

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.



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

January 5, 2016

5:00 P.M. - Closed Session

A. ROLL CALL/POSTING OF AGENDA

*** The Oxnard Financing Authority and the Oxnard Housing 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 4 for a description of closed session item)

D. OPENING CEREMONIES – 6:00 P.M.

Pledge of allegiance to the flag of the United States.

E. CEREMONIAL CALENDAR

1. SUBJECT: Presentation of a Commendation to Oxnard College Men's Soccer for Winning the CCCAA State Championship.
2. SUBJECT: Recognition of Coach Greaney for Receiving National Coach of the Year Award

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. REVIEW OF INFORMATION/CONSENT AGENDA

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

H. PUBLIC COMMENTS ON INFORMATION/CONSENT AGENDA

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

I. INFORMATION/CONSENT AGENDA

City Clerk Department

1. SUBJECT: Minutes of the Regular Meetings of the Oxnard City Council for November 10 and 17, 2015; and Minutes of the Special Meeting of the Oxnard City Council for November 23, 2015.

(001)

RECOMMENDATION: Approve.

Legislative Body: CC

Contact: Daniel Martinez

Phone: 385-7803

City Manager Department

2. SUBJECT: Agreements for City Council Review. (017)

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

J. PUBLIC HEARINGS

K. APPOINTMENT ITEMS

L. REPORTS

City Attorney Department

1. SUBJECT: Ordinance Imposing Smoking Regulations in Recreational Areas. (021)

RECOMMENDATION: Approve the first reading by title only and subsequent adoption of an ordinance enacting smoking regulations for recreational areas in the City.

Legislative Body: CC

Contact: Stephen Fischer

Phone: 385-7483

City Manager Department

2. SUBJECT: Organization Assessment: Status Update on the Implementation Action Plan's for the 128 Recommendations. (027)
RECOMMENDATION: Receive a status update on the Organizational Assessment's Implementation Action Plans (IAP's) that prioritizes the 128 recommendations adopted by Council on July 21, 2015.
Legislative Body: CC Contact: Maria Hurtado Phone: 385-7430

Development Services Department

3. SUBJECT: City of Oxnard Development Update. (105)
RECOMMENDATION: Receive an update on development in the City of Oxnard.
Legislative Body: CC Contact: Ashley Golden Phone: 385-7868

Public Works Department

4. SUBJECT: Environmental Protection Agency (EPA) Workforce Development and Job Training Grant. (107)
RECOMMENDATION: Adopt a resolution authorizing the City Manager to submit an application for \$200,000 in U.S. Environmental Protection Agency (EPA) grant funds, to be used for the Environmental Workforce Development and Job Training Grant Program.
Legislative Body: CC Contact: Daniel Rydberg Phone: 385-8280
5. SUBJECT: Verbal Report on the Upcoming El Niño Winter Storm Season. (133)
RECOMMENDATION: Receive a verbal report on the upcoming El Niño Winter Storm Season and the steps being taken to mitigate the effects for residences and businesses of the City.
Legislative Body: CC Contact: Daniel Rydberg Phone: 385-8280

M. 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.

1. SUBJECT: Receive Verbal Report on Oxnard Community Development Commission Successor Agency and Update Status of Redevelopment Activities in the City of Oxnard.
RECOMMENDATION: Receive and consider report.
Legislative Body: CC/SA Contact: Kymberly Horner Phone: 385-7850

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

City Clerk Department

1. SUBJECT: Appointment of Citizen Advisory Groups. (135)

RECOMMENDATION: That the Mayor, with approval of the City Council, 1) appoint: a) One member to the Cultural Arts Commission; b) One member to the Parks, Recreation & Community Services Commission and c) Two members to the Senior Services Commission; and. 2) That the City Council appoint: One member to the Community Relations Commission.

Legislative Body: CC

Contact: Daniel Martinez

Phone: 385-7803

O. 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.

P. 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.

Q. STUDY SESSION

C. CLOSED SESSION – Continued from Page 1

1. **CONFERENCE WITH LEGAL COUNSEL – LABOR NEGOTIATIONS**

CC Agency designated representative: J. Tabin Cosio, Director of Human Resources. Employee organizations: International Association of Firefighters, AFL-CIO (IAFF), Local No. 1684; Oxnard Peace Officers' Association (OPOA); Service Employees International Union CTW, CLC, Local 721 (SEIU Local 721); International Union of Operating Engineers AFL-CIO, Local No. 501 (IUOE Local 501); Oxnard Public Safety Management Employees' Association (Police Unit); Oxnard Public Safety Management Employees' Association (Fire Unit); and Oxnard Mid-Managers' Association (OMMA); **Unrepresented employees**: Assistant City Manager, Chief Financial Officer, City Clerk, City Treasurer, Deputy City Manager, Development Services Director, Fire Chief, Housing Director, Human Resources Director, Economic Development Director, I.T. Director, Library Director, Police Chief, Utilities Director (**Department Directors**); Assistant City Attorney, Assistant Director of Human Resources, Community Relations and Public Affairs Manager, Deputy City Attorney, Law Office Manager, Human Resources Manager, Workers' Compensation Manager, Management Analyst III (C) (**Confidential Mid-Managers**); Accountant II (C80), Accounting Technician (C67), Administrative Assistant (C70), Administrative Legal Assistant (C70), Administrative Legal Secretary I (C25), Administrative Legal Secretary II (C35), Administrative Legal Secretary III (C50), Administrative Secretary I (C15), Administrative Secretary II (C30), Administrative Secretary III (C40), Administrative Services Assistant (C70),

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Administrative Technician (C60), Employee Relations Coordinator (C67), Executive Assistant I (C80), Executive Assistant II (C85), Human Resources Technician (C70), Office Assistant I (C10), Office Assistant II (C20), Paralegal (C75), Safety Specialist (C72), Senior Administrative Legal Secretary (C65), Senior Administrative Secretary (C55), Senior Benefits Coordinator (C75), Senior Human Resources Coordinator (C75), Workers' Compensation Specialist (C69) (**Confidential Employees**); unrepresented Limited Benefit Employees.

The Human Resources Director requested that this item be discussed in closed session pursuant to Government Code section 54957.6. The purpose of the closed session is for the City Council to review the status of negotiations and to provide instructions to the City's negotiators regarding salaries, salary schedules and compensation paid in form of fringe benefits for employees represented by the employee organizations identified above and for employees unrepresented, and other matters within the scope of representation for represented employees.

R. ADJOURNMENT

MINUTES
OXNARD CITY COUNCIL
Regular Meeting
November 10, 2015

A. ROLL CALL/POSTING OF AGENDA

At 6:07 p.m., the regular meeting of the Oxnard City Council convened in the Council Chambers concurrently with the Oxnard Community Development Commission Successor Agency, Oxnard Housing Authority and Oxnard Financing Authority. Councilmembers Tim Flynn, Carmen Ramirez, Bryan A. MacDonald, Dorina Padilla and Bert Perello were present. The City Clerk stated that the agenda was posted on Thursday in the Library and City Clerk's Office. Mayor Flynn presided and called the meeting to order. Staff members present were: Daniel Martinez, City Clerk; Greg Nyhoff, City Manager; Maria Hurtado, Assistant City Manager; Scott Whitney, Assistant City Manager; Stephen Fischer, Interim City Attorney; Jeri Williams, Police Chief; Eric Sonstegard, Assistant Police Chief; Arturo Castillo, Housing Director; Daniel Rydberg, Interim Utilities Director; Todd Vasquez-Housley, Interim Deputy Public Works Director; Ashley Golden, Development Services Director; Trish Honigsberg, Outreach & Education Specialist and Cynthia Daniels, Project Manager.

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.

E. CEREMONIAL CALENDAR

1. SUBJECT: Oxnard Police Departments Receipt of the California Law Enforcement Challenge Certificate.
DISCUSSION: The Police Chief recognized California Highway Patrol Coastal Division Chief Reginald Chappelle who presented the California Law Enforcement Challenge Certificate to Tom Martin, Oxnard Police Traffic Officer.
2. SUBJECT: Presentation of a Proclamation Designating November 15, 2015 as "Oxnard Recycles Day"
DISCUSSION: The Outreach & Education Specialist invited the public to recycle and updated the community on upcoming collecting program.

F. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Public comments were received from: Inez Tuttle (PAC "Dracula" performance); Nancy Pedersen ("Dracula" performance & Oxnard Boulevard, Halloween in Park); Larry Stein (financial numbers, public records request); Lee Cobb ("smoking" policy); Brett Munoz (U.S. banking system); Morey Navarro (river bottom dredging, selling of redevelopment properties, Oxnard Boulevard); Frank Nilsen (redesign of Oxnard Boulevard); George Miller (sea rise issues); Patrick Barrios (highway signs); Patrick Barrios (housing and street maintenance); Pat Brown (truck routes) and Harold Ceja (Colonia streets).

G. REVIEW OF INFORMATION/CONSENT AGENDA

Public comments were received regarding: correction of minutes (Perello); Inter-Neighborhood Council “mission statement” needed (I-2 Flynn & Perello) and Interim Deputy Public Works Director (I-5).

H. PUBLIC COMMENTS ON INFORMATION/CONSENT AGENDA

Public comment was received from: Len Shulman (I-2).

I. INFORMATION/CONSENT AGENDA

City Clerk Department

1. SUBJECT: Minutes of the Regular Meetings of the Oxnard City Council for October 6 and 13, 2015; and Minutes of the Special Meeting of the Oxnard City Council for October 14, 2015. (001)
RECOMMENDATION: Approve.

City Attorney Department

2. SUBJECT: Change to the Inter-Neighborhood Council Organization Bylaws. (033)
RECOMMENDATION: Adopt **Resolution No. 14,867** approving amended bylaws for the Inter-Neighborhood Council Organization to allow newly elected executive boards to take office in December.

Development Services Department

3. SUBJECT: Special Budget Appropriations Totaling \$585,630 for Three Transportation Development Act (TDA) Article 3 Bicycle and Pedestrian Improvement Projects. (057)
RECOMMENDATION: Appropriate funds in the following amounts for three TDA Article 3 bicycle and pedestrian projects. 1) Appropriate \$66,630 from the Traffic Safety Fund No. 182 Fund Balance for Ramona, Chavez, and Lemonwood Schools pedestrian improvements new project No. 163103 as the local match; 2) Appropriate \$100,000 from the Traffic Safety Fund No. 182 Fund Balance for Cloyne Street bicycle and pedestrian improvements new project No. 163101 as the local match; 3) Appropriate \$142,000 from the Air Pollution Buy-down Fee Fund 118 Fund Balance for Vineyard and Esplanade bicycle and pedestrian improvements new project No. 163102 as the local match; and 4) Appropriate a total of \$277,000 from Transportation Development Act Article 3 Fund No. 214 in the amounts of \$60,000 for Ramona, Chavez, and Lemonwood Schools pedestrian improvements; \$75,000 for the Cloyne Street bicycle project, and \$142,000 for the Vineyard and Esplanade bicycle and pedestrian improvements.

Finance Department

4. SUBJECT: Budget Appropriations - Various Community Facilities Districts. (063)
RECOMMENDATION: Removed from agenda.

General Services Division

5. SUBJECT: First Amendment to Agreement with Safety Striping Services, Inc., for Street Striping and Marking Services. (135)

RECOMMENDATION: Approve and authorize the Mayor to execute First Amendment to Agreement for Trade Services with Safety Striping Service, Inc. (A-7716), to increase the agreement from \$150,000 to \$300,000 and extend the expiration date to September 16, 2016 for street striping and marking services.

Public Works Department

6. SUBJECT: First Amendment with Solenis, LLC for Supply and Delivery of Polymer to the Wastewater Treatment Plant. (147)

RECOMMENDATION: Approve and authorize the Mayor to execute the First Amendment with Solenis, LLC (A-7720) in the amount of \$658,000 for supply and delivery of an additional polymer to the Wastewater Treatment Plant for a total contract amount not to exceed \$987,000 and extending the term of the Agreement to October 7, 2017.

INFORMATION/CONSENT AGENDA ACTION: Approved as recommended with change to minutes adding City of Fillmore inspection program and removal of I-4 from the agenda. (Perello/Ramirez) Ayes: Ramirez, MacDonald, Padilla, Perello and Flynn.

J. PUBLIC HEARINGS

ACTION: Mayor Flynn declared the public hearing open.

DISCUSSION: The City Clerk reported on posting, publication and that there were no written communications received.

Development Services Department

1. SUBJECT: Review of One Year Trial for Free Electric Vehicle Charging at City-Owned Charging Stations and Change User Fee for Electric Vehicle Charging. (171)

RECOMMENDATION: 1) Receive a report on usage from the second-year trial suspending the user fee for electric vehicle charging until November 14, 2015; 2) Conduct a public hearing on the recommendation to change the hourly user fee for electric vehicle charging at city-owned chargers; 3) Adopt **Resolution No. 14,868** rescinding the user fee; and 4) Provide direction to staff regarding retention of existing electric vehicle chargers at least until November 13, 2018.

DISCUSSION: The Development Services Director and Project Manager reviewed the use of current "electric" parking system, system costs and provided options.

Public comments were received from: James Reach; Russell Sydney; Pat Brown; Warren Matsui and Steve Nash.

ACTION: Close the public hearing. (Perello/Ramirez) unanimously.

DISCUSSION: The City Council discussed: user "parking" options; cost comparison of other cities; "time" of parking use when non-charging; parking "limit" within municipal garage and downtown benefits.

ACTION: Moved to approve as recommended (Ramirez/Perello), Perello moved to amend the motion which died. Moved to re-open public hearing (Perello/Padilla) Ayes: Padilla, Perello and Flynn. Noes: MacDonald and Ramirez.

DISCUSSION: Public comment was received from: George Miller.

ACTION: Close the public hearing. (Ramirez/Flynn) unanimously.

Moved to approve as recommended (1, 2 & 3) of recommendation (Ramirez/MacDonald) Ayes: Perello, Flynn, Ramirez, MacDonald and Padilla. Approved leaving current equipment (4) until 2018 (Padilla/Ramirez) Ayes: Padilla, Perello, Flynn, Ramirez and MacDonald.

K. APPOINTMENT ITEMS

Development Services Department

1. SUBJECT: Transportation Demand Management (TDM) Plan. (193)

RECOMMENDATION: Adopt a resolution approving the Transportation Demand Management Plan and direct staff to implement the recommendations, excluding Appendix A, consistent with available funding.

DISCUSSION: Brian Canepa, Nelson/Nygaard, reviewed supporting transportation options including community outreach, school (educational) programs and reduction of vehicle trips.

Public comments were received from: Frank Nilsen and George Miller.

The City Council discussed transportation challenges with possible options such as bike riding, walking, taking a train or bus.

ACTION: Approved as recommended **Resolution No. 14,869** and direct staff to place the "removal of truck traffic" from Oxnard Boulevard and Rose Avenue on a future agenda (Perello/Ramirez) Ayes: Perello, Flynn, Ramirez MacDonald and Padilla.

L. REPORTS

City Attorney Department

1. SUBJECT: First Amendment to Attorney Services Agreement for Special Counsel in Proceedings Related to Electrical Generating Facilities at Mandalay and Ormond Beach. (271)

RECOMMENDATION: Approve and authorize the Mayor to execute a First Amendment to Attorney Services Agreement with Shute Mihaly and Weinberger, LLP (7002-15-CA) to increase the amount by \$150,000 for a total not to exceed amount of \$350,000.

DISCUSSION: The Interim City Attorney reviewed the current process of the legal proceeding and need for additional funding.

Public comments were received from: Michael Stubblefield; Diane Delaney; Julie Pena; George Miller; Steve Nash and Pat Brown.

ACTION: Approved as recommended and have a close session to discuss all legal matters brought forward. (Ramirez/Flynn) Ayes: Flynn, Ramirez MacDonald, Padilla and Perello.

RECESS

At 9:28 p.m., the City Council recessed and at 9:34 p.m., the City Council reconvened.

Police Department

3. SUBJECT: Supplemental Law Enforcement Services Fund. (461)
RECOMMENDATION: 1) Recognize \$322,229 in grant revenue from the State Supplemental Law Enforcement Services Fund (SLESF) for Citizens Option for Public Safety (COPS) Program; and 2) Approve a budget appropriation in the amount of \$322,229 for foundational infrastructure for a body-worn camera program as well as computer hardware replacement in the Police Department.
DISCUSSION: The Police Chief commented on the efforts of having community “trust” and funding for equipment.
ACTION: Approved as recommended (MacDonald/Perello) Ayes: MacDonald, Padilla and Perello and Flynn.

Public Works Department

4. SUBJECT: Approval of Lowest Responsible and Responsive Bid and Authorization to Issue and Execute a Contract for UD15-38 Orchard Park Neighborhood Street Resurfacing Project. (465)
RECOMMENDATION: Award contract to the lowest responsible and responsive bidder, Granite Construction Company (A-7839), in the amount of \$895,343.00 for UD15-38 Orchard Park Neighborhood Street Resurfacing Project, and authorize the purchasing agent to issue and execute the contract upon receipt of final documents.
DISCUSSION: The Interim Public Works Director reviewed the proposed street maintenance, resurfacing projects, community outreach and “alley” maintenance options.

Public comments were received from: Pat Brown and George Miller.

The City Council discussed: the selection process of the contractor(s).

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

5. SUBJECT: Approval of Lowest Responsible Responsive Bid and Authorization to Issue and Execute a Contract for PW13-15R2 (Rebid) Localized Pavement Maintenance Project. (549)
RECOMMENDATION: 1) Award contract to the lowest responsible and responsive bidder, Berry General Engineering Contractors, Inc. (A-7843) in the amount of \$1,281,840 for PW13-15R2 (Rebid) Localized Pavement Maintenance Project, and authorize the purchasing agent to issue and execute the contract upon receipt of final documents; and 2) Approve a budget appropriation in the amount of \$1,600,025 to new Localized Pavement Maintenance Project 163101.*
DISCUSSION: The Interim Public Works Director reviewed the proposed street maintenance and resurfacing projects.
ACTION: Approved as recommended. (MacDonald/Padilla). Ayes: MacDonald, Padilla, Perello, Flynn and Ramirez. Abstain: MacDonald (only for his neighborhood).*
6. SUBJECT: Approval of Lowest Responsible and Responsive Bid and Authorization to Issue and Execute a Contract for UD15-07- Pleasant Valley Estates Neighborhood Street Resurfacing Project. (607)

RECOMMENDATION: Award contract to the lowest responsible and responsive bidder, Toro Enterprises, Inc. (A-7834) in the amount of \$1,868,511.00 for UD15-07 Pleasant Valley Estates Neighborhood Street Resurfacing Project, and authorize the purchasing agent to issue and execute the contract upon receipt of final documents.

DISCUSSION: The Interim Public Works Director reviewed the proposed street maintenance and resurfacing projects.

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

N. CITY COUNCIL BUSINESS/COMMITTEE REPORTS

1. SUBJECT: 2016 Meeting Schedule for Legislative Bodies. (659)

RECOMMENDATION: Meet on the following dates during the calendar year 2016: January 5, 12 and 26, February 2, 9 and 23, March 1, 15, and 22, April 5, 12, 19 and 26*, May 3, 10, 17 and 24*, June 7, 14, 21 and 28*, July 12, 19 and 26, August NO MEETINGS, September 6, 13 and 20, October 4, 11, 18 and 25, November 1, 8, and 15, and December 6, 13 and 20.

DISCUSSION: The City Councilmembers discussed “not” having a meeting on election night, November 8, 2016 and other possible meeting dates.

ACTION: Approved as recommended with November 8, 2016 (election night) removed from schedule and scheduling the fifth Tuesday of the month for a meeting except after a holiday. (Ramirez/MacDonald). Ayes: MacDonald, Padilla, Flynn and Ramirez. Noes: Perello (stated his belief that more meetings should be scheduled.)

RECESS

At 10:02 p.m., the City Council recessed while the Housing Authority held a meeting and at 10:37 p.m., the City Council reconvened.

COMMUNITY DEVELOPMENT COMMISSION SUCCESSOR AGENCY AND HOUSING AUTHORITY

At 10:41 p.m. the joint meetings with the Oxnard Community Development Commission Successor Agency, Oxnard Financing Authority and Oxnard Housing Authority concluded.

M. REPORT OF CITY MANAGER

The City Manager commented on the Standard & Poor’s credit rating and Assistant City Manager (Whitney) updated Council that the “winter warming shelter” would be located at the Oxnard Armory.

N. CITY COUNCIL BUSINESS/COMMITTEE REPORTS

The Council commented on: Veteran’s Day’s event; possible proposal at Halaco site (MacDonald); update of the selection process for a City Attorney (Padilla); future “utility ballot” discussion (Perello); Robert’s Rules of Order (call for the question and point of order procedures) (Flynn); direct staff to place the truck routes issue on Transportation Policy Task Force meeting and the need for a legal briefing from City legal counsel regarding the legal position to defend the position “not to have a fourth power plant” on the beach and removal of the older beach (Mandalay and Ormond Beach) power plants.

O. PUBLIC COMMENTS ON REPORTS

P. PUBLIC COMMENTS ON STUDY SESSION

Q. STUDY SESSION

R. ADJOURNMENT

At 10:57 p.m., the City Council concurred to adjourn the meeting.

DANIEL MARTINEZ
City Clerk

TIM FLYNN
Mayor

MINUTES
OXNARD CITY COUNCIL
Regular Meeting
November 17, 2015

A. ROLL CALL/POSTING OF AGENDA

At 4:34 p.m., the regular meeting of the Oxnard City Council convened in the Council Chambers. Councilmembers Tim Flynn, Carmen Ramirez, Bryan A. MacDonald, Dorina Padilla and Bert Perello were present. The City Clerk stated that the agenda was posted on Thursday in the Library and City Clerk's Office. Mayor Flynn presided and called the meeting to order. Staff members present were: Daniel Martinez, City Clerk; Greg Nyhoff, City Manager; Maria Hurtado, Assistant City Manager; Scott Whitney, Assistant City Manager and Stephen Fischer, Interim City Attorney.

B. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

C. CLOSED SESSION

At 4:36 p.m. the City Council recessed to a closed session, pursuant to Government Code section 54957.6, to discuss the status of labor negotiations and to review its available funds and funding priorities for the sole purpose of providing instructions to the City's negotiators, J. Tabin Cosio, Director of Human Resources; Dania Torres Wong, and Jon Holtzman, City's labor attorneys. Employee organizations: International Association of Firefighters, AFL-CIO (**IAFF**), Local No. 1684; Oxnard Peace Officers' Association (**OPOA**); Service Employees International Union CTW, CLC, Local 721 (**SEIU Local 721**); International Union of Operating Engineers AFL-CIO, Local No. 501 (**IUOE Local 501**); Oxnard Public Safety Management Employees' Association (**Police Unit**); Oxnard Public Safety Management Employees' Association (**Fire Unit**); and Oxnard Mid-Managers' Association (**OMMA**); **Unrepresented employees:** Assistant City Manager, Chief Financial Officer, City Clerk, City Treasurer, Deputy City Manager, Development Services Director, Fire Chief, Housing Director, Human Resources Director, Economic Development Director, I.T. Director, Library Director, Police Chief, Utilities Director (**Department Directors**); Assistant City Attorney, Assistant Director of Human Resources, Community Relations and Public Affairs Manager, Deputy City Attorney, Law Office Manager, Human Resources Manager, Workers' Compensation Manager, Management Analyst III (C) (**Confidential Mid-Managers**); Accountant II (C80), Accounting Technician (C67), Administrative Assistant (C70), Administrative Legal Assistant (C70), Administrative Legal Secretary I (C25), Administrative Legal Secretary II (C35), Administrative Legal Secretary III (C50), Administrative Secretary I (C15), Administrative Secretary II (C30), Administrative Secretary III (C40), Administrative Services Assistant (C70), Administrative Technician (C60), Employee Relations Coordinator (C67), Executive Assistant I (C80), Executive Assistant II (C85), Human Resources Technician (C70), Office Assistant I (C10), Office Assistant II (C20), Paralegal (C75), Safety Specialist (C72), Senior Administrative Legal Secretary (C65), Senior Administrative Secretary (C55), Senior Benefits Coordinator (C75), Senior Human Resources Coordinator (C75), Workers' Compensation Specialist (C69) (**Confidential Employees**); unrepresented Limited Benefit Employees.

At 6:07 p.m. the City Council reconvened and recessed to the evening session.

D. OPENING CEREMONIES

At 6:07 p.m., the regular meeting of the Oxnard City Council reconvened in the Council Chambers, concurrently with the Oxnard Housing Authority. The meeting opened with the pledge of allegiance to the flag of the United States, followed by a moment of silence. Mayor Flynn presided.

Additional staff members present were: Joseph Lillio, Chief Financial Officer; Tobin Cosio, Human Resources Director; Arturo Castillo, Housing Director; Ashley Golden, Development Services Director; Cynthia Daniels, Project Manager; Kymberly Horner, Economic Development Director; Daniel Rydberg, Interim Utilities Director; Keith Brooks, Interim IT Manager and Todd Housley, Environmental Resources Manager.

E. CEREMONIAL CALENDAR

1. SUBJECT: Presentation of a Resolution to Manuel Jimenez for over thirty-eight years of service to the City of Oxnard. (001)

RECOMMENDATION: Approve.

INFORMATION/CONSENT AGENDA ACTION: Approved as recommended, **Resolution No. 14,870**. (Ramirez/Perello) unanimously.

DISCUSSION: Mayor Flynn presented a resolution to Mr. Jimenez who recognized his family.

F. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Public comments were received from: Brett Munoz; Mike Johnson (OPOA); Greg Runyon; Wilfredo Chua, (height of proposed buildings); Woodrow Thomas; Julie Pena (Neighbor Council meetings issues); Richard Francis (SOAR); Larry Stein; Nancy Kobashigawa (removal of trees); Phillip Molina (removal of trees) and Martin Jones, (in-lieu fee housing fees).

G. REVIEW OF INFORMATION/CONSENT AGENDA

Comments were received from: Interim City Attorney I-1(a); Interim Public Works Director I-1(d) & I-1(e); Project Manager (I-3) and Interim IT Manager (I-2).

H. PUBLIC COMMENTS ON INFORMATION/CONSENT AGENDA

I. INFORMATION/CONSENT AGENDA

City Manager Department

1. SUBJECT: Agreements for City Council Review. (003)

RECOMMENDATION: 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.

2. SUBJECT: Second Amendment to Novacoast, Inc., Agreement. (007)

RECOMMENDATION: Approve and authorize the Mayor to execute a Second Amendment with Novacoast, Inc. (5582-11-CM) to increase the amount by \$300,000 for a total of \$525,000, for technical consulting services in the areas of network infrastructure, website design, and operating systems support.

Development Services Department

3. SUBJECT: Project Specification No. GS12-09 for Sewer Replacement at 273 E. Fifth Street. (023)*

RECOMMENDATION: Adopt plans, specifications, and working details for Project Specification No. GS12-09 to replace a damaged sewer line at 273 E. Fifth Street.

Fire Department

4. SUBJECT: Authorization to Submit a Grant Application to the Federal Emergency Management Agency (FEMA) for \$450,000 in Assistance to Firefighters Grants Program (AFG) Grant Funds for the purpose of purchasing a Light & Air vehicle. (025)

RECOMMENDATION: Adopt **Resolution No. 14,871** authorizing: 1) The City Manager to submit a grant application to the Federal Emergency Management Agency (FEMA) Assistance to Firefighters Grant program in the amount of \$450,000 for the purpose of purchasing a Light & Air vehicle; 2) The City Manager or designee to execute the grant agreement if grant funds are awarded to the City; 3) The Chief Financial Officer or designee to submit financial reports and grant claims, approve special budget appropriations for the use of the grant funds and perform all other required financial actions; and 4) The Fire Chief or designee to submit non-financial reports.

INFORMATION/CONSENT AGENDA ACTION: Approved as recommended. (Ramirez/Padilla) Ayes: Ramirez, MacDonald, Padilla, Perello and Flynn. Noes: Perello only I-3*.

J. PUBLIC HEARINGSHOUSING AUTHORITY

At 7:21 p.m. the joint meetings with the Oxnard Housing Authority concluded.

K. APPOINTMENT ITEMSDevelopment Services Department

1. SUBJECT: Presentation on Naval Base Ventura County Joint Land Use Study. (033)
RECOMMENDATION: 1) Receive and file a presentation on the Naval Base Ventura County Joint Land Use Study; and 2) Adopt **Resolution No. 14,872** in support of the City of Oxnard's continued Collaboration with Regional Partners to Evaluate the Joint Land Use Study Recommended Strategies and Identified Compatibility Issue to Decide Feasible Steps for Implementation.

DISCUSSION: The Development Services Director; Steve DeGeorge, Ventura County Transportation Commission and Rick Rust, Matrix, commented on the "joint land use" study to review future development plans to ensure that the local community is "compatible and balanced" with the military bases.

The City Council commented on: supporting the compatibility of the local and military community and use of Rice Avenue.

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

Q. STUDY SESSION

Finance Department

2. SUBJECT: Review of the City's Budget for the 1st Quarter – Fiscal Year 2015-16. (117)
RECOMMENDATION: Receive the first quarter Budget Status Report as of September 30, 2015.

DISCUSSION: The Chief Financial Officer reviewed the projected budget including property taxes, reserve account, Measure "O" revenues, utilities funds, S&P rating impacts and future financial outlook.

The Development Services Director reviewed "business" license fees and costs.

The Economic Development Director commented on revenue received due to former Redevelopment loans and collection of any outstanding revenue(s).

Phillip Curls, First Southwest, commented on impacts of lower S&P rating.

Public comments were received from: Larry Stein; Aaron Starr; Jim Lavery and Steve Nash.

The City Council discuss: S&P rating; anticipated revenues; possible future reductions; business licenses and "long term" financial options.

ACTION: The City Council provided comments and directions to staff.

RECESS

At 9:26 p.m., the City Council recessed and at 9:38 p.m., the City Council reconvened.

L. REPORTS

Human Resources Department

2. SUBJECT: Approval of Resolutions Authorizing Full-Time Equivalent Positions and Approving Changes to Section XII of the Personnel Rules and Regulations Setting the Classification and Salary Schedule. (055)

RECOMMENDATION: Adopt two resolutions 1) **Resolution No. 14,873** Repealing Resolutions No. 14,836, 14,851 and 14,860 authorizing full-time equivalent positions and setting the authorized full-time equivalent positions; and 2) **Resolution No. 14,874**, Repealing Resolutions No. 14,837, 14,852, 14,861 setting the classification and salary schedule; and approving changes to Section XII of the Personnel Rules and Regulations setting the classification and salary schedule.

DISCUSSION: The Human Resources Director reviewed reasons for proposed changes and funding of the positions including use of consultants and filling approved positions.

Public comment received from Larry Stein.

The City Council discussed the services and costs of consultants.

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

3. SUBJECT: Third Amendment to Attorney Services Agreement for Special Counsel to Represent the City of Oxnard in a Variety of Human Resources Related Matters. (077)

RECOMMENDATION: 1) Approve and authorize the Mayor to execute a Third Amendment to Attorney Services Agreement with Renne Sloan Holtzman Sakai LLP (6862-14-CA) to increase the contract amount by \$549,000 for a total not to exceed amount of \$1,089,000; and 2) Authorize an appropriation in the amount of \$235,000 cost allocated as follows: \$177,444 (or 62%) from the one time Successor Agency Residual pass-through Loan Payment, which currently resides in the General Fund Reserve fund, \$13,429 (or 5%) to Water fund, \$17,859 (or 7%) to the Wastewater fund and \$26,268 to the Environmental Resources fund (or 26%).

DISCUSSION: The Human Resources Director commented projected legal costs and staffing of Human Resources Department.

Public comment received from Larry Stein.

The Council discussed: legal services being received; legal costs and possible reduction of General Fund reserve funds.

ACTION: Approved as recommended. (Ramirez/Padilla). Ayes: Perello, Flynn, Ramirez, Padilla. Noes: MacDonald.

ACTION: Approved extending meeting after 10:00 p.m. (Flynn/Ramirez) unanimously.

Public Works Department

1. SUBJECT: Proposition 218 Protest Form and Establishing a Regular Meeting for January 19, 2016. (053)

RECOMMENDATION: 1) Provide direction to staff on including a Protest Form in the Notice of Public Hearing regarding proposed increase in Water, Wastewater, and Solid Waste Service Rates; and 2) establish Tuesday, January 19, 2016 as regular City Council meeting.

DISCUSSION: The Assistant City Manager (Whitney) outlined the Proposition 218 process, proposed schedule, cost of service survey and possible mailing of protest form.

Public comments were received from: Aaron Starr; George Miller; Larry Stein; Harold Ceja and Pat Brown.

The City Council discussed: mailing out of ballots to the community; providing information to the community and need to invest in municipal infrastructure.

ACTION: Provided comments to staff to provide ballots and moved to approve a regular meeting of January 19, 2016 (Flynn/Ramirez) unanimously.

Public Works Department

4. SUBJECT: Appropriate Funds from Streets Improvement Fund Balance in the amount of \$1,250,000 to the La Colonia Resurfacing, Phase I, Project 143116. (083)
RECOMMENDATION: Approve a budget appropriation in the amount of \$1,250,000 from the Street Improvement Fund Balance to the La Colonia Resurfacing, Phase I, Project 143116.
ACTION: Continue to future date.

M. REPORT OF CITY MANAGERN. CITY COUNCIL BUSINESS/COMMITTEE REPORTS

The City Council discussed: density impact (Flynn); removal of trees (Perello); survey of municipal infrastructure (sewer lines) (Flynn) and Water Assistance Program (Ramirez).

O. PUBLIC COMMENTS ON REPORTSP. PUBLIC COMMENTS ON STUDY SESSIONQ. STUDY SESSIONCity Attorney Department

1. SUBJECT: Review and Discuss Whistleblower Policy Guidelines. (085)
RECOMMENDATION: Discuss a Whistleblower Policy and provide staff direction to return to Council with a recommended Whistleblower Policy for adoption.
ACTION: Continue to future date.

R. ADJOURNMENT

At 11:28 p.m. the City Council concurred to adjourn the meeting.

DANIEL MARTINEZ
City Clerk

TIM FLYNN
Mayor

MINUTES

OXNARD CITY COUNCIL

Special Meeting
November 23, 2015

A. ROLL CALL/POSTING OF AGENDA

At 6:04 p.m., the special meeting of the Oxnard City Council convened in the Council Chambers. Councilmembers Tim Flynn, Carmen Ramirez, Bryan A. MacDonald, Dorina Padilla and Bert Perello were present. The City Clerk stated that the agenda was posted on Thursday in the Library and City Clerk's Office. Mayor Flynn presided and called the meeting to order. Staff members present were: Daniel Martinez, Oxnard City Clerk; Greg Nyhoff, City Manager and Stephen Fischer, Interim City Attorney.

B. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

Public comments were received from: Steve Nash; Shirley Godwin; Martin Jones; Judith Dugan; Larry Godwin; Inez Tuttle; Margert Cortese; Julie Pena; Rhea Voll; Janis McCormick; Stanley Tzankoy (CA Senator Hannah-Beth Jackson); Michael Stubblefield; Diane Delaney; Al Velasquez; Lauraine Effess and Refugio Valencia.

C. CLOSED SESSION

1. At 6:28 p.m. the City Council recessed to a closed session, pursuant to Government Code section 54957.6, to discuss the status of labor negotiations and to review its available funds and funding priorities for the sole purpose of providing instructions to the City's negotiators, J. Tabin Cosio, Director of Human Resources; Dania Torres Wong, and Jon Holtzman, City's labor attorneys. Employee organizations: International Association of Firefighters, AFL-CIO (**IAFF**), Local No. 1684; Oxnard Peace Officers' Association (**OPOA**); Service Employees International Union CTW, CLC, Local 721 (**SEIU Local 721**); International Union of Operating Engineers AFL-CIO, Local No. 501 (**IUOE Local 501**); Oxnard Public Safety Management Employees' Association (**Police Unit**); Oxnard Public Safety Management Employees' Association (**Fire Unit**); and Oxnard Mid-Managers' Association (**OMMA**); **Unrepresented employees:** Assistant City Manager, Chief Financial Officer, City Clerk, City Treasurer, Deputy City Manager, Development Services Director, Fire Chief, Housing Director, Human Resources Director, Economic Development Director, I.T. Director, Library Director, Police Chief, Utilities Director (**Department Directors**); Assistant City Attorney, Assistant Director of Human Resources, Community Relations and Public Affairs Manager, Deputy City Attorney, Law Office Manager, Human Resources Manager, Workers' Compensation Manager, Management Analyst III (C) (**Confidential Mid-Managers**); Accountant II (C80), Accounting Technician (C67), Administrative Assistant (C70), Administrative Legal Assistant (C70), Administrative Legal Secretary I (C25), Administrative Legal Secretary II (C35), Administrative Legal Secretary III (C50), Administrative Secretary I (C15), Administrative Secretary II (C30), Administrative Secretary III (C40), Administrative Services Assistant (C70), Administrative Technician (C60), Employee Relations Coordinator (C67), Executive Assistant I (C80), Executive Assistant II (C85), Human Resources Technician (C70), Office Assistant I (C10), Office Assistant II (C20), Paralegal (C75), Safety Specialist (C72), Senior Administrative Legal Secretary (C65), Senior Administrative Secretary (C55), Senior Benefits Coordinator (C75), Senior Human Resources Coordinator (C75), Workers' Compensation Specialist (C69) (**Confidential Employees**); **unrepresented Limited Benefit Employees.**

2. The City Council also recessed to a closed session, pursuant to Government Code section 54956.9 (d)(1) 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: California Public Utilities Commission Application 14-11-016.
3. The City Council also recessed to a closed session, pursuant to Government Code section 54956.9(d)(1) to confer with its legal counsel regarding the status of the proceeding Name of case: In the Matter of: Application of the Puente Power Project, California Energy Commission Docket No. 15-AFC-01.
4. The City Council also recessed to a closed session, pursuant to Government Code section 54956.9 (d)(1) to confer with its legal counsel regarding the status of the proceeding Name of case: Request that the California Coastal Commission Revoke Grant Funding Provided to the City of Oxnard, filed with the California Coastal Commission by Michael J. Carroll. 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.

At 9:28 p.m. the City Council reconvened and recessed to the evening session. The Interim City Attorney announced that City Council provided direction to labor negotiators (C-1) and that the City Council conferred with legal counsel regarding status of the legal proceeding (C-2, 3 and 4).

D. ADJOURNMENT

At 9:29 p.m. the City Council concurred to adjourn the meeting.

DANIEL MARTINEZ
City Clerk

TIM FLYNN
Mayor



**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Info/Consent

AGENDA ITEM NO.: I-2

DATE: January 5, 2016

TO: City Council

FROM: Greg Nyhoff, City Manager
Office of the City Manager

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

SUBJECT: Agreements for City Council Review

CONTACT: Greg Nyhoff, City Manager
greg.nyhoff@ci.oxnard.ca.us, 385-7430

RECOMMENDATION

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

BACKGROUND

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

FINANCIAL IMPACT

Funding information is included on the attached list.

Attachment - #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 01/05/2016

Item	Type	Department/Contact	Vendor/Agreement Number	Description/Purpose	Amount
A	Original Agreement	Office of Youth Safety / Recreation & Community Services Ken Klopman, Youth Safety Coordinator (805) 432-9916	Resource Development Associates Agreement No. A-7853	Consulting Services for Grant Project Evaluation The City has been awarded a 3-year California Gang Reduction, Intervention and Prevention (Cal-GRIP) Program grant by the Board of State and Community Corrections (BSCC) to continue local gang violence reduction efforts. BSCC requires a minimum of 10% of funds be designated for project evaluation. A Request for Proposals (RFP) was issued by the City on 9/21/15 with proposals due 10/19/15. Three proposals were subsequently received in response to the RFP. Upon review of all the proposals, Resource Development Associates was determined to be the most qualified vendor. Total Contract Amount: \$106,480 FundingSource: Cal-GRIP grant funding	\$106,480 Current FY Amount: \$40,731
B	Purchase Order	General Services Department/Fleet Services Division Bill Birch 385-8080	National Auto Fleet Group Purchase Order No. 5691	Purchase Two (2) Ford Police Interceptor Utility Vehicles for CFD#5 On September 22, 2015, City Council approved the purchase of seven Ford Police Interceptor Utility vehicles out of General Fund Reserves. This request is for two 2016 Ford Police Interceptor Utility vehicles and will be used for police patrol in the Community Facilities District (CFD) No. 5 (RiverPark area), funding of which will come out of CFD No.5 funds. With the discontinuation of the Ford Crown Victoria in 2011, research by PD and Fleet Services for alternatives found 13 agencies in Southern California which transitioned to the Ford Police Interceptor Utility vehicle as their primary patrol vehicle due to its versatility, occupant space, storage capacity, and rated performance history with other law enforcement agencies. General Services is requesting to purchase two 2016 Ford Police Interceptor Utility vehicles under a joint purchase agreement with NJPA (National Joint Powers Alliance) Master Vehicle Contract #102811 and includes costs for outfitting. Total Contract Amount: \$86,988 FundingSource: RiverPark CFD #5 Capital Outlay Fund	\$86,988 Current FY Amount: \$86,988

ATTACHMENT
PAGE 1 OF 2

City Manager Contract List for 01/05/2016

Item	Type	Department/Contact	Vendor/Agreement Number	Description/Purpose	Amount
C	Change Order	Public Works/CPM Lou Balderrama	Toro Enterprises, Inc. Agreement No. A-7778	Channel Islands Neighborhood Resurfacing Project Change Order #1 is the final balancing change order and is necessary to account for the cost difference between the estimated contract quantities and the actual quantities used on this unit price contract project as shown in the attached bid item schedule, detailing the actual costs. This contract was processed through a Public Bid in accordance with the City's procurement policy. Seven bids were opened on April 29, 2015. Toro Enterprises, Inc. was determined to be the lowest responsive and responsible bidder. On June 2, 2015, Council awarded contract specification UD15-10 to Toro Enterprises, Inc.	\$84,715
		340-5258	Change Order 1	Total Contract Amount: \$1,359,009 FundingSource: Lease Revenue Bond Funds	Current FY Amount: \$1,359,009

ATTACHMENT
PAGE 2 OF 2



**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Report

AGENDA ITEM NO.: L-1

DATE: January 5, 2016

TO: City Council

FROM: Stephen M. Fischer, Interim City Attorney *SMB*
City Attorney

SUBJECT: Ordinance Imposing Smoking Regulations in Recreational Areas.

CONTACT: Stephen M. Fischer, Interim City Attorney
stephen.fischer@ci.oxnard.ca.us, 385-7483

RECOMMENDATION

That City Council approve the first reading by title only and subsequent adoption of an ordinance enacting smoking regulations for recreational areas in the City.

BACKGROUND

The City Council held a study session on October 20, 2015 to discuss potential smoking regulations. At Council's direction, the City Attorney's office held study sessions with both the Parks & Recreation Commission and Inter Neighborhood Council Organization (INCO) to get community input on potential regulations. In November the Parks, Recreation and Community Services Commission concluded that neighborhood groups should provide input before the Commission made recommendations. In December the INCO and other members of the public gave their input.

Although there was no consensus on the issue, the majority opinion gathered from the comments received was that smoking regulations should apply to public recreation areas, with City parks as the most common concern. The comments centered on litter problems (cigarette butts) and second hand smoke around children. The majority of the comments did not support a broader ban applicable to private property such as restaurant patios. The public speakers felt those regulations were best left to the individual property owners.

The attached ordinance reflects this community input. The ordinance prohibits smoking (including e-cigarettes) in all recreational areas of the city open to the public. The smoking ban applies to recreational areas such as parks, beaches, gardens and playgrounds. Smoking regulations of private property (excluding private recreational areas) is left up to those in control of the property to determine their own approach and the ordinance authorizes owners to declare an establishment, including outdoor areas, "nonsmoking". The fines are set at the City standard (City Code §1-10) and the ordinance would become effective 90 days after adoption in order to provide time for an information campaign, signage and outreach regarding the new smoking regulations.

FINANCIAL IMPACT

The estimated cost to establish signage at City parks is between \$5,250 and \$9,000. Funding sources would be dependent upon the park's location. It is not anticipated that additional resources would be dedicated to enforcement.

ATTACHMENTS

Attachment #1 - Smoking Ordinance

CITY COUNCIL OF THE CITY OF OXNARD

ORDINANCE NO. _____

ORDINANCE OF THE CITY OF OXNARD, CALIFORNIA, ADDING ARTICLE
XVII TO CHAPTER 7 OF THE CITY CODE PERTAINING TO SMOKING
REGULATIONS

WHEREAS, reliable studies have shown that breathing secondhand smoke is a significant health hazard for all population groups; and

WHEREAS, health hazards induced by breathing secondhand smoke include lung cancer, respiratory infection, decreased exercise tolerance, decreased respiratory function, bronchoconstriction and bronchospasm; and

WHEREAS, smoking is a positive danger to health and a cause of material annoyance, inconvenience, discomfort and health hazard to those who are present in areas exposed to secondhand smoke; and

WHEREAS, smoking is a potential cause of fires, and cigarette butts and other waste are a major source of trash in parks, on beaches, and other public areas; and

WHEREAS, in 2012, American poison control centers received nearly 8,648 reports of poisoning by the ingestion of cigarettes, cigarette butts, and other tobacco products and 84.5% of these poisonings were in children age 5 and younger; and

WHEREAS, in 2011, 22.6% of all debris collected from beaches and coastal areas were smoking related products; and

WHEREAS, cigarette filters, made of plastic cellulose acetate, can take up to several years to degrade; and

WHEREAS, discarded cigarette butts have been found to adversely impact the health of both pets and wildlife; and

WHEREAS, studies on electronic smoking devices' vapor emissions and cartridge contents have found a number of dangerous substances; and

WHEREAS, the State of California's Tobacco Education and Research Oversight Committee (TEROC) "opposes the use of e-cigarettes in all areas where other tobacco products are banned"; and

ATTACHMENT NO. 1
PAGE 1 OF 4

WHEREAS, electronic smoking devices often mimic conventional tobacco products in shape, size, and color, with the user exhaling a smoke-like vapor similar in appearance to the exhaled smoke from cigarettes and other conventional tobacco products; and

WHEREAS, the use of electronic smoking devices in smokefree locations threatens to undermine compliance with smoking regulations and reverse the progress that has been made in establishing a social norm that smoking is not permitted in public places and places of employment.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OXNARD DOES ORDAIN AS FOLLOWS:

Part 1. Article XVII is hereby added to Chapter 7 of the Oxnard City Code to read as follows:

“ARTICLE XVII. REGULATION OF SMOKING

SEC. 7-290. PURPOSE.

The purposes of this article are:

(A) To protect the public health, safety and welfare by prohibiting smoking in recreational areas of the city.

(B) To strike a reasonable balance between the needs of persons who smoke and the guarantee to nonsmokers of the right to breathe smoke-free air, and to recognize that, where these conflict, the need to breathe smoke-free air shall have priority.

(C) To treat electronic smoking devices in the same manner as conventional cigarettes and other tobacco products.

SEC. 7-291. DEFINITIONS.

The following words, phrases and terms, as used in this article, shall be construed as defined in this section:

(A) **ELECTRONIC SMOKING DEVICE** - An electronic or battery-operated device that delivers vapors of nicotine and/or other substances for inhalation. This term includes every variation and type of such device, whether manufactured, distributed, marketed, or sold as an electronic cigarette, an electronic cigar, an electronic cigarillo, an electronic pipe, a vapor cigarette or any other similar product. This term does not include any product specifically approved by the United States Food and Drug Administration for use in the mitigation, treatment or prevention of diseases.

(B) **RECREATIONAL AREA** - Any area that is publicly or privately owned, and open to the general public for recreational purposes regardless of any fee requirement, including but not

limited to, parks, beaches, picnic areas, gardens, swimming pools, walking paths, skateboard parks and playgrounds.

(C) **SMOKING** - The carrying, inhaling, or emitting the fumes or vapors of a lighted or activated pipe, cigar, cigarette, electronic smoking device, or any other lighted or activated smoking product or equipment used to burn any tobacco product, weed, plant, or other combustible substance in any manner or in any form. Smoking does not mean the combustion of material solely for olfactory purposes such as, for example, smoke from incense, that does not contain any tobacco or nicotine, or the emissions from a product specifically approved by the United State Food and Drug Administration for use in mitigating or preventing disease.

SEC. 7-292. SMOKING REGULATIONS.

(A) Smoking shall be prohibited in all recreational areas within the city, except in such places in which smoking is already prohibited by state or federal law, in which case the state or federal law applies.

(B) Smoking shall be prohibited inside all facilities owned, leased or controlled by the city.

(C) No person shall dispose of any cigarette, cigar or tobacco or electronic smoking device or any part of a cigarette or cigar or electronic smoking device except in a designated waste disposal container.

(D) Notwithstanding any other provision of this section, any owner, operator, manager, or other person who controls any establishment or facility may declare that entire establishment or facility as a nonsmoking establishment, whether enclosed or not.

SEC. 7-293. VIOLATIONS.

(A) A violation of this article is designated an infraction and may be enforced according to the provisions of section 1.10 of the city code.

(B) A violation of any section of this article and any use or condition caused, or permitted to exist, in violation of any provision of this article shall be, and hereby is declared to be, a public nuisance.

(C) Punishment under this section shall not preclude punishment pursuant to Health and Safety Code Section 13002, Penal Code Section 374.4, or any other law proscribing the act of littering.

SEC. 7-294. OTHER APPLICABLE LAWS.

This article shall not be interpreted or construed to permit smoking where it is otherwise restricted by other applicable laws."

Part 2. If any section, subsection, sentence, clause, phrase, part or portion of this Ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Ordinance. The City Council

declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase, part or portion thereof, irrespective of the fact that any one of more section, subsections, sentences, clauses, phrases, parts or portions be declared invalid or unconstitutional.

Part 3. The City Council determines and finds that this ordinance is exempt from the California Environmental Quality Act under section 15061(b)(3) because the activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

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

Part 5. The City Clerk shall certify as to the adoption of this ordinance and shall cause the summary thereof to be published within fifteen calendar (15) days of the adoption and shall post a certified copy of this ordinance, including the vote for and against the same, in the office of the City Clerk, in accordance with Government Code Section 36933. Ordinance No. ____ was first read on ____, 2016, and finally adopted on ____, 2016, to become effective ninety days thereafter.

AYES:

NOES:

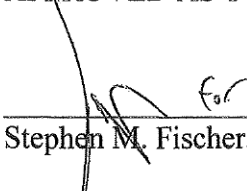
ABSENT:

Tim Flynn, Mayor

ATTEST:

Daniel Martinez, City Clerk

APPROVED AS TO FORM:



Stephen M. Fischer, Interim City Attorney

ATTACHMENT NO. 1
PAGE 4 OF 4



**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Report

AGENDA ITEM NO.: L-2

DATE: January 5, 2016

TO: City Council

THROUGH: Greg Nyhoff, City Manager
Office of the City Manager

A handwritten signature in blue ink, appearing to be "GN", located next to the "THROUGH" field.

FROM: Maria Hurtado, Assistant City Manager

SUBJECT: Organizational Assessment: Status Update on the Implementation Action Plan's for the 128 Recommendations

CONTACT: Maria Hurtado, Assistant City Manager
Maria.hurtado@ci.oxnard.ca.us, 385-7430

RECOMMENDATION

That City Council receive a status update on the Organizational Assessment's Implementation Action Plans (IAP's) that prioritizes the 128 recommendations adopted by Council on July 21, 2015.

DISCUSSION

The organizational assessment was commissioned by the City Council in order to address a number of fiscal and management issues identified by the City Manager during his initial organizational evaluation upon his arrival to the City. Management Partners and Renne Sloan Holtzman Sakai proposed a 3-phased approach based on 3 critical building blocks of good governance: a) Corporate Support, Accountability and Value Systems, b) Ensuring Excellent Services and c) Innovation and Focus on the Future. Once fully realized, this proposed approach results in a comprehensive and transformational 5-year strategic plan called Oxnard 2020 – Determining Our Future Now.

Three Phased Implementation Action Plan based on Priorities 1A, 1B, and 2:

On July 21, 2015, the Council adopted the Priority 1A, Priority 1B, and Priority 2 IAP's. Each IAP delineated how the City intended to address the recommendations over the course of the next two years, and reflected the length of time anticipated to complete the implementation steps and a realistic assessment of the organization's capacity to process the high level of workload. Priority 1 items may involve non-conformance with state and federal laws, Council policy, labor agreements, or IRS federal guidelines. A small portion of the Priority 1 category reflects recommendations that were easy to

accomplish and simply required more active management of the City. Staff recommended addressing Priority 1 items within this fiscal year. Since the majority of the recommendations fall within Priority 1, staff divided Priority 1 items into two six-month workplans, with the most critical items to be accomplished during the first six months of the fiscal year and the remainder to be addressed the last six months of this fiscal year. The three phased plan is divided as follows:

- **Phase 1: Priority 1A: Six-Month Implementation Action Plan (IAP) (Completed by December 31, 2015)**: The first six month implementation plan includes 21 items. These items reflect higher risk items that should be largely completed before the start of the next budget cycle.
- **Phase 2: Priority 1B: One-Year Implementation Action Plan (IAP) (Completed by June 30, 2016)**: There are 73 items identified in Priority 1B that are important to accomplish without delay but are likely to take more time or reflect a reduced risk exposure. These items will be completed within one year.
- **Phase 3: Priority 2: Three Year Implementation Action Plan (IAP) (Completed by December 31, 2018)**: Second tier of importance to accomplish and/or may involve some complexity or time to complete but involves reduction of risk in the organization (34 items).

Please note that each of the three attached IAP's includes a color coded "Status" column, (delineated by green, yellow, or red) as an easy visual marker to inform Council whether the implementation steps are either on course or completed, pending, or in jeopardy of either falling behind schedule or not being completed. In the previous update, staff noted that all items were in "green status" at that time, since the timelines had just been set. It was noted, however, that items may change status for various reasons, and that they may be moved from one Priority to another as staff continued to make progress and evaluate each item. Since the previous update, some Priority 1A items have been moved to Priority 1B for a variety of reasons. Some are ready to be completed but are scheduled to be presented to Council after December 31, 2015, and others have pending items or delays. More information is included in the attached action plans.

Progress to Date on Implementation Action Plan:

Several critical milestones have been completed since the July 21, 2015 adoption of the IAP's and several have made significant progress even in the midst of continued fiscal challenges, senior management vacancies and low staffing levels. Some of the key recommendations that have been addressed include:

- The review and tightening of budgetary controls and authority for departments;
- The restructure of the budget process to provide greater oversight by the Office of the City Manager;
- The development of a four year Information Technology Master Plan;

- The completion of an audit of the Affordable Care Act and Deferred Compensation maximums to ensure compliance;
- Development of an alternative retirement plan (457b) to ensure compliance with the Social Security Act;
- Reorganization of the Executive Board to consist of City Manager's Office staff and department heads of the City Manager's choosing;
- Affirm the proper role for Finance/Payroll as the final "Check and Balance" ensuring that employees are properly compensated consistent with City Council authorization and pursuant to IRS guidelines.

Several other items are underway, such as the creation of an Internal Audit Program, the creation of the Cultural and Community Services Department, and the creation of a position control system to allow only funded positions to be filled.

Table 1 below summarizes the number of items that are completed or in the process of being completed to date:

Table 1: Summary of IAP's (In Progress or Completed)

IMPLEMENTATION PLAN	TOTAL IN PROGRESS 7/21/15	TOTAL IN PROGRESS 1/5/16	TOTAL COMPLETED 7/21/15	TOTAL COMPLETED 1/5/16
Priority 1A	34	0	5	21
Priority 1B	33	51	0	5
Priority 2	7	7	0	0
TOTAL:	74	58	5	26

Originally, there were 39 recommendations in Priority 1A. In the last update to Council in July, we noted that items may need to move from one priority to the next, as staff continues to assess and prioritize these items. 18 items have been moved from Priority 1A to Priority 1B since that update. Several of these moved items are near completion or in progress, however they will not be completed by December 31. Several are scheduled to be completed in January or February. To date, 21 Priority 1A items have been completed. Priority 1B recommendations fall within the January, 2016 through June, 2016 timeframe. 51 of these 73 items are currently being addressed, while 5 have already been completed. Staff has also made progress on 7 of the 34 recommendations in the Priority 2 IAP.

Several of the critical compliance and organizational restructure related recommendations have made significant headway and will contribute to strengthening the corporate structure.

Progress Reports on IAP's (Every four months):

Staff will continue to provide Council with a progress report every four months to ensure the implementation steps are moving forward and the recommendations are being addressed. These progress reports will provide an opportunity to inform the Council on milestones accomplished in that period or of any issues that may arise, in the event timelines need to be adjusted.

FINANCIAL IMPACT

There is no financial impact to the general fund by accepting this report. Council has previously approved an allocation of \$500,000 from the General Fund to implement the various recommendations identified in the organizational assessment. Certain components of the Implementation Action Plan will be paid by special funds if they benefit from implementing the recommendation.

ATTACHMENTS

Attachment A: 1/5/16 Updated Priority 1A: Six Month Implementation Plan
Attachment B: 1/5/16 Updated Priority 1B: One Year Implementation Plan
Attachment C: 1/5/16 Updated Priority 2: Three Year Implementation Plan

**City of Oxnard's Organizational Assessment:
Six-Month Implementation Action Plan: Priority 1A Items**

January 5, 2016

Guide to the Implementation Action Plan

The implementation action work plan was developed in response to various recommendations identified in the Organizational Assessment completed by Management Partners and Renee Sloan Holtzman Sakai (RSHS) and presented to Council on March 17, 2015. This implementation plan was vetted with the senior managers responsible for implementing the various milestones identified in the workplan. This workplan will be integrated into the other work of City departments, with appropriate assignments of responsibility for implementation falling within the respective areas of responsibility.

Due to the substantial volume of work required to address each recommendation, the Implementation Action Plan will be completed in three phases reflected in Priority 1A, Priority 1B, and Priority 2. This phasing reflects the relative priorities explained below, the length of time required to complete recommendations, and the resource limitations within the City. Because there were substantive items identified in Priority 1, we divided the workload between those critical to be accomplished during the first six months of the fiscal year and those that will be addressed the last six months of the fiscal year.

- **Phase 1: Priority 1A: Six-Month Implementation Action Plan (Completed by December 31, 2015):** Important to accomplish without delay and/or easy to accomplish: These tasks include items that may involve non-conformance with state or federal laws, IRS guidelines, labor MOU's or delay that exposes financial risk to the General Fund or the City enterprise. Several of these items involve taking more active management of the City.
- **Phase 2: Priority 1B: One-Year Implementation Action Plan (Completed by June 30, 2016):** Priority 1B contains items that are important to accomplish without delay and/or are easy to accomplish. Some items depend upon the completion of Priority 1A items. These items are anticipated to be completed within one year.
- **Phase 3: Priority 2: Three-Year Implementation Action Plan (Completed by June 30, 2018):** Accomplished within 36 months or longer, and may involve some complexity or time to complete but involves reduction of risk in the organization.

The Implementation Action Plan includes a status column that delineates progress made by staff with regard to completing the various action steps identified in the plan. The Status Color Code reflects the following:

- Green**  : **On Course or Completed:** milestones delineated with a green status are on course to be completed by the specified timeline or have been completed;
- Yellow**  : **Pending:** milestones delineated with a yellow status are pending response from specific sources/agencies/etc., research of best practices, policies, sample templates, etc, or receipt of other partner or relevant information and may require a revised deadline. Pending items may require moving from one Priority to another (i.e. From Priority 1A to a Priority 1B, as an example);
- Red**  : **Critical:** milestones delineated with a red status are confirmed to be behind schedule, will either not be completed or are in danger of not being completed due to a lack of resources and/or competing priorities.

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
Budget and Financial Management							
1	Restructure the budget process to provide greater oversight by the Office of the City Manager.	- Identify best practices for budget preparation and monitoring and adapt for Oxnard. - Establish a fixed schedule with budget milestones for City Manager review. - Define key data, key messaging and forms for City Manager review. - Ensure Council Financial Management Policies are followed or include plans leading to future compliance.	12/15/15	Asst. City Manager	Finance has a supporting role.		COMPLETED CMO and Finance took the lead in the preparation of the FY 15/16 Budget; CMO & Finance has begun to conduct Dept. meetings to discuss the FY 15/16 Efficiency Savings Goal; A comprehensive review of Financial Management Policies is agendaized for the 1/26/15 Council Meeting.
2	Create a monitoring process that holds department heads accountable for operating within their budget limitations.	- Develop standard operating procedures (SOP) to define departmental roles vs. Finance Department roles. - Establish a schedule and reporting tools for monthly/quarterly/semi-annual monitoring and adjustments. - Consider new policy addressing departmental budget change authority	11/15/15	Asst. City Manager	Finance has a supporting role.		COMPLETED Monthly Expenditure reports are provided to DH's; Finance / DH's meets periodically to review line item over-expenditures, and to make budget adjustments when necessary Council adopted Resolution # 14839 in FY 15/16 establishing financial management policies. Budget policy D Appropriation Changes, delineates authority when specific appropriation changes are needed

¹ A single Department Head/Executive Staff Member is assigned as lead to ensure accountability and clarify responsibility for completing implementation of each recommendation.

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
3	Restructure the process for budget preparation to include departments in the development and ongoing monitoring of the budget.	- Adjust budget calendar to allow early participation by departments. - Prepare budget manual to identify departmental responsibilities. - Identify specific staff in each department responsible for budget preparation and monitoring - Conduct work sessions/training with staff on the budget process.	12/31/15	Asst. City Manager	Finance has a supporting role.		COMPLETED The FY 2015-16 Budget Preparation process included Dept. Heads more in its development, leading to a better understanding of their respective budgets; CMO & Finance has begun to develop a Budget Preparation Schedule and work more extensively with Dept. Heads during the FY 16/17 Budget Preparation Process
Budgetary Controls							
4	Review and tighten budgetary controls and authority for departments.	- Review and establish new guidelines for departmental authority to make budget adjustments. - Establish guidelines for budget adjustments that require City Manager or City Council approval. - Require Human Resources (possibly CM and CC) approval for all adjustments related to positions. - Include budget adjustments/proposed budget adjustments in the budget monitoring process.	10/15/15	Asst. City Manager	Finance has a key supporting role.		COMPLETED Budgetary controls and authority has been reviewed and tightened. Council adopted Resolution # 14839 in FY 15/16 establishing financial management policies. Budget policy D Appropriation Changes, delineates authority when specific appropriation changes are needed
Financial Management Policies							

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
5	Commission multi-year revenue and expenditure forecast to set the parameters for the next budget cycle.	- Identify and retain expertise to develop the forecast. - Develop a schedule for start and completion of the evaluation.	09/15/15	Chief Financial Officer	- This should be completed immediately to frame the FY 15-16 budget goals and labor negotiations. - Include General Fund, Public Safety Retirement Fund, Measure O Fund and all other funds that might impact the General Fund.		COMPLETED A 5 year forecast by fund was included in the FY 15/16 Budget (Page C-1).
Financial Health of the General Fund and Measure O Funds							
6	Examine case law for the Carman Override tax levy, engage a retirement actuary conversant with this law and make the appropriate budgetary adjustments.	- Contract with actuary and attorney specialists to identify proper use of tax levy and develop strategies and costs for compliance. - Present to City Council and obtain concurrence on acceptable approach. - Address budget implications as part of the FY 15-16 budget process and long-range financial forecast.	11/15/15	City Attorney			COMPLETED
Purchasing Practices							

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
7	Assign a senior manager in each department the responsibility of monitoring credit card use and compliance with policies.	• Prepare a memo to all departments requesting assignment of one or more staff responsible for ensuring proper use of credit cards. • Maintain list of responsible staff in the Finance Department. • Create a process for updating the list of responsible staff on a regular basis.	8/15/15	Assist. City Manager			COMPLETED A memo to Department Heads requesting staff lead responsible for ensuring proper use of credit cards was completed, and a staff person has been assigned for each department.
Purchasing Limits of Authority							
8	Ensure the full functionality of the purchasing technology system is addressed as a component of the NexLevel review.	• Review work program for NexLevel to verify the purchasing technology system is included in the review.	10/15/15	Chief Financial Officer			COMPLETED NexLevel has completed their evaluation of the City's technological needs and has developed a four year master plan; functionality of the purchasing technology system is addressed as part of this evaluation. The 4 year IT Master Plan was presented to Council on December 1, 2015.
Contract Management							

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
9	Designate specific staff in each department to be accountable for complying with contract policies and procedures.	• Prepare a memo to all departments requesting assignment of one or more mid to senior staff responsible for compliance with contract policies and procedures. • Maintain list of responsible staff in the Finance Department. • Create a process for updating the list of responsible staff on a regular basis.	10/15/15	City Manager			COMPLETED A memo to Departments requesting a staff lead responsible for compliance with contract policies and procedures was sent and a list of staff representation was developed.
10	Clarify the responsibilities and role of the Contract Compliance Review Committee in writing to all senior department staff.	• Implement in conjunction with next recommendation. • State the objectives of the CCRC. • Define the role of the CCRC. • Develop guidelines that can be shared with all staff.	12/15/15	Chief Financial Officer			COMPLETED Staff reviewed CCRC documentation and prepared and distributed a memo clarifying objectives and role of CCRC process. A list of representatives from each department will be created and a CCRC informational meeting will be held.

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
11	Reaffirm the Contract Compliance Review Committee (CCRC) role in grant review and approval and clarify the responsibilities and roles to all senior department staff	• State the objectives of the CCRC. • Define the role of the CCRC. • Develop guidelines that can be shared with all staff.	11/15/15	Chief Financial Officer	The City Manager's Office will provide assistance.		COMPLETED Staff reviewed CCRC documentation and prepared and distributed a memo clarifying objectives and role of CCRC process. A list of representatives from each department will be created and a CCRC informational meeting will be held.
Payroll and Human Resources Controls							
12	Assign responsibilities in Finance and Human Resources towards fixing the deficiencies found in the RSHS report.	• Identify a staff team to review the implementation action plan for RSHS recommendations. • Assign staff to oversee the process of implementing the recommendations.	10/15/15	City Manager			COMPLETED An IAP Implementation Committee has been established. Recurring meetings occur on Thursday's at 10:00 a.m. to discuss progress, barriers, and prepare for report-outs to CM & Council. The project team consists of ACM, HR Director, CFO, CA and others as needed.

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
13	Establish a process that ensures the directors of Human Resources and Finance attest that all proper changes are made to pay and benefit rates in conformance with employee group memoranda of understanding.	Schedule a quarterly meeting to review any changes to compensation or benefits and to assure them that proper changes are in place.	10/15/15	Chief Financial Officer			COMPLETED
Office of the City Manager							
14	Create two assistant city manager positions, one responsible for operations and one for support and cultural services.	- Identify work program for ACM positions. - Update job description, if necessary. - Conduct search and identify qualified candidates. - Select candidates and fill position.	11/15/15	City Manager	This is key to providing capacity for the timely completion of this implementation plan and Oxnard 2020.		COMPLETED A 2 nd ACM was included in the adopted FY 15/16 Budget and position has been filled; roles have been assigned
	Reorganize the Executive Board to consist of City Manager's Office staff of the city manager's choosing and department heads.	- Select staff from the City manager's Office to participate on the Executive Board. - Communicate restructure to staff with explanation of reason for restructure. - Set implementation date.	08/15/15	City Manager			COMPLETED Executive Board has been reorganized and changes have been communicated to staff.

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
Information Technology							
16	Develop an Information Technology Master Plan with a funding plan to effectuate timely replacement of information technology assets.	• Complete and accept analysis from NexLevel, which will address needs. • Convene IT governance committee. • Identify goals and objectives for the plan • Identify requirements and steps to achieve goals, objectives and technology, identify funding requirements and preliminary funding plan. • Establish process for service level agreements between the Information Services /Division Department and individual departments. • Distribute plan to staff for comment; revise as appropriate. • Present plan to City Manager or City Council as appropriate. • Review plan annually and make appropriate updates.	10/15/15	IT Director			COMPLETED NexLevel has completed an evaluation of the City's technological needs and has developed a four year master plan that is currently being reviewed for final draft; The 4 year IT Master Plan was taken to Council for review on December 1, 2015, and a 1-year funding plan will be brought to Council for review on January 12, 2016.
Human Resources Department and Programs Organizational Audit (RSHS)							
	Reclassify one vacant Human Resources Manager position to an Assistant Human Resources Director.	• Draft Assistant Human Resources Director Job Spec. • Conduct salary study for position. • Confirm additional cost in budget with Finance. • Seek approval from Council for new spec and pay. • Determine if the City has the internal capacity to conduct search or is outside assistance is required. • Conduct search and select desired candidate.	09/15/15	Human Resources Director			COMPLETED The new Assistant Director of Human Resources started on 11/9/15.

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REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
18	Fill vacant Human Resources Benefits Manager Position.	- Review and update job description. - Determine if the City has the internal capacity to conduct search or is outside assistance is required. - Conduct search and select desired candidate.	10/15/15	Human Resources Director			COMPLETED The Sr. Benefits coordinator began on July 6, 2015.
19	Contract with an actuary to analyze issues related to CalPERS and Carman Override	- Retain actuarial consultant to develop analysis. - Respond to information request from actuary. - Negotiate changes with bargaining units as necessary.	12/15/15	Chief Financial Officer			COMPLETED Actuary has completed the CalPers and Carman Override analysis, which resulted in the determination of appropriate percentage rates to be charged to Carman Override.
20	Review the City's compliance with obligations under its existing retirement plans and under applicable law to provide a Social Security alternative to employees not eligible under the City's programs.	- Retain tax counsel to review tax compliance. - Retain benefit consultant to create alternative social security plan, if necessary. - Negotiate changes with bargaining units as necessary.	10/15/15	Chief Financial Officer (w/ support by City Attorney & Human Resources Director)			COMPLETED Alternative retirement plan (457b) adopted by Council on 10/20/15 and all applicable employees enrolled in plan.
21	Develop a Citywide policy for controlling access to the payroll systems.	- Draft policy for department heads to request modifications to payroll. - Prohibit access to payroll system by employees outside the Finance department.	10/15/15	Chief Financial Officer			COMPLETED Access has been restricted to only payroll and select H.R. staff

**City of Oxnard's Organizational Assessment:
One Year Implementation Action Plan: Priority 1B Items**

January 5, 2016

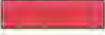
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REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
City Services and Budget Process							
1	Develop a multi-year plan to evaluate community conditions and needs, and associated service levels to address those needs, including capital master plans.	• Develop list of community conditions for evaluation. • Identify a process to get input from the public in addition to Council priorities. • Identify budget resources. • Identify alternatives to address unfunded needs. • Conduct follow-up community meetings to present options. • Incorporate priorities in the budget document.	06/30/16	City Manager	• This can be further addressed in phases 2 and 3 as we understand the capacity and needs of the City. • This work product will provide the information to take the City's budget process to a best management practice.		

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
2	Incorporate City Council goals and priorities in the budget planning process and articulate how the budget incorporates the Council's goals.	• Conduct Council workshop to identify goals that realistically reflect the constrained capacity of organization. • Add to discussions with departments for budget development. • Address in specific section in the budget document.	6/30/16	City Manager	• Chief Finance Officer has a key-supporting role.		IN PROGRESS Council held a Priority Workshop on October 29, 2015 and identified 4 Strategic Priority Areas, including: (1) Organizational Effectiveness, (2) Economic Development, (3) Quality of Life, and (4) Infrastructure and Natural Resources. On 12/9/15, Council will review the 10/29/15 Council Workshop Report Once approved, staff will return to Council with a 2 year Strategy Business Plan for each of the 4 Strategic priority areas for Council adoption and inclusion in the FY 16/17 Budget.

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
3	Ensure City Council has a thorough understanding of the condition of their City and the organization's financial condition, along with areas of concern, e.g., negative fund balances, negative operating position as part of the annual budget review and monitoring.	• Highlight all negative fund balances, operating positions and deferred investments (e.g. fleet, IT, CIP). • Conduct a workshop with City Council prior to finalizing budget document. • Identify key concerns from departments and from City Council. • Develop a response/plan to address each concern. • Establish a process to provide routine updates to City Council (quarterly or mid-year).	5/15/16	City Manager			IN PROGRESS Began identification of condition of City's financial condition during the development of the FY 15/16 budget process; Will continue the discussion during the development of the FY 16/17 Budget
Internal Controls							
4	Appoint an internal control officer for the City.	• Identify one City official to serve as internal control officer. • Clarify role of internal control officer vs. role of the auditor; communicate to departments.	11/15/15	City Manager	• Report recommends the Assistant City Manager or the Chief Financial Officer. • This person is responsible for managing a system of internal controls that properly manages risk in the City.		IN PROGRESS On track to be completed by January 2016. Has been moved from Priority 1A.

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
Budgetary Controls							
5	Create a position control system to allow only funded positions to be filled.	• Create and/or clarify policy for filling funded positions. • Prepare written manual/guidelines as a reference document for departments. • Create IT system controls	10/15/15	Human Resources Director	To be coordinated with Finance and IT. This needs to be coordinated with the work on LBE's in other recommendations		IN PROGRESS Manual process in place between Finance and HR. FTE resolution needs to be revised, and guidelines for IT systems control process needs to be prepared. Estimated completion date is 2/15/2016. Recommendation has been moved from Priority 1A IAP.
6	Eliminate the Vacancy Management Program.	• Delete unfunded positions in the FY 2015/16 budget. • Update all documents to delete references to the Vacancy Management Program.	08/15/15	Chief Financial Officer			IN PROGRESS Most unfunded vacancies were eliminated during FY 15/16 Budget process; the remaining unfunded positions will be brought to Council on February 23, 2016 for recommended elimination. Recommendation has been moved from Priority 1A IAP.

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REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
7	Evaluate Limited Benefit Employee positions to determine whether the positions should be made permanent, temporary or part-time based on workload requirements and City priorities.	• Conduct department-by-department review of LBEs and complete department survey on Limited Benefit Employee staffing to identify ongoing use; • Evaluate positions and determine whether to convert them to temporary or permanent based on workload requirements, past practices, sufficiency of resources and other criteria. • Negotiate changes with bargaining units as necessary. • Establish appropriate classification for each position. • Create retirement pension policy that addresses less than full time status and tracking. • Create new policy on permanent, part time permanent, and true extra help. • Link positions to appropriate benefit packages and specific funding sources in the budget. • Create policies and procedures to eliminate/restrict use of LBEs.	12/15/15	Human Resources Director			IN PROGRESS Completed Department Surveys to identify generally how LBE's are currently being utilized and number of hours worked; Currently meeting with each department head and analyzing how each LBE position should be treated going forward e.g. full time LBE's for prior length of service & staffing needs vs. part time or temporary; A recommended new policy and actual practice for each department will be shared with Council; After Council concurrence, employee groups will be engaged. Revised timeline for completion of this recommendation is 3/31/2016 Recommendation has been moved from Priority 1A IAP.

ATTACHMENT B
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REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
City Services and Budget Process							
8	Affirm that the City Council financial management policies are being followed or provide plans to address them.	- Complete a Council report and workshop on policies along with affirmation that policies are being met or a plan is provided for eventual compliance. - Establish a schedule for periodic updates.	11/1/15	Asst. City Manager			IN PROGRESS An agenda item is complete and on the January 26, 2016 Council Agenda. Recommendation has been moved from Priority 1A IAP.
Financial Management Policies							
9	Move the Development Services Department budget into its own fund and fund operations with user fees. Other than the General Plan cost center, fees should fund Development Services.	- Create Development Services fund. - Determine appropriate fees to support General Plan updates. - Compare fee structures in peer agencies and set competitive fees in Oxnard. - Present fees to City Council for approval. - Post fees on City website. - Create system to update annually.	4/15/16	Chief Financial Officer	This may also ameliorate the General Fund deficit.		IN PROGRESS This move is contingent upon the completion of the user fee study. Development Services will be evaluated to be moved into its own fund during the 2016-17 budget adoption.

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
10	Prepare a comprehensive financial assessment of the Environmental Resources, Golf Fund, Performing Arts Center Fund, benefit assessment and development impact fee funds.	- Review all balance sheets, operating statements, and budget and develop plans to address negative fund balances and operating positions. - Evaluate all costs associated with each fund and ensure proper allocation. - Assess adequacy of revenues and fund balance. - Identify alternatives for more cost-effective delivery methods. - Determine impacts for alternatives to increase fees or reduce service levels. - Present recommendations for fee increases, reduced service levels or General Fund subsidies to City Council for approval.	03/15/16	Chief Financial Officer	- Given their potential impact on the General Fund and the apparent negative fund balances, this is a top priority. - The benefit assessments and development impact fee reviews are candidates for contract help.		IN PROGRESS Both the Golf and PACC are on the priority performance audit list of the new internal audit program being proposed to Council; The City has contracted NBS to review the Special Assessment Districts. NBS presented a status update to Council in September, 2015. City staff is reviewing the City's Development Impact Fees. Staff is also currently reviewing the finances and operations of the golf fund. This includes discussions with the Golf operator to evaluate options for reducing the general fund subsidy.

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
11	Review golf operations to ensure the fund is adequately paying for costs associated with recycled water usage.	• Confirm appropriate method for allocating costs for water usage. • Assess adequacy of revenues to pay costs. • Determine if there are more cost-effective methods for water usage. • Determine if additional revenues are required and impact on fees. • Present to City Council for approval if it requires a policy decision.	04/15/16	Chief Financial Officer	• Given its potential impact on the General Fund subsidy, this is a top priority. • Staff currently working on setting a recycled water rate to charge Golf Course operator.		IN PROGRESS Staff is currently reviewing the finances and operations of the golf fund. This includes meeting with the Golf operator to evaluate options for reducing the general fund subsidy as well as setting a fee for the use of recycled water.
12	Account for all City resources, liabilities and deferred investments in the budget	• Include details on all resources in the budget, including fund balances • Include all maintenance, investment deferrals and implications in the budget document	03/15/16	Chief Financial Officer			IN PROGRESS The FY 15/16 Budget included details on fund balances, most liabilities and some investment deferrals, and other critical financial information; The FY 16/17 Budget will include all other liabilities and deferred investments once Master Plans are completed in other areas.

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
13	Create an annual user fee review and adoption process that revolves around Council policy direction on what fees should fully recover the cost of services and what services might be subsidized by the General Fund and at what levels.	- Identify and list all user charges for services offered to the public. - Determine actual direct/indirect cost for providing each service at the most reasonable activity level. - Determine which fees benefit the greater general public vs. discrete users and compare fees with surrounding agencies and/or service market. - Determine appropriate level(s) for subsidies, if any from the General Fund. - Present fees and subsidy levels to City Council for adoption. - Post fees on City website. Create system to update annually.	04/15/16	Chief Financial Officer	This is a priority 1 due to its potential benefit to the anticipated General Fund budget deficit. This may be coordinated with other recommendations which need to be completed before this is finalized.		IN PROGRESS A contract has been awarded to Revenue & Cost Specialists through a competitive RFP and the review of user fees is in process. A proposed new user fee schedule will be presented to the Council on April 26, 2016. Staff will be trained to support a new annual review per the recommendation.
	Update internal service fund (ISF) charges annually to reflect expected operating costs.	- Identify all internal service funds and fee-based services; - Identify all direct/indirect costs and replacement fund strategies; - Develop ISF rates to adequately cover costs including and fund balance targets.	04/15/16	Chief Financial Officer	Contract candidate for initial work. Staff can update annually.		IN PROGRESS The Revenue & Cost Specialists contract referenced above also includes addressing the update of the ISF

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15	Update the Indirect Cost Allocation Plan for internal indirect cost recovery and develop a Federal A-87 compliant plan to recover indirect costs on grants.	- Identify how the City should best allocate costs to cost centers (i.e. direct charge vs. inclusion in indirect allocation methods). - Develop indirect rates that can be used internally and A-87 compliant rates that can be used for grants. - Create system for annual updates.	4/15/16	Chief Financial Officer	This should precede recommendations 14 and 17.		IN PROGRESS The Revenue & Cost Specialists contract referenced above also includes addressing the update of the Indirect Cost Allocation Plan
16	Include an explanation of whether "adequate" reserves are included in the annual budget, and an explanation of whether they conform to the "adequate" reserve policies for workers' compensation and liability programs.	- Interpret Section VIII of the Financial Management Policies by defining what "adequate" reserves mean for each respective fund. - Ensure explanation is highlighted in the budget document. - Confirm whether reserves meet the policy guidelines for "adequate." - Develop a plan to achieve compliance with the policy.	12/31/15	Chief Financial Officer			IN PROGRESS 8% minimum reserve level was presented and adopted with the FY 15/16 budget Reserve Policy agenda item scheduled for January 26, 2015 City Council meeting. Recommendation has been moved from Priority 1A IAP.

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
17	Allocate workers' compensation costs as a fixed cost, rather than using payroll.	- Identify the annual workers compensation cost allocation and distribute the charge either monthly or quarterly as a fixed charge. - Notify departments about revised procedure.	9/31/15	Chief Financial Officer	This will assist in the financial recovery of the fund.		IN PROGRESS Actuarial study on Workers' Comp liability expected to be completed late December. Updated plan will be presented with the completion of the cost allocation plan in February 2016. Recommendation has been moved from Priority 1A IAP
Financial Management Policy and Practice Gaps							
18	Clarify that City Council's "Capital Improvement Program Policies Section II A5", covers all facilities and parks, in addition to utility infrastructure and improvements.	- Revise language in the policy to include all facilities and parks. - Present to City Council for approval.	03/15/16	Chief Financial Officer	This policy requires master plans for most capital categories.		IN PROGRESS This will be completed when the Financial Management Policies are reviewed as part of other recommendations to be brought before Council on January 26, 2015.
	Add a category with requisite policies to the Financial Management Policies entitled Asset Management.	- Revise policies to include asset management - Present to City Council for approval.	04/15/16	Chief Financial Officer	This would add fleet and IT replacement needs to the capital programs in place.		IN PROGRESS This will be completed when the Financial Management Policies are reviewed as part of other recommendations.

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
20	Prepare and present an overview of the City's collection efforts for accounts receivable and the billing and collection activities in Treasury to ensure they comply with policy.	- Review and document all current practices and identify those that are/are not in compliance with policies i.e. areas where we can do more for collections. - Establish program proposals and dates to achieve compliance.	1/15/16	Chief Financial Officer	This should be done in conjunction with departments that are involved in collections. Current Financial Management Policy says staff will take all cost-effective actions available to collect revenues.		IN PROGRESS The collection efforts are currently being reviewed by staff and an item will be brought to Council reporting on the efforts in April, 2016.
21	Clarify procedures for capital improvement projects to require background information about the overall condition of the City's investment in infrastructure, the impacts of deferring investments and the relative need for each project-funding request.	- Prepare standard operating procedures for the types of information to be included in each project-funding request (e.g. condition of asset, is it a repair or replacement, etc.). - Develop and maintain timely master plans for equipment and facilities.	6/30/16	Assistant City Manager			
22	Require staff in the department receiving the grant to coordinate with Finance to ensure proper accounting systems are put in place to satisfy grantor requirements.	- Ensure guidelines developed in other recommendations include information regarding all departments' responsibilities. - Prepare a list of requirements specifically related to Finance Department review and monitoring. - Communicate requirements to staff.	01/15/16	Chief Financial Officer			IN PROGRESS Guidelines currently being developed

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REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
23	Prepare an annual assessment of debt loads as part of the budget review process and include accrued leave balances in this evaluation.	- Determine annual accrued leave balances for use in assessment of debt loads. - Prepare debt load assessment for each debt category and discuss with City Council. - Include this information in the budget document.	2/15/16	Chief Financial Officer			IN PROGRESS This will be included in each annual budget process starting in FY-16-17. To the extent that staff proposes a debt issue before then, the topic of "debt loads" will be addressed at that point in time.
Financial Health of the General Fund and Measure O Funds							
24	Conduct a workshop on key drivers of budget deficits and trends, focusing on understanding and determining options to manage these trends to improve the financial health of the City.	- Review status of all funds that directly or indirectly impact the General Fund. - Update long-range projections to illustrate the long-term impact of current deficits. - Identify major cost categories and explain how Council and management can manage trends. - Identify alternatives for addressing the deficit (e.g., revenue increases, service level reductions, cost of business reductions, privatization, etc.). - Illustrate financial trends; discuss impacts of financial fluctuations over time. - Present information to the City Council. Obtain City Council concurrence on acceptable strategies.	02/15/16	Chief Financial Officer			IN PROGRESS Several workshops were completed with the City Council as part of discussing the long range financial forecast in preparation for FY 15/16 Budget adoption; The FY 2016/17 Budget process will be kicked off with a more extensive Council workshop covering each item mentioned in this recommendation through the development of the priority based budget process.

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
25	Reevaluate the reliance of the City on Measure O funds and develop a strategy to address short- and long-term impacts on the City's budget.	• Prepare analysis of current use of Measure O Funds focusing on ongoing commitments vs. one-time. • Prepare projections of both cost categories and assess the impact the sunset of Measure O funds has on operations. • Evaluate if there are available Measure O funds to address the General Fund needs. • Present to City Council and obtain concurrence on acceptable strategies.	3/15/16	Chief Financial Officer	• Measure O Funds sunset 2028. • Normally this would be a priority 2 item, but to the extent that Measure O funds can be re-programmed to address the General Fund current needs, it becomes a top priority.		IN PROGRESS During the FY 15/16 Budget process, recommendations were made re: use of Measure O Funds. Measure O funds were used to address the General Fund needs via a loan. During the FY 16/17 Budget, discussions will include the city's reliance on Measure O and strategies to prepare for Measure O sunset in 2028.
26	Add a mid-level management position to the Finance Department to assist in addressing the recommendations in this report and to stabilize operations.	• Identify the work program for the position. • Prepare job description; determine appropriate qualifications to support required operations. • Determine if the City has internal capacity to conduct the search or if outside assistance is required. • Conduct search and identify qualified candidates. Select candidate and fill position.	04/15/16	Chief Financial Officer	• This position is critical in assisting in the implementation of the priority items under Finance and Human Resources.		IN PROGRESS The capacity needs of Finance are currently being reviewed. A plan to address this will be brought to City Council by April 2016.

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REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
Purchasing Practices							
27	Review and clarify policies for using credit cards and penalties if policies are violated.	• Review existing policies to ensure they reflect current safeguards for credit card use and protections. • Review example policies from peer organizations. • Draft revisions that outline appropriate use of City credit cards. • Draft penalties for violations and include in the policy. • Present to City Council for approval. • Provide training to staff on appropriate use.	05/15/16	Chief Financial Officer			IN PROGRESS Each department has identified a key management representative to insure compliance. The City has also reduced the number of issued cards and limits on those cards. A best practice credit card policy will be developed and brought before City Council in May 2016.
	Include contract management practices as part of routine internal audits.	• Develop criteria for audits. • Establish schedule for conducting audits.	06/15/16	Chief Financial Officer			Criteria will be reviewed and best management practices will be incorporated into the FY 2016-17 Budget when adopted in June 2016.

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
29	Reinstate the safety position for the Workers' Compensation Program.	- Identify work program for safety position. - Prepare job description; determine appropriate qualifications to manage safety program requirements in Oxnard. - Determine if the City has the internal capacity to conduct search or is outside assistance is required. - Conduct search and select desired candidate. - Develop safety program geared towards the highest risks.	01/15/16	Human Resources Director			COMPLETED Assigning safety officer duties to worker's compensation manager.
30	Develop or participate in available training programs that assist in preventing liability claims such as sexual harassment, hostile work environments, ethics, etc.	- Prioritize training programs based on risk exposure. - Identify resources specializing in selected training programs. - Prepare training schedule. - Communicate requirements to participate in training. - Develop guidelines for participating in training.	06/15/16	Human Resources Director	While Human Resources Director is generally responsible for training, the Finance Department manages the liability program and is responsible for the performance and funding of that program.		
Treasury and Accounting							
	Identify all cash handling points in the City and schedule audits on a rotating basis.	- Develop guidelines for auditing cash handling procedures. - Establish and communicate schedule for audits.	01/15/16	Chief Financial Officer	- Process has begun. - City Treasurer should support this process.		IN PROGRESS This is currently under review and will be part of the financial audit that is under way by Eadie & Payne. To be completed by February 2016.

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REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
32	Form an Investment Review Committee with at least one member appointed from outside the City organization.	- Reconstitute the Investment Committee with assistance from the Chief Financial Officer. - Select outside representative with investment experience.	01/15/16	City Treasurer	The City currently has an Investment Committee on the books but it is inactive.		
33	Review all posting errors and reconciling items from past cash reconciliations to inform how the accounting for cash and investments can improve in the future.	Assign a work team to review errors and past reconciliations to identify common/recurring problems. Develop plan for timely reconciliation of accounts and ledgers.	01/15/16	Chief Financial Officer			IN PROGRESS This is currently under review and will be part of the financial audit that is under way by Eadie & Payne. To be completed by February 2016.
Public Information Office							
34	Conduct a workload analysis of the Citywide Public Information Office functions to determine the level of support needed and opportunities to streamline the program and identify cost savings.	- Determine if City has internal capacity to conduct a review of program. - Develop schedule for start and completion of study. - Conduct study, schedule interviews with key stakeholders e.g. neighborhoods to review desired outcomes, functions, processes and alternatives	04/15/16	Asst. City Manager	This is a priority due to potential savings to the General Fund. This analysis will commence once the PIO Community Affairs Manager is hired.		IN PROGRESS Recruitment for Public Relations/Community Affairs Manager is in progress.

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
35	Evaluate the neighborhood support needs, service delivery options and appropriate placement of the function.	- Identify support needs for current neighborhood services. - Assess options for providing support based on service delivery needs. - Reaffirm current structure or develop new structure given expected outcomes.	04/15/16	Asst. City Manager			
Information Technology							
36	Create an Information Technology Director position with department head status.	- Identify work program for IT position. - Prepare job description; determine appropriate qualifications to manage information service requirements in Oxnard. - Create job description for department head. - Determine if the City has the internal capacity to conduct search or is outside assistance is required. - Conduct search and select desired candidate.	01/15/16	City Manager			COMPLETED Included an IT Director position in FY 15/16 Budget; position has been created with department head status. Recruitment in progress, estimated to be completed on schedule.

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
37	Develop a governance structure comprised of an executive committee and a technical committee as follows: 1) City department heads that will provide advice on Citywide Information Technology priorities, and 2) department liaisons serving as a technical committee to ensure the department head priorities are implemented and coordinated.	- Identify the members of the technology governance advisory committee, to be appointed by the City Manager. - Designate chair of the committee (i.e. IT Director) and prepare a written charter to the Committee about its role. - Develop schedule for the technology governance advisory committee meetings (e.g., quarterly, monthly). - Create user committees as needed to address specific technology issues.	2/1/16	IT Director			IN PROGRESS Interim IT Director currently working with Department Heads to establish a "Technology Governance Committee." On track to be completed by deadline.
38	Create a process to notify the Information Technology Division when an employee leaves Oxnard employment.	- Review guidelines in Human Resources policies as part of the employee separation process; - HR should provide for notification to IT.	10/15/15	Human Resources Director			IN PROGRESS Completed review of existing process and collaborated with IT Director. Will develop procedure for separation process (see #38) with definition of Department Manager/ Supervisor responsibilities. The revised timeline for completion is 1/31/16. Recommendation has been moved from Priority 1A IAP.

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
Asset Management – Water							
39	Review water accumulated impact fees to ensure they are used consistent with state law.	- Evaluate sources and collection dates for all impact fees on deposit. - Ensure compliance with state law on timing for the use of fees. - Evaluate all eligible costs associated with the fund and develop plans for timely use of these funds.	01/15/16	Chief Financial Officer			IN PROGRESS RFP will be issued to address impact fees.
Asset Management – Storm water							
40	Complete and present the Storm water Master Plan to the Council in 2015.	- Complete the master plan to assess the capital and related operating needs of the system. - Develop multi-year pro forma operating statements that address operating and capital costs of master plan, including bond coverages and user fee implications. - Evaluate and present a dedicated funding source as part of this master plan - Create status report regarding the components of the master plan. - Schedule City Council workshop to present status. - Revise master plan and work program in accordance with City Council direction.	01/15/16	Utilities Director			IN PROGRESS Last update to Utilities Task Force in April 2015 CIP plan completed. Presentation to Council postponed due to rate increase. EIR will be complete in March 2016. Plan with EIR scheduled for presentation to Council in April 2016.

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
41	Review the accumulated impact fees for storm water and develop a plan for their timely use consistent with state law.	- Evaluate sources and collection dates for all impact fees on deposit. Ensure compliance with state law. - Evaluate all eligible costs associated with the fund and develop plans for their timely use.	04/15/16	Chief Financial Officer			IN PROGRESS This is currently under review and a plan will be developed as part of the FY 2016-17 budget process.
Asset Management – Wastewater							
42	Complete and present the Wastewater Master Plan to the Council in 2015.	- Develop new master plan to address the capital and related operating needs of the system. - Develop multi-year pro forma operating statement that address operating and capital costs of master plan, including appropriate bond coverage and user fee implications. - Create status report regarding the components of the master plan. - Schedule City Council workshop to present status. - Revise master plan and work program in accordance with City Council direction.	12/15/15	Utilities Director	Consider a phasing approach given the recent downgrade in bonds to reduce the interest rate penalty on the master plan implementation.		IN PROGRESS Last update to Utilities Task Force (UTF) in April, 2015; UTF meeting held on July 16, 2015; CIP plan completed. Presentation to Council postponed due to rate increase. EIR will be complete in March 2016. Plan with EIR scheduled for presentation to Council in April 2016. Recommendation has been moved from Priority 1A IAP.

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
43	Review the condition of the Workers' Compensation Fund and its expected operating results for this fiscal year.	- Review the financial position of the fund and develop strategy to achieve acceptable fund balance goals for that fund, given accrued liabilities. - Develop multi-year funding plan to reduce negative fund balance.	01/15/16	Human Resources Director			
Asset Management - Facilities							
44	Reassign the responsibility for facilities management of Recreation and Performing Arts Center facilities to General Services.	Consolidate responsibility and incorporate into master plan.	11/15/15	City Manager			IN PROGRESS Upon Recreation's move to 305 West Third Street, anticipated to be 12/18/15, the Facilities Division within General Services will have oversight of Recreation facilities. Due to some key issues, oversight of Performing Arts Center is not expected to be completed until April, 2016. Recommendation has been moved from Priority 1A IAP.

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
Payroll and Human Resources Controls							
45	Review the performance of the Public Agency Retirement Services system on an annual basis, at minimum with involvement of Finance and Human Resources.	- Schedule annual meetings with PARS and the actuary to ensure proper budgeting of ARC, etc. - Prepare a joint annual report from Finance and Human Resources and provide to City Manager's Office.	01/15/16	Human Resources Director			
46	Affirm the proper role for Finance/Payroll as the final "check and balance" ensuring that employees are properly compensated consistent with City Council authorization and pursuant to IRS guidelines.	- Document the proper roles of the Finance and Human Resources staff. - Both directors should document and study key processes, decisions, work products and clarify roles for each department.	01/15/16	Chief Financial Officer	Finance and Human Resources have a joint role		IN PROGRESS Preliminary discussions between HR/Fin have taken place; Work will continue.
47	Acquire the services of an IRS specialist to assist in ensuring compliance with the law now and as future changes in compensation practices are contemplated.	- Retain consultant to review legal compliance. - Negotiate changes with bargaining units as necessary,	10/15/15	Human Resources Director			IN PROGRESS Audit by Segal Consulting of Affordable Care Act and Deferred Compensation maximums, and review of document plans. Revised timeline is 1/31/16. Recommendation has been moved from Priority 1A IAP.
Office of the City Manager							

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
48	Create and fund a formal professional development program that defines and rewards the desired traits and behaviors of middle and senior managers.	• Reaffirm what CM needs from organization generally and what he needs from senior managers specifically. • Develop agreements amongst senior management for shared values, mutual expectations, expected behaviors and professional standards. • Document skill sets, professional standards and behaviors expected of each level of the organization: executive, mid-level, and supervisory and line staff. • Create professional development programs available to all employees with opportunities for special assignments, internal and/or external training, peer networking/professional association participation, cost reimbursement for education, etc. • Provide room in performance evaluations to discuss employee's development needs towards meeting mutual goals, again this is a two-way conversation.	03/15/16	City Manager			IN PROGRESS Organizational Development has been assigned to the ACM. Several trainings have been provided to Department Heads and Mid-Managers, who attended workshops on Adaptive Change; staff has been invited to Cal-ICMA workshops, and future trainings are being planned. An internal One-to-One Coaching Program is being developed and will be made available to all employees using senior staff and other executives around CA; The Performance Evaluation will be evaluated and revised in Spring, 2016.

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
49	Restructure the General Services and Environmental Resources Divisions into a Public Works Department.	- Identify all program/project components of both divisions. - Determine an organizational structure that consolidates like functions. - Create job description for department head. - Determine if the City has the internal capacity to conduct search or is outside assistance is required. - Conduct search and select desired candidate. - Merge divisions into a Public Works Department.	01/15/16	Asst. City Manager	Coordinate with other restructuring Recommendation		COMPLETED This recommendation was completed as part of the organizational restructure. Public Works Department Head recruitment in progress. Final candidate interviews to be completed on December 1, 2015 for final appointment completed by December 15, 2015.
50	Restructure the Recreation and Library Divisions into a Cultural or Community Services Department.	- Identify all program/project components of both divisions. - Determine an organizational structure that consolidates like functions. - Create job description for department head. - Determine if the City has the internal capacity to conduct search or is outside assistance is required. - Conduct search and select desired candidate. - Merge divisions into a Cultural or Community Services Department.	01/15/16	Asst. City Manager	Coordinate with other restructuring recommendation. Will go to Council with proposed new classification and salary range once restructure is evaluated.		IN PROGRESS The Cultural and Community Services Director classification was approved by Council in November, 2015. The Recruitment will begin in December, 2015.

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
51	Restructure the Utilities Department by moving the Streets Capital and Major Maintenance Program and General Services Division to a newly created Public Works Department.	- Identify all program/project components of the department and the divisions. - Determine an organizational structure that consolidates like functions. - Merge divisions into the Public Works Department.	01/15/16	Asst. City Manager			COMPLETED The Public Works Director recruitment is underway with final interviews completed on Dec. 1, 2015. The Utilities Department has been moved into a Public works Department with 4 divisions, including (1) Utilities, (2) Environmental Resources, (3) General Services, and (4) Engineering. On track to hire the new Public Works Director by deadline.

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
52	Conduct a joint workshop with City Council representatives and appropriate City staff to address mutual needs, perceptions, current challenges and expectations for the future.	- Identify facilitator for the workshop. - Determine who from the City Council will participate. - Establish criteria for which staff will participate. - Prepare agenda for the workshop and obtain concurrence from participants on process and issues for discussion. - Set agreed upon process for ongoing discussions, if necessary.	01/15/16	City Manager	This was intended to discuss Council needs of staff, the current and upcoming challenges of the City and for staff to share their experiences of City Council meetings. This will inform training needs.		COMPLETED Council held a Priority Workshop on October 29, 2015 and identified 4 Strategic Priority Areas, including: (1) Organizational Effectiveness, (2) Economic Development, (3) Quality of Life, and (4) Infrastructure and Natural Resources. On 12/9/15, Council will review the 10/29/15 Council Workshop Report Once approved, staff will return to Council with a 2 year Strategy Business Plan for each of the 4 Strategic priority areas for Council adoption and inclusion in the FY 16/17 Budget.
	Create and conduct training for staff members who make presentations to City Council.	- Establish criteria for who will/should receive training. - Include training and achievement levels in professional development plans and performance evaluations.	3/15/16	Assistant City Manager			

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REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
54	Conduct a customer service survey to improve business practices in the internal service departments.	• Define quality customer service in accordance with BMP's. • Develop the survey process to measure desired outcomes • Establish a time frame for conducting a survey to provide optimal input on budget/ policy issues. • Develop a reporting process to share results with staff and the City Manager.	3/15/16	City Manager			
55	Provide ethics training customized to each level of the organization (managers, supervisors, and line staff).	• Prioritize training programs based on risk exposure. • Identify resources specializing in selected training programs. • Prepare training schedule. • Communicate requirements to participate in training. • Develop guidelines for participating in training. • Include ethics component in employee performance evaluations.	4/15/16	City Manager			

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
56	Provide training to employees on customer service best practices.	- Identify best practices in customer service and communicate expectations to staff. - Determine if the City has the internal capacity to create training opportunities for employees. - Identify resources specializing in selected training programs. - Prepare training schedule. - Communicate requirements to participate in training. - Develop guidelines for participating in training.	4/15/16	City Manager	Department directors should be involved in the development of training programs.		
57	Create a process for engaging employees in constructive ongoing dialogue about ethics.	- Solicit ideas from employees on ongoing dialogue. - Establish a process and schedule for routine discussions.	4/15/16	Human Resources Director			

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
Managing for Results							
58	Incorporate customer service training into employee performance evaluations.	- Develop criteria for appropriate customer service in accordance with best management practices. - Revise/create system for training and development of customer service focused discussion amongst staff. - Communicate expectations to employees and how results will be measured and evaluated. Ask employees to identify barriers to good service. - Discuss customer service as part of the annual evaluations with employees.	3/15/16	Asst. City Manager	Each department should be required to develop "good customer service" criteria for their respective programs.		
Human Resources Department and Programs Organizational Audit (RSHS)							
59	Fund the full cost of retiree medical benefits.	- Conduct updated actuarial valuation. - Using updated valuation, determine the Actuarial Required Contribution. - Confer with Finance to determine the most appropriate way to fund cost.	01/15/16	Chief Financial Officer			IN PROGRESS An updated actuarial valuation will be commissioned in June 2016 and completed by September 2016. This item will likely move to Priority 2.

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REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
60	Review and update all personnel-related policies and procedures.	- Review 150 City policies and /or ordinances. - Work with affected departments to update policies and procedures. - Revise as appropriate. - Negotiate changes with bargaining units as necessary.	04/15/16	Human Resources Director			IN PROGRESS RSHS has completed the review of all personnel related policies. Human Resources is in the process of reviewing and finalizing. On track to complete by deadline.
61	Ensure the City is accurately reporting unemployment statistics for all classifications of employees.	- Review state law requirements for reporting unemployment statistics - Develop process for communication between payroll and Human Resources in order to collect the information that needs to be reported - Identify the appropriate position who will be responsible for reporting information to the state	01/15/16	Human Resources Director			
62	Analyze the staffing requirements for the Employee Benefits Program.	- Evaluate the appropriate staffing level for the City's benefit staff - Obtain approval for additional staffing as needed. - Review and update benefits policies - Negotiate changes with bargaining units as necessary. - Evaluate options for using outside vendor to conduct benefit administration.	01/15/16	Human Resources Director			IN PROGRESS <u>Completed:</u> A Senior Benefits Coordinator position was included in the FY 15/16 Budget; <u>Completed:</u> Benefits Manager hired and began work on 7/6/15.

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
63	Conduct an audit of the implementation of the Public Agency Retirement Services and a review of the City's calculation of services credit, actuary cost requirements and future funding requirements.	Retain benefits consultant to conduct independent audit on all aspects of PARS Plan (i.e. plan requirements, past service calculation and funding).	04/15/16	Human Resources Director w/ support by Chief Financial Officer			
64	Develop consistent policies and practices for compensation practices among bargaining units.	- Review current MOUs to determine current practices - Evaluate which policies and procedures should be consistent among bargaining units - Negotiate changes with bargaining units as necessary	6/15/16	Human Resources Director	This is related to the classification and compensation study noted in other recommendations.		IN PROGRESS The City released an RFP and has received responses to complete the classification and compensation project. HR will be reviewing responses to RFP.

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
65	Review the current recruitment and examination process to identify necessary resources to complete City recruitments in a timely manner.	• Evaluate the appropriate staffing level for the City's recruiting staff as part of implementing Recommendation 107. • Obtain approval for additional staffing as needed • Review and update recruitment and examination policies as part of implementing Recommendation 108. • Negotiate changes with bargaining units as necessary. • Review job specs and content of examinations to determine appropriateness of pre-hire testing. • Evaluate options for using outside vendor to conduct examinations and assist with recruiting.	12/15/15	Human Resources Director			IN PROGRESS Have added 1 additional recruiter to staff. Recruitment for 1 Sr. recruiter is in process and expected to be onboard by 1/15/16. Completed evaluation of existing City recruitment, testing, and certification process. Revising and establishing desk manuals, recruitment procedure, oral panel guidelines, standardizing recruitment flyers, and outreach efforts. The revised estimated date for completion is 2/15/16. Recommendation has been moved from Priority 1A.

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
66	Contract with a benefits vendor to assist in administering the benefits program.	- Draft and issue a request for proposals to assist City in administering its benefits programs. - Review costs associated with retention of a benefits vendor with the City's finance department to determine the appropriate funding source. - Negotiate contract for services - Execute contract	12/15/15	Human Resources Director			IN PROGRESS RFP has been completed with a total of five proposals having been submitted. HR is presently reviewing the proposals and will select vendor by January 31, 2016. Vendor to be presented to City Council for approval by end of March 2016. Recommendation has been moved from Priority 1A.
67	Conduct an audit of all benefits programs to verify compliance with applicable laws; determine operational and financial impacts of current administrative processes.	- Issue RFP to retain benefits consultant to conduct compliance audit. - Review findings and present it to City Council. - Implement changes necessary to bring benefits programs in compliance with applicable law.	10/15/15	Human Resources Director			IN PROGRESS RFP for Benefits broker has been completed. Audit of compliance with Affordable Care Act by Segal scheduled to be completed on 1/31/16. Recommendation has been moved from Priority 1A.

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
68	Review the Employee Thrift Plan with the assistance of tax counsel and a benefits consultant.	• Retain tax counsel to review tax compliance • Negotiate changes with bargaining units as necessary.	10/15/15	Human Resources Director			IN PROGRESS Review of Employee Thrift plan has been completed by Segal Consulting and currently presenting negotiations/ changes/ eliminations to employee groups. Estimated completion date of Segal Audit is 1/31/16. Recommendation has been moved from Priority 1A pending need for negotiation of changes within the "meet and confer" process.

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
69	Audit the City's compliance with the Affordable Care Act and the City's original authorization, including cost implications.	• Retain benefits consultant to review City's compliance with the Affordable Care Act. • Review City Council authority.	12/15/15	Human Resources Director			IN PROGRESS Audit by Segal Consulting of Affordable Care Act and Deferred compensation maximums, and review of document plans. The estimated completion date is 1/31/16. Recommendation has been moved from Priority 1A.
70	Establish a standard procedure for reporting employee separation from City service and establish a position control system.	• Draft procedure for departments to report employee separations to Human Resources Department and Payroll • Distribute procedure to department heads • Conduct training session with department heads to ensure compliance with procedure • Retain consultant to develop position control system • Work with consultant to develop position control system • Present position control system to City Council as part of allocated positions in budget process.	12/15/15	Human Resources Director	• Chief Financial Officer has a supporting role. • HR, Finance and service departments to utilize position control system to manage staffing level going forward.		IN PROGRESS The position control number system to be addressed as part of finding #4, to be completed by 2/15/16. Process for standard separation process is presently under review and to be completed by 1/31/16. Recommendation has been moved from Priority 1A.

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
71	Implement a standard practice for City Council approval of benefits.	- Develop procedure for drafting agenda items related to approval of benefits - Draft procedure and disseminate to HR and Finance staff, along with Department Heads	12/15/15	Human Resources Director			IN PROGRESS All salary and benefit changes to be conducted through meet and confer process with final approval by City Council adopting resolution. Written Procedure will be completed and disseminated to HR, Finance, and Dept. Head's by 1/31/16. Recommendation has been moved from Priority 1A.
72	Create an internal audit program in the City and conduct a high-level evaluation of the key internal control systems of the City.	- Conduct competitive process to acquire independent internal audit expertise. - Select preferred resource and develop internal audit program. - Develop criteria for audit priorities. - Set up tip line for employee concerns. - Establish a City Council subcommittee to work with the City Manager and the auditor. - Adopt internal audit work plan, including how the subcommittee will communicate to the full Council.	01/15/16	Asst. City Manager	Contract candidate for desired independence and acquiring broader skill sets inherent in a firm.		IN PROGRESS The Internal Audit Program is on the 12/8/15 Council agenda with a recommended RFP.

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
73	Conduct an independent audit of the workers' compensation program to improve practices and identify ways for reducing costs.	• Conduct RFP process and select outside expertise. • Evaluate all practices to ensure conformance with best practices. • Evaluate reserve levels. • Develop a plan for corrective action as necessary.	04/15/16	Human Resources Director			

City of Oxnard's Organizational Assessment:
Three Year Implementation Action Plan: Priority 2 Items

January 5, 2016

Guide to the Implementation Action Plan

The implementation action work plan was developed in response to various recommendations identified in the Organizational Assessment completed by Management Partners and Renee Sloan Holtzman Sakai (RSHS) and presented to Council on March 17, 2015. This implementation plan was vetted with the senior managers responsible for implementing the various milestones identified in the workplan. This workplan will be integrated into the other work of City departments, with appropriate assignments of responsibility for implementation falling within the respective areas of responsibility.

Due to the substantial volume of work required to address each recommendation, the Implementation Action Plan will be completed in three phases reflected in Priority 1A, Priority 1B, and Priority 2. This phasing reflects the relative priorities explained below, the length of time required to complete recommendations, and the resource limitations within the City. Because there were substantive items identified in Priority 1, we divided the workload between those critical to be accomplished during the first six months of the fiscal year and those that will be addressed the last six months of the fiscal year.

- **Phase 1: Priority 1A: Six Month Implementation Action Plan (Completed by December 31, 2015):** Important to accomplish without delay and/or easy to accomplish: These tasks include items that may involve non-conformance with state or federal laws, IRS guidelines, labor MOU's or delay that exposes financial risk to the General Fund or the City enterprise. Several of these items involve taking more active management of the City.
- **Phase 2: Priority 1B: One Year Implementation Action Plan (Completed by June 30, 2016):** Priority 1B contains items that are important to accomplish without delay and/or are easy to accomplish. Some items depend upon the completion of Priority 1A items. These items are anticipated to be completed within one year.
- **Phase 3: Priority 2: Three Year Implementation Action Plan (Completed by June 30, 2018):** Accomplished within 36 months or longer, and may involve some complexity or time to complete but involves reduction of risk in the organization.

The Implementation Action Plan includes a status column that delineates progress made by staff with regard to completing the various action steps identified in the plan. The Status Color Code reflects the following:

Green  : **On Course or Completed:** milestones delineated with a green status are on course to be completed by the specified timeline or have been completed;

Yellow  : **Pending:** milestones delineated with a yellow status are pending response from specific sources/agencies/etc., research of best practices, policies, sample templates, etc, or receipt of other partner or relevant information and may require a revised deadline. Pending items may require moving from one Priority to another (i.e. From Priority 1A to a Priority 1B, as an example);

Red  : **Critical:** milestones delineated with a red status are confirmed to be behind schedule, will either not be completed or are in danger of not being completed due to a lack of resources and/or competing priorities.

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
Financial Management Policies							
1	Examine development impact fee rates now and every three to five years to ensure fee revenues cover the cost of operations.	- Determine cost estimates for addressing development-related impacts, typically found in General Plan and CIP. - Establish fees to cover costs. - Present fees to City Council for approval. - Establish timetable for periodic reviews. - Post fees on City website.	07/15/16	Chief Financial Officer	Fees should ensure appropriate fund balances, and proper allocation of debt service for outstanding debt and capital needs.		This will be an extensive project requiring the inventorying of all growth fees, their history, justification and development of a new calculation based on current master plans, the General Plan, etc. The City will be acquiring outside assistance on this effort.
Financial Management Policy and Practice Gaps							
2	Ensure the Capital Improvement Program process and documents explicitly affirm compliance with Capital Improvement Program Policy A5.	- Revise CIP documents to assure compliance with policy. - Highlight areas of non-compliance. - Establish dates to achieve compliance.	7/15/16	Chief Financial Officer	The actual reference to this policy in the CIP is easily completed—priority 1b. The development of master plans for facilities and possibly a new one for Parks will take time—priority 2 (12 months).		Part of this item is a 1b item and can be addressed in 2015, but part is going to take longer and require a new master plan for facilities and a review of the parks master plan.

¹ A single Department Head/Executive Staff Member is assigned as lead to ensure accountability and clarify responsibility for completing implementation of each recommendation.

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
Purchasing Practices							
3	Conduct mandatory training for all department staff involved in purchasing goods and services.	- Develop formal training on purchasing procedures based on revised City policies and procedures. - Establish schedule for routine/periodic refresher training. - Develop process for training staff newly assigned between formal training sessions.	07/15/16	Chief Financial Officer			
4	Review and update purchasing policies.	- Convene representatives from Finance and operating departments to review existing purchasing policies. - Review example policies from peer organizations as necessary. - Draft revisions to policies that require updates. - Establish schedule for reviewing policies to keep them updated (e.g., 2-3 years). - Present to City Council for approval. - Incorporate and maintain all policies in one document – Purchasing Manual.	01/15/17	Chief Financial Officer			

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
Purchasing Limits of Authority							
5	Review purchasing activity across departments that share the same vendor and/or the same goods or services and streamline into one master contract.	• Ensure stronger policies on master contracts are included other recommendations. • Survey departments to create a complete list of City vendors with multiple contracts for similar scope of services. • Assess feasibility of consolidating contracts for cost efficiency and compliance with purchasing policies. • Manage competitive process to seek master contracts with best pricing. • Submit consolidated contracts to City Council for approval in accordance with policies.	07/15/16	Chief Financial Officer			
6	Prequalify vendors and develop contracts for work that must be directed from the field with short turnaround times.	• Survey departments to identify services required by field staff. • Create guidelines and procedures to prequalify vendors. • Issue requests for bids or RFQ for required services. • Submit qualified vendors to City Manager or City Council for approval.	07/15/16	Chief Financial Officer			

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
7	Develop performance goals and measures for timely payment of invoices to vendors.	Identify best practices for processing payments and invoices. • Develop surveys to assess satisfaction/ feedback from vendors. • Review survey responses to evaluate responses and improve customer service.	07/15/16	Chief Financial Officer			

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
8	Revise the change order threshold levels to a standard percent of the contract costs delegated to the city manager to 10% of the original contract or 10% but not to exceed a specified dollar amount.	• Ensure recommendations have been fully implemented to ensure there are processes in place for internal controls. • Ensure recommendations 34 and 35 have been fully implemented such that all policies are up-to-date. • Analyze the impacts of current practices and the pros and cons of alternatives. • Draft revised policy and procedures. • Present to City Council for approval. • Establish a process to provide periodic mandatory training to all staff responsible for projects that involve change orders.	01/15/17	Chief Financial Officer			
9	Review all non-personnel-related expenditures and determine the extent these activities do not go through the purchasing control process and evaluate for risk exposure.	• Conduct a department-by-department review of non-personnel expenditures and document what transactions are subject to what internal control process. • Prescribe corrective actions for policies or practices to properly manage risk.	01/15/17	Chief Financial Officer	This project will inform possible updates in the Purchasing policies found in other recommendation		

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
10	Increase the purchasing levels of authority for the purchasing agent/city manager to \$50,000.	- Review peer data and best practices to ensure the City are in line with standard practices. - Draft revisions to current levels of authority. - Present to City Council for approval.	12/15/16	Chief Financial Officer			IN PROGRESS Purchasing policy and manual is being reviewed for revisions.
Contract Management							
11	Develop a contract management manual to detail appropriate procedures for administering and monitoring contracts.	- Ensure Recommendation 34 has been completed. - Determine if the City has the internal capacity to conduct an evaluation. - Assign staff to either conduct the internal review or prepare the RFQ to solicit outside expertise. - Develop schedule for start and completion of the evaluation, by department. - Identify best practices for contract management to pinpoint components of administering contracts. - Identify standardized/technology tools to assist with procedures. - Develop a manual to clearly state procedures for administering and monitoring contracts.	07/15/16	Chief Financial Officer	This would be a candidate for review by the Internal Audit program.		

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
12	Revise the review and approval process through an electronic routing form and check sheet that is forwarded to key reviewers.	- Requires other recommendations to be complete prior to implementation. - Create standards/guidelines for approval and routing sequence. - Test process on selected contracts to ensure process meets predetermined standards/guidelines.	10/15/16	Chief Financial Officer	Once policies and systems are in place e.g. Purchasing and Contract Management, this more efficient process could take the place of the CCRC.		
Treasury and Accounting							
13	Allocate resources to the treasurer to create an enforcement officer position (or contract for the service) whose responsibility is to ensure the City is getting all the revenues it is due.	- Include authorization in the budget. - Evaluate in-house vs. contract model. - Identify the work program for the position or contract - Conduct search/competitive process and identify preferred candidates/firms.	07/15/16	Chief Financial Officer	This will likely generate additional funds in support of the General Fund.		

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
14	Document processes that lead to creation of accounts receivable from departments and all subsequent activity supporting the collection effort.	• Ensure all policies and procedural guidelines related to accounts receivable are current. • Survey/interview departments to verify accounts receivable practices. • Compare practices with policies and guidelines and assign proper placement of responsibility. • Issue policies and guidelines to all departments and provide training to appropriate staff. • Complete review of current accounts receivable balances and determine who is lead on collecting outstanding balances	07/15/16	Chief Financial Officer	Departments that generate accounts receivable should support this process. Use as a training opportunity Need to coordinate with other treasury recommendation		

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
15	Audit all outstanding accounts receivable and report to the City Council annually.	- Apply updated policy and approach to current accounts receivable balances - Audit in accordance with Bad Debt Policy - Create annual reporting process/schedule.	01/15/17	Chief Financial Officer			
16	Create a new "Bad Debt Policy" for review and approval by the City Council.	- Obtain examples of similar policies in peer agencies. - Identify industry best practices. - Draft policy to address issues in Oxnard. - Present policy to City Council for approval. - Apply updated policy and approach to current accounts receivable balances - Report to City Council with a recommendation for the rationale to write off uncollectable receivables	07/15/16	Chief Financial Officer	Coordinate with other recommendations. By implementing bad debt policy it puts the spotlight on collection practices and the rationale why AR was not collected in the first place.		

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
Office of the City Manager							
17	Examine the opportunities and benefits of consolidating all or most Information Technology staff in one department after the new Information Technology Department proves itself.	- Survey departments to identify needs, gather input on departments' specific needs vs. more general technology support. - Schedule reviews by governance committee for further recommendations.	07/15/16	IT Director	This should be pursued after stabilizing the IT environment and confidence has been developed through the implementation of other IT recommendations. NexLevel, the author of the IT master plan should be able to help here.		IN PROGRESS IT Director recruitment in progress. Interim IT Director has established regular cross-department IT meetings to begin breaking down IT silos.
Asset Management – Fleet Services							
18	Conduct a comprehensive fleet management review to increase efficiencies and cost savings.	- Prepare the RFP to solicit outside expertise. - Develop schedule for start and completion of the evaluation. - Conduct analysis to review assets, industry best practices, and options for increasing efficiencies and cost savings. - Create plan for implementing recommendations. - Present to City Manager or City Council for approval.	12/15/17	Public Works Director			

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
19	Develop multi-year master plans for the management and replacement of fleet vehicles and information technology.	• Determine if the City has the internal capacity to conduct an evaluation. • Assign staff to either conduct the internal review or acquire outside expertise. • Develop schedule for start and completion of the evaluation. • Research best practices for amortization/ replacement of fleet vehicles. • Research best practices for amortization/ replacement of information technology equipment. • Draft master plans that include replacement schedules and funding requirements. • Identify revenue sources/shortfalls for replacements. • Reconcile the preferred schedules with the available resources. • Present to City Council for approval as part of budget process.	12/15/16	Public Works Director (With support from Fleet Manager)			IN PROGRESS The Information Technology Master Plan item is a 1a item and is scheduled to be presented to Council on December 1, 2015.

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
20	Develop a take-home vehicle policy that determines when it is in the City's best interest to allow vehicles to be taken home.	- Review examples from peer organizations to identify best practices. - Analyze cost/benefit of a take-home vehicle policy, including alternatives. - Draft a policy with guidelines on who is allowed to take home vehicles and under what circumstances. - Present to City Council for approval. - Solicit requests for take-home use from departments and apply new guidelines.	12/15/16	City Manager			Will be addressed as part of the Fleet Master Plan discussed above.
Asset Management – Information Technology							
21	Create a graduated stipend policy based on usage in lieu of issuing cell phones to minimize management of the cell phone program.	- Review examples from peer organizations to identify best practices. - Draft a policy with guidelines on who is allowed to receive stipends and level of stipend. - Accept and review stipend applications and apply new policy. - Present to City Council for approval.	07/15/16	IT Director	Subject to review and approval by City Manager.		

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
Asset Management – Facilities Management							
22	Develop a Facilities Master Plan, with a priority listing of rehabilitative projects and associated costs.	- Identify City facility needs 1 to 20 years into the future. - Include all future costs of owning, operating, maintaining the facilities. - Conduct regular infrastructure inspections and include maintenance costs in CIP. - Project future costs out 1 to 5 years in the CIP, based on established criteria (e.g. risk of failure or to operations, etc.). - Identify revenue and funding sources and unfunded or underfunded priorities.	07/15/16	General Services Manager	This should guide future CIP's.		
Asset Management – Parks							
23	Update the Parks Master Plan and/or conduct a comprehensive workshop on progress made to date so the Council understands the current state of the park system.	- Review the master plan to assess the need for updates. - Create status report regarding the components of the master plan. - Schedule City Council workshop to present status. - Revise master plan and work program in accordance with City Council direction.	07/15/16	General Services Manager			

ATTACHMENT
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REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
Asset Management – Water							
24	Complete the Water Master Plan and report to Council in 2015.	• Review and update the master plan to assess capital and related operating needs of system. • Create status report regarding the components of the master plan. • Develop multi-year pro forma operating statements that address operating and capital costs of master plan, including appropriate bond coverages and user fee implications. • Schedule City Council workshop to present status. • Revise master plan and work program in accordance with City Council direction.	12/15/16	Utilities Director			IN PROGRESS Last update provided to Utilities Task Force in April 2015; UTF Meeting held July 16, 2015 Draft CIP plan for rate study will be complete July 30, 2015 Master Plans scheduled to be presented to Council December 2015. CIP plan completed. Presentation to Council postponed due to rate increase. EIR will be complete in March 2016. Plan with EIR scheduled for presentation to Council in April 2016.

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
Asset Management – Streets and Alleys							
25	Develop an updated Street Master Plan with funding strategies in 2015.	- Review and update master plan for streets. - Identify desired performance levels from system. - Identify funding needs and strategy to address performance goals. - Create status report regarding the components of the master plan. - Schedule City Council workshop to present status. - Revise master plan and work program in accordance with City Council direction.	07/15/16	Public Works Director			Draft Master Plan complete. Pavement Management System (PMS) inspections complete. PMS Presentation to Council in March 2016.
26	Evaluate and pursue a strategy with neighboring residences to fund rehabilitation of the alley system.	- Ensure needs are identified and quantified in Street Master Plan. - Develop funding options to address unfunded liability. - Develop civic engagement strategy with neighboring landowners and incorporate into implementation plan.	01/15/17	Utilities Director			Pavement Management System (PMS) inspections complete.
Grants Management							

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
27	Review and revise the grant policy to give clear guidance on linking grants to City goals and priorities, performing a cost/ benefit analysis, considering ongoing commitments after the grant has ended, and requiring recovery of overhead costs.	• Review examples from peer agencies to identify best practices. • Obtain and review grants management best practices from professional organizations. • Revise policy to incorporate best practices. • Develop specific guidelines that outline conditions for applying for grants and details to be provided for decision-making	07/15/16	Chief Financial Officer	• Guidelines should include a checklist of all reviewers and monitoring reviews.		

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
Managing for Results							
28	Develop a multi-year plan to implement a system for managing by results.	- Solicit and accept applications from departments to beta test the development of performance measures to monitor and improve service levels in departments. - Develop and implement a training program for selected departmental staff. - Determine appropriate outcome measures as indicators of program performance. - Create systems to capture, report and analyze metrics. - Develop report formats relevant to each level of the organization, the Council and the public. - Determine the reporting period for program reports and executive level reports. - Perform trial runs with the reports to ensure users understand them - Integrate the use of management reports/results into evaluating managerial performance and isolating barriers to success.	10/15/16	Asst. City Manager	- The first phases of this is accomplished through other recommendations (i.e. developing Council goals and a new performance evaluation/management system). - The ultimate goal is to use the metrics in the regular work of managing City operations.		IN PROGRESS The FY 16-17 Performance Based Budget Process will begin identifying performance measurements by department and establishing a tracking system. Meetings with individual departments will begin in September 2015, to begin identifying specific performance measurements.

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
29	Create a performance evaluation system designed to reinforce professional and ethical behaviors and to assist employees who may not understand how the new direction will help the City be successful.	• Create specific employee evaluation and performance management guidelines and criteria. Note, this will be different for various levels of the organization • Develop career development plans for each employee with stated expectations and criteria for evaluation and discussion of barriers to success. This should be a two-way discussion.	01/15/17	Human Resources Director			
Human Resources Department and Programs Organizational Audit (RSHS)							
30	Train employees on Human Resource issues and maintain appropriate records.	• Determine the appropriate group to provide training • Schedule training with Human Resources staff • Develop plan for ongoing training to ensure continued development of Human Resources staff	07/15/16	Human Resources Director			
31	Provide broader access to personnel materials	• Determine appropriate personnel materials to place on intra and/or internet sites • Coordinate with IT to determine implementation process and timeline for materials to be place on intra and/or internet sites	07/15/16	Human Resources Director			

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
32	Conduct a workload analysis of each Human Resources function to determine organizational structure and cost to rebuild the department.	• Conduct a time study for each position. • Conduct desk audit for each position. • Conduct survey of mandated vs. non-mandated services currently offered. • Conduct analysis of appropriate staffing need for City. • Recommend organizational structure. • Conduct cost analysis of recommended organizational structure. • Obtain approval of additional staff allocation and funding.	12/15/16	Human Resources Director			IN PROGRESS Phase 1 of the reorganization has been approved by City Council for FY 15-16. Phase 2 will be implemented in FY 16-17.
33	Review compliance with Fair Labor Standards Act and rules	• Issue RFP to retain consultant to conduct study • Conduct a Citywide review of paid hours and overtime policies and practices • Develop modified procedures to ensure FLSA compliance, if necessary • Negotiate changes to City memoranda of understanding to ensure FLSA compliance	07/15/16	Human Resources Director			

REC #	RECOMMENDATION	IMPLEMENTATION STEPS	TIMELINE	LEAD STAFF ¹	COMMENTS	STATUS	PROGRESS TO DATE/NEXT STEPS
34	Conduct a review of the City's classification and compensation program and determine if classifications are appropriate.	- Evaluate the appropriate staffing level for the City's classification and compensation staff as part of other recommendations - Review current policies related to classification. - Issue RFP to retain consultant to conduct citywide classification and compensation program. - Negotiate necessary changes with employee groups.	07/15/16	Human Resources Director			IN PROGRESS The City has received responses to our RFP to complete the large job classification and compensation project. A proposed contract, along with project parameters will be sent to Council for review and approval in the next 2 months.



**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Report

AGENDA ITEM NO.: L-3

DATE: January 5, 2016

TO: City Council

THROUGH: Greg Nyhoff, City Manager
Office of the City Manager

A handwritten signature in dark ink, appearing to be "GN", located to the right of the "THROUGH" line.

FROM: Ashley Golden, Development Services Director 

SUBJECT: City of Oxnard Development Update

CONTACT: Ashley Golden, Development Services Director
Ashley.golden@ci.oxnard.ca.us, 385-7896

RECOMMENDATION

That the City Council receive an update on development in the City of Oxnard.

BACKGROUND

The Development Services Department ("Department") is charged with creating, preserving, and enhancing the quality and safety of the City's natural and built environments through implementation of the General Plan, zoning ordinance, specific plans, Local Coastal Plan, coastal zoning ordinance, building codes, State laws, and design guidelines.

In addition, the Department, in conjunction with the Licensing Division, processes and assists with the establishment of new business and modifying existing businesses. From January 1, 2015 through December 15, 2015 the City processed 288 home based business permits and 406 commercial or industrial based zone clearances (for new or relocated businesses in the City).

As of December 30, 2015 the Planning Division was processing 40 residential, 19 commercial, and 9 industrial projects for a total of 3,786 residential units, 731,731 square feet of commercial space, and 179,402 square feet of industrial space. Of those projects in process, applicants are in the building permit process or already under constructions for approximately 2200 residential units, 296,952 square feet of commercial, and 150,000 square feet of industrial space.

In December 2015 the Building and Engineering Division conducted a survey of all the building departments within Ventura County. The survey showed that the City of Oxnard processed the second highest number of building permits (6,010 permits vs. 8,202 for the City of Thousand Oaks), and the third highest value of permits (\$112,000,000 vs. a high of \$115,528,077 in Calabasas and \$114,000,000 in Thousand Oaks).

FINANCIAL IMPACT

No financial impact.

City of Oxnard Development Services Department

DEVELOPMENT UPDATE

Ashley Golden, Development Services Director

January 5, 2016



Development Update

- **New and Expanding Businesses in the City:**
 - 288 Home Based Business thru 12/15/15
 - 406 Commercial/Industrial Based Businesses thru 12/15/15
- **The Planning Division is Processing:**
 - 40 Residential Projects totaling approx. 3,800 residential units
 - RiverPark (700), Teal Club (990), Las Cortes (305), North Shore (292), Wagon Wheel (219)
 - 19 Commercial Projects totaling approx. 730,000 square feet
 - Third Tower, Rancho Victoria, and the Collection
 - 9 Industrial Projects totaling approx. 180,000 square feet
 - Mission Produce, Gill's Onion, Amoretti
- **Building and Engineering Division**
 - From 7/1 – 11/1: 1,598 permits in process, valued at \$71,806,581
 - 2014 processed 6,010 Permits for a total value of \$112,000,000

RiverPark

Residential Projects



RiverPark

Residential Projects

136 Senior
Living Facility



Tempo – 235 apartments



Wagon Wheel/The Village

Residential Projects



Devco - Vineyard/Ventura

Residential Projects



152 Units



NorthShore – 292 Units

Residential Projects



Port Marluna - 42 Condos – Wooley Road



Port 121 – 75 Condos – Victoria Ave



Victoria & Hemlock

Residential Projects



116 Condominiums

The Lofts (Ninth & B) – 115 Units



Las Cortes

Residential Projects



Terraza de
Las Cortes
64-unit
affordable
apartment



305 units



RiverPark

Commercial Projects

5,670 sq.ft. Red
Robin Restaurant



25,000 sq.ft.

40,000 sq.ft.
retail space





- Vineyard Ave & RiverPark Blvd
- 17,400 sq.ft. building
- Krispy Kreme Drive Thru
- Warehouse Shoe Store



Former K-Mart Site

Commercial Projects

Partial south elevation



West elevation



Shopping at the Rose

Commercial Projects



1,836 sq.ft.
Drive-thru
Starbucks



Trinity Plaza

Commercial Projects



16,500 sq.ft.



- Church
- Carl's Jr.
- Multi-Tenant

Gill's Onion – 1051 Pacific Ave

Industrial Projects

- 3 buildings
- 64,698 sq.ft
- Frontage Improvements



Channel Islands Business Center

Industrial Projects

Amoretti – 27,760 sq.ft



St. Paul Baptist Church –
18,000 sq.ft



Mission Produce – Camino Del Sol Industrial Projects



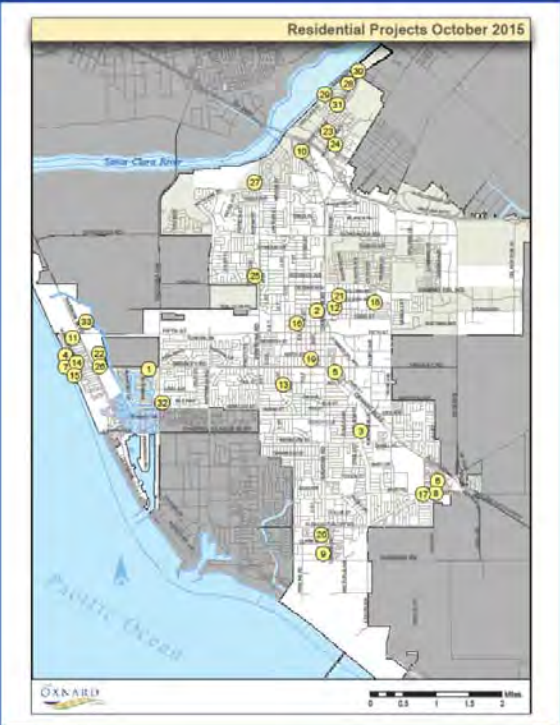
- Re-Use of the former U.S. Post Office site
- 25,757 sq.ft. addition for a total of 230,000 sq.ft
- Roof is a solar “farm”

Resources

- Quarterly Project List
 - Planning.cityofoxnard.org
 - Click “Project List” under Resources

City of Oxnard Residential Project List							Planning Division			
ID	DEVELOPER	PROJECT	ADDRESS	STATUS	PZ	PLNR	DESCRIPTION	Total Units	Affordable Units	Use/Work
1	David Sharnoff Big Star Builders, Inc. 11555 Morrison St Box 313 Sherman Oaks 92385-5385	42 condominiums podium	4000 block of Tradewinds Drive	3	09-140-10	CW	Completion of Seabridge Port Marina building at corner of Tradewinds and Seabridge Lane.	42	0	0
2	Alice Garcia (805) 766-5634	Two Single Family Residences	126 S "B" St	1	15-500-04	VA	Two 1,026 square foot single-family residences with detached garages on a 7,000 sq. ft. lot.	2	0	0
3	Mark Petts, Lasterbach and Associates, 300 Montgomery Ave, Oxnard, CA 93036 (805) 988-0912	Daily Project: Channel Islands	Vacant property at northeast corner of Seaboard and Channel Islands	1	15-500-02 15-540-01 15-535-02	DS	72 attached apartments (25% affordable)	72	8	0
4	Mark Petts (805) 988-0912 shelton@bigstarbuilders.com	Single Family Beachfront House	855 Mandalay Beach Road	2	15-400-01	JC	A new 6997 sq ft single-family house and garage on a 2794 sq ft lot.	1	0	0
5	Jon K. Hachauer, Architect jeh@hachauerarch.com (805) 982-2748 x102	Skyview Apartment Complex	1250 South Oxnard Blvd	1	15-300-02	JA	240-unit affordable (100% affordable) housing apartment (AAHQP-Project) on 11.39 acre site.	240	240	0
6	Mark Petts Lasterbach & Associates 300 Montgomery Ave., Oxnard, CA 93036 (805) 988-0912 mark.petts@laarch.com	101 Apartment Units	N/W (Corner of Pleasant Valley Rd., SW of Hwy 1)	1	14-585-01, 14-540-01, 14-570-02, 14-515-01, 14-687-01	EM	Construction of approximately 101 apartments units. Requires approval of PRD, DC, DB, LLA, and cultural review	101	15	0
7	James Sanderfer (805) 207-4894	Single-Family Beach Front Home	861 Mandalay Beach Rd	3	14-400-01	VA	New two-story 3,376 square foot beachfront home with an attached garage.	1	0	0
8	Mark Petts Lasterbach & Associates 300 Montgomery Ave., Oxnard, CA 93036 (805) 988-0912 mark.petts@laarch.com	70 Senior Housing Units	N/W (Corner of Pleasant Valley Rd., SW of Hwy 1)	1	14-500-04 14-580-01 14-570-02 14-515-01 14-570-02	EM	Construction of approximately 70-unit senior living units: 14-500-04 (SUP); 14-580-01 (TTC); 14-570-02 (TTC).	70	0	0
9	Steve Tabor, Appharoo LA, LLC (805) 988-0900	Vista Pacifica	5557 & 5527 Saviers Rd	1	14-300-08 14-300-03	STAFF	Multi-family condominium complex with 40 units in 5 buildings with community park. 14-300-03 (Special Use Permit and Density Bonus); 14-300-04 (Tentative Tract Map)	40	8	0
10	Delwood Development, Inc. Attn: Doug Brooks 18331 Scientiffs Way, Suite 250, Irvine, CA 92618 (949) 719-9040	Wagon Wheel Development Project (PA37)	PA 19	2	14-140-08	EM	Construction of 229 market rate apartments (1, 2 & 3 bedrooms), recreation/meeting room, hot tub, and landscaped parking and 16,303 sf of commercial	219	21	Yes

Residential Project Status: 1-Proposed 2-Approved 3-Plan Check 4-Under Construction October 2015





QUESTIONS



**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Report

AGENDA ITEM NO.: L-4

DATE: January 5, 2015

TO: City Council

THROUGH: Greg Nyhoff, City Manager
Office of the City Manager

FROM: Daniel Rydberg, P.E., Interim Public Works Director
Public Works Department

SUBJECT: Environmental Protection Agency (EPA) Workforce Development and Job Training Grant

CONTACT: Eric Humel, Recreation Supervisor
eric.humel@citycorps.org, 200-5746

RECOMMENDATION

That City Council adopt a resolution authorizing the City Manager to submit an application for \$200,000 in U.S. Environmental Protection Agency (EPA) grant funds, to be used for the Environmental Workforce Development and Job Training Grant Program.

BACKGROUND

The U.S. Environmental Protection agency (EPA) offers Environmental Workforce Job Training grants each year. The grants provide \$200,000 to be used for environmental job training for unemployed and underemployed residents of communities impacted by environmental contamination, including low-income and minority communities. The program is designed to develop trainees' skill sets that improve their ability to secure full-time employment in various aspects of hazardous and solid waste management, and within the broader environmental field.

The FY 2016 City of Oxnard Environmental Workforce Job Training Program will provide trainees with certificate-granting training in hazardous waste, wastewater, storm water management, asbestos and lead abatement, and general health and safety, among other associated certifications. The program will result in 9,120 training course hours. Individual trainees will receive 152 hours of instruction. A total of seven state and federal certifications will be offered. This suite of courses will address five of the six EPA priority training areas: (a) solid waste management or cleanup, (b) Superfund site cleanup, (c) wastewater treatment, (d) emergency response, and (e) enhanced environmental health and safety.

Environmental Protection Agency (EPA) Workforce Development and Job Training Grant

January 5, 2015

Page 2

Oxnard City Corps received an EPA-funded job training grant in FY 2013, and the program concludes December 2016. The FY 2013 program trained local young people in hazardous waste operations and emergency response (40-hour HAZWOPER), and a broad spectrum of associated environmental and safety training. Additional classes included wastewater treatment plant operator training, stormwater management and greywater re-use training, 10-hour OSHA occupational safety training, Geographic Information Systems (GIS) training, and other related certifications.

The FY 2013 program enabled Corps members to integrate their new knowledge of hazardous materials handling as they worked with increased safety while performing Townkeeping, litter abatement, and alley cleanup activities. Trainees were also prepared to perform increasingly advanced stormwater management and greywater management tasks as part of their duties supporting the Wastewater Division and the water conservation efforts of the city. The final output of the training program is for trainees to be able to seek and secure employment in related environmental fields with their additional state and Federal recognized certifications.

FINANCIAL IMPACT

This grant application has no financial impact. If the grant is awarded, staff will return to Council to recognize the grant award and appropriate matching funds. The City would then recognize the EPA Environmental Workforce Job Training grant of \$200,000, along with the proposed City contribution of \$13,563 in-kind match. The Public Works Department will provide \$10,500 in-kind match of wastewater training. City Corps will provide CPR/First Aid training in the amount of \$1,607 through Account 101-5511, and Water Sampling and Testing Methods training in the amount of \$360 through Account 601-2841.

ATTACHMENTS

Attachment #1: Resolution Approving Submittal of Grant Application

Attachment #2: Grant Application

Attachment #3: Letters of Support

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD
APPROVING SUBMITTAL OF A GRANT APPLICATION

WHEREAS, City Council Resolution No. 12,053 sets out the procedure by which City staff may submit grant applications, following approval by resolution of the City Council; and

WHEREAS, the Public Works Department in cooperation with the City Corps Program has requested that City Council approve the submittal of an application to the United States Environmental Protection Agency for \$200,000 in the Environmental Workforce Development and Job Training Grant Program, to be used for five (5) of the six Environmental Protection Agency priority training areas: (a) solid waste management or cleanup, (b) Superfund site cleanup, (c) wastewater treatment, (d) emergency response, and (e) enhanced environmental health and safety.

NOW, THEREFORE, the City Council of the City of Oxnard resolves to approve the submittal of a grant application by the City Manager for the United States Environmental Protection Agency's Environmental Workforce Development and Job Training Grant. The Council further resolves that the City Manager or designee is authorized to execute grant agreements; the Finance Director or designee is authorized to submit financial reports and grant claims and approve special budget appropriations for the use of grant funds; and the Public Works Director or designee is authorized to submit non-financial reports.

PASSED AND ADOPTED THIS 5th day of January, 2016 by the following vote:

AYES:

NOES:

ABSENT:

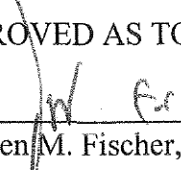
ABSTAIN:

Tim Flynn, Mayor

ATTEST:

Daniel Martinez, City Clerk

APPROVED AS TO FORM:



Stephen M. Fischer, Interim City Attorney

Greg Nyhoff
City Manager

City Manager's Office

300 West Third Street
Oxnard, CA 93030
(805) 385-7430
Fax (805) 385-7595
www.ci.oxnard.ca.us



January 5, 2016

Gina McCarthy, Administrator
Environmental Protection Agency
Ariel Rios Building
1200 Pennsylvania Avenue, N.W.
Washington, DC 20460

Honorable Administrator McCarthy:

The City of Oxnard is pleased to be requesting EPA funding to support the workforce development and job training needs of our community. We appreciate the opportunity to offer increased services to our local residents, especially those who live in areas affected by high rates of poverty and environmental challenges.

Sincerely,

Greg Nyhoff, City Manager

A. Applicant Identification

City of Oxnard
Public Works Department
305 West Third Street
Oxnard, CA, 93030

B. Threshold Eligibility Criteria

- a. Applicant eligibility: The City of Oxnard's Public Works Department is applying for this grant. Cities are eligible applicants for this program. The City of Oxnard did not receive an EWDJT grant from EPA in FY15.
- b. Non-duplication of other federally funded environmental job training programs: The proposed training program does not duplicate other federally funded programs for environmental job training in the target community. The community of Oxnard, California is not a recipient of any federally funded environmental or "green job" training programs.
- c. Required HAZWOPER training: This proposed training program focuses on hazardous waste operations and brownfields hazardous waste cleanup training, and wastewater treatment. As such, the City of Oxnard will contract with a certified instructor to provide 40-hour HAZWOPER training that meets OSHA 29 CFR 1910.120 40-hour HAZWOPER training for all trainees in the proposed program.
- d. Federal Funds Requested: \$200,000 for this 3-year job training program.
- e. Substantial Conformity with Instructions and Format Requirements: This application complies with the proposal submission instructions and requirements set forth in section IV.
- f. Training Curriculum Chart Indicating the Cost of Each Course: The City of Oxnard has provided costs for each training course as well as an associated cost percentage in the narrative proposal.
- g. Target Area and Proposal Submission Requirement: The City of Oxnard will serve the environmentally impacted communities of the City of Oxnard, located in the County of Ventura in Southern California. The Halaco Superfund Site is located in the City of Oxnard. The training project will benefit residents impacted by the Superfund site and other brownfields in Oxnard.
- h. Grants.gov Submission Requirement: The City of Oxnard is applying for this grant opportunity through www.grants.gov.
- i. Deadline for Submission of Proposals: The City of Oxnard has submitted the proposal by the deadline of January 14, 2016.

C. Grant Type:

This application is for the Environmental Workforce Development and Job Training Grant.

D. Location

This project will directly serve the City of Oxnard, in the County of Ventura, California.

E. Contacts

Project Director:
Daniel Rydberg, P.E.
Interim Public Works Director
305 West Third Street
Oxnard, CA, 93030
Phone: (805) 385-8055

Chief Executive/Highest Ranking Official:
Tim Flynn, Mayor
300 West 3rd St., Oxnard, CA
93030
Phone (805) 385-7430

F. Date Submitted

This application is submitted on January 14, 2016 via www.grants.gov

G. Project Period

The project period is three years.

H. Population

The 2013 population estimate of the City of Oxnard is 203,014 (U.S. Census Bureau).

I. Training Curriculum

TRAINING AREA	LEVEL
1. Brownfields Hazardous Waste Training	
40-hour HAZWOPER	Advanced
Includes:	
Confined Space Entrance	Advanced
First Responder Awareness	Advanced
Household Hazardous Waste Procedures	Awareness
32-hour Asbestos abatement	Advanced
24-hour Lead abatement	Advanced
10-hour OSHA	Advanced
Low-Impact Development/Stormwater/Greywater	Awareness
Powered Industrial Truck (Forklift) Operation	Advanced
Water sampling and testing methods (In-Kind)	Awareness
Introduction to CAD and GIS	Awareness
Ecological Restoration of Contaminated Land	Awareness
2. Wastewater Treatment (In-Kind)	
Wastewater treatment facility operations (treatment, collection, storage) (In-Kind)	Advanced
Advanced Water Purification Facility operation, maintenance, and brine re-use research (In-Kind)	Awareness
3. Emergency Response (In-Kind)	
First Aid, CPR, AED (In-Kind)	Advanced

1. Community Need

A. Community Description

	City of Oxnard	County of Ventura	California	National
Population ¹	203,014	839,620	38,332,521	316,128,839
Unemployment ²	6.5%	6.8%	7.2%	5.6%
Poverty Rate ³	17.7%	11.9%	16.8%	15.8%
Percent Minority ⁴	86.7%	52.8%	61.2%	37.7%
Median Household Income ⁵	\$60,784	\$76,544	\$61,094	\$53,046
Students eligible for Free or Reduced Price Meals ⁶	82.1% ⁷	51.2%	59.4%	-

¹Data from the U.S. Census 2013 1-year Population Estimates accessed 1/22/15 at factfinder.census.gov

²Data from the Bureau of Labor Statistics data accessed 1/22/15 at www.bls.gov/

³Data from U.S. Census 2013 1-year Population Estimates accessed 1/22/15 at factfinder.census.gov/

⁴Data from the U.S. Census 2013 1-year Population Estimates accessed 1/22/15 at factfinder.census.gov

⁵Data from the 2009-2013 ACS 5-year Estimates accessed 1/23/15 at factfinder.census.gov

⁶Data from California Department of Education, accessed 1/23/15 at dq.ced.ca.gov

⁷Data includes the Oxnard School District and the Hueneme Elementary School District, accessed from dq.ced.ca.gov on 1/23/15

The need for the City of Oxnard's Environmental Workforce Job Training Program is driven by demographic and community conditions, as well as by impacts from pollution, industry, and the Halaco Superfund Site. The City's commitment to meeting sustainability goals influences upcoming work that will be needed to tackle some of the local issues. A number of communities within Oxnard are economically disadvantaged, and they face many challenges. Oxnard families, and youth in particular, face a range of challenging social conditions that include poverty, overcrowded homes, poor educational attainment, high unemployment, and crime and gang violence. Census tract 45.06, in the south of Oxnard and the nearest community to the Halaco Superfund Site, has a poverty rate of 36.1%, 128% higher than the national poverty rate of 15.8%. The central Oxnard census tracts of 32.01 and 91, closest to Oxnard's Materials Recovery Facility and other industry, have poverty rates of 36.6% and 34.2%, respectively. These poverty rates are 132% and 116% above the national average, respectively (data from census.gov, accessed 1/22/15).

In 2013-2014, 87.2% of students attending public school in Oxnard's two elementary school districts – the Oxnard School District and the Hueneme School District – qualified for a free or reduced price lunch. As a comparison, 59.4% of students overall in California were eligible, showing a 47% higher rate of eligibility among Oxnard students than California students (School data from dq.cde.ca.gov). This high rate of free or reduced price lunch eligibility displays the fact that Oxnard has many young people whose families are lacking in basic resources, compared to the State of California as a whole.

Gang violence is one of the major issues facing young people in Oxnard today, according to the Oxnard Police Department. There are an estimated 1,500 gang members and 545 associate members in the City. Oxnard spends \$1 million per year on graffiti clean-up, and 20% of the Oxnard Police Department field resources are dedicated to gang suppression. Other related costs include incarceration, prosecution, and supervision for probation and parole.

Oxnard's communities have environmental, as well as socioeconomic, challenges. The California Environmental Protection Agency's (CalEPA) Office of Environmental Health Hazard Assessment has identified socioeconomically disadvantaged populations in areas that are disproportionately affected by pollution. The City of Oxnard has a number of census tracts that are in the higher end of the CalEnviroScreen 2.0 results, including communities in central Oxnard and South Oxnard that have the highest scores of 91-100%. The Halaco Superfund Site – added to the National Priorities list in 2007 – is located in close proximity to some of Oxnard's poorest neighborhoods. Commercial agricultural production occurs on the outskirts of Oxnard's urban areas, bringing pesticide and fertilizer impacts.

Preparing a workforce to aid in cleanup of the Halaco Superfund Site is key driver of the training program. The same general area is also the terminus for two open stormdrain channels that together carry up to 85% of runoff from the City of Oxnard. The City's City Corps program currently trains workers from the local community to perform water quality monitoring and cleanups in the stormdrain channels. During the City of Oxnard's current EPA Job Training program, trainees have been hired who are able to employ their newfound knowledge regarding hazardous waste operations as they clean the stormdrains and alleys of the city.

The City has a long history of providing services, counseling and support to low-income, at-risk and disadvantaged youth and young adults, including ex-offenders, high school dropouts, homeless, migrant, Native American, and people with disabilities. The City's City Corps program incorporates three elements that have been shown to be effective with at-risk youth and young adults: mentoring, paid service employment, and occupational training.

B. Labor Market Demand

The City's City Corps prepares its Corps members and trainees for a broad spectrum of careers in the local workforce, with placements in environmental fields, and the fields of education, engineering, biology, agriculture, wastewater, water, and solid waste, as well as many others. The EPA Job Training grant that we currently manage allows us to focus on environmental fields and offer training to a greater number of individuals.

In the coming years, population growth, aging infrastructure, changing regulations, and a retiring workforce will increase the need for water quality professionals in the United States. The City's survey of local employers reflected national trends in the water quality profession. We contacted over 20 local environmental services and wastewater treatment employers by phone in March and April, 2013 and spoke with nine. Local wastewater treatment plant superintendents, operators, and engineers surveyed expressed significant concern over the workforce challenges created by retiring staff, including hiring qualified entry-level workers and providing them with training. Results from local environmental services employers indicated moderate demand for temporary hazardous materials clean-up workers and household hazardous waste specialists. Opportunities for employment in solid waste handling will increase locally in the next few years since operation of the City's recycling center is no longer contracted, and when clean-up at the Halaco Site resumes.

In January and December of 2015, we reinitiated conversations with local employers and wastewater agencies, and reconfirmed our findings from 2013. Oxnard City Corps is currently working with the Association of Water Agencies of Ventura County to integrate input into our wastewater training design based on local agency and employer needs. Within the City of Oxnard, there are a number of employment opportunities forecast in the water, wastewater, water recycling, environmental resources, storm water quality management, and water conservation

fields. On November 12, 2014, the City Council passed Resolution 14,667 authorizing 10 new positions in wastewater between 2015 and 2017. Increasing the credentials, experience, and opportunities of local Oxnard residents from economically and environmentally challenged areas to attain these positions is the goal of the City's Job Training programs.

In January of 2015 we also contacted stormwater quality and management agencies and firms to clarify needs for workers with basic knowledge of stormwater quality management. We found definite demand for workers with stormwater credentials, as well as finding the stormwater career track to be one of upward mobility without the need for a college degree. For this reason we have integrated awareness level training in stormwater quality and management to get trainees introduced and started in the field.

In December of 2015 we contacted additional local hazardous materials operations employers, including those abating asbestos and lead. We found demand for certified employees in these fields. Employers described having a hard time finding potential employees with these certifications. For this reason we have integrated training in these topics. Training in GIS/CAD was also found to be in demand as support tasks to brownfields projects, including support work in many aspects of environmental work and cleanup work.

Low-Impact Development efforts including stormwater management and greywater re-use have increased greatly in Southern California in recent years, especially in the context of the ongoing drought in California.

Environmental Employment Projections		
Occupation	Median Hourly Wage	Projected Employment Growth: 2010-2020
Environmental Engineering Technicians	\$24.67	30.8%
Environmental Scientists and Specialists, Including Health	\$33.46	22.5%
Environmental Science and Protection Technicians, Including Health	\$29.79	37.5%
Water and Wastewater Treatment Plant and System Operators	\$27.39	16.7%
Surveying and Mapping Technicians	\$34.11	30.8%
¹ Data from California Employment Development Department, for Ventura County, LMI Occupational Profiles, http://www.labormarketinfo.edd.ca.gov accessed 1/26/2015.		

The Ormond Beach area that is adjacent to the Halaco Superfund Site includes wetland and dune ecosystems in need of restoration and bioremediation efforts. Oxnard City Corps has been involved in cleanup and restoration work at Ormond Beach since the Corps' inception in 1995, and currently has funding from the U.S. Fish and Wildlife Service to perform cleanup and restoration work at the site. There is additional funding available from the City of Oxnard and other funding sources to continue these efforts well into the future, at a number of coastal zone areas in the Oxnard area. We will be hiring local residents for this work.

These cumulative results have focused our curriculum and the certificates we will offer on these main areas of demand: hazardous materials handling, wastewater treatment/stormwater management, and bioremediation/ecological restoration of contaminated land.

2. Training Program Description, Anticipated Outcomes and Outputs

A. Training Program Description

The training program consists of two interconnected units, each offered twice. This suite of courses will address five of the six EPA priority training areas: (a) solid waste management or cleanup, (b) Superfund site cleanup, (c) wastewater treatment, (d) emergency response, and (e) enhanced environmental health and safety. The training program is designed specifically to ensure employment by meeting the hiring needs of employers in our community.

Hazardous Materials Handling Procedures Unit (45 trainees)

- **40-hour HAZWOPER – General Site Worker** (Advanced, Certificate): This course provides trainees with the skills and knowledge to safely and effectively contain and clean up hazardous materials following the initial response. Includes **Household Hazardous Waste Procedures** certificate: directly applicable to several of City Corps' employment programs, including Storm Drain Keeper, Street Keeper and Town Keeper, where employees are likely to come across household hazardous waste while conducting their maintenance work. Includes **First Responder Awareness** certificate: This course meets the requirements of OSHA for training of first responder awareness level personnel, who are likely to witness or discover a hazardous substance release. **Confined Space Entrance**: This course provides instruction on the hazards posed by confined spaces, such as tunnels and sewers, and the procedures and equipment used to mitigate those hazards. State and Federal regulations will be presented.
- **32-hour Asbestos and 24-hour Lead Abatement** certifications. The program will provide training in asbestos and lead abatement that yield certifications in these areas.
- **Powered Industrial Truck (Forklift) Operator Training** (Advanced, Certificate): The classroom portion focuses on key information needed for safe operation of a Counterbalance Forklift. The course is related to the movement of hazardous materials.
- **CADD/GIS (Awareness)**: This course offers basic instructions in the use of computer-aided drafting and design software (CADD) and geographic information systems (GIS). The course provides students with an awareness of the kinds of technology used in engineering and planning sectors of waste management work.
- **10-hour OSHA** (Advanced, Certificate): Trainees will receive the 10-hour OSHA general industry safety and health certificate.
- **Adult First Aid/CPR/AED** (Advanced, Certificate): This course will follow OSHA's Best Practices for Workplace First Aid Training, including CPR and automated external defibrillator (AED) use. In-Kind training by City Corps.

Hazardous Materials Handling Unit (45 trainees in 3 cohorts)								
Course Name	Level	State/Fed Recognize Cert.	# Hours	Start/ End Date (Cohort 1)	# of Times Offered	Training Provider	Cost of Course	% of Grant Budget
40-hour HAZWOPER	Advance	State OES cert.	40 hours	May/June 2017	5	Contract	\$6,500	16%

Confined Space Entrance	Advance		4 hours	May/June 2017	5	Contract	Included in Hazwoper	N/A
Household Hazardous Waste Procedures	Aware		4 hours	May/June 2017	5	Contract	Included in Hazwoper	N/A
CADD/GIS	Aware		8 hours		2	City of Oxnard	\$3,000	3%
Forklift	Advance	Industry cert.	8 hours		2	Contract	\$1,000	2%
10-hour OSHA	Advance	State cert.	10 hours	June 2017	5	Contract	\$2,000	5%
Adult First Aid, CPR, AED	Advance	State cert.	6 hours	June 2017	5	Oxnard	In-Kind	N/A
First Responder Awareness	Advance	State cert.	4 hours	June 2017	5	Contract	Included in Hazwoper	N/A
32-hour Asbestos	Advance	Fed. cert.	32 hours	July 2017	4	Contract	\$4,700	9%
24-hour Lead	Advance	State cert.	24 hours	July 2017	4	Contract	\$3,600	7%
Ecol. Restoration Contaminated Land	Aware		24 hours	August 2017	2	Contract	\$2,500	3%
Water Sampling and Testing Methods	Aware		8 hours	July 2017	2	City of Oxnard (In-Kind)	N/A	N/A
Overview of Wastewater Treatment Plant Operation	Aware		8 hours	July 2017	3	City of Oxnard Wastewater	\$1,680	1%

Wastewater Treatment Unit (30 trainees)

- Includes **40-hour HAZWOPER, Household Hazardous Waste Procedures, First Responder Awareness, 10-hour OSHA, and Adult First Aid/CPR/AED**
- **Overview of Wastewater Treatment (Awareness):** This course offers trainees an introduction to the different jobs and career paths associated with wastewater and recycled water treatment. Operations, maintenance, control technologies and laboratory job areas will be presented.
- **Stormwater Management (Awareness):** This course introduces trainees to the field of stormwater quality and management, and is linked to hands-on experiences and career pathways in the field. In-Kind training.
- **Low Impact Development (LID), greywater, stormwater (Awareness):** This course introduces trainees to careers in LID, and includes hands-on skills building in greywater

system installation and stormwater management techniques, in the context of California's drought.

- **Water Sampling and Testing Methods (Awareness):** This course will provide a general understanding of water sampling and analysis techniques, such as selection of appropriate methods and common sampling mistakes, through classroom and hands-on exercises. Water sampling and testing skills are utilized in wastewater and stormwater management, to meet Clean Water Act requirements and other needs. In-Kind training.
- **Wastewater Plant Maintenance (Awareness):** This course will introduce trainees to career paths in two areas of wastewater treatment plant maintenance: the maintenance and repair of plant electrical and instrumentation systems, and maintenance and repair of mechanical systems such as pumps and motors.
- **Wastewater Operator Certification Exam Preparation (Advanced):** This course will prepare trainees to obtain a State Water Resources Control Board (SWRCB) Wastewater Treatment Operator Certification. The course will include lessons on physical, chemical and biological wastewater treatments, and wastewater math.
- **Wastewater Internship (Advanced):** Each year four trainees that excel in the Wastewater Treatment Unit will have an opportunity to apply for an internship course to obtain hands-on, paid experience at a wastewater treatment plant. The City will fund trainees' wages.

Wastewater Unit, includes HAZWOPER & 10-hour OSHA (30 trainees)								
Course Name	Level	State/Fed Recognized Cert.	Hours per course	Start Date/ End Date (Cohort 1)	# of Times Offered	Training Provider	Cost of Course	% of Grant Budget
Water Sampling and Testing Methods	Awareness		8 hours	July 2017	2	City of Oxnard City Corps	In-Kind	N/A
Wastewater Plant Maintenance	Awareness		4 hours	July – Sept. years 1 & 2	2	City of Oxnard	In-kind	
Wastewater Operator training and Cert. Exam Prep.	Advanced	Prep. to take State exam	30 hours	July – Sept. years 1 & 2	2	City of Oxnard	In-kind	
Low Impact Dev.; greywater and stormwater management	Advanced	Industry workshops and work experience	16 hours	Sept. years 1 & 2	4	Contract	\$1,200	2%
Asbestos, Lead, LID,	Advanced	State and Fed. cert's	Final cohort of		1	Contract	See costs in	

Forklift, CPR			WW unit				above table	
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B. Outputs and Outcomes

Overall # of Participants Enrolled in Program	# of Graduates Completing Program	# of Graduates Placed in Environmental Positions	# of Graduates Not Placed but Pursuing Further Education
75	64 (85%)	56 (75%)	10 (17%)

Outputs: The City anticipates high completion rates for our training program, due to the high demand for jobs in the area, quality recruitment, and retention efforts. The outputs of the training program are responsive to the requirements identified in Section I.D, outlined below:

1) Oxnard has set a goal of 75% placement rate for participants, with 64 trainees completing training. These numbers are based on our history and recent success with our first round of trainees from our FY13 EPA Job Training grant.

2) With the City having a community-based Corps and maintaining a diverse daily matrix of projects in the community and environment, the City can integrate opportunities for hands-on application related to classroom training. The City's City Corps program maintains regular ongoing projects in environmental settings such as in and around the Halaco Superfund Site, the adjacent Ormond Beach wetlands, the community's stormdrains, the City of Oxnard's Advanced Water Purification Facility, the City of Oxnard's Wastewater Treatment Plant, and the City's Materials Recovery Facility. These opportunities and resources allow us to craft real-world project-based experiences that allow for skill building and resume-building work.

3) As outlined above, the proposed program covers diverse environmental training in order to maximize trainees' placement options.

Outcomes: This program will increase local capacity by providing low-income, at-risk and disadvantaged young adults and veterans to access jobs in the environmental fields. The proposed program will allow the City to expand existing programs to train additional local residents who live in areas impacted by environmental challenges and poverty. Addressing crime rates, unemployment, and environmental justice concerns by providing work experience, job training, and community building experiences for trainees is the City's overall mission with the program. The proposed program strengthens partnerships in employment training by engaging community organizations, post-secondary education, local environmental employers, local water and wastewater agencies, and the Workforce Development Board of Ventura County. It will enhance the skills and availability of workers for environmental remediation in a disadvantaged community impacted by a Superfund Site, which no local job-training program is currently targeting. The proposed program includes diverse training and certificates in many different environmental fields related to brownfields hazardous waste cleanup. The City will track the progress of the long-term program outcomes through continued relationships between trainees and staff, as is currently our Job Training process. Data will be reported to the EPA on a regular basis, and analyzed to determine whether the program is meeting its targets.

The City of Oxnard's proposed program addresses these outcomes by training residents and preparing them to assist in environmental remediation in an environmental justice affected and economically disadvantaged community.

C. Recruitment and Screening

The City of Oxnard will market the program and recruit trainees through the City Corps program's ongoing waiting list of program participants, through outreach to local collaborators, public events, social media, the City's website and email list, and distribution of recruiting brochures and flyers. Recruitment collaborators include the Workforce Development Board's One Stop Centers (three in Oxnard), Ventura County DHS Veterans' Services, California Employment Development Department, Oxnard Adult School, Ventura County Community College District, Commission on Community Action, and others. We anticipate filling positions quickly due to high demand for employment training. No fees will be charged to trainees.

The City of Oxnard's program will target low-income, unemployed, and underemployed residents, particularly those from the lowest income areas of the City. This target group is who Oxnard City Corps normally serves in ongoing service efforts. Through the City Corps program's "culture", the City is able to manage retention strategies that minimize attrition, such as the positive peer pressure of the cultural environment. Even with these retention strategies, we will over-enroll with each of the cohorts in order to account for potential attrition.

The participant screening process will include the following criteria: 1) Resident of the City of Oxnard, preferably a resident of the City's census tracts with the highest rates of poverty; 2) Low income; 3) unemployed or underemployed; 4) either have a GED/high school diploma, or be ready to complete this milestone; 5) interested in the environmental career fields; and 6) motivated to take the steps necessary to receive training, perform community service oriented work, and obtain and keep a job. The City of Oxnard's City Corps program includes ongoing programming involves workshops and classes in math, science, reading, and writing (funded by the City of Oxnard, and linked to ongoing community service projects). These classes, funded by the City, will be used to screen participants for aptitude to participate in the wastewater unit of the proposed program.

The training facilities are accessible, located in central Oxnard on widely travelled public roads. Oxnard City Corps' vans and trucks will provide transportation to field trips and training that will occur off site. Interested applicants will fill out standard application forms that chronicle education and work experience, family situation, offense history, support service needs and career goals.

D. Program Support

The City of Oxnard, through the City Corps program, has placed hundreds of workers into local area government, administrative, retail, food service, and other jobs. City Corps provides career awareness training, assistance with resume and cover letter preparation, teaches interview skills, and will arrange transportation to interviews. One area of emphasis is teaching trainees how to look for work on their own, on-line and at Oxnard's Job and Career Center (the local unemployment office), so that these skills are available after their departure from the City Corps program. City Corps surveys employers for potential job openings and to market City Corps graduates to employers. City Corps offers wage subsidies as incentives to employers, and is currently investigating Federal hiring incentives.

City Corps has established relationships with area employers, including its significant connection to City Departments. The City of Oxnard's Public Works Department has a Memorandum of Understanding (MOU) with the City Corps program to staff a number of City programs, including Storm Drain Keeper, Town Keeper, Street Keeper, and Water Resources Science Center. Through these programs, City Corps hires many trainees. The MOU also establishes the relationship between the City Corps program and the City of Oxnard Water, Wastewater, and Water Conservation Division Internship Program.

The ability of the City Corps program to hire trainees into our Environmental Teams of Townkeepers and Storm Drain Keepers enables the City to put trainees to work using their newfound skills, knowledge, and certificates. Trainees are able to continue to build their skills and resumes, while completing further study, before seeking permanent employment. Thus there are economic incentives for trainees to continue developing themselves, increasing their likelihood of employment in well-paying and permanent jobs. We will track graduates for at least one year as they pursue employment.

E. Program Sustainability

Once EPA funds have been exhausted, the City of Oxnard's City Corps program will be able to continue environmental job training efforts, however, at a lower rate of service, and with less advanced certification opportunities. City Corps will be able to continue engaging young people and trainees in all of the major environmental fields as they exist in Oxnard, through community service learning work in stormwater quality management, wastewater, water, water conservation, agriculture, ecological restoration, hazardous materials response, endangered species protection, etc. The Public Works Department will make efforts to continue aspects of the wastewater training to continue to meet succession planning needs as senior staff retire. Oxnard City Corps is very opportunistic and community-minded – having trained young people in 40-hour HAZWOPER in the past when the need arose, and having trained young people in waste characterization studies when the need arose.

3. Programmatic Capability

A. Grant Management System

The City of Oxnard Public Works Department's Interim Director, Daniel Rydberg, will be responsible for ensuring that all City resources necessary to operate this program are available. Mr. Rydberg will have ultimate responsibility for ensuring that all EPA requirements are met.

The Grant Manager, Araceli Espinosa, will track all financial activity related to the contract. Ms. Espinosa has administered Federal contracts in the past. The City of Oxnard Finance Department will provide additional financial oversight, quality reviews on financial reports.

The Program Manager, Eric Humel, will dedicate approximately 40% of his time over two years to coordinate the program elements and logistics. For five years Mr. Humel has designed, coordinated, and implemented programming for Oxnard City Corps.

The Recruitment and Placement Specialist (TBD) will assist with recruitment, tracking and placement assistance tasks. The specialist will dedicate approximately 10% of their time to the project over 3 years. The City will seek an experienced Recruitment and Placement Specialist with experience working in the local community.

B. Organizational Experience

The City of Oxnard's City Corps program is a comprehensive provider of community service and learning programs designed to engage youth and young adults in diverse community service, employment, training and educational activities that result in job placement, additional education and gains in literacy and numeracy. City Corps trainees participate in experiential learning and hands-on training through a variety of projects and activities. Oxnard City Corps has 20 years of experience in the employment and training field. Over 12,000 Oxnard residents have participated in City Corps, accomplishing more than 10,000 projects, and contributing over 1,000,000 hours of service to the community. In FY 2013-2014, City Corps implemented 4,236 projects and partnered with over 30 agencies and organizations. City Corps had over 300 trainees that year. City Corps won the California Association of Stormwater Quality Agencies 2011 Award of Excellence for Outstanding Stormwater Best Management Practices Program. In 2001, the California League of Cities recognized City Corps with the Helen Putnam Award of Excellence.

The City's Public Works Department is supported by ongoing City Corps service learning and employment opportunities include city-wide maintenance of storm drains, water quality monitoring, public park and beach litter cleanups, and mapping with GIS and GPS technology. Many programs include opportunities for job shadowing and mentoring from professionals working in clean/green industry sectors, including environmental restoration, water resources management, civil engineering and other high-demand occupations. People enrolled in City Corps receive technical and interpersonal skills training to prepare them to succeed in meaningful careers. City Corps has a twenty-year history of providing job training, life skills and leadership training, and other services to unemployed and under employed young people in Oxnard including minority, homeless, ex-offenders, migrant, and former gang members. City Corps has not formally targeted veterans in the past, but can utilize established relationships to reach veterans.

The City of Oxnard is a full-service City that operates wastewater collection and treatment systems, an advanced water recycling facility, drinking water systems and a solid waste recycling facility. Staff from the Public Works Department participated in the design of this training program to ensure that the curriculum is relevant. Public Works Department staff will be involved in several of the awareness and advanced level trainings, including the wastewater treatment and water recycling training, and CADD/ GIS.

Training contractors will be selected utilizing the City's established procurement procedures including use of a requisition process as well as purchase orders using clearly outlined selection criteria, and a transparent advertising, bid and award process. Selection criteria for training providers will include being an established provider with a history of success, cost-effectiveness, ability to provide in-person training, and ability to provide multiple training courses or complete Units. The City Council must approve new contracts over \$15,000.

C. Audit Findings

As of its most recent audit, December 26, 2014, the City of Oxnard is in compliance with the requirements of OMB Circular A-133, and no deficiencies were found that could have a direct and material effect on its major Federal awards. The City is an experienced Federal grantee.

D. Past Performance and Accomplishments

The City of Oxnard currently has an EPA Brownfields Job Training grant. The City is nearing

completion of the training phase of the grant.

For this grant, we have completed the first three cohort of trainees out of 5 total cohorts. One of the remaining cohorts will be completing additional wastewater training. Oxnard City Corps is on schedule to expend all of the remaining funds with the completion of the next trainee cohorts and placement/tracking efforts.

Compliance with grant requirements: The City of Oxnard has worked with EPA program officer, Noemi Emeric-Ford, regarding the updating of the work plan as the program has progressed. With our placement rate of 96%, we are making progress towards achieving the expected results of the grant (26 trainees have been placed, 27 have completed the training).

Quarterly and annual reporting: Oxnard City Corps has turned in all quarterly and annual reporting. Our ACRES reporting is up to date as well.

Accomplishments Table:

Grant #	Project Period	# of Participants Trained	# of Participants Placed	% Placed in Employment	Data Updated in ACRES
JT – 99T03501 – 0	10/01/2013 – 12/31/2016	27	26	96%	Yes

This Job Training grant is currently active and concluding December 31, 2016.

Accomplishments:

- Number of individuals committed to train in proposal and in approved workplan:* We committed to train 55 participants in both our proposal and workplan. In the next two cohorts we will meet this number.
- Number of Individuals actually trained:* We have trained 27 individuals in 40-hour HAZWOPER.
- Placement rate:* Oxnard City Corps currently has a placement rate of 96% from the first three cohorts.
- Whether the original anticipated training and placement goals were met:* Since we are still in the active training phase of the grant, this item is not applicable.

4. Community and Employer Partnerships

A. Collaboration with Entities Involved with Local Remediation Activities and Environmental Projects

The City of Oxnard contacted EPA's Site Manager and Community Involvement Coordinator for the Halaco Superfund Site to obtain information about local entities involved with the remediation of the site. Remediation work is currently not underway. We contacted Wayne Praskins, Superfund Project Manager for EPA Region 9, regarding upcoming plans for remediation at the Halaco Site, so that we may orient specific training needs in relation to cleanup needs at the site. We consulted with the Operations Manager and Senior Engineer at the Oxnard Wastewater Treatment Plant, Superintendent of the Thousand Oaks Wastewater Treatment Plant, and the Deputy Director of Simi Valley's Sanitation District on the course

curriculum. We also consulted with Richard Ford, Water Science Professor at Ventura College, regarding the wastewater unit design.

These individuals' expertise and experience, within their field and with employee hiring and training needs of the local area, will help ensure our training program meets the current needs of local employers, and will support future job placement actions.

B. Community Partnership Building

The City's City Corps program has established strong relationships with diverse community organizations, public adult education institutions, community colleges, CalGRIP (California Gang Reduction Intervention and Prevention program), the Workforce Investment Board and the Workforce Development Board's Clean/Green Committee (Eric Humel, the proposed Project Manager, is a member of the Committee, and has presented on the EPA job training program to obtain input on the training design), Neighborhood Councils, and Oxnard City departments. City Corps utilizes these partnerships to provide support services to trainees, including drug and alcohol abuse counseling, and GED preparation and testing, and will continue to do so as part of this training program as necessary. City Corps' ongoing programs provide opportunities for paid and volunteer work within the community, which adds experience and diversity to their resumes. City Corps coaches trainees on job seeking, resume writing, and interviewing. See attached letters of support.

The City of Oxnard consulted with several community-based organizations in the development of this training program, including the Rural Community Association Corporation, Center for Employment Training, and the Center for Creative Land Recycling. Faculty at Ventura Community College was also instrumental in developing the course curriculum. An overview of the training program was presented to the Saviers Road Design Team, a local community group involved with the cleanup of the Halaco Superfund Site and adjacent beach, in January 2015. The City is currently working with the Association of Water Agencies of Ventura County to refine our wastewater training curriculum based on local needs and local internship opportunities.

Oxnard City Corps provides additional GED attainment and life skills training opportunities for Corps members and program trainees.

Table: Collaborative Stakeholders		
Partner	Organization Type	Area of Work
Oxnard City Corps	Local Government Agency Department; Employer	Wastewater, water, stormwater management, solid waste, landscaping, survey, GIS/GPS
Ventura College	Higher Education	Wastewater and Water science education
Workforce Development Board	Workforce Investment System	Outreach, Job Placement, program design support
City of Simi Valley, Sanitation Services Division	Local Government Agency; Employer	Wastewater employer
City of Thousand Oaks, Treatment Plant	Local Government Agency; Employer	Wastewater
CJ Seto Support Services	Environmental Employer	Environmental remediation
Clean Harbors	Environmental Employer	Environmental remediation,

		hazardous waste operations
RJR Engineering	Environmental Employer	Stormwater Quality Management
EnviroCert	Stormwater quality certification non-profit	Stormwater Quality Management
KEH and Associates	Water and Wastewater consultants	Water and Wastewater
Saviers Road Design Team	Community group	Residents, Community advocates
Association of Water Agencies of Ventura County	Agency association	Water and wastewater
Precision Environmental	Environmental Employer	Hazardous waste operations

C. Employer Involvement

In addition to consultations with wastewater treatment plant staff described above, the City of Oxnard also consulted with local environmental services businesses, including CJSeto Support Services and CH2MHill, to develop the training program curriculum. Consultations were conducted by phone. CJSeto Support Services has partnered with the City's City Corps program in the past for training that resulted in job placement. Given the results of the employer survey, local governments are our primary target for future employment placement. Wastewater treatment professionals surveyed indicated a high need for skilled workers, although they could not make specific hiring commitments. Many trainees from the City Corps program have gone on to become employed by the City of Oxnard or other local governments, making it a very successful feeder program for municipalities across Ventura County. The Oxnard Public Works Department will offer internships to qualified trainees. The Public Works Department will donate facilities and use of equipment for the training program, as well as staff time. A Memorandum of Understanding has been signed and executed between the Public Works Department and City Corps establishing the partnership.

We also consulted with Robert Anderson, President of RJR Engineering and Chairman of the Board of EnviroCert (the international organization that certifies the right to engage in the practice of stormwater quality and management) regarding integrating stormwater quality management training and local demand for such training. We also contacted the local branch of Clean Harbors regarding upcoming demand for employees with 40-hour HAZWOPER and for household hazardous waste collections work. Oxnard City Corps has consulted with a number of local and regional employers, outlined in the table above, on the development of the training program as we have progressed through the first year of our current EPA Job Training grant. Employers we are working with have expressed their support for the training program, and their willingness to consider graduates for job positions. See attached letters of support.

5. Budget/Resources

3-year Program Budget:

	Outreach/ Recruit/ Screening	Instruction	Placement/Tracking	Program Management	Budget Total
EPA Funds					
Personnel					
Program Manager Recruitment and Placement Specialist	\$4,000	\$4,000	\$15,000	\$33,000	\$56,000
Specialist	\$5,500		\$7,000		\$12,500
<i>Subtotal</i>	\$9,500	\$4,000	\$22,000	\$33,000	\$68,500
Fringe Benefits					
Fringe Benefits	\$3,895	\$1,640	\$9,020	\$13,530	\$28,085
Travel					
Staff Mileage Brownfields & All Grantee Conferences	\$100	\$150	\$200		\$450
				\$3,000	\$3,000
Contractual					
Training Consultants		\$95,500			\$95,500
Supplies					
Recruitment Supplies	\$750				\$750
Training Supplies		\$3,715			\$3,715
<i>Subtotal</i>	\$750	\$3,715			\$4,465
Total EPA Funds	\$14,245	\$105,005	\$31,220	\$49,530	\$200,000
Non-EPA Project Funding					
		\$13,563			\$13,563
TOTAL PROGRAM COSTS	\$14,245	\$118,568	\$31,220	\$49,530	\$213,563

Personnel Costs: A total of \$68,500 during the grant period includes the costs of a .50 FTE Project Manager for 2.5 years, and a 0.10 FTE Recruitment and Placement Specialist for 3 years. The City of Oxnard's Fringe Benefit rate is 41%.

Task 1: Outreach/Recruitment/Screening – (\$14,245)

This task includes outreach, recruiting and screening of potential trainees in years 1 and 2. City Corps anticipates utilizing 14% of the Project Manager's and Recruitment and Placement Specialist's time. We have budgeted \$750 for recruitment supplies, which includes presentation materials for recruiting events, flyers for collaborators, and application materials. We estimate contacting over 150 potential trainees during the ongoing recruitment process.

Task 2: Instruction – (\$105,005)

This task includes all training activities, which includes 17 different courses offered multiple times. The Project Manager will be responsible for overseeing the training programs, for which we have budgeted 7% of his time. Total training contractor costs are estimated at \$95,500, based on current costs as learned through our procurement process for our current training program. The Instruction budget is 53% of the overall program budget. We have budgeted \$2,500 to purchase training supplies such as gloves, respirators, or hard hats. The City of Oxnard will provide Wastewater Training In-Kind, as well as First Aid/CPR training, and water sampling and testing methods training through the City Corps program.

Task 3: Placement/Tracking (\$31,220)

This task includes placement and tracking for all trainees, for which we anticipate using about 32% of the Project Manager's and Placement Specialist's time.

Task 4: Project Management (\$49,530)

Oxnard has budgeted 48% of the Program Manager's time for project management. Oxnard will issue multiple requests for proposals for training consultants that comply with procurement provisions of 40 CFR Part 30 and Part 31. We will complete performance and financial reporting required under CFR 30.51 and 30.52, and 40 CFR 31.40 and 31.41, and data entry into EPA's ACRES database. We will attend EPA's Brownfields Conference and All-Grantees Meeting. The Project Manager will closely monitor the project's progress and budget, assess the need for any adjustments, and communicate with the EPA. Oxnard will not use grant funds for any prohibited costs.

B. Leveraging

The existing infrastructure of the Public Works Department and the City Corps program yields a productive foundation and partnership that is able to provide technical and interpersonal skills training to trainees in order to prepare them to succeed in environmental careers. City Corps' own funding is able to provide work experience opportunities to trainees related to their classroom training, and will transport trainees to offsite training locations.

The partnership meets the collaborative needs of both departments by offering young people training, experience, and work skills while meeting some of the on-the-ground needs of the City of Oxnard. The Public Works Department will make the Wastewater Treatment Plant and Advanced Water Purification Facility available for tours as part of the Wastewater Treatment Overview course. These in-kind contributions will involve varying amounts of staff time and equipment use throughout the training program. City Corps will provide water sampling and testing methods as part of ongoing projects, as well as CPR/First Aid training to program participants.

References List

a. Employers who have hired past participants of the Oxnard Environmental Workforce Development Job Training program (FY13)

1. **Name of Employer: City of Oxnard Wastewater Section**
Name of Trainee: Mario Jimenez
Contact: Daniel Rydberg, Interim Public Works Director
(805) 385-8055
Daniel.Rydberg@ci.oxnard.ca.us
2. **Name of Employer: City of Santa Barbara Water Distribution**
Name of Trainee: Miguel Sanchez
Contact: Matt Ward, City of Santa Barbara Water Distribution Superintendent
(805) 564-5414
mward@santabarbaraca.gov

b. Community-based Organizations

- | | |
|---|---|
| <ol style="list-style-type: none">1. Ventura College Water Science Program
Richard Forde, PhD.
Assistant Professor
Water Science and Environmental Technology
Ventura Community College
(805) 654-6400 x 2282
rforde@vcccd.edu2. Ventura College Water Science Program
Richard Forde, PhD.
Assistant Professor
Water Science and Environmental Technology
Ventura Community College
(805) 654-6400 x 2282
rforde@vcccd.edu | <ol style="list-style-type: none">3. Saviers Road Design Team
Bill Terry
(805) 488-04224. EnviroCert, Inc.
Robert Anderson
Executive Director
(805) 485-1015
Robert.anderson@envirocertintl.org5. Association of Water Agencies of Ventura County
Kelle Pistone
Managing Director
(805) 338-1755
awa@awavc.org |
|---|---|

c. Employer Community

1. Employer: City of Simi Valley, Sanitation Services Division.
Contact: James Langley, Deputy Director
(805) 583-6443
JLangley@simivalley.org
Contributing to wastewater curriculum design; committed to considering hiring graduates of the training program.

2. Employer: Precision Environmental

Contact: Robert Ruiz

(800)-375-7786

Contributing to hazardous waste curriculum design; committed to considering hiring graduates of the training program.



December 10, 2015

Gina McCarthy
Environmental Protection Agency
Ariel Rios Building
1200 Pennsylvania Avenue, N.W.
Washington, DC 20460

RE: Environmental Job Training Grant

Honorable Administrator McCarthy:

The Environmental Workforce Job Training program that the City of Oxnard's Public Works Department is developing will be beneficial to our area by expanding the local wastewater treatment workforce. Participants in the program will receive valuable training and guidance that will assist them in securing employment in the water profession, including potentially within our Public Works Department.

Employment opportunities in the wastewater industry are forecast to be plentiful in future years, and we continue to see many of our program graduates obtain placements as operators. The City of Oxnard's programming of environmental job training, work experience, and academic skills support plays an important role in meeting local needs of unemployed residents.

An investment by the Environmental Protection Agency would enable the City of Oxnard to serve an increased number of unemployed individuals living in an environmentally-impacted and economically-challenged community. These individuals would then be ready to support the cleanup of environmentally contaminated areas in the region, as well as be able to pursue employment in related fields such as the wastewater industry.

Please contact me at (805) 583-6443 if I can further clarify our commitment to the program.

Sincerely,

James Langley
Deputy Director
Sanitation Services Division
City of Simi Valley

Attachment No. **2**

Page 1 of 3

VENTURACOLLEGE

SET YOUR COURSE

December 10, 2015,

Gina McCarthy
Environmental Protection Agency
Ariel Rios Building
1200 Pennsylvania Avenue, N.W.
Washington, DC 20460

RE: Environmental Job Training Grant

Honorable Administrator McCarthy:

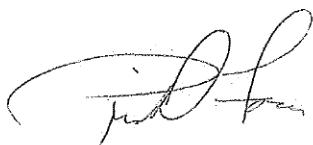
Ventura College's Water Science Program enthusiastically offers this letter of commitment detailing our support for the City of Oxnard's Environmental Workforce Job Training project. We have seen a number of young people come through our program from the City of Oxnard's City Corps program who have since obtained local employment in the water industry.

The Ventura College Water Science Program provides students with the technical and academic training that they need to pursue a career in the municipal water and wastewater industries. Employment opportunities in the wastewater industry are forecast to be plentiful in future years, and we continue to see many of our program graduates obtain placements as operators. The City of Oxnard's programming of environmental job training, work experience, and academic skills support plays an important role in meeting local needs of unemployed residents. Having City trainees participate in advanced study, such as the water industry training that we offer at Ventura College, gives trainees an extra edge in obtaining employment in environmental fields.

An investment by the Environmental Protection Agency would enable the City of Oxnard to serve an increased number of unemployed individuals living in an environmentally-impacted and economically-challenged community. These individuals would then be ready to support the cleanup of environmentally contaminated areas in the region, as well as be able to pursue additional training and employment in related fields such as the wastewater industry.

Ventura College's Water Science Program commits to providing input and guidance into the development of the training curriculum. Please contact me at (805) 289-6162 if I can further clarify our commitment to the program.

Sincerely,



Dr. Richard Forde
Water Science Professor
Ventura College

Attachment No. 2
Page 2 of 3



Hill Canyon Wastewater Treatment Plant Public Works Department

9600 Santa Rosa Road • Camarillo, CA 93012
Phone 805/498.4011 • Fax 805/498.5727 • www.toaks.org

December 10, 2015

Gina McCarty
Environmental Protection Agency
Ariel Rios Building
1200 Pennsylvania Avenue, N.W.
Washington, DC 20460

RE: Environmental Job Training Grant

Honorable Administrator McCarty:

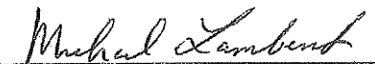
The City of Thousand Oaks enthusiastically offers this letter of commitment detailing our support for the City of Oxnard's Public Works Department Environmental Workforce Job Training program. The program that the City of Oxnard is developing will be beneficial to our area by expanding the local wastewater workforce. Participants in the program will receive valuable training and guidance that will assist them in securing employment in the water profession, including within the wastewater field.

Employment opportunities in the wastewater field are forecast to be plentiful in future years. The City of Oxnard's programming of environmental job training, work experience, and academic skills support plays an important role in meeting local needs of unemployed residents.

An investment by the Environmental Protection agency would enable the City of Oxnard to serve an increased number of unemployed individuals living in an environmentally-impacted and economically-challenged community. These individuals would then be ready to support cleanup of environmentally contaminated areas in the region, as well as, be able to pursue employment in related fields such as the wastewater field.

I, Michael Lambert, the City of Thousand Oaks' Interim WWTP Superintendent at the Hill Canyon Wastewater Treatment Plant commit to providing input and guidance into the development of the training and internship curriculum. Please contact me at (805) 491-8177 if I can further clarify our commitment to the program.

Sincerely,


Michael Lambert
Interim WWTP Superintendent

DPW:290-10\wm\Environmental Job Training Grant

Attachment No. 2
Page 3 of 3

toaks.org



**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Report

AGENDA ITEM NO.: L-5

DATE: January 5, 2016

TO: City Council

THROUGH: Greg Nyhoff, City Manager
Office of the City Manager

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

FROM: Daniel Rydberg, P.E., Public Works Director
Public Works

Handwritten initials "DMR" in black ink.

SUBJECT: Verbal Report on the Upcoming El Niño Winter Storm Season

CONTACT: Pete Martinez, Wastewater Collections Supervisor
pete.martinez@ci.oxnard.ca.us, 271-2214

RECOMMENDATION

That Council receive a verbal report on the upcoming El Niño Winter Storm Season and the steps being taken to mitigate the effects for residences and businesses of the City.

BACKGROUND

The National Oceanic and Atmospheric Administration (NOAA) has predicted that El Niño conditions will continue during the winter of 2015-2016. During a typical rainy season (Oct-April), Oxnard receives approximately 10-12 days of rainfall for a total of approximately 14 inches. During an El Niño year Oxnard could receive up to 40 inches of rain.

City staff have been preparing for the upcoming El Niño Winter Season over the past several months by completing the maintenance of the large storm drain channels throughout the City. In addition, staff has worked in conjunction with City Corps to complete the inspection and cleaning of over 4,600 catch basins to remove debris in an effort to prevent any future blockages throughout the storm drain system. Staff have also been preparing to respond to flooding in areas typically prone to flooding such as Mandalay Beach Road and Ventura Road.

FINANCIAL IMPACT

No financial impact by receiving the verbal report.

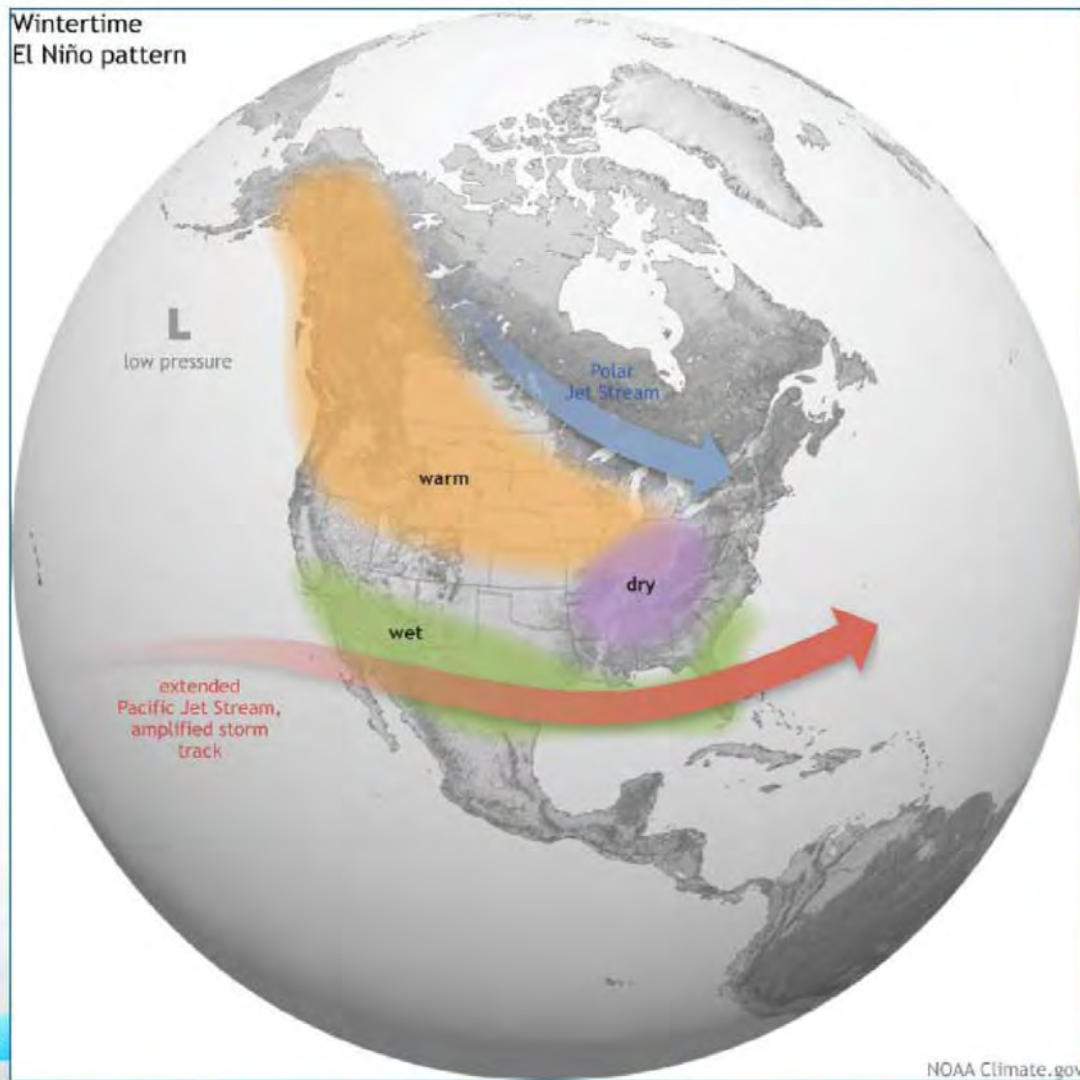
El Niño Preparation

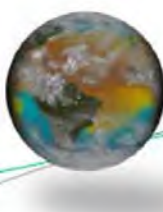
City Council Meeting

January 5, 2016

Classic El Niño Winter Impacts in North America

Wintertime
El Niño pattern





Strong El Niño Precipitation Percent of Normal
West Climate Region
Composite: December 1957, 1965, 1972, 1982, 1991, 1997
Average Period: 1981-2010



Strong El Niño Precipitation Percent of Normal
West Climate Region
Composite: January 1958, 1966, 1973, 1983, 1992, 1998
Average Period: 1981-2010



Monthly Percent of Normal Precipitation During Past Strong El Niños

Strong El Niño Precipitation Percent of Normal
West Climate Region
Composite: February 1958, 1966, 1973, 1983, 1992, 1998
Average Period: 1981-2010



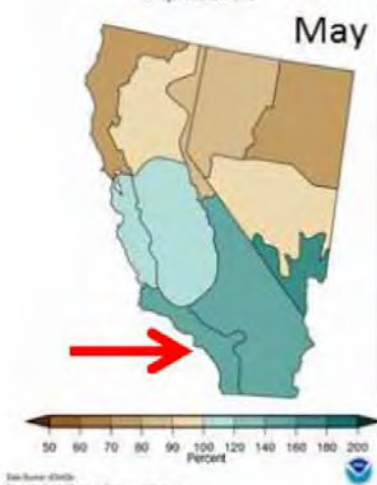
Strong El Niño Precipitation Percent of Normal
West Climate Region
Composite: March 1958, 1966, 1973, 1983, 1992, 1998
Average Period: 1981-2010



Strong El Niño Precipitation Percent of Normal
West Climate Region
Composite: April 1958, 1966, 1973, 1983, 1992, 1998
Average Period: 1981-2010



Strong El Niño Precipitation Percent of Normal
West Climate Region
Composite: May 1958, 1966, 1973, 1983, 1992, 1998
Average Period: 1981-2010



El Nino Preparation 2015-16



How Have We Prepared?

Staff has completed the maintenance of our large open storm drain channels



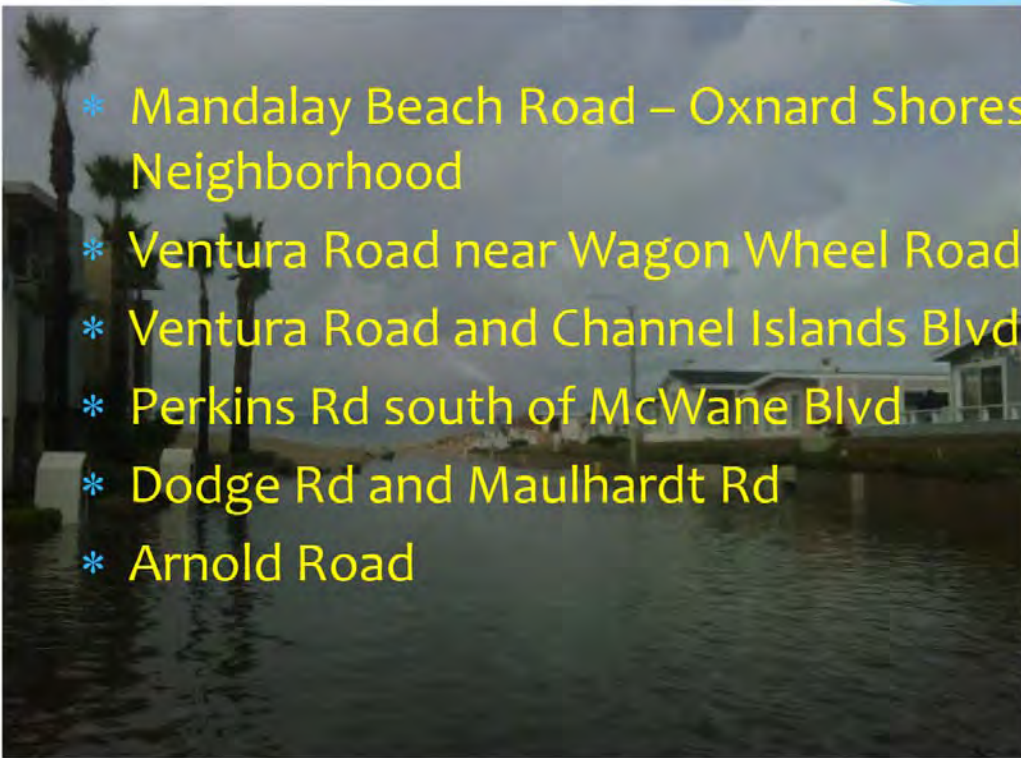
Catch Basin Maintenance Program

- * Working in conjunction with City Corps we have inspected and cleaned over 4,684 catch basins throughout the city prior to the wet season



Potential Problem Areas

- * Mandalay Beach Road – Oxnard Shores Neighborhood
- * Ventura Road near Wagon Wheel Road
- * Ventura Road and Channel Islands Blvd
- * Perkins Rd south of McWane Blvd
- * Dodge Rd and Maulhardt Rd
- * Arnold Road



Additional Resources



- * Rental of 1 excavator
- * Rental of 1 backhoe
- * Process of renting (3) additional pumps for Oxnard Shores area

Notes:

- * Maintenance crews will be working around the clock during all rain events to clean storm drains
- * Placement of “Flooded” barricades at known areas of flooding



What to Expect

- * Oxnard is flat
- * Storm drains are designed for 10yr or 90% storm
- * Typical rains will result in some street flooding



Who Do I Call To Report Flooding?

- * To report flooding issues please contact the City of Oxnard Wastewater Treatment Plant during normal working hours, Monday through Friday from 8:00 a.m. to 5:00 p.m. at [805-488-3517](tel:805-488-3517), and for all after hours calls please contact the Oxnard Police Department at [805-385-7600](tel:805-385-7600).



UNITED WATER CONSERVATION DISTRICT SANTA CLARA RIVER STORM WATER DIVERSION OPERATIONS

SATICOY SPREADING PONDS

FREEMAN DIVERSION FACILITIES

DESILTING BASIN



Final Thoughts

- Winter rains are delayed, but you should continue to prep for numerous storms in the coming months
- All El Niño's are different; potential winter impacts
 - Wind damage and power outages
 - Coastal flooding and beach erosion
 - Urban and river flooding
- Stay informed by checking weather forecasts often
- Get a kit, get a plan, and stay alert
- Avoid driving during intense periods of rainfall

Questions?



**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Council

AGENDA ITEM NO.: N-1

DATE: January 5, 2016
TO: City Council
FROM: Daniel Martinez, Oxnard City Clerk
SUBJECT: Appointment of Citizen Advisory Groups
CONTACT: Daniel Martinez, Oxnard City Clerk
Daniel.Martinez@ci.oxnard.ca.us 805-385-7803

RECOMMENDATION

1. That the Mayor, with approval of the City Council, appoint:
 - a. One member to the Cultural Arts Commission;
 - b. One member to the Parks, Recreation & Community Services Commission;
 - c. Two members to the Senior Services Commission; and.
2. That the City Council appoint: One member to the Community Relations Commission.

BACKGROUND

Appointments to Citizen Advisory Groups are usually made following a general election involving the office of Mayor. These proposed appointments are due to vacancies and a need to have enough commissioners for a required quorum.

Staff recommends that the Mayor, with approval of the City Council, appoint: one individual to the Cultural Arts Commission; one individual to the Parks, Recreation & Community Services Commission and two individuals to the Senior Services Commission.

Staff recommends that the City Council, as a whole, appoint: one individual to the Community Relations Commission. The City Council nominates individuals and will be polled as to their selection for the commission.

Applications are available and may be submitted at the Oxnard City Clerk's Office during the entire year. Applicants have been recruited through local advertisement placed in the newspaper, through government channel, on the City's web site, in neighborhood packets and by public notice at City Hall. Applications are valid for one year and efforts are made to contact applications to renew application if desired. .

FINANCIAL IMPACT None.

ATTACHMENTS

Attachment 1 – Vacancy Lists

VACANCY LIST
CULTURAL ARTS COMMISSION
9 Members with 2-year terms
Need to fill 1 Position to Expire 12/31/17

<u>INCUMBENT NAME</u>	<u>TERM NUMBER</u>	<u>EXPIRATION DATE</u>
1. Cortese, Margaret	1	12-31-17
2. De Vries, Deborah	1	12-31-17
3. Gomez, Javier	1	12-31-17
4. Gonzales, Jesus	1	12-31-17
5. Hirata, Oneita	1	12-31-17
6. Kelly, Autumn	1	12-31-17
7. Morla, Christine	1	12-31-17
8. Perez, Cesar	1	12-31-17
9. VACANT	1	12-31-17

APPLICANTS

1. Akin, Debra
2. Limbaugh, Patricia
3. Placencia, Pete
4. Ramirez, Jose Manuel
5. Woodland, Mary Ann

(Appointed by the Mayor)

Service Term: 9 Members 2-year terms to coincide with the term of the Mayor

Meeting Schedule:

Staff Liaison: Michelle Kantor

Creation: 11/18/14; O-2886

MUST FILE STATEMENT OF ECONOMIC INTERESTS FORM

VACANCY LIST
PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION
7 Members with 2-year terms
Need to fill 1 Position to Expire 12/31/16

<u>INCUMBENT NAME</u>	<u>TERM NUMBER</u>	<u>EXPIRATION DATE</u>
1. Barber, Johnnie	8	12-31-16
2. Greene Moraga, Cherie	1	12-31-16
3. Ocampo, Aurelio	1	12-31-16
4. Poirier, Roger	1	12-31-16
5. Postel, Gloria	8	12-31-16
6. Summersille, Dale	1	12-31-16
7. VACANT	1	12-31-16

APPLICANTS

1. Cody, Donald B.
2. Guerra, Lilly
3. Lemos, Paul
4. Lopez, Adam Santos
5. Lopez, Tiffany
6. Ortiz Jr., Federico
7. Pinkard, Bedford
8. Villa, Jack
9. Whitecomb, Angela

Appointed by Mayor - O-2657, 5/18/04 Terms Coincide with Mayor.

Service Term: 9 members 2- year terms

Meeting Schedule: Second Tuesday of each month, 9:00 A.M., at the Wilson Senior Center

Staff Liaison: Gregory Barnes

Creation: 5/02/78, R-7328; R-8402; 9/14/82

VACANCY LIST
SENIOR SERVICES COMMISSION
9 Members with 2-year terms
Need to fill 2 Positions to Expire 12/31/16

<u>INCUMBENT NAME</u>	<u>TERM NUMBER</u>	<u>EXPIRATION DATE</u>
1. Brainard, Kay	1	12-31-16
2. Fischer, Ron	1	12-31-16
3. Lanker, Kathie	1	12-31-16
4. Madrid, Alice	1	12-31-16
5. Owens, Clark	1	12-31-16
6. Sweetland, Alice	1	12-31-16
7. Yu, Lourdes Villareal	1	12-31-16
8. VACANT	1	12-31-16
9. VACANT	1	12-31-16

APPLICANTS

1. Clemens, Albert
2. Garcia, Reynaldo
3. Hussung, Valerie
4. Johnson, Shirley
5. McCafferty, Cathy

Appointed by Mayor - O-2657, 5/18/04 Terms Coincide with Mayor.

Service Term: 9 members 2- year terms

Meeting Schedule: Second Tuesday of each month, 9:00 A.M., at the Wilson Senior Center

Staff Liaison: Gregory Barnes

Creation: 5/02/78, R-7328; R-8402; 9/14/82

VACANCY LIST
COMMUNITY RELATIONS COMMISSION

7 Members with 2-year terms
Need to fill 1 Position to Expire 12/31/16

<u>INCUMBENT NAME</u>	<u>TERM NUMBER</u>	<u>EXPIRATION DATE</u>
1. Davitt-Cornyn, Theadora	1	12-31-16
2. Kelly, Travis	1	12-31-16
3. Moreno, Jaime	1	12-31-16
4. Quintana, Mario	1	12-31-16
5. Reynoso, Juan	1	12-31-16
6. Sorkin, George	1	12-31-16
7. VACANT	1	12-31-16

APPLICANTS

1. Akin, Debra
2. Baxter, Mike
3. Lopez, Adam Santos
4. Lopez, Tiffany
5. Molina, Phillip
6. Ortiz, Federico
6. Ramirez, Jose Manuel
7. Stallion, Helaine

(Appointed by Council -- O-2322 Part 1(A) on 12/14/93)

Service Term: 7 members, 2-year terms

Meeting schedule: Third Monday of each month, 6:00pm, City Council Chambers

Staff Liaison Luis Guereca

Creation: 10/12/61 O-722; 05/19/98 O-2467; 2/26/13 O-2863