaces Paragraph a. of the definition of "insured contract" in the **DEFINITIONS** Section:

- a. A contract for a lease of premises. However, that portion of the contract for a lease of premises that indemnifies any person or organization for "premises damage" is not an "insured contract";

5. The following is added to the **DEFINITIONS** Section:

"Premises damage" means "property damage" to:

- a. Any premises while rented to you or temporarily occupied by you with permission of the owner; or
- b. The contents of any premises while such premises is rented to you, if you rent such premises for a period of seven or fewer consecutive days.

6. The following replaces Paragraph 4.b.(1)(b) of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS:**

(b) That is insurance for "premises damage"; or

7. Paragraph 4.b.(1)(c) of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS** is deleted.**C. INCREASED SUPPLEMENTARY PAYMENTS**1. The following replaces Paragraph 1.b. of **SUPPLEMENTARY PAYMENTS – COVERAGES A AND B** of **SECTION I – COVERAGE:**

- b. Up to \$2,500 for the cost of bail bonds required because of accidents or traffic law violations arising out of the use of any vehicle to which the Bodily Injury Liability Coverage applies. We do not have to furnish these bonds.

2. The following replaces Paragraph 1.d. of **SUPPLEMENTARY PAYMENTS – COVERAGES A AND B** of **SECTION I – COVERAGE:**

- d. All reasonable expenses incurred by the insured at our request to assist us in the investigation or defense of the claim or "suit", including actual loss of earnings up to \$500 a day because of time off from work.

D. INCIDENTAL MEDICAL MALPRACTICE1. The following is added to the definition of "occurrence" in the **DEFINITIONS** Section:

"Occurrence" also means an act or omission committed in providing or failing to provide "incidental medical services", first aid or "Good Samaritan services" to a person.

2. The following is added to Paragraph 2.a.(1) of **SECTION II – WHO IS AN INSURED:**

Paragraph (1)(d) above does not apply to "bodily injury" arising out of providing or failing to provide:

- (i) "Incidental medical services" by any of your "employees" who is a nurse practitioner, registered nurse, licensed practical nurse, nurse assistant, emergency medical technician or paramedic; or
- (ii) First aid or "Good Samaritan services" by any of your "employees" or "volunteer workers", other than an employed or volunteer doctor. Any such "employees" or "volunteer workers" providing or failing to provide first aid or "Good Samaritan services" during their work hours for you will be deemed to be acting within the scope of their employment by you or performing duties related to the conduct of your business.

COMMERCIAL GENERAL LIABILITY

3. The following is added to Paragraph 5. of **SECTION III – LIMITS OF INSURANCE:**

For the purposes of determining the applicable Each Occurrence Limit, all related acts or omissions committed in providing or failing to provide "incidental medical services", first aid or "Good Samaritan services" to any one person will be deemed to be one "occurrence".

4. The following exclusion is added to Paragraph 2., Exclusions, of **SECTION I – COVERAGES – COVERAGE A BODILY INJURY AND PROPERTY DAMAGE LIABILITY:**

Sale Of Pharmaceuticals

"Bodily Injury" or "property damage" arising out of the willful violation of a penal statute or ordinance relating to the sale of pharmaceuticals committed by, or with the knowledge or consent of, the insured.

5. The following is added to the **DEFINITIONS** Section:

"Incidental medical services" means:

- a. Medical, surgical, dental, laboratory, x-ray or nursing service or treatment, advice or instruction, or the related furnishing of food or beverages; or
- b. The furnishing or dispensing of drugs or medical, dental, or surgical supplies or appliances.

"Good Samaritan services" means any emergency medical services for which no compensation is demanded or received.

6. The following is added to Paragraph 4.b., **Excess Insurance**, of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS:**

The insurance is excess over any valid and collectible other insurance available to the insured, whether primary, excess, contingent or on any other basis, that is available to any of your "employees" or "volunteer workers" for "bodily injury" that arises out of providing or failing to provide "incidental medical services", first aid or "Good Samaritan services" to any person to the extent not subject to Paragraph 2.a.(1) of Section II – Who Is An Insured.

E. WHO IS AN INSURED – NEWLY ACQUIRED OR FORMED ORGANIZATIONS

The following replaces Paragraph 4. of **SECTION II – WHO IS AN INSURED:**

4. Any organization you newly acquire or form, other than a partnership, joint venture or limited liability company, of which you are the sole owner or in which you maintain the majority ownership interest, will qualify as a Named Insured if there is no other insurance which provides similar coverage to that organization. However:

- a. Coverage under this provision is afforded only:

- (1) Until the 180th day after you acquire or form the organization or the end of the policy period, whichever is earlier, if you do not report such organization in writing to us within 180 days after you acquire or form it; or
- (2) Until the end of the policy period, when that date is later than 180 days after you acquire or form such organization, if you report such organization in writing to us within 180 days after you acquire or form it, and we agree in writing that it will continue to be a Named Insured until the end of the policy period;

- b. Coverage A does not apply to "bodily injury" or "property damage" that occurred before you acquired or formed the organization; and
- c. Coverage B does not apply to "personal injury" or "advertising injury" arising out of an offense committed before you acquired or formed the organization.

F. WHO IS AN INSURED – BROADENED NAMED INSURED – UNNAMED SUBSIDIARIES

The following is added to **SECTION II – WHO IS AN INSURED:**

Any of your subsidiaries, other than a partnership, joint venture or limited liability company, that is not shown as a Named Insured in the Declarations is a Named Insured if you maintain an ownership interest of more than 50% in such subsidiary on the first day of the policy period.

No such subsidiary is an insured for "bodily injury" or "property damage" that occurred, or "personal injury" or "advertising injury" caused by an offense committed after the date, if any, during the policy period, that you no longer maintain an ownership interest of more than 50% in such subsidiary.

COMMERCIAL GENERAL LIABILITY

G. BLANKET ADDITIONAL INSURED – OWNERS, MANAGERS OR LESSORS OF PREMISES

The following is added to **SECTION II – WHO IS AN INSURED**:

Any person or organization that is a premises owner, manager or lessor and that you have agreed in a written contract or agreement to include as an additional insured on this Coverage Part is an insured, but only with respect to liability for "bodily injury", "property damage", "personal injury" or "advertising injury" that:

- a. Is "bodily injury" or "property damage" that occurs, or is "personal injury" or "advertising injury" caused by an offense that is committed, subsequent to the execution of that contract or agreement; and
- b. Arises out of the ownership, maintenance or use of that part of any premises leased to you.

The insurance provided to such premises owner, manager or lessor is subject to the following provisions:

- a. The limits of insurance provided to such premises owner, manager or lessor will be the minimum limits which you agreed to provide in the written contract or agreement, or the limits shown on the Declarations, whichever are less.
- b. The insurance provided to such premises owner, manager or lessor does not apply to:
 - (1) Any "bodily injury" or "property damage" that occurs, or "personal injury" or "advertising injury" caused by an offense that is committed, after you cease to be a tenant in that premises; or
 - (2) Structural alterations, new construction or demolition operations performed by or on behalf of such premises owner, lessor or manager.
- c. The insurance provided to such premises owner, manager or lessor is excess over any valid and collectible other insurance available to such premises owner, manager or lessor, whether primary, excess, contingent or on any other basis, unless you have agreed in the written contract or agreement that this insurance must be primary to, or non-contributory with, such other insurance, in which case this insurance will be primary to, and non-contributory with, such other insurance.

H. BLANKET ADDITIONAL INSURED – LESSORS OF LEASED EQUIPMENT

The following is added to **SECTION II – WHO IS AN INSURED**:

Any person or organization that is an equipment lessor and that you have agreed in a written contract or agreement to include as an insured on this Coverage Part is an insured, but only with respect to liability for "bodily injury", "property damage", "personal injury" or "advertising injury" that:

- a. Is "bodily injury" or "property damage" that occurs, or is "personal injury" or "advertising injury" caused by an offense that is committed, subsequent to the execution of that contract or agreement; and
- b. Is caused, in whole or in part, by your acts or omissions in the maintenance, operation or use of equipment leased to you by such equipment lessor.

The insurance provided to such equipment lessor is subject to the following provisions:

- a. The limits of insurance provided to such equipment lessor will be the minimum limits which you agreed to provide in the written contract or agreement, or the limits shown on the Declarations, whichever are less.
 - b. The insurance provided to such equipment lessor does not apply to any "bodily injury" or "property damage" that occurs, or "personal injury" or "advertising injury" caused by an offense that is committed, after the equipment lease expires.
 - c. The insurance provided to such equipment lessor is excess over any valid and collectible other insurance available to such equipment lessor, whether primary, excess, contingent or on any other basis, unless you have agreed in the written contract or agreement that this insurance must be primary to, or non-contributory with, such other insurance, in which case this insurance will be primary to, and non-contributory with, such other insurance.
- I. BLANKET ADDITIONAL INSURED – STATES OR POLITICAL SUBDIVISIONS – PERMITS**
- The following is added to **SECTION II – WHO IS AN INSURED**:
- Any state or political subdivision that has issued a permit in connection with operations performed by you or on your behalf and that you are required

COMMERCIAL GENERAL LIABILITY

by any ordinance, law or building code to include as an additional insured on this Coverage Part is an insured, but only with respect to liability for "bodily injury", "property damage", "personal injury" or "advertising injury" arising out of such operations.

The insurance provided to such state or political subdivision does not apply to:

- a. Any "bodily injury," "property damage," "personal injury" or "advertising injury" arising out of operations performed for that state or political subdivision; or
- b. Any "bodily injury" or "property damage" included in the "products-completed operations hazard".

J. KNOWLEDGE AND NOTICE OF OCCURRENCE OR OFFENSE

The following is added to Paragraph 2., Duties In The Event of Occurrence, Offense, Claim or Suit, of SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS:

- e. The following provisions apply to Paragraph a. above, but only for the purposes of the insurance provided under this Coverage Part to you or any insured listed in Paragraph 1. or 2. of Section II – Who Is An Insured:

- (1) Notice to us of such "occurrence" or offense must be given as soon as practicable only after the "occurrence" or offense is known by you (if you are an individual), any of your partners or members who is an individual (if you are a partnership or joint venture), any of your managers who is an individual (if you are a limited liability company), any of your "executive officers" or directors (if you are an organization other than a partnership, joint venture or limited liability company) or any "employee" authorized by you to give notice of an "occurrence" or offense.
- (2) If you are a partnership, joint venture or limited liability company, and none of your partners, joint venture members or managers are individuals, notice to us of such "occurrence" or offense must be given as soon as practicable only after the "occurrence" or offense is known by:
 - (a) Any individual who is:
 - (i) A partner or member of any partnership or joint venture;

- (ii) A manager of any limited liability company; or

- (iii) An executive officer or director of any other organization;

that is your partner, joint venture member or manager; or

- (b) Any "employee" authorized by such partnership, joint venture, limited liability company or other organization to give notice of an "occurrence" or offense.

- (3) Notice to us of such "occurrence" or of an offense will be deemed to be given as soon as practicable if it is given in good faith as soon as practicable to your workers' compensation insurer. This applies only if you subsequently give notice to us of the "occurrence" or offense as soon as practicable after any of the persons described in Paragraphs e. (1) or (2) above discovers that the "occurrence" or offense may result in sums to which the insurance provided under this Coverage Part may apply.

However, if this Coverage Part includes an endorsement that provides limited coverage for "bodily injury" or "property damage" or pollution costs arising out of a discharge, release or escape of "pollutants" which contains a requirement that the discharge, release or escape of "pollutants" must be reported to us within a specific number of days after its abrupt commencement, this Paragraph e. does not affect that requirement.

K. UNINTENTIONAL OMISSION

The following is added to Paragraph 6., Representations, of SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS:

The unintentional omission of, or unintentional error in, any information provided by you which we relied upon in issuing this policy will not prejudice your rights under this insurance. However, this provision does not affect our right to collect additional premium or to exercise our rights of cancellation or nonrenewal in accordance with applicable insurance laws or regulations.

L. BLANKET WAIVER OF SUBROGATION

The following is added to Paragraph 8., Transfer Of Rights Of Recovery Against Others To Us, of SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS:



WORKERS COMPENSATION
AND
EMPLOYERS LIABILITY POLICY

ENDORSEMENT WC 99 03 76 (A) --

POLICY NUMBER: DTJ-UB-7907B65-4-16

**WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS
ENDORSEMENT -- CALIFORNIA
(BLANKET WAIVER)**

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule.

The additional premium for this endorsement shall be 1. % of the California workers' compensation premium.

Schedule

Person or Organization

Job Description

ANY PERSON OR ORGANIZATION FOR
WHICH THE INSURED HAS AGREED BY
WRITTEN CONTRACT EXECUTED
PRIOR TO LOSS TO FURNISH THIS
WAIVER

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective 04/01/2016
Insured Sam Hill & Sons, Inc.

Policy No. DTJ-UB-7907B65-4-16

Endorsement No.
Premium

Insurance Company
Travelers Property Casualty Co. of America

Countersigned by _____

DATE OF ISSUE:

BT ASSIGN:

Page 1 of 1

CITY OF OXNARD
PUBLIC WORKS DEPARTMENT

TASK ORDER

Emergency Central Trunk Sewer Line Repair at Union Pacific Railroad

Date:	03/27/2017	Task Order No:	54
Contractor Name:	Sam Hill & Sons, Inc.	Cost:	\$169,536.50
Agreement No:	A-7721	Begin Date:	01/25/2017
Specification No:	PW14-12	Completion Date:	02/06/2017
Purchase Order No.:	5237	Account Number:	611-6103-847-8301

Scope of Services performed under this task order:

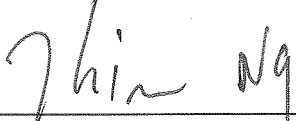
On January 25, 2016, the Central Trunk sewer line that crosses under the Union Pacific Railroad failed, causing a sinkhole. The cause was identified as a severely corroded corrugated metal pipe that collapsed due to age and H₂S exposure. This City has an on-call contract with Sam Hill & Sons Inc. to provide equipment, labor and materials to perform this type of work to the City's wastewater collection system.

Sam Hill and Sons and City staff isolated the affected area and installed barriers to ensure a safe work area. All work was performed around the clock in an effort to minimize the impact to the Union Pacific Railroad and their rail operation. After consulting with wastewater collection system and engineering staff, a temporary solution was developed where flow was diverted into an 18-inch sewer line running parallel to the failed section of the Central Trunk. Additionally, a 10-inch HDPE temporary line was sliplined into the damaged section of 30-inch pipe to be utilized as an emergency bypass in case of an increase of flow or peak wet weather rain events. The bypass line was then pressure grouted in an effort to add additional structural integrity to the damaged section. The affected area was then returned to its original condition. All work was completed in accordance with Union Pacific Railroad and City of Oxnard Stand Plates specifically for sewer repair.

Public Works Responsibilities for this Task Order:

Construction Management and Project Inspection

CITY OF OXNARD:

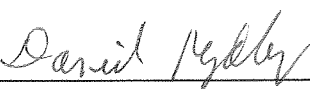


Thien Ng, Wastewater Division Manager



Robert Hearne, Interim City Engineer

APPROVED AS TO CONTENT:



Dan Rydberg, Public Works Director

CONTRACTOR:



Ronald Hill
Sam Hill & Sons, Inc.

Budget Review

Ruth Osuna, Assistant City Manager

Greg Nyhoff, City Manager

SAM HILL & SONS, INC.

GENERAL ENGINEERING CONTRACTOR

P.O. BOX 5670, VENTURA, CALIFORNIA 93005
 PHONE (805) 644-6278 FAX (805) 644-2813
 ESTIMATING DEPT. FAX (805) 654-1223

CITY OF OXNARD SANITATION
 5700 PERKINS RD
 OXNARD CA 93033

Invoice No. 1811
 Period From: 1/25/2017
 Period Thru: 2/6/2017

PROJECT:
 5TH & ROSE, OXNARD
 30" TRUNK LINE EMERGENCY

JOB NO. 4491

01.25.17	EWT	4491012517	\$	14,243.23
01.26.17	EWT	4491012617	\$	8,312.88
01.26.17	EWT	4491012617-1	\$	15,367.73
01.27.17	EWT	4491012717	\$	16,168.05
01.28.17	EWT	4491012817	\$	47,303.42
01.29.17	EWT	4491012917	\$	18,381.20
01.30.17	EWT	4491013017	\$	13,489.56
01.31.17	EWT	4491013117	\$	6,945.03
02.01.17	EWT	4491020117	\$	3,037.00
02.02.17	EWT	4491020217	\$	3,138.40
02.03.17	EWT	4491020317	\$	1,411.32
02.06.17	EWT	4491020617	\$	21,738.68

CURRENT AMOUNT DUE \$ 169,536.50

**CONDITIONAL WAIVER AND RELEASE ON
PROGRESS PAYMENT**
(CA CIVIL CODE §8132)

NOTICE: THIS DOCUMENT WAIVES THE CLAIMANT'S LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS EFFECTIVE ON RECEIPT OF PAYMENT. A PERSON SHOULD NOT RELY ON THIS DOCUMENT UNLESS SATISFIED THAT THE CLAIMANT HAS RECEIVED PAYMENT.

Identifying Information:

Name of Claimant: SAM HILL & SONS, INC
 Name of Customer: CITY OF OXNARD
 Job Location: 5TH AND ROSE AVE. OXNARD
 Owner: CITY OF OXNARD
 Through Date: 02/06/2017

Conditional Waiver and Release

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job through the Through Date of this document. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. This document is effective only on the claimant's receipt of payment from the financial institution on which the following check is drawn:

Maker of Check: CITY OF OXNARD
 Amount of Check: \$ 169,536.50
 Check Payable to: SAM HILL & SONS, INC

Exceptions

This document does not affect any of the following:

- (1) Retentions.
- (2) Extras for which the claimant has not received payment.
- (3) The following progress payments for which the claimant has previously given a conditional waiver and release but has not received payment:
 Date(s) of waiver and release: _____
 Amount(s) of unpaid progress payment(s): \$ _____
- (4) Contract rights, including:
 (A) a right based on rescission, abandonment, or breach of contract, and
 (B) the right to recover compensation for work not compensated by the payment.

SIGNATURE

Claimant's Signature:

Melina Vickers

Claimant's Title:

A/R

Date of Signature:

03/07/2017

SAM HILL & SONS, INC.

GENERAL ENGINEERING CONTRACTOR

P.O. BOX 5670, VENTURA, CALIFORNIA 93005
 PHONE (805) 644-6278 FAX (805) 644-2813
 ESTIMATING DEPT. FAX (805) 654-1223

CITY OF OXNARD SUMMARY SHEET

LOCATION: 5TH & ROSE AVE, OXNARD

EXTRA WORK TICKET # 4491012517

TOTAL HOURS AND COST OF BASE CREW & EQUIPMENT	24	\$3,974.04
TOTAL HOURS AND COST OF ADDITIONAL LABOR	30	\$4,223.00
TOTAL HOURS AND COST OF ADDITIONAL EQUIPMENT	0	\$0.00
TOTAL COST AND MATERIALS & SUBCONTRACTORS		\$6,046.19
		TOTAL: <u>\$14,243.23</u>

EXTRA WORK TICKET # 4491012617

TOTAL HOURS AND COST OF BASE CREW & EQUIPMENT	43.5	\$5,670.04
TOTAL HOURS AND COST OF ADDITIONAL LABOR	16	\$1,946.95
TOTAL HOURS AND COST OF ADDITIONAL EQUIPMENT	0	\$0.00
TOTAL COST AND MATERIALS & SUBCONTRACTORS		\$695.89
		TOTAL: <u>\$8,312.88</u>

EXTRA WORK TICKET # 4491012617-1

TOTAL HOURS AND COST OF BASE CREW & EQUIPMENT	67	\$12,547.95
TOTAL HOURS AND COST OF ADDITIONAL LABOR	0	\$0.00
TOTAL HOURS AND COST OF ADDITIONAL EQUIPMENT	0	\$0.00
TOTAL COST AND MATERIALS & SUBCONTRACTORS		\$2,819.78
		TOTAL: <u>\$15,367.73</u>

SAM HILL & SONS, INC.

GENERAL ENGINEERING CONTRACTOR

P.O. BOX 5670, VENTURA, CALIFORNIA 93005

PHONE (805) 644-6278 FAX (805) 644-2813

ESTIMATING DEPT. FAX (805) 654-1223

CITY OF OXNARD SUMMARY SHEET

LOCATION: 5TH & ROSE AVE, OXNARD

EXTRA WORK TICKET # 4491012717

TOTAL HOURS AND COST OF BASE CREW & EQUIPMENT	46	\$6,687.73
TOTAL HOURS AND COST OF ADDITIONAL LABOR	15.5	\$1,887.35
TOTAL HOURS AND COST OF ADDITIONAL EQUIPMENT	0	\$0.00
TOTAL COST AND MATERIALS & SUBCONTRACTORS		\$7,592.97
		TOTAL: <u>\$16,168.05</u>

EXTRA WORK TICKET # 4491012817

TOTAL HOURS AND COST OF BASE CREW & EQUIPMENT	175.5	\$31,335.23
TOTAL HOURS AND COST OF ADDITIONAL LABOR	0	\$0.00
TOTAL HOURS AND COST OF ADDITIONAL EQUIPMENT	0	\$0.00
TOTAL COST AND MATERIALS & SUBCONTRACTORS		\$15,968.19
		TOTAL: <u>\$47,303.42</u>

EXTRA WORK TICKET # 4491012917

TOTAL HOURS AND COST OF BASE CREW & EQUIPMENT	54	\$10,534.50
TOTAL HOURS AND COST OF ADDITIONAL LABOR	0	\$0.00
TOTAL HOURS AND COST OF ADDITIONAL EQUIPMENT	0	\$0.00
TOTAL COST AND MATERIALS & SUBCONTRACTORS		\$7,846.70
		TOTAL: <u>\$18,381.20</u>

SAM HILL & SONS, INC.

GENERAL ENGINEERING CONTRACTOR

P.O. BOX 5670, VENTURA, CALIFORNIA 93005

PHONE (805) 644-6278 FAX (805) 644-2813

ESTIMATING DEPT. FAX (805) 654-1223

CITY OF OXNARD SUMMARY SHEET

LOCATION: 5TH & ROSE AVE, OXNARD

EXTRA WORK TICKET # 4491013017

TOTAL HOURS AND COST OF BASE CREW & EQUIPMENT	16.5	\$2,401.35
TOTAL HOURS AND COST OF ADDITIONAL LABOR	0	\$0.00
TOTAL HOURS AND COST OF ADDITIONAL EQUIPMENT	0	\$0.00
TOTAL COST AND MATERIALS & SUBCONTRACTORS		\$11,088.21
		TOTAL: <u>\$13,489.56</u>

EXTRA WORK TICKET # 4491013117

TOTAL HOURS AND COST OF BASE CREW & EQUIPMENT	26	\$4,393.60
TOTAL HOURS AND COST OF ADDITIONAL LABOR	6	\$692.00
TOTAL HOURS AND COST OF ADDITIONAL EQUIPMENT	0	\$0.00
TOTAL COST AND MATERIALS & SUBCONTRACTORS		\$1,859.43
		TOTAL: <u>\$6,945.03</u>

EXTRA WORK TICKET # 4491020117

TOTAL HOURS AND COST OF BASE CREW & EQUIPMENT	17	\$3,037.00
TOTAL HOURS AND COST OF ADDITIONAL LABOR	0	\$0.00
TOTAL HOURS AND COST OF ADDITIONAL EQUIPMENT	0	\$0.00
TOTAL COST AND MATERIALS & SUBCONTRACTORS		\$0.00
		TOTAL: <u>\$3,037.00</u>

SAM HILL & SONS, INC.

GENERAL ENGINEERING CONTRACTOR

P.O. BOX 5670, VENTURA, CALIFORNIA 93005

PHONE (805) 644-6278 FAX (805) 644-2813

ESTIMATING DEPT. FAX (805) 654-1223

CITY OF OXNARD SUMMARY SHEET

LOCATION: 5TH & ROSE AVE, OXNARD

EXTRA WORK TICKET # 4491020217

TOTAL HOURS AND COST OF BASE CREW & EQUIPMENT	12	\$2,902.50
TOTAL HOURS AND COST OF ADDITIONAL LABOR	2	\$235.90
TOTAL HOURS AND COST OF ADDITIONAL EQUIPMENT	0	\$0.00
TOTAL COST AND MATERIALS & SUBCONTRACTORS		\$0.00
		TOTAL: <u>\$3,138.40</u>

EXTRA WORK TICKET # 4491020317

TOTAL HOURS AND COST OF BASE CREW & EQUIPMENT	7	\$1,257.60
TOTAL HOURS AND COST OF ADDITIONAL LABOR	0	\$0.00
TOTAL HOURS AND COST OF ADDITIONAL EQUIPMENT	0	\$0.00
TOTAL COST AND MATERIALS & SUBCONTRACTORS		\$153.72
		TOTAL: <u>\$1,411.32</u>

EXTRA WORK TICKET # 4419020617

TOTAL HOURS AND COST OF BASE CREW & EQUIPMENT	17	\$1,801.60
TOTAL HOURS AND COST OF ADDITIONAL LABOR	0	\$0.00
TOTAL HOURS AND COST OF ADDITIONAL EQUIPMENT	0	\$0.00
TOTAL COST AND MATERIALS & SUBCONTRACTORS		\$19,937.08
		TOTAL: <u>\$21,738.68</u>

CITY OF OXNARD
PUBLIC WORKS DEPARTMENT

TASK ORDER

Emergency Central Trunk Sewer Repair at Wooley Road and Mercantile Street

Date:	03/22/2017	Task Order No:	55
Contractor Name:	Sam Hill & Sons, Inc.	Not to Exceed:	\$226,659.63
Agreement No:	A-7721	Begin Date:	03/01/2017
Specification No:	PW14-12	Completion Date:	03/17/2017
Purchase Order No.:	5237	Account Number:	611-6103-84 7-8301

Scope of Services performed under this task order:

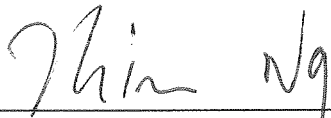
On March 1, 2017, a sinkhole developed in the vicinity of Wooley Road and Mercantile Street along the alignment of the Central Trunk. This sinkhole occurred because of the failure of a concrete box culvert structure that deteriorated due to significant corrosion related to H₂S gas. Additionally, it became necessary to install bypass pumping to isolate the point of repair. The City has an on call contract for non-scheduled emergency repairs with Sam Hill & Sons, Inc. to provide the necessary equipment, labor, and materials to perform this type of specialized repair work to the City's wastewater collection system.

Sam Hill & Sons isolated the affected area and set up traffic control to ensure worker safety. A traffic control plan was submitted and approved by the City's Traffic Control and Engineering staff. All work was performed around the clock in an effort to minimize traffic impacts and/or disruption of nearby businesses. In consultation with the City's engineering staff, it was determined that a bypass pumping system redirecting existing flows to the Rose Avenue Trunk sewer would be necessary. The Central Trunk flow was redirected to the Rose Avenue Trunk with no impacts. The Contractor excavated the point of failure, replaced the failed structure with C905 PVC pipe and constructed a new manhole. The contractor slurry filled the excavation, replaced the existing fencing and cleaned up the affected area. All work was completed in accordance with the City of Oxnard Standard Plates specifically for sewer repair.

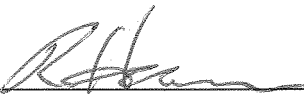
Public Works Responsibilities for this Task Order:

Construction Management and Project Inspection

CITY OF OXNARD:

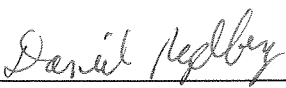


Thien Ng, Wastewater Division Manager



Robert Hearne, Interim City Engineer

APPROVED AS TO CONTENT:



Dan Rydberg, Public Works Director

CONTRACTOR:



Ronald Hill
Sam Hill & Sons, Inc.

Budget Review

Ruth Osuna, Assistant City Manager

Greg Nyhoff, City Manager



GENERAL ENGINEERING CONTRACTOR

P.O. BOX 5670, VENTURA, CALIFORNIA 93005
 PHONE (805) 644-6278 FAX (805) 644-2813
 ESTIMATING DEPT. FAX (805) 654-1223

CITY OF OXNARD SANITATION
 5700 PERKINS RD
 OXNARD CA 93033

Invoice No. 1841
 Period From: 3/1/2017
 Period Thru: 3/20/2017

PROJECT:
 WOOLEY & MERCANTILE ST., OXNARD
 36" SEWER REPAIR

JOB NO. 4509

03.01.17	EWT	4509030117	\$	748.80
03.02.17	EWT	4509030217	\$	1,112.00
03.03.17	EWT	4509030317	\$	36,251.43
03.04.17	EWT	4509030417	\$	12,343.78
03.04.17-1	EWT	4509030417-1	\$	9,086.18
03.05.17	EWT	4509030517	\$	13,554.90
03.06.17	EWT	4509030617	\$	8,497.19
03.07.17	EWT	4509030717	\$	14,651.66
03.08.17	EWT	4509030817	\$	12,382.32
03.09.17	EWT	4509030910	\$	19,721.99
03.10.17	EWT	4509031017	\$	7,096.95
03.11.17	EWT	4509031117	\$	5,275.75
03.13.17	EWT	4509031317	\$	5,810.46
03.14.17	EWT	4509031417	\$	3,402.61
03.15.17	EWT	4509031517	\$	3,566.94
03.20.17	EWT	4509032017	\$	73,156.67

CURRENT AMOUNT DUE \$ 226,659.63

**CONDITIONAL WAIVER AND RELEASE ON
PROGRESS PAYMENT**
(CA CIVIL CODE §8132)

NOTICE: THIS DOCUMENT WAIVES THE CLAIMANT'S LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS EFFECTIVE ON RECEIPT OF PAYMENT. A PERSON SHOULD NOT RELY ON THIS DOCUMENT UNLESS SATISFIED THAT THE CLAIMANT HAS RECEIVED PAYMENT.

Identifying Information:

Name of Claimant: SAM HILL & SONS, INC
 Name of Customer: CITY OF OXNARD
 Job Location: WOOLEY & MERCANTILE ST. OXNARD
 Owner: CITY OF OXNARD
 Through Date: 03/20/2017

Conditional Waiver and Release

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job through the Through Date of this document. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. This document is effective only on the claimant's receipt of payment from the financial institution on which the following check is drawn:

Maker of Check: CITY OF OXNARD
 Amount of Check: \$ 226,659.63
 Check Payable to: SAM HILL & SONS, INC

Exceptions

This document does not affect any of the following:

- (1) Retentions.
- (2) Extras for which the claimant has not received payment.
- (3) The following progress payments for which the claimant has previously given a conditional waiver and release but has not received payment:
 Date(s) of waiver and release: _____
 Amount(s) of unpaid progress payment(s): \$ _____
- (4) Contract rights, including:
 (A) a right based on rescission, abandonment, or breach of contract, and
 (B) the right to recover compensation for work not compensated by the payment.

SIGNATURE

Claimant's Signature:

Melina V. Olan

Claimant's Title:

ACCOUNTING

Date of Signature:

04/03/2017



GENERAL ENGINEERING CONTRACTOR

P.O. BOX 5670, VENTURA, CALIFORNIA 93005

PHONE (805) 644-6278 FAX (805) 644-2813

ESTIMATING DEPT. FAX (805) 654-1223

CITY OF OXNARD SUMMARY SHEET

LOCATION: WOOLEY & MERCANTILE ST., OXNARD

EXTRA WORK TICKET # 4509030117

TOTAL HOURS AND COST OF BASE CREW & EQUIPMENT	6	\$748.80
TOTAL HOURS AND COST OF ADDITIONAL LABOR	0	\$0.00
TOTAL HOURS AND COST OF ADDITIONAL EQUIPMENT	0	\$0.00
TOTAL COST AND MATERIALS & SUBCONTRACTORS		\$0.00
	TOTAL:	<u>\$748.80</u>

EXTRA WORK TICKET # 4509030217

TOTAL HOURS AND COST OF BASE CREW & EQUIPMENT	10	\$1,112.00
TOTAL HOURS AND COST OF ADDITIONAL LABOR	0	\$0.00
TOTAL HOURS AND COST OF ADDITIONAL EQUIPMENT	0	\$0.00
TOTAL COST AND MATERIALS & SUBCONTRACTORS		\$0.00
	TOTAL:	<u>\$1,112.00</u>

EXTRA WORK TICKET # 4509030317

TOTAL HOURS AND COST OF BASE CREW & EQUIPMENT	42	\$7,272.40
TOTAL HOURS AND COST OF ADDITIONAL LABOR	30	\$4,019.70
TOTAL HOURS AND COST OF ADDITIONAL EQUIPMENT	0	\$0.00
TOTAL COST AND MATERIALS & SUBCONTRACTORS		\$24,959.33
	TOTAL:	<u>\$36,251.43</u>



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CITY OF OXNARD SUMMARY SHEET

LOCATION: WOOLEY & MERCANTILE ST., OXNARD

EXTRA WORK TICKET # 4509030417

TOTAL HOURS AND COST OF BASE CREW & EQUIPMENT	56	\$8,848.20
TOTAL HOURS AND COST OF ADDITIONAL LABOR	0	\$0.00
TOTAL HOURS AND COST OF ADDITIONAL EQUIPMENT	0	\$0.00
TOTAL COST AND MATERIALS & SUBCONTRACTORS		\$3,495.58
	TOTAL:	<u>\$12,343.78</u>

EXTRA WORK TICKET # 4509030417-1

TOTAL HOURS AND COST OF BASE CREW & EQUIPMENT	36	\$7,815.68
TOTAL HOURS AND COST OF ADDITIONAL LABOR	0	\$0.00
TOTAL HOURS AND COST OF ADDITIONAL EQUIPMENT	0	\$0.00
TOTAL COST AND MATERIALS & SUBCONTRACTORS		\$1,270.50
	TOTAL:	<u>\$9,086.18</u>

EXTRA WORK TICKET # 4509030517

TOTAL HOURS AND COST OF BASE CREW & EQUIPMENT	35	\$6,969.90
TOTAL HOURS AND COST OF ADDITIONAL LABOR	0	\$0.00
TOTAL HOURS AND COST OF ADDITIONAL EQUIPMENT	0	\$0.00
TOTAL COST AND MATERIALS & SUBCONTRACTORS		\$6,585.00
	TOTAL:	<u>\$13,554.90</u>



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ESTIMATING DEPT. FAX (805) 654-1223

CITY OF OXNARD SUMMARY SHEET

LOCATION: WOOLEY & MERCANTILE ST., OXNARD

EXTRA WORK TICKET # 4509030617

TOTAL HOURS AND COST OF BASE CREW & EQUIPMENT	24	\$5,926.60
TOTAL HOURS AND COST OF ADDITIONAL LABOR	16	\$2,041.60
TOTAL HOURS AND COST OF ADDITIONAL EQUIPMENT	0	\$0.00
TOTAL COST AND MATERIALS & SUBCONTRACTORS		\$528.99
	TOTAL:	<u>\$8,497.19</u>

EXTRA WORK TICKET # 4509031717

TOTAL HOURS AND COST OF BASE CREW & EQUIPMENT	34	\$9,516.10
TOTAL HOURS AND COST OF ADDITIONAL LABOR	21	\$2,692.60
TOTAL HOURS AND COST OF ADDITIONAL EQUIPMENT	0	\$0.00
TOTAL COST AND MATERIALS & SUBCONTRACTORS		\$2,442.96
	TOTAL:	<u>\$14,651.66</u>

EXTRA WORK TICKET # 4509030817

TOTAL HOURS AND COST OF BASE CREW & EQUIPMENT	34	\$7,952.60
TOTAL HOURS AND COST OF ADDITIONAL LABOR	21	\$2,692.60
TOTAL HOURS AND COST OF ADDITIONAL EQUIPMENT	0	\$0.00
TOTAL COST AND MATERIALS & SUBCONTRACTORS		\$1,737.12
	TOTAL:	<u>\$12,382.32</u>



GENERAL ENGINEERING CONTRACTOR

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ESTIMATING DEPT. FAX (805) 654-1223

CITY OF OXNARD SUMMARY SHEET

LOCATION: WOOLEY & MERCANTILE ST., OXNARD

EXTRA WORK TICKET # 4509030917

TOTAL HOURS AND COST OF BASE CREW & EQUIPMENT	34	\$7,778.60
TOTAL HOURS AND COST OF ADDITIONAL LABOR	12	\$1,444.50
TOTAL HOURS AND COST OF ADDITIONAL EQUIPMENT	0	\$0.00
TOTAL COST AND MATERIALS & SUBCONTRACTORS		\$10,498.89
	TOTAL:	<u>\$19,721.99</u>

EXTRA WORK TICKET # 4509031017

TOTAL HOURS AND COST OF BASE CREW & EQUIPMENT	21	\$2,970.90
TOTAL HOURS AND COST OF ADDITIONAL LABOR	0	\$0.00
TOTAL HOURS AND COST OF ADDITIONAL EQUIPMENT	0	\$0.00
TOTAL COST AND MATERIALS & SUBCONTRACTORS		\$4,126.05
	TOTAL:	<u>\$7,096.95</u>

EXTRA WORK TICKET # 4509031117

TOTAL HOURS AND COST OF BASE CREW & EQUIPMENT	5	\$829.00
TOTAL HOURS AND COST OF ADDITIONAL LABOR	0	\$0.00
TOTAL HOURS AND COST OF ADDITIONAL EQUIPMENT	0	\$0.00
TOTAL COST AND MATERIALS & SUBCONTRACTORS		\$4,446.75
	TOTAL:	<u>\$5,275.75</u>



GENERAL ENGINEERING CONTRACTOR

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ESTIMATING DEPT. FAX (805) 654-1223

CITY OF OXNARD SUMMARY SHEET

LOCATION: WOOLEY & MERCANTILE ST., OXNARD

EXTRA WORK TICKET # 4509031317

TOTAL HOURS AND COST OF BASE CREW & EQUIPMENT	26	\$4,401.20
TOTAL HOURS AND COST OF ADDITIONAL LABOR	5	\$591.60
TOTAL HOURS AND COST OF ADDITIONAL EQUIPMENT	0	\$0.00
TOTAL COST AND MATERIALS & SUBCONTRACTORS		\$817.66
	TOTAL:	<u>\$5,810.46</u>

EXTRA WORK TICKET # 4509031417

TOTAL HOURS AND COST OF BASE CREW & EQUIPMENT	24	\$3,231.60
TOTAL HOURS AND COST OF ADDITIONAL LABOR	0	\$0.00
TOTAL HOURS AND COST OF ADDITIONAL EQUIPMENT	0	\$0.00
TOTAL COST AND MATERIALS & SUBCONTRACTORS		\$171.01
	TOTAL:	<u>\$3,402.61</u>

EXTRA WORK TICKET # 4509031517

TOTAL HOURS AND COST OF BASE CREW & EQUIPMENT	16	\$2,149.30
TOTAL HOURS AND COST OF ADDITIONAL LABOR	0	\$0.00
TOTAL HOURS AND COST OF ADDITIONAL EQUIPMENT	0	\$0.00
TOTAL COST AND MATERIALS & SUBCONTRACTORS		\$1,417.64
	TOTAL:	<u>\$3,566.94</u>



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PHONE (805) 644-6278 FAX (805) 644-2813

ESTIMATING DEPT. FAX (805) 654-1223

CITY OF OXNARD SUMMARY SHEET

LOCATION: WOOLEY & MERCANTILE ST., OXNARD

EXTRA WORK TICKET # 4509032017

TOTAL HOURS AND COST OF BASE CREW & EQUIPMENT	0	\$0.00
TOTAL HOURS AND COST OF ADDITIONAL LABOR	0	\$0.00
TOTAL HOURS AND COST OF ADDITIONAL EQUIPMENT	0	\$0.00
TOTAL COST AND MATERIALS & SUBCONTRACTORS		\$73,156.67
	TOTAL:	<u>\$73,156.67</u>

EXTRA WORK TICKET # _____

TOTAL HOURS AND COST OF BASE CREW & EQUIPMENT	0	\$0.00
TOTAL HOURS AND COST OF ADDITIONAL LABOR	0	\$0.00
TOTAL HOURS AND COST OF ADDITIONAL EQUIPMENT	0	\$0.00
TOTAL COST AND MATERIALS & SUBCONTRACTORS		\$0.00
	TOTAL:	<u>\$0.00</u>

EXTRA WORK TICKET # _____

TOTAL HOURS AND COST OF BASE CREW & EQUIPMENT	0	\$0.00
TOTAL HOURS AND COST OF ADDITIONAL LABOR	0	\$0.00
TOTAL HOURS AND COST OF ADDITIONAL EQUIPMENT	0	\$0.00
TOTAL COST AND MATERIALS & SUBCONTRACTORS		\$0.00
	TOTAL:	<u>\$0.00</u>

CITY OF OXNARD
PUBLIC WORKS DEPARTMENT

TASK ORDER

Urgent Central Trunk Sewer Repair at Oxnard Boulevard

Date:	03/22/2017	Task Order No:	63
Contractor Name:	Sam Hill & Sons, Inc.	Estimated Cost:	\$404,000
Agreement No:	A-7721	Begin Date:	03/29/17
Specification No:	PW14-12	Completion Date:	07/01/17
Purchase Order No.:	5237	Account Number:	611-6103-847-8301

Scope of Services performed under this task order:

As a result of two failures of the Central Trunk sewer, staff conducted a camera inspection of the section of the most recent failure at Wooley Road and Mercantile Street. As a result of that inspection, staff identified six manholes that are in need of replacement and that have been identified in the Phase 1 Capital Improvement Plan. In addition, the concrete box culvert structure under Oxnard Boulevard shows severe deterioration very similar to the condition of the previous two failures. After discussion and analysis, City wastewater collection and engineering staff strongly recommend that this section of the Central Trunk sewer and the identified manholes be replaced immediately.

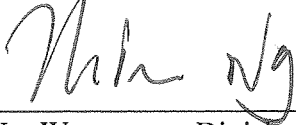
Staff Recommendation:

- Utilize current bypass pumping that is in place as a result of the previous repair of the Central Trunk at Wooley Road and Mercantile Street
- Replace six manholes previously identified in the Phase 1 Capital Improvement Plan
- Replace 150 feet of deteriorated concrete box culvert with 36-inch C905 PVC pipe
- All sewer and street work will be completed in accordance with the City of Oxnard Standard Plates

Public Works Responsibilities for this Task Order:

Construction Management and Project Inspection

CITY OF OXNARD:

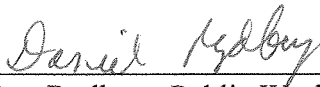


Thien Ng, Wastewater Division Manager



Robert Hearne, Interim City Engineer

APPROVED AS TO CONTENT:



Dan Rydberg, Public Works Director

CONTRACTOR:



Ronald Hill
Sam Hill & Sons, Inc.

Budget Review

Ruth Osuna, Assistant City Manager

Greg Nyhoff, City Manager



Lic. # 648594

P.O. Box 5670
Ventura, CA 93005
Phone: (805) 644-6278
Fax: (805) 644-2813

To:	City of Oxnard - Sanitation	Contact:	Jeff Miller
Address:	6001 South Perkins Road Oxnard, CA 93033	Phone:	(805) 271-2216
		Fax:	(805) 986-3564
Project Name:	S. Oxnard Blvd., S/E Of Date St. @RR Tracks - BUDGET	Bid Number:	
Project Location:	Oxnard, CA	Bid Date:	4/3/2017

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Mobilization - Includes Sawcut, Grind For Plates, Pothole	1.00	LS	\$10,900.00	\$10,900.00
2	Remove RCB & Replace With 36" DR25 C905 PVC (Includes By-pass, Traffic Control, Paving)	150.00	LF	\$2,394.00	\$359,100.00
3	New 60" Manhole & Connection To Exist. 36" VCP	2.00	EACH	\$17,000.00	\$34,000.00
Total Price for above Items:					\$404,000.00

Total Base Bid Price: \$404,000.00

ALTERNATE ADD:

4	New 60" Manhole On Exist. 36" VCP	4.00	EACH	\$24,000.00	\$96,000.00
Total Price for above ALTERNATE ADD: Items:					\$96,000.00

Notes:

- **Included:** Excavation, slurry backfill in existing street, native backfill behind curb, compaction, haul off spoils, fillsand bedding & shade for pipe, one move-in, shoring, traffic control, trench plates, sewer by-pass, set manholes to finish grade one time, schedule inspections for our work, replace removed AC pavement & curb.
- **Excluded:** Permits, fees, bonds, engineering, staking, compaction tests, dewatering, rock for trench stabilization, construction water meter/source, striping, traffic loops, signals, AC overlay, slurry seal, video inspection, testing, handling or disposal of hazardous materials, conflicts with existing utilities, cylinder testing of concrete, Overtime or Weekend work.
- Price is good for 30 days from date of quote.
- **This Proposal is for budget purposes only.** Unknown and/or unforeseen conditions may result in additional costs. All work will be done on a T&M basis, per our existing emergency contract.
- Any Railroad Company requirements over and above City Standards are not included (i.e.- special permits, enhanced insurance coverages, additional inspections, fees, safety regulations, special work hours, standby personnel, etc.).
- **DIR #100008073**

ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted. Buyer: _____ Signature: _____ Date of Acceptance: _____	CONFIRMED: Sam Hill & Sons, Inc. Authorized Signature: _____ Estimator: Scott Anderson (805) 644-6278 scott@samhillandsons.com
---	--

REQUEST FOR BUDGET APPROPRIATION

Department: Public Works
 Project/Program _____
 Manager: Dan Rydberg

Date: April 4, 2017
 Phone: x8055

Reason for Appropriation:

Fund Change Order No. 1 to contract A-7721 with Sam Hill and Sons, Inc. for non-scheduled repairs to the wastewater collection system and Wastewater Treatment Plant.

Accounts and DescriptionsAMOUNT

Fund: WASTEWATER COLLECTION OPERATING FUND (611)

Expenditures/Transfers Out

Prj. 176601- Central Trunk Sewer Repairs

611-6631-821.86-10	CAPITAL OUTLAY/ CONSTRUCTION OTHER	800,000
	Sub-total Expenditures	800,000

Net Change to Fund Balance	(800,000)
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Fund: WASTEWATER TREATMENT OPERATING FUND (621)

Expenditures/Transfers Out

621-6202-842.82-09	CONTRACTUAL SERVICES- OTHER PROF/ CONTRACT	450,000
	Sub-total Expenditures	450,000

Net Change to Fund Balance	(450,000)
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Fund: WATER OPERATING FUND (601)

Expenditures/Transfers Out

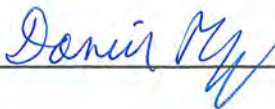
601-6012-842.82-09	CONTRACTUAL SERVICES- OTHER PROF/ CONTRACT	250,000
	Sub-total Expenditures	250,000

Net Change to Fund Balance	(250,000)
-----------------------------------	------------------

Net Appropriation Change	1,500,000
---------------------------------	------------------

Approvals

Department Director



Chief Financial Officer

City Manager