Written materials relating to an item on this agenda that are distributed to the legislative bodies within 72 hours before the item is to be considered at its regularly scheduled meeting will be made available for public inspection at the Library, 251 South "A" Street and the City Clerk's Office, 305 West Third Street during customary business hours. Any materials to be presented at this meeting will be made available electronically 24 hours prior to the meeting, at the end of this agenda. The agenda reports are on the City of Oxnard web site at www.ci.oxnard.ca.us.

CITY OF OXNARD CALIFORNIA

AGENDA

OXNARD CITY COUNCIL
*OXNARD COMMUNITY DEVELOPMENT COMMISSION SUCCESSOR AGENCY
*OXNARD FINANCING AUTHORITY
OXNARD HOUSING AUTHORITY
Regular Meetings
City Council Chambers, 305 West Third Street, Oxnard
March 24, 2015
5:00 P.M. Closed Session

A. ROLL CALL/POSTING OF AGENDA

*** The Oxnard Community Development Commission Successor Agency and the Oxnard Financing Authority will not meet because there are no items requiring consideration on this date.**

B. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

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

C. CLOSED SESSION – (Please see Page 5 for a description of closed session items)

D. OPENING CEREMONIES – 6:00 P.M.

Pledge of allegiance to the flag of the United States.

E. CEREMONIAL CALENDAR

1. SUBJECT: Invitation to Oxnard's "There is no Place Like Home" Earth Day Celebration, on Saturday April 4th from 11- 3 at Plaza Park in Downtown Oxnard

2. SUBJECT: Presentation of Commendation to Kristina Wroten Hernandez on Eighteen Years and Six Months of Exemplary Service at the Oxnard Public Library

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.ci.oxnard.ca.us.

F. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA (30 Minutes)

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. 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 any 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. The presiding officer shall limit public comments to three minutes.

G. TRANSMITTAL OF INFORMATION ONLY ITEMS

H. INFORMATION/CONSENT PUBLIC HEARINGS

I. PUBLIC HEARINGS – 6:15 P.M.

Housing Department

1. SUBJECT: Five-Year & Annual Agency Plan and Five-Year Capital Fund for Low Rent Public Housing. (001)
   RECOMMENDATION: 1) Hold a public hearing to receive comments concerning the fifth year of the Five-Year Agency Plan and the 2015 Capital Fund Annual Statement and Five-Year Capital Fund Plan; and 2) Adopt a resolution: (a) Approving the Five-Year and Annual Agency Plan for the Housing Authority; (b) Authorizing and directing the Chairman to execute the Department of Housing and Urban Development (HUD) Public Housing Agency Certification Compliance Form certifying the Housing Authority's compliance with HUD's policies and procedures; (c) Authorizing the Housing Director to execute and submit all reports, documents and all other certification required to comply with HUD's policies and procedures regarding the Five-Year Agency Plan; (d) Approving the 2015 Capital Fund Annual Statement and Five-Year Capital Fund Plan; and (e) Authorizing the Housing Director to accept and expend the funds as indicated in the revised 2015 Capital Fund Annual Statement and Five-Year Capital Fund Plan.
   Legislative Body: HA Contact: Carrie Sabatini Phone: 385-8096

J. APPOINTMENT ITEMS 7:00 p.m.

City Manager Department

1. SUBJECT: Resolution of the City Council of the City of Oxnard in Support of the Alliance for Linked Learning. (029)
   RECOMMENDATION: Adopt a resolution authorizing the City of Oxnard to formally support the Alliance for Linked Learning with Oxnard Union High School District and officially declare the City of Oxnard to be a "Linked Learning City."
   Legislative Body: CC Contact: Grace Magistrale Hoffman Phone: 385-7445

K. REPORTS

City Manager Department

1. SUBJECT: Annual Report on City Operation of Del Norte Regional Recycling and Transfer Station. (033)
RECOMMENDATION: Receive and consider report.
Legislative Body: CC Contact: Todd Vasquez-Housley Phone: 890-3153

Development Services Department

2. SUBJECT: Verbal Update on the Development Services Department One-Stop Permit Center Program.
RECOMMENDATION: Receive and consider report.
Legislative Body: CC Contact: Matthew Winegar Phone: 385-7896

L. 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.

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

1. SUBJECT: Verbal Update on the City Attorney Recruitment.
RECOMMENDATION: Receive verbal update.
Legislative Body: CC Contact: Greg Nyhoff Phone: 385-7430

2. SUBJECT: Discussion and Determination Whether to Include at Future City Council Meetings for Consideration, with the Accompanying Appropriate Research and Agenda Report, Items Raised at Previous Council Meetings.
RECOMMENDATION: Consider and determine by majority vote whether to include the following items on future City Council meeting agendas: 1) St. Francis Dam Failure Presentation; 2) Green Building Code Presentation; 3) Regulation of Dogs on Public Beaches; 4) Establishment of an Athletics Commission; 5) Electronic cigarettes; and 6) River Levee.
Legislative Body: CC Contact: Stephen Fischer Phone: 385-7483

N. 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.

O. PUBLIC COMMENTS ON STUDY SESSION

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

P. STUDY SESSION

Q. 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.

R. 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.

S. INFORMATION/CONSENT AGENDA

City Attorney Department

1. SUBJECT: Second Amendment to Attorney Services Agreement for Special Counsel to Represent the City in a Variety of Human Resources Related Matters. (045)
RECOMMENDATION: 1) Approve and authorize the City Manager to execute a Second Amendment to Attorney Services Agreement with Renne Sloan Holtzman Sakai LLP (6862-14-CA) to increase the amount by $240,000 for a total of $540,000 and amend the scope of services; and 2) Authorize the special budget appropriation in the amount of $240,000 from the General Fund Operating Reserve Fund.
Legislative Body: CC Contact: Stephen Fischer Phone: 385-7483

City Clerk Department

2. SUBJECT: Minutes of the Regular Meetings of the Oxnard Housing Authority for December 9 and 16, 2014; January 13 and 27; February 3, 10 and 24; and March 3, 2015. (051)
RECOMMENDATION: Approve.
Legislative Body: HA Contact: Daniel Martinez Phone: 385-7803

City Manager Department

3. SUBJECT: Agreements for City Council Review. (061)
RECOMMENDATION: Pursuant to Ordinance 2835 and Resolution 13,932, approve and authorize the City Manager, to execute the attached 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.
Legislative Body: CC Contact: Greg Nyhoff Phone: 385-7430

4. SUBJECT: Approval of INCF and Neighborhood Council Bylaws instituting a name change to Inter-Neighborhood Council Organization (INCO); Affirmation of advisory role of the INCO. (063)
RECOMMENDATION: Adopt a resolution approving the updated Inter-Neighborhood Council Organization (INCO) and Neighborhood Council Bylaws and affirming that the INCO is an advisory body to the City Council.
Legislative Body: CC Contact: Grace Magistrale Hoffman Phone: 385-7430

5. SUBJECT: Transportation Development Act (TDA) Local Transportation Fund (LTF) Allocations for FY 2015/16. (105)
RECOMMENDATION: 1) Recognize the FY 2015/16 TDA funding allocations from Gold Coast Transit District (GCTD). to the City of Oxnard's transit program, and authorize the City manager to incorporate them into the budget, including $500,000 for transit services, and swapping out $165,000 of City Air-Pollution Buy-Down funding for $165,0000 of TDA from GCTD for operation of the Harbor Beaches Dial a Ride transit service; and 2) Approve a Budget Appropriation allocating FY 2014/15 allocations of $300,000 from TDA/LTF4 99400c Fund 213 to OTC Bus Island Re-Roof Capital Improvement Project 153121 and $14,456 from TDA/LTF3 Fund 214 to Bike Path Improvements Project 103103.
Legislative Body: CC Contact: Martin Erickson Phone: 385-7430

City Treasurer Department

6. SUBJECT: Quarterly Investment Report for the Second Quarter F/Y 2014-2015. (109)
RECOMMENDATION: Accept the quarterly Investment Report for the Second Quarter F/Y 2014-2015.
Legislative Body: CC Contact: Danielle M. Navas Phone: 385-7810

Development Services Department

7. SUBJECT: Approval of Lowest Responsible Responsive Bid and Authorization to Issue and Execute a Contract (A-7755) for DS15-04-Oxnard Boulevard Intelligent Transportation System (ITS) Extension. (117)
RECOMMENDATION: Award contract to the lowest responsible and responsive bidder, Aegis ITS, Inc. (A-7755) in the amount of $641,150.07 for DS15-04 Oxnard Boulevard Intelligent Transportation System Extension and authorize the purchasing agent to execute the contract upon receipt of final documents.
Legislative Body: CC Contact: Soher Abdelmalik Phone: 385-7873

8. SUBJECT: Approval of Cultural Arts Grant Program Awards. (145)
RECOMMENDATION: Approve the recommended awards to various artists and organizations as part of the 2015 Cultural Arts Grant Program.
Legislative Body: CC Contact: Matthew Winegar Phone: 385-7868

C. CLOSED SESSION – Continued from Page 1

1. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION.**

CC (Government Code section 54956.9 (d)(1))
Name of case: California Public Utilities Commission Application 14-11-016

The Interim City Attorney requested that this item be discussed in closed session under the Brown Act exception of Conference with Legal Counsel – Existing Litigation. The purpose of the closed session is for the City Council to confer with its legal counsel regarding the Application of Southern California Edison Company (U338E) for Approval of the Results of its 2013 Local Capacity Requirements Request for Offers for the Moorpark Sub-Area.

T. ADJOURNMENT

CITY OF
OXNARD
CALIFORNIA

Meeting Date: 03/24/15

ACTION	TYPE OF ITEM
☐ Approved Recommendation	☐ Info/Consent
☐ Ord. No(s). ______	☐ Report
☐ Res. No(s). ______	■ Public Hearing
☐ Other ______	☐ Other ______

Prepared By: Jesús Andrade, Housing Programs Supervisor Agenda Item No. I-1

Reviewed By: City Manager JM City Attorney SMF Finance Other *(Specify)*

DATE: March 11, 2015

TO: Housing Authority Board of Commissioners

FROM: Carrie Sabatini, Interim Housing Director CSabatini
Oxnard Housing Authority

SUBJECT: Five-Year & Annual Agency Plan and Five-Year Capital Fund for Low Rent Public Housing

RECOMMENDATION:

That the Board of Commissioners of the Housing Authority of the City of Oxnard:

(1) Hold a public hearing to receive comments concerning the fifth year of the Five-Year Agency Plan and the 2015 Capital Fund Annual Statement and Five-Year Capital Fund Plan;

(2) Adopt a resolution:

(a) Approving the Five-Year and Annual Agency Plan for the Housing Authority;
(b) Authorizing and directing the Chairman to execute the Department of Housing and Urban Development (HUD) Public Housing Agency Certification Compliance Form certifying the Housing Authority's compliance with HUD's policies and procedures;
(c) Authorizing the Housing Director to execute and submit all reports, documents and all other certification required to comply with HUD's policies and procedures regarding the Five-Year Agency Plan;
(d) Approving the 2015 Capital Fund Annual Statement and Five-Year Capital Fund Plan; and
(e) Authorizing the Housing Director to accept and expend the funds as indicated in the revised 2015 Capital Fund Annual Statement and Five-Year Capital Fund Plan.

DISCUSSION

The Quality Housing and Work Responsibility Act of 1998 (the Act) requires the Housing Authority of the City of Oxnard (OHA) to submit a Five Year and Annual Agency Plan. The purpose of the Five-Year and Annual Agency Plan, along with the program policies for the Public Housing Program (Admissions and Continued Occupancy Policy) and the Section 8 Housing Choice Voucher Program (Administrative Plan) is to provide a framework for local accountability, along with an easily-identifiable source document where public housing residents, participants in the Section 8 Program, and members of the public may locate basic information regarding a Housing Authority's policies, rules and regulations and services provided by the agency. The current Five Year Plan covers fiscal years 2011-2016 and the Annual Plan covers fiscal year 2015-2016. Updates must be submitted to HUD at least seventy-five days prior to the beginning of each fiscal year, and must include certifications that the OHA Plan is consistent with the City's Consolidated Plan and in accordance with HUD requirements.

The proposed changes included in the OHA 2015-2016 Annual Agency Plan were made available for public review on January 15, 2015 for forty-five days. The recommended amendments to the Five-Year and Annual Plan include one change proposed for the Agency Plan and one change proposed to the Administrative Plan, as specified below.

The first proposal relates to the Agency Plan. The Oxnard Housing Authority is exploring the use of the Rental Assistance Demonstration (RAD) program to address deferred capital needs in its public housing units. RAD is a program developed by HUD to assist housing authorities in leveraging resources to make needed capital improvements in their public housing units. It allows proven financing tools to be applied to public housing by allowing properties, under a competitive application, to convert to long term Section 8 rental assistance contract. RAD is a central part of the HUD's rental housing preservation strategy, which works to preserve the nation's stock of deeply affordable rental housing, promote efficiency within and among HUD programs, and building strong, stable communities. The OHA's current proposal is to begin exploring feasibility, effects, and implications of the program for our current public housing developments. Any request to move forward with applying for this program would require consultation with the resident groups and the Board of Commissioners approval.

The second proposal relates to the Administrative Plan for the Section 8 Housing Choice Voucher Program. The Oxnard Housing Authority is proposing to establish a preference for up to fifteen (15) homeless individuals/families. The individuals/families would be required to be receiving regular case management under a documented service plan from local homeless services, social services or mental health agency for at least six months upon admission to the program.

The last component of the Annual Agency Plan is to adopt an annual budget as well as a five year plan for the Capital Fund Program funds. The primary purpose of the Capital Fund Program is to preserve and maintain the integrity of the OHA's public housing stock and to fund necessary improvements. For the coming fiscal year, the OHA is presenting a budget of $1,464,944 for the Capital Fund Program activities, which is the amount allocated to the OHA by HUD. Those are set forth in Attachments #1 and #2 hereto.

The Plan and suggested proposals were submitted to the Resident Advisory Board (RAB) for its review and input. The RAB, consisting of two Tenant Commissioners, twelve other public housing residents, and one Section 8 tenant, conducted public meetings to discuss the Plan on January 15, and January 29, 2015. Oxnard Housing Authority staff made presentations to the RAB at those meetings and responded to inquiries and suggestions from RAB members and others. Additionally, a presentation on the homeless preference was made to the Commission on Homelessness on March 2, 2015.

A summary of the comments received are set forth in Attachment #4.

FINANCIAL IMPACT

The approval of the recommended action will enable the OHA to obtain various HUD funds, including approximately $1.46 million under the Capital Fund. Adoption of an Agency Annual Plan is required for the OHA to receive the funds set forth in the Annual and Five-Year Plan of the Capital Fund Program.

Attachment #1 – Proposed Capital Fund Annual Statement for 2015-2016
#2 – Proposed Capital Fund Program Five-Year Action Plan
#3 – Resolution Approving the Five-Year Capital Fund Plan and Authorizing the Housing Director to execute and submit the revised plan and budget.
#4 – Summary of Comments Received
#5 – Required HUD Certifications

Note: Copies of the Five-Year/Annual Agency Plan are available for public review at the Circulation Desk in the Library after 6:00 p.m. on the Wednesday prior to the Council meeting and at the City Clerk's Office after 10:00 a.m. on Thursday prior to the Council meeting.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

US Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary

PHA Name: Oxnard Housing Authority	Grant Type and Number Capital Fund Program Grant No: **CA16-P031-501-15** Replacement Housing Factor Grant No: Date of CFFP: 1/9/2014	FFY of Grant: 2015 FFY of Grant Approval:

Type of Grant:
[ ] Original annual Statement [ ] Reserve for Disasters/Emergencies [X] Revised Annual Statement (Revision no: 1)
[ ] Performance and Evaluation Report for Period Ending: [ ] Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost [1]	
		Original	Revised [2]	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 20) [3]	$ 345,910.00	$ 292,988.00		
3	1408 Management Improvements	$ 12,000.00	$ 12,000.00		
4	1410 Management Fees (may not exceed 10% of line 20)	$ 94,090.00	$ 102,343.00		
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 A & E Fees	$ 40,000.00	$ 20,000.00		
8	1430 Advertising	$ 5,000.00	$ 5,000.00		
9	1430 Planning Salaries/ Benefits	$ 40,000.00	$ 40,000.00		
10	1440 Site Acquisition				
11	1450 Site Improvement	$ 33,600.00	$ 33,600.00		
12	1460 Dwelling Structures	$ 669,440.00	$ 490,080.00		
13	1465.1 Dwelling Equipment - Nonexpendable				
14	1470 Nondwelling Structures				
15	1475 Nondwelling Equipment (Computer Hardware)	$ 40,000.00	$ 19,419.25		
16	1475 Construction Vehicle	$ -	$ -		
17	1485 Demolition				
18	1492 Moving to Work Demonstration				
19	1495.1 Relocation Costs				
20	1499 Development Activities 4				
21	1501 Collateralization or Debt Service paid by PHA	$ 441,513.75	$ 441,513.75		
22	9000 Collateralization or Dept. Service paid Via System of Direct Payment				
23	1502 Contingency (may not exceed 8% of line 20)	$ 8,000.00	$ 8,000.00		
24	Amount of Annual Grant: (sum of lines 2 - 19)	$ 1,729,553.75	$ 1,464,944.00		
25	Amount of line 20 Related to LBP Activities				
26	Amount of line 20 Related to Section 504 compliance				
27	Amount of line 20 Related to Security - Soft Costs				
28	Amount of line 20 Related to Security - Hard Costs				
29	Amount of line 20 Related to Energy Conservation Measures				

[1] To be completed for the Performance and Evaluation Report.
[2] To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
[3] PHAs with under 250 units in management may use 100% of CFP Grants for operations.
4 RHF funds shall be included here.

form HUD-50075.1 (4/2008)

Part I: Summary

PHA Name:	Grant Type and Number	FFY of Grant:
Oxnard Housing Authority	Capital Fund Program Grant No: CA16-P031-501-15 Replacement Housing Factor Grant No: Date of CFFP: 1/9/2014	2015 FFY of Grant Approval:

Type of Grant:
[ ] Original annual Statement [ ] Reserve for Disasters/Emergencies [X] Revised Annual Statement (Revision no: 1)
[ ] Performance and Evaluation Report for Period Ending: [ ] Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
Signature of Executive Director		Date	Signature of Public Housing Director		Date

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

US Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part II: Supporting Pages

PHA Name: Oxnard Housing Authority	Grant Type and Number Capital Fund Program Grant No: **CA16-P031-501-15** CFFP (YES/ No): Replacement Housing Factor Grant No:					Federal FFY of Grant: 2015		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised[1]	Funds Obligated [2]	Funds Expended [2]	
CAL 31-0	Operations	1406		$ 345,910.00	$ 292,988.00			
PHA WIDE								
	Professional Development/							
	Professional Development	1408		$ 500.00	$ 500.00			
	Consultants/							
	Physical Inspection Consultants	1408		$ -	$ -			
	IT Consultant	1408		$ 10,000.00	$ 10,000.00			
	HA Consultant	1408		$ 1,000.00	$ 1,000.00			
	Disaster Preparedness	1408		$ 500.00	$ 500.00			

[1] To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages

PHA Name: Oxnard Housing Authority

Grant Type and Number
Capital Fund Program Grant No: **CA16-P031-501-15** CFFP (YES/ No):
Replacement Housing Factor Grant No:

Federal FFY of Grant: 2015

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised[1]	Funds Obligated [2]	Funds Expended [2]	
CAL 31-0								
PHA WIDE								
	Management Fees	1410		$ 94,090.00	$ 102,343.00			
	A&E Fees (Contract)	1430		$ 40,000.00	$ 20,000.00			
	Advertising	1430		$ 5,000.00	$ 5,000.00			
	Planning Sal/Ben	1430		$ 40,000.00	$ 40,000.00			
	Computer Hardware	1475		$ 40,000.00	$ 19,419.25			
	Bond Payment	1501		$ 441,513.75	$ 441,513.75			
	Contingency	1502		$ 8,000.00	$ 8,000.00			
	Total 31-0:			$ **1,026,013.75**	$ **941,264.00**			

[1] To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages

PHA Name: Oxnard Housing Authority	Grant Type and Number Capital Fund Program Grant No: CA16-P031-501-15 CFFP (YES/ No):Yes Replacement Housing Factor Grant No:	Federal FFY of Grant: 2015

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised[1]	Funds Obligated[2]	Funds Expended[2]	
OHA Wide	Security System (C)	1460		$ -	$ -			
CAL 31-2								
Felicia Ct.	Parking Area Concrete (C)	1450		$ 21,600.00	$ 21,600.00			
	Total 31-2:			**$ 21,600.00**	**$ 21,600.00**			
CAL 31-3								
Colonia Road								
	Total 31-3:			**$ -**	**$ -**			
CAL 31-4								
Pleasant Valley	Speed Bumps (C)	1450		$ 12,000.00	$ 12,000.00			
	Total 31-4:			**$ 12,000.00**	**$ 12,000.00**			
CAL 31-5								
Plaza Vista	Plumbing (C)	1460		$ 50,000.00	$ -			
	Total 31-5:			**$ 50,000.00**	**$ -**			
CAL31-7								
Scattered Sites	Flooring (C)	1460		$ 469,440.00	$ 340,080.00			
	Total 31-7:			**$ 469,440.00**	**$ 340,080.00**			
CAL 31-8								
Palm Vista	Closet Doors (C)	1460		$ 150,000.00	$ 150,000.00			
	Total 31-8:			**$ 150,000.00**	**$ 150,000.00**			
	CA16-P031-501-15 Total:			**$ 1,729,053.75**	**$ 1,464,944.00**			

[1] To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages

PHA Name: Oxnard Housing Authority

Grant Type and Number
Capital Fund Program Grant No: **CA16-P031-501-15** CFFP (YES/ No):Yes
Replacement Housing Factor Grant No:

Federal FFY of Grant: 2015

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised[1]	Funds Obligated [2]	Funds Expended [2]	
	CFFP Bond			5,745,000				
	Total CFFP Bond:			5,745,000				
	Usage							
	CFFP Underwriters Discount			86,175				
	CFFP Issuance Cost			52,428				
	CFFP Debt Service Reserve			456,138				
	CFFP Capitalization Interest			130,693				
	CFFP Project Construction			5,016,663				
	CFFP Rounding Amount			2,903				
	Total CFFP Usage:			5,745,000				
	CFFP Project Construction Usage							
	Details							
	CFFP Administration 31-0			362,743				
	CFFP Vacancy Cost 31-0			68,014				
	CFFP Maintenance Cost 31-0			27,205				
	CFFP Contingency 31-0			158,701				
	Total 31-0:			616,663				
	CFFP Construction Cost 31-3			3,000,000				
	Total 31-3:			3,000,000				
	CFFP Construction Cost 31-4			1,400,000				
	Total 31-4:			1,400,000				
	CFFP Total Project Construction Cost:			5,016,663				

[1] To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Performance and Evaluation Report.

Part III: Implementation Schedule for Capital Fund Financing Program

PHA Name: Oxnard Housing Authority					**Federal FY of Grant: 2015**
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reason for Revised target Dates [1]
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
CAL 31-0	4/12/2017		4/12/2019		
PHA-Wide					
CAL 31-1	4/12/2017		4/12/2019		
The Courts					
CAL 31-2	4/12/2017		4/12/2019		
Felicia Court					
CAL 31-3	4/12/2017		4/12/2019		
Colonia Road					
CAL 31-4	4/12/2017		4/12/2019		
Pleasant Valley					
CAL 31-5	4/12/2017		4/12/2019		
Plaza Vista					
CAL 31-7	4/12/2017		4/12/2019		
Scattered Sites					
CAL 31-8	4/12/2017		4/12/2019		
Palm Vista					

[1] Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

501-15

Capital Fund Program Five-Year Action Plan
Part I: Summary

PHA Name: Oxnard Housing Authority				[X] Original 5-Year Plan [ ] Revision no:	
Development Number/Name/HA-Wide	Year 1 2015	Work Statement for Year 2 FFY Grant: 2016 PHA FY: 2017	Work Statement for Year 3 FFY Grant: 2017 PHA FY: 2018	Work Statement for Year 4 FFY Grant: 2018 PHA FY: 2019	Work Statement for Year 5 FFY Grant: 2019 PHA FY: 2020
	Annual Statement				
CAL 31-0 OHA-Wide		$ 1,078,285.00	$ 1,074,192.50	$ 1,074,215.00	$ 1,078,093.75
OHA Wide Security System		$ -	$ -	$ 15,000.00	$ -
CAL 31-1 The Courts					
CAL 31-2 Felicia Court		$ -	$ 275,000.00	$ 399,060.00	$ 120,000.00
CAL 31-3 Colonia Road		$ 294,880.00	$ 190,000.00	$ -	$ -
CAL 31-4 Pleasant Valley		$ -	$ -	$ -	$ 16,000.00
CAL 31-5 Plaza Vista		$ 30,000.00	$ 60,000.00	$ -	$ 69,640.00
CAL 31-7 Scattered Sites		$ 255,000.00	$ -	$ -	$ -
CAL 31-8 Palm Vista		$ 18,000.00	$ -	$ 210,000.00	$ 841,776.00
CFP Funds Listed for 5-year planning		**$ 1,676,165.00**	**$ 1,599,192.50**	**$ 1,698,275.00**	**$ 2,125,509.75**
Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages - Work Activities

Activities for Year 1 2015	Activities for Year: 2 FFY Grant: 2016 PHA FY: 2017				Activities for Year: 3 FFY Grant: 2017 PHA FY: 2018			
	Development Name/Number	**Major Work Categories**	**Estimated Cost**		**Development Name/Number**	**Major Work Categories**	**Estimated Cost**	
See	PHA-Wide	Operations	$	320,000.00	PHA-Wide	Operations	$	320,000.00
Annual	Cal 31-0				Cal 31-0			
Statement								
		Management Improvement	$	50,000.00		Management Improvement	$	50,000.00
		Management Fees	$	110,000.00		Management Fees	$	110,000.00
		A&E Fees	$	40,000.00		A&E Fees	$	40,000.00
		Advertising	$	5,000.00		Advertising	$	5,000.00
		Planning Salaries/ Benefits	$	40,000.00		Planning Salaries/ Benefits	$	40,000.00
		Computer Hardware	$	40,000.00		Computer Hardware	$	40,000.00
		CFFP Bond Payment	$	443,285.00		CFFP Bond Payment	$	439,192.50
		Contingency	$	30,000.00		Contingency	$	30,000.00
	Cal 31-0 Subtotal:		$	**1,078,285.00**	Cal 31-0 Subtotal:		$	**1,074,192.50**
	Total CFP Estimated Cost							

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages - Work Activities

Activities for Year 1 2015	Activities for Year: 2 FFY Grant: 2016 PHA FY: 2017			Activities for Year: 3 FFY Grant: 2017 PHA FY: 2018		
	Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
	OHA Wide		$ -	OHA Wide		$ -
See	**Felicia Court**			**Felicia Court**		
Annual	CAL 31-2			CAL 31-2	504 Compliance	$ 240,000.00
Statement					A & E Fees	$ 14,000.00
	CAL 31-2 Subtotal:		$ -		Relocation	$ 21,000.00
				CAL 31-2 Subtotal:		**$ 275,000.00**
	Colonia Village			**Colonia Village**		
	CAL 31-3	Stoves	$ 42,000.00	CAL 31-3	504 Compliance	$ 161,000.00
		Refrigerators	$ 49,000.00		A & E Fees	$ 14,000.00
		VCT flooring on 2nd floors	$ 203,880.00		Relocation	$ 15,000.00
	CAL 31-3 Subtotal		**$ 294,880.00**	**CAL 31-3 Subtotal**		**$ 190,000.00**
	Pleasant Valley			**Pleasant Valley**		
	CAL 31-4			CAL 31-4		
	CAL 31-4 Subtotal		$ -	**CAL 31-4 Subtotal:**		$ -
	Plaza Vista			**Plaza Vista**		
	CAL 31-5	Plumbing	$ 30,000.00	CAL 31-5	504 Compliance	$ 40,000.00
					A & E Fees	$ 14,000.00
					Relocation	$ 6,000.00
	CAL 31-5 Subtotal:		**$ 30,000.00**	**CAL 31-5 Subtotal:**		**$ 60,000.00**
	Scattered Sites			**Scattered Sites**		
	CAL 31-7	504 Compliance	$ 220,000.00	CAL 31-7		
		A & E Fees	$ 14,000.00			
		Relocation	$ 21,000.00			
	CAL 31-7 Subtotal:		**$ 255,000.00**	**CAL 31-7 Subtotal:**		$ -
	Palm Vista			**Palm Vista**		
	CAL 31-8	Wrought Iron Fencing	$ 18,000.00	CAL 31-8		
	CAL 31-8 Subtotal:		**$ 18,000.00**	**CAL 31-8 Subtotal:**		$ -
	Total CFP Estimated Cost		**$ 1,676,165.00**			**$ 1,599,192.50**

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages --- Work activities

Activities for Year: 4 FFY Grant: 2018 PHA FY: 2019			Activities for Year: 5 FFY Grant: 2019 PHA FY: 2020		
Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
PHA-Wide	Operations	$ 320,000.00	PHA-Wide	Operations	$ 320,000.00
Cal 31-0			Cal 31-0		
	Management Improvement	$ 50,000.00		Management Improvement	$ 50,000.00
	Management Fees	$ 110,000.00		Management Fees	$ 110,000.00
	A&E Fees	$ 40,000.00		A&E Fees	$ 40,000.00
	Advertising	$ 5,000.00		Advertising	$ 5,000.00
	Planning Salaries/ Benefits	$ 40,000.00		Planning Salaries/ Benefits	$ 40,000.00
	Computer Hardware	$ 40,000.00		Computer Hardware	$ 40,000.00
	CFFP Bond Payment	$ 439,215.00		CFFP Bond Payment	$ 443,093.75
	Contingency	$ 30,000.00		Contingency	$ 30,000.00
Cal 31-0 Subtotal:		**$ 1,074,215.00**	Cal 31-0 Subtotal:		**$ 1,078,093.75**
Total CFP Estimated Cost					

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages --- Work activities

Activities for Year: 4 FFY Grant: 2018 PHA FY: 2019				Activities for Year: 5 FFY Grant: 2019 PHA FY: 2020			
Development Name/Number	**Major Work Categories**	**Estimated Cost**		**Development Name/Number**	**Major Work Categories**	**Estimated Cost**	
OHA Wide	Security System	$	15,000.00	OHA Wide			
Felicia Court				**Felicia Court**			
CAL 31-2				CAL 31-2			
	Flooring	$	399,060.00		Plumbing	$	20,000.00
					Water Heaters	$	100,000.00
				CAL 31-2 Subtotal:		$	**120,000.00**
CAL 31-2 Subtotal:		$	**399,060.00**	**Colonia Village**			
Colonia Village				CAL 31-3			
CAL 31-3							
				CAL 31-3 Subtotal		$	-
				Pleasant Valley			
				CAL 31-4	504 Compliance	$	16,000.00
CAL 31-3 Subtotal		$	-				
Pleasant Valley							
CAL 31-4							
CAL 31-4 Subtotal:		$	-	**CAL 31-4 Subtotal:**		$	**16,000.00**
Plaza Vista				**Plaza Vista**			
CAL 31-5				CAL 31-5	Parking Area Concrete	$	59,640.00
					Plumbing	$	10,000.00
CAL 31-5 Subtotal:		$	-	**CAL 31-5 Subtotal:**		$	**69,640.00**
Scattered Sites							
CAL 31-7				**Scattered Sites**			
CAL 31-7 Subtotal:		$	-	CAL 31-7			
Palm Vista				**CAL 31-7 Subtotal:**		$	-
CAL 31-8							
				Palm Vista			
	504 Compliance	$	175,000.00	CAL 31-8	Kitchen Cabinets	$	300,000.00
	A & E Fees	$	14,000.00		Parking Area Concrete	$	181,776.00
	Relocation	$	21,000.00		Kitchen New Cleanouts	$	50,000.00
					Sanitary Waste piping	$	310,000.00
CAL 31-8 Subtotal:		$	**210,000.00**	**CAL 31-8 Subtotal:**		$	**841,776.00**
Total CFP Estimated Cost		$	**1,698,275.00**			$	**2,125,509.75**

HOUSING AUTHORITY OF THE CITY OF OXNARD

RESOLUTION NO. _______________

RESOLUTION APPROVING THE FIVE YEAR AND ANNUAL AGENCY PLANS AND THE 2015-2016 CAPITAL FUND ANNUAL STATEMENT AND FIVE-YEAR CAPITAL FUND PLAN AND AUTHORIZING THE HOUSING DIRECTOR TO EXECUTE AND SUBMIT THE PLANS AND CAPITAL FUNDS STATEMENT

WHEREAS, the Housing Authority of the City of Oxnard (OHA) is required by the U.S. Department of Housing and Urban Development (HUD) to develop and adopt a Five-Year Agency Plan, update the same with an Annual Plan (the plan), and submit the fifth year of the Five-Year and Annual Plans for HUD's review and approval in order to be eligible to receive HUD funding utilized for the OHA's operation; and

WHEREAS, The Housing Authority of the City of Oxnard adopted a Five-Year Plan in 2011; and

WHEREAS, on January 15, 2015, the OHA conducted a public hearing on the proposed fifth year of the 2011-2016 Five-year plan and the 2015-2016 Annual Plan update and on the proposed 2015-2016 Capital Fund Annual Statement and fifth year of the Five-Year Capital Fund Plan;

WHEREAS, the OHA wishes to update its plan by adoption of the fifth year of the 2011-2016 Five-Year Plan, the 2015-2016 Annual Plan and the 2015-2016 Capital Fund Annual Statement and fifth year of the Five-Year Capital Fund Plan;

NOW THEREFORE, the Board of Commissioners of the Housing Authority of the City of Oxnard resolves as follows:

1. The Commission hereby approves the fifth year of the 2011-2016 Five-Year Plan, the 2015-2016 Annual Agency Plan and the 2015-2016 Capital Fund Annual Statement and fifth year of the Five-Year Capital Fund Plan, as presented to the Commission on March 24, 2015; and

2. The Commission authorizes and directs the chairmen to execute the Department of Housing and Urban Development (HUD) Public Housing Agency Certification Compliance Form certifying the Housing Authority's compliance with HUD's policies and procedures; and
3. The Commission authorizes the Housing Director to execute and submit all reports and documents required to comply with HUD's policies and procedures regarding the Agency Plan; and

3. The Commission authorizes the Housing Director to execute and submit all reports and documents required to comply with HUD's policies and procedures regarding the Agency Plan; and

4. The Commission authorizes the Housing Director to accept and expand the funds as indicated in the revised 2015-2016 Capital Fund Annual Statement and fifth year of the Five- Year Capital Fund Plan.

APPROVED AND ADOPTED THIS ______ DAY OF_____________ 2015 BY THE FOLLOWING VOTE:

AYES

NOES

ABSENT

____
Tim Flynn, Chairman

Attest:

____
Daniel Martinez, Secretary-Designate

Approved as to form:

____
Stephen M. Fischer, Interim General Counsel

OXNARD HOUSING AUTHORITY
ANNUAL AGENCY PLAN PROPOSED CHANGES
SUMMARY OF COMMENTS

Although no written comments were received, the following is a summary of verbal comments received and discussions held about the proposals:

Rental Assistance Demonstration

The Resident Advisory Board was concerned that if they supported the evaluation of the program as part of the Annual Agency Plan, that it would preclude them for opposing the program later if the OHA decided to pursue it. Staff explained that the support of the evaluation of the program now for our public housing developments did not preclude them from having a different opinion later. The Housing Authority staff, if interested in submitting and application for the program, would have to present to the RAB and the tenant association if it wanted to pursue submitting an application. At that time, they would be able to support or oppose that particular application. The members of the RAB accepted the response and just asked that the record reflect their concerns.

Homeless Preference

The initial proposal was to set-aside 5 Housing Choice Vouchers for individuals/families transitioning out of a transitional shelter as referred by a partnering agency to prevent the individual/family from returning to homelessness.

The Resident Advisory Board commented that they thought it was a low number, but understood that the individuals/families would be asking the place of people that have been on the OHAs waiting list for several years.

During a discussion at the Commission on Homelessness on February 2, 2015, there was considerable discussion among the Commission as well as the service providers present at the meeting. Commissioners felt that it was too few vouchers. Karol Schulkin from the Ventura County Human Services Agency spoke and indicated that the trend in sheltering for the homeless was moving away from transitional shelters, so there was a concern that the proposed program would quickly become obsolete. Ron Mulvihill of the Society of St. Vincent de Paul also indicated that the provision of services to individuals coming from unsheltered living situations is a program that is showing successes in housing the homeless.

Upon further discussion with the service providers around the issue of services available to the homeless, it was concluded that there are successful model programs whereby homeless individuals/families receiving case management services aimed at creating housing stability are producing positive long-term housing outcomes. Therefore, the OHA altered its recommendation to provide a preference to fifteen (15) applicants from the existing waiting list that can provide a certification from a local partnering service provider that they are both homeless (according to the HUD definition for public housing authorities) and receiving case management support under a service plan for at least 6 months form the time they are admitted to the program.

The revised program was presented to the Commission on Homelessness at the March 2, 2015. Although they would like to see additional vouchers allocated in the future, they voted to support the recommended program. The program also received support from several homeless service providers in attendance at the meeting.

PHA Certifications of Compliance with PHA Plans and Related Regulations

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 08/30/2011

PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the PHA 5-*Year and Annual* PHA Plan

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the___ 5-Year and/or___ Annual PHA Plan for the PHA fiscal year beginning, hereinafter referred to as" the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
   - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
   - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
   - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
   - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
   - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
    (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
    (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
    (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Housing Authority of the City of Oxnard	CA031
PHA Name	PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 2011 - 2016

Annual PHA Plan for Fiscal Years 2015 2016

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Tym Flynn	Chairman
Signature	Date

Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Housing Authority of the City of Oxnard

Program/Activity Receiving Federal Grant Funding

Capital Fund

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federalagency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here [ ] if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Carrie Sabatini	Interim Housing Director
Signature	Date
X	

form HUD-50070 (3/98)
ref. Handbooks 7417.1, 7475.13, 7485.1 & .3

OMB Approval No. 2577-0157 (Exp. 01/31/2017)

Certification of Payments to Influence Federal Transactions

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

Applicant Name

Housing Authority of the City of Oxnard

Program/Activity Receiving Federal Grant Funding

Capital Fund

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Carrie Sabatini	Interim Housing Director
Signature	Date (mm/dd/yyyy)

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

Approved by OMB
0348-0046

1. Type of Federal Action:	2. Status of Federal Action:	3. Report Type:
[b] a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	[b] a. bid/offer/application b. initial award c. post-award	[a] a. initial filing b. material change **For Material Change Only:** year ______ quarter ______ date of last report ______

4. Name and Address of Reporting Entity:	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:
[x] Prime [ ] Subawardee Tier ______, *if known*: Congressional District, *if known*: 4c 23rd District	Housing Authority of the City of Oxnard 435 South D Street Oxnard, CA 93030 Congressional District, *if known*:
6. Federal Department/Agency: US Department of Housing and Urban Development	**7. Federal Program Name/Description:** CFDA Number, *if applicable*: 14.872
8. Federal Action Number, *if known*:	**9. Award Amount,** *if known*: $
10. a. Name and Address of Lobbying Registrant (*if individual, last name, first name, MI*):	**b. Individuals Performing Services** (*including address if different from No. 10a*) (*last name, first name, MI*):
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.	Signature: ______ Print Name: Carrie Sabatini Title: Interim Housing Director Telephone No.: 805-385-8092 Date: ______

Federal Use Only:

Authorized for Local Reproduction
Standard Form LLL (Rev. 7-97)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.

5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

    (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).

11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET

Approved by OMB
0348-0046

Reporting Entity: Housing Authority of the City of Oxnard **Page** 1 **of** 1

Not Applicable

Authorized for Local Reproduction
Standard Form - LLL-A

Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan

I, Carrie Sabatini the Interim Housing Director certify that the Five Year and Annual PHA Plan of the Oxnard Housing Authority is consistent with the Consolidated Plan of The City of Oxnard prepared pursuant to 24 CFR Part 91.

____

Signed / Dated by Appropriate State or Local Official

Civil Rights Certification	U.S. Department of Housing and Urban Development Office of Public and Indian Housing **Expires 08/30/2011**

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

Housing Authority of the City of Oxnard
PHA Name

CA031
PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official Carrie Sabatini	Title Interim Housing Director
Signature	Date

CITY OF
OXNARD
CALIFORNIA

Meeting Date: 3/24/2015

ACTION	TYPE OF ITEM
☐ Approved Recommendation	■ Info/Consent
☐ Ord. No(s). ______	☐ Report
☐ Res. No(s). ______	☐ Public Hearing (Info/consent)
☐ Other ______	☐ Other ______

Prepared By: Grace Magistrale Hoffman, Deputy City Manager Agenda Item No. J-1

Reviewed By: City Manager GN City Attorney SMF Finance Other *(Specify)*

DATE: March 12, 2015

TO: City Council

FROM: Greg Nyhoff, City Manager
City Manager's Office

SUBJECT: **Resolution of the City Council of the City of Oxnard in Support of the Alliance for Linked Learning**

RECOMMENDATION

That City Council adopt a resolution authorizing the City of Oxnard to formally support the Alliance for Linked Learning with Oxnard Union High School District and officially declare the City of Oxnard to be a "Linked Learning City."

DISCUSSION

In 2012, the Board of Trustees of the Oxnard Union High School District (OUHSD) adopted the Linked Learning approach as a district-wide option to better prepare students for college, career, and life. Linked Learning prepares all high school students for a full range of post-graduation opportunities and is designed to prepare students to meet the Common Core Standards and the A-G college requirements, while participating in a career pathway. Linked Learning has proven to increase graduation and college-going rates. As a result of the Educational Partnership Committee's work, OUHSD has asked the City to formally support the Alliance for Linked Learning and officially declare the City of Oxnard to be the first "Linked Learning City" in the State of California.

FINANCIAL IMPACT

Financial impact will be minimal to include work-based experiences such as internships, mentoring and job shadowing opportunities for students with the City of Oxnard.

Attachment - #1 – Resolution in Support of the Alliance for Linked Learning with the Oxnard Union High School District, and Officially Declaring Oxnard to be a "Linked Learning City."

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD IN SUPPORT OF THE ALLIANCE FOR LINKED LEARNING WITH THE OXNARD UNION HIGH SCHOOL DISTRICT AND OFFICIALLY DECLARING OXNARD TO BE A "LINKED LEARNING CITY."

WHEREAS, the City of Oxnard values our youth as one of our greatest resources and is committed to seeing that all youth receive quality education that will prepare them for success in college, career, and life; and

WHEREAS, the next generation of Oxnard youth will become the citizens and leaders of tomorrow and must be academically well prepared to meet the work-based challenges in order to succeed; and

WHEREAS, in 2012, the Board of Trustees of the OUHSD adopted the Linked Learning approach as a District-wide option to better prepare students for college, career, and life; and

WHEREAS, Linked Learning is a proven approach that is transforming education for California students by integrating rigorous academics with career-based learning and real world workplace experiences, as witnessed by a 96% graduation rate nationwide; and

WHEREAS, research demonstrates that students who complete a certified Linked Learning pathway earn more credits in the first three years of high school, report greater confidence in their life and career skills, and say they are experiencing more rigorous, integrated and relevant instruction; and

WHEREAS, by creating a workforce that is better equipped to succeed in postsecondary education programs and handle the jobs of the future by closing the skills gap, Linked Learning makes Oxnard and California more competitive while benefiting the state's businesses, tax base, and economy; and

WHEREAS, the Alliance for Linked Learning was formed after the OUHSD received a $6 million grant from the California Career Pathways Trust Grant in 2014 and developed a collaboration with the Ventura County Civic Alliance to become the business intermediary on behalf of the OUHSD; and

WHEREAS, providing youth with work-based learning opportunities, fostering interest by young people in careers in municipal government and creating opportunities for community engagement and interaction is a high priority for the City of Oxnard; and

WHEREAS, in order for students to acquire the knowledge in global awareness, finance, economic, business, civic and entrepreneurial literacy that are necessary in the 21st Century, students must obtain written and oral communication, collaboration, critical thinking, problem solving, creativity, and innovative skills; and

WHEREAS, the Alliance for Linked Learning supports teaching a well-rounded rigorous curriculum including core subjects, life and career skills, learning and innovation skills, and information, media, and technology skills that will prepare students for higher education, careers, and civic engagement in the 21st century.

NOW, THEREFORE, the City Council of the City of Oxnard does hereby resolve that the City of Oxnard formally supports the Alliance for Linked Learning and declares the City of Oxnard to become the first "Linked Learning City" in the State of California by partnering with the schools and students in the OUHSD to advance the goals of the Alliance for Linked Learning approach, and the City of Oxnard will form an official partnership with OUHSD to encourage and facilitate work-based experiences such as internships, mentoring and job shadowing opportunities for students within Oxnard's public and private sectors, and the City's Educational Partnership Committee will bring city leadership together with local school and business leaders to discuss the opportunities for collaboration in these aforementioned areas, and the City of Oxnard will work collaboratively with the OUHSD to encourage and support our youth for college, career, and life.

PASSED AND ADOPTED THIS ______ day of ________________, 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

____
Tim Flynn, Mayor

ATTEST:

____
Daniel Martinez, City Clerk

APPROVED AS TO FORM:

____
Stephen M. Fischer, Interim City Attorney

ATTACHMENT 1
PAGE 2 OF 2

CITY OF
OXNARD
CALIFORNIA

Meeting Date: 03/24/2015

ACTION	TYPE OF ITEM
☐ Approved Recommendation	☐ Info/Consent
☐ Ord. No(s). ______	■ Report
☐ Res. No(s). ______	☐ Public Hearing (Info/consent)
☐ Other ______	☐ Other ______

Prepared By: Todd Vasquez-Housley, Environmental Resources-MRF Manager TVH Agenda Item No. K-1

Reviewed By: City Manager ___ City Attorney SMF Finance ___ Other *(Specify)*

DATE: March 10, 2015

TO: City Council

FROM: Martin Erickson, Deputy City Manager

SUBJECT: **Annual Report on City Operation of Del Norte Regional Recycling and Transfer Station**

RECOMMENDATION

That City Council receive and consider report.

DISCUSSION

On February 1, 2014, the City of Oxnard began operating the Del Norte Regional Recycling and Transfer Station (MRF). From October 1996 to January 31, 2014, the facility had been operated on contract by BLT / Republic Services, Inc.

On June 10, 2014, the Environmental Resources Division presented a verbal report to the City Council providing an update on MRF operations. At that time, Council requested a future MRF report after the one-year anniversary of operations.

An analysis of financial, solid waste, recycling and green waste data from February 1, 2014 through January 31, 2015 has indicated that the City realized an operational savings of $1.7 million and an increase of net revenues from recyclables sales of $0.3 million versus the prior year. Compared to the prior year, the City has realized a total benefit value of $2.0 million through direct operation of the MRF.

The attached PowerPoint will be presented to the City of Oxnard City Council at this meeting and provides specific values of various operational activities in the Environmental Resources Division.

FINANCIAL IMPACT

After the first year of performing the operation at the MRF, the City has realized a cost savings of $1.7 million and an increase in revenues of $0.3 million for a total benefit value of $2.0 million.

Attachment No. 1 - Del Norte Regional Recycling and Transfer Station Annual Report PowerPoint Presentation

Environmental Resources Division
Del Norte Regional Recycling and Transfer Station
First Annual Report

March 24, 2015

CITY OF OXNARD CALIFORNIA

Attachment No.1 Page 1 of 11

Council Direction

We Are Here Because:

- Direct Control and Accountability
- Health and Safety for Employees and Public
- Stabilize Rates
- Expand Revenue Opportunities
- Increase Diversion and Recycling
- Maintain/Provide Local Job Opportunities

Achievements Since February 1, 2014

- We Have Built a Team That Takes Pride in the Facility and its Mission - One Environmental Resources Division
- Working Directly With Other City Departments
- New Heavy Equipment:
  - 2 - 950K Loaders / 2 - Skid Steers / 2 – Forklifts / Boom Lift RFP
- Eight Recruitments
- Waste Characterization Study
- Three Zero Waste Action Plan Public Meetings/Workshops
- Twelve Months of Consistent LEA Inspection Reports
- Installation of Better Lighting for Sorters and Many Other Safety and Operational Improvements in the Work Environment
- CRV Certification
- New Waste Oil Tank in ABOP/Buyback Center
- Installation of AEDs / Eyewash and Showers / Safety Upgrades
- Del Norte Accepts Credit and Debit Cards for Transactions

Operation Cost: 12 Month Comparison

	Prior Contract with Republic Annual Fee	City Operation Cost Feb 2014 – Jan 2015
Operating Costs	$4.6 Million	$2.9 Million
Cost Savings from City Operation		$1.7 Million

Sale of Recyclables: 12 Month Comparison

Prior Contract 50/50 Revenue Share versus **City Operation 100% Revenue Share**

Last 12 months Feb. 2013 – Jan. 2014	Republic Contract
Net Revenues	$1.8 Million
City Share 50%	$0.9 Million
Republic Share 50%	$0.9 Million

City Last 12 months Feb. 2014 – Jan. 2015	City Operation
Net Revenues	$1.2 Million
City Share 100%	$1.2 Million

Additional City Revenue from Sale of Recyclables	$0.3 Million

Market Trend of Recyclable Material

- China's sluggish economy – mills unloading surplus inventory which is saturating the market.
- Strong U.S. Dollar is creating higher imports and less export of material to oversea markets.
- Port labor unrest in Southern California prevents timely shipping of material to markets.

Material	March 2014 Price Per Ton	February 2015 Price Per Ton	Percent
Cardboard	$161	$118	▼27%
Mixed Paper	$108	$75	▼31%
Plastic Bottles	$680	$397	▼58%
Scrap Metal	$216	$66	▼70%

Benefit Value: 12 Month Comparison

Projected Annual Benefit Value Based on Actual Revenues and Costs from February 2014 through January 2015

Cost Savings from City Operation	$1.7 Million
Added Revenue from the Sale of Recyclable Material	$0.3 Million
Total Benefit Value	**$2.0 Million**

Waste Diversion and Recycling – 12 Month Comparison (in tonnage)

Material	Republic Services Feb 13 – Jan 14	City of Oxnard Feb 14 – Jan 15	Increase (Decrease)
Aluminum Cans	482	324	(158)
Scrap Metals	628	1,070	442
Plastic Beverage Containers	885	685	(200)
Cardboard	5,229	6,729	1,500
Green/Wood Waste	17,301	23,701	6,400
All other types	11,470	10,671	(799)
Total Tons Recycled	**35,995**	**43,180**	**7,185**

Recycling by the Numbers at Del Norte

February 2014 through January 2015

Material	Tons
Mattresses	433
Tires	208
Computers	118
Wood Pallets	244
Glass Bottles	1,764

Future Goals

- One Environmental Resource Division: Collections, Customer Service, Administration/Finance, MRF, Transfer, Outreach and Education
- Maintain Perpetual Scrutiny and Improvements in All Areas of the Division
- Identify Opportunities for Cooperation With Other City Departments – Incorporate Oxnard 2020
- Environmental Resources Master Plan
- Explore New Markets
- Implement Technology and Innovation
- Convert Fleet to CNG
- Recruitments / Personnel Training

Questions?

March 24, 2015

CITY OF OXNARD CALIFORNIA

CITY OF
OXNARD
CALIFORNIA

Meeting Date: 03/24/15

ACTION	TYPE OF ITEM
☐ Approved Recommendation	■ Info/Consent
☐ Ord. No(s). ____	☐ Report
☐ Res. No(s). ____	☐ Public Hearing (Info/consent)
☐ Other ____	☐ Other ____

Prepared By: Stephen M. Fischer, Interim City Attorney ____ Agenda Item No. S-1

Reviewed By: City Manager JM City Attorney SMF Finance ____ Other *(Specify)*

DATE: March 5, 2015

TO: City Council

FROM: Stephen M. Fischer, Interim City Attorney SMF
City Attorney

SUBJECT: **Second Amendment to Attorney Services Agreement for Special Counsel to Represent the City in a Variety of Human Resources Related Matters**

RECOMMENDATION

That City Council:

1. Approve and authorize the City Manager to execute a Second Amendment to Attorney Services Agreement with Renne Sloan Holtzman Sakai LLP (Agreement No. 6862-14-CA) to increase the amount by $240,000 for a total of $540,000 and amend the scope of services.
2. Authorize the special budget appropriation in the amount of $240,000 from the General Fund Operating Reserve Fund.

DISCUSSION

This amendment to the original agreement narrows the scope of services to represent the City's interests and to provide representation in negotiations, attend related planning and study sessions, draft Memoranda of Understanding (MOUs), provide ongoing advice regarding negotiations and the administration of MOUs and personnel rules, assist the City Attorney and the Human Resources Director to review and revise the Personnel Rules and Regulations of the City, and such other services relating to labor relations matters as requested by the City Attorney.

The agreement was previously amended on October 14, 2014, which increased the not to exceed amount of $25,000 by $275,000, for a total of $300,000.

FINANCIAL IMPACT

The amendment to the agreement will be funded from the General Fund Operating Reserve in the amount of $240,000.

Attachment #1 – Second Amendment to Agreement for Attorney Services
Attachment #2 – Special Budget Appropriation

Agreement No. 6862-14-CA

SECOND AMENDMENT TO ATTORNEY SERVICES AGREEMENT

This Second Amendment ("Second Amendment") to the Attorney Services Agreement ("Agreement") is made and entered into in the County of Ventura, State of California, this 24th day of February 2015, by and between the City of Oxnard, a municipal corporation ("City"), and Renne Sloan Holtzman Sakai LLP ("Special Counsel"). This First Amendment amends the Agreement entered into on July 25, 2014, by City and Special Counsel. The Agreement previously has been amended by a First Amendment on October 14, 2014.

City and Special Counsel agree as follows:

1. In Section 1. a. Scope of Services, the paragraph is amended as follows: "Special Counsel is hereby retained as special counsel to represent City's interests and to provide representation in negotiations, attend related planning and study sessions, draft Memoranda of Understanding (MOUs), provide ongoing advice regarding negotiations and the administration of MOUs and personnel rules, assist the City Attorney and the Human Resources Director to review and revise the Personnel Rules and Regulations of the City, and such other services relating to labor relations matters as requested by the City Attorney."

2. In Section 10. a. (1) Compensation and Reimbursement, the figure "$300,000" is deleted and replaced with the figure "$540,000".

3. As so amended, the Agreement remains in full force and effect.

CITY OF OXNARD	SPECIAL COUNSEL
Greg Nyhoff, City Manager	Charles Sakai, Esq.
APPROVED AS TO FORM:	APPROVED AS TO INSURANCE:
Stephen M. Fischer, Interim City Attorney	Risk Manager for

ATTACHMENT NO. 1
PAGE 1 OF 3

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 2/25/2015

PRODUCER (415)978-3800 FAX: (415)978-3825
Calender-Robinson Company, Inc.
FB0267063
300 Montgomery St., Suite 888
San Francisco CA 94104

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED
RENNE SLOAN HOLTZMAN & SAKAI, LLP DBA: PUBLIC LAW GROUP DBA: PUBLIC MANAGEMENT GROUP
350 SANSOME ST., STE. 300
SAN FRANCISCO CA 94104

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Sentinel Insurance Co., LTD	11000 A
INSURER B: Axis Insurance Company	37273 A+
INSURER C:	
INSURER D:	
INSURER E:	

COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
A	X	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC	57SBAD02629	4/30/2014	4/30/2015	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 1,000,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
A		AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS	57SBAD02629	4/30/2014	4/30/2015	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
		GARAGE LIABILITY ANY AUTO				AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY: EA ACC AGG	$ $ $
A		EXCESS / UMBRELLA LIABILITY X OCCUR CLAIMS MADE DEDUCTIBLE X RETENTION $ 10,000	57SBAD02629	4/30/2014	4/30/2015	EACH OCCURRENCE AGGREGATE	$ 10,000,000 $ 10,000,000 $ $ $
A		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below	57WECJY7086	4/30/2014	4/30/2015	X WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
B		OTHER PROFESSIONAL LIAB.	MLN726015012014	4/16/2014	4/16/2015	EACH CLAIM: AGGREGATE: DEDUCTIBLE:	$2,000,000 $4,000,000 $50,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
RE: #7001-15-CA -- City of Oxnard, its City Council, officers, employees, agents and volunteers are named as additional insureds per the attached endorsement. Insurance is primary and non-contributory. *10-Day Notice of Cancellation applies for Non-Payment of Premium.

CERTIFICATE HOLDER

City of Oxnard
Risk Manager
Reference No. 7001-15-CA
300 West Third Street
Ste. 302
Oxnard, CA 93030

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ~~XXXXXXXX~~ MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, ~~XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX~~

AUTHORIZED REPRESENTATIVE
Sarah Ha Cra

ATTACHMENT NO. 1
PAGE 2 OF 3

ACORD 25 (2009/01)
INS025 (200901).01

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED ---- DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

City of Oxnard, its City Council, officers, employees, agents and volunteers

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your work, operations or premises owned by or rented to you.

Insurance is primary and non-contributory.

REQUEST FOR BUDGET APPROPRIATION

Department: City Attorney **Date:** March 24, 2015
Project/Program Manager: Stephen Fischer **Phone:** x7483

Reason for Appropriation:

To fund special counsel to represent the City in a variety of Human Resources related matters under Agreement No. 6862-14-CA Amendment 2 from General Fund Operating Reserve

Accounts and Descriptions		**AMOUNT**
Fund: GENERAL FUND (101)		
Expenditures/Transfers Out		
HUMAN RESOURCES (1701)		
101-1701-801.82-04	CONTRACTS & SERVICES / SVCS-OTHER PROF/CONTRACT	240,000
	Sub-total Expenditures	**240,000**
	Net Change to Fund Balance	**(240,000)**

Approvals

Department Director ____________________

BM Chief Financial Officer Brandie Hoffman

City Manager ____________________

ATTACHMENT 2
PAGE 1 OF 1

BA# (Finance Use Only)____________
BA Doc# (Finance Use Only)____________
Revised : 2/23/2012

REQUIRES CITY COUNCIL AUTHORIZATION

AGENDA ITEM NO.
S-2

MINUTES

OXNARD HOUSING AUTHORITY
Regular Meeting
December 9, 2014

A. ROLL CALL/POSTING OF AGENDA

At 6:12 p.m., the regular meeting of the Oxnard Housing Authority convened in the Council Chambers, concurrently with the City Council, Community Development Commission Successor Agency and Financing Authority. Commissioners Tim Flynn, Carmen Ramirez, Bryan A. MacDonald, Dorina Padilla, Bert Perello, Jose Andrade and Francisco Vega were present. The Secretary Designate stated that the agenda was posted on Thursday in the Library and City Clerk's Office. Chairperson Flynn presided and called the meeting to order.

B. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

C. CLOSED SESSION

D. OPENING CEREMONIES

The meeting opened with the pledge of allegiance to the flag of the United States, followed by a moment of silence. Staff members present were: Daniel Martinez, Secretary Designate; Greg Nyhoff, Executive Director; Stephen Fischer, Interim General Counsel and Grace Magistrale Hoffman, Deputy Executive Secretary.

E. CEREMONIAL CALENDAR

F. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

G. TRANSMITTAL OF INFORMATION ONLY ITEMS

H. INFORMATION/CONSENT PUBLIC HEARINGS

I. PUBLIC HEARINGS

ACTION: Chairperson Flynn declared the public hearing open. The Secretary Designate reported on posting, publication and that there were no written communications received.

2. SUBJECT: Planning and Zoning Permit (PZ) Nos. 14-620-02 (General Plan Amendment), 14-630-02 (Specific Plan Repeal), 14-500-07 (Special Use Permit - Planned Residential Group), and 14-300-06 (Tentative Subdivision Map for Tract No. 5952) for property bounded by Rose Avenue, East First Street, Marquita Street, and Del Sol Park. Filed jointly by the City of Oxnard Housing Authority, 435 South "D" Street, Oxnard, CA 93030 and Urban Housing Communities, LLC, 2000 East Fourth Street, Santa Ana, CA 92705. (033)
RECOMMENDATION: That the City Council: 1) Adopt **Resolution No. 14,407** approving Planning and Zoning Permit No. 14-620-02 (General Plan Amendment) to reflect the repeal of the *Las Cortes Specific Plan* and adopting Subsequent Mitigated Negative Declaration (S-MND) No. 2014-04; 2) Approve the first reading by title only and subsequent adoption of **Ordinance No.**

2808 approving Planning and Zoning Permit No. 14-630-02 (Specific Plan Repeal) to repeal the *Las Cortes Specific Plan* in its entirety; 3) Adopt **Resolution No. 14,408** approving Planning and Zoning Permit No. 14-300-06 (Tentative Subdivision Map for Tract No. 5952), subject to certain findings and conditions; and 4) Adopt **Resolution No. 14,409** upholding the decision of the Planning Commission approving Planning and Zoning Permit No. 14-500-07 (Special Use Permit – Planned Residential Group) to establish development standards and future administrative entitlement procedures for the Las Cortes replacement public housing project on approximately 25 acres bounded by Rose Avenue, East First Street, Marquita Street, and Del Sol Park, subject to certain findings and conditions.
DISCUSSION: The Principal Planner and Interim Housing Director reviewed the building plan and reasons for requested actions.

Public comments were received from: George Miller; Larry Stein; Pat Brown; Sandra Sudac and Daniel Lechliter.

The Commissioners discussed: HUD requirements; affordable housing needs and need to make amendments of Los Cortes plan.

ACTION: Moved to close public comments (Perello/Ramirez) unanimously. Moved to approve (MacDonald/ Perello) MacDonald, Padilla, Perello, Andrade, Vega, Flynn and Ramirez.

J. APPOINTMENT ITEMS

K. REPORTS

L. REPORT OF SECRETARY

M. HOUSING AUTHORITY BUSINESS/COMMITTEE REPORTS

1. SUBJECT: 2015 Meeting Schedule for Legislative Bodies. (187)
RECOMMENDATION: Meet on the following dates during the calendar year 2015: January 13 and 27; February 3, 10 and 24; March 3, 17 and 24; April 7, 14 , 21* and 28; May 5, 12 and 19; June 2, 9, 16* and 23; July 7, 14, 21* and 28; August NO MEETINGS; September 1, 15 and 22; October 6, 13, 20* and 27; November 3, 10 and 17; and December 1, 8, and 15, 2015. * Potential Work Session dates.
DISCUSSION: The Deputy City Manager presented a proposed schedule.

Public comment received from: George Miller.

The Commissioners commented on: having scheduled vacation; the number of scheduled meetings and having efficient meetings.

ACTION: Approve as recommended. (MacDonald/Ramirez) Ayes: Padilla, Perello, Andrade, Vega, Flynn, Ramirez and MacDonald.

N. PUBLIC COMMENTS ON REPORTS

O. PUBLIC COMMENTS ON STUDY SESSION

P. STUDY SESSION

Q. REVIEW OF INFORMATION/CONSENT AGENDA

R. PUBLIC COMMENTS ON INFORMATION/CONSENT AGENDA

S. INFORMATION/CONSENT AGENDA

City Clerk Department

1. SUBJECT: Minutes of the Regular Meetings of the Oxnard Housing Authority for October 7, 14, 21, and 28; November 18; and December 2, 2104. (191)
   RECOMMENDATION: Approve.

INFORMATION/CONSENT AGENDA ACTION: Approved as recommended. (Padilla/Ramirez) Ayes: Perello, Andrade, Vega, Flynn, Ramirez, MacDonald and Padilla.

CITY COUNCIL/COMMUNITY DEVELOPMENT COMMISSION SUCCESSOR AGENCY/FINANCING AUTHORITY

At 10:14 p.m. the joint meetings with the City Council, Community Development Commission Successor Agency and Financing Authority concluded.

T. ADJOURNMENT

At 10:14 p.m. the Housing Authority concurred to adjourn the meeting.

DANIEL MARTINEZ
Secretary Designate

TIM FLYNN
Chairperson

MINUTES

OXNARD HOUSING AUTHORITY
Regular Meeting
December 16, 2014

Because there were no items requiring consideration on this date, there was no regular meeting.

DANIEL MARTINEZ	TIM FLYNN
Secretary Designate	Chairperson

MINUTES

OXNARD HOUSING AUTHORITY
Regular Meeting
January 13, 2015

Because there were no items requiring consideration on this date, there was no regular meeting.

DANIEL MARTINEZ	TIM FLYNN
Secretary Designate	Chairperson

MINUTES

OXNARD HOUSING AUTHORITY
Regular Meeting
January 27, 2015

Because there were no items requiring consideration on this date, there was no regular meeting.

DANIEL MARTINEZ
Secretary Designate

TIM FLYNN
Chairperson

MINUTES

OXNARD HOUSING AUTHORITY
Regular Meeting
February 3, 2015

Because there were no items requiring consideration on this date, there was no regular meeting.

DANIEL MARTINEZ
Secretary Designate

TIM FLYNN
Chairperson

MINUTES

OXNARD HOUSING AUTHORITY
Regular Meeting
February 10, 2015

Because there were no items requiring consideration on this date, there was no regular meeting.

DANIEL MARTINEZ
Secretary Designate

TIM FLYNN
Chairperson

MINUTES

OXNARD HOUSING AUTHORITY
Regular Meeting
February 24, 2015

Because there were no items requiring consideration on this date, there was no regular meeting.

DANIEL MARTINEZ	TIM FLYNN
Secretary Designate	Chairperson

MINUTES

OXNARD HOUSING AUTHORITY
Regular Meeting
March 3, 2015

Because there were no items requiring consideration on this date, there was no regular meeting.

DANIEL MARTINEZ
Secretary Designate

TIM FLYNN
Chairperson

DRAFT

CITY OF
OXNARD
CALIFORNIA

Meeting Date: 3/24/2015

ACTION	TYPE OF ITEM
☐ Approved Recommendation	■ Info/Consent
☐ Ord. No(s). ______	☐ Report
☐ Res. No(s). ______	☐ Public Hearing (Info/consent)
☐ Other ______	☐ Other ______

Prepared By: Greg Nyhoff, City Manager Agenda Item No. S-3

Reviewed By: City Manager GM City Attorney SMF Finance Other *(Specify)*

DATE: March 17, 2015

TO: City Council

FROM: Greg Nyhoff, City Manager
City Manager's Office

SUBJECT: **Agreements for City Council Review**

RECOMMENDATION

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

DISCUSSION

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

FINANCIAL IMPACT

Funding information is included on the attached list.

Attachment - #1 – List of Agreements/Contracts and/or Change Orders/Amendments

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

City Manager Contract List for 03/24/2015

Item	Type	Department/Contact	Vendor/Agreement Number	Description/Purpose	Amount
A	Original Agreement	Police	**Dr. Lawrence N. Blum, PhD.**	**Agreement to provide comprehensive psychological services for the Oxnard Police Department**	**$65,000**
		Randy Latimer	Agreement No. 6946-14-PO	Police is requesting to enter into an agreement with Dr. Lawrence N. Blum to provide psychological services for the Oxnard Police Dept. Dr. Blum will provide pre-employment psychological screenings for Police and Dispatcher candidates. He coordinates the Dept. trauma support team who provides counseling for Department employees. Dr. Blum provides exclusive services for the Police Dept. He has implemented and developed unique services that address psychological requirements for the pre-screening and ongoing training of police employees. He is critical in the operations of the Trauma Support Team which operates under his doctor/patient umbrella of confidentiality. No other psychologist provides this; therefore this is a sole source.	
		385-7619		**Total Contract Amount: $65,000** **FundingSource: General Fund**	
B	Amendment	**City Manager's Office**	**El Campanario**	**Third Amendment to Agreement for Trade Service (Janitorial)**	**$57,439**
		Martin R. Erickson	Agreement No. 5932-12-CM	Third Amendment to Agreement for janitorial services at the Oxnard Transportation Center. A Request for Proposal is currently being issued and this will allow for continued operations until a new contract is issued on July 1, 2015. An RFP was issued for janitorial service in 2012, and is on file in the City's Purchasing Office.	
		385-7870	Amendment 3	**Total Contract Amount: $309,659** **FundingSource: Transportation Development Act**	

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CITY OF
OXNARD
CALIFORNIA

Meeting Date: 3/24/2015

ACTION	TYPE OF ITEM
☐ Approved Recommendation	■ Info/Consent
☐ Ord. No(s). ______	☐ Report
☐ Res. No(s). ______	☐ Public Hearing (Info/consent)
☐ Other ______	☐ Other ______

Prepared By: Grace Magistrale Hoffman, GMH Deputy City Manager Agenda Item No. S-4

Reviewed By: City Manager GN City Attorney JDB Finance ___ Other *(Specify)*

DATE: March 18, 2015

TO: City Council

FROM: Grace Magistrale Hoffman, Deputy City Manager
City Manager's Office

Grace Hoffman

SUBJECT: Approval of INCF and Neighborhood Council Bylaw Revisions Instituting a Name Change to Inter-Neighborhood Council Organization (INCO); Affirmation of Advisory Role of the INCO

RECOMMENDATION

That City Council adopt a resolution approving the updated Inter-Neighborhood Council Organization (INCO) and Neighborhood Council Bylaws and affirming that the INCO is an advisory body to the City Council.

DISCUSSION

The INCF held a special meeting on February 21, 2015 to discuss the goals and purposes of the organization. A primary focus was to clarify the role of the INCF and the relationship with the City Council. An INCF ad hoc subcommittee is currently working on revisions to the bylaws to more fully address these issues. However, at the meeting the INCF took action on two issues that were of immediate concern. First the INCF found that the Inter-Neighborhood Council does not function as a forum and therefore the name should be changed from forum to organization to reflect this. Second, the INCF/INCO requested an affirmation from the City Council regarding their status as an advisory body.

Staff has prepared amendments to the current Neighborhood Council (NC) and INCF bylaws to accomplish the name change from INCF to INCO as approved by majority vote on February 21, 2015. Such bylaw amendments require approval by the City Council. A resolution adopting the two bylaw amendments and affirming the advisory role of the INCO is attached for the City Council's approval.

FINANCIAL IMPACT

There should not be any significant financial impact if these items are approved.

Attachment #1 - Resolution adopting INCO and NC bylaw amendments and affirming the advisory role of the INCO
#2 - 2015 INCO Bylaws (draft/ redline version)
#3 - 2015 NC Bylaws (draft/ redline version)

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD APPROVING AMENDMENTS TO THE NEIGHBORHOOD COUNCIL AND INTER-NEIGHBORHOOD COUNCIL FORUM BYLAWS INSTITUTING A NAME CHANGE TO INTER-NEIGHBORHOOD COUNCIL ORGANIZATION AND AFFIRMING THE ADVISORY ROLE OF THE INTER-NEIGHBORHOOD COUNCIL ORGANIZATION

WHEREAS, the Oxnard City Council initiated a new program in 1973 to involve local citizens in governmental decision-making processes in a more systematic and effective manner; and

WHEREAS, this citizen involvement program, comprised of the individual Neighborhood Councils and the Inter-Neighborhood Council Organization, recognizes the fact that residents can play a major role in the efforts of Oxnard City Government to meet the community's municipal service needs; and

WHEREAS, the City Council believes the program also provides a tool which residents can use in responding directly to those problems and needs, which do not fall within the area of City responsibility or authority; and

WHEREAS, the Inter-Neighborhood Council Forum (INCF) desires to change its name to the Inter-Neighborhood Council Organization (INCO) to reflect its function; and

WHEREAS, the City Council wishes to adopt the proposed changes to the INCF bylaws, attached as Exhibit 1, and Neighborhood Council bylaws, attached as Exhibit 2, to effectuate this name change; and

WHEREAS, the INCO bylaws require that the INCO advise the City Council, it various appointed bodies and City staff on any citywide matter which is of interest and concern to Neighborhood Councils; and

WHEREAS, the City Council wishes to affirm support for the INCO and its function as an advisory body to the City Council.

NOW, THEREFORE, the City Council of the City of Oxnard hereby resolves that:

1. The amended bylaws of the INCO, attached hereto as Exhibit 1 and incorporated herein by reference, are adopted.

2. The amended bylaws of the Neighborhood Councils, attached hereto as Exhibit 2 and incorporated herein by reference, are adopted.

3. The Inter-Neighborhood Council Organization serves as a critical bridge between the City and residents and the City Council hereby affirms that the INCO serves as an advisory body to the City Council of the City of Oxnard.

PASSED AND ADOPTED THIS ______ day of ________________, 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

____
Tim Flynn, Mayor

ATTEST:

____
Daniel Martinez, City Clerk

APPROVED AS TO FORM:

for
____
Stephen M. Fischer, Interim City Attorney

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oxnard neighborhood councils

INTER-NEIGHBORHOOD COUNCIL ORGANIZATION (INCO) BYLAWS

ARTICLE I
NEIGHBORHOOD COUNCIL PROGRAM

The City Council of the City of Oxnard (the City) established the Neighborhood Council Program (the Program), which is conducted by Neighborhood Councils for individual neighborhoods in the City and by the Inter-Neighborhood Council Organization of the City of Oxnard (the INCO).

ARTICLE II
PURPOSES OF THE INCO

A. Serve as a forum for the exchange of information and experience among participants in the Program.

B. Encourage the formation and maintenance of Neighborhood Councils.

C. Foster cooperation and good will within neighborhoods.

D. Assist Neighborhood Councils to achieve their objectives.

E. Assist Neighborhood Councils to communicate with the City Council and staff.

F. Maintain and develop the Program.

ARTICLE III
POWERS OF THE INCO

A. The INCO shall advise the City Council, its various appointed bodies and City staff on any citywide matter which is of interest and concern to Neighborhood Councils.

B. The INCO shall conduct official business only at meetings called and conducted in accordance with these Bylaws.

C. The INCO may raise funds to support its activities.

D. The INCO shall interpret the Neighborhood Council Bylaws as provided by these Bylaws.

E. The INCO shall deem a Neighborhood Council inactive as provided in these Bylaws.

F. The INCO shall submit recommendations to the City Council and City staff concerning matters of interest to the INCO or Neighborhood Councils.

1. Recommendations adopted by majority vote of the General Membership shall be submitted in writing or presented verbally by the Chair or another member of the Executive Board designated by the Chair. Recommendations submitted in writing shall be directed to City staff assigned to the Program with a copy to the City Manager.

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2. Recommendations adopted by majority vote of the Executive Board, which require transmittal before a General Membership meeting can be held, may be submitted as provided in Subsection F (1) of this article, accompanied by the written or verbal statement that although such recommendations were approved by the Executive Board, they have not yet been acted on by the General Membership.

3. A recommendation that has not been approved by the General Membership, or the Executive Board, shall accompany such recommendation with the statement that the recommendation is made in such member's individual capacity and not on behalf of the INCO.

G. The INCO may assist in direct action programs, working alone or in cooperation with private or public agencies, to respond to the needs of the City.

ARTICLE IV
ORGANIZATION OF THE INCO

A. GENERAL MEMBERSHIP

1. The General Membership of the INCO consists of the Chair of each active Neighborhood Council.
2. If a Neighborhood Council Chair is absent from an INCO meeting, the Vice-Chair may act for the Chair.
3. If both the Chair and Vice-Chair are absent, another member of the Executive Board or a general member of that Neighborhood Council, designated by the Neighborhood Council Chair, may act for the Chair if, before the meeting begins, the INCO Chair or Executive Secretary is notified verbally or in writing.
4. Only a General Member who is present at a General Membership meeting may vote.
5. General Members or Executive Board Members of Neighborhood Councils not designated in Subdivision (3) of this Section A may attend meetings of the INCO General Membership and may participate as members of the public, but are not General Members or Executive Board Members of the INCO and may not make motions or vote.

B. EXECUTIVE BOARD

1. The Executive Board consists of the positions of Chair, First Vice-Chair, Second Vice Chair, Third Vice-Chair and Fourth Vice-Chair. The Executive Secretary shall be a City employee designated by the City Manager. The Executive Secretary is not a member of the Executive Board or the General Membership and may not vote.
2. Each member of the Executive Board shall also be the Chair of a Neighborhood Council; provided, however, that a member of the Executive Board whose term as Neighborhood Council Chair expires during his or her term as a member of the INCO Executive Board may complete his or her term as a member of the INCO Executive Board.

3. If a member of the Executive Board resigns his or her position as a Neighborhood Council Chair, such resignation constitutes an immediate resignation from the INCO Executive Board.

4. No more than one member of the Executive Board of the same Neighborhood Council (or person who was a member of the Neighborhood Council Executive Board when elected to the INCO Executive Board) may serve on the INCO Executive Board at the same time.

5. Only a member of the Executive Board present at a meeting of the Executive Board may vote on Executive Board issues.

C. ELECTION OF THE EXECUTIVE BOARD

1. The Executive Board shall be elected at the annual election meeting of the General Membership of the INCO, which shall be held in November.

2. At the next to last General Membership meeting, which will ordinarily be in September, before the annual election meeting, the business conducted shall include calling for volunteers to serve on the Nominating Committee, appointment of the Nominating Committee by majority vote of the General Membership and announcement that at the next meeting the Nominating Committee will make nominations for the annual election of the Executive Board.

3. At the last General Membership meeting, before the annual election meeting, which will ordinarily be in October, the business conducted shall include nominations by the Nominating Committee and the consideration of additional nominations from the floor. Nominations will be accepted only of persons who are eligible to hold the office and who are present at the meeting or have notified a member of the Executive Board, or the Executive Secretary, that they will accept nomination.

4. The Executive Secretary shall prepare a notice of the annual election meeting including a statement that Executive Board members will be elected at that meeting. The Executive Secretary shall mail or e-mail this notice in sufficient time that the General Membership receives it at least seven (7) working days prior to said meeting. Failure of any person to receive notice shall not be grounds to cancel the meeting or to invalidate any vote taken at the annual election meeting.

5. At the annual election meeting in November, additional nominations from the floor may be taken. Before the vote is taken, each nominee may make a brief statement concerning his or her candidacy. Each member of the Executive Board shall be elected by majority vote of the General Members attending the meeting.

6. At the annual election meeting, the Executive Secretary shall have prepared a written ballot containing the names of the candidates for office, leaving spaces available for candidates nominated from the floor.

7. The Executive Secretary shall make certain that each person given a ballot is the authorized representative of the Neighborhood Council. If a person other than the Neighborhood Chair is representing a Neighborhood Council, that person shall present the Executive Secretary with a written, signed and dated letter from the Neighborhood Council Chair prior to the meeting being called to order.

8. Each Neighborhood Council Chair, or authorized representative, shall be handed a ballot by the Executive Secretary. The ballots will be marked and returned to the Executive Secretary.

9. The Executive Secretary and at least one other person shall, in open session, open and tally the ballots calling out the name of the person the vote is cast for and the name of the person voting and announce the results.

10. In the event of a tie between two candidates for one seat, the INCO Executive Secretary shall first recount the votes. If the result remains the same, additional votes will be taken until a candidate is elected.

11. Any general member of the INCO may challenge the vote tally by submitting a written request to the INCO Executive Secretary to review the ballots before the election meeting is adjourned.

12. The ballots shall be retained in accordance with the retention schedule adopted by the City for similar documents and be made available to any person wishing to review them, in accordance with the Public Records Act.

13. Absentee or proxy voting shall not be permitted.

14. Elected Executive Board members shall take office at the first meeting held after the beginning of the calendar year and shall continue in office until a new Executive Board takes office at the first meeting held after the beginning of the next calendar year.

D. TERM OF OFFICE AND RESIGNATIONS

1. Each member of the Executive Board shall serve until a successor is elected; provided, however, that resignations shall take effect earlier if the notice of resignation so states. The term of office shall be one year. If a successor is not elected at the annual election meeting, the term shall continue until a successor is elected. If the member of the Executive Board was elected to fill a position that was vacated after the annual election meeting, the term shall continue until a successor is elected at the next annual election meeting.

2. A member of the Executive Board may resign at any time by notifying the INCO Chair in writing, specifying the effective date of the resignation. Resignation from the Executive Board automatically includes resignation from all appointed positions in the INCO.

3. In the event of the resignation of the Chair, the position shall be filled in accordance with Article IV. E.2a and Article V. C

E. DUTIES

1. The duties of the Chair are to:
   a. Preside over all regular and special meetings of the General Membership and of the Executive Board.
   b. Be an ex-officio member of all standing committees.
   c. Represent the INCO before other agencies and organizations as directed by the General Membership or the Executive Board by motion and vote.

2. **The duties of the First Vice-Chair are to:**

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a. Perform the duties of the Chair in his/her absence or resignation until an election is held pursuant to the provisions of Article V. C.
b. Account for and keep safe any and all funds of the INCO.
c. Spend such funds only as authorized by majority vote of the General Membership.
d. Prepare and present a statement of finances to the General Membership at the first meeting of each calendar year.
e. Prepare and present a statement of finances to the Executive Board, or to the General Membership, as directed by a majority of the Executive Board or the General Membership.

3. **The duties of the Second Vice-Chair are to:**
   b. Perform the duties of the Chair in the absence of the Chair and First Vice-Chair.
   c. Perform the duties of the First Vice-Chair in his or her absence.

4. **The duties of the Third Vice-Chair are to:**
   a. Perform the duties of the Chair in the absence of the Chair, First Vice-Chair and Second Vice-Chair.
   b. Perform the duties of the First Vice-Chair in the absence of the First Vice-Chair and Second Vice-Chair.
   c. Perform the duties of the Second Vice-Chair in his or her absence.

5. **The duties of the Fourth Vice-Chair are to:**
   a. Perform the duties of the Chair in the absence of the Chair, First Vice-Chair, Second Vice Chair and Third Vice-Chair.
   b. Perform the duties of the First Vice-Chair in the absence of the First Vice-Chair, Second Vice-Chair and Third Vice-Chair.
   c. Perform the duties of the Third Vice-Chair in the absence of the Third Vice-Chair.

6. The duties of the Executive Secretary are to:
   a. Carry on the official correspondence of the INCO.
   b. Prepare and e-mail and/or mail notices of INCO meetings as provided in these Bylaws.
   c. Prepare and distribute an agenda for each meeting of the General Membership and Executive Board.
   d. Keep minutes of all meetings of the General Membership and Executive Board.
   e. Sign the minutes after approved by the General Membership or Executive Board.

7. The duties of the Executive Board are to:
   a. Plan and direct the work of the INCO.
   b. Prepare an agenda for each General Membership and Executive Board meeting.
   c. Represent the INCO before other agencies, organizations, groups or individuals, subject to the direction and review of the General Membership.
   d. Deem a Neighborhood Council inactive, as provided in Article VIII.

F. COMMITTEES

1. The Executive Board, with the approval of a majority of the General Membership, may appoint standing committees to consider matters likely to be of long term interest to the INCO. The Executive Board, with approval of a majority of the General Membership, may appoint ad hoc committees (other than the Nominating Committee) to consider matters likely to be of short-term interest. The Executive Board, with the approval of a majority of the General Membership, shall dissolve committees that have accomplished their purpose or are no longer desired.

2. Standing and ad hoc committees shall be comprised of three (3) or five (5) members. The committee members shall choose a Chair. When requested, the committee Chair shall advise the Executive Board of activities.

3. Each committee shall present its findings and recommendations to the Executive Board for review. At least once a year, each committee shall present its findings and recommendations, as reviewed and approved by the Executive Board, to the General Membership, which may vote to take action on the recommendations. No committee member shall purport to represent the INCO or present any findings or recommendations of the committee, except as directed by these Bylaws or the General Membership.

ARTICLE V
GENERAL MEMBERSHIP MEETINGS

A. The INCO shall hold at least four (4) General Membership meetings each calendar year, including one meeting designated the annual election meeting, which shall be held in November. The Executive Board may schedule additional General Membership meetings. In addition, the Chair shall schedule a General Membership meeting to be held no later than four (4) weeks after receiving a written request for the meeting signed by at least eleven (11) General Members.

B. The Executive Secretary shall mail or e-mail written notice of a General Membership meeting to all General Members in sufficient time to be received at least seven (7) working days before such meeting. Failure of any General Member to receive such notice shall not be grounds to cancel the meeting or to invalidate any vote taken at the meeting.

C. At any General Membership meeting the General Members, by majority vote, may fill vacancies in Executive Board positions from among General Members nominated from the floor and present at the meeting.

D. A quorum for a General Membership meeting shall be eleven (11) General Members.

E. No matter may be adopted or approved at a General Membership meeting unless approved by majority vote of those members present and eligible to vote.

F. Any General Member may request an item be placed on the agenda for the following General Membership meeting by a majority vote of the General Membership.

ARTICLE VI
SPECIAL/EMERGENCY MEETINGS

A. Special meetings shall be held in accordance with California Government Code Section 54956 (Ralph M. Brown Act).

B. Emergency meetings shall be held in accordance with California Government Code Section 54956.5 (Ralph M. Brown Act).

ARTICLE VII
EXECUTIVE BOARD MEETINGS

A. Meetings of the Executive Board shall be scheduled at the request of the Chair or a majority of the Executive Board. At least five (5) calendar days before scheduled Executive Board meetings, the Executive Secretary shall mail or e-mail written notice to all members. Failure of any member to receive notice shall not be grounds to cancel the meeting or invalidate any vote taken at the meeting.

B. A quorum for an Executive Board meeting shall be three (3) Executive Board Members.

C. Any Neighborhood Council Chair shall have an item placed on an INCO Executive Board agenda by making such request to the INCO Chair or Executive Secretary at least seven (7) calendar days prior to said meeting.

ARTICLE VIII
<u>RULES OF PROCEDURE</u>

A. OPEN MEETINGS

1. All meetings of the General Membership, the Executive Board, standing and ad hoc committees shall be open to the public. Meetings of the General Membership, the Executive Board and standing committees shall be conducted in accordance with Government Code Section 54950 et seq. (the Ralph M. Brown Act).

2. The current revision of Robert's Rules of Order shall govern the conduct of meetings unless otherwise stated by these Bylaws.

B. RECORDS AVAILABLE FOR INSPECTION

All approved minutes of General Membership and Executive Board meetings and all financial records of the INCO shall be made available for inspection on request of any person.

C. ORDERLY CONDUCT AT MEETINGS

1. While a General Membership or Executive Board meeting is in session, members shall preserve order and decorum, and no member shall, by conversation or otherwise, delay or interrupt the proceedings or the peace of the meeting, nor disturb any other member or refuse to obey the orders of the presiding officer except as otherwise herein provided.

2. A member of the public shall not engage in conduct that disrupts, disturbs or impedes the orderly conduct of a General Membership meeting during any portion of such meeting, including during public comments or comments about items on the agenda. The prohibited conduct may include making loud, threatening, abusive, personal, impertinent or profane remarks that disrupt, disturb or impede the meeting. At the discretion of the presiding officer, a person engaging in such conduct may be ordered to be silent, barred from further communication during that meeting, ejected from the meeting or arrested.

3. A designee of the Chief of Police shall be Ex-Officio Sergeant-At-Arms. The Sergeant-At-Arms shall follow instructions given by the Chair or by a majority of the General Members for the purpose of maintaining order and decorum during INCO meetings.

D. PRESIDING OFFICER

1. The presiding officer shall assume the Chair at the hour appointed for the General Membership meeting or Executive Board meeting and call the meeting to order.

2. The chair shall preserve order and decorum at all meetings, state the questions before the meeting and announce all decisions made.

E. ADDRESSING THE GENERAL MEMBERSHIP/EXECUTIVE BOARD

1. Any person wishing to address a meeting of the General Membership or the Executive Board shall first be recognized by the Chair. The Chair shall not refuse to recognize a person because the person wishes to make a point of order based on the Chair's breach of the Bylaws or other adopted rules of procedure.

2. On being recognized, the person shall address all remarks to the Chair and confine his or her remarks to the matter under consideration. No other person shall enter into the discussion before he or she is recognized by the Chair. A speaker who has been recognized shall not be interrupted unless called to order by the Chair or by majority vote of the General Members present at a General Membership meeting or by a majority vote of the Executive Board members present at an Executive Board meeting. When a speaker is called to order, the speaker shall remain silent until the question of order is determined and shall resume speaking only if directed by the Chair or such majority to proceed.

F. ROLL CALL VOTE

1. On request of any General Member the Executive Secretary shall call the name of each General Member present and record each General Member's vote on any question.

2. Roll call vote shall not be used for elections of the Executive Board members.

G. MINUTES

1. The Executive Secretary shall prepare minutes of the General Membership meetings and Executive Board meetings. The minutes shall include:

   a. Whether a quorum is present and the names of the persons constituting the quorum;
   b. Votes cast in any matter;
   c. Any action taken on items on the agenda;
   d. The Neighborhood Council of any person addressing a meeting or submitting a written comment card:

      (1) A description of the matter on which the person spoke or commented, and whether the person supported or opposed the matter;

      (2) On the request of any General Member or Executive Board Member, made on the record at a meeting, their reasons for supporting, dissenting, or protesting any action taken at the meeting;

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(3) On request of a General Member or Executive Board Member, the Executive Secretary need not include in the minutes the remarks of any person.

2. Unless an Executive Board member requests the reading of minutes at an Executive Board meeting, the minutes may be approved without reading.

3. Corrected minutes approved by the INCO General Membership/Executive Board shall be made available to the General Membership for review at the next scheduled INCO meeting.

H. REMOVAL OF EXECUTIVE BOARD MEMBERS

1. At any General Membership meeting under New Business, a General Member may make a motion to request that an election to recall a member of the Executive Board be placed on the agenda at the next General Membership meeting. If a majority of the General Members vote in favor of the request, the Executive Secretary shall schedule the recall election. Said meeting shall be held within sixty (60) working days.

2. At the meeting, proponents of the recall may address the General Membership concerning the reasons to vote for the recall. Opponents of the recall may then address the General Membership concerning the reasons not to vote for the recall. The Chair shall allow each person no more than five (5) minutes to address the issue. Rebuttals shall be allowed by majority vote of the General Membership.

3. The General Membership shall then vote on the recall.

4. If a majority of the General Members present vote in favor of the recall, that Executive Board member shall be deemed recalled. The position shall be filled by majority vote of the General Members from among those nominated from the floor; provided, however, that the person recalled may not be elected to that position for one year from the date of the recall.

I. INTERPRETATION OF BYLAWS

The Chair, with the approval of a majority of the Executive Board, shall interpret these Bylaws on request of a General Member. The General Membership may, by a two-thirds (2/3rds) vote, appeal the interpretation to the City Council. The appeal shall be in writing, directed to the City Clerk, and shall state the reason for the General Membership's disagreement with the interpretation.

J. AMENDMENT OF BYLAWS

1. By majority vote of the General Membership, these Bylaws may be amended.

2. The INCO Chair or Executive Secretary shall request the City Council to approve the amending of these Bylaws. The request shall be in writing, directed to the City Clerk, and shall identify the portion of the Bylaws to be amended and shall include the proposed wording.

3. The City Council shall decide whether the proposed amended Bylaws be approved.

K. ADOPTION OF ADDITIONAL POLICIES AND PROCEDURES

1. These Bylaws are intended only to provide a basic structure for the INCO, not to provide detailed rules of procedure for the conduct of meetings or other business of the INCO. The INCO is authorized and encouraged to adopt, by majority vote of the General Membership,

additional written policies and procedures that are consistent with these Bylaws. The General Membership, by majority vote, may interpret and amend policies and procedures so adopted.

2. Any issue not addressed, or called into question in the Bylaws shall be governed by Robert's Rules of Order, Current Revision. These Bylaws shall take precedence over Robert's Rules of Order.

ARTICLE IX
DEEMING A NEIGHBORHOOD COUNCIL INACTIVE

A. The Executive Board may deem a Neighborhood Council inactive after finding either that said Council's annual election was not conducted and completed in accordance with the Neighborhood Council Bylaws or that said Council did not conduct at least two (2) General Membership meetings in a calendar year.

B. Residents of an inactive Neighborhood Council are welcome and encouraged to attend INCO General Membership meetings, but those persons shall have no vote at the meetings.

C. Residents of an inactive Neighborhood Council are encouraged to bring to the INCO any matters they would like to be addressed concerning their neighborhood.

D. The INCO Executive Board shall encourage formation of an inactive Neighborhood Council and shall participate in scheduling a meeting for said Neighborhood Council in order to activate said Neighborhood Council.

- END -

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NEIGHBORHOOD COUNCIL BYLAWS

ARTICLE I PURPOSES OF THE PROGRAM

A. The City Council of the City of Oxnard (the City) established the Neighborhood Council Program (the Program) and approved these Bylaws for adoption by each of the Neighborhood Councils that participate in the Program.

B. The purposes of the Program are to:

1. Encourage neighborhood residents to take action to improve their neighborhoods.
2. Foster cooperation and goodwill within neighborhoods.
3. Promote greater understanding of the needs and expectations of the City's neighborhoods and of the City's responsibilities.
4. Provide a structure for advocacy of neighborhoods' interests.
5. Facilitate communication within neighborhoods and between neighborhoods and the City.
6. Allow neighborhoods to participate in City decisions affecting neighborhoods.
7. Help the City identify neighborhood problems and needs; and to provide a process for neighborhoods and the City to respond to such problems and needs.
8. Provide a mechanism to facilitate two-way communication between residents and City government.
9. Encourage residents and property owners to undertake action programs to improve the physical and social environment of their neighborhoods.
10. Serve as an advocate of the interests of a neighborhood before any agency, public or private, or before any group or individual requesting the view of that neighborhood.

C. All neighborhood council meetings shall be for the purpose of conducting the business of the neighborhood. Examples of neighborhood business are election meetings, general meetings and neighborhood clean-up events.

ARTICLE II CITY INFORMATION AND SUPPORT OF NEIGHBORHOOD COUNCILS

A. Each Neighborhood Council adopting these Bylaws acknowledges that the City Council defines neighborhoods for purposes of the Program. The City Council may define neighborhoods, as they are identified in the City's 2030 General Plan or otherwise.

B. A neighborhood, as defined by the City Council for purposes of the Program, may form a Neighborhood Council and participate in the Program and in the Inter-Neighborhood Council Organization (INCO) if the

City Council certifies that within one hundred and twenty (120)days before such certification at least eleven (11) persons eighteen (18) years of age or older who reside in the neighborhood, attended the formation meeting, that a majority of those persons approved these Bylaws, and that an Interim Executive Board of at least three (3) persons has been selected for the proposed Neighborhood Council.

C. The persons constituting the Interim Executive Board shall meet the qualifications for Executive Board members set out in these Bylaws. Such persons may volunteer or, on request of any person present at the meeting at which the Interim Executive Board is selected, shall be selected by written ballot. Within one year after City Council certification, the Neighborhood Council shall conduct a regular election of Executive Board members as set out in these Bylaws.

ARTICLE III
POWERS OF NEIGHBORHOOD COUNCILS

A. A Neighborhood Council may only conduct official business at General Membership meetings and Executive Board meetings called and conducted in accordance with these Bylaws.

B. A Neighborhood Council may address the needs of the neighborhood by any lawful means.

C. A Neighborhood Council may raise funds to support its activities.

D. A Neighborhood Council may initiate direct action programs, working alone, or in cooperation with private or public agencies, to respond to the needs of that neighborhood.

E. A Neighborhood Council may submit recommendations to the City Council and City staff concerning matters of interest to the neighborhood.

1. Recommendations adopted by majority vote of the General Membership shall be submitted in writing or presented verbally by the Chair or another member of the Executive Board designated by the Chair.

2. Recommendations submitted in writing to City staff shall be directed to City staff assigned to the Program with a copy to the City Manager.

3. Recommendations submitted in writing to other agencies shall include submitting a copy of each recommendation to City staff assigned to the Program.

4. Recommendations of the Executive Board, which require transmittal to the City before a General Membership meeting is held, may be submitted as provided in subsection E (1) of this article, accompanied by the written or verbal statement that such recommendations were approved by the Executive Board, but have not been acted on by the General Membership.

5. Any person who submits a recommendation to the City or another organization/person without the approval of the Executive Board or General Membership shall state that the recommendation is made on behalf of that individual, and not on behalf of the Neighborhood Council.

ARTICLE IV
ORGANIZATION OF NEIGHBORHOOD COUNCILS

A. **General Membership**

1. For purposes of determining the vote of the General Membership, the General Membership consists of all persons eighteen (18) years of age or older who reside in the neighborhood and who are present at the General Membership meeting when the vote is taken.

2. Only a general member who is present at a General Membership meeting may vote at the meeting.

3. Membership in a neighborhood council shall be open to all residents located within the boundaries of that neighborhood council, as defined by The City of Oxnard. Only those who reside in a neighborhood are eligible for election to a neighborhood council executive board. Business owners and property owners that do not actually reside in a neighborhood cannot be elected to a neighborhood council executive board, nor can they vote at neighborhood council meetings.

B. **Executive Board**

1. The Executive Board consists of the positions of Chair, Vice-Chair, Secretary and/or Treasurer, and may include from one to three Members-at-Large. As so constituted, the Executive Board shall consist of at least three (3), but not more than seven (7) members.

2. Each member of the Executive Board shall reside in the neighborhood.

3. No member of the Executive Board may hold an elected office with any public agency.

4. Each member of the Executive Board who is present at a meeting of the General Membership or the Executive Board may vote.

C. **Election of Executive Board**

1. Each year City staff assigned to the Program shall prepare a written notice for each Neighborhood Council announcing that neighborhood's annual election. Such neighborhood shall advise City staff of the date, time and location of the meeting.

2. At least three (3) days, but not more than thirty (30) working days, before the annual election meeting, such notice will be distributed, as determined by the current Executive Board, by leaving a copy of the notice at each residence in the neighborhood.

3. Failure of any person to receive notice shall not be grounds to cancel the annual election meeting or invalidate any vote taken at such meeting.

4. At the annual election meeting, general members and Executive Board members may nominate persons for a specific office who are eligible to hold such office and who are present at the meeting or who have notified an Executive Board member they will accept nomination. Executive Board members shall be elected by majority vote of those eligible to vote.

5. The current Neighborhood Council Secretary shall prepare and submit to City staff assigned to the Program the minutes of the annual election meeting, which shall include election results and the meeting sign-in sheet. If the election of the Executive Board is not completed at the annual election meeting, the Neighborhood Council shall hold such additional General Membership meetings as are

necessary to complete the election, within sixty (60) working days of the date of the failed annual election meeting. The new Executive Board shall take office when a quorum has been met.

6. The Secretary, or the Treasurer if no Secretary was elected, shall make a list of each person attending the annual election meeting who is eligible to vote. At the discretion of the general members present, votes may be taken by group voice vote, individual voice vote or written ballot. Absentee or proxy voting shall not be permitted.

7. The name, address, telephone number, e-mail address and position of those elected must be submitted to the INCO Executive Secretary within ten (10) working days after the election. A copy of the sign-in sheet from the annual election meeting shall be included.

8. All correspondence for distribution to neighborhood residents purporting to be from the neighborhood council under the auspice of Neighborhood Council business shall be approved by Neighborhood Services staff and/or the INCO Executive Board prior to being distributed.

D. Term of Office

Each member of the Executive Board shall serve until a new Executive Board takes office, as provided in Article V, Section B. The term shall be for one year, or until a successor is elected as provided in Article V, Section B. An Executive Board member elected to fill a position that was vacated after the annual election meeting shall serve the remainder of the term.

E. *Duties*

1. *The duties of the Chair are to:*

   a. *Preside over all regular and special meetings of the General Membership and of the Executive Board.*

   b. *Appoint all committees with the approval of a majority of the Executive Board.*

   c. *Dissolve any committee with the approval of a majority of the Executive Board.*

   d. *Be an ex-officio member of all standing committees.*

   e. *Respond to questions concerning procedures and business of the Neighborhood Council.*

   f. *Perform other acts not in conflict with these Bylaws.*

   g. Attend INCO General Membership meetings as a voting member.

2. The duties of the Vice Chair are to:

   a. Perform the duties of the Chair in his or her absence.

   b. Promote participation in the Neighborhood Council.

3. The duties of the Secretary are to:

   a. Prepare and distribute an agenda for each meeting of the General Membership and of the Executive Board.

b. Keep minutes of all meetings of the General Membership and of the Executive Board, including whether a quorum is present and if so, the names of the persons constituting the quorum.

c. Record motions made and whether the motions passed or failed.

d. Note in the minutes any action taken on items on or not on the agenda.

e. Carry on the official correspondence of the Neighborhood Council, and to note in the minutes any correspondence received.

f. Sign all minutes after approval by the General Membership or the Executive Board.

g. Perform the duties of the Treasurer, if none is elected.

4. The duties of the Treasurer are to:

   a. Account for and secure any funds.

   b. Spend such funds only as authorized by majority vote of the General Membership or the Executive Board.

   c. Prepare and present a statement of the finances to the Executive Board or to the General Membership at each meeting.

   d. Perform the duties of the Secretary if none is elected.

5. The duties of Members-at-large are to undertake special projects as directed by the Executive Board.

6. The duties of the Executive Board are to:

   a. Plan and direct the work of the Neighborhood Council.

   b. Represent the Neighborhood Council before any group or individual, subject to the direction and review of the General Membership.

7. Neighborhood Council chairs and board members must promote unbiased good will and cooperation in their respective neighborhood. Board members shall not use their positions to promote or further their personal agendas.

F. *Committees*

1. *The Chair, with the approval of a majority of the Executive Board, may appoint standing or ad hoc committees to consider matters likely to be of interest to the Neighborhood Council.*

2. Committees shall present their findings and recommendations to the General Membership and/or the Executive Board at each meeting.

3. No committee or member thereof shall purport to represent the Neighborhood Council or present any findings or recommendations of the committee to any entity, except as directed by the General Membership.

4. The majority of the committee shall decide whether meetings of standing or ad hoc committees shall be open to the public.

5. At the annual election meeting, all committees whether standing or ad hoc, are deemed dissolved.

ARTICLE V
GENERAL MEMBERSHIP MEETINGS

A. A Neighborhood Council shall hold at least two (2) General Membership meetings each calendar year; including one meeting designated as the annual election meeting.

B. Each January, City staff assigned to the Program shall prepare and distribute to each Neighborhood Council a schedule of dates for the annual election meeting of each Neighborhood Council. At the annual election meeting, the Neighborhood Council shall elect a new Executive Board, which shall take office at the end of the meeting; the current Executive Board shall report on its year's activities; and the current Treasurer shall prepare a Treasurer's report.

C. Notices of the meetings shall be distributed throughout the neighborhood by leaving a copy of the notice at each residence. Failure of any person to receive notice shall not be grounds to cancel the meetings or invalidate any vote taken at the meetings. At such meetings, in addition to any other business, the General Members by majority vote may fill vacancies in Executive Board positions.

D. On written request submitted to the Chair and signed by at least eleven (11) General Members or Executive Board members of the Neighborhood Council, the Chair shall call and give notice of a General Membership meeting and hold such meeting within thirty (30) calendar days of receipt of such written request.

E. A quorum for a General Membership meeting shall be eleven (11) members of the Neighborhood Council.

F. The General Membership may by majority vote place an item on the agenda of a General Membership meeting.

G. To ensure that a quorum of a neighborhood council is present at a neighborhood council meeting, a sign-in sheet will be provided to attendees and submitted to the executive secretary of Neighborhood Services within 30 days of said meeting. Sign in sheets shall include the names, addresses and phone numbers of all attendees. Persons that refuse to sign in will not be counted as having attended the meeting.

ARTICLE VI
EXECUTIVE BOARD MEETINGS

A. Meetings of the Executive Board shall be scheduled at the request of the Chair or of a majority of the Executive Board. Failure of any Executive Board member to receive notice shall not be grounds to cancel the meeting or invalidate any vote taken at the meeting.

B. A quorum for an Executive Board meeting shall be a majority of the Executive Board members.

C. All Executive Board meetings shall be open to all residents of that neighborhood.

D. Any three (3) General Members of the neighborhood may submit a written request for a meeting with the Executive Board of the neighborhood.

ARTICLE VII
RULES OF PROCEDURE

A. **Open Meetings**
All meetings of the General Membership shall be open to the public. No such meeting is subject to Government Code section 54950 et seq. (the Ralph M. Brown Act).

B. **Records Available for Inspection**
All minutes of General Membership and Executive Board meetings and all financial records of the Neighborhood Council shall be made available for inspection within seven (7) working days after receipt of a written request from any General Member of the neighborhood.

C. **Orderly Conduct at Meetings**
Persons attending General Membership meetings and Executive Board meetings shall not disrupt the orderly conduct of the meetings. The Chair shall direct persons to refrain from disrupting, delaying, preventing or disturbing the meeting and from addressing anyone other than the Chair. By majority vote of the General Membership present at a General Membership meeting or the Executive Board present at an Executive Board meeting, persons failing to comply with such direction shall be required to leave the meeting.

D. **Removal of Executive Board Members**

1. Any General member may submit a petition signed by twenty five (25) General Members of that neighborhood to the Secretary, or the Secretary/Treasurer, directing the Secretary or Secretary Treasurer to place on the agenda of a General Membership meeting the issue of a recall of a member of the Executive Board. In such event the General Membership meeting must be held within sixty (60) calendar days of the date the Secretary or Secretary/Treasurer receives the petition.

2. At the General Membership meeting held pursuant to Section 1 above, a motion may be made for recall of any member of the Executive Board. If a majority votes in favor of the request, the recall shall be placed on an agenda within sixty (60) calendar days.

3. At the meeting, proponents of the recall may address the General Membership concerning the reasons to vote for the recall. Opponents of the recall may then address the General Membership concerning the reasons not to vote for the recall. The Chair shall allow each person no more than five minutes to address the issue of recall. Rebuttals shall be allowed by majority vote of the General Membership.

4. A vote shall then be taken. The Board Member subject to the recall shall not be entitled to vote. If a two third (2/3) majority of those present vote for recall, such Executive Board member(s) shall be deemed recalled. If a quorum is not present at the scheduled meeting, the matter shall be continued as necessary until it is heard at a duly noticed meeting with a quorum present.

5. The vacated position shall be filled by majority vote of the General Membership at the recall election meeting. The recalled person(s) may not be elected to that position for one (1) year.

E. Interpretation of Bylaws

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1. The Chair, directed by majority vote of the General Membership, shall make a written request of the INCO to interpret any portion of these Bylaws that is unclear or ambiguous. The request shall identify the portion in question, and describe the different interpretations.

2. The General Membership may, by majority vote, appeal the interpretation of the INCO to the City Council. The appeal shall be in writing, directed to the City Clerk, and shall state the reason for the General Membership's disagreement with the interpretation of the INCO. Copies of the request from the Neighborhood Council to the INCO and the INCO's response shall be attached to the appeal.

F. Amendment of Bylaws

1. By majority vote of the General Membership, a Neighborhood Council may request that the INCO recommend the City Council amend these Bylaws. The request shall be in writing, directed to the INCO Executive Secretary, and shall identify the portion of the Bylaws to be amended, describe the reason for the amendment, and attach the proposed wording of the amendment.

2. The INCO Executive Secretary shall place the amendment request on the agenda of an INCO General Membership meeting to be held within sixty (60) calendar days of the date received.

3. If a majority of the INCO General Membership votes in favor of the request, the INCO Executive Secretary shall forward the request to the City Council with a letter stating that a majority of the INCO General Membership recommends the City Council grant the request.

4. The City Council shall decide to approve or disapprove the amended Bylaws.

G. Adoption of Additional Policies and Procedures

These Bylaws are intended only to provide a structure for the Program, not to provide detailed rules of procedure for the conduct of meetings or other business of Neighborhood Councils. Neighborhood councils are authorized and encouraged to adopt, by majority vote of the General Members, additional written policies and procedures that are consistent with these Bylaws. The General Membership by majority vote may interpret and amend policies and procedures so adopted.

ARTICLE VIII
INTER-NEIGHBORHOOD COUNCIL ORGANIZATION

A. All Neighborhood Councils are encouraged to seek assistance from the INCO and to attend and participate in INCO meetings.

B. The General Members of the INCO are the Chairs of all the Neighborhood Councils or their designees, as set out in the INCO Bylaws. Each General Member may vote at INCO meetings, as set out in the INCO Bylaws.

ARTICLE IX
CITY SUPPORT

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A. Consistent with the stated purposes of the Program and recognizing the special insight, which its participants can provide, the City Council agrees to solicit and consider carefully information and recommendations from each Neighborhood Council regarding matters affecting the neighborhood.

B. Staff members of City departments will furnish information and assistance to the Program upon written request of any Neighborhood Council within ten (10) working days.

C. City staff will provide, supporting staff services, including, but not limited to, staff services and advice as may be required to establish and maintain an active meaningful Program.

D. In adopting the City's annual operating budget in future years, the City Council shall appropriate funds to the Program sufficient to meet reasonable expenses for paper, duplicating and postage.

ARTICLE X
DEEMING NEIGHBORHOOD COUNCIL INACTIVE

A. The Executive Board of the INCO shall deem a Neighborhood Council to be inactive after finding either that such Neighborhood Council's annual election was not conducted and completed in accordance with these Bylaws or that such Neighborhood Council did not conduct at least two (2) General Membership meetings in a calendar year.

B. An inactive Neighborhood Council may not participate in the Program or receive funding or staff support from the City.

C. The Chair of an inactive Neighborhood Council is not a member of the INCO.

D. Persons who reside in or own property in a neighborhood with an inactive Neighborhood Council are welcome and encouraged to attend INCO General Membership meetings, but shall not vote at the meetings.

E. Persons who reside in or own property in a neighborhood with an inactive Neighborhood Council are encouraged to bring to the INCO any matters they would like to be addressed concerning their neighborhood.

F. City staff assigned to the Program shall be custodian of all funds for an inactive Neighborhood Council until reactivated.

G. An inactive Neighborhood Council may be reactivated and restored to participation in the Program by the procedure set out in Article II, Section B of these Bylaws.

- End -

oxnard neighborhood councils

INTER-NEIGHBORHOOD COUNCIL ~~FORUM~~ ORGANIZATION (~~INCF~~INCO) BYLAWS

ARTICLE I
NEIGHBORHOOD COUNCIL PROGRAM

The City Council of the City of Oxnard (the City) established the Neighborhood Council Program (the Program), which is conducted by Neighborhood Councils for individual neighborhoods in the City and by the Inter-Neighborhood Council ~~Forum~~ Organization of the City of Oxnard (the ~~INCF~~INCO).

ARTICLE II
PURPOSES OF THE ~~INCF~~INCO

A. Serve as a forum for the exchange of information and experience among participants in the Program.

B. Encourage the formation and maintenance of Neighborhood Councils.

C. Foster cooperation and good will within neighborhoods.

D. Assist Neighborhood Councils to achieve their objectives.

E. Assist Neighborhood Councils to communicate with the City Council and staff.

F. Maintain and develop the Program.

ARTICLE III
POWERS OF THE ~~INCF~~INCO

A. The ~~INCF~~ INCO shall advise the City Council, its various appointed bodies and City staff on any citywide matter which is of interest and concern to Neighborhood Councils.

B. The ~~INCF~~ INCO shall conduct official business only at meetings called and conducted in accordance with these Bylaws.

C. The ~~INCF~~ INCO may raise funds to support its activities.

D. The ~~INCF~~ INCO shall interpret the Neighborhood Council Bylaws as provided by these Bylaws.

E. The ~~INCF~~ INCO shall deem a Neighborhood Council inactive as provided in these Bylaws.

F. The ~~INCF~~ INCO shall submit recommendations to the City Council and City staff concerning matters of interest to the ~~INCF~~ INCO or Neighborhood Councils.

1. Recommendations adopted by majority vote of the General Membership shall be submitted in writing or presented verbally by the Chair or another member of the Executive Board designated by the Chair. Recommendations submitted in writing shall be directed to City staff assigned to the Program with a copy to the City Manager.

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2. Recommendations adopted by majority vote of the Executive Board, which require transmittal before a General Membership meeting can be held, may be submitted as provided in Subsection F (1) of this article, accompanied by the written or verbal statement that although such recommendations were approved by the Executive Board, they have not yet been acted on by the General Membership.

3. A recommendation that has not been approved by the General Membership, or the Executive Board, shall accompany such recommendation with the statement that the recommendation is made in such member's individual capacity and not on behalf of the ~~INCF~~INCO.

G. The ~~INCF~~ INCO may assist in direct action programs, working alone or in cooperation with private or public agencies, to respond to the needs of the City.

ARTICLE IV
ORGANIZATION OF THE ~~INCF~~INCO

A. GENERAL MEMBERSHIP

1. The General Membership of the ~~INCF~~ INCO consists of the Chair of each active Neighborhood Council.

2. If a Neighborhood Council Chair is absent from an ~~INCF~~ INCO meeting, the Vice-Chair may act for the Chair.

3. If both the Chair and Vice-Chair are absent, another member of the Executive Board or a general member of that Neighborhood Council, designated by the Neighborhood Council Chair, may act for the Chair if, before the meeting begins, the ~~INCF~~ INCO Chair or Executive Secretary is notified verbally or in writing.

4. Only a General Member who is present at a General Membership meeting may vote.

5. General Members or Executive Board Members of Neighborhood Councils not designated in Subdivision (3) of this Section A may attend meetings of the ~~INCF~~ INCO General Membership and may participate as members of the public, but are not General Members or Executive Board Members of the ~~INCF~~ INCO and may not make motions or vote.

B. EXECUTIVE BOARD

1. The Executive Board consists of the positions of Chair, First Vice-Chair, Second Vice Chair, Third Vice-Chair and Fourth Vice-Chair. The Executive Secretary shall be a City employee designated by the City Manager. The Executive Secretary is not a member of the Executive Board or the General Membership and may not vote.

2. Each member of the Executive Board shall also be the Chair of a Neighborhood Council; provided, however, that a member of the Executive Board whose term as Neighborhood Council Chair expires during his or her term as a member of the ~~INCF~~ INCO Executive Board may complete his or her term as a member of the ~~INCF~~ INCO Executive Board.

3. If a member of the Executive Board resigns his or her position as a Neighborhood Council Chair, such resignation constitutes an immediate resignation from the ~~INCF~~ INCO Executive Board.

4. No more than one member of the Executive Board of the same Neighborhood Council (or person who was a member of the Neighborhood Council Executive Board when elected to the ~~INCF~~ INCO Executive Board) may serve on the ~~INCF~~ INCO Executive Board at the same time.

5. Only a member of the Executive Board present at a meeting of the Executive Board may vote on Executive Board issues.

C. ELECTION OF THE EXECUTIVE BOARD

1. The Executive Board shall be elected at the annual election meeting of the General Membership of the ~~INCF~~INCO, which shall be held in November.

2. At the next to last General Membership meeting, which will ordinarily be in September, before the annual election meeting, the business conducted shall include calling for volunteers to serve on the Nominating Committee, appointment of the Nominating Committee by majority vote of the General Membership and announcement that at the next meeting the Nominating Committee will make nominations for the annual election of the Executive Board.

3. At the last General Membership meeting, before the annual election meeting, which will ordinarily be in October, the business conducted shall include nominations by the Nominating Committee and the consideration of additional nominations from the floor. Nominations will be accepted only of persons who are eligible to hold the office and who are present at the meeting or have notified a member of the Executive Board, or the Executive Secretary, that they will accept nomination.

4. The Executive Secretary shall prepare a notice of the annual election meeting including a statement that Executive Board members will be elected at that meeting. The Executive Secretary shall mail or e-mail this notice in sufficient time that the General Membership receives it at least seven (7) working days prior to said meeting. Failure of any person to receive notice shall not be grounds to cancel the meeting or to invalidate any vote taken at the annual election meeting.

5. At the annual election meeting in November, additional nominations from the floor may be taken. Before the vote is taken, each nominee may make a brief statement concerning his or her candidacy. Each member of the Executive Board shall be elected by majority vote of the General Members attending the meeting.

6. At the annual election meeting, the Executive Secretary shall have prepared a written ballot containing the names of the candidates for office, leaving spaces available for candidates nominated from the floor.

7. The Executive Secretary shall make certain that each person given a ballot is the authorized representative of the Neighborhood Council. If a person other than the Neighborhood Chair is representing a Neighborhood Council, that person shall present the Executive Secretary with a written, signed and dated letter from the Neighborhood Council Chair prior to the meeting being called to order.

8. Each Neighborhood Council Chair, or authorized representative, shall be handed a ballot by the Executive Secretary. The ballots will be marked and returned to the Executive Secretary.

9. The Executive Secretary and at least one other person shall, in open session, open and tally the ballots calling out the name of the person the vote is cast for and the name of the person voting and announce the results.

10. In the event of a tie between two candidates for one seat, the ~~INCF~~ INCO Executive Secretary shall first recount the votes. If the result remains the same, additional votes will be taken until a candidate is elected.

11. Any general member of the ~~INCF~~ INCO may challenge the vote tally by submitting a written request to the ~~INCF~~ INCO Executive Secretary to review the ballots before the election meeting is adjourned.

12. The ballots shall be retained in accordance with the retention schedule adopted by the City for similar documents and be made available to any person wishing to review them, in accordance with the Public Records Act.

13. Absentee or proxy voting shall not be permitted.

14. Elected Executive Board members shall take office at the first meeting held after the beginning of the calendar year and shall continue in office until a new Executive Board takes office at the first meeting held after the beginning of the next calendar year.

D. TERM OF OFFICE AND RESIGNATIONS

1. Each member of the Executive Board shall serve until a successor is elected; provided, however, that resignations shall take effect earlier if the notice of resignation so states. The term of office shall be one year. If a successor is not elected at the annual election meeting, the term shall continue until a successor is elected. If the member of the Executive Board was elected to fill a position that was vacated after the annual election meeting, the term shall continue until a successor is elected at the next annual election meeting.

2. A member of the Executive Board may resign at any time by notifying the ~~INCF~~ INCO Chair in writing, specifying the effective date of the resignation. Resignation from the Executive Board automatically includes resignation from all appointed positions in the ~~INCF~~INCO.

3. In the event of the resignation of the Chair, the position shall be filled in accordance with Article IV. E.2a and Article V. C

E. DUTIES

1. The duties of the Chair are to:
   a. Preside over all regular and special meetings of the General Membership and of the Executive Board.
   b. Be an ex-officio member of all standing committees.
   c. Represent the ~~INCF~~ INCO before other agencies and organizations as directed by the General Membership or the Executive Board by motion and vote.

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2. **The duties of the First Vice-Chair are to:**
   a. Perform the duties of the Chair in his/her absence or resignation until an election is held pursuant to the provisions of Article V. C.
   b. Account for and keep safe any and all funds of the ~~INCF~~INCO.
   c. Spend such funds only as authorized by majority vote of the General Membership.
   d. Prepare and present a statement of finances to the General Membership at the first meeting of each calendar year.
   e. Prepare and present a statement of finances to the Executive Board, or to the General Membership, as directed by a majority of the Executive Board or the General Membership.

3. **The duties of the Second Vice-Chair are to:**
   b. Perform the duties of the Chair in the absence of the Chair and First Vice-Chair.
   c. Perform the duties of the First Vice-Chair in his or her absence.

4. **The duties of the Third Vice-Chair are to:**
   a. Perform the duties of the Chair in the absence of the Chair, First Vice-Chair and Second Vice-Chair.
   b. Perform the duties of the First Vice-Chair in the absence of the First Vice-Chair and Second Vice-Chair.
   c. Perform the duties of the Second Vice-Chair in his or her absence.

5. **The duties of the Fourth Vice-Chair are to:**
   a. Perform the duties of the Chair in the absence of the Chair, First Vice-Chair, Second Vice Chair and Third Vice-Chair.
   b. Perform the duties of the First Vice-Chair in the absence of the First Vice-Chair, Second Vice-Chair and Third Vice-Chair.
   c. Perform the duties of the Third Vice-Chair in the absence of the Third Vice-Chair.

6. The duties of the Executive Secretary are to:
   a. Carry on the official correspondence of the ~~INCF~~INCO.
   b. Prepare and e-mail and/or mail notices of ~~INCF~~ INCO meetings as provided in these Bylaws.
   c. Prepare and distribute an agenda for each meeting of the General Membership and Executive Board.
   d. Keep minutes of all meetings of the General Membership and Executive Board.
   e. Sign the minutes after approved by the General Membership or Executive Board.

7. The duties of the Executive Board are to:
   a. Plan and direct the work of the ~~INCF~~INCO.
   b. Prepare an agenda for each General Membership and Executive Board meeting.
   c. Represent the ~~INCF~~ INCO before other agencies, organizations, groups or individuals, subject to the direction and review of the General Membership.
   d. Deem a Neighborhood Council inactive, as provided in Article VIII.

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F. COMMITTEES

1. The Executive Board, with the approval of a majority of the General Membership, may appoint standing committees to consider matters likely to be of long term interest to the ~~INCF~~INCO. The Executive Board, with approval of a majority of the General Membership, may appoint ad hoc committees (other than the Nominating Committee) to consider matters likely to be of short-term interest. The Executive Board, with the approval of a majority of the General Membership, shall dissolve committees that have accomplished their purpose or are no longer desired.

2. Standing and ad hoc committees shall be comprised of three (3) or five (5) members. The committee members shall choose a Chair. When requested, the committee Chair shall advise the Executive Board of activities.

3. Each committee shall present its findings and recommendations to the Executive Board for review. At least once a year, each committee shall present its findings and recommendations, as reviewed and approved by the Executive Board, to the General Membership, which may vote to take action on the recommendations. No committee member shall purport to represent the ~~INCF~~ INCO or present any findings or recommendations of the committee, except as directed by these Bylaws or the General Membership.

ARTICLE V

GENERAL MEMBERSHIP MEETINGS

A. The ~~INCF~~ INCO shall hold at least four (4) General Membership meetings each calendar year, including one meeting designated the annual election meeting, which shall be held in November. The Executive Board may schedule additional General Membership meetings. In addition, the Chair shall schedule a General Membership meeting to be held no later than four (4) weeks after receiving a written request for the meeting signed by at least eleven (11) General Members.

B. The Executive Secretary shall mail or e-mail written notice of a General Membership meeting to all General Members in sufficient time to be received at least seven (7) working days before such meeting. Failure of any General Member to receive such notice shall not be grounds to cancel the meeting or to invalidate any vote taken at the meeting.

C. At any General Membership meeting the General Members, by majority vote, may fill vacancies in Executive Board positions from among General Members nominated from the floor and present at the meeting.

D. A quorum for a General Membership meeting shall be eleven (11) General Members.

E. No matter may be adopted or approved at a General Membership meeting unless approved by majority vote of those members present and eligible to vote.

F. Any General Member may request an item be placed on the agenda for the following General Membership meeting by a majority vote of the General Membership.

ARTICLE VI

SPECIAL/EMERGENCY MEETINGS

A. Special meetings shall be held in accordance with California Government Code Section 54956 (Ralph M. Brown Act).

B. Emergency meetings shall be held in accordance with California Government Code Section 54956.5 (Ralph M. Brown Act).

ARTICLE VII
EXECUTIVE BOARD MEETINGS

A. Meetings of the Executive Board shall be scheduled at the request of the Chair or a majority of the Executive Board. At least five (5) calendar days before scheduled Executive Board meetings, the Executive Secretary shall mail or e-mail written notice to all members. Failure of any member to receive notice shall not be grounds to cancel the meeting or invalidate any vote taken at the meeting.

B. A quorum for an Executive Board meeting shall be three (3) Executive Board Members.

C. Any Neighborhood Council Chair shall have an item placed on an ~~INCF~~ INCO Executive Board agenda by making such request to the ~~INCF~~ INCO Chair or Executive Secretary at least seven (7) calendar days prior to said meeting.

ARTICLE VIII
RULES OF PROCEDURE

A. OPEN MEETINGS

1. All meetings of the General Membership, the Executive Board, standing and ad hoc committees shall be open to the public. Meetings of the General Membership, the Executive Board and standing committees shall be conducted in accordance with Government Code Section 54950 et seq. (the Ralph M. Brown Act).

2. The current revision of Robert's Rules of Order shall govern the conduct of meetings unless otherwise stated by these Bylaws.

B. RECORDS AVAILABLE FOR INSPECTION

All approved minutes of General Membership and Executive Board meetings and all financial records of the ~~INCF~~ INCO shall be made available for inspection on request of any person.

C. ORDERLY CONDUCT AT MEETINGS

1. While a General Membership or Executive Board meeting is in session, members shall preserve order and decorum, and no member shall, by conversation or otherwise, delay or interrupt the proceedings or the peace of the meeting, nor disturb any other member or refuse to obey the orders of the presiding officer except as otherwise herein provided.

2. A member of the public shall not engage in conduct that disrupts, disturbs or impedes the orderly conduct of a General Membership meeting during any portion of such meeting, including during public comments or comments about items on the agenda. The prohibited conduct may include making loud, threatening, abusive, personal, impertinent or profane remarks that disrupt, disturb or impede the meeting. At the discretion of the presiding officer, a person engaging in such conduct may be ordered to be silent, barred from further communication during that meeting, ejected from the meeting or arrested.

3. A designee of the Chief of Police shall be Ex-Officio Sergeant-At-Arms. The Sergeant-At-Arms shall follow instructions given by the Chair or by a majority of the General Members for the purpose of maintaining order and decorum during ~~INCF~~ INCO meetings.

D. PRESIDING OFFICER

1. The presiding officer shall assume the Chair at the hour appointed for the General Membership meeting or Executive Board meeting and call the meeting to order.

2. The chair shall preserve order and decorum at all meetings, state the questions before the meeting and announce all decisions made.

E. ADDRESSING THE GENERAL MEMBERSHIP/EXECUTIVE BOARD

1. Any person wishing to address a meeting of the General Membership or the Executive Board shall first be recognized by the Chair. The Chair shall not refuse to recognize a person because the person wishes to make a point of order based on the Chair's breach of the Bylaws or other adopted rules of procedure.

2. On being recognized, the person shall address all remarks to the Chair and confine his or her remarks to the matter under consideration. No other person shall enter into the discussion before he or she is recognized by the Chair. A speaker who has been recognized shall not be interrupted unless called to order by the Chair or by majority vote of the General Members present at a General Membership meeting or by a majority vote of the Executive Board members present at an Executive Board meeting. When a speaker is called to order, the speaker shall remain silent until the question of order is determined and shall resume speaking only if directed by the Chair or such majority to proceed.

F. ROLL CALL VOTE

1. On request of any General Member the Executive Secretary shall call the name of each General Member present and record each General Member's vote on any question.

2. Roll call vote shall not be used for elections of the Executive Board members.

G. MINUTES

1. The Executive Secretary shall prepare minutes of the General Membership meetings and Executive Board meetings. The minutes shall include:

   a. Whether a quorum is present and the names of the persons constituting the quorum;
   b. Votes cast in any matter;
   c. Any action taken on items on the agenda;
   d. The Neighborhood Council of any person addressing a meeting or submitting a written comment card:

      (1) A description of the matter on which the person spoke or commented, and whether the person supported or opposed the matter;

      (2) On the request of any General Member or Executive Board Member, made on the record at a meeting, their reasons for supporting, dissenting, or protesting any action taken at the meeting;

(3) On request of a General Member or Executive Board Member, the Executive Secretary need not include in the minutes the remarks of any person.

2. Unless an Executive Board member requests the reading of minutes at an Executive Board meeting, the minutes may be approved without reading.

3. Corrected minutes approved by the ~~INCF~~ INCO General Membership/Executive Board shall be made available to the General Membership for review at the next scheduled ~~INCF~~ INCO meeting.

H. REMOVAL OF EXECUTIVE BOARD MEMBERS

1. At any General Membership meeting under New Business, a General Member may make a motion to request that an election to recall a member of the Executive Board be placed on the agenda at the next General Membership meeting. If a majority of the General Members vote in favor of the request, the Executive Secretary shall schedule the recall election. Said meeting shall be held within sixty (60) working days.

2. At the meeting, proponents of the recall may address the General Membership concerning the reasons to vote for the recall. Opponents of the recall may then address the General Membership concerning the reasons not to vote for the recall. The Chair shall allow each person no more than five (5) minutes to address the issue. Rebuttals shall be allowed by majority vote of the General Membership.

3. The General Membership shall then vote on the recall.

4. If a majority of the General Members present vote in favor of the recall, that Executive Board member shall be deemed recalled. The position shall be filled by majority vote of the General Members from among those nominated from the floor; provided, however, that the person recalled may not be elected to that position for one year from the date of the recall.

I. INTERPRETATION OF BYLAWS

The Chair, with the approval of a majority of the Executive Board, shall interpret these Bylaws on request of a General Member. The General Membership may, by a two-thirds (2/3rds) vote, appeal the interpretation to the City Council. The appeal shall be in writing, directed to the City Clerk, and shall state the reason for the General Membership's disagreement with the interpretation.

J. AMENDMENT OF BYLAWS

1. By majority vote of the General Membership, these Bylaws may be amended.

2. The ~~INCF~~ INCO Chair or Executive Secretary shall request the City Council to approve the amending of these Bylaws. The request shall be in writing, directed to the City Clerk, and shall identify the portion of the Bylaws to be amended and shall include the proposed wording.

3. The City Council shall decide whether the proposed amended Bylaws be approved.

K. ADOPTION OF ADDITIONAL POLICIES AND PROCEDURES

1. These Bylaws are intended only to provide a basic structure for the ~~INCF~~INCO, not to provide detailed rules of procedure for the conduct of meetings or other business of the

~~INCF~~INCO. The ~~INCF~~-INCO is authorized and encouraged to adopt, by majority vote of the General Membership, additional written policies and procedures that are consistent with these Bylaws. The General Membership, by majority vote, may interpret and amend policies and procedures so adopted.

2. Any issue not addressed, or called into question in the Bylaws shall be governed by Robert's Rules of Order, Current Revision. These Bylaws shall take precedence over Robert's Rules of Order.

ARTICLE IX
DEEMING A NEIGHBORHOOD COUNCIL INACTIVE

A. The Executive Board may deem a Neighborhood Council inactive after finding either that said Council's annual election was not conducted and completed in accordance with the Neighborhood Council Bylaws or that said Council did not conduct at least two (2) General Membership meetings in a calendar year.

B. Residents of an inactive Neighborhood Council are welcome and encouraged to attend ~~INCF~~ INCO General Membership meetings, but those persons shall have no vote at the meetings.

C. Residents of an inactive Neighborhood Council are encouraged to bring to the ~~INCF~~-INCO any matters they would like to be addressed concerning their neighborhood.

D. The ~~INCF~~-INCO Executive Board shall encourage formation of an inactive Neighborhood Council and shall participate in scheduling a meeting for said Neighborhood Council in order to activate said Neighborhood Council.

- END -

ATTACHMENT NO. 2
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NEIGHBORHOOD COUNCIL
BYLAWS

ARTICLE I
PURPOSES OF THE PROGRAM

A. The City Council of the City of Oxnard (the City) established the Neighborhood Council Program (the Program) and approved these Bylaws for adoption by each of the Neighborhood Councils that participate in the Program.

B. The purposes of the Program are to:

1. Encourage neighborhood residents to take action to improve their neighborhoods.
2. Foster cooperation and goodwill within neighborhoods.
3. Promote greater understanding of the needs and expectations of the City's neighborhoods and of the City's responsibilities.
4. Provide a structure for advocacy of neighborhoods' interests.
5. Facilitate communication within neighborhoods and between neighborhoods and the City.
6. Allow neighborhoods to participate in City decisions affecting neighborhoods.
7. Help the City identify neighborhood problems and needs; and to provide a process for neighborhoods and the City to respond to such problems and needs.
8. Provide a mechanism to facilitate two-way communication between residents and City government.
9. Encourage residents and property owners to undertake action programs to improve the physical and social environment of their neighborhoods.
10. Serve as an advocate of the interests of a neighborhood before any agency, public or private, or before any group or individual requesting the view of that neighborhood.

C. All neighborhood council meetings shall be for the purpose of conducting the business of the neighborhood. Examples of neighborhood business are election meetings, general meetings and neighborhood clean-up events.

ARTICLE II
CITY INFORMATION AND SUPPORT OF NEIGHBORHOOD COUNCILS

A. Each Neighborhood Council adopting these Bylaws acknowledges that the City Council defines neighborhoods for purposes of the Program. The City Council may define neighborhoods, as they are identified in the City's 2030 General Plan or otherwise.

B. A neighborhood, as defined by the City Council for purposes of the Program, may form a Neighborhood Council and participate in the Program and in the Inter-Neighborhood Council ~~Forum~~ Organization

(~~INCF~~INCO) if the City Council certifies that within one hundred and twenty (120)days before such certification at least eleven (11) persons eighteen (18) years of age or older who reside in the neighborhood, attended the formation meeting, that a majority of those persons approved these Bylaws, and that an Interim Executive Board of at least three (3) persons has been selected for the proposed Neighborhood Council.

C. The persons constituting the Interim Executive Board shall meet the qualifications for Executive Board members set out in these Bylaws. Such persons may volunteer or, on request of any person present at the meeting at which the Interim Executive Board is selected, shall be selected by written ballot. Within one year after City Council certification, the Neighborhood Council shall conduct a regular election of Executive Board members as set out in these Bylaws.

ARTICLE III
POWERS OF NEIGHBORHOOD COUNCILS

A. A Neighborhood Council may only conduct official business at General Membership meetings and Executive Board meetings called and conducted in accordance with these Bylaws.

B. A Neighborhood Council may address the needs of the neighborhood by any lawful means.

C. A Neighborhood Council may raise funds to support its activities.

D. A Neighborhood Council may initiate direct action programs, working alone, or in cooperation with private or public agencies, to respond to the needs of that neighborhood.

E. A Neighborhood Council may submit recommendations to the City Council and City staff concerning matters of interest to the neighborhood.

1. Recommendations adopted by majority vote of the General Membership shall be submitted in writing or presented verbally by the Chair or another member of the Executive Board designated by the Chair.

2. Recommendations submitted in writing to City staff shall be directed to City staff assigned to the Program with a copy to the City Manager.

3. Recommendations submitted in writing to other agencies shall include submitting a copy of each recommendation to City staff assigned to the Program.

4. Recommendations of the Executive Board, which require transmittal to the City before a General Membership meeting is held, may be submitted as provided in subsection E (1) of this article, accompanied by the written or verbal statement that such recommendations were approved by the Executive Board, but have not been acted on by the General Membership.

5. Any person who submits a recommendation to the City or another organization/person without the approval of the Executive Board or General Membership shall state that the recommendation is made on behalf of that individual, and not on behalf of the Neighborhood Council.

ARTICLE IV

ORGANIZATION OF NEIGHBORHOOD COUNCILS

A. General Membership

1. For purposes of determining the vote of the General Membership, the General Membership consists of all persons eighteen (18) years of age or older who reside in the neighborhood and who are present at the General Membership meeting when the vote is taken.

2. Only a general member who is present at a General Membership meeting may vote at the meeting.

3. Membership in a neighborhood council shall be open to all residents located within the boundaries of that neighborhood council, as defined by The City of Oxnard. Only those who reside in a neighborhood are eligible for election to a neighborhood council executive board. Business owners and property owners that do not actually reside in a neighborhood cannot be elected to a neighborhood council executive board, nor can they vote at neighborhood council meetings.

B. Executive Board

1. The Executive Board consists of the positions of Chair, Vice-Chair, Secretary and/or Treasurer, and may include from one to three Members-at-Large. As so constituted, the Executive Board shall consist of at least three (3), but not more than seven (7) members.

2. Each member of the Executive Board shall reside in the neighborhood.

3. No member of the Executive Board may hold an elected office with any public agency.

4. Each member of the Executive Board who is present at a meeting of the General Membership or the Executive Board may vote.

C. Election of Executive Board

1. Each year City staff assigned to the Program shall prepare a written notice for each Neighborhood Council announcing that neighborhood's annual election. Such neighborhood shall advise City staff of the date, time and location of the meeting.

2. At least three (3) days, but not more than thirty (30) working days, before the annual election meeting, such notice will be distributed, as determined by the current Executive Board, by leaving a copy of the notice at each residence in the neighborhood.

3. Failure of any person to receive notice shall not be grounds to cancel the annual election meeting or invalidate any vote taken at such meeting.

4. At the annual election meeting, general members and Executive Board members may nominate persons for a specific office who are eligible to hold such office and who are present at the meeting or who have notified an Executive Board member they will accept nomination. Executive Board members shall be elected by majority vote of those eligible to vote.

5. The current Neighborhood Council Secretary shall prepare and submit to City staff assigned to the Program the minutes of the annual election meeting, which shall include election results and the meeting sign-in sheet. If the election of the Executive Board is not completed at the annual election meeting, the Neighborhood Council shall hold such additional General Membership meetings as are

necessary to complete the election, within sixty (60) working days of the date of the failed annual election meeting. The new Executive Board shall take office when a quorum has been met.

6. The Secretary, or the Treasurer if no Secretary was elected, shall make a list of each person attending the annual election meeting who is eligible to vote. At the discretion of the general members present, votes may be taken by group voice vote, individual voice vote or written ballot. Absentee or proxy voting shall not be permitted.

7. The name, address, telephone number, e-mail address and position of those elected must be submitted to the ~~INCF~~ INCO Executive Secretary within ten (10) working days after the election. A copy of the sign-in sheet from the annual election meeting shall be included.

8. All correspondence for distribution to neighborhood residents purporting to be from the neighborhood council under the auspice of Neighborhood Council business shall be approved by Neighborhood Services staff and/or the ~~INCF~~ INCO Executive Board prior to being distributed.

D. Term of Office

Each member of the Executive Board shall serve until a new Executive Board takes office, as provided in Article V, Section B. The term shall be for one year, or until a successor is elected as provided in Article V, Section B. An Executive Board member elected to fill a position that was vacated after the annual election meeting shall serve the remainder of the term.

E. *Duties*

1. *The duties of the Chair are to:*

   a. *Preside over all regular and special meetings of the General Membership and of the Executive Board.*

   b. *Appoint all committees with the approval of a majority of the Executive Board.*

   c. *Dissolve any committee with the approval of a majority of the Executive Board.*

   d. *Be an ex-officio member of all standing committees.*

   e. *Respond to questions concerning procedures and business of the Neighborhood Council.*

   f. *Perform other acts not in conflict with these Bylaws.*

   g. Attend ~~INCF~~ INCO General Membership meetings as a voting member.

2. The duties of the Vice Chair are to:

   a. Perform the duties of the Chair in his or her absence.

   b. Promote participation in the Neighborhood Council.

3. The duties of the Secretary are to:

   a. Prepare and distribute an agenda for each meeting of the General Membership and of the Executive Board.

b. Keep minutes of all meetings of the General Membership and of the Executive Board, including whether a quorum is present and if so, the names of the persons constituting the quorum.

c. Record motions made and whether the motions passed or failed.

d. Note in the minutes any action taken on items on or not on the agenda.

e. Carry on the official correspondence of the Neighborhood Council, and to note in the minutes any correspondence received.

f. Sign all minutes after approval by the General Membership or the Executive Board.

g. Perform the duties of the Treasurer, if none is elected.

4. The duties of the Treasurer are to:

a. Account for and secure any funds.

b. Spend such funds only as authorized by majority vote of the General Membership or the Executive Board.

c. Prepare and present a statement of the finances to the Executive Board or to the General Membership at each meeting.

d. Perform the duties of the Secretary if none is elected.

5. The duties of Members-at-large are to undertake special projects as directed by the Executive Board.

6. The duties of the Executive Board are to:

a. Plan and direct the work of the Neighborhood Council.

b. Represent the Neighborhood Council before any group or individual, subject to the direction and review of the General Membership.

7. Neighborhood Council chairs and board members must promote unbiased good will and cooperation in their respective neighborhood. Board members shall not use their positions to promote or further their personal agendas.

F. *Committees*

1. *The Chair, with the approval of a majority of the Executive Board, may appoint standing or ad hoc committees to consider matters likely to be of interest to the Neighborhood Council.*

2. Committees shall present their findings and recommendations to the General Membership and/or the Executive Board at each meeting.

3. No committee or member thereof shall purport to represent the Neighborhood Council or present any findings or recommendations of the committee to any entity, except as directed by the General Membership.

4. The majority of the committee shall decide whether meetings of standing or ad hoc committees shall be open to the public.

5. At the annual election meeting, all committees whether standing or ad hoc, are deemed dissolved.

ARTICLE V
GENERAL MEMBERSHIP MEETINGS

A. A Neighborhood Council shall hold at least two (2) General Membership meetings each calendar year; including one meeting designated as the annual election meeting.

B. Each January, City staff assigned to the Program shall prepare and distribute to each Neighborhood Council a schedule of dates for the annual election meeting of each Neighborhood Council. At the annual election meeting, the Neighborhood Council shall elect a new Executive Board, which shall take office at the end of the meeting; the current Executive Board shall report on its year's activities; and the current Treasurer shall prepare a Treasurer's report.

C. Notices of the meetings shall be distributed throughout the neighborhood by leaving a copy of the notice at each residence. Failure of any person to receive notice shall not be grounds to cancel the meetings or invalidate any vote taken at the meetings. At such meetings, in addition to any other business, the General Members by majority vote may fill vacancies in Executive Board positions.

D. On written request submitted to the Chair and signed by at least eleven (11) General Members or Executive Board members of the Neighborhood Council, the Chair shall call and give notice of a General Membership meeting and hold such meeting within thirty (30) calendar days of receipt of such written request.

E. A quorum for a General Membership meeting shall be eleven (11) members of the Neighborhood Council.

F. The General Membership may by majority vote place an item on the agenda of a General Membership meeting.

G. To ensure that a quorum of a neighborhood council is present at a neighborhood council meeting, a sign-in sheet will be provided to attendees and submitted to the executive secretary of Neighborhood Services within 30 days of said meeting. Sign in sheets shall include the names, addresses and phone numbers of all attendees. Persons that refuse to sign in will not be counted as having attended the meeting.

ARTICLE VI
EXECUTIVE BOARD MEETINGS

A. Meetings of the Executive Board shall be scheduled at the request of the Chair or of a majority of the Executive Board. Failure of any Executive Board member to receive notice shall not be grounds to cancel the meeting or invalidate any vote taken at the meeting.

B. A quorum for an Executive Board meeting shall be a majority of the Executive Board members.

C. All Executive Board meetings shall be open to all residents of that neighborhood.

D. Any three (3) General Members of the neighborhood may submit a written request for a meeting with the Executive Board of the neighborhood.

ARTICLE VII
RULES OF PROCEDURE

A. **Open Meetings**
All meetings of the General Membership shall be open to the public. No such meeting is subject to Government Code section 54950 et seq. (the Ralph M. Brown Act).

B. **Records Available for Inspection**
All minutes of General Membership and Executive Board meetings and all financial records of the Neighborhood Council shall be made available for inspection within seven (7) working days after receipt of a written request from any General Member of the neighborhood.

C. **Orderly Conduct at Meetings**
Persons attending General Membership meetings and Executive Board meetings shall not disrupt the orderly conduct of the meetings. The Chair shall direct persons to refrain from disrupting, delaying, preventing or disturbing the meeting and from addressing anyone other than the Chair. By majority vote of the General Membership present at a General Membership meeting or the Executive Board present at an Executive Board meeting, persons failing to comply with such direction shall be required to leave the meeting.

D. **Removal of Executive Board Members**

1. Any General member may submit a petition signed by twenty five (25) General Members of that neighborhood to the Secretary, or the Secretary/Treasurer, directing the Secretary or Secretary Treasurer to place on the agenda of a General Membership meeting the issue of a recall of a member of the Executive Board. In such event the General Membership meeting must be held within sixty (60) calendar days of the date the Secretary or Secretary/Treasurer receives the petition.

2. At the General Membership meeting held pursuant to Section 1 above, a motion may be made for recall of any member of the Executive Board. If a majority votes in favor of the request, the recall shall be placed on an agenda within sixty (60) calendar days.

3. At the meeting, proponents of the recall may address the General Membership concerning the reasons to vote for the recall. Opponents of the recall may then address the General Membership concerning the reasons not to vote for the recall. The Chair shall allow each person no more than five minutes to address the issue of recall. Rebuttals shall be allowed by majority vote of the General Membership.

4. A vote shall then be taken. The Board Member subject to the recall shall not be entitled to vote. If a two third (2/3) majority of those present vote for recall, such Executive Board member(s) shall be deemed recalled. If a quorum is not present at the scheduled meeting, the matter shall be continued as necessary until it is heard at a duly noticed meeting with a quorum present.

5. The vacated position shall be filled by majority vote of the General Membership at the recall election meeting. The recalled person(s) may not be elected to that position for one (1) year.

E. Interpretation of Bylaws

1. The Chair, directed by majority vote of the General Membership, shall make a written request of the ~~INCF~~ INCO to interpret any portion of these Bylaws that is unclear or ambiguous. The request shall identify the portion in question, and describe the different interpretations.

2. The General Membership may, by majority vote, appeal the interpretation of the ~~INCF~~ INCO to the City Council. The appeal shall be in writing, directed to the City Clerk, and shall state the reason for the General Membership's disagreement with the interpretation of the ~~INCF~~INCO. Copies of the request from the Neighborhood Council to the ~~INCF~~ INCO and the ~~INCF's~~ INCO's response shall be attached to the appeal.

F. Amendment of Bylaws

1. By majority vote of the General Membership, a Neighborhood Council may request that the ~~INCF~~ INCO recommend the City Council amend these Bylaws. The request shall be in writing, directed to the ~~INCF~~ INCO Executive Secretary, and shall identify the portion of the Bylaws to be amended, describe the reason for the amendment, and attach the proposed wording of the amendment.

2. The ~~INCF~~ INCO Executive Secretary shall place the amendment request on the agenda of an ~~INCF~~ INCO General Membership meeting to be held within sixty (60) calendar days of the date received.

3. If a majority of the ~~INCF~~ INCO General Membership votes in favor of the request, the ~~INCF~~ INCO Executive Secretary shall forward the request to the City Council with a letter stating that a majority of the ~~INCF~~ INCO General Membership recommends the City Council grant the request.

4. The City Council shall decide to approve or disapprove the amended Bylaws.

G. Adoption of Additional Policies and Procedures

These Bylaws are intended only to provide a structure for the Program, not to provide detailed rules of procedure for the conduct of meetings or other business of Neighborhood Councils. Neighborhood councils are authorized and encouraged to adopt, by majority vote of the General Members, additional written policies and procedures that are consistent with these Bylaws. The General Membership by majority vote may interpret and amend policies and procedures so adopted.

ARTICLE VIII
INTER-NEIGHBORHOOD COUNCIL ~~FORUM~~ORGANIZATION

A. All Neighborhood Councils are encouraged to seek assistance from the ~~INCF~~ INCO and to attend and participate in ~~INCF~~ INCO meetings.

B. The General Members of the ~~INCF~~ INCO are the Chairs of all the Neighborhood Councils or their designees, as set out in the ~~INCF~~ INCO Bylaws. Each General Member may vote at ~~INCF~~ INCO meetings, as set out in the ~~INCF~~ INCO Bylaws.

ARTICLE IX
CITY SUPPORT

A. Consistent with the stated purposes of the Program and recognizing the special insight, which its participants can provide, the City Council agrees to solicit and consider carefully information and recommendations from each Neighborhood Council regarding matters affecting the neighborhood.

B. Staff members of City departments will furnish information and assistance to the Program upon written request of any Neighborhood Council within ten (10) working days.

C. City staff will provide, supporting staff services, including, but not limited to, staff services and advice as may be required to establish and maintain an active meaningful Program.

D. In adopting the City's annual operating budget in future years, the City Council shall appropriate funds to the Program sufficient to meet reasonable expenses for paper, duplicating and postage.

ARTICLE X
DEEMING NEIGHBORHOOD COUNCIL INACTIVE

A. The Executive Board of the ~~INCF~~ INCO shall deem a Neighborhood Council to be inactive after finding either that such Neighborhood Council's annual election was not conducted and completed in accordance with these Bylaws or that such Neighborhood Council did not conduct at least two (2) General Membership meetings in a calendar year.

B. An inactive Neighborhood Council may not participate in the Program or receive funding or staff support from the City.

C. The Chair of an inactive Neighborhood Council is not a member of the ~~INCF~~INCO.

D. Persons who reside in or own property in a neighborhood with an inactive Neighborhood Council are welcome and encouraged to attend ~~INCF~~ INCO General Membership meetings, but shall not vote at the meetings.

E. Persons who reside in or own property in a neighborhood with an inactive Neighborhood Council are encouraged to bring to the ~~INCF~~ INCO any matters they would like to be addressed concerning their neighborhood.

F. City staff assigned to the Program shall be custodian of all funds for an inactive Neighborhood Council until reactivated.

G. An inactive Neighborhood Council may be reactivated and restored to participation in the Program by the procedure set out in Article II, Section B of these Bylaws.

- End -

CITY OF
OXNARD
CALIFORNIA

Meeting Date: 03 / 24/ 15

ACTION	TYPE OF ITEM
☐ Approved Recommendation	■ Info/Consent
☐ Ord. No(s). ______	☐ Report
☐ Res. No(s). ______	☐ Public Hearing (Info/consent)
☐ Other ______	☐ Other ______

Prepared By: Martin R. Erickson Agenda Item No. S-5

Reviewed By: City Manager WM City Attorney SMF Finance Other

DATE: March 12, 2015

TO: City Council

FROM: Martin R. Erickson, Deputy City Manager
City Manager's Office

SUBJECT: **Transportation Development Act (TDA) Local Transportation Fund (LTF) Allocations for FY 2015/16**

RECOMMENDATION

That City Council:

1. Recognize the FY 2015/16 TDA funding allocations from Gold Coast Transit District (GCTD) to the City of Oxnard's transit program, and authorize the City Manager to incorporate them into the budget, including $500,000 for transit services, and swapping out $165,000 of City Air-Pollution Buy-Down funding for $165,000 of TDA from GCTD for operation of the Harbor Beaches Dial a Ride transit service.

2. Approve a Budget Appropriation allocating FY 2014/15 allocations of $300,000 from TDA/LTF4 99400c Fund 213 to OTC Bus Island Re-Roof Capital Improvement Project 153121 and $14,456 from TDA/LTF3 Fund 214 to Bike Path Improvements Project 103103.

DISCUSSION

This item concerns funding for important City transit services. This includes the Oxnard Transit Center (OTC), located at 201 East Fourth Street. Constructed in 1986, the OTC is the County's largest multi-modal transit center, serving residents with Amtrak and Metrolink rail services, as well as bus transit services provided by Gold Coast Transit District (GCTD), Greyhound, VISTA and Ventura's Bus Service, and the Harbor Beaches Dial-A-Ride (HBDAR). It also includes funding for bus stop maintenance and repair, and bus shelter construction. Additionally, City staff works closely with local transit advocacy groups, including CAUSE and the Bus-Riders Union to ensure we are meeting the needs of our residents who utilize the transit.

The State Legislature adopted the Transportation Development Act (TDA) in 1972, creating a Local Transportation Fund (LTF) in each county for transportation purposes. The primary purpose of TDA is for transit services. TDA revenue in western Ventura County is allocated to Gold Coast Transit District

(GCTD), a statutory transit district formed pursuant to Public Utilities Code section 107000 et seq., which provides both fixed route and paratransit service to Oxnard residents. On July 1, 2014 GCTD officially became a transit district pursuant to the Governor's signing of AB 664 (Williams).

Now that GCTD is a district, Oxnard's TDA funding for transit purposes only is disbursed through GCTD, not directly to the City from the Ventura County Transportation Commission as was the case previously. For FY 2015/16, $665,000 of LTF Article 4 transit funds will be disbursed to the City in the following categories:

OTC operation and maintenance and City transit services budget	$450,000
Bus Stop Maintenance	$ 50,000
Harbor Beaches Dial-a-Ride	$165,000
Total	$665,000

As in previous years, GCTD has requested that the City swap out Air pollution buy down funds (which can only be used for transit purposes) with TDA funds, thereby assisting GCTD to increase its farebox ratio percentage. This provides the City with transit TDA funds, which can be used for a broader range of purposes than the Air pollution buy down funds. For 2015/16, it is recommended that $165,000 of Air-Pollution buy down funds be swapped out with $165,000 of TDA funds.

FINANCIAL IMPACT

Approval of these recommendations will provide for the funding allocations to meet FY2014/15 and FY 2015/16 commitments.

Attachment #1 - Budget Appropriation

REQUEST FOR BUDGET APPROPRIATION

Department: City Manager **Date:** March 10, 2015

Project/Program Manager: Martin Erickson **Phone:** 385-7870

Reason for Appropriation:

Allocate FY14-15 TDA/LTF4 funding for OTC Bus Stop Capital Improvement and per. Agenda S-3 adopted 10-14-14 and allocate additional $14,456 approved FY13/14 TDA/LTF3 funding from VCTC

Accounts and Descriptions		AMOUNT
Fund: TDA/LTF4-TRANS.FND-99400c (213)		
Expenditures/Transfers Out		
OTC BUS ISLAND RE-ROOF (Project 153121)		
213-3165-826.86-05	CAPITAL OUTLAY / IMPROV NOT BUILD-MAJOR RE	300,000
	Sub-total Expenditures	**300,000**
	Net Change to Fund Balance	**(300,000)**
Fund: TDA/LTF3-BI/PED FND-99234 (214)		
Expenditures/Transfers Out		
BIKE PATH-VARIOUS LOCATIO (Project 103103)		
214-3167-826.83-01	MAINTENANCE SERVICES / MTNCE SVC-BLDG & IMPROV	14,456
	Sub-total Expenditures	**14,456**
	Net Change to Fund Balance	**(14,456)**
	Net Appropriation Change	**314,456**

Approvals

Department Director Martin Erickson

BJ

Chief Financial Officer J Whitney

City Manager

ATTACHMENT 1

PAGE 1 OF 1

BA# (Finance Use Only)__________

BA Doc# (Finance Use Only)__________

REQUIRES CITY COUNCIL AUTHORIZATION

Revised : 2/23/2012

CITY OF
OXNARD
CALIFORNIA

Meeting Date: 03/24/15

ACTION	TYPE OF ITEM
☐ Approved Recommendation	■ Info/Consent
☐ Ord. No(s). ______	☐ Report
☐ Res. No(s). ______	☐ Public Hearing (Info/consent)
☐ Other ______	☐ Other ______

Prepared By: Danielle M. Navas *Danielle M Navas* Agenda Item No. *S-6*

Reviewed By: City Manager *[signature]* City Attorney *SMF* Finance *[initial]* Other *(Specify)*

DATE: February 24, 2015

TO: City Council

FROM: Danielle M. Navas, City Treasurer *D Navas*

SUBJECT: Quarterly Investment Report for the Second Quarter F/Y 2014-2015

RECOMMENDATION

That City Council accepts the quarterly Investment Report for the Second Quarter F/Y 2014-2015.

DISCUSSION

The City Treasurer will continue to provide this quarterly report to keep you informed of the status of the investment portfolio, however, it is no longer required by state law. This is one of many previously reimbursable state mandated items not required due to lack of state funding. The Investment Policy was presented to City Council with the Annual Report of Investment Policy on September 23, 2014. The City of Oxnard Treasurer's Office Market Report as of December 31, 2014 is provided as Attachment 1. The source of the market values is Sungard, the vendor of the City's investment reporting system. Investments in the City's portfolio meet the requirements of the City of Oxnard's adopted investment policy. Detailed information regarding individual investments is maintained in the City Treasurer's Office.

The following statistics provide a summary on the status of the portfolio as of December 31, 2014:

Original cost of investments	$ 98,984,699	Book Value
Total to be received at maturity	$ 98,985,000	Par Value
If sold on December 31, 2014	$ 98,702,590	Market Value
Gain/ (Loss) if sold on December 31, 2014	$ (282,109)*	

*All investments purchased are held to maturity. Sufficient liquidity is maintained for unexpected needs so that sale of an investment may not be necessary. Any gain or loss related to changing market value is only a "paper" gain or loss, not an increase or decrease in the funds of the City.

Total earnings (2nd quarter)	$ 244,760	
Average yield (2nd quarter)	.92%	(for the month .92%)
Average days to maturity (2nd quarter)	843	(for the month 877 days)

The quarterly average yield on the portfolio was .92 percent compared with the Local Agency Investment Fund (LAIF) yield of .26 percent for the same period. The LAIF portfolio is comprised of public funds invested on a short-term basis with priority of safety first followed by need for liquidity and yield, the priorities of the City Treasurer's Investment Policy.

The federal funds rate remains unchanged at .00 to .25 percent.

In compliance with California Government Code section 53646, adequate funds are available to meet the anticipated expenditure requirements for the next six months.

FINANCIAL IMPACT

None at this time.

Attachment #1 –Investment Inventory as of December 31, 2014
Attachment #2 – Benchmark Rate Comparison

OXNARD

Inventory by Market Value

As Of Date: 12/31/2014

Date Basis: Settlement

City of Oxnard - Treasurer's Office

Inv. No.	Description	CUSIP	Purchase / Maturity	Coupon / YTM TR	Current Par / Share / Current Book	Market Value / Market Price	Curr Accr Int / Price Source
Inv Type: 12 FEDERAL HOME LOAN BANK BONDS							
16938	FHLB	313381RE7	01/30/2013	1.000000	2,000,000.00	1,978,220.00	8,388.89
			01/30/2018	1.000000	2,000,000.00	98.911000	SUNGARD
16951	FHLB	313383AV3	06/12/2013	1.000000	2,000,000.00	1,972,520.00	1,055.56
			06/12/2018	1.000000	2,000,000.00	98.626000	SUNGARD
16952	FHLB	313383A68	06/13/2013	1.080000	2,000,000.00	1,976,000.00	1,080.00
			06/13/2018	1.080000	2,000,000.00	98.800000	SUNGARD
16954	FHLB	313383HQ7	06/27/2013	1.200000	2,000,000.00	1,989,240.00	266.67
			06/27/2018	1.200000	2,000,000.00	99.462000	SUNGARD
16955	FHLB	313383HQ7	06/27/2013	1.200000	2,000,000.00	1,989,240.00	266.67
			06/27/2018	1.200000	2,000,000.00	99.462000	SUNGARD
16973	FHLB	3130A33V4	09/26/2014	1.700000	2,000,000.00	2,000,240.00	8,972.22
			09/26/2018	1.700000	2,000,000.00	100.012000	SUNGARD
			Subtotal	**1.196667**	**12,000,000.00**	**11,905,460.00**	**20,030.01**
				1.196667	**12,000,000.00**	**99.212167**	
Inv Type: 13 FEDERAL NATIONAL MORTGAGE ASSN							
16935	FNMA	3136G02U4	11/14/2012	.625000	2,000,000.00	1,993,300.00	1,631.94
			11/14/2016	.625000	2,000,000.00	99.665000	SUNGARD
16936	FNMA	3136G04S7	11/21/2012	.750000	2,000,000.00	1,993,200.00	5,416.67
			02/21/2017	.750000	2,000,000.00	99.660000	SUNGARD
16939	FNMA	3135G0TV5	01/30/2013	1.030000	2,000,000.00	1,978,300.00	8,640.56
			01/30/2018	1.030000	2,000,000.00	98.915000	SUNGARD
16942	FNMA	3136G1BK4	02/05/2013	1.000000	2,000,000.00	1,977,220.00	8,111.11
			02/05/2018	1.000000	2,000,000.00	98.861000	SUNGARD
16947	FNMA	3136G1LE7	05/15/2013	1.010000	1,000,000.00	984,790.00	1,290.56
			05/15/2018	1.010000	1,000,000.00	98.479000	SUNGARD
16948	FNMA	3135G0XG3	05/21/2013	1.000000	1,000,000.00	985,460.00	1,111.11
			05/21/2018	1.000000	1,000,000.00	98.546000	SUNGARD
16972	FNMA	3136G26T9	09/30/2014	2.050000	2,000,000.00	2,016,760.00	10,363.89
			09/30/2019	2.050000	2,000,000.00	100.838000	SUNGARD
			Subtotal	**1.076667**	**12,000,000.00**	**11,929,030.00**	**36,565.84**
				1.076667	**12,000,000.00**	**99.408583**	
Inv Type: 17 FEDERAL FARM CREDIT BANK BONDS							
16928	FFCB	3133EAP28	08/22/2012	1.100000	2,000,000.00	1,993,120.00	7,883.33
			08/22/2017	1.100000	2,000,000.00	99.656000	SUNGARD
16929	FFCB	3133EAP28	08/22/2012	1.100000	2,000,000.00	1,993,120.00	7,883.33
			08/22/2017	1.100000	2,000,000.00	99.656000	SUNGARD
16933	FFCB	3133EA3J5	10/10/2012	.900000	2,000,000.00	1,977,500.00	4,050.00

ATTACHMENT 1
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OXNARD

Inventory by Market Value

As Of Date: 12/31/2014

Date Basis: Settlement

City of Oxnard - Treasurer's Office

Inv. No.	Description	CUSIP	Purchase / Maturity	Coupon / YTM TR	Current Par /Share / Current Book	Market Value / Market Price	Curr Accr Int / Price Source
			10/10/2017	.900000	2,000,000.00	98.875000	SUNGARD
16934	FFCB	3133EA4H8	10/11/2012	.820000	2,000,000.00	1,980,580.00	7,744.44
			07/11/2017	.820000	2,000,000.00	99.029000	SUNGARD
16940	FFCB	3133ECEQ3	02/06/2013	1.100000	2,000,000.00	1,992,140.00	8,861.11
			02/06/2018	1.100000	2,000,000.00	99.607000	SUNGARD
16941	FFCB	3133ECEQ3	02/06/2013	1.100000	2,000,000.00	1,992,140.00	8,861.11
			02/06/2018	1.100000	2,000,000.00	99.607000	SUNGARD
16944	FFCB	3133ECL44	04/11/2013	1.000000	2,000,000.00	1,982,060.00	4,444.44
			04/11/2018	1.000000	2,000,000.00	99.103000	SUNGARD
16949	FFCB	3133ECQ56	05/22/2013	1.080000	2,000,000.00	1,979,780.00	2,340.00
			05/22/2018	1.080000	2,000,000.00	98.989000	SUNGARD
16950	FFCB	3133ECRP1	06/11/2013	1.150000	1,250,000.00	1,247,500.00	798.61
			06/11/2018	1.150000	1,250,000.00	99.800000	SUNGARD
16953	FFCB	3133ECSQ8	06/25/2013	1.375000	2,000,000.00	1,994,880.00	458.33
			06/25/2018	1.375000	2,000,000.00	99.744000	SUNGARD
16963	FFCB	3133EDDF6	01/14/2014	1.920000	2,000,000.00	2,001,220.00	17,813.33
			01/14/2019	1.920000	2,000,000.00	100.061000	SUNGARD
16964	FFCB	3133EDHG0	03/19/2014	1.390000	2,000,000.00	2,004,860.00	7,876.67
			03/19/2018	1.390000	2,000,000.00	100.243000	SUNGARD
16965	FFCB	3133EDCJ9	12/26/2013	1.180000	2,000,000.00	2,000,180.00	6,227.78
			09/26/2017	1.180000	2,000,000.00	100.009000	SUNGARD
16968	FFCB	3133EDKR2	04/30/2014	1.870000	2,000,000.00	2,007,920.00	6,337.22
			04/30/2019	1.870000	2,000,000.00	100.396000	SUNGARD
16969	FFCB	3133EDLX8	05/21/2014	1.320000	2,000,000.00	2,006,140.00	2,933.33
			05/21/2018	1.320000	2,000,000.00	100.307000	SUNGARD
16970	FFCB	3133EDN81	06/12/2014	1.850000	2,000,000.00	1,994,040.00	1,952.78
			06/12/2019	1.850000	2,000,000.00	99.702000	SUNGARD
16971	FFCB	3133EDP48	06/24/2014	1.970000	2,000,000.00	2,007,400.00	766.11
			06/24/2019	1.970000	2,000,000.00	100.370000	SUNGARD
			Subtotal	**1.310902**	**33,250,000.00**	**33,154,580.00**	**97,231.92**
				1.310902	**33,250,000.00**	**99.713023**	

Inv Type: 23 OTHER GOVERNMENT AGENCIES

Inv. No.	Description	CUSIP	Purchase / Maturity	Coupon / YTM TR	Current Par /Share / Current Book	Market Value / Market Price	Curr Accr Int / Price Source
16922	FHLMC	3134G3UQ1	05/15/2012	1.150000	2,000,000.00	1,999,400.00	2,938.89
			05/15/2017	1.150000	2,000,000.00	99.970000	SUNGARD
16927	FHLMC	3134G3ZR4	08/07/2012	1.000000	2,000,000.00	1,985,840.00	8,000.00
			08/07/2017	1.000000	2,000,000.00	99.292000	SUNGARD
16945	FHLMC	3134G42G2	04/30/2013	1.050000	2,000,000.00	1,971,900.00	3,558.33
			04/30/2018	1.050000	2,000,000.00	98.595000	SUNGARD

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OXNARD

Inventory by Market Value

As Of Date: 12/31/2014

Date Basis: Settlement

City of Oxnard - Treasurer's Office

Inv. No.	Description	CUSIP	Purchase / Maturity	Coupon / YTM TR	Current Par /Share / Current Book	Market Value / Market Price	Curr Accr Int / Price Source
16966	FHLMC	3134G4XK9	03/27/2014	1.300000	2,000,000.00	2,003,680.00	6,788.89
			03/27/2018	1.300000	2,000,000.00	100.184000	SUNGARD
16967	FHLMC	3134G4Z43	04/17/2014	1.375000	2,000,000.00	2,005,720.00	5,652.78
			04/17/2018	1.375000	2,000,000.00	100.286000	SUNGARD
16974	FHLMC	3134G5W43	12/30/2014	1.050000	2,000,000.00	2,000,480.00	58.33
			06/30/2017	1.050000	2,000,000.00	100.024000	SUNGARD
			Subtotal	**1.154167**	**12,000,000.00**	**11,967,020.00**	**26,997.22**
				1.154167	**12,000,000.00**	**99.725167**	
Inv Type: 60 NEGOTIABLE CERTIFICATE OF DEPO							
16959	NCD	17284CTY0	11/14/2013	2.150000	245,000.00	245,000.00	692.71
			11/14/2018	2.150000	245,000.00	100.000000	BOOK
16960	NCD	0606247G2	11/12/2013	2.200000	245,000.00	245,000.00	738.36
			11/13/2018	2.200000	245,000.00	100.000000	BOOK
16961	NCD	795450RJ6	11/13/2013	2.000000	245,000.00	245,000.00	657.81
			11/13/2018	2.000000	245,000.00	100.000000	BOOK
			Subtotal	**2.116667**	**735,000.00**	**735,000.00**	**2,088.88**
				2.116667	**735,000.00**	**100.000000**	
Inv Type: 85 DEPOSIT NOTES							
16943	MTN	25468PCV6	03/05/2013	1.100000	2,000,000.00	1,988,020.00	1,833.33
			12/01/2017	1.100000	2,000,000.00	99.401000	SUNGARD
			Subtotal	**1.100000**	**2,000,000.00**	**1,988,020.00**	**1,833.33**
				1.100000	**2,000,000.00**	**99.401000**	
Inv Type: 86 DEPOSIT NOTES QUARTERLY							
16932	MTN	36962G5Y6	06/07/2012	1.450000	2,000,000.00	2,023,480.00	2,413.90
			05/30/2017	1.456211	1,999,699.34	101.174000	SUNGARD
			Subtotal	**1.450000**	**2,000,000.00**	**2,023,480.00**	**2,413.90**
				1.456211	**1,999,699.34**	**101.174000**	
Inv Type: 99 LAIF							
16434	LOCAL AGENCY INVEST		07/01/2002	.260850	25,000,000.00	25,000,000.00	21,871.39
			01/01/2015	.260850	25,000,000.00	100.000000	BOOK
			Subtotal	**.260850**	**25,000,000.00**	**25,000,000.00**	**21,871.39**
				.260850	**25,000,000.00**	**100.000000**	
Grand Total			**Count 42**	.988982	98,985,000.00	98,702,590.00	209,032.49
				.989107	98,984,699.34	99.714694	

***Includes Accrued Discount:** **$299.34**

Earned Interest Yield This Period: **0.92%**

ATTACHMENT 1
PAGE 3 OF 4

Inventory by Market Value

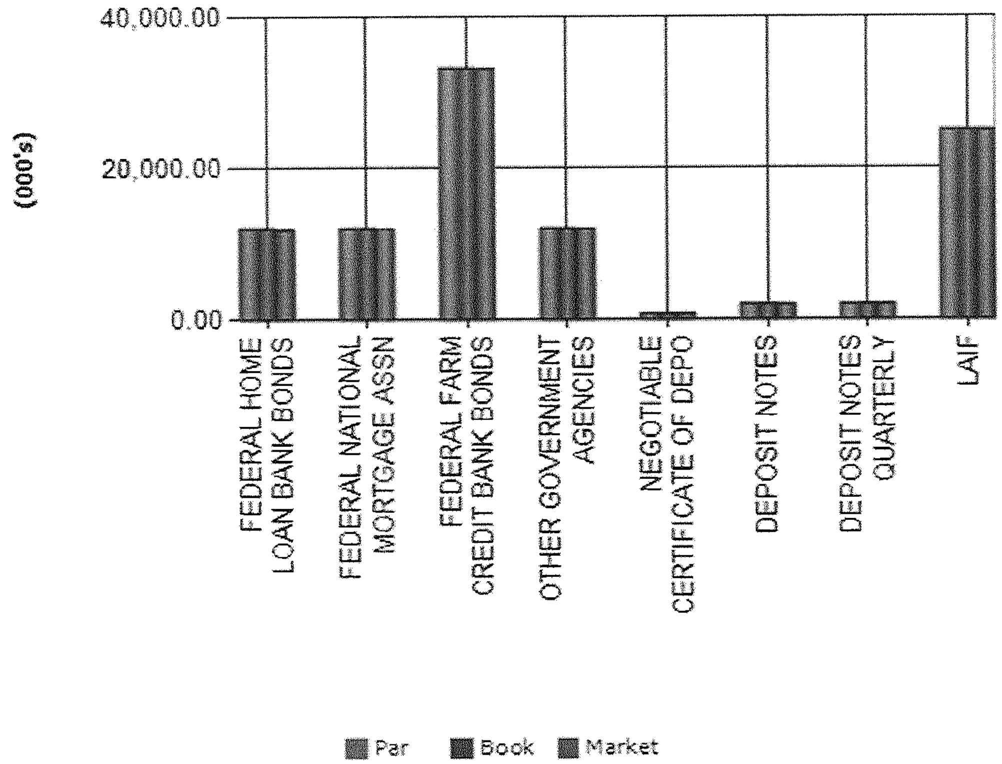
As Of Date: 12/31/2014

Date Basis: Settlement

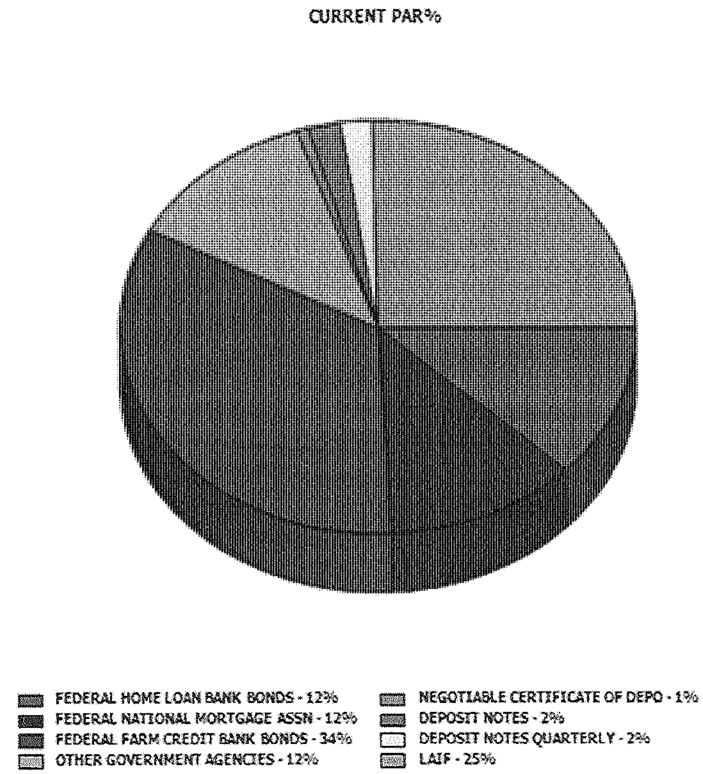
Reporting Currency: Local

City of Oxnard - Treasurer's Office

Assets	Current Par	Current Book	Market	MKT/Book	Yield
FEDERAL HOME LOAN BANK BONDS	12,000,000.00	12,000,000.00	11,905,460.00	99.21%	1.20%
FEDERAL NATIONAL MORTGAGE ASSN	12,000,000.00	12,000,000.00	11,929,030.00	99.41%	1.08%
FEDERAL FARM CREDIT BANK BONDS	33,250,000.00	33,250,000.00	33,154,580.00	99.71%	1.31%
OTHER GOVERNMENT AGENCIES	12,000,000.00	12,000,000.00	11,967,020.00	99.73%	1.15%
NEGOTIABLE CERTIFICATE OF DEPO	735,000.00	735,000.00	735,000.00	100.00%	2.12%
DEPOSIT NOTES	2,000,000.00	2,000,000.00	1,988,020.00	99.40%	1.10%
DEPOSIT NOTES QUARTERLY	2,000,000.00	1,999,699.34	2,023,480.00	101.19%	1.46%
LAIF	25,000,000.00	25,000,000.00	25,000,000.00	100.00%	0.26%
Totals	**98,985,000.00**	**98,984,699.34**	**98,702,590.00**	**99.71%**	**0.99%**



Asset Allocation



ATTACHMENT 1
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CITY OF OXNARD BENCHMARK COMPARISON
VS. LAIF AND 2-YR TREASURIES
as of December 31, 2014

FISCAL YEAR		**CITY**	**LAIF**	**2 YR TREASURY**
2013/14	12 mo avg	1.26	0.25*	0.34*
2012/13	12 mo avg	0.91	0.25	0.30
2011/12	12 mo avg	1.34	0.38	0.28
2010/11	12 mo avg	2.02	0.49	0.55
2009/10	12 mo avg	2.34	0.65	0.86
2008/09	12 mo avg	3.79	2.16	1.51
2007/08	12 mo avg	4.68	3.11	3.08

Quarterly Average FY 2014-15		***CITY***	***LAIF***	***2 YR TREAS***
First Quarter	*July-September 2014*	*0.85*	*0.25*	*0.51*
Second Quarter	*October- December 2014*	*0.92*	*0.26*	*0.52*
Third Quarter	*January- March 2015*			
Fourth Quarter	*April-June 2015*			

CITY = CITY OF OXNARD
LAIF = STATE LOCAL AGENCY INVESTMENT FUND
2 YR TREASURY = U S GOVERNMENT TREASURY BILLS - 2 YR MATURITY

* Revised due to the sum of the quarterly rate erroneously listed instead of the annual average rate.

CITY OF
OXNARD
CALIFORNIA

Meeting Date: 03 / 24/ 15

ACTION	TYPE OF ITEM
☐ Approved Recommendation	■ Info/Consent
☐ Ord. No(s). ______	☐ Report
☐ Res. No(s). ______	☐ Public Hearing (Info/consent)
☐ Other ______	☐ Other ______

Prepared By: Soher Abdelmalik /S. Agenda Item No. S-7

Reviewed By: City Manager City Attorney Finance Other *(Specify)*

DATE: March 4, 2015

TO: City Council

FROM: Matthew Winegar, Development Services Director

SUBJECT: **Approval of Lowest Responsible Responsive Bid and Authorization to Issue and Execute a Contract (A-7755) for DS15-04-Oxnard Boulevard Intelligent Transportation System (ITS) Extension**

RECOMMENDATION

That City Council award contract A-7755 to the lowest responsible and responsive bidder, Aegis ITS, Inc. in the amount of $641,150.07 for DS15-04 Oxnard Boulevard Intelligent Transportation System Extension and authorize the purchasing agent to execute the contract upon receipt of final documents.

DISCUSSION

On November 25, 2014, the City Council approved specifications, budget appropriation and permission to conduct a public bid process, for the Oxnard Boulevard Intelligent Transportation System Extension. The first advertisement of the project bid was January 15, 2015 and bid process opened to public on Monday, January 19, 2015. The public bid closed on February 18, 2015 and the City received three (3) bids.

Phase one of the Citywide Intelligent Transportation System (ITS) installed fiber optic backbone and interconnected all City traffic signals to the Traffic Management Center (TMC).

The Oxnard Boulevard Intelligent Transportation System Extension will install fiber optic along the recently relinquished Oxnard Boulevard, fiber optic communication to water blending stations 2, 3, 5, water pressure monitoring station #1, and the water delivery system for Proctor and Gamble. The fiber optic communication will connect these facilities to the City's fiber optic backbone.

Following procurement staff review of all documentation received and checks of required licenses, Occupational Safety & Health Administration web site, and records of debarment, labor compliance, Aegis ITS, Inc. is determined to be a responsible and responsive low bidder.

FINANCIAL IMPACT

Sufficient funding from Caltrans relinquishment, Circulation Systems Fees, and Water Fund have been appropriated in to the Oxnard Boulevard ITS Project 153120 when permission to bid was obtained in November, 2014 and are available for the construction work awarded under this contract.

MW/sh

Attachment #1 - Tabulation of Bids
#2 – Project Cost Estimate
#3 - Bid Package – Aegis ITS, Inc.
#4 - OSHA Report
#5 – Subcontractors
#6 - References
#7 – Certificate of Publication-Public Notice
#8 – CA DIR Registration
#9 - Staff Report –Council Approval to Bid

DS15-04-Oxnard Boulevard Intelligent Transportation System (ITS) Extension										
Owner: City of Oxnard										
Bid Opening: 02/18/15			* marks an allowance		**Aegis ITS, Inc.**		**Crosstown Electrical & Data, Inc.**		**DBX Inc.**	
					3360 East La Palma Ave Anaheim, CA 92806 US **Bidder Status:** Valid **Comment:** Apparent Low		5463 Diaz Street Irwindale, CA 91706 US **Bidder Status:** Valid		42024 Avenida Alvarado Ste. A Temecula, CA 92590 US **Bidder Status:** Valid	
DS15-04-Oxnard Blvd. ITS Extension										
Item #	*Item Code*	*Item Description*	*Quantity*	*Unit of Measure*	*Unit Price*	*Item Total*	*Unit Price*	*Item Total*	*Unit Price*	*Item Total*
1	0	MOBILIZATION	1	LS	$12,921.00	$12,921.00	$45,000.00	$45,000.00	$12,000.00	$12,000.00
2	0	IMPLEMENTATION OF BMP'S	1	LS	$34,794.42	$34,794.42	$3,000.00	$3,000.00	$1,500.00	$1,500.00
3	0	CLEARING AND GRUBBING	1	LS	$6,448.33	$6,448.33	$2,000.00	$2,000.00	$15,000.00	$15,000.00
4	0	TRAFFIC CONTROL	1	LS	$28,352.75	$28,352.75	$18,000.00	$18,000.00	$7,500.00	$7,500.00
5	0	STRIPING AND MARKING	1	LS	$0.00	$0.00	$7,200.00	$7,200.00	$10,000.00	$10,000.00
6	0	INSTALL **CITY FURNISHED** 144 STRANDS SMFO CABLE	39700	FT	$1.62	$64,314.00	$3.20	$127,040.00	$2.52	$100,044.00
7	0	FURNISH AND INSTALL 6 STRAND DROP CABLE	3415	FT	$1.36	$4,644.40	$2.10	$7,171.50	$2.10	$7,171.50
8	0	FURNISH AND INSTALL #10 GREEN WIRE	36205	FT	$0.27	$9,775.35	$0.35	$12,671.75	$0.65	$23,533.25
9	0	REMOVE EXISTING SIC FROM EXISTING CONDUIT	35805	FT	$0.39	$13,963.95	$0.25	$8,951.25	$1.35	$48,336.75
10	0	FURNISH AND INSTALL FIBER PATCH PANEL (FPP) AND COMPLETE CONNECTIONS TO 6 SMFO DROP CABLE	27	EA	$700.53	$18,914.31	$1,205.00	$32,535.00	$845.00	$22,815.00
11	0	FURNISH AND INSTALL SPLICE CLOSURE	24	EA	$510.28	$12,246.72	$575.00	$13,800.00	$500.00	$12,000.00
12	0	FUSION SPLICE APROPRIATE STRANDS OF DROP CABLE TO MAINLINE CABLE	25	EA	$424.96	$10,624.00	$870.00	$21,750.00	$810.00	$20,250.00
13	0	FURNISH AND INSTALL #6E PULL BOX (30 1/2-IN. L X 17 1/2-IN. W X 24-IN.D)	21	EA	$2,286.55	$48,017.55	$1,975.00	$41,475.00	$1,500.00	$31,500.00
14	0	REMOVE EXISTING PULL BOX; FURNISH AND INSTALL #6E PULL BOX (30 1/2-IN.L X 17 1/2-IN. W X 24-IN. D)	4	EA	$2,286.55	$9,146.20	$1,975.00	$7,900.00	$2,500.00	$10,000.00
15	0	FURNISH AND INSTALL #6 PULL BOX (30 1/2-IN. L X 17 1/2-IN. W X 12-IN.D)	3	EA	$2,143.41	$6,430.23	$1,773.00	$5,319.00	$1,500.00	$4,500.00
16	0	REMOVE EXISTING PULL BOX; FURNISH AND INSTALL #6 PULL BOX (30 1/2-IN. L X 17 1/2-IN. W X 12-IN.D)	29	EA	$2,337.22	$67,779.38	$865.00	$25,085.00	$1,500.00	$43,500.00
17	0	REMOVE EXISTING PULL BOX LID; FURNISH AND INSTALL NEW #6 PULL BOX LID	1	EA	$628.41	$628.41	$232.00	$232.00	$250.00	$250.00
18	0	FURNISH AND INSTALL POWER STRIP	27	EA	$194.00	$5,238.00	$160.00	$4,320.00	$162.00	$4,374.00
19	0	INSTALL **CITY FURNISHED** ETHERNET SWITCH. COMPLETE ALL CONNECTIONS	25	EA	$177.50	$4,437.50	$400.00	$10,000.00	$660.00	$16,500.00
20	0	REMOVE AND SALVAGE EXISTING TRAFFIC SIGNAL CONTROLLER; INSTALL **CITY FURNISHED** 170 ATC COLDFIRE CONTROLLER AND ASSOCIATED EQUIPMENT	23	EA	$236.66	$5,443.18	$4,420.00	$101,660.00	$20,500.00	$471,500.00

ATTACHMENT 1
PAGE 1 OF 2

					Aegis ITS, Inc.		Crosstown Electrical & Data, Inc.		DBX Inc.	
21	0	FURNISH AND INSTALL 3-IN. CONDUIT	2010	FT	$42.15	$84,721.50	$39.80	$79,998.00	$53.00	$106,530.00
22	0	FURNISH AND INSTALL 2-4-IN. CONDUIT	20	FT	$330.73	$6,614.60	$121.00	$2,420.00	$100.00	$2,000.00
23	0	FURNISH AND INSTALL 334 HUB CABINET ON NEW FOUNDATION	1	EA	$6,012.43	$6,012.43	$7,400.00	$7,400.00	$7,500.00	$7,500.00
24	0	FURNISH AND INSTALL 144-PORT FIBER DISTRIBUTION UNIT (FDU) -COMPLETE ALL CONNECTIONS	4	EA	$7,452.12	$29,808.48	$7,030.00	$28,120.00	$6,800.00	$27,200.00
25	0	INSTALL **CITY FURNISHED** AGGREGATION ETHERNET SWITCH. COMPLETE ALL CONNECTIONS	2	EA	$236.67	$473.34	$1,200.00	$2,400.00	$1,795.00	$3,590.00
26	0	FURNISH AND INSTALL POWER CABLE (3 #8 SERVICE WIRES)	50	FT	$16.60	$830.00	$5.00	$250.00	$4.00	$200.00
27	0	FURNISH AND INSTALL NEW 50 AMP CIRCUIT	1	EA	$129.40	$129.40	$200.00	$200.00	$300.00	$300.00
28	0	FURNISH AND INSTALL BATTERY BACK-UP SYSTEM	25	EA	$5,126.83	$128,170.75	$4,000.00	$100,000.00	$5,000.00	$125,000.00
29	0	INSTALL **CITY FURNISHED** POWER CONDITIONER	1	EA	$518.29	$518.29	$400.00	$400.00	$675.00	$675.00
30	0	TFUSION SPLICE APPROPRIATE STRANDS OF MAINLINE CABLE TO MAINLINE CABLE	2	EA	$2,392.74	$4,785.48	$2,300.00	$4,600.00	$1,200.00	$2,400.00
31	0	INSTALL **CITY IT/PS FURNISHED** ETHERNET RADIO SYSTEM AT THE INTERSECTION OF OXNARD AND VINEYARD FOR COMMUNICATION WITH FIRE STA. 4	1	LS	$3,037.80	$3,037.80	$2,200.00	$2,200.00	$1,200.00	$1,200.00
32	0	INSTALL **CITY IT/PS FURNISHED** ETHERNET RADIO SYSTEM AT THE INTERSECTION OF FOREST PARK AND TAMES RIVER FOR COMMUNICATION WITH FIRE STA. 7	1	LS	$1,778.01	$1,778.01	$2,200.00	$2,200.00	$1,200.00	$1,200.00
33	0	INSTALL **CITY-FURNISHED** IP CCTV CAMERA SYSTEM	1	LS	$10,474.21	$10,474.21	$14,500.00	$14,500.00	$1,500.00	$9,000.00
		Bid List Total -SUBMITTED				$641,150.07		$739,798.50		$1,141,569.50
		Total Bid Amount -VERIFIED				$641,473.97		$739,798.50		$1,141,569.50
		Listed Subs			**Long's Directional Boring** 1476 Bodie Place Norco, CA 92860 **Orange County Striping** 183 N Pixley Orange, CA 92868		**Taft Electric Company** 1694 Eastman Ave Ventura, CA 93003		**NONE**	

ATTACHMENT 1
PAGE 2 OF 2

CITY OF OXNARD
CAPITAL IMPROVEMENT PROJECT ESTIMATE

Project Title: Oxnard Blvd. ITS System Extension

Specification No: DS15-04

Account No: 301-3410-826- 354-3410-826-

Project No. 153120

Project Manager: Soher Abdelmalik

	Original Estimate Amount	Revised Estimate Amount	Actual Cost
I. EXTERNAL SERVICES			
A. Architectural/ Engineering (8201)			
1. Preliminary Feasibility			
2. Design or Construction			
3. Specification/Cost Estimate			
B. Planning/EIR Services (8206)			
C. Real Estate Services (8207)			
D. Construction Services (8208)			
1. Surveys			
2. Soils Analysis			
3. Inspection			
4. Testing			
5. Atlas Fees			
6. Plans and Records			
7. Misc. (postage, reproductions, etc.)			
Total External Services			
II. INTERNAL SERVICES			
A. Design Engineering (8451)			
B. Inspection (8451)			
C. Survey (8451)			
D. Contract Administration (8451)			
E. Contract Procurement (8451)*	6,000.00	6,000	6,000
Total Internal Services	6,000.00	$ 6,000	$ 6,000
III. CONSTRUCTION/ACQUISITION Funding for items in this section must be in place before contract is awarded			
A. Land, Easements and Rights-of-Way (8601)			
B. Buildings:			
8602-New			
8603-Major Repair			
C. Improvements other than Buildings			
8604-New		641,150	
8605-Major Repair			
D. Machinery/Equipment (8606/8607)			
Total Construction/Acquisition		$ 641,150	
IV. OTHER PROJECT COSTS:			
A. Project Contingencies (8802)			
B. CIP Indirect Cost (2% of total project costs)			
Total Other Costs			
Project Total	6,000.00	$ 647,150	$ 6,000
Total Appropriation			
Less: Encumbrances & Expenditures			
Balance Available			

NOTICE
Approval of this estimate authorizes the transfer of the amount shown in item II-E from the project fund, Morse to General Services Contract Procurement Account No. 101-6701-860-7340, when bid solicitation services begin.

Prepared by:
Date:

Approved by:
Date:

ATTACHMENT 2
PAGE 1 OF 3

Project Budget Report

Project 153120

OXNARD BLVD ITS

Type: CP - CAPITAL PROJECTS Sub-Type: TR - TRAFFIC SYSTEM (ITS)

Manager: ABDEL-MALIK

Printed on February 19, 2015
ıg data current as of February 18, 2015
for FY 2015

Account Number / *Account Description*	Budget Project to Date	Budget FY to Date	Expenditures Project to Date	Expenditures FY to Date	Outstanding Encumbrances	Unencumbered Balance Project to Date
Fund 301 - CAPITAL OUTLAY FUND						
301-3410-826.82-08 *SERVICES - CONSTRUCTION*	500,000.00	500,000.00	0.00	0.00	0.00	500,000.00
Fund 301 - CAPITAL OUTLAY FUND Total:	**500,000.00**	**500,000.00**	**0.00**	**0.00**	**0.00**	**500,000.00**
Fund 354 - CIRCULATION SYS.IMPR.FEES						
354-3410-826.82-08 *SERVICES - CONSTRUCTION*	250,000.00	250,000.00	0.00	0.00	0.00	250,000.00
Fund 354 - CIRCULATION SYS.IMPR.FEES Total:	**250,000.00**	**250,000.00**	**0.00**	**0.00**	**0.00**	**250,000.00**
Fund 601 - WATER OPERATING FUND						
601-3410-821.82-01 *SVSC ARCHITECT/ENGINEER*	37,500.00	37,500.00	0.00	0.00	0.00	37,500.00
601-3410-821.84-51 *SVSC FROM OTHER DEPART'S*	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00
601-3410-821.86-10 *CONSTRUCTION OTHER*	209,075.00	209,075.00	0.00	0.00	0.00	209,075.00
Fund 601 - WATER OPERATING FUND Total:	**251,575.00**	**251,575.00**	**0.00**	**0.00**	**0.00**	**251,575.00**
Project 153120 Total:	**1,001,575.00**	**1,001,575.00**	**0.00**	**0.00**	**0.00**	**1,001,575.00**

ATTACHMENT 2
PAGE 2 OF 3

Project Master Inquiry

Project . . . . : 153120 OXNARD BLVD ITS
Position to . . . ___ - ____ - ___ . __ - __ Starting character(s)

Type options, press Enter.
1=Select

Opt	Account number	Budget	Actual	Balance
_	301-3410-826.82-08	500,000	.00	500,000.00
_	354-3410-826.82-08	250,000	.00	250,000.00
_	601-3410-821.82-01	37,500	.00	37,500.00
_	601-3410-821.84-51	5,000	.00	5,000.00
_	601-3410-821.86-10	209,075	.00	209,075.00

	Pre-encumb:	.00	Encumb:	.00
	2015 YTD:	.00	Pending:	.00
Budg: 1,001,575.00	PTD:	.00	Balance:	1,001,575.00

F3=Exit F5=Refresh F9=Misc. info F11=Proj-to-dt F12=Cancel F17=Subset
F18=Encumbrance detail F19=Project activity list

ATTACHMENT 2
PAGE 3 OF 3

CITY OF OXNARD
SPECIFICATION NUMBER DS15-04

BID DOCUMENTS (BLUE SHEETS)
FOR

PROJECT TITLE: – DS15-04-Oxnard Boulevard Intelligent Transportation Systems (ITS)

BRIEF DESCRIPTION OF PROJECT: Oxnard Boulevard Intelligent Transportation System (ITS) –Work consist of installation of conduits; pull boxes; fiber optic; CCTV cameras; Battery Backup System (UPS); traffic signal controllers; and modifying existing traffic signal controllers along Oxnard Blvd. from Rose Ave. to Town Center Drive.

Specification Number DS15-04 includes 15 pages of bid (Blue Sheet) documents. Drawing No. 11-30A includes 44 sheets of plans.

Work must begin within 14 calendar days after the Notice to Proceed is issued. Work is to be complete in 90 calendar days. Liquidated damages will be assessed at $1,500.00 per calendar day.

Payment shall be in accordance with the provisions of Section 9-3 of the Standard Specifications for Public Works Construction.

CONTRACTOR'S FAILURE TO COMPLETE THIS SECTION MAY CAUSE REJECTION OF THE BID

Name Aegis ITS, Inc.

Physical Address 3360 East La Palma Avenue, Anaheim, CA 92806

Mailing Address RKM ~~Same as Above~~ 3360 EAST La Palma Avenue

City RKM ~~N/A~~ Anaheim State RKM ~~N/A~~ CA Zip Code RKM ~~N/A~~ 92806

Telephone No. (714) 630-3700 Fax No. (714) 630-1656

Bidder's Failure to Complete All Items Contained On This Page May Cause Rejection of Your Bid

PROJECT OVERVIEW

The following description of the amount of work to be done and materials to be furnished by the contractor is an approximation provided for your use in preparing a bid. The City of Oxnard does not expressly or by implication warrant that the actual amount of work or materials awarded will correspond therewith. The City reserves the right to increase or decrease the amount of any class or portion of the work or materials or to delete any of the work or materials, as the City deems necessary or expedient. If the description includes more than one job, the City may decide to award a contract for only one or less than all of the jobs included in the bid submitted.

DESCRIPTION

The work to be performed under this Contract shall consist of, but not be limited to, the following, which will be referred to as Field Work:

- Install City Furnished new 144-strand SMFO cable along the project corridors as shown on the plans.
- Furnish and install one new 6-strand SMFO drop cable at all signalized intersections as shown on the plans.
- The existing twisted pair cable shall be removed at locations as shown on the plans and used as pull wire for installation of fiber optic cable.
- Furnish and install new conduit, at locations shown on the plans
- Furnish and install pull boxes, splice vaults, and fiber optic splice closures, at locations shown on the plans.
- Install **City-Furnished** 170ATC traffic signal controllers at locations shown on the plans.
- Install **City-Furnished** CCTV Camera System at locations shown on the plans.
- Install **City-Furnished** Ethernet and Aggregation Switches at locations shown on the plans.
- Install **City-Furnished** Power Conditioners at all proposed Type 334 hub locations.
- Furnish and install new trace wire at locations shown on the plans
- Furnish and install fiber optic communication equipment and accessories, including wall interconnect center (WIC) and fiber optic patch panel, at locations shown on the Plans.
- Furnish and install fiber distribution units (FDU) at various hub locations and City Facilities as shown on the plans.
- Furnish and install Battery Backup Systems (BBS) and cabinets at various locations as shown on the plans.
- Testing of all equipment and system furnished and installed under this Contract, including items furnished by others, including but not limited to the fiber optic communication system, CCTV camera system, and associated fiber optic communication equipment.
- Furnish accurate project documentation, as specified in these Special Provisions.
- Furnish and Install Type 332 and Type 334 Cabinets at locations shown on the plans.
- Contractor shall modify existing service enclosures to power new Type 334 communication hub cabinets including the installation of new circuit breakers.
- Contractor shall perform communication link testing for the locations that will utilize the existing twisted pair cables for Ethernet communication as shown on the plans.
- Contractor shall coordinate with the City IT and the Public Safety Departments for termination of fiber optic cable and installation of wireless radio systems in City Facilities. All IT/Public Safety Ethernet Switches, connections and integration of the switches will be completed by City IT and Public Safety; All **City-Furnished** equipment will be configured and integrated by Iteris and installed by the Contractor;

The communications equipment and fiber optic cable installed as part of this contract are to support the elements installed as part of this project, as shown on the plans, which include all project CCTV cameras as shown on the plans.

**Bidder's Failure to Complete
All Items Contained On This Page
May Cause Rejection of Your Bid**

CITY OF OXNARD
SPECIFICATION NUMBER DS15-04

BID SCHEDULE OF WORK AND PRICES

BIDDER'S NAME Aegis ITS, INC.

ITEM NO.	DESCRIPTION	UNIT OF MEASUREMENT	EVALUATION QTY*	UNIT COST	TOTAL
1	Mobilization	LS	1	$12,921	$12,921.00
2	Implementation of BMP's	LS	1	$34,794.42	$34,794.42
3	Clearing and Grubbing	LS	1	$6,448.33	$6,448.33
4	Traffic Control	LS	1	$28,352.75	$28,352.75
5	Striping and Marking	LS	1		
6	Install City Furnished 144 Strands SMFO Cable	FT	39,700	$1.62	$64,153.23
7	Furnish and Install 6 strand drop cable	FT	3,415	$1.36	$4,636.91
8	Furnish and Install #10 Green wire.	FT	36,205	.27	$ 9,655.42
9	Remove existing SIC from existing conduit	FT	35,805	.39	$ 13,923.59
10	Furnish and Install Fiber Patch Panel (FPP) and complete connections to 6 SMFO drop cable	EA	27	$700.53	$ 18,914.31
11	Furnish and Install Splice Closure	EA	24	$ 510.28	$12,246.66
12	Fusion Splice appropriate strands of drop cable to Mainline cable	EA	25	$424.96	$10,624.05
13	Furnish and Install #6E Pull Box (30 1/2"L x 17 1/2"W x 24"D)	EA	21	$2,286.55	$ 48,017.53
14	Remove existing pull box; Furnish and Install #6E Pull Box (30 1/2"L x 17 1/2"W x 24"D)	EA	4	$ 2,286.55	$ 9,146.20
15	Furnish and Install #6 Pull Box (30 1/2"L x 17 1/2"W x 12"D)	EA	3	$2,143.41	$ 6,430.23
16	Remove existing pull box; Furnish and Install #6 Pull Box (30 1/2"L x 17 1/2"W x 12"D)	EA	29	$2,337.22	$ 67,779.52
17	Remove Existing Pull box Lid. Furnish and Install new #6 Pull box Lid	EA	1	$628.41	$ 628.41
18	Furnish and Install Power Strip	EA	27	$194.00	$ 5,237.88

**Bidder's Failure to Complete
All Items Contained On This Page
May Cause Rejection of Your Bid**

ATTACHMENT 3
PAGE 7 OF 11

CITY OF OXNARD
SPECIFICATION NUMBER DS15-04

BID SCHEDULE OF WORK AND PRICES

BIDDER'S NAME Aegis ITS, Inc.

ITEM NO.	DESCRIPTION	UNIT OF MEASUREMENT	EVALUATION QTY*	UNIT COST	TOTAL
19	Install **City-Furnished** Ethernet Switch. Complete all connections.	EA	25	$177.50	$ 4,437.44
20	Remove and Salvage Existing Traffic Signal Controller. Install **City-Furnished** 170 ATC Coldfire Controller and Associated Equipment.	EA	23	$236.66	$ 5,443.26
21	Furnish and Install 3" Conduit	FT	2010	$42.15	$ 84,726.43
22	Furnish and Install 2-4" Conduit	FT	20	$330.73	$ 6,614.63
23	Furnish and Install 334 Hub Cabinet on New Foundation	EA	1	$6,012.43	$ 6,012.43
24	Furnish and Install 144-Port Fiber Distribution Unit (FDU). Complete all connections.	EA	4	$7,452.12	$ 29,808.46
25	Install **City-Furnished** Aggregation Ethernet Switch. Complete all connections.	EA	2	$236.67	$ 473.33
26	Furnish and Install power cable (3 #8 Service wires)	FT	50	$ 16.60	$ 829.75
27	Furnish and Install new 50 AMP circuit	EA	1	$ 129.40	$ 129.40
28	Furnish and Install Battery Back-up System	EA	25	$5,126.83	$ 128,170.71
29	Install **City-Furnished** Power Conditioner	EA	1	$518.29	$ 518.29
30	Fusion Splice appropriate strands of Mainline cable to Mainline cable	EA	2	$2,392.74	$ 4,785.48
31	Install **City IT/PS-Furnished** Ethernet Radio System at the intersection of Oxnard/Vineyard for Communication with Fire Station #4	LS	1	$3,037.80	$ 3,037.80
32	Install **City IT/PS-Furnished** Ethernet Radio System at the intersection of Forest Park /Tames River for Communication with Fire Station #7	LS	1	$ 1,778.01	$ 1,778.01
33	Install **City-Furnished** IP CCTV Camera System	LS	6	$10,474.21	$ 10,474.21
		GRAND TOTAL		$ 641,150.07	

Bidder's Failure to Complete All Items Contained On This Page May Cause Rejection of Your Bid

ATTACHMENT 3
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CITY OF OXNARD
SPECIFICATION NUMBER DS15-04

BID SCHEDULE OF WORK AND PRICES

GRAND TOTAL SUBMITTED - $ 641,150.07

The grand total submitted is subject to verification. Item total will be verified by multiplying the unit cost with the approximate quantity. If any discrepancy is found, the unit prices will be the basis of award.

Bidder must fill in number and date of ***all*** addenda or enter the word ***"none"'*** *if* appropriate.

The following addenda are acknowledged and attached:

	NO.	DATED	NO.	DATED
RM None	N/A	None	None	None
RM None	N/A	None	None	None
RM None	N/A	None	None	None

I make the above bid and certify or declare under penalty of perjury that the statements made in this bid, and below my signature, are true and correct.

DATED February 18, 2015 AT Anaheim, California

COMPANY NAME Aegis ITS, Inc.

SIGNATURE [signature] TITLE Executive Vice President
(Sole Owner, Partner, Corporate Officer)*

*Person signing must be listed on records of Contractors State License Board.

Bidder's Failure to Complete All Items Contained On This Page May Cause Rejection of Your Bid

ATTACHMENT 3
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CITY OF OXNARD
SPECIFICATION NUMBER DS15-04

SUBCONTRACTORS INFORMATION

BIDDER'S NAME Aegis ITS, Inc.

Pursuant to the Subletting and Subcontracting Fair Practices Act, Public Contract Code Sections 4104 et seq., each bidder submitting bids for the construction of any public work or improvement shall set forth:

A. The name and location of the place of business of each subcontractor who will perform work or labor or render service to the prime contractor in or about the construction of the work or improvement, in an amount in excess of one-half of one percent (1/2 of 1%) of the prime contractor's total bid or, in the case of bids for the construction of streets or highways, including bridges, in excess of one-half of one percent (1 /2 of 1%) of the prime contractor's total bid or ten thousand dollars ($10,000), whichever is greater.

B. The portion of the work which will be done by each such subcontractor. The prime contractor shall list only one subcontractor for each such portion as is defined by the prime contractor in his or her bid.

The information requested below must be filled out completely.			This information must *be provided* now or via *fax (805 385-8360)* within 24 hours *of bid opening-* STATE LICENSE	
NAME OF SUBCONTRACTOR	COMPLETE ADDRESS	DESCRIPTION OF WORK	NUMBER	CLASS
1. Long's Directional Boring, Inc.	1476 Bodie Place, Norco, CA 92860 (951) 817-1247	Boring of 3" Conduit	786830	C61 / D09 A
2. Orange County Striping Services Inc.	183 N. Pixley St., Orange, CA 92868 (714) 639-4550	Signing & Striping	346095	C-32
3. N/A				

Bidder's Failure to Complete
All Items Contained On This Page
May Cause Rejection of Your Bid

ATTACHMENT 3
PAGE 6 OF 11

CITY OF OXNARD
SPECIFICATION NUMBER DS15-04

SUBCONTRACTORS INFORMATION

BIDDER'S NAME Aegis ITS, Inc.

The information requested below must be filled out completely.			This information must be provided now or via fax (805 385-8360) within 24 hours of bid opening. STATE LICENSE	
NAME OF SUBCONTRACTOR	COMPLETE ADDRESS	DESCRIPTION OF WORK	NUMBER	CLASS
4. N/A				
5. N/A				
6. N/A				
7. N/A				
8. N/A				
9. N/A				

**Bidder's Failure to Complete
All Items Contained On This Page
May Cause Rejection of Your Bid**

ATTACHMENT 3
PAGE 7 OF 11

CITY OF OXNARD
SPECIFICATION NUMBER DS15-04

REFERENCES

BIDDER'S NAME Aegis ITS, Inc.

Bidders are required to list at least three references for similar work as described in these specifications. This information will enable the City to evaluate the bidder's responsibility, experience, skill and business and financial position.

Project Description		
Lambert Road Coordination and ITS New Construction		
Owner	**Project Location**	
City of La Habra	201 E. La Habra Blvd., P.O. Box 337, La Habra, CA 90633	
Project Cost	**Project Manager**	**Telephone**
$ 260,000	Sam Makar	(562) 383-4151

Project Description		
Traffic Signal Maintenance and Repair & ITS Construction		
Owner	**Project Location**	
City of Thousand Oaks	2100 Thousand Oak Blvd., Thousand Oaks, CA 91362	
Project Cost	**Project Manager**	**Telephone**
$ 700,000	Robert Sweeting	(805) 449-2438

Project Description		
ATMS Installation and Integration		
Owner	**Project Location**	
	9360 Conservation Road., Sacramento, CA 95827	
Project Cost	**Project Manager**	**Telephone**
$ 750,000	Doug Hays	(916) 875-5545

SIGNATURE OF BIDDER

Bidder's Failure to Complete All Items Contained On This Page May Cause Rejection of Your Bid

ATTACHMENT 3
PAGE 8 OF 11

BIDDER'S STATEMENT OF PAST CONTRACT DISQUALIFICATION

BIDDER'S NAME Aegis ITS, Inc.

The bidder is required to state any and all instances of being disqualified, removed, or otherwise prevented from bidding on or completing a federal, state, or local government project due to a violation of a law or safety regulation.

1. Have you ever been disqualified from any government contract?

   Yes ______ No ✓

2. If yes, explain the circumstances.

   N/A

SIGNATURE OF BIDDER

Bidder's Failure to Complete All Items Contained On This Page May Cause Rejection of Your Bid

ATTACHMENT 3
PAGE 9 OF 17

CITY OF OXNARD
SPECIFICATION NUMBER DS15-04

BIDDER'S AFFIDAVIT

PROJECT DS15-04 Oxnard Boulevard Intelligent Transportation System (ITS) Extension

I depose and say that I am Rodney Mathis, Executive Vice President
(Print or type name and title)

of Aegis ITS, Inc.
(Name of Company)

3260 East La Palma Avenue, Anaheim, CA 92806
(Address) (City) (State) (Zip Code)

Contractor's Employer Identification Number: 27-0206675

A VALID CURRENT CALIFORNIA STATE CONTRACTOR'S LICENSE REQUIRED TO BID:

Contractor's License No. 969067 FED TAX I.D. # 27-0206675

Classification: C-10, Electrical

Contractor's License Expiration Date: January 31, 2016

City of Oxnard Business License Number(Not Required to Bid): N/A

Data Universal Numbering System (D-U-N-S #): 832810308

Whoever submits this bid to the City of Oxnard declares:

1. That the bidder has read these specifications, will abide by and agrees to the conditions herein, has carefully examined the project plans and does hereby agree to furnish all materials and do all the work required to complete the work in accordance with the plans and specifications for the unit prices or lump sums stated in the schedule of work and prices.

2. That this bid is genuine, and not sham or collusive, nor made in the interest or in behalf of any person not herein named, and that the bidder has not directly or indirectly induced or solicited any other bidder to put in a sham bid, or any other person, firm, or corporation to refrain from bidding, and that the bidder has not in any manner sought by collusion to secure an advantage over any other bidder.

3. That the addenda listed on Page B-4 of these bid documents are acknowledged and attached.

4. That the bidder, as principal, acknowledges being bound by the following bid bond when completed by the surety.

Dated 2/12/15 at Anaheim, California.

I certify or declare under penalty of perjury that the foregoing is true and correct.

(CORPORATE SEAL)

SIGNATURE

Bidder's Failure to Complete
All Items Contained On This Page
May Cause Rejection of Your Bid

CITY OF OXNARD
SPECIFICATION NUMBER DS15-04
BIDDER'S QUESTIONNAIRE

All Bidders MUST complete this form and it MUST be submitted with the Bid. The answers to these questions will be used to determine whether the Bidder is responsible. "Related Company," as used in this questionnaire, is any organization of which the responsible managing officer of the Bidder has been a responsible managing officer (as the term responsible managing officer is used for State of California licensing purposes) within the past 5 years and/or in which any equity holder (e.g. shareholder, partner, member) of the bidder holds or has held more than a 10% interest within the past 5 years; or has had an active role in the management of projects performed by Company. "Contact Information" means the name, address and telephone number of a person or entity. For all Yes answers please provide complete explanations on extra-attached sheets and identify by number the question to which the information pertains

EVALUATION ELEMENTS			
Standard Bidder Questions (applies to all bids)		**Yes**	**No**
1	Is Bidder currently licensed and does Bidder meet the licensing requirements stated on Page F-0?	✓	
2	Has Bidder or a Related Company within the past 5 years been assessed Liquidated Damages (LD's) on a public project of a government agency? If so, give project description, date of assessment, amount of assessment, name of entity, and contact information for each incident of LD assessment.		✓
3	Has the Bidder's insurance or a Related Company's insurance, within the past 5 years, been cancelled during a project? If so, give the dates of all cancellations and the contact information for all insurance companies that cancelled coverage. Insurance includes all insurance coverages of any kind, including commercial, general liability, fire and casualty, and workers' compensation.		✓
4	Has Bidder's surety or a Related Company's surety within the past 5 years paid any claims arising from any project performed by Bidder or a Related Company? If so, provide the contact information and state the date and amount of each claim paid.		✓
5	Has Bidder or a Related Company within the past 5 years been investigated by the Division of Labor Standards Enforcement (DLSE)? If so, provide the date(s) of investigations and the contact information for the DLSE.		✓
6	Has Bidder or a Related Company been found to have violated any prevailing wage requirement on any public agency project by any government agency or by any court of law? If so, describe each violation and provide the contact information for the agency and the jurisdiction, date and case number for each court case.		✓
7	Within the past 5 years, have stop notices been filed with any government agency on any project performed by Bidder or any Related Company? If so, please provide the following information for each stop notice: contact information for each claimant, amount of the claim, amount, if any, paid to settle the claim, date of the claim and the date of payment of the claim.		✓
8	Has Bidder or any Related Company within the past 5 years been named as a defendant in a lawsuit alleging non-payment of subcontractors, vendors or suppliers? If so, give the date, case name and case number of the suit(s), the amount of the claim, and the disposition of the case.		✓
9	Has Bidder or a Related Company ever filed a claim against a government agency that has resulted in a lawsuit? If so, describe the claim, circumstances and disposition of the lawsuit. Please provide the contact information for the agency.		✓
10	Has Bidder or any Related Company ever been found to be a non-responsible bidder by an agency or debarred? If so, provide the date and name of each and explain the circumstances.		✓
11	Provide the name, date, contact information and approximate amount of contract and a description of work performed for each job performed by Bidder in the last 3 years involving work of the type for which this contract is being let. "SEE REFERENCES"	✓	
12	Has Bidder or a Related Company within the past 5 years been investigated by OSHA or had an OSHA violation that resulted in a citation or other actions be taken against the company.		✓

Contractor Officer's Signature:

[signature] Executive Vice President — Title

February 18, 2015 — Date

Bidder's Failure to Complete All Items Contained On This Page May Cause Rejection of Your Bid

UNITED STATES DEPARTMENT OF LABOR

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This page enables the user to search for OSHA enforcement inspections by the name of the establishment. Information may also be obtained for a specified inspection or inspections within a specified SIC.

Can't find it?
Wildcard use %
Basic Establishment Search Instructions
Advanced Search Syntax

Note: Please read important information below regarding interpreting search results before using.

Establishment Aegis ITS, Inc.
State California — Fed & State
OSHA Office All Offices
Case Status (•) All ( ) Closed ( ) Open
Violation Status (•) All ( ) With Violations ( ) Without Violations
Inspection Date
Start Date February 24 2010
End Date February 24 2015

Submit Reset

NOTE TO USERS

The Integrated Management Information System (IMIS) was designed as an information resource for in-house use by OSHA staff and management, and by state agencies which carry out federally-approved OSHA programs. Access to this OSHA work product is being afforded via the Internet for the use of members of the public who wish to track OSHA interventions at particular work sites or to perform statistical analyses of OSHA enforcement activity. It is critical that users of the data understand several aspects of the system in order to accurately use the information.

The source of the information in the IMIS is the local federal or state office in the geographical area where the activity occurred. Information is entered as events occur in the course of agency activities. Until cases are closed, IMIS entries concerning specific OSHA inspections are subject to continuing correction and updating, particularly with regard to citation items, which are subject to modification by amended citations, settlement agreements, or as a result of contest proceedings. THE USER SHOULD ALSO BE AWARE THAT DIFFERENT COMPANIES MAY HAVE SIMILAR NAMES AND CLOSE ATTENTION TO THE ADDRESS MAY BE NECESSARY TO AVOID MISINTERPRETATION.

The Integrated Management Information System (IMIS) is designed and administered as a management tool for OSHA to help it direct its resources. When IMIS is put to new or different uses, the data should be verified by reference to the case file and confirmed by the appropriate federal or state office. Employers or employees who believe a particular IMIS entry to be inaccurate, incomplete or out-of-date are encouraged to contact the OSHA field office or state plan agency which originated the entry.

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U.S. Department of Labor | Occupational Safety & Health Administration | 200 Constitution Ave., NW, Washington, DC 20210
Telephone: 800-321-OSHA (6742) | TTY
www.OSHA.gov

ATTACHMENT 4
PAGE 1 OF 1

CITY OF OXNARD
SPECIFICATION NUMBER DS15-04

SUBCONTRACTORS INFORMATION

BIDDER'S NAME Aegis ITS, Inc.

Pursuant to the Subletting and Subcontracting Fair Practices Act, Public Contract Code Sections 4104 et seq., each bidder submitting bids for the construction of any public work or improvement shall set forth:

A. The name and location of the place of business of each subcontractor who will perform work or labor or render service to the prime contractor in or about the construction of the work or improvement, in an amount in excess of one-half of one percent (1/2 of 1%) of the prime contractor's total bid or, in the case of bids for the construction of streets or highways, including bridges, in excess of one-half of one percent (1 /2 of 1%) of the prime contractor's total bid or ten thousand dollars ($10,000), whichever is greater.

B. The portion of the work which will be done by each such subcontractor. The prime contractor shall list only one subcontractor for each such portion as is defined by the prime contractor in his or her bid.

The information requested below must be filled out completely.			This information must *be provided* now or via *fax (805 385-8360)* within 24 hours *of bid opening-* STATE LICENSE	
NAME OF SUBCONTRACTOR	COMPLETE ADDRESS	DESCRIPTION OF WORK	NUMBER	CLASS
1. Long's Directional Boring, Inc.	1476 Bodie Place, Norco, CA 92860 (951) 817-1247	Boring of 3" Conduit	786830	C61 / D09 A
2. Orange County Striping Services Inc.	183 N. Pixley St., Orange, CA 92868 (714) 639-4550	Signing & Striping	346095	C-32
3. N/A				

Bidder's Failure to Complete All Items Contained On This Page May Cause Rejection of Your Bid

ATTACHMENT 5
PAGE 2 OF 2

CITY OF OXNARD
SPECIFICATION NUMBER DS15-04

SUBCONTRACTORS INFORMATION

BIDDER'S NAME Aegis ITS, Inc.

The information requested below must be filled out completely.			This information must *be provided now or via fax (805 385-8360)* within *24 hours of bid* opening.	
			STATE LICENSE	
NAME OF SUBCONTRACTOR	COMPLETE ADDRESS	DESCRIPTION OF WORK	NUMBER	CLASS
4. N/A				
5. N/A				
6. N/A				
7. N/A				
8. N/A				
9. N/A				

Bidder's Failure to Complete
All Items Contained On This Page
May Cause Rejection of Your Bid

ATTACHMENT 5
PAGE 2 OF 2

CITY OF OXNARD
SPECIFICATION NUMBER DS15-04

REFERENCES

BIDDER'S NAME Aegis ITS, Inc.

Bidders are required to list at least three references for similar work as described in these specifications. This information will enable the City to evaluate the bidder's responsibility, experience, skill and business and financial position.

Project Description		
Lambert Road Coordination and ITS New Construction		
Owner	**Project Location**	
City of La Habra	201 E. La Habra Blvd., P.O. Box 337, La Habra, CA 90633	
Project Cost	**Project Manager**	**Telephone**
$ 260,000	Sam Makar	(562) 383-4151

Project Description		
Traffic Signal Maintenance and Repair & ITS Construction		
Owner	**Project Location**	
City of Thousand Oaks	2100 Thousand Oak Blvd., Thousand Oaks, CA 91362	
Project Cost	**Project Manager**	**Telephone**
$ 700,000	Robert Sweeting	(805) 449-2498

Project Description		
ATMS Installation and Integration		
Owner	**Project Location**	
	9360 Conservation Road., Sacramento, CA 95827	
Project Cost	**Project Manager**	**Telephone**
$ 750,000	Doug Mass	(916) 875-5545

SIGNATURE OF BIDDER

Bidder's Failure to Complete All Items Contained On This Page May Cause Rejection of Your Bid

ATTACHMENT 6
PAGE 2 OF 7

In the Superior Court of the State of California

IN AND FOR THE COUNTY OF VENTURA

CERTIFICATE OF PUBLICATION

TYPE OF NOTICE

NOTICE TO BIDDERS

PROJECT SPECIFICATION NUMBER

DS15-04

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.

January 15, 22, 2015

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

22th day of January 2015

Luis A. Ayala

(Signature)

NOTICE TO BIDDERS

The Oxnard City Council has authorized the in- [illegible]

ATTACHMENT 7

PAGE 1 OF 2

Certificate of Publication

Ad #360322

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:

Jan. 16, 23, 2015

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

Dated this Jan. 23, 2015; in Camarillo, California, County of Ventura.

Maria Rodriguez
(Signature)

NOTICE TO BIDDERS

[illegible]

FOR INFORMATION REGARDING THIS PROJECT PLEASE DIRECT ALL QUESTIONS TO GENERAL SERVICES - [illegible]

Ad Dates [illegible]

ATTACHMENT 7
PAGE 2 OF 2

Department of Industrial Relations

Division of Labor Standards Enforcement

Public Works Contractor Registration Search

This is a listing of current and active contractor registrations pursuant to Division 2, Part 7, Chapter 1(commencing with section 1720) of the California Labor Code.

Enter at least one search criteria to display active registered public works contractor(s) matching your selections.

Registration Number: 1000010720

Contractor Legal Name: Aegis ITS, Inc. Contractor License Lookup

License Number: 969067

Search Reset

Export as: Excel | PDF

Public Works Contractor Registration Web Search Results

One Registered Contractor found. **1**

Legal Name	Registration Number	License Type/Number(s)	Registration Date	Expiration Date
AEGIS ITS, INC.	1000010720	CSLB:969067	02/19/2015	06/30/2015

ATTACHMENT 8

PAGE 1 OF 1

CITY OF
OXNARD
CALIFORNIA

Meeting Date: 11 / 25 / 2014

ACTION	TYPE OF ITEM
☑ Approved Recommendation	■ Info/Consent
☐ Ord. No(s). ______	☐ Report
☐ Res. No(s). ______	☐ Public Hearing (Info/consent)
☑ Other Approved	☐ Other ______

Prepared By Jason M. Samonte, Traffic Engineering Agenda Item No. 5-1

Reviewed By: City Manager City Attorney Finance Public Works

DATE: October 20, 2014

TO: City Council

FROM: Matthew Winegar, AICP, Director
Development Services Department

SUBJECT: **Oxnard Boulevard Intelligent Transportation System (ITS) Extension**

RECOMMENDATION

That City Council:

1. Adopt Project Specification No. DS 15-04 for extending the ITS Project to include Oxnard Boulevard and to connect various Water facilities throughout the City.

2. Approve a budget appropriation for the Oxnard Boulevard ITS Project including $500,000 received from the California Department of Transportation (Caltrans) for relinquishing Oxnard Boulevard, transferring $250,000 of Circulation System Improvement Funds (CSIF) from the ITS Project, and appropriating $271,575 from the Water Enterprise Fund Balance (WEFB) for the connection of various water facilities into the City's fiber optic backbone.

DISCUSSION

On October 11, 2011, the City Council approved the plans and specifications for the citywide installation of the ITS project Phase One. The project installed a fiber optic backbone and connected all City traffic signals to the Traffic Management Center (TMC). Oxnard Boulevard was not included in Phase One of the project because it was under Caltrans jurisdiction. In May of 2013, Caltrans relinquished Oxnard Boulevard to the City and paid the sum of $1,000,000 to help offset the cost of future improvements. Parts of Vineyard Avenue and Fifth Street previously under Caltrans jurisdiction are also included. Funding for the project is as follows:

Caltrans Relinquishment	$500,000
WEFB	$251,575
CSIF	$250,000
Total Project Cost	$1,001,575

ATTACHMENT 9
PAGE 1 OF 3

The Oxnard Boulevard ITS Project will incorporate Oxnard Boulevard into the existing ITS and install fiber optic communication to Water Blending Stations 2, 3, 5, Water Pressure Monitoring Station 1, and the water delivery system for Proctor and Gamble. The recommended plans and specifications include modifications to the existing traffic signals along Oxnard Boulevard and the installation of additional fiber optic to the City's fiber optic backbone.

FINANCIAL IMPACT

The total estimated cost of the Oxnard Boulevard ITS Project is $1,001,575. The recommended budget appropriation includes $500,000 from the Caltrans Oxnard Boulevard Relinquishment Funds, $250,000 of CSIF from the ITS Project, and $251,575 from the WEFB ($22.3 million not appropriated). The balance of the Caltrans Relinquishment Fund is un-programmed at this time.

MGW/JS

Attachment #1 – Budget Appropriation

ATTACHMENT 9
PAGE 2 OF 3

REQUEST FOR BUDGET APPROPRIATION

Department: Development Services

Date: November 18, 2014

Project/Program Manager: Mathew Winegar

Phone:

Reason for Appropriation:

To appropriate one-time funding received from Department of Transportation (Caltrans) for relinquishing of Oxnard Boulevard to City and transfer existing approrpiation of Circulation Systems Improvement Fees from ITS Project for modifications of Oxnard Blvd. ITS Project for existing traffic signals and installation of fiber optic and interconnection to the Traffic Management Center (TMC) and Phase 1 of Water Facilities including Blending Station 2, 3, 5, Pressure Monitoring #1.

Accounts and Descriptions		AMOUNT
Fund: CAPITAL OUTLAY FUND (301)		
Expenditures/Transfers Out		
OXNARD BLVD ITS (PROJECT NO. 153120)		
301-3410-826.82-08	CONTRACTS AND SERVICES / SERVICES - CONSTRUCTION	500,000
	Sub-total Expenditures	**500,000**
	Net Change to Fund Balance	**(500,000)**
Fund: CIRCULATION SYS.IMPR.FEES (354)		
Expenditures/Transfers Out		
ITS CONSTR TMC & SEC 1&2 (PROJECT NO. 093108)		
354-3410-826.82-08	CONTRACTS AND SERVICES / SERVICES - CONSTRUCTION	(250,000)
OXNARD BLVD ITS (PROJECT NO. 153120)		
301-3410-826.82-08	CONTRACTS AND SERVICES / SERVICES - CONSTRUCTION	250,000
	Sub-total Expenditures	**0**
	Net Change to Fund Balance	**0**
Fund: WATER OPERATING FUND (601)		
Expenditures/Transfers Out		
OXNARD BLVD ITS (PROJECT NO. 153120)		
601-3410-821.82-01	CONTRACTS AND SERVICES / SVSC ARCHITECT/ENGINEER	37,500
601-3410-821.84-51	OTHER SERVICES / SVSC FROM OTHER DEPARTS	5,000
601-3410-821.86-10	CAPITAL OUTLAY / CONSTRUCTION OTHER	209,075
	Sub-total Expenditures	**251,575**
	Net Change to Fund Balance	**(251,575)**
	Net Appropriation Change	**751,575**

Approvals

Department Director ______________________

Chief Financial Officer James Cameron

City Manager ______________________

ATTACHMENT # 9

PAGE 3 OF 3

REQUIRES CITY COUNCIL AUTHORIZATION

CITY OF
OXNARD
CALIFORNIA

Meeting Date: 03 / 24/ 2015

ACTION	TYPE OF ITEM
☐ Approved Recommendation	☒ Info/Consent
☐ Ord. No(s). ______	☐ Report
☐ Res. No(s). ______	☐ Public Hearing (Info/consent)
☐ Other ______	☐ Other ______

Prepared By: Matthew G. Winegar AICP   Agenda Item No. S-8

Reviewed By: City Manager   City Attorney   Finance   Other *(Specify)*

DATE: March 9, 2015

TO: City Council

FROM: Matthew G. Winegar, Development Services Director
Development Services Department

SUBJECT: Approval of Cultural Arts Grant Program Awards

RECOMMENDATION

That City Council approve the recommended awards to various artists and organizations as part of the 2015 Cultural Arts Grant Program.

DISCUSSION

On January 13, 2015, City Council authorized the appropriation and disbursement of $150,000 of Public Art fund revenues for the purpose of providing funding to various Oxnard-based arts organizations and artists in the form of grants to support ongoing operations and cultural activities and encourage local artist development through the 2015 Cultural Arts Grant Program. A Request for Proposals (RFP) was issued, which included the criteria for grant eligibility, categories of grant recipients, and ranges of potential grant awards.

Forty nine proposals were received in response to the RFP. Review panels were established to review the grant applications and recommendations were made to the Cultural Arts Committee (CAC). The three review panels were made up of community and outside arts advocates. The CAC approved the recommended awards totaling $141,250 and have allowed grant recipients to appeal and the unallocated balance of grant funds in the amount of $8,750 may be awarded. Three of the proposals received no award due to not meeting RFP requirements. Grant recipients will receive the first half of their award in early April and the second half will be disbursed mid-way through the grant cycle, provided staff receives a complete mid-year report outlining projects and activities to date, and meeting other grant conditions.

The Cultural Arts Committee will be hearing appeals of the decision of the panels. It is anticipated that the entire appropriation of $150,000 will be made. The CAC will continue to oversee the 2015 Grant program. The new Cultural Arts Commission will conduct any future grant programs.

FINANCIAL IMPACT

Funds in the amount of $150,000 have been appropriated in Acct. # 547-4270-804-8479.

MGW/sr

Attachment #1 - 2015 Cultural Arts Grant Program Recommended Awards

Cultural Arts Committee
2015 Review Panel
Recommended Awards

Category	Name	Score	Recommended Award
Emerging	805's Got Talent, Alisa Rene	75	2,000.00
Emerging	Alano Writers Group	175	3,000.00
Emerging	Artist Melting Pot, Nancy Cozza	170	3,000.00
Emerging	Black & Brown Youth Arts & Peace Project	175	3,000.00
Emerging	CYPHER International	140	3,000.00
Emerging	Dance with Mocha, Mocha McKenzie	175	3,000.00
Emerging	Fender Rhodes Fest	185	3,000.00
Emerging	Flor Y Canto, Felipe Flores	165	3,000.00
Emerging	Friends of the Earth, Jacqueline Biaggi	180	3,000.00
Emerging	Gil Valencia and Friends	170	3,000.00
Emerging	Hip-Hop Collective Group, Mark Spencer	160	3,000.00
Emerging	Jazz & Arts Festival of Oxnard, Emiliano Gallegos	70	1,500.00
Emerging	Las Salseras, Maria Robles	60	1,500.00
Emerging	LavLife Future Foundation, Mark Spencer	60	1,500.00
Emerging	Memos Latino Reggae Music	70	2,000.00
Emerging	One Love Dance Co., Julie Medina	70	1,500.00
Emerging	Oxnard Art & Jazz Festival, Jim Gilmer	180	3,000.00
Emerging	Oxnard Consulting Group, Kimberly Thunderbird	65	1,500.00
Emerging	Oxnard Film Society, George Sandoval	195	3,000.00
Emerging	Oxnard Musical Youth Theater, Cheryl Kewley	185	3,000.00
Emerging	Oxnard Video Magazine, Tony Dee	180	3,000.00
Emerging	Philippine Center of Ventura County	180	3,000.00
Emerging	W. Oxnard Asian Art & Music, Vin Lai	60	-
Emerging Total			**56,500.00**
Legacy	Acuna Art Gallery	200	13,000.00
Legacy	Black American Political...	200	13,000.00
Legacy	Channel Islands Maritime Museum	100	5,000.00
Legacy	Elite Theatre	120	6,000.00
Legacy	Gull Wings Children's Museum	100	5,000.00
Legacy	Inlakech	200	13,000.00
Legacy	Oxnard Community Concert Assn.	160	10,000.00
Legacy	Teatro de las Americas	160	10,000.00
Legacy Total			**75,000.00**
Project	Ana Carillo	135	500.00
Project	Anthony Vining	0	-
Project	Arcelia Martinez	154	750.00
Project	Cherie Moraga	174	1,000.00
Project	Connie Korenstein	165	1,000.00
Project	Daniel Carillo	120	500.00
Project	Daniel Carillo, Jr.	148	750.00
Project	George Ortega	149	750.00
Project	Jace Martyn	164	1,000.00
Project	James Thompson	60	200.00
Project	Jessica Lynn Kimble	105	300.00
Project	Jonathan Portillo	83	300.00
Project	Kevin & ShaVonn Turner	114	300.00
Project	Lorrie Milton	163	400.00
Project	Lourdes Cortez	180	1,000.00
Project	Luis Leon	45	-
Project	Luis Pena	128	500.00
Project	Veronica Pantoja	126	500.00
Project Total			**9,750.00**
Grand Total			**141,250.00**

ATTACHMENT 1
PAGE 1 OF 1