

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

March 1, 2016

4:30 P.M. Study Session

6:00 P.M. Regular Session

A. ROLL CALL/POSTING OF AGENDA

*** The Oxnard Community Development Commission Successor Agency, 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

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 – 4:30 P.M. – 6:00 P.M.

Finance Department

1. SUBJECT: Update on Maintenance Assessment District Audits and Community Outreach Plan.
(001)

RECOMMENDATION: Receive an update on the various audits of the Maintenance Assessment Districts and community outreach plan by the City's assessment district consultant, NBS.

Legislative Body: CC

Contact: Maria Hurtado

Phone: 385-7430

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.

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 Proclamation Designating March 9, 2016 as "Soroptimist Stop Human Trafficking and Sexual Slavery Awareness Day".

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 (10 Minutes)

City Manager Department

1. SUBJECT: Agreements for City Council Review. (183)
RECOMMENDATION: Pursuant to Ordinance 2835 and Resolution 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.
Legislative Body: CC Contact: Greg Nyhoff Phone: 385-7430

Fire Department

2. SUBJECT: Regional Emergency Response Operations Agreement. (187)
RECOMMENDATION: 1) Approve and authorize the Fire Chief to execute a Regional Emergency Response Operations Agreement (A-7863) for countywide emergency response operations between the City of Oxnard, the cities of Ventura, Fillmore, Santa Paula and Ventura County Fire Protection District ; 2) Authorize the Fire Chief to sign any future amendments to Agreement No. A-7863 that may arise from time to time, provided that they do not increase the cost of Agreement to the City of Oxnard; and 3) Authorize the Fire Chief, or designee, to enter into an Operational Plan, referred to in the Agreement, and to update it annually, as needed, pursuant to the terms of the Agreement.
Legislative Body: CC Contact: Bryan Brice Phone: 385-8369

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Public Works Department

3. SUBJECT: Recycled Waterline Project, Specification UD13-13. (199)

RECOMMENDATION: Approve project plans and specifications and authorize staff to solicit bids for the Recycled Waterline Project, Specification UD13-13.

Legislative Body: CC

Contact: Daniel Rydberg

Phone: 385-8280

J. PUBLIC HEARINGS – 6:15 P.M. (10/30 Minutes)

Development Services Department

1. SUBJECT: Planning and Zoning Permit (PZ) No. 15-630-02 (Specific Plan Amendment No. 1 to the Village Specific Plan). Located South of Highway 101 (Ventura Freeway), West of Oxnard Boulevard, North of the Union Pacific Railroad and East of North Ventura Road. Filed by Tony Talamante, Oxnard CRFL Partners, LLC, 64 Maxwell, Irvine, California 92618. (203)

RECOMMENDATION: Approve the first reading by title only and subsequent adoption of an ordinance approving PZ No. 15-630-02 (Specific Plan Amendment No. 1 to the Village Specific Plan) for map and text amendments to the Village Specific Plan (“Specific Plan”), subject to certain findings.

Legislative Body: CC

Contact: Ashley Golden

Phone: 385-7868

Housing Department

2. SUBJECT: Issuance of Multifamily Housing Revenue Bonds for Gateway Station, located at 1250 South Oxnard Boulevard, Oxnard, California.

RECOMMENDATION: **Continue to April 5, 2016**

Legislative Body: CC

Contact: Arturo Casillas

Phone: 385-8094

K. APPOINTMENT ITEMS

L. REPORTS

Police Department (30/30 Minutes)

1. SUBJECT: Verbal Report on Citywide Gang Violence Prevention Efforts.

RECOMMENDATION: Receive a verbal report on the various enforcement, intervention, and prevention efforts being utilized by the Police Department and Recreation Department to address

Legislative Body: CC

Contact: Jeri Williams

Phone: 385-7624

City Manager Department (10/15 Minutes)

2. SUBJECT: Review of City Council Policy Regarding Placement of Items on Future City Council Agendas. (271)

RECOMMENDATION: Consider and provide direction to City Manager regarding the proposed policy regarding placement of items on future City Council agendas.

Legislative Body: CC

Contact: Maria Hurtado

Phone: 385-7430

Finance Department (15/40 Minutes)

3. SUBJECT: Review of the City's Financial Management Policies. (275)
RECOMMENDATION: Receive and file the attached update on the City's Financial Management Policies and accept the Fiscal Policy Taskforce's recommendation to suspend the policy related to the adoption of a two-year budget.
Legislative Body: CC Contact: Maria Hurtado Phone: 385-7430

Human Resources Department (5/5 Minutes)

4. 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. (295)
RECOMMENDATION: The City Council Adopt Two Resolutions: 1) Repealing Resolution No. 14,873 authorizing full-time equivalent positions and setting the authorized full-time equivalent positions; and 2) Repealing Resolution No. 14,874 setting the classification and salary schedule; and approving changes to Section XII of the Personnel Rules and Regulations setting the classification and salary schedule.
Legislative Body: CC Contact: Tabin Cosio Phone: 385-7590

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.

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

City Manager Department (10/20 Minutes)

1. SUBJECT: Request from the Oxnard Convention and Visitors Bureau regarding the 2016 North American Travel Journalists Association Conference. (323)
RECOMMENDATION: That City Council: 1) Consider a request from the Oxnard Convention and Visitors Bureau for the 2016 North American Travel Journalists Association conference which will take place April 4 – 8, 2016 at the Embassy Suites Mandalay Beach Resort; 2) Adopt a resolution forgiving the Transient Occupancy Tax (TOT) debt for attendees of the convention in an amount not-to-exceed \$9,000; or 3) Authorize the City Manager to provide a sponsorship in the amount of \$10,000.
Legislative Body: CC Contact: Greg Nyhoff Phone: 385-7430

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.

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Q. STUDY SESSION

R. ADJOURNMENT



**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Study Session

AGENDA ITEM NO.: Q-1

DATE: March 1, 2016

TO: City Council

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

A handwritten signature in blue ink, appearing to be "GN", is placed next to the "THROUGH:" line.

FROM: Maria Hurtado, Assistant City Manager
Office of the City Manager

SUBJECT: **Update on Maintenance Assessment District Audits and Community Outreach Plan**

CONTACT: Michael More, Financial Services Manager
mike.more@oxnard.org, 385-7480

RECOMMENDATION

That City Council receive an update on the various audits of the Maintenance Assessment Districts and community outreach plan by the City's assessment district consultant, NBS.

BACKGROUND

As part of the City Manager's organizational assessment, it was determined that the City's Maintenance Assessment Districts ("MADs") needed a more comprehensive review, due to deficits or surplus funds that had been allowed to accumulate in various MADs. On May 20, 2015, the City contracted with NBS to conduct an in-depth review of the districts. For its review, NBS interviewed City staff, reviewed the districts' formation and other annual documents, fund balances, the California Constitution, state statutes, recent judicial rulings related to assessments, conducted site visits to all of the districts, and reviewed the City's internal processes and procedures. On August 25, 2015 NBS issued its findings in the report titled "Maintenance Assessment Districts Review Findings and Recommendations Report." On October 27, 2015, City Council received a presentation of the key findings and recommendations noted in the report and a timeline for addressing the deficiencies. The report included a recommendation to conduct boundary, budget and levy audits of all of the districts.

The boundary, budget and levy audits included in-depth reviews of the formation documents, original, 1996/97 and 2015/16 Engineer's Reports, assessment diagrams, applied 2015/16 tax roll, and the most recent Ventura County Assessor's secured Roll data. NBS' Key Audit Findings are as follows:

Update on Maintenance Assessment District Audits

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Boundary Audit

- No parcels outside district boundaries are being levied.
- Minimal number of parcels within the districts were not levied for 2015/16 but should have been (additional details in the levy audit).

Budget Audit

- Thirty-two (32) districts have additional improvements authorized to be maintained that are not currently contracted to be maintained by the subcontractor.
- MADs with no water or electrical invoices provided, and meters assigned to incorrect districts; City staff reviewing and correcting assignment for applicable districts.
- Twenty-six (26) districts are projected to have an annual deficit (e.g., expenses for 2015/16 are expected to exceed revenues).
- Thirty-two (32) districts are projected to have an annual surplus (e.g., revenues for 2015/16 are expected to exceed expenses).

Levy Audit

- Forty-five (45) districts are levied at or less than their maximum rate.
- One (1) significant 2015/16 tax roll correction; completed.
- Eleven (11) districts with minor 2015/16 findings; to be corrected with 2016/17 levies.

Below is a general list of the audit recommendations and proposed timeline to complete each task. The proposed timeline is subject to change by City staff and/or City Council. A detailed timeline is included as part of this packet.

Proposed Timeline

Task	Proposed Completion Date
Correct 2015/16 levy for significant findings	Completed
Fill Special Districts Administrator position (approved by City Council 2/9/2016)	As soon as possible
City to implement procedures to verify contractor's maintenance activities (including monthly reporting, independent verification before payment of invoices)	March 2016
Maintenance activities for all districts to be re-bid based on district-specific authorized improvements and A/B levels of service	April 2016
Correct minor 2015/16 findings concurrent with 2016/17 levies	April 2016
Rewrite Resolutions and Engineer's Reports	April 2016
Implement reduction in service level for 2016/17 to match available revenues	May 2016
Districts with surplus funds and projected annual surplus; improvement replacement plan for surplus spending and/or levy	

Update on Maintenance Assessment District Audits

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Task	Proposed Completion Date
credits	May 2016
Use corrected budgets and maximum assessments to calculate 2016/17 levies	June 2016
Apply findings to prior years and make recommendations regarding fund balance adjustments	Fall 2016

Community Outreach

On January 20, 2016, NBS attended the West Village Neighborhood Council meeting. NBS and staff have already worked extensively with the West Village Neighborhood over the past several months to provide information on assessments and respond to concerns about maintenance issues within the multiple districts in the West Village Neighborhood. These initial targeted outreach efforts have provided valuable insight to staff concerning the many issues within the districts.

Communication between the City and property owners is a critical component of any special financing district program. Public outreach is an important tool for government agencies to communicate with their constituents about expectations and to receive feedback from the citizenry being served. Successful public outreach efforts relay regular messages about a variety of topics, which may include the overall health of the districts, upcoming projects that may impact the properties, any surpluses/deficits, change in budgets and levels of services, problems, and potential needs for additional revenue that may result in Proposition 218 ballot proceedings.

The purpose of these efforts in keeping the public informed is to ensure that as situations arise, whether it potential service reductions, changes in budget, or the need to ask for additional revenue, the property owners are well-informed. These efforts help ensure that constituents are made aware of any special circumstances that may impact them directly. The upcoming public outreach efforts should be aimed at informing the public about each district's background, status updates and what can be expected in the coming months and years.

The districts have been broken into six (6) groups based on proximity to one another. Seven (7) meetings have been scheduled for March 2016 so far, including City staff and NBS attending the INCO meeting. Various avenues of communication will be used to inform property owners of the upcoming outreach meetings.

Presentation

NBS staff will provide a verbal presentation at this meeting providing greater detail on its findings, recommendations, and timelines for remedial action. NBS will also provide a progress update on the projects listed in the IAP (timeline) and the community outreach efforts that have started.

FINANCIAL IMPACT

There is no fiscal impact with the consideration of this item.

Update on Maintenance Assessment District Audits

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Attachments

- #1 – Implementation Action Plan (IAP)
- #2 – Boundary Audit Report
- #3 – Budget Audit Report
- #4 – Levy Audit Report
- #5 – General Outreach Meetings – Dates and Locations

Recommendation	Steps	Estimated Timeline	Lead Staff	Project Status
	Analyze improvements, maintenance, services, boundaries, district characteristics, parcel characteristics, special and general benefits conferred, and assessment engineering industry standards and sources to separate and quantify special vs. general benefit in compliance with the special benefit requirements of Proposition 218.	March 2016	NBS	
	Create and add a map of improvements and assessment diagram to the engineer's reports.	April 2016	NBS	
	Document findings and recommendations for inclusion into the updated engineer's reports. Provide analysis and numerical support for the breakdown of special vs. general benefit. Identify general fund contributions for general benefit and assessment amounts representing special benefit.	April 2016	NBS	
	Prepare updated 2016/17 fiscal year engineer's reports compliant with the 1972 Act and Proposition 218 for the placement of assessment levies on the County secured tax roll and to serve as templates for subsequent fiscal years.	April 2016	NBS	
Prior Years Review	Review and apply findings from audits to prior years and make recommendations to the City.	Fall 2016	NBS	

Recommendation	Steps	Estimated Timeline	Lead Staff	Project Status
District Maintenance Activities and Contractor Service Levels	Hiring for the Special Districts Administrator position to manage all districts and items listed in the IAP (City Council approved funding on 2/9/2016).	As soon as possible	City	In Progress
	Establish internal goals/policies, maintenance service levels and baseline services for all districts.	January 2016	City	Complete
	Update existing scope of services/specifications used for maintenance district bids to include all authorized improvements for each specific district.	March 2016	City	
	Implement procedures to verify contractor is fulfilling maintenance responsibilities in accordance with contract and City standards; including contractor submitting documentation detailing work performed and City staff independently verifying.	March 2016	City	
	Request bids from private contractors for the maintenance activities of all districts.	Beginning April 2016	City	
	Begin maintenance of additional authorized improvements. City staff to discuss with contractor the costs to maintain the additional improvements authorized, and determine if contractor or City staff will perform additional maintenance activities.	April 2016	City	
	Require all parties performing maintenance activities within the districts to use the GIS based asset tracking system known as Rancho Enterprise Geographic Information System ("REGIS") to log maintenance tasks, and start and end times.	April 2016	City	
Annual LMD Budget and Engineer's Report Process	Submit 2015/16 tax roll correction to Ventura County Auditor-Controller's Office (NBS will assist City).	February 2016	City	Complete
	Review assignment of utility bills to various districts to ensure accurately assigned.	February 2016	City	
	Complete cost allocation study and apply	April 2016	City	

Recommendation	Steps	Estimated Timeline	Lead Staff	Project Status
	appropriate percentages/amounts to the district budgets.			
	Review utility budget amounts to ensure annual increase does not exceed 5% as detailed in specific district engineer's reports.	April 2016	NBS	
	Review and include (if appropriate) levy of parcels within district boundaries that were not previously levied (per Boundary Audit report).	April 2016	NBS	
	Based on annual budgets and existing fund deficits, determine districts that should have reduced service levels; revenue generated by assessments is in alignment with the costs of services provided.	May 2016	NBS	
	Determine districts that need Proposition 218 increases and prioritize in a manner that addresses the highest deficits first.	May 2016	NBS	
	Establish Reserve Fund levels in accordance with the internal goals/policies to determine appropriate levels for each district.	May 2016	NBS	
	Prepare a plan for districts with surplus funds to address the various improvements/infrastructure needing replacement; including property owner outreach to determine additional replacement projects.	May 2016	NBS	
	Calculate annual levy, including the consideration of a reduction in assessments or credits for districts with large surplus funds.	June 2016	NBS	
	Submit levy amounts to the Ventura County Auditor-Controller's Office.	June 2016	NBS	
	Prepare 2016/17 fiscal year resolutions and staff reports compliant with the 1972 Act and Proposition 218 for the placement of assessment levies on the County secured tax roll and to serve as templates for subsequent fiscal years.	February 2016	NBS	
Rewrite Resolutions and Engineer's Reports Including General and Special Benefits Quantified and Separated	Review annexation documents, if any, and special circumstances that may impact the engineer's reports.	February 2016	NBS	



City of Oxnard

**Maintenance Assessment Districts
Boundary Audit**

Findings and Recommendations Report

February 2016

Main Office
32605 Temecula Parkway, Suite 100
Temecula, CA 92592
Toll free: 800.676.7516 Fax: 951.296.1998

Regional Office
870 Market Street, Suite 1223
San Francisco, CA 94102
Toll free: 800.434.8349 Fax: 415.391.8439

ATTACHMENT NO. 2
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1. SUMMARY OF FINDINGS

The City of Oxnard (the "City") has engaged NBS to conduct an audit of the boundaries of the City's Maintenance Assessment Districts ("Districts"). This review compared the original boundaries of the districts as identified in the assessment diagrams and other formation documents to parcels currently being assessed by the City.

Following the aforementioned review, NBS identified five (5) Districts that the City should focus on. The following table lists the five (5) Districts.

District	# of Parcels Levied Outside District	# of Parcels Not Levied Within District	Total Estimated Levy ¹
LMD No. 2 (Channel Islands) ²	0	5	\$35.44
LMD No. 3 (River Ridge)	0	1	162.86
LMD No. 9 (Strawberry Fields)	0	1	55.82
LMD No. 19 (Shopping at the Rose)	0	2	0.00
LMD No. 21 (Cypress Pointe)	0	79	737.86
Total	0	88	\$ 991.98

(1) Total estimated levy amounts shown were confirmed in the levy audit performed.

(2) LMD No. 2 Total Estimated Levy amount is the net amount of corrections found in the levy audit (1 additional parcel levied \$8.86 for 2015/16 that should not have been). For additional details see Levy Audit Report.

The five (5) Districts list above corrections should be implemented beginning Fiscal Year 2016/17. City should decide if any communications will be sent to property owners prior to any corrective action being implemented.

2. DISTRICT BOUNDARY AUDIT

A District boundary audit compares the original boundaries of the Districts as identified in the assessment diagrams to parcels currently being assessed and monitored in the City's database. The purpose of performing a District boundary audit is to ensure that all assessable parcels within the boundaries of the Districts are being assessed and tracked annually and also to ensure that parcels that lie outside of the boundaries of their respective Districts are not being assessed with respect to those Districts.

When preparing the assessment roll on an annual basis, it has been the City's practice to use the prior year's parcels and the associated assessments as a basis for the new assessment roll without performing an annual audit of the parcels. Instead, the City has relied on the County to identify and communicate invalid parcels in the submittal. This method of tracking historical parcel changes, in our experience, often results in errors as described above, lost revenue resulting from missing parcels' assessments, and potential legal and monetary liability resulting from levying parcels erroneously for one or more years.

In this review of the boundaries of the Districts and the parcels levied, there are instances where parcels exist within the boundaries of a District but are not being assessed. There are five (5) Districts that the City should focus on.

- LMD No. 2 (Channel Islands)
- LMD No. 3 (River Ridge)
- LMD No. 9 (Strawberry Fields)
- LMD No. 19 (Shopping at the Rose)
- LMD No. 21 (Cypress Pointe)

For those parcels identified as being within a District but not currently assessed, the City should review the status of such parcels to determine if any corrective measures need to be taken with respect to the annual District assessments, or at the very least, document the reasons they are excluded from assessment in order to avoid any future errors.

2.1. Summary of Audit Results

The following summarizes the results of the boundary audit for each District, including number of parcels within the boundaries of the District that were not levied for Fiscal Year 2015/16 and estimated additional annual revenue.

District	# of Parcels Levied Outside District	# of Parcels Not Levied Within District ¹	Total Estimated Levy ²
LMD No. 1 (Summerfield)	0	0	\$0.00
LMD No. 2 (Channel Islands)³	0	5	35.44
LMD No. 3 (River Ridge)	0	1	162.86
MAD No. 4 (Mandalay Beach/Colony/Hotel)	0	0	0.00
LMD No. 7 and 8 (Northfield and Sea Gate)	0	0	0.00
LMD No. 9 (Strawberry Fields)	0	1	55.82
LMD No. 10 (Country Club Estates)	0	0	0.00
LMD No. 11 (St. Tropez)	0	0	0.00
LMD No. 12 (Standard Pacific)	0	0	0.00
LMD No. 13 (Le Village)	0	0	0.00
LMD No. 14 (California Cove)	0	0	0.00
LMD No. 15 (Pelican Pointe)	0	0	0.00
LMD No. 16 (California Lighthouse)	0	0	0.00
LMD No. 17 (San Miguel)	0	0	0.00
LMD No. 18 (St. Johns Medical Center)	0	0	0.00
LMD No. 19 (Shopping at the Rose)	0	2	0.00
LMD No. 20 (Volvo Median)	0	0	0.00
LMD No. 21 (Cypress Pointe)	0	79	737.86
LMD No. 22 (McDonald's Median)	0	0	0.00
LMD No. 23 (Greystone)	0	0	0.00
LMD No. 24 (Vineyards)	0	0	0.00
LMD No. 25 (Pointe)	0	0	0.00
LMD No. 26 (Albertsons)	0	0	0.00
LMD No. 27 (Rose Island)	0	0	0.00
LMD No. 28 (Harborside)	0	0	0.00
LMD No. 29 (Mercy Charities)	0	0	0.00
LMD No. 30 (Haas Automation)	0	0	0.00
LMD No. 31 (Rancho De La Rosa)	0	0	0.00
LMD No. 32 (Oak Park)	0	0	0.00
LMD No. 33 (El Paso)	0	0	0.00
LMD No. 34 (Sunrise Pointe & Sunset Cove)	0	0	0.00
LMD No. 35 (Airport Marina Center)	0	0	0.00
LMD No. 36 (Villa Santa Cruz & Villa Carmel)	0	0	0.00
LMD No. 37 (Pacific Breeze)	0	0	0.00
LMD No. 38 (Aldea Del Mar)	0	0	0.00

District	# of Parcels Levied Outside District	# of Parcels Not Levied Within District ¹	Total Estimated Levy ²
LMD No. 39 (Promesa & Sueno)	0	0	0.00
LMD No. 40 (Cantada)	0	0	0.00
LMD No. 41 (Pacific Cove)	0	0	0.00
LMD No. 42 (Cantabria & Coronado)	0	0	0.00
LMD No. 43 (Greenbelt)	0	0	0.00
LMD No. 44 (American Pacific Homes – Channel Pointe)	0	0	0.00
LMD No. 45 (Channel Pointe)	0	0	0.00
LMD No. 46 (Daily Ranch)	0	0	0.00
LMD No. 47 (Sycamore Place)	0	0	0.00
LMD No. 48 (Victoria Estates)	0	0	0.00
LMD No. 49 (Cameron Ranch)	0	0	0.00
LMD No. 50 (Pleasant Valley Senior Housing)	0	0	0.00
LMD No. 51 (Pfeiler)	0	0	0.00
LMD No. 52 (Wingfield)	0	0	0.00
LMD No. 53 (Huff Court)	0	0	0.00
LMD No. 54 (Meadow Crest Villas)	0	0	0.00
LMD No. 55 (Wingfield West)	0	0	0.00
LMD No. 56 (Cottages at Patterson)	0	0	0.00
LMD No. 57 (Golden State Self Storage)	0	0	0.00
LMD No. 58 (Westwind)	0	0	0.00
LMD No. 59 (Orbela)	0	0	0.00
LMD No. 60 (Artisan)	0	0	0.00
Waterways Assessment District (Mandalay Bay)	0	0	0.00
Total	0	88	\$ 991.98

- (1) Total parcel count is the number of parcels that should have been levied as confirmed in the levy audit.
(2) Estimated levy amounts confirmed in the levy audit performed.
(3) LMD No. 2 Total Estimated Levy amount is the net amount of corrections found in the levy audit (1 additional parcel levied \$8.86 for 2015/16 that should not have been). For additional details see Levy Audit Report.

Please note, the estimated levy amounts shown above have been confirmed in the levy audits performed. Given the County deadline to submit 2015/16 tax roll corrections, any corrections resulting from this boundary audit should be implemented and included with the 2016/17 levies.

2.2. District Locations and Boundary Descriptions

Listed below are the City's Maintenance Assessment Districts, along with their respective general locations and boundaries, based on maps prepared by the City's GIS Department and as confirmed and modified by the boundary audit.

District	General Location
LMD No. 1 (Summerfield)	The district generally consists of property north of Doris Avenue, east of North Patterson Road, along and south of Lilac Walkway, and west of Joliet Place.
LMD No. 2 (Channel Islands)	The district generally consists of property north of S. Oxnard Boulevard, east of the Railroad tracks, south of E. Wooley Road, and west of S. Rose Avenue.
LMD No. 3 (River Ridge)	The district generally consists of property north of W. Gonzales Road, east of N. Patterson Road, south of W. Vineyard Avenue, and west of Rhonda Street.
MAD No. 4 (Mandalay Beach/Colony/Hotel)	The district generally consists of property north of Starfish Drive, east of the coast line, south of Falkirk Avenue, and west of S. Harbor Boulevard.
LMD No. 5 (Maulhardt) ¹	The district boundaries are unknown at this time.
LMD No. 6 (Continental Heritage) ¹	The district boundaries are unknown at this time.
LMD No. 7 and 8 (Northfield and Sea Gate)	The district generally consists of property north of E. Fifth Street, east of S. Rose Avenue, south of Camino Del Sol and Santa Lucia Avenue, and west of N. Rice Avenue.
LMD No. 9 (Strawberry Fields)	The district generally consists of property north of Doris Avenue, along and east of Coronado Place, along and south of Oneida Place, and west of Ventura Road.
LMD No. 10 (Country Club Estates)	The district generally consists of property north of Carmen Way, along and east of River Ridge Road, south of W. Vineyard Avenue, and west of Ventura Road.
LMD No. 11 (St. Tropez)	The district generally consists of property along and north of Rosebud Drive, east of N. H Street, south of Violet Way, and along and west of Grapevine Drive.
LMD No. 12 (Standard Pacific)	The district generally consists of property along and north of Moraine Way, east of N. Patterson Road, south of W. Gonzales Road, and west of Joliet Place.
LMD No. 13 (Le Village)	The district generally consists of property north of W Vineyard Avenue, east of N. Ventura Road, south of Stone Creek Drive, and along and west of Larkhaven Lane.
LMD No. 14 (California Cove)	The district generally consists of property north of Stone Creek Drive and along Upper Bay Drive, east and south of N. Ventura Road, and along and west of Honeysuckle Drive.
LMD No. 15 (Pelican Pointe)	The district generally consists of property along and north of Nantucket Parkway, east of Victoria Avenue, along and south of Monte Carlo Drive, and west of Rosewater Place.
LMD No. 16 (California Lighthouse)	The district generally consists of property north of Ninth Street, east of S. Ventura Road, south of W. Seventh Street, and west of Kingfisher Way.
LMD No. 17 (San Miguel)	The district generally consists of property north and west of Colonia Road, along and east of Madrina Place, south of Camino Del Sol.
LMD No. 18 (St. Johns Medical Center)	The district generally consists of property north of Socorro Way, east of N. Rose Avenue, south of E Gonzales Road, and west of Williams Drive.

District	General Location
LMD No. 19 (Shopping at the Rose)	The district generally consists of property north of E. Gonzales Road, east of Almanor Street, south of the 101 Freeway, and west of N. Rose Avenue.
LMD No. 20 (Volvo Median)	The district generally consists of property south of W Hueneme Road, east of the Railroad tracks and west of Edison Drive.
LMD No. 21 (Cypress Pointe)	The district generally consists of property north of W. Vineyard Avenue, east of N. Patterson Road, along and south of Arcadian Shores Trail, and along and west of Pebble Beach Trail; bound by the River Ridge Golf Course
LMD No. 22 (McDonald's Median)	The district generally consists of property along and east of S. Ventura Road, north of W. Fifth Street, and south of Little Farms Road.
LMD No. 23 (Greystone)	The district generally consists of property along and north of Quail Run Way, east of Kentia Street, along and south of Timber Creek Trail, and west of N. H Street.
LMD No. 24 (Vineyards)	The district generally consists of property north of W. Vineyard Avenue, east of Kentia Street, south of Rosebud Drive, and west of N. H Street.
LMD No. 25 (Pointe)	The district generally consists of property along and north of New Haven Place, east of S. Patterson Road, south of W Fifth Street, and west of Saratoga Street.
LMD No. 26 (Albertsons)	The district generally consists of property north of West Fifth Street, east of S. Ventura Road, south of West Second Street, and west of S. K Street.
LMD No. 27 (Rose Island)	The district generally consists of property north of Raiders Way, east of Dallas Drive, south of Channel Islands Boulevard, and west of Cota Drive.
LMD No. 28 (Harborside)	The district generally consists of property north of E. Gonzales Road, east of N. Oxnard Boulevard, along and south of Hermosa Way, and west of Indiana Drive.
LMD No. 29 (Mercy Charities)	The district generally consists of property north of Seventh Street, east of Hobson Way, south of Fifth Street, and west of Alley.
LMD No. 30 (Haas Automation)	The district generally consists of property north of E. Fifth Street, east of S. Rice Avenue, south of Sturgis Road, and west of S. Del Norte Boulevard.
LMD No. 31 (Rancho De La Rosa)	The district generally consists of property north of Camino Del Sol, east of N Juanita Avenue, south of Camino De La Luna, and west of N Rose Avenue.
LMD No. 32 (Oak Park)	The district generally consists of property north of E. Gonzales Road, east of Entrada Drive, south of Caliente Way, and west of Indiana Drive.
LMD No. 33 (El Paso)	The district generally consists of property north of Camino Del Sol, east of Kohala Street, south of Jacinto Drive, and west of Paseo Ortega.
LMD No. 34 (Sunrise Pointe & Sunset Cove)	The district generally consists of property north of Camino Del Sol, along and east of Festivo Street, south of Jacinto Drive, and west of Kohala Road and property north of Jacinto Drive, east of Kohala Road, along and east of Ocaso Place and along and west of Paseo Ortega.
LMD No. 35 (Airport Marina Center)	The district generally consists of property along and north of Fifth Street, south of Oxnard Airport and east of S Victoria Avenue, and west of S. Patterson Road.
LMD No. 36 (Villa Santa Cruz & Villa Carmel)	The district generally consists of property north of Camino De La Luna and Katrina Way, east of N. Juanita Avenue, south of Cesar Chavez Drive, and west of N. Rose Avenue.
LMD No. 37 (Pacific Breeze)	The district generally consists of property along and north of Mainsail Lane, east of Rialto Street, south of West Seventh Street, and west of S. Ventura.

District	General Location
LMD No. 38 (Aldea Del Mar)	The district generally consists of property north of Martin Luther King Jr. Drive, along and east of Limonero Place and Vacquero Circle, south of E. Gonzales Road, and west of Sonata Drive.
LMD No. 39 (Promesa & Sueno)	The district generally consists of property north of Morado Place, east of N. Oxnard Boulevard, south of Martin Luther King Jr. Drive and Ocotlan Way, and west of N. Juanita Avenue.
LMD No. 40 (Cantada)	The district generally consists of property north of Cesar Chavez Drive, east of N. Rose Avenue, south of Socorro Way, and west of Williams Drive.
LMD No. 41 (Pacific Cove)	The district generally consists of property north of E. Hueneme Road, east of Saviers Road, south of E. Clara Street, and along and west of Dunbar Drive.
LMD No. 42 (Cantabria & Coronado)	The district generally consists of property north of Cesar Chavez Drive, east of Sonata Drive and Teresa Street, south of E. Gonzales Road, and west of N. Rose Avenue.
LMD No. 43 (Greenbelt)	The district generally consists of property north of Cesar Chavez Drive, east of Williams Drive, south of Wankel Way, and west of Graves Avenue.
LMD No. 44 (American Pacific Homes – Channel Pointe)	The district generally consists of property north of E. Channel Islands Boulevard, east of Dallas Drive, along and south of Norton Street, and west of S. Rose Avenue.
LMD No. 45 (Channel Pointe)	The district generally consists of property north of E. Channel Islands Boulevard, east of S. Rose Avenue, south and west of S. Oxnard Boulevard.
LMD No. 46 (Daily Ranch)	The district generally consists of property north of Camino Del Sol, east of Oxnard Boulevard, south of Morado Place, and west of Robert J Frank Intermediate School.
LMD No. 47 (Sycamore Place)	The district generally consists of property north of E. Gonzales Road, east of Indiana Drive, south of Caliente Way, and west of Snow Avenue.
LMD No. 48 (Victoria Estates)	The district generally consists of property north of W. Gonzales Road, east of N. Victoria Avenue, south of River Ridge Golf Course, and west of N. Patterson Road.
LMD No. 49 (Cameron Ranch)	The district generally consists of property north of Milagro Place, east of Gibraltar Street, along and south of Ocaso Place, and west of Kohala Street.
LMD No. 50 (Pleasant Valley Senior Housing)	The district generally consists of property north of E. Pleasant Valley Road, east of Lemon Avenue, south and west of Butler Road.
LMD No. 51 (Pfeiler)	The district generally consists of property north of Cesar Chavez Drive, along and east of Fuente Drive, south of Martin Luther King Jr. Drive, and west of Pinata Drive.
LMD No. 52 (Wingfield)	The district generally consists of property along and north of Naples Road, along and east of Northport Lane, south of Dunkirk Drive, and west of S. Patterson Road.
LMD No. 53 (Huff Court)	The district generally consists of property north of Penny Way, east of Patricia Street, south of Firethorne Place, and west of Gina Drive.
LMD No. 54 (Meadow Crest Villas)	The district generally consists of property north of W Robert Avenue, south and east of N. A Street, and west of N. Oxnard Boulevard.
LMD No. 55 (Wingfield West)	The district generally consists of property along and north of Dunkirk Road, east of Jolly Roger Way, south of W. Fifth Street, and west of Northport Lane.
LMD No. 56 (Cottages at Patterson)	The district generally consists of property north and west of the Railroad tracks, south of Vessel Way, and east of S Patterson Road.
LMD No. 57 (Golden State Self Storage)	The district generally consists of property east of Los Olivos along Auto Center Drive, and west of Rice Avenue.

2.3. Boundary Maps for Specific Districts

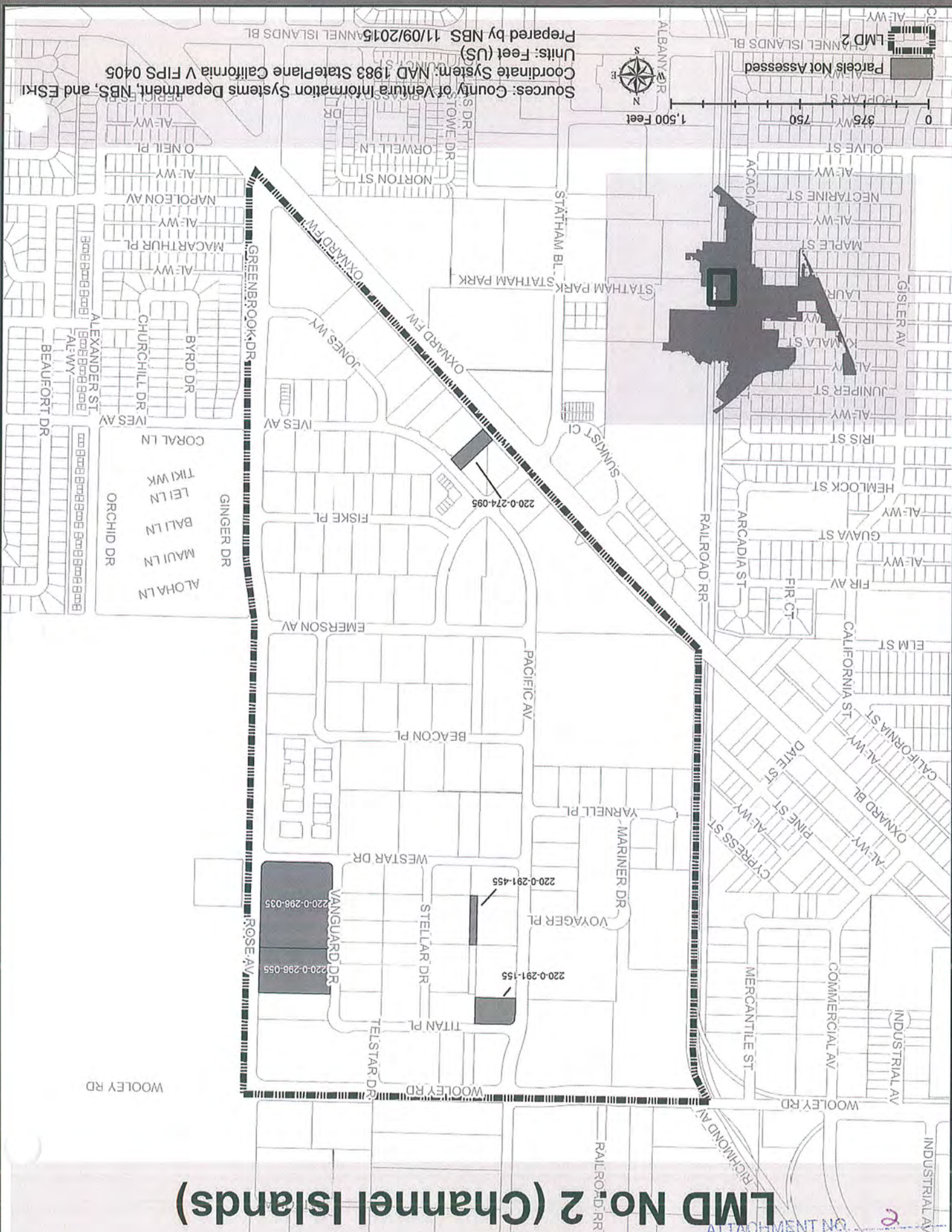
The following pages include boundary maps for those Districts identified as having parcels which were within the boundaries of a District and could potentially be assessable but which were not assessed, according to records provided by the City. Each Districts' respective boundaries are based on the best documentation available as provided to NBS by the City. It is important to note that the maps prepared and shown in the following pages are not assessment diagrams for legal purposes, but rather a tool to assist with identifying any potential errors resulting from parcels omitted, or included erroneously in a District's respective annual assessment.

Parcels identified as potential errors within this report were further researched in the levy audit and their status was verified to determine if any corrective action is required. For District maps with a small number of parcels identified as potential errors, each parcels assessor's parcel number (APN) will be listed with the map.

Maps were prepared for every District and are included in the Appendix of this report.

LMD No. 2 (Channel Islands)

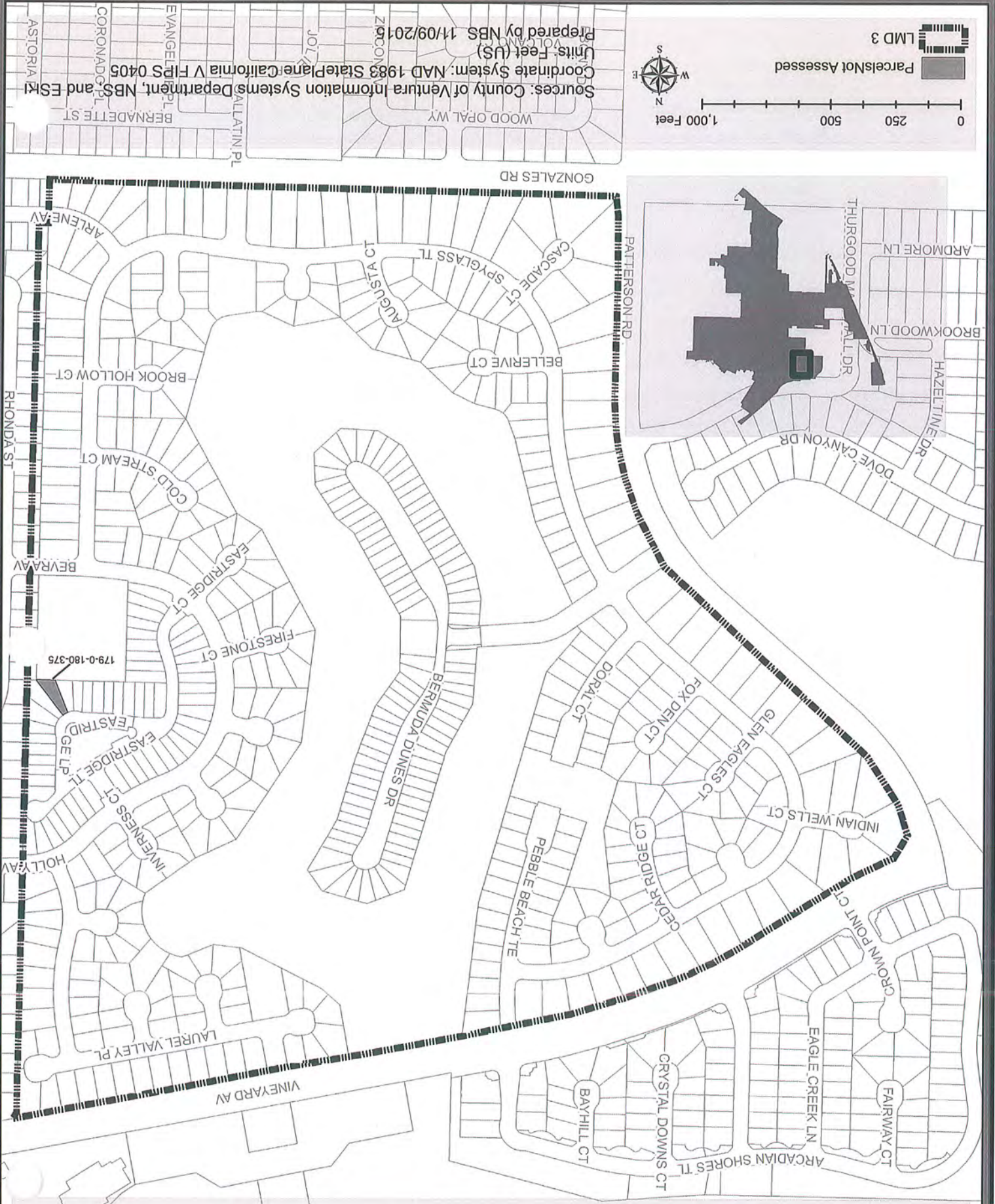
ATTACHMENT NO. 2
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Sources: County of Ventura Information Systems Department, NBS, and ESRI
Coordinate System: NAD 1983 StatePlane California V FIPS 0405
Units: Feet (US)
Prepared by NBS 11/09/2015

LMD No. 3 (River Ridge)

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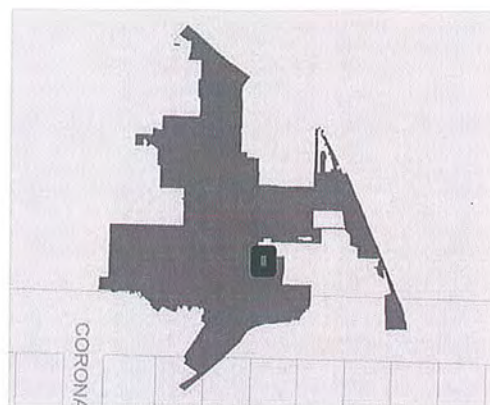


Sources: County of Ventura Information Systems Department, NBS, and Esri
Units: Feet (US)
Coordinate System: NAD 1983 StatePlane California V FIPS 0405
Prepared by NBS 11/09/2015



Sources: County of Ventura Information Systems Department, NBS
Coordinate System: NAD 1983 StatePlane California V FIPS 0405

VE' ARD



CORONADO P

OXFORD DR

KENSINGTON LN

KENT CT

NOTTINGHAM DR

LANGFORD DR

PADDINGTON PL

LENNOX CT

KNIGHTSBRIDGE PLD DR

DEVONSHIRE AV

NATALIE PL

NATALIE PL.

ONEIDA PL

ASTORIA PL

RACHEL DIK

181-0-191-145-

ONEIDA CT

Penny Wy

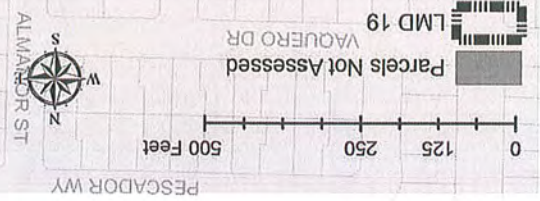
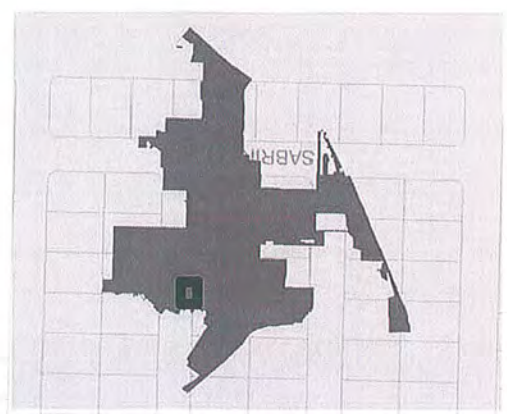
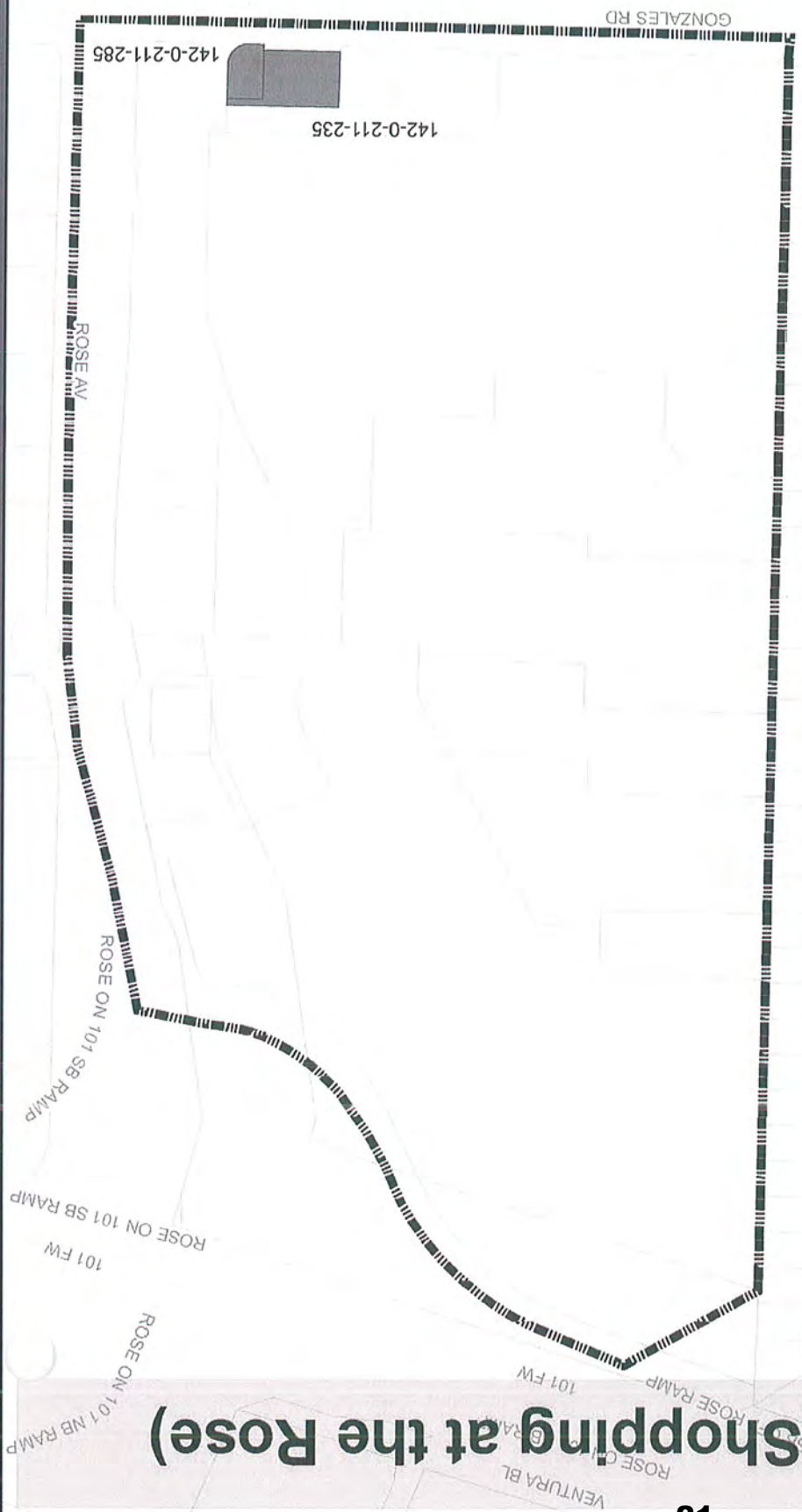
PATRICIA ST

FIRETHORNE PL

LMD No. 9 (Strawberry Fields)

LMD No. 19 (Shopping at the Rose)

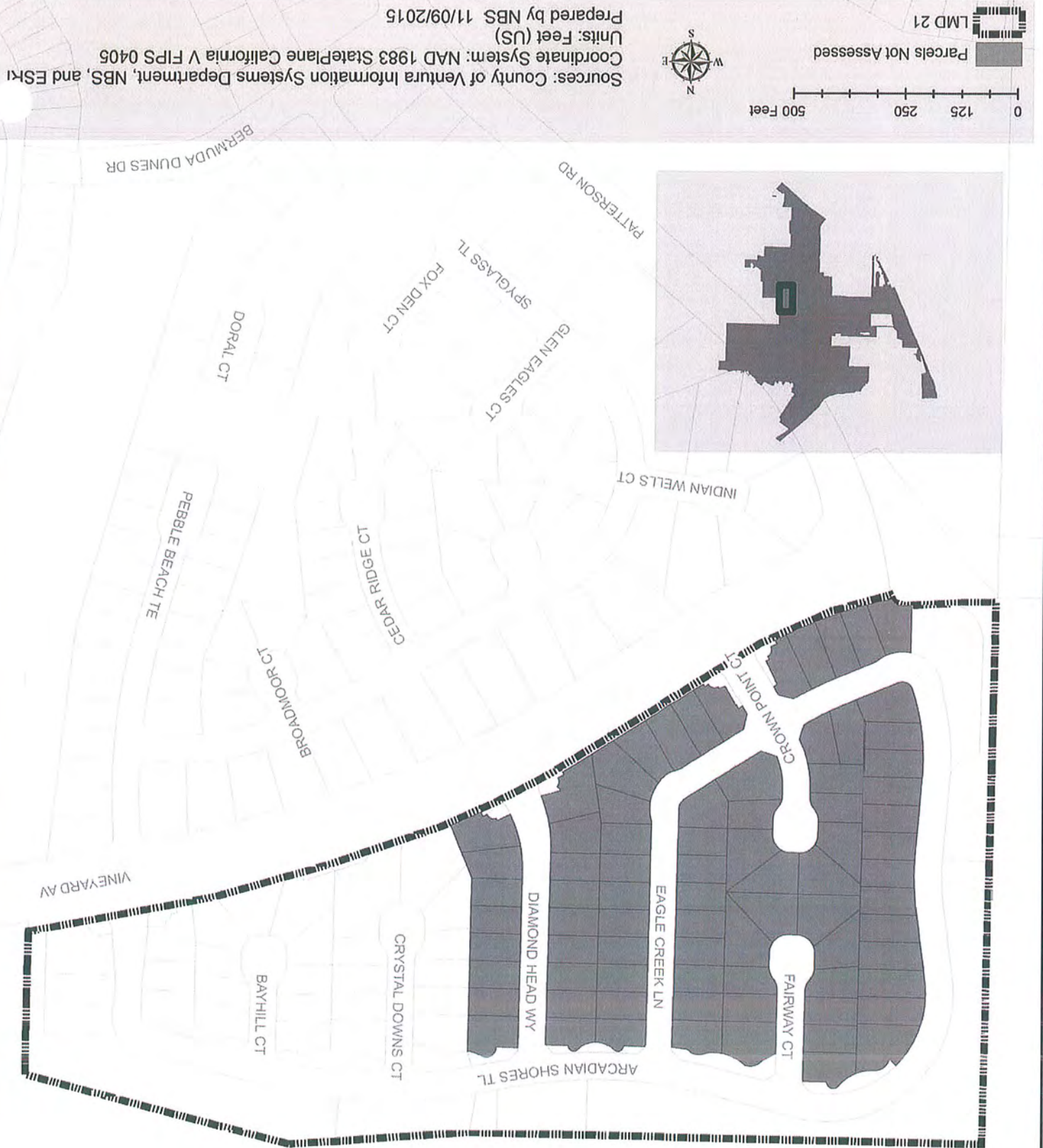
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Source: County of Ventura Information Systems Department, NBS, and ESRI
 Coordinate System: NAD 1983 StatePlane California V FIPS 0405
 Units: Feet (US)
 Prepared by NBS 11/09/2015

LMD No. 21 (Cypress Pointe)

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Sources: County of Ventura Information Systems Department, NBS, and ESKI
Coordinate System: NAD 1983 StatePlane California V FIPS 0405
Units: Feet (US)
Prepared by NBS 11/09/2015

2.4. Parcels to Research and Verify Status

The following pages include parcel listings for those Districts identified as having parcels which were within the boundaries of a District and could potentially be assessable but which were not assessed. The initial findings were further researched and verified through the levy audit.

Complete parcel listings for all Districts, including those identified as having parcels within the boundaries of a District but were not assessed, can be found in the Levy Audit Report.

Parcels Identified by Audit

(list below does not represent a complete parcel listing for each District)

LMD No. 2 (Channel Islands) - 5 parcels

APN	OWNER	SITE ADDRESS	USE CATEGORY	STRUCTURE VALUE	NET ASSESSED VALUE	ACREAGE	BLDG SQ.FT
220-0-274-095	HALAHIA LLC	1600 IVES AVE	Trade	\$149,880	\$195,538	0.50	
220-0-291-155	CH SAINT JOHN BAPTIST C O	1200 PACIFIC AVE	Industrial	\$256,151	\$580,851	0.80	
220-0-291-455	1440 PACIFIC LLC		Industrial	\$128,075	\$128,075	0.26	
220-0-296-035	VENTURA COUNTY OF	1400 VA VANGUARD DR	Services	\$0	\$0	4.64	
220-0-296-055	VENTURA COUNTY OF	1400 VANGUARD AVE	Services	\$0	\$0	2.45	

LMD No. 3 (River Ridge - 1 parcel

APN	OWNER	SITE ADDRESS	USE CATEGORY	STRUCTURE VALUE	NET ASSESSED VALUE	ACREAGE	BLDG SQ.FT
179-0-180-375	HOTCHKIN JOHN		Residential	\$295,087	\$491,811	0.15	1,999

LMD No. 9 (Strawberry Fields) - 1 parcel

APN	OWNER	SITE ADDRESS	USE CATEGORY	STRUCTURE VALUE	NET ASSESSED VALUE	ACREAGE	BLDG SQ.FT
181-0-191-145	SAN JOSE MANUEL D J & LETICIA	1110 ONEIDA CT	Residential	\$269,000	\$705,000	0.17	3,372

LMD No. 19 (Shopping at the Rose) - 2 parcels

APN	OWNER	SITE ADDRESS	USE CATEGORY	STRUCTURE VALUE	NET ASSESSED VALUE	ACREAGE	BLDG SQ.FT
142-0-211-235	MCGRATH-RHD PARTNERS LP		Trade	\$0	\$383,512	0.35	
142-0-211-285	MCGRATH-RHD PARTNERS LP		Trade	\$0	\$157,076	0.14	

LMD No. 21 (Cypress Pointe) - 79 parcels

APN	OWNER	SITE ADDRESS	USE CATEGORY	STRUCTURE VALUE	NET ASSESSED VALUE	ACREAGE	BLDG SQ.FT
179-0-211-015	CUSTER ARTHUR W III & VERONICA	2300 ARCADIAN SHORES TRL	Residential	\$248,467	\$496,934	0.22	2,699
179-0-211-025	STRANAHAN JOAN M TR	2302 ARCADIAN SHORES TRL	Residential	\$198,658	\$327,386	0.18	2,198
179-0-211-035	KALIMBAUGH DAVID	2304 ARCADIAN SHORES TRL	Residential	\$302,376	\$503,958	0.18	1,973
179-0-211-045	MENDEZ ROSEN C	2306 ARCADIAN SHORES TRL	Residential	\$313,000	\$626,000	0.18	2,699
179-0-211-055	FISCHMAN ROY E & LOIS A TR	2308 ARCADIAN SHORES TRL	Residential	\$191,052	\$318,416	0.17	1,973
179-0-211-065	VILLARREAL NORMA G	2310 ARCADIAN SHORES TRL	Residential	\$240,782	\$481,584	0.17	2,699
179-0-211-075	AMAN LEROY W & SHIRLEY TR	2312 ARCADIAN SHORES TRL	Residential	\$248,916	\$353,957	0.16	1,973
179-0-211-085	CORONADO STEPHEN & JANINE	2314 ARCADIAN SHORES TRL	Residential	\$313,000	\$626,000	0.17	2,699
179-0-211-095	GULLICK GERALD D & PATRICIA A TRUST	2316 ARCADIAN SHORES TRL	Residential	\$60,035	\$91,627	0.18	1,973
179-0-211-105	GUTIERREZ GERARDO C & MARIA I	2318 ARCADIAN SHORES TRL	Residential	\$209,751	\$349,579	0.19	2,699
179-0-211-115	CEREZO JAVIER & SARA	2320 ARCADIAN SHORES TRL	Residential	\$232,045	\$662,986	0.21	2,198
179-0-211-125	FLYNN TERENCE E & MARILYN A TR	2322 ARCADIAN SHORES TRL	Residential	\$286,550	\$370,910	0.20	1,973
179-0-211-135	MURRAY PATRICK C TR	2324 ARCADIAN SHORES TRL	Residential	\$228,622	\$381,030	0.26	2,699
179-0-211-145	SHORT MARVIN & CAROL TR	2371 FAIRWAY CT	Residential	\$117,218	\$155,056	0.18	1,973
179-0-211-155	HUNSAKER JASON & JENNIFER	2361 FAIRWAY CT	Residential	\$214,000	\$612,000	0.17	2,198
179-0-211-165	TANNER TODD G TR	2351 FAIRWAY CT	Residential	\$209,500	\$599,000	0.17	1,973
179-0-211-175	SHREWSBURY RICHARD M & NORMA J TR	2341 FAIRWAY CT	Residential	\$194,130	\$321,956	0.17	2,198
179-0-211-185	PEREZ JUAN C	2331 FAIRWAY CT	Residential	\$378,922	\$631,367	0.20	2,699

Parcels Identified by Audit

(list below does not represent a complete parcel listing for each District)

LMD No. 21 (Cypress Pointe) - 79 parcels

APN	OWNER	SITE ADDRESS	USE CATEGORY	STRUCTURE VALUE	NET ASSESSED VALUE	ACREAGE	BLDG SQ.FT
179-0-211-195	TOUMI LILY L	2321 FAIRWAY CT	Residential	\$305,000	\$609,000	0.25	2,198
179-0-211-205	KHZAM CHARLIE N	2311 CROWN POINT CT	Residential	\$313,000	\$626,000	0.24	2,699
179-0-211-215	LOWE DERRILL W & MYRNA L	2309 CROWN POINT CT	Residential	\$199,585	\$332,642	0.22	2,198
179-0-211-225	LEVINE SHARON LEE TRUST	2307 CROWN POINT CT	Residential	\$178,464	\$297,434	0.18	1,973
179-0-211-235	SUTTON GARY D & SHERYL A TR	2305 CROWN POINT CT	Residential	\$227,742	\$379,569	0.18	1,973
179-0-211-245	MODES DENNIS & NANCY	2315 EAGLE CREEK LN	Residential	\$95,613	\$314,829	0.19	2,198
179-0-211-255	SCHMIDT MICHAEL A & BEVERLY A	2317 EAGLE CREEK LN	Residential	\$208,529	\$347,546	0.17	2,699
179-0-211-265	SMITH FRANCIS H	2306 CROWN POINT CT	Residential	\$292,616	\$585,232	0.27	2,699
179-0-211-275	LOMBARDI JOSEPH W & K D TR	2308 CROWN POINT CT	Residential	\$214,000	\$609,000	0.15	2,198
179-0-211-285	HERNANDEZ RICARDO & ANDREA L	2310 CROWN POINT CT	Residential	\$266,499	\$532,998	0.24	2,699
179-0-211-295	CARABAJAL CHRISTOPHER-L	2312 CROWN POINT CT	Residential	\$242,462	\$484,924	0.21	2,198
179-0-211-305	RADIS STEVEN R	2320 FAIRWAY CT	Residential	\$217,259	\$362,096	0.25	2,699
179-0-211-315	MARDER JEFFREY-E KATHLEEN	2330 FAIRWAY CT	Residential	\$305,000	\$609,000	0.25	2,198
179-0-211-325	WU THOMAS Y	2340 FAIRWAY CT	Residential	\$185,358	\$626,000	0.15	2,699
179-0-211-335	DITZEL RICHARD A & MARILYN R TR	2350 FAIRWAY CT	Residential	\$185,358	\$308,928	0.17	1,973
179-0-211-345	MURPHY MICHELLE	2360 FAIRWAY CT	Residential	\$230,515	\$658,906	0.23	2,699
179-0-211-355	GASSAWAY MARK M & VICTORIA TR	2349 EAGLE CREEK LN	Residential	\$206,040	\$343,404	0.18	2,198
179-0-211-365	ALBUKREK SALAMON & PATRICIA TR	2347 EAGLE CREEK LN	Residential	\$190,500	\$544,500	0.16	1,973
179-0-211-375	DAY RICHARD S & NIDIA E TR	2345 EAGLE CREEK LN	Residential	\$247,086	\$411,805	0.15	2,699
179-0-211-385	SAJOR ERNEST S JR & MYLINH L	2341 EAGLE CREEK LN	Residential	\$201,095	\$335,156	0.15	1,973
179-0-211-395	CHAVEZ BENJAMIN & DENISE E	2339 EAGLE CREEK LN	Residential	\$214,000	\$609,000	0.15	2,198
179-0-211-405	THOMAS SUSAN L	2337 EAGLE CREEK LN	Residential	\$220,000	\$626,000	0.15	2,699
179-0-211-415	ROCKY TIMELY TR	2335 EAGLE CREEK LN	Residential	\$190,661	\$317,763	0.15	2,198
179-0-211-425	MANDUJANO JAVIER & PHYLLIS	2333 EAGLE CREEK LN	Residential	\$212,285	\$353,803	0.15	2,699
179-0-211-435	EBERHARDT RYAN G & MEGAN N	2331 EAGLE CREEK LN	Residential	\$278,709	\$557,418	0.21	2,198
179-0-212-015	ADAME ANTONIO	2310 EAGLE CREEK LN	Residential	\$186,000	\$532,000	0.20	1,973
179-0-212-025	PYLE RONALD C & MYCHELLE B	2312 EAGLE CREEK LN	Residential	\$207,310	\$345,510	0.18	2,699
179-0-212-035	FRAZIER MONICA L	2314 EAGLE CREEK LN	Residential	\$188,462	\$311,759	0.18	1,973
179-0-212-045	EGGERT DAVID M & KATHLEEN N TR	2316 EAGLE CREEK LN	Residential	\$191,472	\$319,117	0.20	2,198
179-0-212-055	CLARKIN KRISTIE C TR	2318 EAGLE CREEK LN	Residential	\$184,953	\$308,250	0.18	1,973
179-0-213-015	ARMJO CRISTINA A	2350 EAGLE CREEK LN	Residential	\$196,000	\$560,000	0.15	1,973
179-0-213-025	COLBERT PATRICK E & BERMIA	2348 EAGLE CREEK LN	Residential	\$220,000	\$626,000	0.15	2,699
179-0-213-035	ROSENBLUM MARTIN D	2346 EAGLE CREEK LN	Residential	\$215,000	\$614,000	0.16	2,198
179-0-213-045	PACQUING FELIX I & DEANNE L	2342 EAGLE CREEK LN	Residential	\$204,841	\$341,395	0.15	2,699
179-0-213-055	GEMIGNANI ROBERT A-A M TR	2340 EAGLE CREEK LN	Residential	\$253,505	\$422,504	0.15	1,973
179-0-213-065	CHUNG KOO SUNG & HAE SOOK	2338 EAGLE CREEK LN	Residential	\$190,741	\$317,897	0.15	2,198
179-0-213-075	VELASCO MIGUEL M	2336 EAGLE CREEK LN	Residential	\$209,160	\$345,703	0.15	2,699
179-0-213-085	VRELAND BUNNY TR	2334 EAGLE CREEK LN	Residential	\$237,856	\$396,422	0.17	1,973
179-0-213-095	ALLAGHEBAND MADJID H & MARIA M	2332 EAGLE CREEK LN	Residential	\$328,899	\$548,164	0.18	2,198
179-0-213-105	SISSINE FREDRICK J & DEBORAH E	2330 EAGLE CREEK LN	Residential	\$222,000	\$636,000	0.25	2,903
179-0-213-115	CARMONA RUBEN A & IRMA A	2328 EAGLE CREEK LN	Residential	\$360,359	\$549,648	0.19	2,978
179-0-213-125	POLICASTRO ROBERT T & SANDRA J	2326 EAGLE CREEK LN	Residential	\$239,533	\$399,215	0.21	2,699

ATTACHMENT NO. 2
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Parcels Identified by Audit

(list below does not represent a complete parcel listing for each District)

LMD No. 21 (Cypress Pointe) - 79 parcels

APN	OWNER	SITE ADDRESS	USE CATEGORY	STRUCTURE VALUE	NET ASSESSED VALUE	ACREAGE	BLDG SQ.FT
179-0-213-135	SCHLEGEL MARK & RENIA M TR	2324 EAGLE CREEK LN	Residential	\$203,264	\$338,771	0.18	2,699
179-0-213-145	MARION ROBERT P TR	2322 EAGLE CREEK LN	Residential	\$187,000	\$534,000	0.18	1,973
179-0-213-155	RENSHAW CRISTINE A	2301 DIAMOND HEAD WAY	Residential	\$207,000	\$596,000	0.27	2,699
179-0-213-165	LOPEZ OSBALDO & CELICA E	2311 DIAMOND HEAD WAY	Residential	\$231,685	\$414,007	0.20	2,198
179-0-213-175	BASLER R MICHAEL LIFE EST	2321 DIAMOND HEAD WAY	Residential	\$191,263	\$248,912	0.15	2,699
179-0-213-185	GREEN HELEN A TR	2331 DIAMOND HEAD WAY	Residential	\$93,526	\$116,107	0.15	2,198
179-0-213-195	MILLER RICHARD & VAN COOPS TR	2341 DIAMOND HEAD WAY	Residential	\$218,913	\$257,887	0.15	3,153
179-0-213-205	PACL JEFF J & KIM Y	2351 DIAMOND HEAD WAY	Residential	\$227,059	\$378,427	0.15	2,198
179-0-213-215	KRAMER JOHN H & MODENIA J TR	2361 DIAMOND HEAD WAY	Residential	\$63,778	\$90,142	0.15	1,973
179-0-213-225	THOMPSON SIDNEY & PAULINE TR	2371 DIAMOND HEAD WAY	Residential	\$313,439	\$522,393	0.15	2,198
179-0-213-235	GUTIERREZ FRANCINE A	2381 DIAMOND HEAD WAY	Residential	\$221,000	\$630,000	0.16	2,699
179-0-214-015	HAEGE RANDY G & ROZANNE M TR	2380 DIAMOND HEAD WAY	Residential	\$198,676	\$320,618	0.20	1,973
179-0-214-025	ALATORRE MARIA L	2370 DIAMOND HEAD WAY	Residential	\$209,900	\$599,900	0.15	2,699
179-0-214-035	JACKSON DONALD C	2360 DIAMOND HEAD WAY	Residential	\$305,000	\$609,000	0.15	2,198
179-0-214-045	WASMAN BRUCE T TR	2350 DIAMOND HEAD WAY	Residential	\$263,722	\$524,996	0.15	2,699
179-0-214-055	GRAY GARY W & TERRI P TRUST	2340 DIAMOND HEAD WAY	Residential	\$310,908	\$518,179	0.15	1,973
179-0-214-065	C S BISHOP TRUST	2330 DIAMOND HEAD WAY	Residential	\$322,522	\$534,652	0.15	2,699
179-0-214-075	THIBODEAU ROBERT & MARGARET TR	2320 DIAMOND HEAD WAY	Residential	\$231,101	\$385,162	0.18	2,198
179-0-214-085	LINDHOLM NANCY	2300 DIAMOND HEAD WAY	Residential	\$186,000	\$532,000	0.22	1,973

Parcel Information per Ventura County 2015 Secured Roll

2.5. Corrective Actions

Based on the boundary audits, there are five (5) Districts that the City should focus on.

LMD No. 2 (Channel Islands)

- Based on documents provided to NBS, there are five (5) parcels within the District that did not receive a levy for Fiscal Year 2015/16. The five (5) parcels should be levied in the upcoming 2016/17 Fiscal Year. City had no additional information or documentation as to why the parcels were not being levied.

LMD No. 3 (River Ridge)

- Based on documents provided to NBS, there is one (1) parcel within the District that did not receive a levy for Fiscal Year 2015/16. The one (1) parcel should be levied in the upcoming 2016/17 Fiscal Year. City had no additional information or documentation as to why the parcel was not being levied.

LMD No. 9 (Strawberry Fields)

- Based on the documents provided to NBS, there is one (1) residential parcel within the District that did not receive a levy for Fiscal Year 2015/16. The one (1) parcel should be levied in the upcoming 2016/17 Fiscal Year. City had no additional information or documentation as to why the parcel was not being levied.

LMD No. 19 (Shopping at the Rose)

- Based on the documents provided to NBS, there are two (2) undeveloped lots within the boundaries of the District that did not receive a levy for Fiscal Year 2015/16. However, given the confines of Proposition 218 and the two (2) parcels have not been levied since 1996/97, no changes to the District boundary are being proposed.

LMD No. 21 (Cypress Pointe)

- Based on the documents provided to NBS, there are 79 residential units within the boundaries of the District that did not receive a levy for Fiscal Year 2015/16. City had no additional information or documentation as to why the parcels were not being levied.

Additional Districts and Parcels Reviewed:

LMD No. 22 (McDonald's Median)

- Based on the documents provided to NBS, the two (2) McDonald's Corporation owned parcels are not within the boundaries of the District and subsequently were not levied for Fiscal Year 2015/16. Given the location of the median improvement and the name of the District, NBS requested any additional documentation that would show the inclusion of the McDonalds parcels. The City had no additional information or documentation. No changes to the District boundary are being proposed.

LMD No. 23 (Greystone) and LMD No. 24 (Vineyards)

- Based on the original documents provided to NBS, LMD No. 23 (Greystone) should consist of Tract 4529-3 and LMD No. 24 (Vineyards) should consist of Tract 4529-1 and 4529-2. However, eight (8) parcels that are within Tract 4529-2 are being levied in LMD No. 23 instead of LMD No. 24. NBS reviewed additional documentation, including the 1996/97 assessment roll and listing prepared by the developer showing the eight (8) Tract 4259-2 parcels within LMD No. 23. No changes to the District boundary are being proposed.

LMD No. 26 (Albertsons)

- Based on the mapping documents provided to NBS, there are 5 parcels within the District that did not receive a levy for Fiscal Year 2015/16. However, after reviewing the formation documents provided and the levy audit results, the entire levy amount has always been placed on the one (1) parcel and there is no method included in the Engineers' Report to spread the assessment to the additional parcels.

3. APPENDICES

The following pages provide each appendix item previously referenced within this report.

3.1. Boundary Maps for all Districts

The following pages shows the boundary maps prepared for all of the Districts. The maps prepared and shown on the following pages are not assessment diagrams for legal purposes, but are for information only.



City of Oxnard

**Maintenance Assessment Districts
Budget Audit**

Preliminary Findings and Recommendations Report

February 2016

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1. SUMMARY OF FINDINGS AND RECOMMENDATIONS

The City of Oxnard (the "City") has engaged NBS to conduct a review of the City's Maintenance Assessment Districts (collectively referred to as "Districts"; individually as "District") existing budgets (per recommendations in Sections 5.3 and 5.4 of the Administrative Compliance and Operational Management of the Districts Report presented to City Council on 10/27/2015). The following report provides new estimated costs of maintenance and services (budgets) for the Districts, details Districts with authorized improvements and services not currently provided, and prioritizes Districts that should be subject to an increase in annual assessments through Proposition 218 proceedings.

Following are the preliminary findings, and areas for the City to review and confirm or provide further documentation:

- Thirty-two (32) Districts have additional improvements authorized to be maintained that are not currently contracted to be maintained by the subcontractor.
- All District maintenance activities should be re-bid.
- The City should require all parties performing maintenance activities within the Districts to use the GIS based asset tracking system known as Rancho Enterprise Geographic Information System ("REGIS") to log maintenance tasks, and start and end times.
- City should implement procedures to independently verify the contractor's maintenance activities are in accordance with the contract and City standards.
- The City should confirm the location and assignment of the utility accounts to the various Districts, and confirm/correct the Districts showing no utility billings.
- The 2015/16 direct costs were allocated to each District budgets by the square footage of landscaping within each City maintained District.
 - Future direct costs, beginning 2016/17, should be assigned based on actual time spent and work completed, as logged in REGIS.
 - Indirect costs should be spread proportionately based on the total budget costs for each District.
- Twenty-six (26) Districts (including the three (3) self-maintained Districts) are projected to have an annual deficit; expenses for the year are expected to exceed revenues.
- Thirty-three (32) Districts are projected to have an annual surplus, revenues for the year are expected to exceed expenses.
- Prior to any Proposition 218 increases, surplus spending, property owner refunds, or levy credits occur; NBS recommends that the City continue to engage property owners within each District and take into account their feedback.

The findings and recommendations outlined in this report will require the City to commit resources to ensure implementation. It is anticipated that a majority of the recommendations outlined in this report will be completed prior to the Fiscal Year 2016/17 levy submittal. However, the timeline to implement the recommendations outlined in this report will be dependent upon the City's time and resources available to commit to this effort.

Action items to finalize the budgets, and a summary of the recommendations outlined in this report are listed on the following pages for your reference.

Action Items to Finalize Budget Audit Report:

- City should review location and assignment of utility accounts with service addresses located in a different District or outside any District boundaries, and confirm correct assignment. - completed
- City should review Districts that do not have water or Edison utility account service addresses within their boundaries.
- City should provide the estimated costs to maintain the authorized improvements not currently being maintained. – preliminary numbers received.
- City should provide any cost allocation study amounts.
- City should review authorized improvement list and identify any existing needs, i.e. services not being provided and then provide the estimated costs to maintain such improvements (improvement replacement plan). – anticipated to be provided in April 2016.

Summary of Recommendations

Section 3.3 – Improvements and Services Provided

- Begin maintenance of additional improvements authorized that that are not currently being maintained.

Section 3.4 – Bid Requests

- Accept bids from private contractors to perform maintenance services within Districts.
- Include new exhibit in future bid requests.

Section 3.5 – Establish Service Levels and Baseline Services for Districts

- Establish graded service levels and associated frequency of services – in progress.
- Present established service levels to City Council for approval.

Section 4.2 – Review of Existing Budgets

- Third-party maintenance contracts should include all authorized District-specific improvements.
- City should require that all parties performing maintenance activities within the Districts use the REGIS application to log maintenance tasks, start and end times.
- City should independently verify the contractor is maintaining improvements according to contract and City standards.
- City should ensure that current contractors are meeting monthly reporting obligation.
- Further review of water and Edison utility accounts/service addresses assigned to the Districts is needed.
- The 2016/17 direct costs should be assigned based on the actual time spent and work completed within each District, as tracked in REGIS.
- Indirect costs should be spread proportionately based on the total budget costs for each District.

Section 4.3 – Utility Service Address and District Assignment

- City should review location and assignment of utility accounts with service addresses located in a different District or outside any District boundaries, and confirm correct assignment. - completed
- City should review Districts that do not have water or Edison utility account service addresses within their boundaries.

Section 4.4 – Revised Budgets

- Prior to the finalization of the budgets, the City will need to confirm the utility assignments, and provide the estimated costs to maintain the authorized improvements not currently being maintained, and any cost allocation study amounts.

Section 4.5 – Utility Budget Annual Increase

- *Prior to the finalization of the budgets, review the utility budget amounts and five percent (5%) budget increase.*
- *Further discussion and corrections will be detailed in the Engineer's Reports review.*

Section 5.1 – Districts with Deficits

- *Implement regular outreach efforts between the City and the property owners to inform them of the deficit spending and the potential impact this may have on the service provided.*
- *Accept bids from private contractors to perform all maintenance services within the Districts that have deficit spending at a reduced cost.*
- *Reduce service levels provided so that the revenue generated by assessments is in alignment with the cost of services provided.*
- *Perform Proposition 218 assessment rate increases/District replacements.*

Section 5.3 – Districts with Surpluses

- *Establish internal/goals policies related to the Districts for approval by City Council, including discussion of how surpluses (and deficits) will be treated, the importance of creating reserve funds for each District, plans for replacement of infrastructure, and how annual levy credits and property owner refunds should be handled – in progress.*
- *Establish appropriate Reserve Fund levels for each District (to be used when funding allows). Without an improvement replacement plan, the amount of funds that should be set aside is approximately six (6) months' worth of a District's estimated expenses.*
- *Review authorized improvement list and identify any existing needs, i.e. services not being provided.*
- *If an improvement replacement plan is prepared, allow funds to accumulate as needed (or begin replacement of various improvements using existing surplus).*
- *Credit levies to reduce the annual assessments, so the assessments align with the cost of services actually provided.*
- *Property owner refunds.*
- *Continue community outreach and engage property owners prior to surplus spending, refunds or levy credits.*

2. INTRODUCTION

The City of Oxnard incorporated in 1903. Currently, the incorporated limits of the city include approximately 25 square miles. The City is located on the shores of the Pacific Ocean in the western portion of Ventura County. The City enjoys direct access to U.S. 101 Freeway and Pacific Coast Highway 1. The City of Oxnard is the largest city in Ventura County with a population of just over 200,000, accounting for approximately twenty-four percent (24%) of the County's population¹.

As development has occurred within Oxnard, the City has utilized special financing districts, more specifically, the use of assessment districts as a financing mechanism to help fund the ongoing maintenance of various public improvements within these developments, along with providing various types of maintenance services.

The City began using assessment districts in the 1980's. Industry best practices in managing such districts have changed substantially since that time. In the past twenty (20) years alone, there have been various legislative and judicial changes to assessment districts that impact the way the City should manage its special financing districts in today's legal landscape.

2.1. Background

Local governments throughout the State of California have been using benefit assessments as one of the tools used to raise money to pay for public facilities and services since the beginning of the 20th century. Since that time, there have been various statutes approved by the legislature that authorize public agencies to collect an assessment to help the agency generate revenue to provide specific improvements and services.

With the passage of Proposition 13 in 1978, the *People's Initiative to Limit Property Taxation*, the proposition successfully added a constitutional amendment to the California State Constitution. In summary, Proposition 13 limited the ability of government agencies to levy ad valorem taxes on real property to one percent of value and it capped annual property tax increases at two percent².

Over the years, the state legislature approved several other statutes authorizing public agencies to establish and collect benefit assessments as a way to fund public improvements and services. Due to the Proposition 13 property tax limitations, the use of assessments became a widely utilized tool for public agencies in California to fund various types of public improvements and services, and Oxnard has been no different.

However, since 1978, the California voters have approved three initiatives that further limit the methods by which local governments may raise local revenues, but only one of the initiatives, Proposition 218, will be discussed for the purposes of this report. In 1996, California voters approved Proposition 218, the *Right to Vote on Taxes Act*. Proposition 218 amended the California Constitution by adding Article XIII C and Article XIII D, which affect the ability of local government to levy and collect existing and future taxes, assessments, and property-related fees and charges. To that end, Proposition 218 was intended to bolster Proposition 13's limitations on ad valorem property taxes and special taxes by placing new restrictions on the imposition of taxes, assessments, fees, and charges. Since the adoption in 1996, Proposition 218 has been and is likely to continue to be the subject of ongoing litigation, judicial interpretation, constitutional amendment, and statutory clarification³.

2.2. Proposition 218 and Recent Court Rulings

The City's Districts were formed at various times over the past thirty (30) years. As such, some of the Districts were originally formed prior to approval of Proposition 218 in November of 1996. Proposition 218 allows for assessments to be levied to fund the cost of improvements and services, as well as the maintenance and operational expenses to public improvements which benefit the property to be assessed. Although, the assessments are assumed to be consistent with Proposition 218, below is a quick summary of recent judicial review of assessments in the post-Proposition 218 era for your reference.

Silicon Valley Taxpayers Association, Inc. v. Santa Clara County Open Space Authority

In July of 2008, the California Supreme Court issued a ruling on the above titled case that provided significant legal guidance clarifying the requirements of Proposition 218. Some of the most important elements of the ruling have been summarized below for your reference:

- Benefit assessments are for special, not general, benefit.
- The services and/or improvements funded by assessments must be clearly defined.
- Special benefits are directly received by and provide a direct advantage to property within an assessment district.
- The courts will take an active role in reviewing challenges to assessments. The courts opined that Proposition 218 made any challenge to assessments a constitutional issue.

Town of Tiburon v. Bonander

In December of 2009, the 1st District Court of Appeal overturned an assessment approved by property owners to pay for placing overhead utility lines underground in an area of the Town of Tiburon. The court invalidated the assessment on the grounds that the assessments had been apportioned to assessed property based in part on costs assigned to specific zones or areas within the boundaries of the district, instead of apportioning the costs based upon proportional special benefit. Meaning, the costs associated with improvements and services do not matter related to apportioning the costs to property owners, only benefit matters when apportioning the total costs.

Beutz v. County of Riverside

In May of 2010, the 4th District Court of Appeal issued a decision on an appeal to a ruling of the above titled case. This decision overturned an assessment for park maintenance, primarily because the general benefits associated with improvements and services were not clearly calculated, quantified, nor separated from the special benefits.

Golden Hill Neighborhood Association v. City of San Diego

In September 2011, the San Diego Court of Appeal issued a decision on the appeal of the above referenced case. This decision overturned an assessment for street and landscaping maintenance in a neighborhood in San Diego, California. The court identified two primary reasons for its decision. First, like in Beutz, the court found the general benefits associated with the services were not explicitly calculated, quantified, nor separated from special benefits. Second, the court found that the City failed to record the basis for the assessment on its own parcels.

2.3. Purpose of Review

The City has realized a number of areas within the City need improvement and review to ensure they operate in an efficient and fiscally sound manner. As a result of inquiries initiated by the new City Manager Greg Nyhoff, City staff and consultants identified potentially serious problems associated with the management and administration of the Districts. Deficits have developed in many Districts while surpluses are accumulating in others. These practices exposed the General Fund to losses because operating deficits were not managed or funded. In Fiscal Year 2014/15 the City Council contracted with NBS to review City Districts and make recommendations, and assist with implementation of those recommendations.

In order to meet the City's objectives, NBS prepared an initial report focusing on Administrative Compliance and Operational Management of the Districts. This report is a follow up to the District Budget Audit recommendation (Administrative Compliance Sections 5.3 and 5.4 presented to City Council on 10/27/2015).

3. DESCRIPTION OF DISTRICTS

The City has sixty (60) existing Maintenance Assessment Districts throughout its boundaries. This section of the report provides the general location of each of the Districts, and reviews the improvements and services currently funded with the annual assessment revenues with those improvements authorized to be maintained at formation of the Districts.

Note: Two (2) of the Districts (LMD No. 5 Maulhardt and LMD No. 6 Continental Heritage) have not been levied and have no funds available; these two (2) Districts have not been reviewed and are not included in this report.

3.1. District Locations and Boundary Descriptions

A table listing each of the City's Districts and the general locations and boundaries, based on maps prepared by the City's GIS Department and as confirmed and modified by the boundary audit can be found in Section 8.1.

3.2. Improvements and Services

The City's Districts are authorized to and regularly provide a variety of services benefiting the properties that lie within their respective boundaries. In general, the maintenance services provided by the Districts include, but are not limited to, the landscaping of trees, shrubs, and ground cover within the Districts. The maintenance provided includes the following ordinary and necessary items:

- Repair, removal or replacement of all or any part of the landscaping, sidewalks, parks and their associated amenities, hardscape, theme light poles, sign monumentation, park benches, trash containers, medians, or screen walls (fencing).
- Provision for the life, growth, health and beauty of the landscaping, including cultivation, irrigation, trimming, spraying, fertilizing and treating for disease or injury.
- Removal of trimmings, rubbish, graffiti, debris and other solid waste from the landscaped areas, detention basins and screen walls (fencing).
- Scheduling the amount of watering, fertilization, trimming, pruning, mowing and other forms of clean-up and maintenance.
- Utility costs such as electricity and water.

Please note, the specific list of improvements and services authorized to be funded by the Districts are unique to each individual District and has been specified within each District's formation Engineer's Report. Actual services provided differ from District to District based upon current resources, needs, and funding levels available. In addition, it is possible that the Districts may be authorized to provide additional services as outlined previously, beyond what services are actually provided.

3.3. Improvements and Services Provided

Summary of Recommendation

- *Begin maintenance of additional improvements authorized that that are not currently being maintained.*

At the formation of each District, the Engineer's Report and supporting budget detailed the improvements to be maintained by the District (authorized improvements and services). The City maintains the Districts improvements either directly using City staff or indirectly via contractors. In review of the maintenance contracts and services currently being provided, many Districts have improvements authorized to be maintained in addition to the maintenance activities that are currently being provided.

City Maintained Districts

City staff provides maintenance services for twenty (20) of the Districts. The City provided services are generally described as follows:

- Landscaping – including mowing, edging, irrigation maintenance and repair, fertilization and aerification as needed
- Litter/Debris Control – collection and removal
- Tree Maintenance – trimming of trees, including shrubs
- Lighting – maintenance and repair
- Signage – maintenance where necessary
- Fencing – maintenance where necessary
- Graffiti removal – as needed
- Beach area – maintenance of Mandalay Beach
- Waterways – maintenance of waterways and parking area

Contractor Maintained Districts

The City has ongoing contracts with two firms: Kaneko Landscaping, Inc and Natural Green Landscape, Inc to provide maintenance services for thirty-six (36) of the Districts (including the landscaping within the Waterways District). The scope of services included in the contracts is the same for all Districts, and not tied to each District's specific list of authorized improvements. On February 18, 2015 an Addendum to Specifications for Contract Landscape Maintenance for Landscape Assessment Districts was added, outlining additional maintenance requirements, including the responsibility of the contractor to provide fence and/or wall maintenance and repairs. The contractor scope of services can be located in Section 8.2. The contractor maintenance activities are generally described as follows:

- Landscaping – including irrigation and irrigation system, fertilization, soil aerification, thatch removal, pesticide application, Kikuyu abatement program, weed control, pruning and edging of shrubs and groundcovers, mowing and edging of turf, and landscape replacement
- Litter/Debris Control – all areas of maintenance responsibility, including paved parking (not "on-street parking" in front of residences), sidewalks adjacent to areas of responsibility, and curb/gutter areas
- Tree Maintenance – pruning, shaping and structuring of trees once every year
- Restrooms, Playgrounds and Exercise Equipment
- Benches, Picnic Tables, Trash Receptacles
- Electrical System Lighting – including light fixtures, luminaire, ballast or bulb
- Vandalism, Theft and Graffiti – repair, removal, replacement or other corrective measures
- Water Damage – correct and repair all weather damage incurred throughout the year by trees, shrubs, mud on sidewalks/gutters
- Fence/Wall maintenance – maintenance and make repairs as needed (per February 18, 2015 addendum)

CITY MAINTAINED DISTRICTS – AUTHORIZED IMPROVEMENTS PER ENGINEER'S REPORT

The following table shows the authorized improvements and services, per each District's formation Engineer's Report, and the maintenance activities being performed by City staff.

		City Provided Services									
District	Maintenance Responsibility	Landscaping	Trees	Debris Removal	Sidewalks	Screen Wall (fencing)	Graffiti Removal	Beach Area	Waterways	Parking Area	
LMD No. 1 (Summerfield)	City	X	X	X							
LMD No. 2 (Channel Islands)	Self-Maintained	A	A	A							
MAD No. 4	City	X						X			
LMD No. 7 & 8 (Northfield/Seagate)	City	X	X	X							
LMD No. 9 (Strawberry Fields)	City	X	X	X							
LMD No. 10 (Country Club Estates)	City	X	X	X							
LMD No. 11 (St. Tropez)	City	X	X	X							
LMD No. 12 (Standard Pacific)	City	X	X	X							
LMD No. 13 (Le Village)	City	X	X	X							
LMD No. 15 (Pelican Pointe)	City	X	X	X							
LMD No. 17 (San Miguel)	City	X	X	X							
LMD No. 18 (St. Johns Medical Center)	City	X	X	X							
LMD No. 19 (Shopping at Rose)	Self-Maintained	A	A	A							
LMD No. 20 (Volvo Median)	City	X	X	X							
LMD No. 21 (Cypress Pointe)	Self-Maintained	A	A	A							
LMD No. 22 (McDonald's Median)	City	X	X	X							
LMD No. 23 (Greystone)	City	X	X	X							
LMD No. 24 (Vineyards)	City	X	X	X							
LMD No. 25 (Pointe)	City	X	X	X							
LMD No. 26 (Albertsons)	City	X	X	X							
LMD No. 27 (Rose Island)	City	X	X	X	X	X	X				
LMD No. 29 (Mercy Charities)	City	X	X	X	X		X				
Waterways Maintenance District	City/Kaneko	A ¹	A ¹	A ¹					X	X	

X = Authorized per Engineer's Report and provided by City staff

A = Authorized per Engineer's Report

(1) Waterways Maintenance District landscaping maintenance services provided by Kaneko

blank cells = improvement is neither authorized nor being maintained

CONTRACTOR MAINTAINED DISTRICTS – AUTHORIZED IMPROVEMENTS PER ENGINEER'S REPORT

The following table shows the authorized improvements and services, per each District's formation Engineer's Report, and the maintenance activities being performed by the contractor.

Contractor Provided Services											
District	Maintenance Responsibility	Landscaping	Trees	Debris Removal	Lighting	Graffiti Removal	Park Amenities	Litter Receptacle	Detention Basin Maint ¹	Screen Wall (fencing) ²	Sound/Block Wall ²
LMD No. 3 (River Ridge)	Kaneko	X	X	X							
LMD No. 14 (California Cove)	Kaneko	X	X	X							
LMD No. 16 (California Lighthouse)	Kaneko	X	X	X							
LMD No. 28 (Harborside)	Kaneko	X	X	X		X				X	X
LMD No. 30 (Haas Automation)	Kaneko	X	X	X		X				X	
LMD No. 31 (Rancho De La Rosa)	Kaneko	X	X	X		X					
LMD No. 32 (Oak Park)	Kaneko	X	X	X		X			X	X	X
LMD No. 33 (El Paso)	Kaneko	X	X	X		X	X			X	X
LMD No. 34 (Sunrise Pointe & Sunset Cove)	Kaneko	X	X	X		X			X	X	X
LMD No. 35 (Airport Marina Center)	Natural Green	X	X	X		X			X	X	X
LMD No. 36 (Villa Santa Cruz & Villa Carmel)	Kaneko	X	X	X		X					
LMD No. 37 (Pacific Breeze)	Kaneko	X	X	X	X	X			X	X	
LMD No. 38 (Aldea Del Mar)	Natural Green	X	X	X	X	X				X	
LMD No. 39 (Promesa/Sueno & DR Horton)	Natural Green	X	X	X	X	X	X		X	X	
LMD No. 40 (Cantada)	Kaneko	X	X	X	X	X			X	X	
LMD No. 41 (Pacific Cove)	Kaneko	X	X	X	X	X			X	X	
LMD No. 42 (Cantabria & Coronado)	Kaneko	X	X	X	X	X				X	
LMD No. 43 (Greenbelt)	Natural Green	X	X	X	X	X	X ³		X	X	
LMD No. 44 (American Pacific Homes Channel Pointe)	Kaneko	X	X	X		X					
LMD No. 45 (Channel Pointe)	Kaneko	X	X	X		X			X	X	
LMD No. 46 (Daily Ranch)	Kaneko	X	X	X	X	X	X		X	X	
LMD No. 47 (Sycamore Place)	Kaneko	X	X	X	X	X				X	

District	Maintenance Responsibility	Contractor Provided Services									
		Landscaping	Trees	Debris Removal	Lighting	Graffiti Removal	Park Amenities	Litter Receptacle	Detention Basin Maint ¹	Screen Wall (fencing) ²	Sound/Block Wall ²
LMD No. 48 (Victoria Estates)	Kaneko	X	X	X		X				X	
LMD No. 49 (Cameron Ranch)	Kaneko	X	X	X	X	X			X	X	
LMD No. 50 (Pleasant Valley Senior Housing)	Kaneko	X	X	X		X				X	
LMD No. 51 (Casa Loma, Casa Dulce & Casa Bonita)	Kaneko	X	X	X	X	X	X		X	X	
LMD No. 52 (Wingfield)	Kaneko	X	X	X	X	X					
LMD No. 53 (Huff Court)	Kaneko	X	X	X		X					X
LMD No. 54 (Meadowcrest Villas)	Kaneko	X	X	X	X	X					
LMD No. 55 (Wingfield West)	Natural Green	X	X	X	X	X					
LMD No. 56 (Cottages at Patterson)	Kaneko	X	X	X		X					
LMD No. 57 (Golden State Self Storage)	Kaneko	X	X	X		X					
LMD No. 58 (Westwind)	Natural Green	X	X	X	X	X	X				
LMD No. 59 (Orbela)	Kaneko	X	X	X		X					
LMD No. 60 (Artisan)	Kaneko	X	X	X	X	X	X	X			
Waterways Assessment District (Mandalay Bay)	Kaneko (landscape)	X	X	X							

X = Authorized per Engineer's Report and listed in contractor's scope of services.

A = Authorized per Engineer's Report

(1) Basin Maintenance - Agreement lists the removal of trimmings, debris and graffiti from maintenance responsibility areas, but does not specifically list for detention basins

(2) Screen Wall (fencing). Sound Wall and Block Wall maintenance were added to the contractor scope of services per addendum dated February 18, 2015

(3) LMD No. 43 - Park amenities are only the park benches within the greenbelts

CONTRACTOR MAINTAINED DISTRICTS – AUTHORIZED IMPROVEMENTS PER ENGINEER'S REPORT

The following table shows the authorized improvements and maintenance activities that are not currently contracted to be provided for each applicable District.

		Additional Services Authorized ¹								
District	Maintenance Responsibility	Sidewalks	Medians	Hardscape	Drainage Facilities	Archways	Mailbox	Entry Sign	Doggie Bag Sections	Storm Drain Maint
LMD No. 3 (River Ridge)	Kaneko									
LMD No. 14 (California Cove)	Kaneko									
LMD No. 16 (California Lighthouse)	Kaneko									
LMD No. 28 (Harborside)	Kaneko	A								
LMD No. 30 (Haas Automation)	Kaneko	A								
LMD No. 31 (Rancho De La Rosa)	Kaneko	A			A					
LMD No. 32 (Oak Park)	Kaneko	A								
LMD No. 33 (El Paso)	Kaneko	A								
LMD No. 34 (Sunrise Pointe & Sunset Cove)	Natural Green	A								
LMD No. 35 (Airport Marina Center)	Kaneko	A								
LMD No. 36 (Villa Santa Cruz & Villa Carmel)	Kaneko	A								
LMD No. 37 (Pacific Breeze)	Kaneko	A								
LMD No. 38 (Aldea Del Mar)	Natural Green	A								
LMD No. 39 (Promesa/Sueno & DR Horton)	Natural Green	A					A			A
LMD No. 40 (Cantada)	Kaneko	A								
LMD No. 41 (Pacific Cove)	Kaneko	A								
LMD No. 42 (Cantabria & Coronado)	Kaneko	A	A							
LMD No. 43 (Greenbelt)	Natural Green	A				A				
LMD No. 44 (American Pacific Homes Channel Pointe)	Kaneko	A	A							
LMD No. 45 (Channel Pointe)	Kaneko		A							
LMD No. 46 (Daily Ranch)	Kaneko	A	A			A	A			
LMD No. 47 (Sycamore Place)	Kaneko	A	A				A	A		
LMD No. 48 (Victoria Estates)	Kaneko	A	A							
LMD No. 49 (Cameron Ranch)	Kaneko	A					A			
LMD No. 50 (Pleasant Valley Senior)	Kaneko	A								

		Additional Services Authorized ¹								
District	Maintenance Responsibility	Sidewalks	Medians	Hardscape	Drainage Facilities	Archways	Mailbox	Entry Sign	Doggie Bag Sections	Storm Drain Maint
Housing)										
LMD No. 51 (Casa Loma, Casa Dulce & Casa Bonita)	Kaneko	A					A			
LMD No. 52 (Wingfield)	Kaneko	A					A			
LMD No. 53 (Huff Court)	Kaneko			A			A			
LMD No. 54 (Meadowcrest Villas)	Kaneko			A						
LMD No. 55 (Wingfield West)	Natural Green			A						
LMD No. 56 (Cottages at Patterson)	Kaneko			A			A			
LMD No. 57 (Golden State Self Storage)	Kaneko			A						
LMD No. 58 (Westwind)	Natural Green			A						
LMD No. 59 (Orbela)	Kaneko			A						
LMD No. 60 (Artisan)	Kaneko			A		A			A	
Waterways Assessment District (Mandalay Bay)	Kaneko (landscape)									

X = Authorized per Engineer's Report and listed in contractor's scope of services.

A = Authorized per Engineer's Report

(1) Agreement lists the removal of trimmings, debris and graffiti from maintenance responsibility areas, but does not specifically list the actual improvements shown in the table above.

blank cells = improvement is neither authorized nor being maintained

Authorized Improvements and Services Not Currently Being Provided

There are thirty-two (32) Districts that have additional improvements authorized but not currently being maintained by either City staff or the contractor. The following lists the authorized improvements and services for each District that are not currently being provided.

District	Maintenance Responsibility	Additional Authorized Improvements/Services ¹
LMD No. 1 (Summerfield)	City	none
LMD No. 2 (Channel Islands)	Self-Maintained	none
LMD No. 3 (River Ridge)	Kaneko	none
MAD No. 4	City	none
LMD No. 7 & 8 (Northfield/Seagate)	City	none
LMD No. 9 (Strawberry Fields)	City	none
LMD No. 10 (Country Club Estates)	City	none
LMD No. 11 (St. Tropez)	City	none
LMD No. 12 (Standard Pacific)	City	none
LMD No. 13 (Le Village)	City	none
LMD No. 14 (California Cove)	Kaneko	none
LMD No. 15 (Pelican Pointe)	City	none
LMD No. 16 (California Lighthouse)	Kaneko	none
LMD No. 17 (San Miguel)	City	none
LMD No. 18 (St. Johns Medical Center)	City	none
LMD No. 19 (Shopping at Rose)	Self-Maintained	none
LMD No. 20 (Volvo Median)	City	none
LMD No. 21 (Cypress Pointe)	Self-Maintained	none
LMD No. 22 (McDonald's Median)	City	none
LMD No. 23 (Greystone)	City	none
LMD No. 24 (Vineyards)	City	none
LMD No. 25 (Pointe)	City	none
LMD No. 26 (Albertsons)	City	none
LMD No. 27 (Rose Island)	City	none
LMD No. 28 (Harborside)	Kaneko	sidewalks
LMD No. 29 (Mercy Charities)	City	none
LMD No. 30 (Haas Automation)	Kaneko	sidewalks
LMD No. 31 (Rancho De La Rosa)	Kaneko	sidewalks, drainage facilities
LMD No. 32 (Oak Park)	Kaneko	sidewalks
LMD No. 33 (El Paso)	Kaneko	sidewalks
LMD No. 34 (Sunrise Pointe & Sunset Cove)	Natural Green	sidewalks
LMD No. 35 (Airport Marina Center)	Kaneko	sidewalks
LMD No. 36 (Villa Santa Cruz & Villa Carmel)	Kaneko	sidewalks
LMD No. 37 (Pacific Breeze)	Kaneko	sidewalks
LMD No. 38 (Aldea Del Mar)	Natural Green	sidewalks
LMD No. 39 (Promesa/Sueno & DR Horton)	Natural Green	sidewalks, mailbox, storm drain maintenance
LMD No. 40 (Cantada)	Kaneko	sidewalks
LMD No. 41 (Pacific Cove)	Kaneko	sidewalks
LMD No. 42 (Cantabria & Coronado)	Kaneko	sidewalks, medians
LMD No. 43 (Greenbelt)	Natural Green	sidewalks, archway
LMD No. 44 (American Pacific Homes Channel Pointe)	Kaneko	sidewalks, medians
LMD No. 45 (Channel Pointe)	Kaneko	medians
LMD No. 46 (Daily Ranch)	Kaneko	sidewalks, medians, archway, mailbox

District	Maintenance Responsibility	Additional Authorized Improvements/Services ¹
LMD No. 47 (Sycamore Place)	Kaneko	sidewalks, medians, mailbox, entry sign
LMD No. 48 (Victoria Estates)	Kaneko	sidewalks, medians
LMD No. 49 (Cameron Ranch)	Kaneko	sidewalks, mailbox
LMD No. 50 (Pleasant Valley Senior Housing)	Kaneko	sidewalks
LMD No. 51 (Casa Loma, Casa Dulce & Casa Bonita)	Kaneko	sidewalks, mailbox
LMD No. 52 (Wingfield)	Kaneko	sidewalks, mailbox
LMD No. 53 (Huff Court)	Kaneko	hardscape, mailbox
LMD No. 54 (Meadowcrest Villas)	Kaneko	hardscape
LMD No. 55 (Wingfield West)	Natural Green	hardscape, mailbox
LMD No. 56 (Cottages at Patterson)	Kaneko	hardscape
LMD No. 57 (Golden State Self Storage)	Kaneko	hardscape
LMD No. 58 (Westwind)	Natural Green	hardscape
LMD No. 59 (Orbela)	Kaneko	hardscape
LMD No. 60 (Artisan)	Kaneko	hardscape, mailbox, doggie bag sections
Waterways Assessment District	City & Kaneko (landscape)	none

(1) Graffiti removal and weed control maintenance are contracted services for the improvements listed above; however, the maintenance and replacement of the actual improvement is not included in the existing scope of service.

After reviewing the list of additional authorized improvements, prior to the re-bidding of all maintenance activities, the City should determine if the existing contractor can begin maintaining the additional authorized improvements, or if City staff should take on the additional maintenance activities.

Please note, LMD No. 5 and 6 are not being included, as NBS does not have all formation documents, and there is no indication that assessments have been levied.

3.4. Bid Requests

Summary of Recommendations

- Accept bids from private contractors to perform maintenance services within all Districts.
- Include new exhibit in future bid requests.

A majority of the contractor maintained Districts have additional authorized improvements that are not included in the scope of services contracted and being provided. NBS recommends that the City re-bid all Districts (including City maintained Districts) for the maintenance of all authorized improvements within each District. Additionally, NBS recommends having the Districts be grouped by location or on a City-wide basis, and bids submitted as such, instead of each District being bid on individually. The groupings should allow the City to take advantage of economies of scale and ensure the best fees. The contractor awarded should be required to provide an annual breakdown of the total fee by District, so that the annual budgets and levies can be calculated accordingly.

In addition to the City's existing bid package, NBS recommends that the following additional items be included:

- Description of location of Districts
- Description of all improvements authorized to be maintained
- Map of location of Districts and improvements

- Grouping of Districts based on location
- Requirement that contract be broken out by District (and in some cases tract)

Please refer to Section 8.3 for a copy of a draft exhibit to be included in the scope of services for future bid requests for maintenance services/activities (subject to City's input, review and approval).

3.5. Establish Service Levels and Baseline Services for District

Summary of Recommendations

- *Establish graded service levels and associated frequency of services – in progress.*
- *Present established service levels to City Council for approval.*

Pre-established graded service levels are a method of identifying the frequency of services to be provided to a specific area of ongoing maintenance services. Costs can more accurately be assigned and expectations are clear and quantifiable between both the City and its constituents once service levels are established with the assigned frequency of service. Without established service levels to reference, it is common for there to be confusion by the property owners and staff related to the level of frequency and services being provided by the Districts. Pre-established service levels assist in both establishing and quantifying a basis for aligning the amount of assessments needed to provide the services, assist in the formulation of the annual budgets, and the associated effort to meet property owner expectations.

Furthermore, establishing service levels for the Districts as a general policy by City Council action will help the City determine the need for additional District revenues. Established service levels will allow for an objective review of the service levels currently being provided and help inform the property owners of the level that can be afforded based upon current available revenue.

The City is currently in progress of creating and reviewing the Landscape Maintenance Service Levels and Frequency of Operations for Maintenance Assessment Districts. A copy of the draft document is located in Section 8.8.

4. ANNUAL MAINTENANCE BUDGETS

Each year as part of the annual maintenance district process, budgets are prepared that detail the estimated expenditures for the upcoming year. The preparation of the annual budget is essential in determining the levy amount for the parcels within each District and provides the City with the opportunity to review Districts where the general fund is subsidizing a portion of the costs to maintain the various improvements, or determine if any surplus funds exist. The annual budget is essential in community outreach and when needed, it allows for property owners to decide if they want to approve an increase in the annual assessment, a reduction in the level of service being provided, or if additional services can be provided.

4.1. Definitions of Budget Items

The following definitions describe the costs and expenses included in the Districts budgets:

MATERIAL AND SUPPLIES – SUPPLIES-SHOP AND FIELD: includes any material or supplies related to the ongoing maintenance of the improvements.

CONTRACT AND SERVICES – SVCS-OTHER PROF/CONTRACT: includes the contract costs of a landscape company responsible for the ongoing maintenance of the District improvements, and any other third party contract related to the formation, maintenance or administration of the District.

CONTRACT AND SERVICES – UTILITY EXPENSE – ELECTRIC: includes the cost to furnish electricity required for the operation and maintenance of the improvements.

CONTRACT AND SERVICES – UTILITY EXPENSE – WATER: includes the cost to furnish water for the landscaping within the District.

UTILITY EXPENSE - REFUSE DISPOSAL (TRASH): includes the costs associated with the disposal of waste products from the District.

OTHER SERVICES – SERVICES FROM OTHER PROG: includes the costs to all particular departments and staff of the City for providing the administration, coordination and management of the Districts services, operation and incidental expenses related to the District; including the creation of the annual Engineer's Report, resolutions and placing the assessment amounts onto the County tax roll each year, along with responding to any public inquires. This also includes the costs of City staff time and labor related to the actual maintenance of the improvements for City maintained Districts.

FIXED CHARGES – COUNTY PROP TAX ADMIN CHG: Administration and collection fees charged by the Ventura County Auditor-Controller and Tax Collector each year. The 2015/16 County Fees are \$0.17 per assessment per parcel plus 0.25% of amount submitted.

4.2. Review of Existing Budget Items

Summary of Recommendations

- *Maintenance contracts should include all authorized District specific improvements.*
- *City should require that all parties performing maintenance activities within the Districts use the REGIS application to log maintenance tasks, start and end times.*
- *City should independently verify the contractor is maintaining improvements according to contract and City standards.*
- *City should ensure that current contractors are meeting monthly reporting obligation.*
- *Further review of water and Edison utility accounts/service address assigned to the Districts is needed.*
- *The 2016/17 direct costs assigned based on the actual time spent and work completed within each District, as tracked in REGIS.*
- *Indirect costs should be spread proportionately based on the total budget costs for each District.*

NBS reviewed the current third party contracts, utility bills and any other expenses provided by the City. The following details the findings for each budget item reviewed.

Materials and Supplies – Supplies-Shop and Field

NBS reviewed actual invoices, receipts and credit card statements being expensed to various Districts. The expenses included lighting supplies, landscaping materials, ground covers, valves, and other similar materials related to the maintenance of the improvements. The invoices provided appear consistent with additional material and supplies needed for the ongoing maintenance and servicing of the authorized improvements.

Contract and Services – Svcs-Other Prof/Contract

NBS reviewed the existing contracts that were provided by the City. The existing contracts do not include all authorized improvements for various Districts. NBS recommends that the maintenance work for all Districts be re-bid to ensure the best fees. In addition, the contractor awarded should be required to provide an annual breakdown of the total fee by District, so that the annual budgets and levies can be calculated accordingly. The City should require that all parties performing maintenance activities within the Districts use the Rancho Enterprise Geographic Information System ("REGIS") application to log maintenance tasks, and start and end times within the Districts. The City should take advantage of the REGIS online application that is available for property owners to upload pictures and create maintenance requests.

In addition, the City should establish and implement procedures to independently verify that the contractor is maintaining the various improvements in accordance with their contract and City standards. Currently, the contracts include the requirement of an end of the month report be submitted by the 10th of each month, and must include work that was done, the location and the date. The City should ensure that the contractors are meeting this obligation. The contractor scope of services can be located in Section 8.2.

Contract and Services – Utility Expense – Water

Each District (if applicable) has unique water utility meters/accounts assigned so that the costs can be allocated to the actual District responsible for incurring those expenses. For each water utility meter/account provided by the City, NBS reviewed the current District assigned by the City. NBS mapped the service addresses for each account to verify the location and confirm the District that the

monthly invoices are being assigned to. Further details of this review are in the following sections of this report.

Contract and Services – Utility Expense – Electricity

Each District (if applicable) has unique Edison utility meters/accounts assigned so that the costs can be allocated to the actual District responsible for incurring those expenses. For each Edison utility meter/account provided by the City, NBS reviewed the current District assigned by the City. NBS mapped the service addresses for each account to verify the location and confirm the District that the monthly invoices are being assigned to. Further details of this review are in the following sections of this report.

Other Services – Services from other Prog

In prior years the administrative fee has been calculated by taking the total administrative costs and multiplying by each District's projected revenue (levy) amount in proportion to the total of all Districts revenue amounts for the fiscal year. The Fiscal Year 2015/16 administrative fee was separated into direct and indirect costs. The direct costs were spread to each City maintained District by the District's landscaping square footage in proportion to the total City maintained square footage (Districts that are not maintained by the City did not receive the direct costs component). The indirect costs were then spread to all Districts based upon the Fiscal Year 2015/16 projected levy amounts in proportion to the total levy amount. In future years it is the recommendation of NBS to continue to split the costs into direct (District specific) and indirect (general) costs.

Direct Costs: In order to accurately assign costs to the Districts, the City has begun the implementation of REGIS, a GIS based asset tracking system that allows for the tracking of staff time and the specific improvements being maintained at any given time. The implementation of REGIS will allow for the 2016/17 direct costs to be assigned based on the actual time spent and work completed within each District.

Indirect Costs: NBS recommends that the indirect costs be spread proportionately based on the total budget costs for each District. This is the method that is outlined in many of the District Formation Engineer's Reports and spreading proportionately is the most equitable way to spread general administrative fees related to the administration of the Districts. The City has retained a private firm to complete a cost allocation plan, and their allocation to the Districts will be incorporated into future years' budgets.

4.3. Utility Service Address and District Assignment

Summary of Recommendations

- *City should review location and assignment of utility accounts with service addresses located in a different District or outside any District boundaries, and confirm correct assignment.*
- *City should review Districts that do not have water or Edison utility account service addresses within their boundaries.*

Each District should have unique water and Edison utility meters/accounts assigned so that the costs can be allocated to the actual District responsible for incurring those expenses. NBS reviewed all utility invoices provided, the list of City assigned meters/accounts to the various Districts, and mapped and compared the actual location of the service address. The following details the discrepancies found.

Water Utility Meter/Account and District Assignment

NBS reviewed the monthly water utility invoices and the current District that the City is assigning as the District responsible for those costs. After mapping the various service address, there are two main findings: 1) service addresses outside of assigned District boundary, and 2) Districts with no water utility account assigned or service address within their boundaries. A complete list of all water utility meters/accounts reviewed can be found in Section 8.4.

Water Accounts with Differing District Assignments

The following table lists the various accounts that have a service address that NBS is showing as not within any District boundary, but the City has assigned the costs to a specific District. The City has confirmed and corrected the LMD assignment.

Account Number	Service Address	City Original LMD Assigned	Confirmed LMD Assigned	Est. Annual Costs ¹
20790-170875	1750 Gary Dr IRR	LMD 9	none	\$573.50
208072-245844	2000 N Ventura Rd MED	LMD 10	none	676.08
208072-245845	2100 N Ventura Rd IRR	LMD 10	none	666.04
208072-245846	2100 N Ventura Rd IRR	LMD 10	none	487.96
208072-245848	2801 N Ventura Rd MED	LMD 10	none	173.18
209132-247158	2101 Greenbrook Dr MED	Waterways	none	613.73
209132-251752	2101 Greenbrook Dr MED	Waterways	none	224.78
209794-243127	1100 N Patterson Rd IRR	LMD 9	none	8,915.79
213840-248273	2302 W Gonzales Rd Pkwy	LMD 12	none	1,516.38
223267-251701	1901 Almanor St IRR	LMD 12	none	719.57
230070-251473	102 Stanford Ave LND	LMD 28	none	409.85
236804-253268	1102 Camino Del Sol LND	LMD 12	none	767.06
250084-259059	1051 E Channel Islands Blvd LND	LMD 45	none	2,460.91
260356-261820	1572 Twin Tides Pl LND	Waterways	none	403.15
261566-262573	259 Camino Del Sol IRR	LMD 46	none	4,140.13

(1) 2014/15 actual costs per invoices provided.

The following table lists the various accounts that have a service address located in a different District boundary than the City has assigned. The City has confirmed and corrected the LMD assignment.

Account Number	Service Address	City Original LMD Assigned	Confirmed LMD Assigned ¹	Est. Annual Costs ²
210855-248424	4300 W Channel Islands Blvd IRR	LMD 26	Waterways	\$828.65
210855-251393	2500 S Harbor Blvd IRR	LMD 26	Waterways	1,038.27
214428-248218	2396 Stone Creek Dr IRR	LMD 14	LMD 13	6,262.42
214428-248219	2394 Stone Creek Dr IRR	LMD 14	LMD 13	617.77
216996-249448	1301 Colonia Rd Pkwy	LMD 13	LMD 17	987.10
236804-252099	1001 Camino Del Sol IRR	LMD 12	LMD 31	4,919.59
236804-253184	540 Rosalinda Dr IRR	LMD 12	LMD 31	1,788.95
236804-253818	1250 Maria Way LND	LMD 12	LMD 31	1,060.43
239747-257145	701 Noontide Way IRR	LMD 36	LMD 37	1,777.21
242440-254601	1750 Licho Way LND	LMD 31	LMD 36	9,132.40
242440-255934	1102 Nina Dr LND	LMD 31	LMD 36	731.37
244540-257531	1002 Morado Pl LND	LMD 31	LMD 36	1,269.01
246578-258395	1900 Socorro Way LND	LMD 39 - DR Horton	LMD 40	1,388.48

Account Number	Service Address	City Original LMD Assigned	Confirmed LMD Assigned ¹	Est. Annual Costs ²
246578-258406	1801 Cesar Chavez Dr LND	LMD 39 - DR Horton	LMD 40	5,199.94
246763-258705	1456 Vida Dr LND	LMD 41	LMD 42	6,289.22
246763-258707	1502 Sonata Dr LND	LMD 41	LMD 42	833.74
246763-258819	1752 Rubio Cir IRR	LMD 41	LMD 42	5,771.38
247455-258701	1602 Valerosa Way LND	LMD 41	LMD 42	3,747.86
247455-258708	1702 Terronez Pl IRR	LMD 41	LMD 42	3,868.07
247526-254244	2101 Camino Del Sol IRR	LMD 33	LMD 34	5,279.00
248461-256445	1002 Entrada Dr LND	LMD 39 - Promesa/Sueno	LMD 39 - split between tracts	772.00
248461-256447	1301 Entrada Dr LND	LMD 39 - Promesa/Sueno	LMD 39 - split between tracts	4,020.77
248461-256448	1303 Entrada Dr LND	LMD 39 - Promesa/Sueno	LMD 39 - split between tracts	16,180.67
248461-257247	1001 Briana Cir LND	LMD 39 - Promesa/Sueno	LMD 39 - DR Horton	1,459.65
250306-254600	1552 Lorena Dr LND	LMD 31	LMD 36	3,825.11
253519-191550	1801 W Vineyard Ave FL	none	LMD 10	430.37

- (1) For the meters/invoices that are designated to be split between the two tracts within LMD No. 39, the split is as follows: Promesa/Sueno 73.36% and DR Horton 26.64% (percentage determined by Formation Engineer's Report split of costs).
- (2) 2014/15 actual costs per invoices provided.

Districts without Water Invoices

There are seven (7) Districts that do not have a water utility account assigned or within their respective boundaries. The City should verify how these Districts are being furnished with the water required for the operation and maintenance of the various improvements (i.e. how is the landscaping being watered). The following table lists the Districts that do not have a water utility account or service address within their boundaries (based on the invoices/accounts provided to NBS).

LMD No. 18 (St. Johns Medical Center)	LMD No. 44 (American Pacific Homes – Channel Pointe)
LMD No. 29 (Mercy Charities)	LMD No. 45 (Channel Pointe)
LMD No. 30 (Haas Automation)	LMD No. 55 (Wingfield West)
LMD No. 35 (Airport Marina Center)	

Note: Water utility invoices were not provided for LMD No. 19 (Shopping at the Rose) and LMD No. 21 (Cypress Pointe) as these are self-maintained Districts.

A complete list of all water utility accounts provided and corresponding City and NBS District assignments can be found in Section 8.4.

Edison Utility Meter/Account and District Assignment

NBS reviewed the monthly Edison utility invoices and the current District that the City is assigning as the district responsible for those costs. After mapping the various service addresses, there are two main findings: 1) service addresses outside of assigned District boundary, and 2) Districts with no Edison utility account assigned or service address within their boundaries. A complete list of all Edison utility meters/accounts reviewed can be found in Section 8.5.

Edison Accounts with Differing District Assignments

The following table lists the various accounts that have a service address located in a different District boundary than the City has assigned. The City has confirmed and corrected the LMD assignment.

Account Number	Service Address	City Original LMD Assigned	Confirmed LMD Assigned	Est. Annual Costs ¹
3-031-2827-06	2900 W FIFTH ST PED	none	LMD 25	\$316.20
3-031-8263-87	LANDSCAPE 2990 W FIFTH ST	none	LMD 25	1,466.01
3-032-2234-09	702 PASEO MARGARITA PED	none	LMD 33	310.73
3-034-8749-49	1801 W VINEYARD AV	none	LMD 10	3,905.30
3-034-8882-21	1601E GONZALES RD	none	LMD 19	751.13
3-009-5187-27 (4)	1600 EBONY CR	none	LMD 12	0.00
3-009-5299-83 (4)	2610 WOODSIDE PL	none	LMD 14	0.00

(1) 2014/15 actual costs per invoices provided.

Districts without Edison Invoices

A majority of the Districts do not have an Edison utility account assigned or a service address within their boundaries. The City should verify how these Districts are being furnished with the electricity required for the operation and maintenance of the various improvements (i.e. how are these Districts' sprinkler systems being operated). The following table lists the Districts that do not have an Edison utility account or service address within their boundaries (based on the invoices/accounts provided to NBS).

LMD No. 1 (Summerfield)	LMD No. 35 (Airport Marina Center)
LMD No. 2 (Channel Islands)	LMD No. 34 (Sunrise Pointe & Sunset Cove)
LMD No. 3 (River Ridge)	LMD No. 36 (Villa Santa Cruz & Villa Carmel)
MAD No. 4 (Mandalay Beach/Colony/Hotel)	LMD No. 37 (Pacific Breeze)
LMD No. 9 (Strawberry Fields)	LMD No. 38 (Aldea Del Mar)
LMD No. 7 and 8 (Northfield and Sea Gate)	LMD No. 39 (Promesa & Sueno)
LMD No. 11 (St. Tropez)	LMD No. 39 (DR Horton)
LMD No. 12 (Standard Pacific)	LMD No. 40 (Cantada)
LMD No. 16 (California Lighthouse)	LMD No. 41 (Pacific Cove)
LMD No. 13 (Le Village)	LMD No. 42 (Cantabria & Coronado)
LMD No. 15 (Pelican Pointe)	LMD No. 43 (Greenbelt)
LMD No. 17 (San Miguel)	LMD No. 44 (Channel Pointe)
LMD No. 20 (Volvo Median)	LMD No. 45 (Channel Pointe)
LMD No. 18 (St. Johns Medical Center)	LMD No. 46 (Daily Ranch)
LMD No. 21 (Cypress Pointe)	LMD No. 47 (Sycamore Place)
LMD No. 22 (McDonald's Median)	LMD No. 48 (Victoria Estates)
LMD No. 23 (Greystone)	LMD No. 49 (Cameron Ranch)
LMD No. 24 (Vineyards)	LMD No. 50 (Pleasant Valley Senior Housing)
LMD No. 26 (Albertsons)	LMD No. 52 (Wingfield)
LMD No. 27 (Rose Island)	LMD No. 53 (Huff Court)
LMD No. 28 (Harborside)	LMD No. 55 (Wingfield West)
LMD No. 29 (Mercy Charities)	LMD No. 56 (Cottages at Patterson)
LMD No. 30 (Haas Automation)	LMD No. 57 (Golden State Self Storage)
LMD No. 31 (Rancho De La Rosa)	LMD No. 60 (Artisan)
LMD No. 32 (Oak Park)	Waterways Assessment District (Mandalay Bay)

Note: Edison utility invoices were not provided for LMD No. 2 (Channel Islands) and LMD No. 21 (Cypress Pointe) as these are self-maintained Districts.

A complete list of all Edison utility accounts provided and corresponding City and NBS district assignments can be found in Section 8.5.

4.4. Revised Budgets

Summary of Recommendations

- Prior to the finalization of the budgets, the City should confirm the utility assignments, provide the estimated costs to maintain the authorized improvements not currently being maintained, and provide any cost allocation study amounts.

NBS reviewed the actual contracts, utility billings, invoices, credit card statements, and other documents provided by the City related to each District. After reviewing all items provided, NBS created new budgets for 2015/16 and compared those to the actual amount levied. Prior to the finalization of the budgets, the City will need to confirm the utility assignments, and provide the estimated costs to maintain the authorized improvements not currently being maintained and the cost allocation amounts from the study that the City is currently undertaking. A \$5,000 place holder has been added to the budgets for Districts that have additional authorized improvements. Once an estimate of costs is provided, NBS will update the new budget totals accordingly. The revised preliminary budget for each District is included in Section 8.7.

Based on the preliminary budgets, compared to the 2015/16 actual levy amounts, the following projected annual surplus/deficit for each District is shown in the following table:

District	Revised Budget (Preliminary) ¹	2015/16 Levy ²	Projected Surplus/ (Deficit)
LMD No. 1 (Summerfield)	\$37,577.69	\$13,006.56	(\$24,571.13)
LMD No. 2 (Channel Islands)	1,202.18	1,065.68	(136.50)
LMD No. 3 (River Ridge)	70,925.83	83,872.90	12,947.07
MAD No. 4 (Mandalay Beach/Colony/Hotel)	37,172.16	20,736.98	(16,435.18)
LMD No. 7 and 8 (Northfield and Sea Gate)	73,311.00	32,502.00	(40,809.00)
LMD No. 9 (Strawberry Fields)	51,914.17	12,615.32	(39,298.85)
LMD No. 10 (Country Club Estates)	67,973.41	24,076.08	(43,897.33)
LMD No. 11 (St. Tropez)	26,275.52	6,990.26	(19,285.26)
LMD No. 12 (Standard Pacific)	102,231.78	22,394.10	(79,837.68)
LMD No. 13 (Le Village)	93,023.34	18,044.80	(74,978.54)
LMD No. 14 (California Cove)	24,800.26	36,692.96	11,892.70
LMD No. 15 (Pelican Pointe)	30,215.45	9,300.20	(20,915.25)
LMD No. 16 (California Lighthouse)	21,976.92	19,551.70	(2,425.22)
LMD No. 17 (San Miguel)	45,332.31	9,121.20	(36,211.11)
LMD No. 18 (St. Johns Medical Center)	6,163.18	5,860.92	(302.26)
LMD No. 19 (Shopping at the Rose)	2,064.24	1,000.00	(1,064.24)
LMD No. 20 (Volvo Median)	9,567.49	2,415.00	(7,152.49)
LMD No. 21 (Cypress Pointe)	1,181.80	261.52	(920.28)
LMD No. 22 (McDonald's Median)	716.25	500.00	(216.25)
LMD No. 23 (Greystone)	7,111.11	5,587.60	(1,523.51)
LMD No. 24 (Vineyards)	39,233.54	18,300.00	(20,933.54)
LMD No. 25 (Pointe)	54,024.09	23,798.88	(30,225.21)
LMD No. 26 (Albertsons)	10,891.04	4,000.00	(6,891.04)
LMD No. 27 (Rose Island)	42,590.22	14,131.00	(28,459.22)
LMD No. 28 (Harborside)	27,976.61	68,103.20	40,126.59
LMD No. 29 (Mercy Charities)	10,287.70	1,448.22	(8,839.48)
LMD No. 30 (Haas Automation)	19,859.19	43,985.44	24,126.25
LMD No. 31 (Rancho De La Rosa)	68,061.94	72,318.54	4,256.60
LMD No. 32 (Oak Park)	13,889.30	21,871.62	7,982.32

District	Revised Budget (Preliminary) ¹	2015/16 Levy ²	Projected Surplus/ (Deficit)
LMD No. 33 (El Paso)	28,702.90	52,778.20	24,075.30
LMD No. 34 (Sunrise Pointe & Sunset Cove)	48,668.60	54,840.24	6,171.64
LMD No. 35 (Airport Marina Center)	10,103.46	20,262.74	10,159.28
LMD No. 36 (Villa Santa Cruz & Villa Carmel)	64,473.14	131,181.60	66,708.46
LMD No. 37 (Pacific Breeze)	16,451.20	29,174.04	12,722.84
LMD No. 38 (Aldea Del Mar)	48,956.79	99,160.32	50,203.53
LMD No. 39 (Promesa & Sueno)	68,102.47	139,730.98	71,628.51
LMD No. 39 (DR Horton)	24,915.55	48,089.60	23,174.05
LMD No. 40 (Cantada)	21,757.80	69,311.94	47,554.14
LMD No. 41 (Pacific Cove)	33,894.01	62,858.40	28,964.39
LMD No. 42 (Cantabria & Coronado)	65,684.93	156,666.22	90,981.29
LMD No. 43 (Greenbelt)	43,639.63	92,938.72	49,299.09
LMD No. 44 (American Pacific Homes - Channel Pointe)	9,634.55	19,102.68	9,468.13
LMD No. 45 (Channel Pointe)	6,220.62	6,695.42	474.80
LMD No. 46 (Daily Ranch)	54,754.72	173,982.12	119,227.40
LMD No. 47 (Sycamore Place)	24,661.96	59,416.08	34,754.12
LMD No. 48 (Victoria Estates)	50,103.62	145,819.64	95,716.02
LMD No. 49 (Cameron Ranch)	10,349.95	16,953.12	6,603.17
LMD No. 50 (Pleasant Valley Senior Housing)	21,121.80	20,649.60	(472.20)
LMD No. 51 (Pfeiler)	49,295.86	121,019.40	71,723.54
LMD No. 52 (Wingfield)	28,926.05	67,126.68	38,200.63
LMD No. 53 (Huff Court)	6,755.06	3,216.96	(3,538.10)
LMD No. 54 (Meadow Crest Villas)	15,128.61	20,004.00	4,875.39
LMD No. 55 (Wingfield West)	19,640.15	26,752.50	7,112.35
LMD No. 56 (Cottages at Patterson)	10,305.41	4,491.76	(5,813.65)
LMD No. 57 (Golden State Self Storage)	11,246.63	11,417.88	171.25
LMD No. 58 (Westwind)	25,163.59	73,422.96	48,259.37
LMD No. 59 (Orbela)	12,967.31	18,742.50	5,775.19
LMD No. 60 (Artisan)	18,152.32	54,683.44	36,531.12
Waterways Assessment District	426,179.57	492,206.98	66,027.41

(1) NBS estimated 2015/16 budget amounts; preliminary.

(2) Per Ventura County 2015/16 applied reports; amounts shown are prior to levy audit and any proposed corrections.

4.5. Budget Comparisons

The following table shows the new total budget for each District (subject to confirmation of the utility District assignment, inclusion of maintenance costs for additional improvements, and cost allocation study amounts) compared to the City's Fiscal Year 2015/16 expenditure budget. The Fiscal Year 2014/15 actual expenses and comparison to the new total budget has been included for informational purposes. An updated comparison will be provided once the new budgets are finalized.

District	Revised Budget (Preliminary) ¹	2015/16 City Expenditure Budget ²	Revised and City Budget Comparison ³	2014/15 Actual Expenses ⁴	Budget to PY Actuals Comparison ⁵
LMD No. 1 (Summerfield)	\$37,577.69	\$43,508.00	(\$5,930.31)	\$41,994.76	(\$4,417.07)
LMD No. 2 (Channel Islands)	1,202.18	1,124.00	78.18	26.37	1,175.81
LMD No. 3 (River Ridge)	70,925.83	77,100.00	(6,174.17)	78,185.14	(7,259.31)
MAD No. 4 (Mandalay Beach/Colony/Hotel)	37,172.16	137,079.00	(99,906.84)	130,560.30	(93,388.14)
LMD No. 7 and 8 (Northfield and Sea Gate)	73,311.00	98,493.00	(25,182.00)	94,184.21	(20,873.21)
LMD No. 9 (Strawberry Fields)	51,914.17	100,920.00	(49,005.83)	102,867.52	(50,953.35)
LMD No. 10 (Country Club Estates)	67,973.41	100,373.00	(32,399.59)	94,641.31	(26,667.90)
LMD No. 11 (St. Tropez)	26,275.52	28,676.00	(2,400.48)	28,952.28	(2,676.76)
LMD No. 12 (Standard Pacific)	102,231.78	129,510.00	(27,278.22)	123,646.48	(21,414.70)
LMD No. 13 (Le Village)	93,023.34	50,871.00	42,152.34	51,927.06	41,096.28
LMD No. 14 (California Cove)	24,800.26	37,397.00	(12,596.74)	35,991.60	(11,191.34)
LMD No. 15 (Pelican Pointe)	30,215.45	26,779.00	3,436.45	25,071.61	5,143.84
LMD No. 16 (California Lighthouse)	21,976.92	23,486.00	(1,509.08)	23,519.09	(1,542.17)
LMD No. 17 (San Miguel)	45,332.31	17,792.00	27,540.31	19,737.49	25,594.82
LMD No. 18 (St. Johns Medical Center)	6,163.18	964.00	5,199.18	831.68	5,331.50
LMD No. 19 (Shopping at the Rose)	2,064.24	0.00	2,064.24	6.07	2,058.17
LMD No. 20 (Volvo Median)	9,567.49	9,086.00	481.49	9,027.25	540.24
LMD No. 21 (Cypress Pointe)	1,181.80	0.00	1,181.80	7.24	1,174.56
LMD No. 22 (McDonald's Median)	716.25	246.00	470.25	281.93	434.32
LMD No. 23 (Greystone)	7,111.11	6,324.00	787.11	6,106.88	1,004.23
LMD No. 24 (Vineyards)	39,233.54	23,928.00	15,305.54	23,446.76	15,786.78
LMD No. 25 (Pointe)	54,024.09	48,405.00	5,619.09	44,367.58	9,656.51
LMD No. 26 (Albertsons)	10,891.04	6,221.00	4,670.04	5,668.75	5,222.29
LMD No. 27 (Rose Island)	42,590.22	18,083.00	24,507.22	18,003.66	24,586.56
LMD No. 28 (Harborside)	27,976.61	27,276.00	700.61	26,995.22	981.39
LMD No. 29 (Mercy Charities)	10,287.70	0.00	10,287.70	3.79	10,283.91
LMD No. 30 (Haas Automation)	19,859.19	18,829.00	1,030.19	4,395.79	15,463.40
LMD No. 31 (Rancho De La Rosa)	68,061.94	96,031.00	(27,969.06)	81,695.24	(13,633.30)
LMD No. 32 (Oak Park)	13,889.30	9,725.00	4,164.30	9,455.55	4,433.75
LMD No. 33 (El Paso)	28,702.90	39,680.00	(10,977.10)	36,658.48	(7,955.58)
LMD No. 34 (Sunrise Pointe & Sunset Cove)	48,668.60	46,459.00	2,209.60	40,732.70	7,935.90
LMD No. 35 (Airport Marina Center)	10,103.46	8,138.00	1,965.46	5,607.72	4,495.74

District	Revised Budget (Preliminary) ¹	2015/16 City Expenditure Budget ²	Revised and City Budget Comparison ³	2014/15 Actual Expenses ⁴	Budget to PY Actuals Comparison ⁵
LMD No. 36 (Villa Santa Cruz & Villa Carmel)	64,473.14	79,728.00	(15,254.86)	68,212.83	(3,739.69)
LMD No. 37 (Pacific Breeze)	16,451.20	14,715.00	1,736.20	9,355.86	7,095.34
LMD No. 38 (Aldea Del Mar)	48,956.79	66,163.00	(17,206.21)	58,942.95	(9,986.16)
LMD No. 39 (Promesa & Sueno)	68,102.47	107,947.00	(39,844.53)	111,163.39	(43,060.92)
LMD No. 39 (DR Horton)	24,915.55	15,244.00	9,671.55	11,160.27	13,755.28
LMD No. 40 (Cantada)	21,757.80	21,649.00	108.80	11,452.48	10,305.32
LMD No. 41 (Pacific Cove)	33,894.01	56,602.00	(22,707.99)	70,180.05	(36,286.04)
LMD No. 42 (Cantabria & Coronado)	65,684.93	71,321.00	(5,636.07)	44,873.32	20,811.61
LMD No. 43 (Greenbelt)	43,639.63	51,103.00	(7,463.37)	44,401.06	(761.43)
LMD No. 44 (American Pacific Homes – Channel Pointe)	9,634.55	10,751.00	(1,116.45)	5,723.39	3,911.16
LMD No. 45 (Channel Pointe)	6,220.62	3,880.00	2,340.62	3,858.50	2,362.12
LMD No. 46 (Daily Ranch)	54,754.72	90,972.00	(36,217.28)	90,014.85	(35,260.13)
LMD No. 47 (Sycamore Place)	24,661.96	17,881.00	6,780.96	20,346.35	4,315.61
LMD No. 48 (Victoria Estates)	50,103.62	70,356.00	(20,252.38)	57,773.17	(7,669.55)
LMD No. 49 (Cameron Ranch)	10,349.95	9,478.00	871.95	7,385.09	2,964.86
LMD No. 50 (Pleasant Valley Senior Housing)	21,121.80	18,112.00	3,009.80	17,715.61	3,406.19
LMD No. 51 (Pfeiler)	49,295.86	50,002.00	(706.14)	51,087.62	(1,791.76)
LMD No. 52 (Wingfield)	28,926.05	39,803.00	(10,876.95)	27,281.73	1,644.32
LMD No. 53 (Huff Court)	6,755.06	3,664.00	3,091.06	2,755.30	3,999.76
LMD No. 54 (Meadow Crest Villas)	15,128.61	12,691.00	2,437.61	11,301.72	3,826.89
LMD No. 55 (Wingfield West)	19,640.15	22,710.00	(3,069.85)	16,285.14	3,355.01
LMD No. 56 (Cottages at Patterson)	10,305.41	4,105.00	6,200.41	4,924.51	5,380.90
LMD No. 57 (Golden State Self Storage)	11,246.63	6,526.00	4,720.63	6,072.40	5,174.23
LMD No. 58 (Westwind)	25,163.59	20,930.00	4,233.59	19,924.82	5,238.77
LMD No. 59 (Orbela)	12,967.31	5,953.00	7,014.31	7,983.49	4,983.82
LMD No. 60 (Artisan)	18,152.32	24,473.00	(6,320.68)	15,835.01	2,317.31
Waterways Assessment District	426,179.57	508,586.00	(82,406.43)	274,129.58	152,049.99

(1) NBS estimated 2015/16 budget amounts; preliminary.

(2) Per City's 2015/16 Adopted Budget.

(3) A positive amount shows an NBS increase in the annual budget for the District; a negative shows a decrease.

(4) Total 2014/15 expenses billed to each District, per the City's expenditure reports.

(5) 2014/15 Actual Expenses less Revised Budget (Preliminary); included for comparison purposes. Districts with large increases should be reviewed in further detail.

4.6. Utility Budget Annual Increase

Summary of Recommendations

- Prior to the finalization of the budgets, review of the utility budget amounts to ensure annual increase does not exceed five percent (5%).
- Further discussion will be detailed in the forthcoming Engineer's Reports review.

Thirty (30) of the Districts have utility budget inflator language included in their respective formation Engineer's Reports. The language includes a five percent (5%) cap in the amount the utility portion of the budgets can increase on an annual basis. The specific language is as follows:

Annual adjustments for electric power and water service may be greater than the CPI but shall not exceed five (5) percent of the previous year budget for electric power and water service plus administration.

The following table shows the Districts with the five percent (5%) cap on annual utility budget increases. Further discussion will be detailed in the forthcoming Engineer's Reports review.

District	Initial Year	Initial Water	Initial Electric	Total Initial Utility	2015/16 Utility Max ¹
LMD No. 31 (Rancho De La Rosa)	1998/99	\$4,100.00	\$1,000.00	\$5,100.00	\$11,689.29
LMD No. 33 (El Paso)	2000/01	2,600.00	250.00	2,850.00	5,924.95
LMD No. 34 (Sunrise Pointe & Sunset Cove)	2000/01	2,300.00	225.00	2,525.00	5,249.29
LMD No. 35 (Airport Marina Center)	2000/01	2,500.00	500.00	3,000.00	6,236.78
LMD No. 36 (Villa Santa Cruz & Villa Carmel)	2000/01	4,500.00	500.00	5,000.00	10,394.64
LMD No. 37 (Pacific Breeze)	2000/01	2,500.00	500.00	3,000.00	6,236.78
LMD No. 38 (Aldea Del Mar)	2001/02	6,500.00	600.00	7,100.00	14,057.51
LMD No. 39 (Promesa & Sueno)	2001/02	4,401.64	366.80	4,768.44	9,441.19
LMD No. 39 (DR Horton)	2001/02	1,598.36	133.20	1,731.56	3,428.37
LMD No. 40 (Cantada)	2002/03	6,500.00	600.00	7,100.00	13,388.11
LMD No. 41 (Pacific Cove)	2002/03	3,500.00	500.00	4,000.00	7,542.60
LMD No. 42 (Cantabria & Coronado)	2002/03	6,500.00	800.00	7,300.00	13,765.24
LMD No. 43 (Greenbelt)	2003/04	7,500.00	250.00	7,750.00	13,917.89
LMD No. 44 (American Pacific Homes – Channel Pointe)	2003/04	2,500.00	400.00	2,900.00	5,207.98
LMD No. 45 (Channel Pointe)	2003/04	2,000.00	500.00	2,500.00	4,489.64
LMD No. 46 (Daily Ranch)	2003/04	4,999.99	1,800.00	6,799.99	12,211.81
LMD No. 47 (Sycamore Place)	2003/04	3,000.00	3,750.00	6,750.00	12,122.03
LMD No. 48 (Victoria Estates)	2003/04	8,000.00	800.00	8,800.00	15,803.54
LMD No. 49 (Cameron Ranch)	2003/04	3,500.00	1,350.00	4,850.00	8,709.90
LMD No. 50 (Pleasant Valley Senior Housing)	2003/04	2,500.00	250.00	2,750.00	4,938.60
LMD No. 51 (Pfeiler)	2005/06	3,500.00	800.00	4,300.00	7,004.25
LMD No. 52 (Wingfield)	2005/06	4,500.00	300.00	4,800.00	7,818.69
LMD No. 53 (Huff Court)	2005/06	300.00	100.00	400.00	651.56
LMD No. 54 (Meadow Crest Villas)	2006/07	2,500.00	300.00	2,800.00	4,343.72
LMD No. 55 (Wingfield West)	2006/07	5,000.00	500.00	5,500.00	8,532.31
LMD No. 56 (Cottages at Patterson)	2006/07	1,000.00	500.00	1,500.00	2,326.99
LMD No. 57 (Golden State Self Storage)	2006/07	2,000.00	200.00	2,200.00	3,412.92
LMD No. 58 (Westwind)	2007/08	5,000.00	300.00	5,300.00	7,830.51
LMD No. 59 (Orbela)	2007/08	5,000.00	500.00	5,500.00	8,126.00
LMD No. 60 (Artisan)	2010/11	15,000.00	500.00	15,500.00	19,782.36

(1) Utility maximum amounts will be compared to projected budgets once budgets have been finalized.

5. DISTRICT FUND BALANCES

The June 30, 2015 fund balances were reviewed to determine which Districts hold surplus funds and those that were unable to cover their annual operating costs. Though the City may contribute financial resources to the Districts, it is not recommended that the City selectively support a District that is intended to be self-funding absent a general fund contribution for general benefit. Instead of financially assisting the Districts, the City must: 1) determine what portion of a District budget provides general benefit, 2) determine where Proposition 218 assessment increases may be needed, and 3) determine where a lower level of service is needed.

Each District and its most recent fund balance net of the 6/30/2015 transfer in (prepared 10/21/2015 for June 30, 2015) have been provided in the following table.

District	Fund	Transfer In ³	Fund Balance
LMD No. 1 (Summerfield)	Fund 122	\$173,701.98	(\$5,503.98) (2)
LMD No. 2 (Channel Islands)	Fund 123	1,010.68	(414.72) (2)
LMD No. 3 (River Ridge)	Fund 124	0.00	129,323.82 (2)
MAD No. 4 (Mandalay Beach/Colony/Hotel)	Fund 125	96,478.75	(20,015.65) (2)
LMD No. 7 and 8 (Northfield and Sea Gate)	Fund 127	373,455.50	(12,905.39) (2)
LMD No. 9 (Strawberry Fields)	Fund 126	219,000.16	(9,510.58) (2)
LMD No. 10 (Country Club Estates)	Fund 128	231,679.55	(10,889.74) (2)
LMD No. 11 (St. Tropez)	Fund 129	90,082.74	(4,101.55) (2)
LMD No. 12 (Standard Pacific)	Fund 131	321,430.95	(14,058.13) (2)
LMD No. 13 (Le Village)	Fund 134	210,660.58	(3,038.37) (2)
LMD No. 14 (California Cove)	Fund 132	43,152.62	(9,417.65) (2)
LMD No. 15 (Pelican Pointe)	Fund 135	105,152.83	(4,574.91) (2)
LMD No. 16 (California Lighthouse)	Fund 133	38,374.39	(7,475.59) (2)
LMD No. 17 (San Miguel)	Fund 136	105,818.50	(4,393.41) (2)
LMD No. 18 (St. Johns Medical Center)	Fund 138	31,996.95	(1,006.05) (2)
LMD No. 19 (Shopping at the Rose)	Fund 139	1,377.60	(108.95) (2)
LMD No. 20 (Volvo Median)	Fund 137	0.00	10,212.50 (2)
LMD No. 21 (Cypress Pointe)	Fund 141	1,385.59	(407.33) (2)
LMD No. 22 (McDonald's Median)	Fund 142	2,467.67	(210.30) (2)
LMD No. 23 (Greystone)	Fund 143	51,267.00	(1,304.27) (2)
LMD No. 24 (Vineyards)	Fund 144	182,795.05	(5,733.17) (2)
LMD No. 25 (Pointe)	Fund 145	260,904.36	(7,307.64) (2)
LMD No. 26 (Albertsons)	Fund 146	32,891.97	(1,569.27) (2)
LMD No. 27 (Rose Island)	Fund 147	137,286.84	(6,247.09) (2)
LMD No. 28 (Harborside)	Fund 148	0.00	335,788.94 (2)
LMD No. 29 (Mercy Charities)	Fund 149	1,234.70	(603.45) (2)
LMD No. 30 (Haas Automation)	Fund 151	0.00	263,009.53 (2)
LMD No. 31 (Rancho De La Rosa)	Fund 152	110,712.24	(26,111.07) (2)
LMD No. 32 (Oak Park)	Fund 153	0.00	149,117.67 (2)
LMD No. 33 (El Paso)	Fund 154	0.00	100,764.69 (2)
LMD No. 34 (Sunrise Pointe & Sunset Cove)	Fund 156	0.00	168,109.77 (2)
LMD No. 35 (Airport Marina Center)	Fund 155	0.00	172,052.61 (2)
LMD No. 36 (Villa Santa Cruz & Villa Carmel)	Fund 157	0.00	402,536.20 (2)
LMD No. 37 (Pacific Breeze)	Fund 158	0.00	169,608.46 (2)

District	Fund	Transfer In ³	Fund Balance
LMD No. 38 (Aldea Del Mar)	Fund 159	0.00	244,241.20 (2)
LMD No. 39 (Promesa & Sueno)	Fund 160	0.00	483,883.38 (2)
LMD No. 39 (DR Horton)	Fund 161	0.00	(15,293.49) (2)
LMD No. 40 (Cantada)	Fund 162	0.00	387,403.99 (2)
LMD No. 41 (Pacific Cove)	Fund 163	45,112.70	(37,244.06) (2)
LMD No. 42 (Cantabria & Coronado)	Fund 164	0.00	1,000,005.10 (2)
LMD No. 43 (Greenbelt)	Fund 165	0.00	311,854.49 (2)
LMD No. 44 (American Pacific Homes – Channel Pointe)	Fund 170-8001	0.00	119,392.00 (1)
LMD No. 45 (Channel Pointe)	Fund 170-8002	0.00	47,533.00 (1)
LMD No. 46 (Daily Ranch)	Fund 170-8003	0.00	558,446.00 (1)
LMD No. 47 (Sycamore Place)	Fund 170-8004	0.00	255,150.00 (1)
LMD No. 48 (Victoria Estates)	Fund 170-8005	0.00	473,007.00 (1)
LMD No. 49 (Cameron Ranch)	Fund 170-8006	0.00	68,238.00 (1)
LMD No. 50 (Pleasant Valley Senior Housing)	Fund 170-8007	0.00	27,165.00 (1)
LMD No. 51 (Pfeiler)	Fund 170-8008	0.00	508,103.00 (1)
LMD No. 52 (Wingfield)	Fund 170-8009	0.00	316,744.00 (1)
LMD No. 53 (Huff Court)	Fund 170-8010	0.00	2,303.00 (1)
LMD No. 54 (Meadow Crest Villas)	Fund 170-8012	0.00	48,872.00 (1)
LMD No. 55 (Wingfield West)	Fund 170-8013	0.00	60,540.00 (1)
LMD No. 56 (Cottages at Patterson)	Fund 170-8014	0.00	12,703.00 (1)
LMD No. 57 (Golden State Self Storage)	Fund 170-8015	0.00	44,640.00 (1)
LMD No. 58 (Westwind)	Fund 170-8016	0.00	160,623.00 (1)
LMD No. 59 (Orbela)	Fund 170-8017	0.00	78,458.00 (1)
LMD No. 60 (Artisan)	Fund 170-8018	0.00	74,264.00 (1)
Waterways Assessment District	Fund 121	0.00	545,946.32 (2)

- (1) Fund Balance as of 9/30/2015 per the City less 6/30/2015 incoming transfer (if applicable).
(2) Fund Balance as of 11/30/2015 per the City's 2016 Balance Sheet report less 6/30/2015 incoming transfer (if applicable).
(3) The transfers will be reflected in the 6/30/2015 fund balances after completion of the City's 2014/15 audit and close of the fiscal year.

5.1. Districts with Deficits

Summary of Recommendations

- Implement regular outreach efforts between the City and the property owners to inform them of the deficit spending and the potential impact this may have on the service provided.
- Accept bids from private contractors to perform all maintenance services at a reduced cost.
- Reduce service levels provided so that the revenue generated by assessments is in alignment with the cost of services provided.
- Perform Proposition 218 assessment rate increases/District replacements.

The June 30, 2015 fund balances in conjunction with the new preliminary budgets and 2015/16 levy amounts were reviewed to determine which Districts were unable to cover their annual operating costs. Currently, twenty-six (26) of the City's Districts operate with expenses that exceed the revenue capacity currently being generated by the Districts. Based upon previous interviews conducted with City staff, it is the understanding of NBS that these Districts are currently being supported by the City;

however, these Districts are not designed nor intended to be supported, but rather to be self-sufficient financing mechanisms. Any form of ongoing assistance is neither sustainable, nor a long term solution for the City due to equity issues that arise. Instead, any unrestricted City funds available to the Districts should only be used to cover any general benefit contributions.

Some options that should be considered related to the Districts that operate with deficit spending are as follows:

- Implement regular outreach efforts between the City and the property owners to inform them of the deficit spending and the potential impact this may have on the service provided.
- Accept bids from private contractors to perform all maintenance services at a reduced cost.
- Reduce service levels provided so that the revenue generated by assessments is in alignment with the cost of services provided.
- Perform Proposition 218 assessment rate increases/District replacements.

The list above is not a comprehensive list to rectifying the District deficits, but provides a general framework to begin addressing the revenue shortfalls.

The following table shows twenty-six (26) Districts with a projected annual shortfall, including the budget and 2015/16 levy amount:

District	New Total Budget ¹	2015/16 Levy	Projected Annual Deficit
LMD No. 1 (Summerfield)	\$37,577.69	\$13,006.56	(24,571.13)
LMD No. 2 (Channel Islands)	1,202.18	1,065.68	(136.50)
MAD No. 4 (Mandalay Beach/Colony/Hotel)	37,172.16	20,736.98	(16,435.18)
LMD No. 7 and 8 (Northfield and Sea Gate)	73,311.00	32,502.00	(40,809.00)
LMD No. 9 (Strawberry Fields)	51,914.17	12,615.32	(39,298.85)
LMD No. 10 (Country Club Estates)	67,973.41	24,076.08	(43,897.33)
LMD No. 11 (St. Tropez)	26,275.52	6,990.26	(19,285.26)
LMD No. 12 (Standard Pacific)	102,231.78	22,394.10	(79,837.68)
LMD No. 13 (Le Village)	93,023.34	18,044.80	(74,978.54)
LMD No. 15 (Pelican Pointe)	30,215.45	9,300.20	(20,915.25)
LMD No. 16 (California Lighthouse)	21,976.92	19,551.70	(2,425.22)
LMD No. 17 (San Miguel)	45,332.31	9,121.20	(36,211.11)
LMD No. 18 (St. Johns Medical Center)	6,163.18	5,860.92	(302.26)
LMD No. 19 (Shopping at the Rose)	2,064.24	1,000.00	(1,064.24)
LMD No. 20 (Volvo Median)	9,567.49	2,415.00	(7,152.49)
LMD No. 21 (Cypress Pointe)	1,181.80	261.52	(920.28)
LMD No. 22 (McDonald's Median)	716.25	500	(216.25)
LMD No. 23 (Greystone)	7,111.11	5,587.60	(1,523.51)
LMD No. 24 (Vineyards)	39,233.54	18,300.00	(20,933.54)
LMD No. 25 (Pointe)	54,024.09	23,798.88	(30,225.21)
LMD No. 26 (Albertsons)	10,891.04	4,000.00	(6,891.04)
LMD No. 27 (Rose Island)	42,590.22	14,131.00	(28,459.22)
LMD No. 29 (Mercy Charities)	10,287.70	1,448.22	(8,839.48)
LMD No. 50 (Pleasant Valley Senior Housing)	21,121.80	20,649.60	(472.20)
LMD No. 53 (Huff Court)	6,755.06	3,216.96	(3,538.10)
LMD No. 56 (Cottages at Patterson)	10,305.41	4,491.76	(5,813.65)

(1) NBS estimated 2015/16 budget amounts; preliminary.

5.2. Increase/Replace Assessments

To increase assessment rates or to replace an existing assessment district is a time consuming project that will require significant outreach efforts. Due to time and limited financial resources, NBS recommends the City Districts be prioritized in a manner that address the Districts with the highest cumulative deficits based on the projected annual deficit. The purpose in addressing the Districts with the highest deficits first, is to ensure the Districts which are subsidized by the City become self-sufficient and that their revenues are adequate to cover their expenses. NBS prioritized the Districts into five (5) categories of prioritization based upon the deficit amount. A summary of each priority categorization is listed below.

- Priority 1 – Districts with an annual projected deficit greater than \$40,000.
- Priority 2 – Districts with an annual projected deficit in excess of \$25,000 and up to \$40,000.
- Priority 3 – Districts with an annual projected deficit in excess of \$15,000 and up to \$25,000.
- Priority 4 – Districts with an annual projected deficit in excess of \$5,000 and up to \$15,000.
- Priority 5 – Districts with an annual projected deficit less than \$5,000.

The list below prioritizes twenty-three (23) of the twenty-six (26) Districts as candidates for an increase or replacement proceedings. Based upon our preliminary review of the Districts, the remaining thirty-three (32) Districts do not need Proposition 218 assessment rate increases at this time. All of the Districts should be reviewed annually to ensure the revenue available is sufficient to cover projected costs and expenses related to each District.

District	Projected Annual Deficit	Priority
LMD No. 12 (Standard Pacific)	(\$79,837.68)	1
LMD No. 13 (Le Village)	(74,978.54)	1
LMD No. 10 (Country Club Estates)	(43,897.33)	1
LMD No. 7 and 8 (Northfield and Sea Gate)	(40,809.00)	1
LMD No. 9 (Strawberry Fields)	(39,298.85)	2
LMD No. 17 (San Miguel)	(36,211.11)	2
LMD No. 25 (Pointe)	(30,225.21)	2
LMD No. 27 (Rose Island)	(28,459.22)	2
LMD No. 24 (Vineyards)	(20,933.54)	3
LMD No. 15 (Pelican Pointe)	(20,915.25)	3
LMD No. 11 (St. Tropez)	(19,285.26)	3
MAD No. 4 (Mandalay Beach/Colony/Hotel)	(16,435.18)	3
LMD No. 29 (Mercy Charities)	(8,839.48)	4
LMD No. 20 (Volvo Median)	(7,152.49)	4
LMD No. 26 (Albertsons)	(6,891.04)	4
LMD No. 56 (Cottages at Patterson)	(5,813.65)	4
LMD No. 53 (Huff Court)	(3,538.10)	5
LMD No. 16 (California Lighthouse)	(2,425.22)	5
LMD No. 23 (Greystone)	(1,523.51)	5
LMD No. 50 (Pleasant Valley Senior Housing)	(472.20)	5
LMD No. 18 (St. Johns Medical Center)	(302.26)	5
LMD No. 22 (McDonald's Median)	(216.25)	5

Self-Maintained Districts

The three (3) self-maintained Districts are showing both a projected annual deficit and negative fund balance. The annual deficit is due to one of the following factors: 1) utility service address within District is being billed to the City, or 2) missing parcels as shown in the Boundary Audit Report. For the two (2) Districts with utility meters being invoiced to the City, once confirmed the meter is for the maintenance and servicing of the improvements, the City should be able to change the responsible party to the HOA. Per the Boundary Audit Report, LMD No. 21 (Cypress Pointe) has additional parcels that should be levied the annual fee, once levied, this will reduce the projected deficit.

District	Projected Annual Deficit	6/30/2015 Fund Balance	Issue
LMD No. 2 (Channel Islands)	(\$136.50)	(\$1,010.68)	Per Boundary Audit Report, additional parcels should be included in the annual levy.
LMD No. 19 (Shopping at the Rose)	(1,064.24)	(1,377.60)	Edison utility service address within boundaries and invoices being sent to City
LMD No. 21 (Cypress Pointe)	(920.28)	(1,385.59)	Per Boundary Audit Report, additional parcels should be included in the annual levy

5.3. Districts with Surpluses

Summary of Recommendations

- *Establish internal/goals policies related to the Districts for approval by City Council, including discussion of how surpluses (and deficits) will be treated, the importance of creating reserve funds for each District, plans for replacement of infrastructure, and how annual levy credits and property owner refunds should be handled – in progress.*
- *Establish appropriate Reserve Fund levels for each District (to be used when funding allows). Without an improvement replacement plan, the amount of funds that should be set aside is approximately six (6) months' worth of a District's estimated expenses.*
- *Review authorized improvement list and identify any existing needs, i.e. services not being provided.*
- *If an improvement replacement plan is prepared, allow funds to accumulate as needed (or begin replacement of various improvements using existing surplus).*
- *Credit levies to reduce the annual assessments, so the assessments align with the cost of services actually provided.*
- *Property owner refunds.*
- *Continue community outreach and engage property owners prior to surplus spending, refunds or levy credits.*

Thirty-three (32) of the City's Districts are operating with annual revenue that exceeds projected expenses generated by the Districts. Based upon interviews previously conducted with the City, the City is interested in determining how these funds may best be utilized or if they will need to be refunded to property owners. Though running a surplus is better than operating with a deficit, special financing districts are intended to be managed in a manner that only collects for the monies needed to provide the authorized services and or maintenance to such public improvements. Collecting more funds than are needed annually without a specific plan of action or a public improvement replacement plan is contrary to special benefit. In addition, after review of the services and improvements authorized per District and those provided indicate some services and improvements are not being provided. The additional funding and resulting surplus may have been intended for these improvements and services not currently being provided.

Options that should be considered related to the Districts that operate with surplus collections are as follows:

- Establish internal goals/policies related to the Districts for approval by City Council, including discussion of how surpluses and deficits will be treated, the importance of creating reserve funds for each District, plans for the replacement of public infrastructure, and how annual levy credits and property owner refunds should be handled. Please refer to Section 8.8 for the draft goals and policies.
- Establish appropriate Reserve Fund levels for each District (to be used when funding allows). Without a replacement plan, the amount of funds that should be set aside is approximately six (6) months' worth of a District's estimated expenses.
- Review authorized improvement list and identify any existing needs, i.e. services not being provided.
- If an improvement replacement plan is prepared, allow funds to accumulate as needed (or begin replacement of various improvements using existing surplus).
- Credit levies to reduce the annual assessments, so the assessments align with the cost of services actually provided.
- Property owner refunds.

The list above, is not a comprehensive list to rectifying the District surpluses, but provides a general framework to begin addressing any excess funds and establishes a set of best practices for the City's Special Financing District Program.

The following shows the Districts with a projected annual surplus, and if the District has additional authorized improvements that are not currently being maintained.

District	Projected Annual Surplus	Additional Authorized Improvements	Est. Cost of Additional Improvements ¹
LMD No. 46 (Daily Ranch)	\$119,227.40	Yes	TBD
LMD No. 48 (Victoria Estates)	95,716.02	Yes	TBD
LMD No. 42 (Cantabria & Coronado)	90,981.29	Yes	TBD
LMD No. 51 (Pfeiler)	71,723.54	Yes	TBD
LMD No. 39 (Promesa & Sueno)	71,628.51	Yes	TBD
LMD No. 36 (Villa Santa Cruz & Villa Carmel)	66,708.46	Yes	TBD
Waterways Assessment District	66,027.41	No	Not Applicable
LMD No. 38 (Aldea Del Mar)	50,203.53	Yes	TBD
LMD No. 43 (Greenbelt)	49,299.09	Yes	TBD
LMD No. 58 (Westwind)	48,259.37	Yes	TBD
LMD No. 40 (Cantada)	47,554.14	Yes	TBD
LMD No. 28 (Harborside)	40,126.59	Yes	TBD
LMD No. 52 (Wingfield)	38,200.63	Yes	TBD
LMD No. 60 (Artisan)	36,531.12	Yes	TBD
LMD No. 47 (Sycamore Place)	34,754.12	Yes	TBD
LMD No. 41 (Pacific Cove)	28,964.39	Yes	TBD
LMD No. 30 (Haas Automation)	24,126.25	Yes	TBD
LMD No. 33 (El Paso)	24,075.30	Yes	TBD
LMD No. 39 (DR Horton)	23,174.05	Yes	TBD
LMD No. 3 (River Ridge)	12,947.07	No	Not Applicable
LMD No. 37 (Pacific Breeze)	12,722.84	Yes	TBD
LMD No. 14 (California Cove)	11,892.70	No	Not Applicable
LMD No. 35 (Airport Marina Center)	10,159.28	Yes	TBD
LMD No. 44 (American Pacific Homes - Channel Pointe)	9,468.13	Yes	TBD
LMD No. 32 (Oak Park)	7,982.32	Yes	TBD
LMD No. 55 (Wingfield West)	7,112.35	Yes	TBD

District	Projected Annual Surplus	Additional Authorized Improvements	Est. Cost of Additional Improvements ¹
LMD No. 49 (Cameron Ranch)	6,603.17	Yes	TBD
LMD No. 34 (Sunrise Pointe & Sunset Cove)	6,171.64	Yes	TBD
LMD No. 59 (Orbela)	5,775.19	Yes	TBD
LMD No. 54 (Meadow Crest Villas)	4,875.39	Yes	TBD
LMD No. 31 (Rancho De La Rosa)	4,256.60	Yes	TBD
LMD No. 45 (Channel Pointe)	474.80	Yes	TBD
LMD No. 57 (Golden State Self Storage)	171.25	Yes	TBD

(1) TBD – To Be Determined; City to provide estimated annual costs to maintain additional authorized improvements.

The options listed for consideration above for both Districts with deficits and surpluses should be considered both individually and collectively because a number of the items recommended are tools to help the City manage its Special Financing District Program and demonstrate fiscal responsibility regardless of whether a District is in the red or the black. Before any Proposition 218 increases, surplus spending, property owner refunds, or levy credits occur, NBS recommends that the City continues to engage the property owners within each District and take into account their feedback.

6. SUMMARY OF RECOMMENDATIONS

Below is a list of all the recommendations discussed in this report. Each recommendation has been listed based upon the order it was presented in this report, the section in which it was referenced, and category for which it has been assigned in the Prioritization and Proposed Timeline shown in Section 7.

Description	Section of Report	Prioritization and Timeline Category
Begin Maintenance of Additional Authorized Improvements	Section 3.3	Improvements and Services Follow-Up
Accept Bids From Private Contractors for all Districts	Section 3.4	Improvements and Services Follow-Up
Establish Service Levels and Baseline Services for Districts	Section 3.5	Establish Service Levels
Implement Procedures to Verify Contractor Maintenance Activities	Section 4.2	Improvements and Services Follow-Up
Require all Parties Performing Maintenance Activities to use REGIS	Section 4.2	Improvements and Services Follow-Up
Review Utility Service Addresses and District Assignments	Section 4.2 and Section 4.3	Improvements and Services Follow-Up
Determine Costs to Provide Maintenance for Improvements Authorized but not Currently Being Maintained	Section 4.4	District Budget Follow-Up
Complete Cost Allocation Study and Implement Budget Allocations	Section 4.4	District Budget Follow-Up
Review Utility Budget for 5% Annual Increase Cap	Section 4.6	District Budget Follow-Up
Determine Lower Levels of Service Needed	Section 5.1	Establish Service Levels
Determine Proposition 218 Assessment Increases Needed	Section 5.1 and Section 5.2	Increase/Replace Assessments

Description	Section of Report	Prioritization and Timeline Category
LMD Internal Goals and Policies	Section 5.3	LMD Internal Goals and Policies
Establish Reserve Funds	Section 5.3	District Budget Follow-Up and LMD Internal Goals and Policies
Prepare Replacement Plan	Section 5.3	Improvement and Services Follow-Up, LMD Internal Goals and Policies and District Budget Follow-Up
Credit Levies, Reduce Annual Assessment or Provide Property Owner Refunds from Surplus Funds	Section 5.3	LMD Internal Goals and Policies and District Budget Follow-Up

7. PRIORITIZATION AND PROPOSED TIMELINE

Below is a general list of the recommendations discussed in this report. Each recommendation listed has been prioritized and assigned a proposed timeline to complete each task. The proposed timeline and order of priority is subject to change by City staff and Council.

Category	Proposed Timeline
Establish LMD Internal Goals and Policies and Landscape Maintenance Service Levels	Complete
Improvement and Services Follow-Up	March 2016
District Budget Follow-Up	March 2016
Engineer's Report Review/Update	April 2016
Increase/Replace Assessments	beginning July 2016

All recommendations listed above should be implemented for all of the City's Districts prior to preparing and submitting the Fiscal Year 2016/17 assessment rolls with the exception of the Increase/Replace Assessments.

8. APPENDIX

The following pages provide each appendix item previously referenced within this report.

8.1. District Locations

Listed below are the City's Maintenance Assessment Districts, along with their respective general locations and boundaries, based on maps prepared by the City's GIS Department and as confirmed and modified by the boundary audit.

District	General Location
LMD No. 1 (Summerfield)	The district generally consists of property north of Doris Avenue, east of North Patterson Road, along and south of Lilac Walkway, and west of Joliet Place.
LMD No. 2 (Channel Islands)	The district generally consists of property north of S. Oxnard Boulevard, east of the railroad tracks, south of E. Wooley Road, and west of S. Rose Avenue.
LMD No. 3 (River Ridge)	The district generally consists of property north of W. Gonzales Road, east of N. Patterson Road, south of W. Vineyard Avenue, and west of Rhonda Street.
MAD No. 4 (Mandalay Beach/Colony/Hotel)	The district generally consists of property north of Starfish Drive, east of the coast line, south of Falkirk Avenue, and west of S. Harbor Boulevard.
LMD No. 5 (Maulhardt) ¹	The district boundaries are unknown at this time.
LMD No. 6 (Continental Heritage) ¹	The district boundaries are unknown at this time.
LMD No. 7 and 8 (Northfield and Sea Gate)	The district generally consists of property north of E. Fifth Street, east of S. Rose Avenue, south of Camino Del Sol and Santa Lucia Avenue, and west of N. Rice Avenue.
LMD No. 9 (Strawberry Fields)	The district generally consists of property north of Doris Avenue, along and east of Coronado Place, along and south of Oneida Place, and west of Ventura Road.
LMD No. 10 (Country Club Estates)	The district generally consists of property north of Carmen Way, along and east of River Ridge Road, south of W. Vineyard Avenue, and west of Ventura Road.
LMD No. 11 (St. Tropez)	The district generally consists of property along and north of Rosebud Drive, east of N. H Street, south of Violet Way, and along and west of Grapevine Drive.
LMD No. 12 (Standard Pacific)	The district generally consists of property along and north of Moraine Way, east of N. Patterson Road, south of W. Gonzales Road, and west of Joliet Place.
LMD No. 13 (Le Village)	The district generally consists of property north of W. Vineyard Avenue, east of N. Ventura Road, south of Stone Creek Drive, and along and west of Larkhaven Lane.
LMD No. 14 (California Cove)	The district generally consists of property north of Stone Creek Drive and along Upper Bay Drive, east and south of N. Ventura Road, and along and west of Honeysuckle Drive.
LMD No. 15 (Pelican Pointe)	The district generally consists of property along and north of Nantucket Parkway, east of Victoria Avenue, along and south of Monte Carlo Drive, and west of Rosewater Place.
LMD No. 16 (California Lighthouse)	The district generally consists of property north of Ninth Street, east of S. Ventura Road, south of W. Seventh Street, and west of Kingfisher Way.
LMD No. 17 (San Miguel)	The district generally consists of property north and west of Colonia Road, along and east of Madrina Place, south of Camino Del Sol.
LMD No. 18 (St. Johns Medical Center)	The district generally consists of property north of Socorro Way, east of N. Rose Avenue, south of E Gonzales Road, and west of Williams Drive.

District	General Location
LMD No. 19 (Shopping at the Rose)	The district generally consists of property north of E. Gonzales Road, east of Almanor Street, south of the 101 Freeway, and west of N. Rose Avenue.
LMD No. 20 (Volvo Median)	The district generally consists of property south of W. Hueneme Road, east of the railroad tracks and west of Edison Drive.
LMD No. 21 (Cypress Pointe)	The district generally consists of property north of W. Vineyard Avenue, east of N. Patterson Road, along and south of Arcadian Shores Trail, and along and west of Pebble Beach Trail; bound by the River Ridge Golf Course
LMD No. 22 (McDonald's Median)	The district generally consists of property along and east of S. Ventura Road, north of W. Fifth Street, and south of Little Farms Road.
LMD No. 23 (Greystone)	The district generally consists of property along and north of Quail Run Way, east of Kentia Street, along and south of Timber Creek Trail, and west of N. H Street.
LMD No. 24 (Vineyards)	The district generally consists of property north of W. Vineyard Avenue, east of Kentia Street, south of Rosebud Drive, and west of N. H Street.
LMD No. 25 (Pointe)	The district generally consists of property along and north of New Haven Place, east of S. Patterson Road, south of W. Fifth Street, and west of Saratoga Street.
LMD No. 26 (Albertsons)	The district generally consists of property north of West Fifth Street, east of S. Ventura Road, south of West Second Street, and west of S. K Street.
LMD No. 27 (Rose Island)	The district generally consists of property north of Raiders Way, east of Dallas Drive, south of Channel Islands Boulevard, and west of Cota Drive.
LMD No. 28 (Harborside)	The district generally consists of property north of E. Gonzales Road, east of N. Oxnard Boulevard, along and south of Hermosa Way, and west of Indiana Drive.
LMD No. 29 (Mercy Charities)	The district generally consists of property north of Seventh Street, east of Hobson Way, south of Fifth Street, and west of alley.
LMD No. 30 (Haas Automation)	The district generally consists of property north of E. Fifth Street, east of S. Rice Avenue, south of Sturgis Road, and west of S. Del Norte Boulevard.
LMD No. 31 (Rancho De La Rosa)	The district generally consists of property north of Camino Del Sol, east of N. Juanita Avenue, south of Camino De La Luna, and west of N. Rose Avenue.
LMD No. 32 (Oak Park)	The district generally consists of property north of E. Gonzales Road, east of Entrada Drive, south of Caliente Way, and west of Indiana Drive.
LMD No. 33 (El Paso)	The district generally consists of property north of Camino Del Sol, east of Kohala Street, south of Jacinto Drive, and west of Paseo Ortega.
LMD No. 34 (Sunrise Pointe & Sunset Cove)	The district generally consists of property north of Camino Del Sol, along and east of Festivo Street, south of Jacinto Drive, and west of Kohala Road and property north of Jacinto Drive, east of Kohala Road, along and east of Ocaso Place and along and west of Paseo Ortega.
LMD No. 35 (Airport Marina Center)	The district generally consists of property along and north of Fifth Street, south of Oxnard Airport and east of S. Victoria Avenue, and west of S. Patterson Road.
LMD No. 36 (Villa Santa Cruz & Villa Carmel)	The district generally consists of property north of Camino De La Luna and Katrina Way, east of N. Juanita Avenue, south of Cesar Chavez Drive, and west of N. Rose Avenue.
LMD No. 37 (Pacific Breeze)	The district generally consists of property along and north of Mainsail Lane, east of Rialto Street, south of West Seventh Street, and west of S. Ventura Road.

District	General Location
LMD No. 38 (Aldea Del Mar)	The district generally consists of property north of Martin Luther King Jr. Drive, along and east of Limonero Place and Vacquero Circle, south of E. Gonzales Road, and west of Sonata Drive.
LMD No. 39 (Promesa & Sueno)	The district generally consists of property north of Morado Place, east of N. Oxnard Boulevard, south of Martin Luther King Jr. Drive and Ocotlan Way, and west of N. Juanita Avenue.
LMD No. 40 (Cantada)	The district generally consists of property north of Cesar Chavez Drive, east of N. Rose Avenue, south of Socorro Way, and west of Williams Drive.
LMD No. 41 (Pacific Cove)	The district generally consists of property north of E. Hueneme Road, east of Saviers Road, south of E. Clara Street, and along and west of Dunbar Drive.
LMD No. 42 (Cantabria & Coronado)	The district generally consists of property north of Cesar Chavez Drive, east of Sonata Drive and Teresa Street, south of E. Gonzales Road, and west of N. Rose Avenue.
LMD No. 43 (Greenbelt)	The district generally consists of property north of Cesar Chavez Drive, east of Williams Drive, south of Wankel Way, and west of Graves Avenue.
LMD No. 44 (American Pacific Homes – Channel Pointe)	The district generally consists of property north of E. Channel Islands Boulevard, east of Dallas Drive, along and south of Norton Street, and west of S. Rose Avenue.
LMD No. 45 (Channel Pointe)	The district generally consists of property north of E. Channel Islands Boulevard, east of S. Rose Avenue, south and west of S. Oxnard Boulevard.
LMD No. 46 (Daily Ranch)	The district generally consists of property north of Camino Del Sol, east of Oxnard Boulevard, south of Morado Place, and west of Robert J. Frank Intermediate School.
LMD No. 47 (Sycamore Place)	The district generally consists of property north of E. Gonzales Road, east of Indiana Drive, south of Caliente Way, and west of Snow Avenue.
LMD No. 48 (Victoria Estates)	The district generally consists of property north of W. Gonzales Road, east of N. Victoria Avenue, south of River Ridge Golf Course, and west of N. Patterson Road.
LMD No. 49 (Cameron Ranch)	The district generally consists of property north of Milagro Place, east of Gibraltar Street, along and south of Ocaso Place, and west of Kohala Street.
LMD No. 50 (Pleasant Valley Senior Housing)	The district generally consists of property north of E. Pleasant Valley Road, east of Lemon Avenue, south and west of Butler Road.
LMD No. 51 (Pfeiler)	The district generally consists of property north of Cesar Chavez Drive, along and east of Fuente Drive, south of Martin Luther King Jr. Drive, and west of Pinata Drive.
LMD No. 52 (Wingfield)	The district generally consists of property along and north of Naples Road, along and east of Northport Lane, south of Dunkirk Drive, and west of S. Patterson Road.
LMD No. 53 (Huff Court)	The district generally consists of property north of Penny Way, east of Patricia Street, south of Firethorne Place, and west of Gina Drive.
LMD No. 54 (Meadow Crest Villas)	The district generally consists of property north of W. Robert Avenue, south and east of N. A Street, and west of N. Oxnard Boulevard.
LMD No. 55 (Wingfield West)	The district generally consists of property along and north of Dunkirk Road, east of Jolly Roger Way, south of W. Fifth Street, and west of Northport Lane.
LMD No. 56 (Cottages at Patterson)	The district generally consists of property north and west of the railroad tracks, south of Vessel Way, and east of S. Patterson Road.
LMD No. 57 (Golden State Self Storage)	The district generally consists of property east of Los Olivos along Auto Center Drive, and west of Rice Avenue.

District	General Location
LMD No. 58 (Westwind)	The district generally consists of property north of E. Clara Street, east of Columbus Place, south of Spruce Drive and Howell Road, and west of Cypress Road.
LMD No. 59 (Orbela)	The district generally consists of property north of Monte Carlo Drive, east of S. Victoria Avenue, south and west of Jolly Roger Way.
LMD No. 60 (Artisan)	The district generally consists of property north of Wankel Way, east of Williams Drive, south of Gonzales Road, and west of N. Lombard Street.
Waterways Assessment District (Mandalay Bay)	The district generally consists of property north of Channel Islands Boulevard, east of Harbor Boulevard, south of Emerald Isle, and west of Victoria Avenue.

- (1) In reviewing City provided documents, NBS located resolutions indicating that LMD No. 5 and 6 may exist, but there is no indication that assessments have been levied.

8.2. Maintenance Contracts Exhibit

CONTACT PERSONNEL

Please refer requests for clarification of technical requirements to:

Sergio Cervantes, Parks Maintenance Supervisor
City of Oxnard
General Services/Landscape Maintenance District
1060 Pacific Avenue, Bldg. 3
Oxnard, California 93030
(805) 385-7950

**SPECIFICATIONS FOR CONTRACT LANDSCAPE MAINTENANCE
FOR LANDSCAPE ASSESSMENT DISTRICTS**

I. GENERAL CONDITIONS

A. Scope of Work:

Contractor shall furnish all horticultural materials, supervision, labor, equipment and transportation required to maintain the landscape areas in an attractive condition throughout the contract period, as specified herein.

B. Workforce:

Contractor shall designate a qualified representative with experience in landscape maintenance. The workforce is to be personally presentable at all times. All employees shall be competent and qualified, and shall be U.S. citizens or legal residents. Contractor shall provide as necessary a translator in the event the City's ability to communicate with the contractor's field representatives is impeded.

Contractor must pay the current Living Wage per City's Living Wage Policy adopted by the City Council on July 9, 2002, and must submit certified payroll to the City to ensure compliance periodically or as requested.

C. Materials:

All materials shall conform to bid specifications. Contractor will meet all agricultural licensing and reporting requirements.

D. Licenses and Permits:

Contractor shall maintain a State Landscape Contractor's license (C-27). Contractor shall comply with City business license and all other license and permit requirements of the City, State and Federal governments, as well as all other requirements of law.

E. Taxes:

Contractor agrees to pay all applicable taxes, including sales tax on material supplied where applicable.

F. Notice of Defect:

City shall give Contractor 48 hours to correct any problem or defect discovered in the performance of work required under this contract. If contractor fails to make necessary corrections, the City will have it replaced at the contractor's expense.

G. Interference:

Contractor agrees to conduct the work required in such a manner as to cause the least amount of interference to the public.

H. Work Schedules:

All work schedules of the contractor shall conform to all applicable City Ordinances and shall be implemented in a manner to provide the desired level of service. All work schedules shall be approved in advance by the General Services Superintendent or his representative and may be modified at any time by him. The contractor shall plan and conduct the work in a manner that will safeguard all persons from injury and shall take precautions required by all applicable governmental regulations.

I. Repair and Replacement:

The contractor shall be fully responsible for any and all damage done to City and private property that resulted from the contractor's operations or negligence. This shall include the following but not limited to: repairs or replacements of structures and other improvements; and the repair, removal and replacement, at contractor's expense, of shrubs, trees, vines, turf grass and groundcover including landscape items that are lost or damaged due to negligence in pest and disease control practices, improper watering, fertilizing, herbicide damage, or lack of proper maintenance and operations. All plant replacements shall be in kind and size.

II. **SPECIAL CONDITIONS**

A. Litter/Debris Control:

All areas of maintenance responsibility, including paved parking which is not "on-street parking" (that is, street parking in front of a residence), shall be kept free of all trimmings, grass cuttings, dirt/mud, and litter (broken glass or other such debris). All trimmings, litter and debris shall be removed and disposed of off-site at the contractor's expense. Litter/debris pick up and removal shall be done on a daily basis or as needed and shall include sidewalks adjacent to areas of responsibility. Curb/gutter areas are to be swept/vacuumed at least once per week.

B. Irrigation:

Irrigation shall be performed as required to maintain proper plant growth in all areas. This shall include manual watering by use of hose bibs and quick couplers, in addition to, in conjunction with, or in the absence of automatic irrigation systems. Watering shall be accomplished at times of the day or night to ensure the health of all plants, and so that the inconvenience to people using the area will be kept at a minimum. Automatic irrigation shall normally take place at night or early morning hours. Any water runoff or overflow onto roadway, sidewalk and hard surface areas shall be kept at an absolute minimum so as not to cause any pedestrian and/or vehicular liabilities. An irrigation schedule of all areas shall be submitted to and approved in advance by the General Services Superintendent or his representative quarterly in January, April, July and October. The City reserves the right to require contractor to change the watering schedule as necessary.

Irrigation water shall be carefully applied and in quantities required by the different plant species, time of the year, and other basic environmental factors. The effect of the watering program shall be checked weekly by the contractor.

The contractor shall be responsible for the maintenance and/or replacement of all irrigation systems and appurtenances. The systems must include: backflow prevention devices, electrical and battery-operated irrigation controllers, remote control valves, all valve boxes, gate valves, quick coupling valves, main lines, control wiring, lateral lines, all fitting and riser assemblies, hose bibs, sprinkler heads, and vandal-proof enclosures. Replacement of any irrigation items shall be with the same manufacturer and in accordance with the manufacturer's installation recommendations unless otherwise approved by the General Services Superintendent or his representative. All other irrigation replacement shall be subject to approval by the General Services Superintendent or his representative. All irrigation equipment shall be maintained in good working condition and shall function properly at all times. Contractor shall regularly inspect irrigation systems with no time interval between inspections exceeding seven calendar days. All supplies, equipment and parts shall be provided at the contractor's expense. All irrigation controllers shall be turned off during periods of rain by the contractor and to be turned back on and reprogrammed at the end of a rainy period.

C. Fertilization:

All turf grass shall be fertilized by the contractor six times a year (i.e., July, September, November, January, March, May) or a schedule to be approved by the General Services Superintendent or his representative. All shrubbery and groundcover shall be fertilized three times a year (i.e., October, March and June). Fertilizer shall be delivered to the site in the original unopened container, bearing the manufacturer's guaranteed analysis. Any fertilizer that becomes caked or damaged, making it unsuitable for use, will not be accepted. Immediately following application at each site, the fertilizer shall be thoroughly watered into

the soil. The General Services Superintendent or his representative shall be notified with a written schedule one week prior to the date of the application by the contractor. Such notification will be subject to approval by the General Services Superintendent or his representative.

The turf grass fertilizer shall be a complete commercial fertilizer, Best Turf Supreme 16-6-8 with micronutrients or approved equal, evenly broadcast at the rate of three (3) pounds per thousand square feet per application. The shrub/groundcover fertilizer shall be an organic type fertilizer, Gro Power Plus 5-3-1 or approved equal, evenly broadcast at the rate of ten (10) pounds per thousand square feet. Any deviation from this schedule requires the written approval of the General Services Superintendent or his representative. Contractor may be required to deviate from this schedule upon written notification by General Services Superintendent or his representative.

All palm trees shall be fertilized using a combination of blood meal and Agriform (slow release) tablets as needed, by installing eight holes around the palm trees, 2 inches in diameter by 12 inches deep shall be uniformly located around the base of the palm trees, filled with blood meal, then completely watered in. Once per year in April, six holes which are 3 inches in diameter by 18 inches deep shall be uniformly located around base of palm tree, one Agriform tablet placed inside, then completely watered in.

D. Soil Aerification:

The contractor shall be responsible for soil aerification for all turf grass area two times per year, on October and May. Aerification shall be done with a power-driven aerifier using ½-inch coring line. The General Services Superintendent or his representative shall be notified with a written schedule one week prior to the date of aerification commencement.

E. Thatch Removal:

The contractor shall be responsible for the removal of thatch buildup in the sod layer one time per year, in October. Thatch removal shall be performed with a power-driver Verti-cutting machine. All grass clippings associated with this process shall be removed from the site and disposed of at the contractor's expense. The October thatch removal shall precede the October aerification process. This verticutting shall be performed on all turf areas.

F. Pesticide Application:

The contractor shall be responsible for the control and elimination of weeds, insects, rodents, diseases and any other pests affecting all plant material. The contractor shall possess all permits, licenses and certificates required by the State of California Department of Food and Agriculture, prior to the application of any pesticide. Any pesticide used shall be listed on the State of California Department of Food and Agriculture's approved list. All pesticide use reports shall be submitted to the Ventura County Agriculture Commissioner. Contractor will be

responsible for obtaining the State-required written recommendations provided by a state-certified Pest Control Advisor. Recommendations need to be procured prior to application of materials. Restricted materials, if used, shall be used and possessed only in accordance with a permit issued by the Ventura County Agricultural Commissioner. In addition, all pesticides used must have the written approval of the General Services Superintendent or his representative prior to application. The contractor shall notify the General Services Superintendent or his representative three days prior to application of pesticides. Upon completion of the application, the contractor shall submit to the General Services Superintendent or his representative a copy of all pesticide use reports. Contractor shall provide name and license number of personnel spraying chemicals. Contractor to ensure proper signage is installed prior to pesticide application per City, County and Federal standards.

G. Kikuyu Abatement Program:

A Kikuyu Abatement Program shall be established by the contractor in accordance with guidelines set forth by the U.C.R. Coop Extension Program. Contact Jim Downer, telephone no. 645-1458.

H. Weed Control:

All turf grass areas shall be kept weed-free at all times and treated for broadleaf weed control as needed, a minimum of twice a year in the fall and spring and with a product to be approved by the General Services Superintendent or his representative. All shrub bed and groundcover areas shall be kept in an aesthetically pleasing condition and free of weeds either manually or with chemicals as approved by the General Services Superintendent or his representative.

All curbs/gutters, paved walkways, stamped concrete, and joints adjacent to landscaped areas, fence lines, light standard bases, tree wells, buildings and structures, shall be free of all weeds. Herbicides may be used for weed control upon prior approval of the General Services Superintendent or his representative.

I. Vertebrate Control:

Gophers problem is to be addressed daily until the problem is resolved. Written notification of the type of pesticide to be used and frequency of application must be submitted to the General Services Superintendent for approval. All other vertebrate pest problems shall be handled on a case by case basis.

J. Pruning and Edging of Shrubs and Groundcovers:

The contractor shall be responsible for the pruning of all shrubs and groundcover. Shrubs shall be pruned as needed for natural shape, pest control, and safe flow of traffic to the satisfaction of the General Services Superintendent or his representative. Pruning shall be done according to the natural growth of each individual plant to maintain proper plant health by cutting out dead, diseased or

injured wood and to control growth when an unshapely shrub might result. All plant growth shall be prevented from entering onto walkways, roadways, hard surface areas, and along fences and walls. Faded or dead flower heads or their stalks and plant leaves shall be removed on a weekly basis. This is of particular concern for such plant types as Agapanthus, Limonium, Morea and Hemerocallis. Removal shall be done in a manner so as not to damage remaining or new flower buds from coming into bloom. Edging shall not be done by chemical methods, unless a growth retardant is approved by the General Services Superintendent or his representative. Vines on walls shall be maintained at a height even with the top of the wall and at a depth no greater than 4" from wall.

K. Mowing and Edging of Turf:

The contractor shall be responsible for mowing and edging all turf grass. The turf grass shall be mowed to maintain a height of no more than 2 inches or less than one inch. Site specific mowing height shall be designated by a Park representative. Mowing shall occur once a week. All turf grass shall be edged along sidewalks, paved and hard surface areas as necessary to prevent overgrowth. Edging shall not be done by chemical methods, unless an approved growth retardant is authorized by the General Services Superintendent or his representative. The contractor shall pick up and dispose of grass clippings after each mowing operation; or a mulching deck may be utilized upon approval by General Services Superintendent or his representative.

L. Tree Maintenance:

The contractor or his representative shall possess a valid Arborist Certification issued by the International Society of Arboriculture. This arborist must oversee all pruning work including root pruning and certify all work meets contract requirements. All pruning work shall conform to the current 2006 ANSI A300 standards in conjunction with International Society of Arboriculture Publication "Tree Pruning Guidelines". Pruning, shaping and structuring of trees shall be done once every year as needed, and root pruning as needed.

However, coral trees (*Erythrina caffra*) shall be pruned as needed to remove cross branching and to provide shape and proper branch structuring. Any removal of trees must first be approved by the General Services Superintendent or his representative. No topping of trees will be allowed. Tree pruning shall be done to prevent encroachment of walkways, streets and to preclude obstruction of signs. Pruning to be scheduled annually in the spring as needed. Water sprout growth on trunk and in main crotch and sucker growth shall be removed throughout the year. A 4" ring of bare soil or mulch will be maintained around each tree to prevent string trimmer/mower damage and competition from turf/groundcover roots.

The contractor shall provide proper watering of all trees, whether done by automated irrigation systems or manually with the use of hoses. Trees shall be maintained in an upright manner and shall be staked as necessary to maintain this position per Plate 836. The contractor shall follow the attached tree staking detail

(Attachment 1). The contractor shall remove or loosen any and all tree stakes and/or ties before damage to the trunk is caused by girdling. The contractor shall take all precautions necessary to prevent damage to trees by any device used to accomplish the terms of the contract.

Street trees are to be maintained with a 3' basin covered with 3"-5" of mulch. Mulch shall not contact the base of the tree.

Dead or dying palm fronds shall be removed and disposed of as needed. Dying palm fronds shall be pruned in a manner that the remaining cut frond stub is cut as closed to the trunk of the palm as possible without cutting into the trunk. All pruning cuts shall adhere to ANSI A300 standards and ISA tree pruning guidelines.

The contractor shall be responsible for all current and future trees planted.

M. Restrooms, Playgrounds and Exercise Stations:

If applicable to the district: Contractor must supply all labor to maintain restrooms, play structures and exercise stations on a daily basis.

The restrooms must be inspected and maintained. The play structures and exercise stations must be inspected daily to ensure its good and safe operating condition. Any corrective action must be brought up to the City's attention in a timely manner. The contractor shall also submit daily inspection logs periodically.

N. Benches, Picnic Tables, Trash Receptacles, Etc.:

Contractor must maintain all benches, picnic tables and trash receptacles on a daily basis to keep them in good appearance and operating condition. The trash receptacles must be emptied twice a week or as needed.

O. Landscape Replacement:

Landscape areas which fail to perform well and which are not the result of the contractor or his maintenance/horticultural practices shall be replanted. These areas shall be identified on a semi-annual basis (twice per year) and submitted in writing to the General Services Superintendent or his representative for review and authorization for replanting. When authorized by the General Services Superintendent or his representative, the work shall be performed by the contractor who then shall be compensated by the City on a time and material basis.

P. Electrical System Lighting:

The contractor shall be responsible for the electrical lighting and shall take corrective action whenever damage or failure occurs to any lighting fixtures, luminaire, ballast, or bulb located on the premises of the work site. Contractor

must keep a clean appearance on all light fixtures including touch up paint on a weekly basis. Corrective action shall include but not be limited to graffiti removal, or replacing damaged or worn elements. All lights and timers shall be inspected on a weekly basis, and no interval between inspections shall exceed seven days. After notification of a problem, corrective action shall take place within 24 hours of notification.

Q. Vandalism, Theft and Graffiti:

The City will be responsible for electrical materials; the contractor shall include all labor costs for repairs within this contract. Such items for repair, removal, replacement or other corrective measures resulting from vandalism and theft, and graffiti include but are not be limited to: shrubs, trees, vines, turf, groundcovers, all walls and signs, backflow devices, irrigation controllers, remote control valves, valve boxes, gate valves, quick coupling valves, main lines, control wiring, lateral lines, fittings, risers, hose bibs, sprinkler heads, enclosures, etc.

The contractor shall be responsible for all labor repair within 48 hours to remove, replace or otherwise correct items affected by vandalism and theft. The contractor shall be responsible to provide all labor and material to remove graffiti within 24 hours of notification.

R. Weather Damage:

The contractor shall correct and repair all weather damage incurred through out the year by trees, shrubs, mud on sidewalks/gutters/etc.

S. Water and Electrical Costs:

The City shall be responsible for paying all water and electrical costs at the site. However, contractor shall make every effort to conserve these resources and must ensure that during the rainy season, all irrigation systems are turned off and turned back on per direction of the City.

T. Inspections:

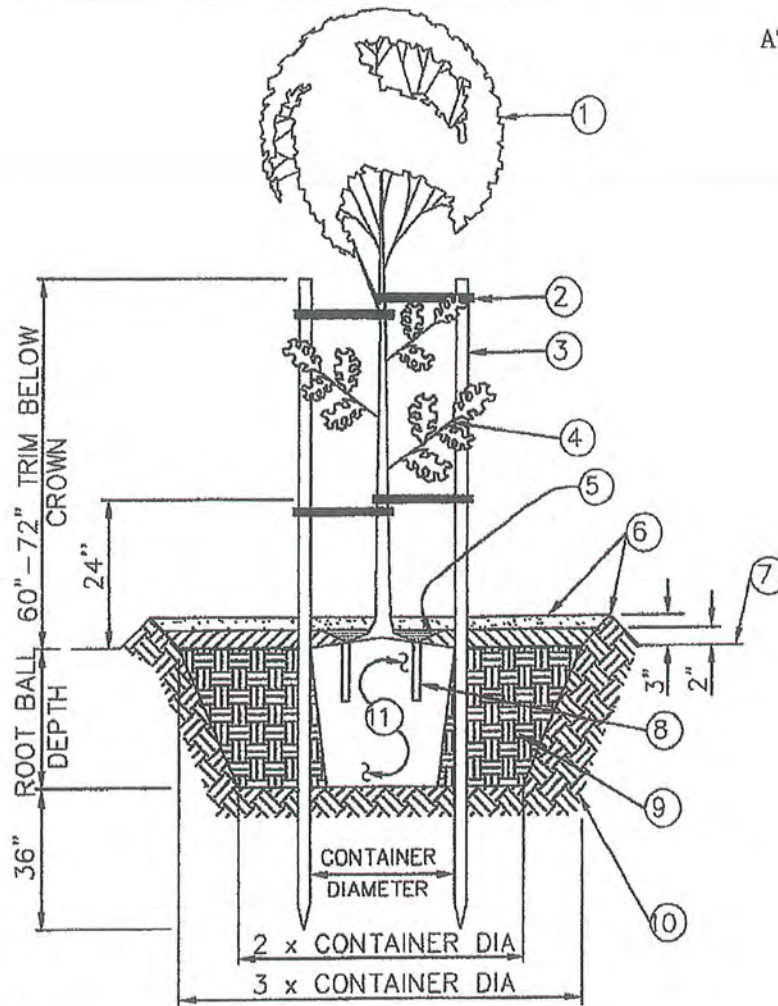
Contractor or representative shall be available to perform regular inspections of the Assessment District with the General Service Superintendent or his representative. Inspections shall occur once per month at an agreed upon time.

U. Response and Inquiries:

The contractor shall be required to respond (within 30 minutes) to any inquiries, telephone calls, and emergency situations emanating from City staff. The contractor shall have the ability to be contacted by phone, paging service or portable phone, from his office whenever such situations occur on a 24-hour basis seven days a week. Contractor shall have sufficient staff available to respond to emergencies such as emergency tree work, water main break and irrigation failure.

V. Warranties:

Contractor shall warranty all replacement trees, equipment and replacement irrigation items for a period of one year from date of installation and all replacement shrubs and groundcovers for a period of 120 days from date of installation.



- ① TREE CROWN
- ② BLACK RUBBER CINCH TIE PULL TAUT, 4-REQUIRED
- ③ 2" DIA TREATED LODGE POLE PINE TREE STAKE, DRIVE INTO UNDISURBED SOIL, TRIM TOPS OF STAKES AS RQUIRED
- ④ LOWER SCAFFOLD BRANCHES
- ⑤ 2" MULCH LAYER
- ⑥ 3" BERM
- ⑦ FINISH GRADE
- ⑧
- ⑨ PLANTING BACKFILL WITH 12-21 GRAM "BEST" TABS PER 36" BOX TREE
/or equal
per manuf. req.
- ⑩ UNDISTURBED SOIL
- ⑪ ROOT BALL

NOTES:

- 1. REMOVE NURSERY STAKES AT TIME OF PLANTING.
- 2. ROUGHEN SIDES OF PLANT PIT.
- 3. BERM NOT REQUIRED IN EXISTING TURF AREAS.

**TREE PLANTING (STAKING)**

DRAWN: A. ROQUE CKD.: D. BUNGERT

Department of Public Works

APPR. L. Balderrama, PE, City Engineer

STANDARD PLAN

PLATE 836

SHEET 1 OF 1

February 18, 2015

**ADDENDUM TO SPECIFICATIONS FOR CONTRACT LANDSCAPE
MAINTENANCE FOR LANDSCAPE ASSESSMENT DISTRICTS (LMD)**

1. Tree trimming must be completed section at a time as needed.
Tipuana tipu trees are to be trimmed no later than the second week of June as needed. Inspections for pests are to be done on a bi-weekly basis. At first sign of pest, tree should be treated for pest immediately.
2. Contractor to provide lane closures and traffic controls as needed.
3. Contractor must maintain fence and/or walls in good condition and report any deficiencies and make repairs as needed.
4. Areas to be maintained by Contractor are the areas defined in the map and not to include the residential street trees for watering or the residential parkway for maintenance.
5. End of the month's report must be submitted to City representative on the 10th of the each month. The report must state the work that was done, the location and the date. All pesticides use and daily playground inspections must also be listed.
6. The phone number for two different contacts must be provided in case one cannot be reached.
7. Any emergency calls must be responded to within 30 minutes, if not a City employee will respond at contractor's expense.
8. Shopping carts must be removed from LMD neighborhood.

8.3. Draft - Bid Package Exhibit

The following is a draft of an additional exhibit to be included in the scope of services for future bid requests for maintenance services/activities (subject to City's input, review and approval).

EXHIBIT TO SCOPE OF SERVICES FOR PRIVATE PARTY CONTRACTORS

The following details the District's that should be grouped together based on proximity to other Districts and types of improvements, description of the various improvements to be maintained within each District, and a description and maps showing the location of the Districts

DISTRICT GROUPS FOR BID

The districts are broken into groups based on location and similar improvements. **Please note, the contractor will be required to break the costs out by district within each group.** The groups are as follows:

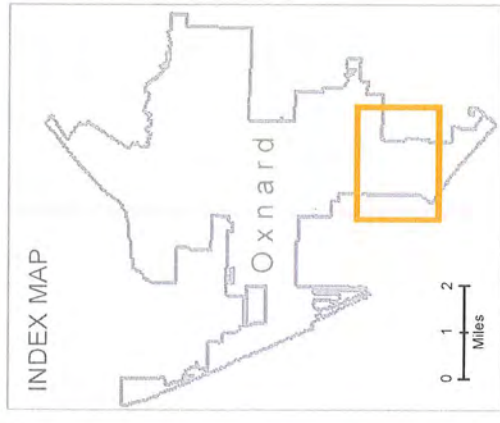
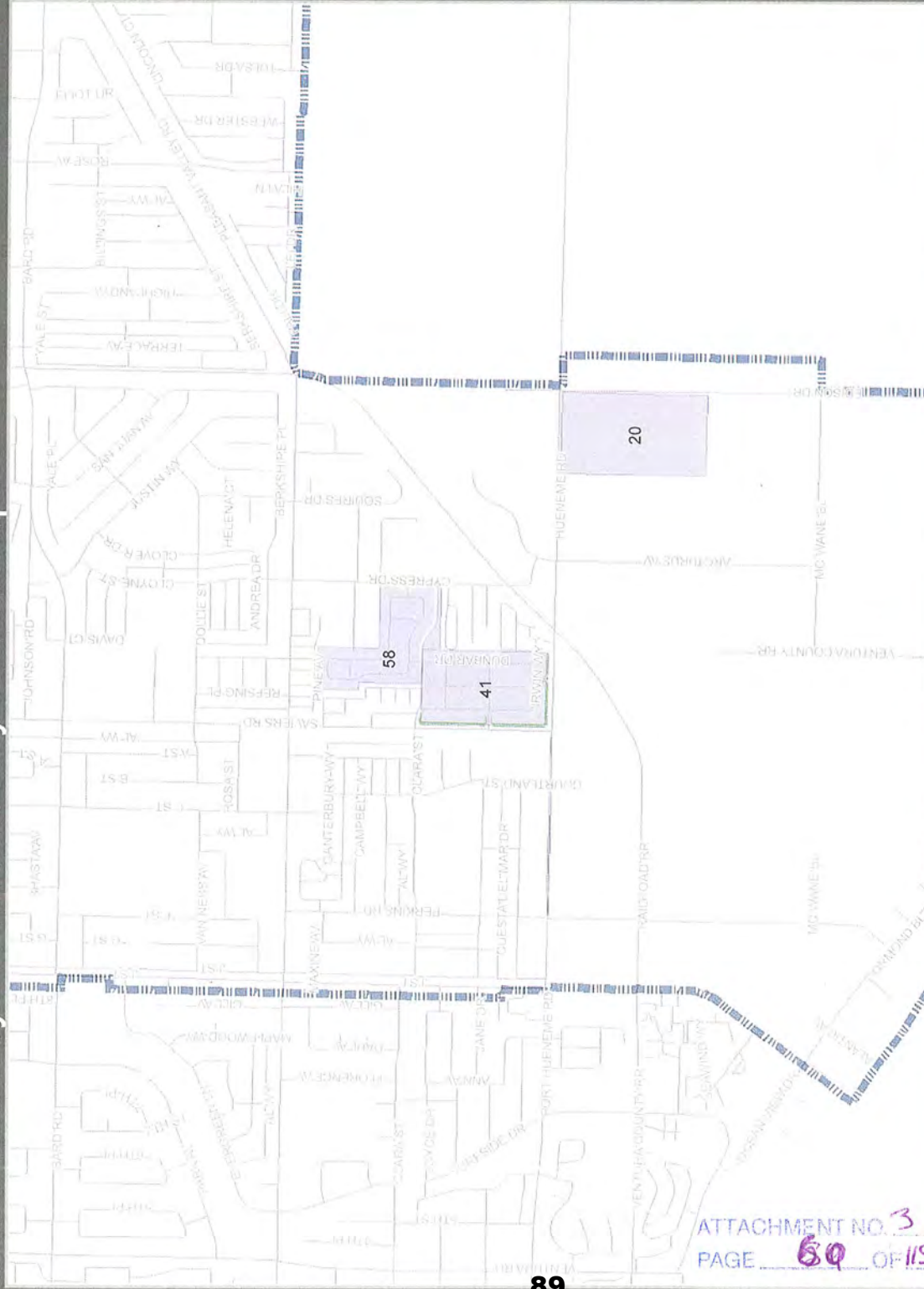
Group	Districts	Improvements
1	LMD No. 1, 3, 9, 10, 11, 12, 13, 14, 23, 24, 48, 53	Improvements may include: landscaping, trees, debris removal, sidewalks, screen wall (fencing), graffiti removal, medians, hardscape, mailbox, block wall
2	LMD No. 15, 16, 22, 25, 26, 29, 35, 37, 52, 55, 56, 59	Improvements may include: landscaping, trees, debris removal, sidewalks, light poles, graffiti removal, medians, hardscape, mailbox, lighting
3	LMD No. 27, 44, 45, 50	Improvements may include: landscaping, trees, debris removal, sidewalks, screen wall (fencing), graffiti removal, medians, basin maintenance
4	LMD No. 20, 41, 58	Improvements may include: landscaping, trees, debris removal, sidewalks, screen wall (fencing), light poles, graffiti removal, hardscape, basin maintenance
5	LMD No. 7/8, 30	Improvements may include: landscaping, trees, debris removal, sidewalks, screen wall (fencing), graffiti removal
6	LMD No. 17, 28, 31, 32, 36, 38, 39, 42, 46, 47, 51, 54	Improvements may include: landscaping, trees, debris removal, sidewalks, screen wall (fencing), sound wall, light poles, graffiti removal, medians, hardscape, drainage facilities, basin maintenance, park, archways, mailbox, entry sign, storm drain maintenance
7	LMD No. 18, 33, 34, 40, 43, 49, 57, 60	Improvements may include: landscaping, trees, debris removal, sidewalks, screen wall (fencing), sound wall, light poles, graffiti removal, hardscape, basin maintenance, park, archways, mailbox, entry sign, lighting, doggie bag sections
8	MAD No. 4, Waterways	Improvements may include: landscaping, trees, debris removal, beach area, waterways, parking area
self-maintained	LMD No. 2, 19, 21	Improvements may include: landscaping, trees, debris removal; improvements maintained by district itself

DISTRICT GROUPS FOR BID – MAPS

The following pages shows the location of the Districts, including their corresponding bid group by proximity and improvement types.

Assessment Districts

within the City of Oxnard - by BID Group



BID Groups

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- self-maintained

Improvements

- Hardscape / Median / Traffic Circle
- Landscape / Detention Basin



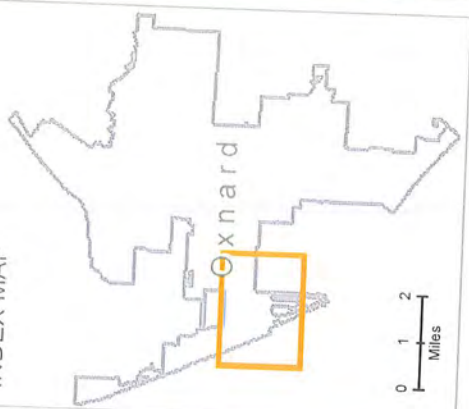
- | | | | |
|-----------------------------|------------------------------------|-----------------------------------|--------------------------------|
| 01 - SUMMERFIELD | 28 - HARBORSIDE | 40 - CANTADA | 52 - WINGFIELD |
| 02 - CHANNEL ISLANDS | 29 - MERCY CHARITIES | 41 - PACIFIC COVE | 53 - HUFF COURT |
| 03 - BUSINESS CTR. | 30 - HAAS AUTOMATION | 42 - CANTABRIA/CORONADO | 54 - MEADOWCREST VILLAS |
| 04 - RIVER RIDGE | 31 - RANCHO DE LA ROSA | 43 - GREENBELT | 55 - WINGFIELD WEST |
| 05 - MANDALAY | 32 - OAK PARK | 44 - AMERICAN PACIFIC HOMES | 56 - THE COTTAGES AT PATTERSON |
| 06 - BEACHCOLONY/HOTEL | 33 - EL PASO | 45 - CHANNEL POINTE | 57 - GOLDEN STATE SELF STORAGE |
| 07 - NORTHFIELD / SEA GATE | 34 - SUNRISE POINTE/SUNSET COVE | 46 - DAILY RANCH | 58 - WESTWIND |
| 08 - STRAWBERRY FIELDS | 35 - AIRPORT MARINA CENTER | 47 - SYCAMORE PLACE | 59 - ORBELA |
| 09 - COUNTRY CLUB/SEA RIDGE | 36 - VILLA SANTA CRUZ/VILLA CARMEL | 48 - VICTORIA ESTATES | 60 - ARTISAN |
| 10 - ST. TROPEZ | 37 - PACIFIC BREEZE | 49 - CAMERON RANCH | WTRZ1 - WATERWAY ZONE 1 - |
| 11 - STANDARD PACIFIC | | 50 - PLEASANT VALLEY SENIOR HOUSE | |
| 12 - LE VILLAGE | | | |
| 13 - | | | |
| 14 - | | | |
| 15 - | | | |
| 16 - CALIFORNIA LIGHTHOUSE | | | |
| 17 - VILLAGE OF SAN MIGUEL | | | |
| 18 - ST. JOHN'S | | | |
| 19 - SHOPPING AT THE ROSE | | | |
| 20 - VOLVO MEDIUM | | | |
| 21 - CYPRESS POINTE | | | |
| 22 - Mc DONALD'S MEDIAN | | | |
| 23 - GREYSTONE | | | |
| 24 - VINEYARDS | | | |
| 25 - THE POINTE | | | |
| 26 - ALBERTSONS | | | |
| 27 - ROSE ISLAND | | | |

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Assessment Districts within the City of Oxnard - by BID Group



INDEX MAP



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Miles

BID Groups

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- 5
- 6
- 7
- 8
- self-maintained

Improvements

- Hardscape / Median / Traffic Circle
- Landscape / Detention Basin



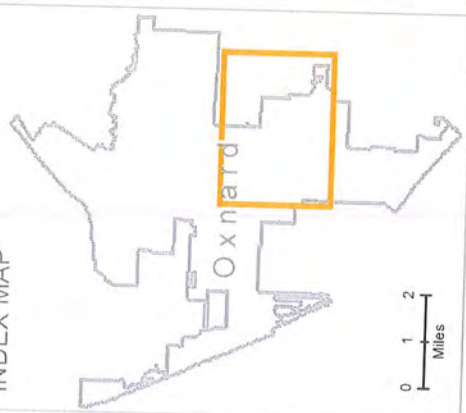
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Miles

- | | | | |
|-----------------------------|------------------------------------|-----------------------------|--------------------------------|
| 01 - SUMMERFIELD | 28 - HARBORSIDE | 40 - CANTADA | 52 - WINGFIELD |
| 02 - CHANNEL ISLANDS | 29 - MERCY CHARITIES | 41 - PACIFIC COVE | 53 - HUFF COURT |
| 03 - RIVER RIDGE | 30 - HAAS AUTOMATION | 42 - CANTABRIA CORONADO | 54 - MADOWEST VILLAS |
| 04 - MANDALAY | 31 - RANCHO DE LA ROSA | 43 - GREENBELT | 55 - WINGFIELD WEST |
| 07 08 - BEACH COLONY HOTEL | 32 - OAK PARK | 44 - AMERICAN PACIFIC HOMES | 56 - THE COTTAGES AT PATTERSON |
| 09 - STRAWBERRY FIELDS | 33 - EL PASO | 45 - CHANNEL POINT | 57 - GOLDEN STATE SELF STORAGE |
| 10 - COUNTRY CLUB/SEA RIDGE | 34 - SUNRISE POINTE/SUNSET COVE | 46 - DAILY RANCH | 58 - WESTWIND |
| 11 - ST. TROPEZ | 35 - AIRPORT MARINA CENTER | 47 - SYCAMORE PLACE | 59 - ORBELA |
| 12 - STANDARD PACIFIC | 36 - VILLA SANTA CRUZ/VILLA CARMEL | 48 - VICTORIA ESTATES | 60 - ARTISAN |
| 13 - LE VILLAGE | 37 - PACIFIC BREEZE | 49 - CAMERON RANCH HOUSE | WTRZ1 - WATERWAY ZONE 1 - |

Assessment Districts

within the City of Oxnard - by BID Group

INDEX MAP



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Miles

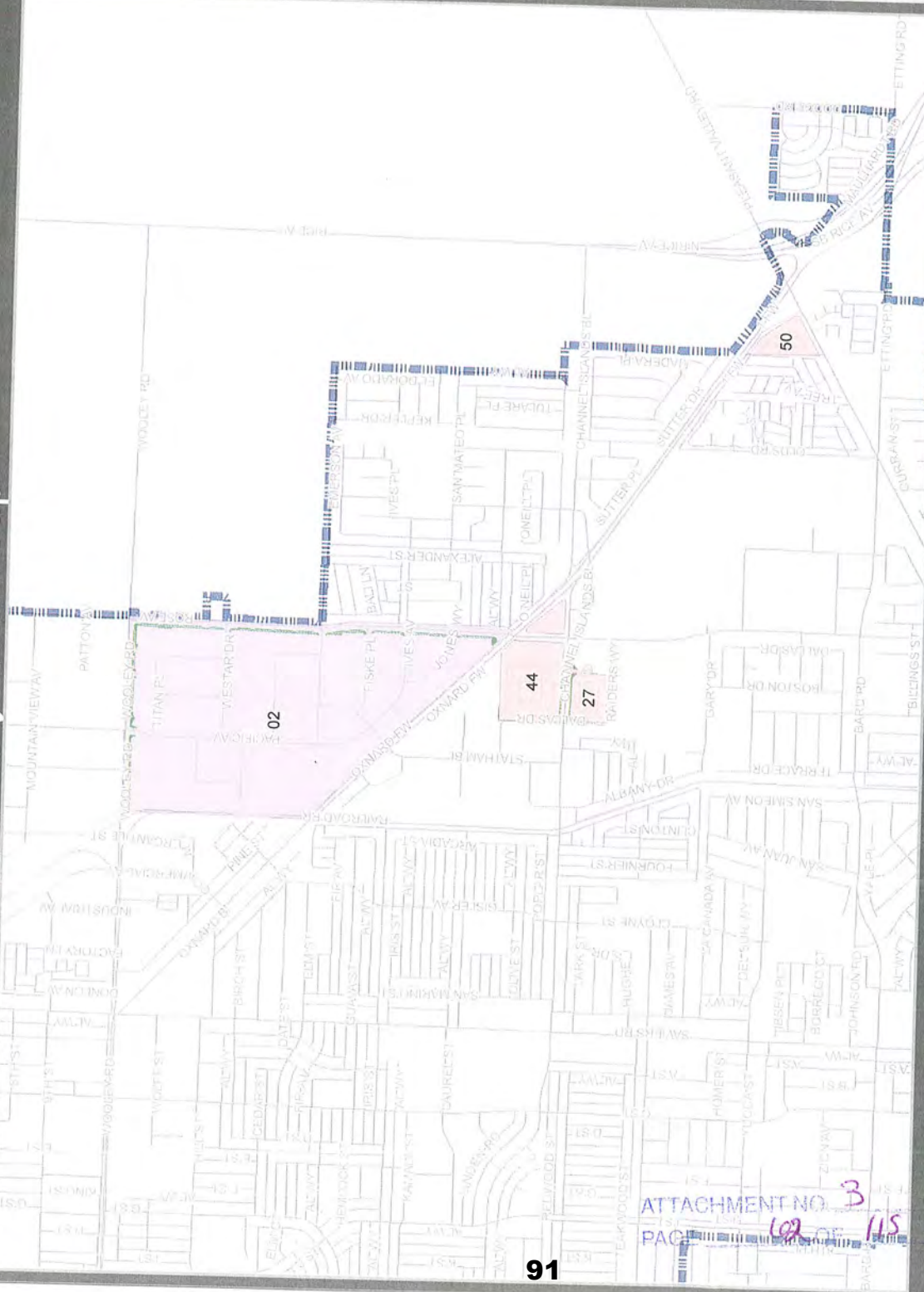
BID Groups

- 1
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- 5
- 6
- 7
- 8
- self-maintained

Improvements
 Hardscape / Median / Traffic Circle
 Landscape / Detention Basin



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Miles

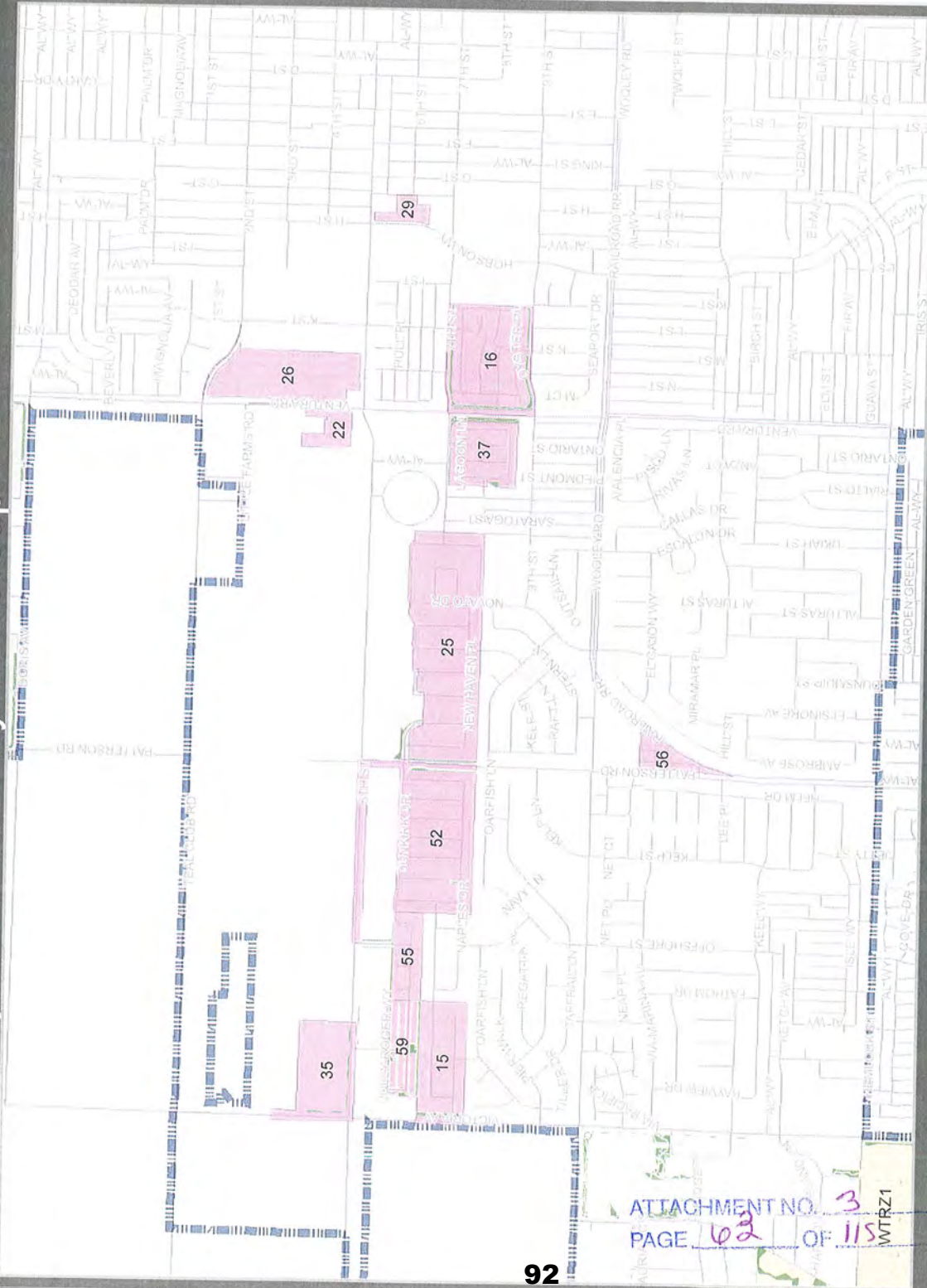


- 01 - SUMMERFIELD
- 02 - CHAMBERLAIN ISLANDS
- 03 - BUSINESS CTR.
- 04 - RIVER RIDGE
- 05 - MANDALAY
- 06 - BEACH COLONY HOTEL
- 07 - 08 - NORTHFIELD / SEA GATE
- 09 - STRAWBERRY FIELDS
- 10 - COUNTRY CLUB/SEA RIDGE
- 11 - ST. TROPEZ
- 12 - STANDARD PACIFIC
- 13 - LE VILLAGE
- 16 - CALIFORNIA Lighthouse
- 17 - VILLAGE OF SAN MIGUEL
- 18 - ST. JOHN'S
- 19 - SHOPPING AT THE ROSE
- 20 - VOLVO MEDIAN
- 21 - CYPRESS POINTE
- 22 - Mc DONALD'S MEDIAN
- 23 - GREYSTONE
- 24 - VINEYARDS
- 25 - THE POINTE
- 26 - ALBERTSONS
- 27 - ROSE ISLAND
- 28 - HARBORSIDE
- 29 - MERCY CHARITIES
- 30 - HAAS AUTOMATION
- 31 - RANCHO DE LA ROSA
- 32 - OAK PARK
- 33 - EL PASO
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- 35 - AIRPORT MARINA CENTER
- 36 - VILLA SANTA CRUZVILLA CARMEL
- 37 - PACIFIC BREEZE
- 40 - CANTADA
- 41 - PACIFIC COVE
- 42 - CANTABRIA/CORONADO
- 43 - GREENBELT
- 44 - AMERICAN PACIFIC HOMES
- 45 - CHANNEL POINTE
- 46 - DAILY RANCH
- 47 - SYCAMORE PLACE
- 48 - VICTORIA ESTATES
- 49 - CAMERON RANCH
- 50 - PLEASANT VALLEY SENIOR HOUSE
- 52 - WINGFIELD
- 53 - HUFF COURT
- 54 - MEADOWCREST VILLAS
- 55 - WINGFIELD WEST
- 56 - THE COTTAGES AT PATTERSON
- 57 - GOLDEN STATE SELF STORAGE
- 58 - WESTWIND
- 59 - ORBELA
- 60 - ARTISAN
- WTR21 - WATERWAY ZONE 1 -

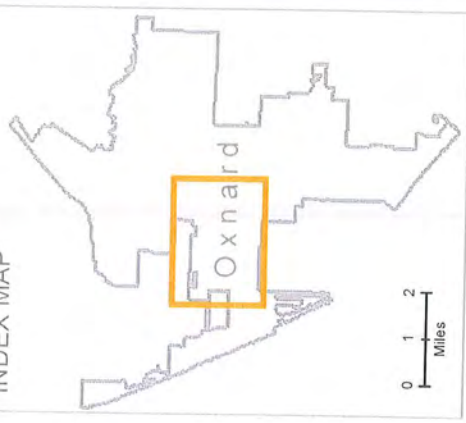
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Assessment Districts

within the City of Oxnard - by BID Group



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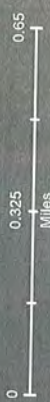


BID Groups

- 1
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- 7
- 8
- self-maintained

Improvements

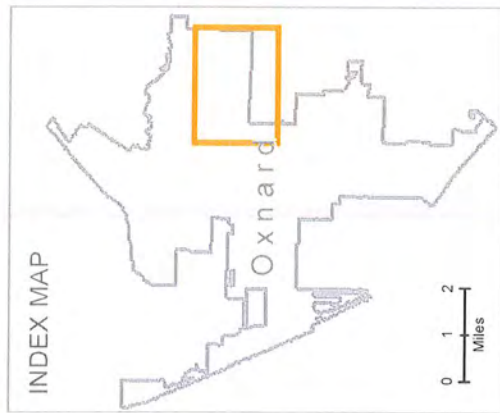
- Hardscape / Median / Traffic Circle
- Landscape / Detention Basin



- 01 - SUMMERFIELD
- 02 - CHANNEL ISLANDS
- 03 - BUSINESS CTR.
- 04 - MANDALAY
- 07 - BEACH/COLONY/HOTEL
- 08 - NORTHFIELD/SEA GATE
- 09 - STRAWBERRY FIELDS
- 10 - COUNTRY CLUB/SEA RIDGE
- 11 - ST. TROPEZ
- 12 - STANDARD PACIFIC
- 13 - LE VILLAGE
- 16 - CALIFORNIA LIGHTHOUSE
- 17 - VILLAGE OF SAN MIGUEL
- 18 - ST. JOHN'S
- 19 - SHOPPING AT THE ROSE
- 20 - VOLVO MEDIAN
- 21 - CV PRESS POINT
- 22 - MCDONALD'S MEDIAN
- 23 - GREYSTONE
- 24 - VINEYARDS
- 25 - THE POINTE
- 26 - ALBERTSONS
- 27 - ROSE ISLAND
- 28 - HARBORSIDE
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- 30 - HAAS AUTOMATION
- 31 - RANCHO DE LA ROSA
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- 33 - EL PASO
- 34 - SUNRISE POINTE/SUNSET COVE
- 35 - AIRPORT MARINA CENTER
- 36 - VILLA SANTA CRUZVILLA
- 37 - PACIFIC BREEZE
- 40 - CANTADA
- 41 - PACIFIC COVE
- 42 - CANTABRIA/CORONADO
- 43 - GREENBELT
- 44 - AMERICAN PACIFIC HOMES
- 45 - AMERICAN POINTE
- 46 - DAILY RANCH
- 47 - SYCAMORE PLACE
- 48 - VICTORIA ESTATES
- 49 - CAMERON RANCH
- 50 - PLEASANT VALLEY SENIOR HOUSE
- 52 - WINGFIELD
- 53 - HUFF COURT
- 54 - MEADOWCREST VILLAS
- 55 - WINGFIELD WEST
- 56 - THE COTTAGES AT PATTERSON
- 57 - GOLDEN STATE SELF STORAGE
- 58 - WESTWIND
- 59 - ORBELA
- 60 - ARTISAN
- WTRZ1 - WATERWAY ZONE 1 -

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WTRZ1

Assessment Districts within the City of Oxnard - by BID Group

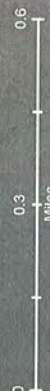


BID Groups

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- 6
- 7
- 8
- self-maintained

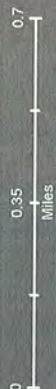
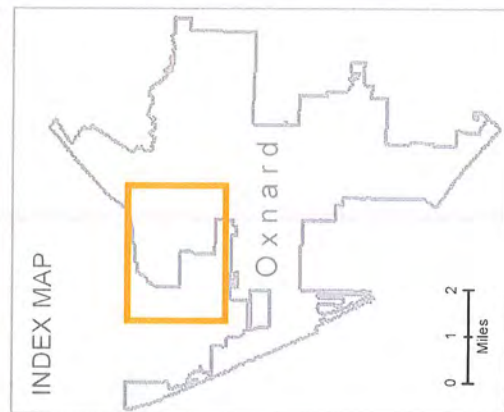
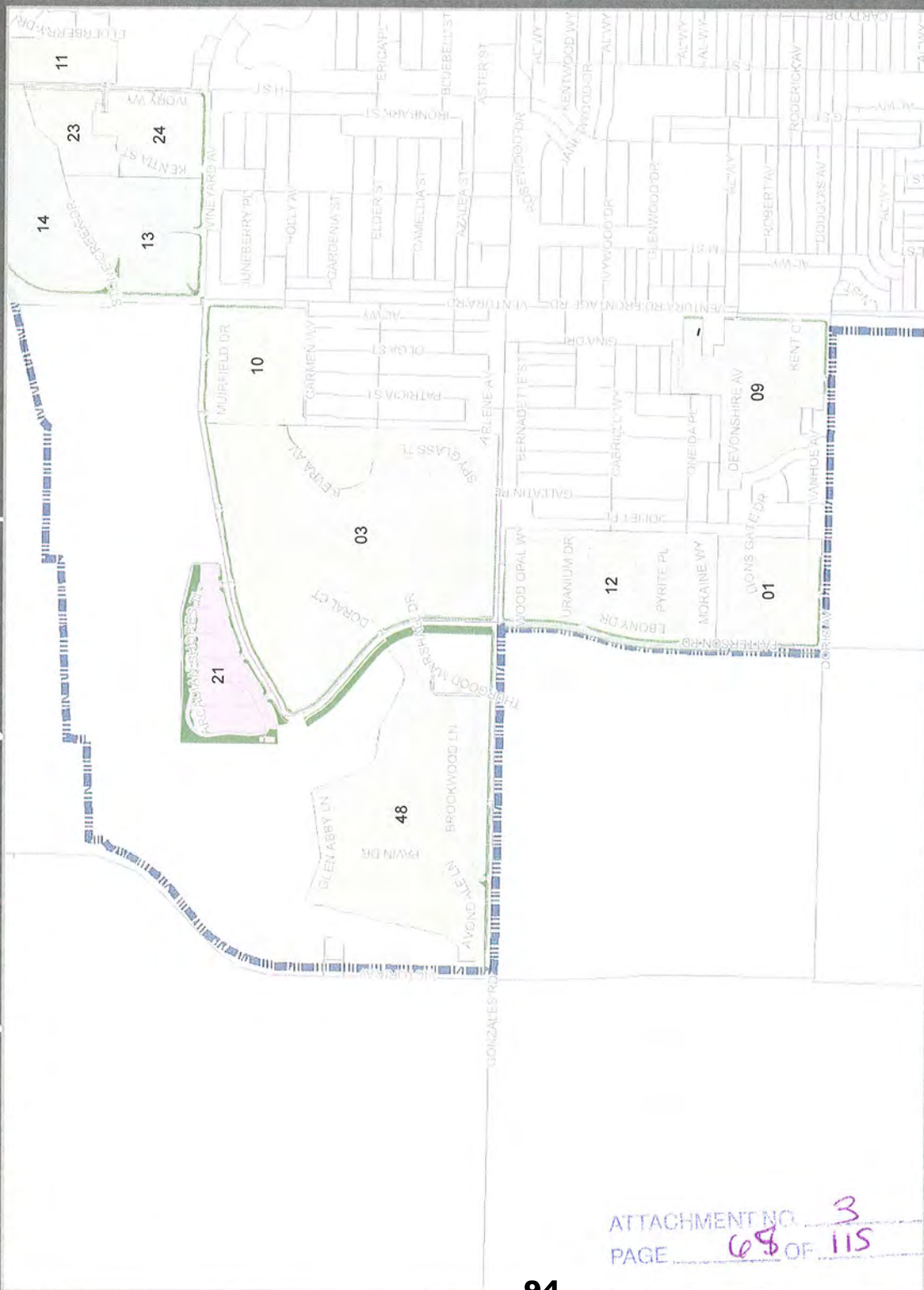
Improvements

- Hardscape / Median / Traffic Circle
- Landscape / Detention Basin



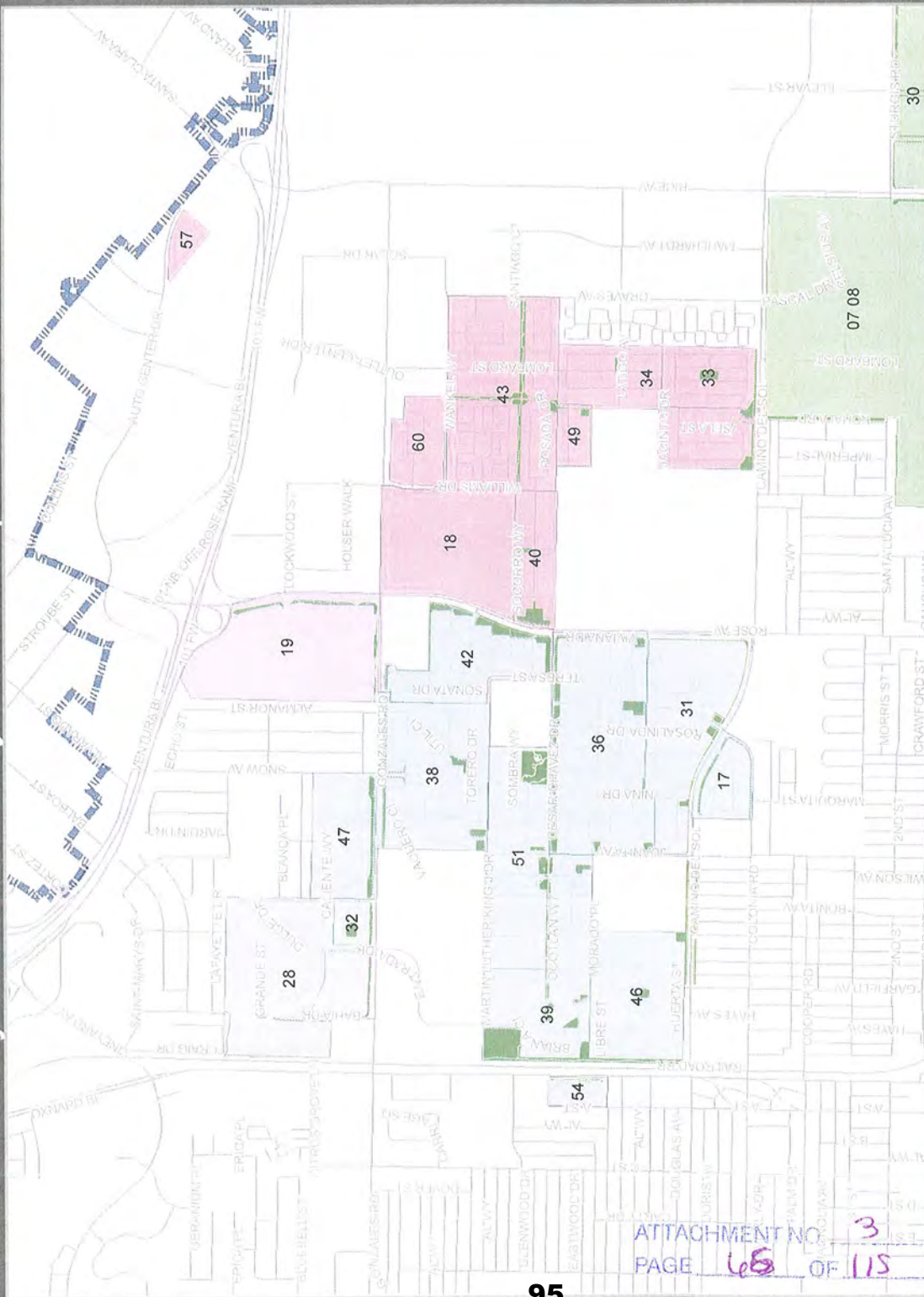
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| | 37 - ROSE ISLAND | 49 - CAMERON RANCH | WTRZ1 - WATERWAY ZONE 1 - HOUSE |

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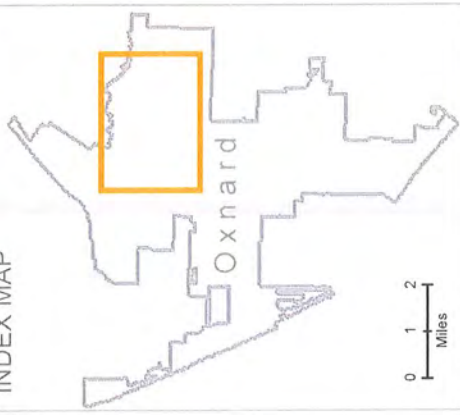


Assessment Districts

within the City of Oxnard - by BID Group



INDEX MAP



BID Groups

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self-maintained

Improvements

Hardscape / Median / Traffic Circle

Landscape / Detention Basin

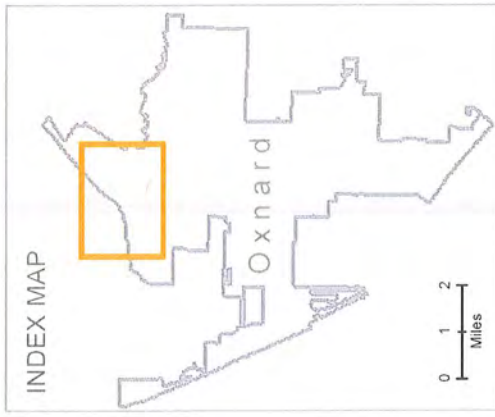
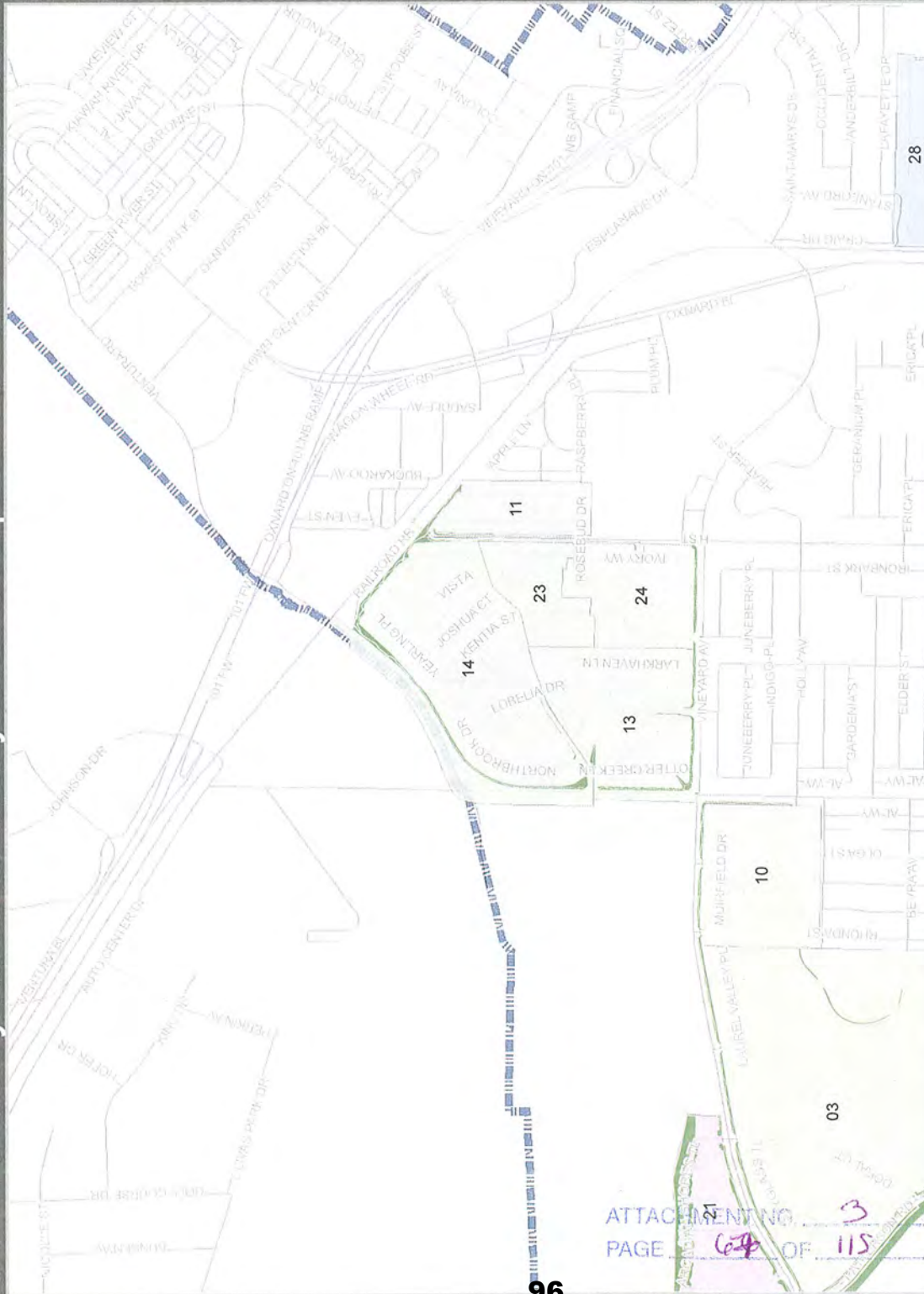
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Assessment Districts

within the City of Oxnard - by BID Group

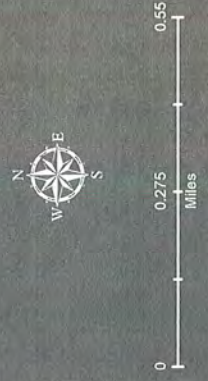


BID Groups

- 1
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Improvements

- Hardscape / Median / Traffic Circle
- Landscape / Detention Basin



- 01 - SUMMERFIELD
- 02 - CHANNEL ISLANDS BUSINESS CTR.
- 03 - RIVER RIDGE
- 04 - MANDALAY BEACH/COLONY/HOTEL
- 07 08 - NORTHFIELD / SEA GATE
- 09 - STRAWBERRY FIELDS
- 10 - COUNTRY CLUB/SEA RIDGE
- 11 - ST. TROPEZ
- 12 - STANDARD PACIFIC
- 13 - LE VILLAGE
- 16 - CALIFORNIA LIGHTHOUSE
- 17 - VILLAGE OF SAN MIGUEL
- 18 - ST. JOHN'S
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- 20 - VOLVO MEDIAN
- 21 - CYPRESS POINTE
- 22 - Mc DONALD'S MEDIAN
- 23 - GREYSTONE
- 24 - VINEYARDS
- 25 - THE POINTE
- 26 - ALBERTSONS
- 27 - ROSE ISLAND
- 28 - HARBORSIDE
- 29 - MERCY CHARITIES
- 30 - HAAS AUTOMATION
- 31 - RANCHO DE LA ROSA
- 32 - OAK PARK
- 33 - EL PASO
- 34 - SUNRISE POINTE/SUNSET COVE
- 35 - AIRPORT MARINA CENTER
- 36 - VILLA SANTA CRUZ/MILLA CARMEL
- 37 - PACIFIC BREEZE
- 40 - CANTADA
- 41 - PACIFIC COVE
- 42 - CANTABRIA/CORONADO
- 43 - GREENBELT
- 44 - AMERICAN PACIFIC HOMES
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- 56 - THE COTTAGES AT PATTERSON
- 57 - GOLDEN STATE SELF STORAGE
- 58 - WESTWIND
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- 60 - ARTISAN
- WTRZ1 - WATERWAY ZONE 1 -

BID GROUP, DISTRICTS AND IMPROVEMENTS

BID Group 1

District	Landscaping & Trees	Debris Removal	Sidewalks	Screen Wall (fencing)	Graffiti Removal	Medians	Hardscape	Mailbox	Block Wall
LMD No. 1	X	X							
LMD No. 3	X	X							
LMD No. 9	X	X							
LMD No. 10	X	X							
LMD No. 11	X	X							
LMD No. 12	X	X							
LMD No. 13	X	X							
LMD No. 14	X	X							
LMD No. 23	X	X							
LMD No. 24	X	X							
LMD No. 48	X	X	X	X	X	X			
LMD No. 53	X	X			X		X	X	X

BID Group 2

District	Landscaping & Trees	Debris Removal	Sidewalks	Light Poles	Graffiti Removal	Hardscape	Mailbox	Lighting
LMD No. 15	X	X						
LMD No. 16	X	X						
LMD No. 22	X	X						
LMD No. 25	X	X						
LMD No. 26	X	X						
LMD No. 29	X	X	X		X			
LMD No. 35	X	X	X		X			
LMD No. 37	X	X	X		X			
LMD No. 52	X	X	X		X			
LMD No. 55	X	X		X	X	X	X	X
LMD No. 56	X	X			X	X	X	
LMD No. 59	X	X			X	X		

BID GROUP, DISTRICTS AND IMPROVEMENTS

BID Group 3

District	Landscaping & Trees	Debris Removal	Sidewalks	Screen Wall (fencing)	Graffiti Removal	Medians	Basin Maint.
LMD No. 27	X	X	X	X	X		
LMD No. 44	X	X	X	X	X	X	
LMD No. 45	X	X			X	X	
LMD No. 50	X	X	X	X	X	X	X

BID Group 4

District	Landscaping & Trees	Debris Removal	Sidewalks	Screen Wall (fencing)	Light Poles	Graffiti Removal	Hardscape	Park
LMD No. 20	X	X						
LMD No. 41	X	X	X	X	X	X		
LMD No. 58	X	X			X	X	X	X

BID Group 5

District	Landscaping & Trees	Debris Removal	Sidewalks	Screen Wall (fencing)	Graffiti Removal
LMD No. 7 & 8	X	X			
LMD No. 30	X	X	X	X	X

BID Group 6

District	Landscaping, Trees, Debris Removal	Sidewalks	Screen Wall (fencing)	Sound Wall	Light Poles	Graffiti Removal	Medians	Hardscape	Drainage Facilities	Basin Maint.	Park	Archways	Mailbox	Entry Sign	Storm Drain Maint.
LMD No. 17	X														
LMD No. 28	X	X	X	X		X									
LMD No. 31	X	X	X	X		X			X	X					
LMD No. 32	X	X	X	X		X					X				
LMD No. 36	X	X	X			X									
LMD No. 38	X	X	X			X				X					
LMD No. 39	X	X	X			X				X					
LMD No. 42	X	X	X			X				X					
LMD No. 46	X	X	X			X				X					
LMD No. 47	X	X	X			X				X		X			
LMD No. 51	X	X	X			X				X			X	X	
LMD No. 54	X					X		X							

BID GROUP, DISTRICTS AND IMPROVEMENTS

BID Group 7

District	Landscaping & Trees	Debris Removal	Sidewalks	Screen Wall (fencing)	Sound Wall	Light Poles	Graffiti Removal	Hardscape	Basin Maint.	Park	Archways	Mailbox	Lighting	Litter Recept & Dog Bag Sections
LMD No. 18	X	X												
LMD No. 33	X	X	X	X	X		X		X					
LMD No. 34	X	X	X	X	X		X		X					
LMD No. 40	X	X	X	X		X	X		X					
LMD No. 43	X	X	X			X	X		X					
LMD No. 49	X	X	X	X		X	X		X	X*	X			
LMD No. 57	X	X	X				X		X			X	X	
LMD No. 60	X	X					X	X		X	X			X

BID Group 8

District	Landscaping	Trees	Debris Removal	Beach Area	Waterways	Parking Area
MAD No. 4	X					
Waterways	X	X	X	X	X	X

Self-Maintained Districts

District	Landscaping & Trees	Debris Removal
LMD No. 2	X	X
LMD No. 19	X	X
LMD No. 21	X	X

8.4. Water Utility Accounts and District Assignment

Water Accounts and District Assignment

*The list of accounts is not a comprehensive list of all water accounts invoiced to and paid by the City. The list only includes accounts and invoices provided to NBS.

Account Number	Service Address	City Assigned LMD - original	City Reassigned LMD (1)	NBS Assigned LMD (2)	Est. Annual Costs (3)
118440-75025	251 S C St	none	none	none	\$12,738.87
118600-75400	300 W Third St	none	none	none	7,456.33
120330-190130	241 W Second St	none	none	none	3,341.83
127330-190875	1900 Gallatin Pl IRR	LMD 3	LMD 3	LMD 3	2,317.15
127335-190880	2501 W Gonzales Rd MED	LMD 3	LMD 3	LMD 3	794.85
127340-190885	1900 N Patterson Rd IRR	LMD 3	LMD 3	LMD 3	1,995.89
127345-190890	1900 N Patterson Rd MED	LMD 3	LMD 3	LMD 3	840.15
127350-190895	2950 Bermuda Dunes IRR	LMD 3	LMD 3	LMD 3	1,215.40
142935-194905	1060 Pacific Ave MTR#2	none	none	none	5,733.54
149350-240499	730 E Hueneme Rd IRR	LMD 20	LMD 20	LMD 20	985.54
150130-196795	4572 Eastbourne Bay IRR	Waterways	Waterways	Waterways	676.01
150590-44670	4558 Gateshead Bay Park	Waterways	Waterways	Waterways	173.28
150650-44710	4458 Gateshead Bay IRR	Waterways	Waterways	Waterways	153.28
150805-245878	4500 Gateshead Bay IRR	Waterways	Waterways	Waterways	321.44
150850-44550	4561 Gateshead Bay Park	Waterways	Waterways	Waterways	268.00
15085-196875	4525 Gateshead Bay IRR	Waterways	Waterways	Waterways	246.42
150940-44815	4431 Costa De Oro Park	Waterways	Waterways	Waterways	465.32
150985-44780	4507 Costa De Oro Park	Waterways	Waterways	Waterways	665.93
151030-44745	4543 Costa De Oro Park	Waterways	Waterways	Waterways	244.52
151725-197545	1980 Manadaly Beach Dr IRR	MAD 4	MAD 4	MAD 4	2,799.78
152970-198670	2201 Mandalay Beach Dr IRR	MAD 4	MAD 4	MAD 4	8,067.95
152975-198675	2310 Mandalay Beach Dr IRR	MAD 4	MAD 4	MAD 4	2,056.09
174735-231560	4519 Falkirk Bay Median IRR	Waterways	Waterways	Waterways	173.28
174735-231565	4543 Falkirk Bay IRR	Waterways	Waterways	Waterways	245.91
174735-231570	4602 Falkirk Bay IRR	Waterways	Waterways	Waterways	247.92
174735-231575	4552 Falkirk Bay IRR	Waterways	Waterways	Waterways	277.77
174735-231580	4572 Falkirk Bay IRR	Waterways	Waterways	Waterways	188.27
174735-231585	4522 Falkirk Bay IRR	Waterways	Waterways	Waterways	173.51
194240-114690	301 Kohala St IRR	LMD 7/8	LMD 7/8	LMD 7/8	3,302.54
196965-235200	2851 Bermuda Dunes Dr IRR	LMD 3	LMD 3	LMD 3	1,157.74
197270-240117	1705 Pearl Way LND	Waterways	Waterways	Waterways	4,867.67
200270-253608	1000 N Ventura Rd IRR	LMD 9	LMD 9	LMD 9	190.41
203680-185700	1903 Lennox Ct IRR	LMD 9	LMD 9	LMD 9	234.83
203680-206040	1499 Devonshire Dr IRR	LMD 9	LMD 9	LMD 9	427.74
203680-206045	1498 Devonshire Dr IRR	LMD 9	LMD 9	LMD 9	3,372.82
203680-232375	1712 Doris Ave IRR	LMD 9	LMD 9	LMD 9	1,159.55
203680-232400	1814 Doris Ave IRR	LMD 9	LMD 9	LMD 9	828.16
206705-243007	2900 W Vineyard Ave LND	LMD 3	LMD 3	LMD 3	594.73
207048-240995	2192 N Patterson Rd IRR	LMD 3	LMD 3	LMD 3	5,226.55
207051-240994	2225 N Patterson Rd IRR	LMD 3	LMD 3	LMD 3	6,409.19
20790-170875	1750 Gary Dr IRR	LMD 9	none	none	573.50
20790-251424	1846 Lear Ct MED	LMD 9	LMD 9	LMD 9	222.95
20790-251425	1528 Kent Ct MED	LMD 9	LMD 9	LMD 9	200.86
20790-251426	912 Nottingham Dr MED	LMD 9	LMD 9	LMD 9	179.53
207903-245749	800 Hobson Way RUB#2	none	none	none	17,816.36
208072-245844	2000 N Ventura Rd MED	LMD 10	none	none	676.08
208072-245845	2100 N Ventura Rd IRR	LMD 10	none	none	666.04
208072-245846	2100 N Ventura Rd IRR	LMD 10	none	none	487.96
208072-245847	2300 N Ventura Rd IRR	LMD 10	LMD 10	LMD 10	594.26
208072-245848	2801 N Ventura Rd MED	LMD 10	none	none	173.18
209044-247197	2102 Beva Ave IRR	LMD 3	LMD 3	LMD 3	729.09
209132-247158	2101 Greenbrook Dr MED	Waterways	none	none	613.73
209132-247187	4501 Gateshead Bay IRR	Waterways	Waterways	Waterways	173.28
209132-251752	2101 Greenbrook Dr MED	Waterways	none	none	224.78
209794-243127	1100 N Patterson Rd IRR	LMD 9	none	none	8,915.79
210038-240370	2622 Norite Pl IRR	LMD 12	LMD 12	LMD 12	180.20
210038-240371	2722 Norite Pl IRR	LMD 12	LMD 12	LMD 12	163.75
210038-243441	2702 Ruby Dr IRR	LMD 12	LMD 12	LMD 12	196.13
210038-243443	2522 Ruby Dr IRR	LMD 12	LMD 12	LMD 12	220.68
210507-248290	2216 Beva Ave IRR	LMD 3	LMD 3	LMD 3	756.73
210816-248331	2100 E Gonzales Rd LND	LMD 60	LMD 60	LMD 60	2,341.80
210855-248333	1200 W Second St MED	LMD 26	LMD 26	LMD 26	330.58
210855-248424	4300 W Channel Islands Blvd IRR	LMD 26	Waterways	Waterways	828.65
210855-251393	2500 S Harbor Blvd IRR	LMD 26	Waterways	Waterways	1,038.27
210856-247163	2200 Monaco Dr IRR	Waterways	Waterways	Waterways	153.71
210856-247875	2253 Kingsbridge Ln Park	Waterways	Waterways	Waterways	343.38
210856-248330	2270 Kingsbridge Ln Park	Waterways	Waterways	Waterways	250.88
210856-248334	2500 Monaco Dr MED	Waterways	Waterways	Waterways	153.71
210856-248337	2043 Kingsbridge Way Park	Waterways	Waterways	Waterways	279.21
210856-248338	4000 Romany Dr IRR	Waterways	Waterways	Waterways	169.78
210856-248339	2430 Oldham Cir Park	Waterways	Waterways	Waterways	1,110.05
210856-248340	2257 Jamestown Ln IRR	Waterways	Waterways	Waterways	275.68

Water Accounts and District Assignment

*The list of accounts is not a comprehensive list of all water accounts invoiced to and paid by the City. The list only includes accounts and invoices provided to NBS.

Account Number	Service Address	City Assigned LMD - original	City Reassigned LMD (1)	NBS Assigned LMD (2)	Est. Annual Costs (3)
210856-43600	2437 Oldham Cir LND	Waterways	Waterways	Waterways	342.33
210856-43795	2530 Jamestown Ct Park	Waterways	Waterways	Waterways	321.80
210856-43840	2531 Jamestown Ct IRR	Waterways	Waterways	Waterways	243.61
210856-44075	4542 Costa De Oro Park	Waterways	Waterways	Waterways	297.07
211557-248312	701 Violet Way LND	LMD 11	LMD 11	LMD 11	2,439.86
211558-248313	2402 N H St LND	LMD 11	LMD 11	LMD 11	1,017.68
211559-241551	1716 Emerald Isle Way IRR	Waterways	Waterways	Waterways	3,250.68
212921-248693	2100 W Vineyard Ave IRR	LMD 3	LMD 3	LMD 3	410.06
212921-248694	2400 W Vineyard Ave IRR	LMD 3	LMD 3	LMD 3	480.76
212921-248696	2102 W Vineyard Ave IRR	LMD 3	LMD 3	LMD 3	1,549.26
212921-249103	2200 W Vineyard Ave IRR	LMD 3	LMD 3	LMD 3	1,475.61
212921-249104	2200 W Vineyard Ave MED	LMD 3	LMD 3	LMD 3	483.20
212944-248695	2001 S Victoria Ave Pkwy	Waterways	Waterways	Waterways	593.58
213840-248273	2302 W Gonzales Rd Pkwy	LMD 12	none	none	1,516.38
213973-251421	2618 Volcano Ct MED	LMD 12	LMD 12	LMD 12	190.56
213973-251422	2518 Topaz Ct MED	LMD 12	LMD 12	LMD 12	168.76
214428-248218	2396 Stone Creek Dr IRR	LMD 14	LMD 13	LMD 13	6,262.42
214428-248219	2394 Stone Creek Dr IRR	LMD 14	LMD 13	LMD 13	617.77
214907-248234	2402 Eastman Ave LND	LMD 7/8	LMD 7/8	LMD 7/8	1,896.74
214907-248380	101 S Rice Ave IRR	LMD 7/8	LMD 7/8	LMD 7/8	2,229.19
214907-248426	1802 Eastman Ave IRR	LMD 7/8	LMD 7/8	LMD 7/8	1,639.79
215602-247162	4000 Ischia Dr LND	Waterways	Waterways	Waterways	154.16
215602-247164	2100 Napoli Dr MED	Waterways	Waterways	Waterways	153.71
215602-247165	4000 Nice Ct MED	Waterways	Waterways	Waterways	154.40
215602-247166	2100 Peninsula Rd MED	Waterways	Waterways	Waterways	153.71
215602-247167	2100 Ravoli Dr IRR	Waterways	Waterways	Waterways	153.71
215663-248134	702 S Ventura Rd IRR	LMD 16	LMD 16	LMD 16	7,956.83
215912-249060	2200 Oakhill Cir MED	LMD 10	LMD 10	LMD 10	258.67
216996-249448	1301 Colonia Rd Pkwy	LMD 13	LMD 17	LMD 17	987.10
216996-249649	2302 N Ventura Rd Pkwy	LMD 13	LMD 13	LMD 13	7,007.92
217243-249059	2202 Pinehurst Dr IRR	LMD 10	LMD 10	LMD 10	2,097.55
217335-249449	1302 Colonia Rd Pkwy	LMD 17	LMD 17	LMD 17	3,869.08
217593-234390	4524 Gateshead Bay IRR	Waterways	Waterways	Waterways	952.80
217593-234395	4570 Eastbourne Bay IRR	Waterways	Waterways	Waterways	1,156.59
220135-249574	2799 Yearling Pl Pkwy	LMD 14	LMD 14	LMD 14	5,491.08
220675-248139	2586 Joshua Ct IRR	LMD 14	LMD 14	LMD 14	175.54
221461-250568	2703 Windcrest Ct IRR	LMD 14	LMD 14	LMD 14	198.20
221676-245894	1060 Pacific Ave FL	none	none	none	468.81
223267-251701	1901 Almanor St IRR	LMD 12	none	none	719.57
224264-249015	702 S Victoria Ave IRR	LMD 15	LMD 15	LMD 15	1,523.35
224305-251996	1500 Holly Ave IRR	LMD 10	LMD 10	LMD 10	2,991.63
225018-249016	3600 Nanlucket Pkwy MED	LMD 15	LMD 15	LMD 15	357.78
226417-252380	402 S Ventura Rd MED	LMD 22	LMD 22	LMD 22	267.99
226516-251269	2400 W Fifth St IRR	LMD 25	LMD 25	LMD 25	1,061.94
226517-251394	602 S Patterson Rd IRR	LMD 25	LMD 25	LMD 25	1,460.90
226592-251672	801 Rosebud Dr LND	LMD 23	LMD 23	LMD 23	670.40
226614-251692	1015 W Vineyard Ave LND	LMD 24	LMD 24	LMD 24	2,649.17
229747-252439	3050 Dallas Dr LND	LMD 27	LMD 27	LMD 27	2,158.74
230044-251472	2041 Bahia Dr LND	LMD 28	LMD 28	LMD 28	1,012.32
230044-251474	1902 Bahia Dr LND	LMD 28	LMD 28	LMD 28	2,166.73
230044-251475	1902 Entrada Dr LND	LMD 28	LMD 28	LMD 28	3,479.57
230044-251476	1901 Entrada Dr IRR	LMD 28	LMD 28	LMD 28	376.92
230070-251473	102 Stanford Ave LND	LMD 28	none	none	409.85
2327241-253635	601 E Gonzales Rd LND	LMD 32	LMD 32	LMD 32	892.28
233107-252097	1781 Florentina Dr IRR	LMD 31	LMD 31	LMD 31	1,111.10
233107-252098	501 N Rose Ave IRR	LMD 31	LMD 31	LMD 31	6,521.07
233107-252100	530 Sara Dr IRR	LMD 31	LMD 31	LMD 31	2,243.53
235163-246103	1730 Pearl Way IRR	Waterways	Waterways	Waterways	3,384.51
236804-252099	1001 Camino Del Sol IRR	LMD 12	LMD 31	LMD 31	4,919.59
236804-253184	540 Rosalinda Dr IRR	LMD 12	LMD 31	LMD 31	1,788.95
236804-253268	1102 Camino Del Sol LND	LMD 12	none	none	767.06
236804-253818	1250 Maria Way LND	LMD 12	LMD 31	LMD 31	1,060.43
237239-251771	2484 Ivory Way MED	LMD 24	LMD 24	LMD 24	252.89
237241-254098	602 Roble Ln COM	LMD 32	LMD 32	LMD 32	1,672.33
237241-254099	602 Roble Ln LND	LMD 32	LMD 32	LMD 32	349.77
238088-256059	4550 Falkirk Bay IRR	Waterways	Waterways	Waterways	853.23
238088-256060	4620 Eastbourne Bay IRR	Waterways	Waterways	Waterways	289.81
239747-255509	1000 Rosalinda Dr MED	LMD 36	LMD 36	LMD 36	188.25
239747-257145	701 Noontide Way IRR	LMD 36	LMD 37	LMD 37	1,777.21
242014-255935	1000 Olivia Dr MED	LMD 36	LMD 36	LMD 36	353.05
242440-254601	1750 Licho Way LND	LMD 31	LMD 36	LMD 36	9,132.40
242440-255933	802 Nina Dr LND	LMD 31	LMD 31	LMD 31	665.40

Water Accounts and District Assignment

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Account Number	Service Address	City Assigned LMD - original	City Reassigned LMD (1)	NBS Assigned LMD (2)	Est. Annual Costs (3)
242440-255934	1102 Nina Dr LND	LMD 31	LMD 36	LMD 36	731.37
243522-249839	1302 E Gonzales Rd IRR	LMD 38	LMD 38	LMD 38	3,268.29
243522-257135	1002 Torero Dr LND	LMD 38	LMD 38	LMD 38	837.40
243522-257137	1323 Torero Dr IRR	LMD 38	LMD 38	LMD 38	1,689.66
243522-257138	1002 E Gonzales Rd LND	LMD 38	LMD 38	LMD 38	2,864.29
244540-257531	1002 Morado Pl LND	LMD 31	LMD 36	LMD 36	1,269.01
244540-257532	1001 Katrina Way LND	LMD 31	LMD 31	LMD 31	1,099.49
246578-258395	1900 Socorro Way LND	LMD 39 - DR Horton	LMD 40	LMD 40	1,388.48
246578-258406	1801 Cesar Chavez Dr LND	LMD 39 - DR Horton	LMD 40	LMD 40	5,199.94
246585-257136	1409 Limonero Pl LND	LMD 38	LMD 38	LMD 38	1,607.92
246763-258705	1456 Vida Dr LND	LMD 41	LMD 42	LMD 42	6,289.22
246763-258707	1502 Sonata Dr LND	LMD 41	LMD 42	LMD 42	833.74
246763-258819	1752 Rubio Cir IRR	LMD 41	LMD 42	LMD 42	5,771.38
247455-258701	1602 Valerosa Way LND	LMD 41	LMD 42	LMD 42	3,747.86
247455-258708	1702 Terronez Pl IRR	LMD 41	LMD 42	LMD 42	3,868.07
247526-254244	2101 Camino Del Sol IRR	LMD 33	LMD 34	LMD 34	5,279.00
247526-255528	702 Paseo Margarita LND	LMD 33	LMD 33	LMD 33	2,568.34
248461-256441	401 Ocotlan Way LND	LMD 39 - Promesa/Sueno	LMD 39 - Promesa/Sueno	LMD 39 - Promesa/Sueno	586.96
248461-256443	702 Ocotlan Way LND	LMD 39 - Promesa/Sueno	LMD 39 - Promesa/Sueno	LMD 39 - Promesa/Sueno	8,692.40
248461-256444	937 Morado Pl LND	LMD 39 - Promesa/Sueno	LMD 39 - Promesa/Sueno	LMD 39 - Promesa/Sueno	1,535.37
248461-256445	1002 Entrada Dr LND	LMD 39 - Promesa/Sueno	LMD 39 - split between tracts	LMD 39 - split between tracts	772.00
248461-256446	1101 Domingo Pl LND	LMD 39 - Promesa/Sueno	LMD 39 - Promesa/Sueno	LMD 39 - Promesa/Sueno	990.99
248461-256447	1301 Entrada Dr LND	LMD 39 - Promesa/Sueno	LMD 39 - split between tracts	LMD 39 - split between tracts	4,020.77
248461-256448	1303 Entrada Dr LND	LMD 39 - Promesa/Sueno	LMD 39 - split between tracts	LMD 39 - split between tracts	16,180.67
248461-257247	1001 Briana Cir LND	LMD 39 - Promesa/Sueno	LMD 39 - DR Horton	LMD 39 - DR Horton	1,459.65
249065-254245	2001 Camino Del Sol LND	LMD 34	LMD 34	LMD 34	4,301.32
249065-254246	2101 Latigo Ave LND	LMD 34	LMD 34	LMD 34	1,315.10
250084-259059	1051 E Channel Islands Blvd LND	LMD 45	none	none	2,460.91
250306-254600	1552 Lorena Dr LND	LMD 31	LMD 36	LMD 36	3,825.11
251329-255795	1300 N Lombard St IRR	LMD 43	LMD 43	LMD 43	6,768.94
251329-257413	1404 Williams Dr IRR	LMD 43	LMD 43	LMD 43	4,009.51
252093-260694	2045 Milagro Pl IRR	LMD 49	LMD 49	LMD 49	1,464.73
252402-258027	5502 Saviers Rd IRR	LMD 41	LMD 41	LMD 41	9,702.30
252751-260282	3601 W Gonzales Rd IRR	LMD 48	LMD 48	LMD 48	5,709.10
252751-260827	1931 Thurgood Marshall Dr IRR	LMD 48	LMD 48	LMD 48	1,245.44
252751-261060	2925 Thurgood Marshall Dr LND#2	LMD 48	LMD 48	LMD 48	6,272.90
252966-260701	902 Aurora Dr LND	LMD 47	LMD 47	LMD 47	6,896.65
252966-260702	802 Caliente Way IRR	LMD 47	LMD 47	LMD 47	173.97
252966-260703	1002 Caliente Way LND	LMD 47	LMD 47	LMD 47	186.47
252967-259335	1203 Viewpoint Dr IRR	none	none	none	6,387.41
252967-259369	4206 W Wooley Rd IRR	none	none	none	5,373.12
252967-260946	1101 Chesapeake Dr IRR	none	none	none	11,697.67
252967-260947	1401 Chesapeake Dr LND	none	none	none	3,726.62
252967-260948	4302 Admiral Way LND	none	none	none	4,868.59
252967-261718	1103 Chesapeake Dr RR	none	none	none	488.43
252967-268455	1503 Viewpoint Dr IRR	none	none	none	452.51
253052-260685	775 Entrada Dr LND	LMD 46	LMD 46	LMD 46	749.62
253052-260686	101 Camino Del Sol IRR	LMD 46	LMD 46	LMD 46	4,541.53
253052-260688	624 Camino Del Sol IRR	LMD 46	LMD 46	LMD 46	7,082.53
253052-260689	625 Camino Del Sol IRR	LMD 46	LMD 46	LMD 46	5,230.54
253519-191550	1801 W Vineyard Ave FL	none	LMD 10	LMD 10	430.37
257418-261265	1592 Viewpoint Dr IRR	none	none	none	517.49
258634-264630	2700 Doris Ave IRR	LMD 1	LMD 1	LMD 1	4,078.05
259189-264811	3700 Buttler Rd IRR	LMD 50	LMD 50	LMD 50	5,456.29
259468-262536	699 S Patterson Rd IRR	LMD 52	LMD 52	LMD 52	4,184.79
259869-263212	1702 Penny Way IRR	LMD 53	LMD 53	LMD 53	153.76
259895-249231	1700 Solar Dr	none	none	none	925.40
259895-265587	1700 Solar Dr FL	none	none	none	535.94
259895-265588	1700 Solar Dr FL#2	none	none	none	945.24
259896-265031	1700 Solar Dr LND	none	none	none	1,979.59
260356-261820	1572 Twin Tides Pl LND	Waterways	none	none	403.15
260755-261925	1280 Opalo Dr Park	LMD 51	LMD 51	LMD 51	10,450.41
260755-262525	301 Martin Luther King Jr Dr IRR	LMD 51	LMD 51	LMD 51	1,283.79
261369-262729	2102 Auto Center Dr IRR	LMD 57	LMD 57	LMD 57	732.26
261566-260687	399 Camino Del Sol IRR	LMD 46	LMD 46	LMD 46	2,877.14
261566-262573	259 Camino Del Sol IRR	LMD 46	none	none	4,140.13
261729-263724	1101 N Oxard Blvd IRR	LMD 54	LMD 54	LMD 54	3,232.97
262772-262523	1251 Gottfried Pl LND	LMD 51	LMD 51	LMD 51	225.68
263089-266224	401 E Clara St LND	LMD 58	LMD 58	LMD 58	2,902.18
264727-262534	3100 W Fifth St MED	LMD 52	LMD 52	LMD 52	2,397.08
264727-262535	799 Marbella Ct MED	LMD 52	LMD 52	LMD 52	900.31
264727-262910	601 Portofino Pl IRR	LMD 52	LMD 52	LMD 52	2,845.12

Water Accounts and District Assignment

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Account Number	Service Address	City Assigned LMD - original	City Reassigned LMD (1)	NBS Assigned LMD (2)	Est. Annual Costs (3)
265090-253003	3686 W Fifth St LND	LMD 59	LMD 59	LMD 59	2,377.34
265090-253004	3688 W Fifth St IRR	LMD 59	LMD 59	LMD 59	615.94
268504-263514	4002 Caribbean St LND	none	none	none	5,260.11
268504-264729	4121 Adriatic St LND	none	none	none	1,787.36
268504-264963	1402 Seabridge Ln LND	none	none	none	5,951.95
268504-265387	4201 Caribbean St LND	none	none	none	5,632.45
268504-266662	1596 Seabridge Ln RR	none	none	none	708.09
268504-270649	690 Town Center Dr LND	none	none	none	8,686.65
269291-262426	1401 S Victoria Ave LND	none	none	none	4,838.74
269291-262436	4101 W Wooley Rd LND	none	none	none	2,513.72
269291-262437	4103 W Wooley Rd LND	none	none	none	4,599.16
269291-264728	1499 Estuary Way LND	none	none	none	3,636.32
269291-264942	1198 Seabridge Ln LND	none	none	none	3,582.83
269291-264959	1311 S Victoria Ave Park	none	none	none	7,102.94
269291-266219	3898 Harbour Island Ln LND	none	none	none	5,890.71
269291-274387	1311 S Victoria Ave RR	none	none	none	364.47
272356-269205	3898 Harbour Island Ln FL	none	none	none	1,154.25
273601-264687	3901 Harbour Island Ln LND	none	none	none	2,881.97
280799-23755	1431 S Patterson Rd MED	LMD 56	LMD 56	LMD 56	464.33
54380-205985	6001 Perkins Rd RUB	none	none	none	26,034.80
87255-183265	2000 S Harbor Blvd IRR	Waterways	Waterways	Waterways	730.22
87255-248702	2102 S Harbor Blvd LND	Waterways	Waterways	Waterways	591.71
87255-249109	2302 S Harbor Blvd IRR	Waterways	Waterways	Waterways	715.10
87255-249110	2202 S Harbor Blvd IRR	Waterways	Waterways	Waterways	1,108.36
87255-251519	2002 S Harbor Blvd IRR	Waterways	Waterways	Waterways	1,145.45
87255-252741	1802 S Harbor Blvd IRR	Waterways	Waterways	Waterways	1,828.93
87255-252742	2100 S Harbor Blvd IRR	Waterways	Waterways	Waterways	670.64
87255-252743	2402 S Harbor Blvd IRR	Waterways	Waterways	Waterways	819.93
87255-252744	4201 W Channel Islands Blvd IRR	Waterways	Waterways	Waterways	974.03
87830-183335	2255 S Victoria Ave IRR	Waterways	Waterways	Waterways	261.72
87830-268731	4198 Harbour Island Ln LND	Waterways	Waterways	Waterways	1,679.52
87945-251928	2121 S Victoria Ave IRR	Waterways	Waterways	Waterways	1,138.33
87945-251929	2221 S Victoria Ave IRR	Waterways	Waterways	Waterways	593.58
87945-251930	2321 S Victoria Ave IRR	Waterways	Waterways	Waterways	1,072.42
87945-251931	2421 S Victoria Ave MED	Waterways	Waterways	Waterways	593.67
87945-41815	2530 S Victoria Ave IRR	Waterways	Waterways	Waterways	1,067.14
88785-42050	4117 W Channel Islands Blvd	Waterways	Waterways	Waterways	250.87
89190-43925	4410 Meridian Ave Park	Waterways	Waterways	Waterways	576.29
89225-43450	4338 Meridian Ave Park	Waterways	Waterways	Waterways	299.81
89260-43485	4306 Meridian Ave Park	Waterways	Waterways	Waterways	299.63
89925-44130	2080 Kingsbridge Way IRR	Waterways	Waterways	Waterways	241.93
89995-42745	2037 Jamestown Way Park	Waterways	Waterways	Waterways	365.15
90025-42775	2081 Jamestown Way Park	Waterways	Waterways	Waterways	312.89
90130-42870	2080 Jamestown Way Park	Waterways	Waterways	Waterways	367.81
90165-42835	2030 Jamestown Way Park	Waterways	Waterways	Waterways	356.12
90215-45090	1962 Jamestown Way Park	Waterways	Waterways	Waterways	560.86

(1) City verification and reassignment (as needed) of LMD meters.

(2) NBS assignment of meters based on service address location, and verified by the City

(3) 2014/15 actual costs per invoices provided

8.5. Edison Utility Accounts and District Assignment

Edison Accounts and District Assignment

*The list of accounts is not a comprehensive list of all Edison accounts invoiced to and paid by the City. The list only includes accounts and invoices provided to NBS.

Account Number	Service Address	City Assigned LMD	City Reassigned LMD (1)	NBS Assigned LMD (2)	Est. Annual Costs (3)
3-001-232-41	731 S A ST	none	none	none	not provided
3-004-4666-48	600 E GUAVA ST	none	none	none	not provided
3-004-6302-01	600 W KAMALA ST	none	none	none	not provided
3-009-5744-66	2101 BEVRA AV	none	none	none	not provided
3-012-8671-69	500 S C ST	none	none	none	not provided
3-013-1833-28	1902 W 5TH ST	none	none	none	not provided
3-029-1539-66	4300 SAVIERS RD	none	none	none	not provided
3-029-4809-78	599 E CLARA ST LAND	LMD 58	LMD 58	LMD 58	\$321.92
3-029-5524-61	2601 N VENTURA RD	LMD 14	LMD 14	LMD 14	318.67
3-029-5524-77	2601 N VENTURA RD	LMD 14	LMD 14	LMD 14	334.65
3-030-0448-80	3601 W 5TH ST	none	none	none	not provided
3-030-1287-46	242 3RD ST	none	none	none	not provided
3-030-1851-16	302 W 4TH ST	none	none	none	not provided
3-030-1942-70	550 S B ST	none	none	none	not provided
3-030-1942-98	101 E 5TH ST	none	none	none	not provided
3-030-1943-29	424 S A ST	none	none	none	not provided
3-030-3367-59	351 INDUS DR LDY	none	none	none	2,083.86
3-030-3763-78	214 S C ST	none	none	none	not provided
3-030-4359-73	702 W TOWN CENTER DR	none	none	none	not provided
3-030-4631-88	601 PORTOFINO PED	LMD 55	LMD 55	LMD 55	311.09
3-030-5161-65	OXNARD BUGARONNE ST	none	none	none	802.40
3-030-5162-11	KIAWAH RIVER DR/OWENS RIVER DR	none	none	none	2,139.17
3-030-5163-26	GARRONE ST/MOSS LANDING	none	none	none	4,611.63
3-030-5163-80	GREEN RIVER ST E/O VENTURA RD	none	none	none	535.24
3-030-5671-31	SPRINKLER PED 3002 MOSS LANDING BLVD LDY	none	none	none	918.22
3-030-6547-29	3702 W 5TH PED	LMD 59	LMD 59	LMD 59	312.55
3-030-6966-79	3700 W 5TH ST PED	LMD 59	LMD 59	LMD 59	312.52
3-031-1546-50	KINGS CANYON DR/OWENS RIVER	none	none	none	1,203.94
3-031-1615-80	2790 SMOKEY MOUNTAIN DR	none	none	none	2,861.63
3-031-1824-12	302 FOREST PARK BLVD PED	none	none	none	650.12
3-031-2248-11	CENTRAL PRK/RIVER PRK DEV. 3200 OXNARD BLVD LDY	none	none	none	20,490.02
3-031-2827-06	2900 W FIFTH ST PED	none	LMD 25	LMD 25	316.20
3-031-3890-62	126 1/2 SIMON WY	none	none	none	not provided
3-031-3890-96	2992 1/2 E VINEYARD	none	none	none	not provided
3-031-3891-18	1 VINEYARD STROBE	none	none	none	not provided
3-031-3891-67	3485 1/2 PLEASANT VALLEY	none	none	none	not provided
3-031-4198-38	250 S HAYES AV	none	none	none	not provided
3-031-4468-74	3152 THAMES RIVER DR PED	none	none	none	624.01
3-031-4468-87	337 FOREST PARK BLVD PED	none	none	none	973.98
3-031-4468-97	3100 MOSS LANDING BLVD MED	none	none	none	458.27
3-031-7140-65	CESAR CHAVEZ/JUANITA	LMD 51	LMD 51	LMD 51	6,017.25
3-031-8263-87	LANDSCAPE 2990 W FIFTH ST	none	LMD 25	LMD 25	1,466.01
3-032-0959-56	KIAWAH RIVER/OXNARD BLVD	none	none	none	668.30
3-032-0964-62	ALBION RD/OWENS RIVER RD	none	none	none	535.24
3-032-0973-22	NILE RIVER DR/OXNARD BLVD	none	none	none	1,804.87
3-032-2234-09	702 PASEO MARGARITA PED	none	LMD 33	LMD 33	310.73
3-032-5047-54	255 E 5TH ST	none	none	none	not provided
3-032-6286-11	CLARA ST/CYPRESS RD	LMD 58	LMD 58	LMD 58	1,452.19
3-032-6570-10	802 OWENS RIVER DR PED	none	none	none	2,042.92
3-032-7318-36	4101 W WOOLEY RD LDY	not provided	not provided	none	374.18
3-032-7318-43	1499 ESTUARY WAY MBF	not provided	not provided	none	1,651.67
3-032-7318-55	1501 S VICTORIA AVE LDY	not provided	not provided	none	312.81
3-032-7318-64	3901 HARBOUR ISLAND MBJ	not provided	not provided	none	2,097.02
3-032-7318-83	4099 FARRALON WAY MHME	not provided	not provided	none	1,343.63
3-032-7318-96	4121 ADRIATIC WAY MBB	not provided	not provided	none	3,757.04
3-032-8207-69	4002 CARIBBEAN ST MBG	none	none	none	2,409.35
3-032-8208-00	4002 CARIBBEAN ST MDC	none	none	none	6,544.80
3-032-8208-10	4198 HARBOUR ISLAND LN PED	none	none	none	575.58
3-034-8749-49	1801 W VINEYARD AV	none	LMD 10	LMD 10	3,905.30
3-034-8882-21	1601E GONZALES RD	none	LMD 19	LMD 19	751.13
3-035-1030-25	302 MYRTLE ST LDY	none	none	none	603.30
3-035-1575-40	3351 N OXNARD BLVD LDY	none	none	none	527.58
3-035-1575-52	3321 TURNOUT PARK CIR LDY	none	none	none	437.24
3-035-1575-64	3398 TURNOUT PARK CIR LDY	none	none	none	969.35
3-035-1575-73	690 TOWN CENTER DR PED	none	none	none	549.91
3-035-1576-11	2901 N OXNARD BLVD LDY	none	none	none	700.55
3-035-6820-69	3240 SANTA CLARA AV	none	none	none	not provided
3-036-1352-42	2102 N VICTORIA AV	none	none	none	not provided
3-037-7854-12	223 W GONZALES RD	none	none	none	not provided
3-038-0369-37	3250 S ROSE AV	none	none	none	not provided
3-038-0972-35	1902 N RICE AV	none	none	none	not provided
3-038-0973-05	2102 N RICE AV	none	none	none	not provided
3-038-0973-63	2102 N RICE AV B	none	none	none	not provided
3-038-0973-77	2102 N RICE AV	none	none	none	not provided
3-038-1823-34	2102 N RICE AV	none	none	none	not provided
3-038-2900-74	227 W GONZALES RD	none	none	none	not provided
3-038-3874-86	1250 AZALEA ST UTIL	none	none	none	not provided
3-038-3874-93	1250 AZALEA ST #A	none	none	none	not provided
3-038-3875-02	1250 AZALEA ST #B	none	none	none	not provided
3-038-3875-13	1250 AZALEA ST #C	none	none	none	not provided
3-038-7697-80	1298 SAVIERS RD	none	none	none	not provided

Edison Accounts and District Assignment

*The list of accounts is not a comprehensive list of all Edison accounts invoiced to and paid by the City. The list only includes accounts and invoices provided to NBS.

Account Number	Service Address	City Assigned LMD	City Reassigned LMD (1)	NBS Assigned LMD (2)	Est. Annual Costs (3)
3-039-1289-02	3001 SANTA CLARA AVE	none	none	none	not provided
3-039-1289-38	3001 SANTA CLARA AVE	none	none	none	not provided
3-039-1290-20	3099 SANTA CLARA AVE	none	none	none	not provided
3-039-1290-78	3101 SANTA CLARA AVE	none	none	none	not provided
3-039-1291-11	3202 SANTA CLARA AVE	none	none	none	not provided
3-039-7293-75	3300 N OXNARD BLVD	not provided	not provided	none	336.59
3-012-6652-10 (4)	1500 CAMINO DEL SOL	none	none	none	0.00
3-009-5187-27 (4)	1600 EBONY CR	none	LMD 12	LMD 12	0.00
3-038-7347-26 (4)	2501 N VENTURA RD	none	none	none	0.00
3-009-5299-83 (4)	2610 WOODSIDE PL	none	LMD 14	LMD 14	0.00
3-036-9056-82 (4)	2665 1/2 E VENTURA BL	none	none	none	0.00

- (1) City verification and reassignment (as needed) of LMD meters.
 (2) NBS assignment of meters based on service address location, and verified by the City.
 (3) 2014/15 actual costs per invoices provided.
 (4) Per City staff, no invoices have been received for these accounts.

8.6. Utility Meters Requiring Verification

The City has reviewed and confirmed the utility meters with discrepancies between the mapped location and the District assignment.

Meters Requiring Verification

within the City of Oxnard

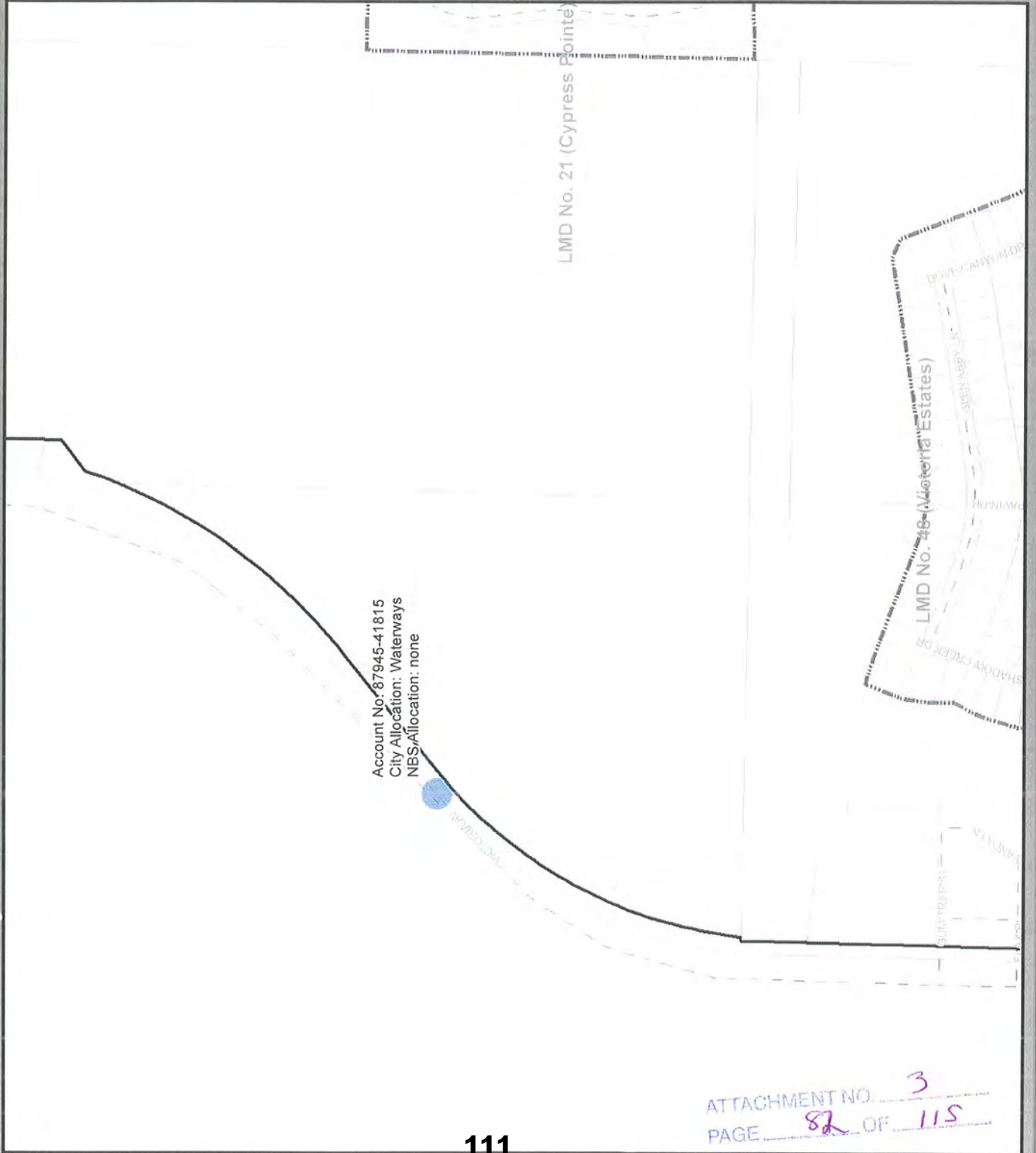


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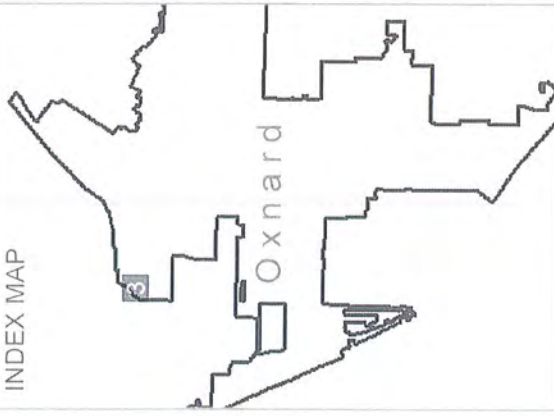


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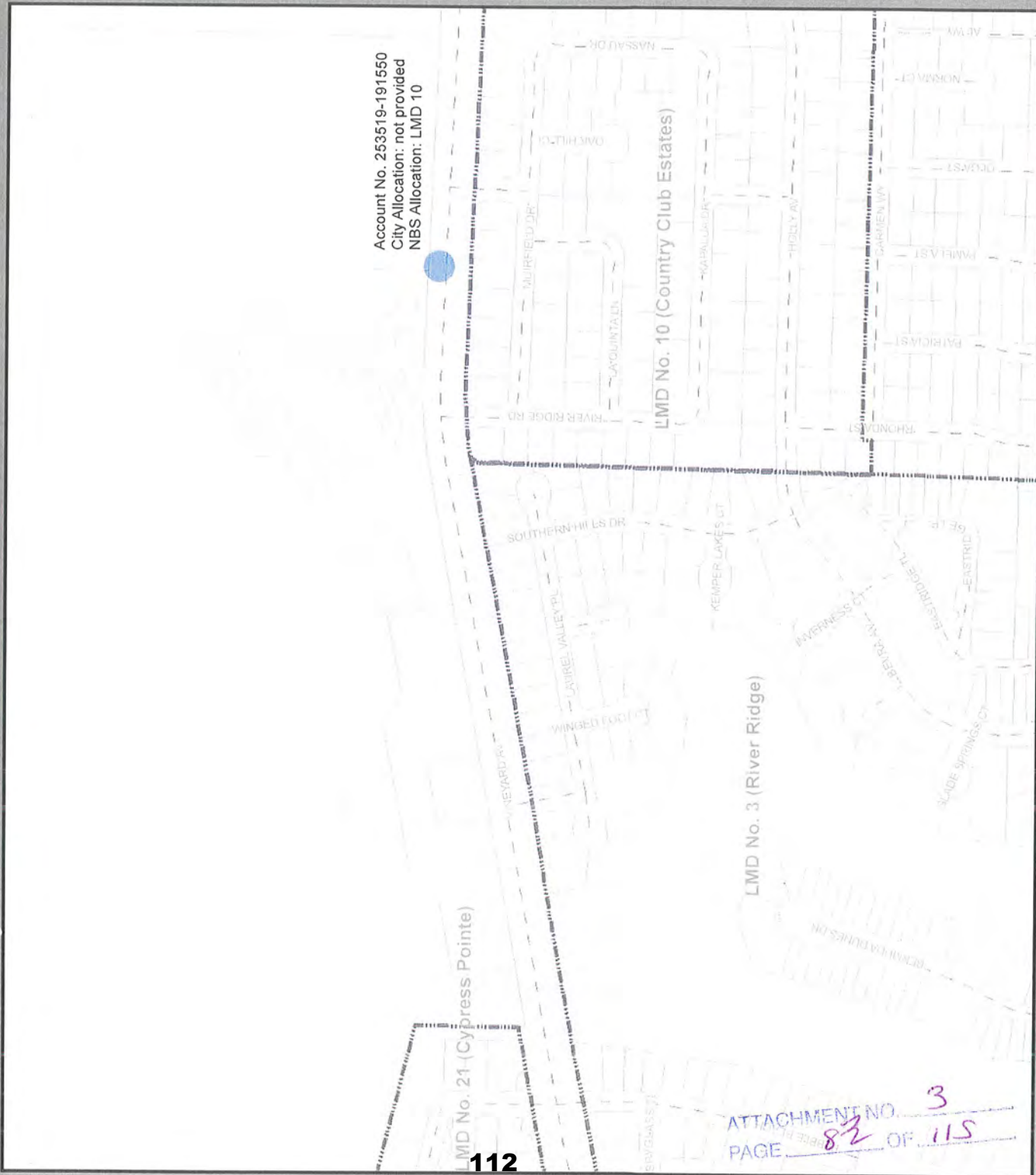
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StatePlane California V FIPS 0405 Feet

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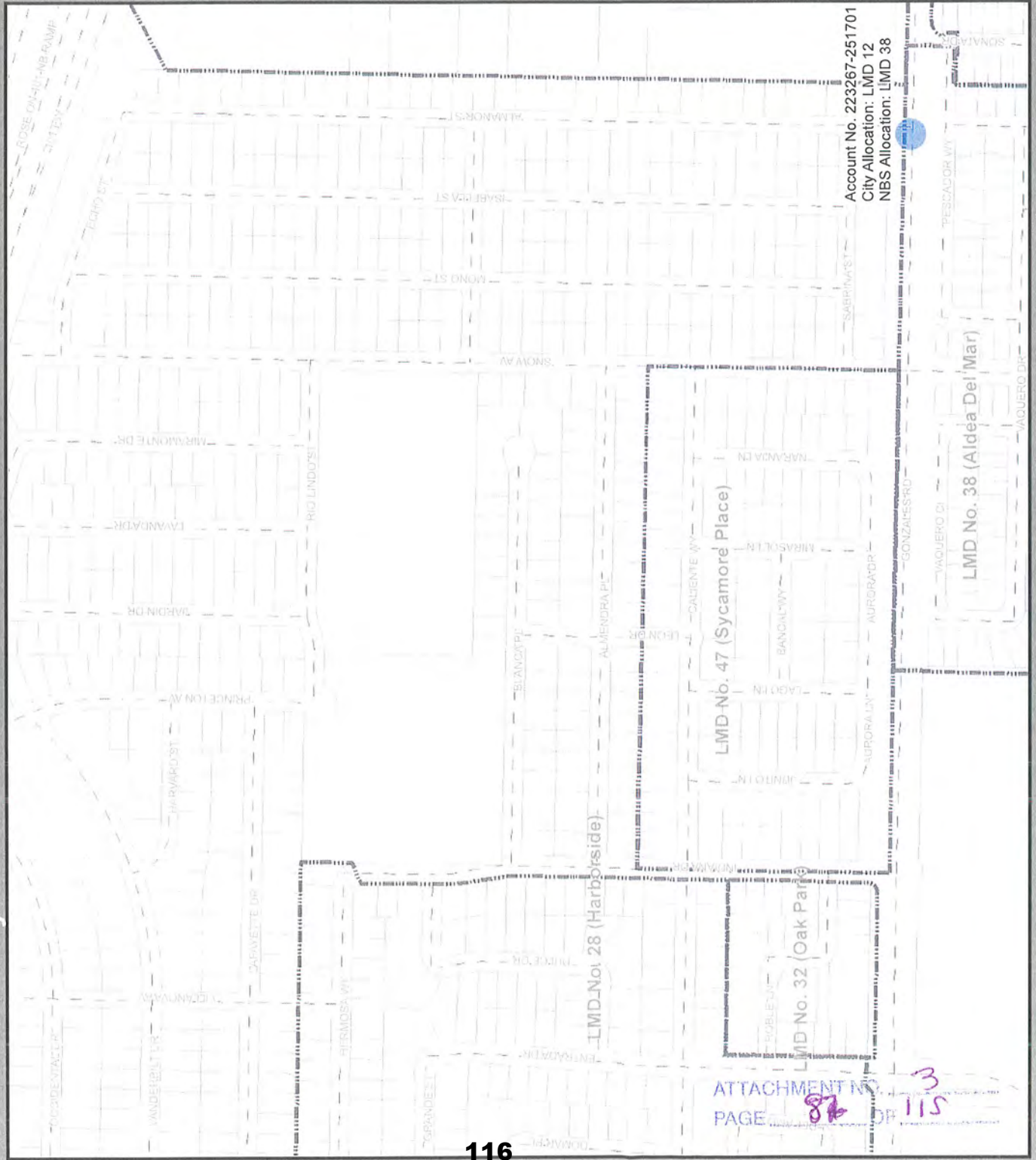
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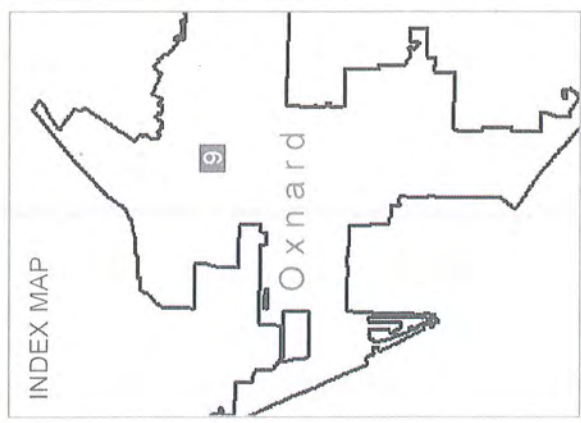
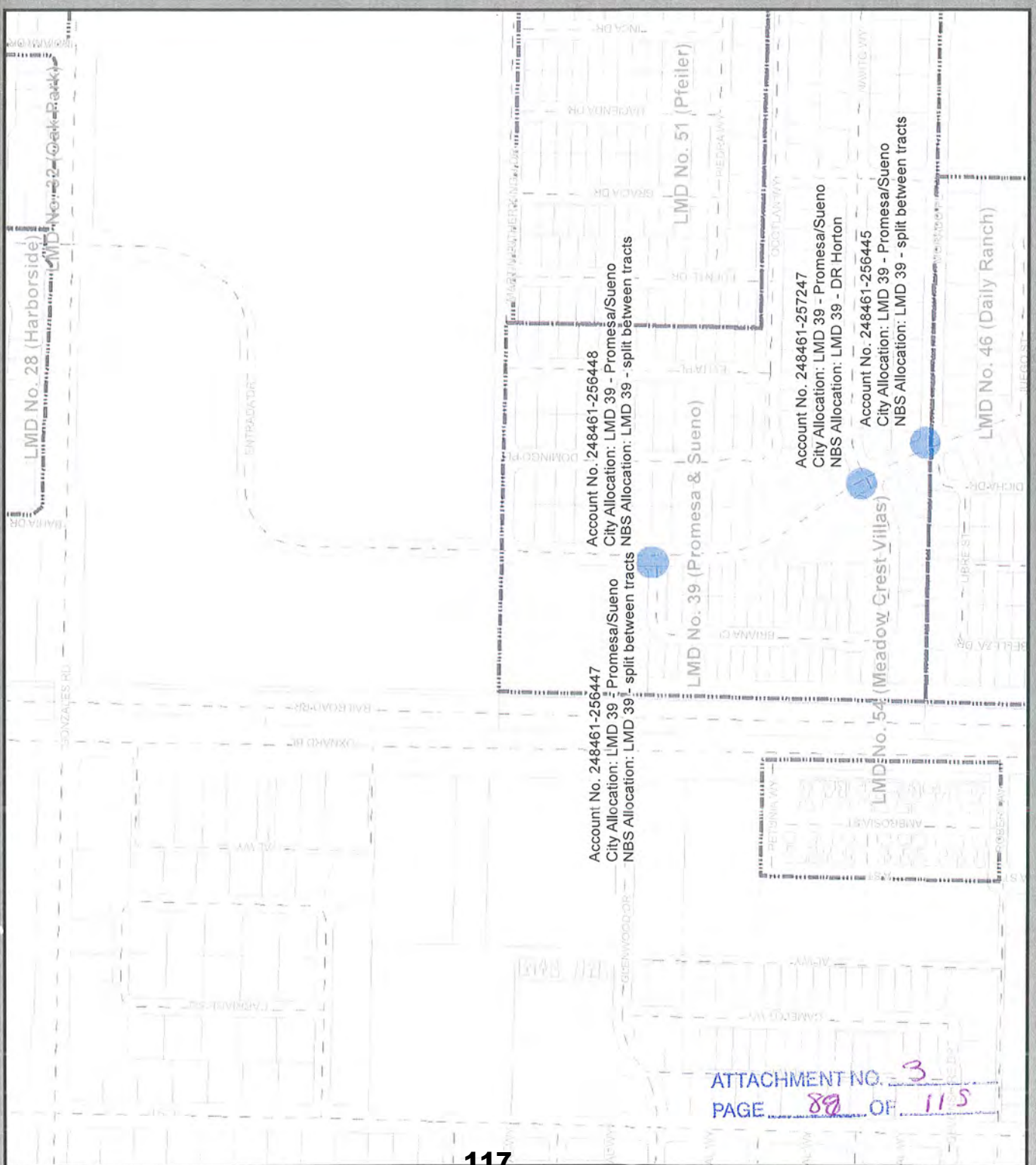
Meters Requiring Verification

within the City of Oxnard



Meters Requiring Verification

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- Edison Meters
- Water Meters
- Streets
- Parcels
- District Boundaries
- City Boundary

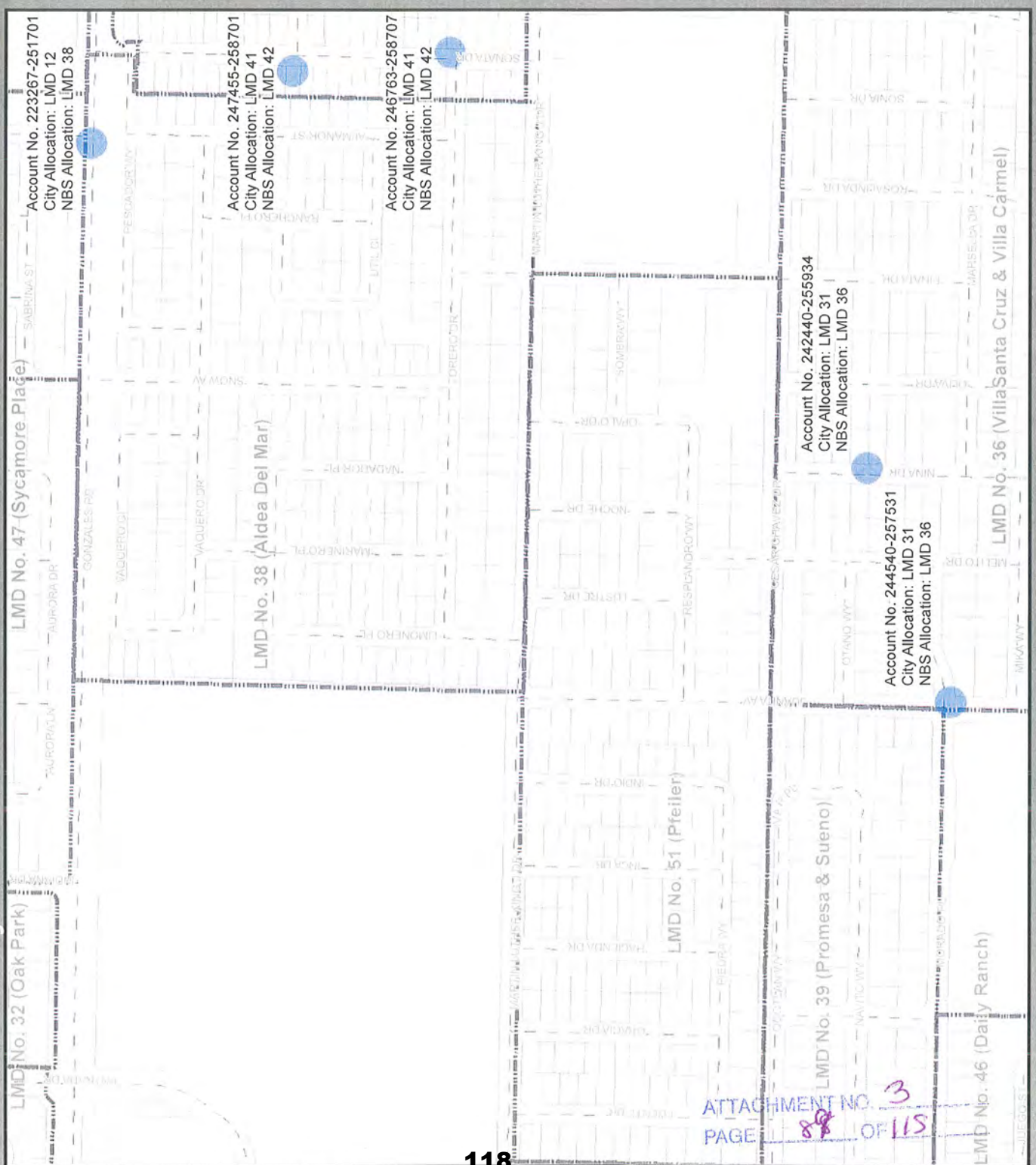


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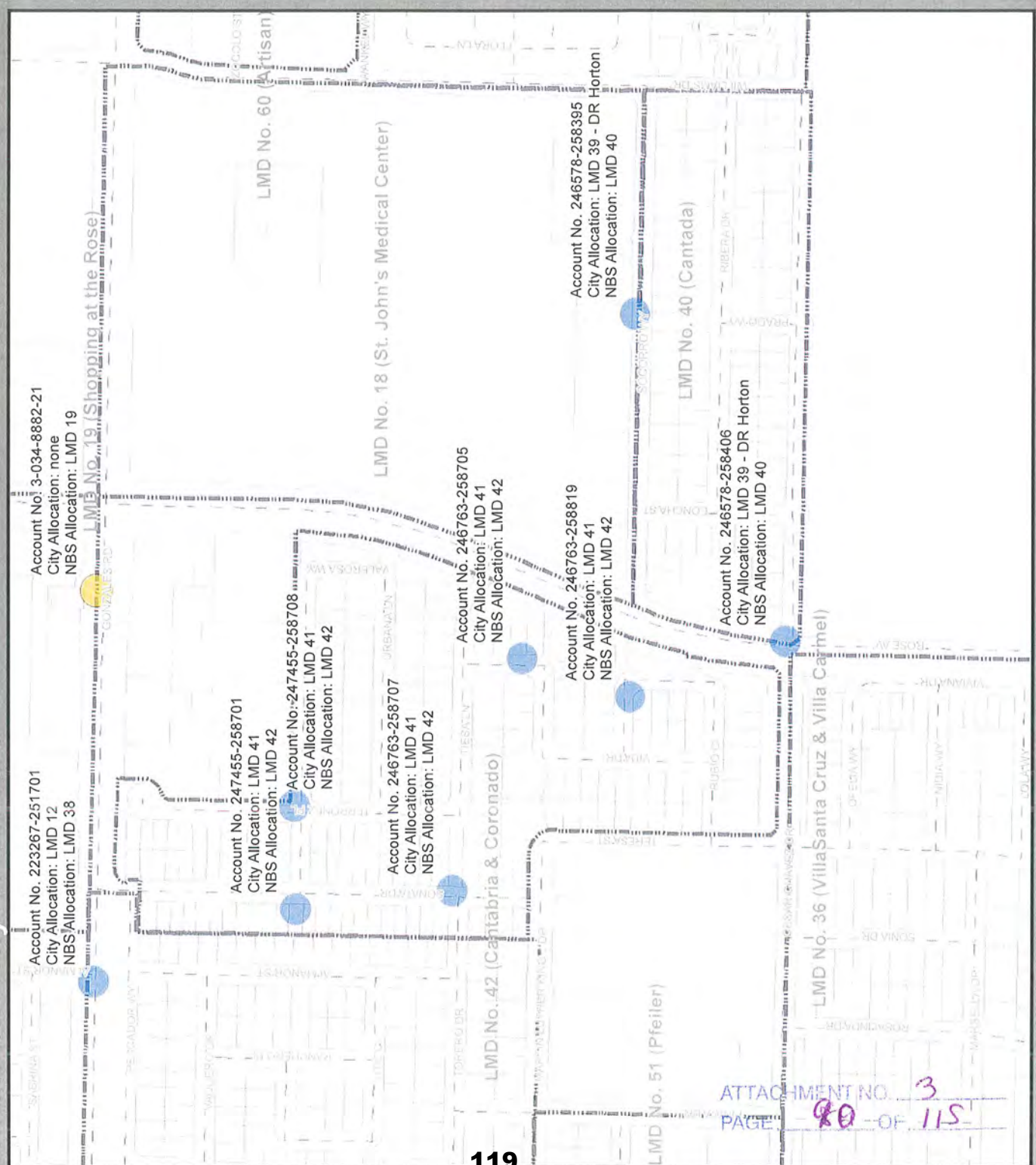
City Boundary

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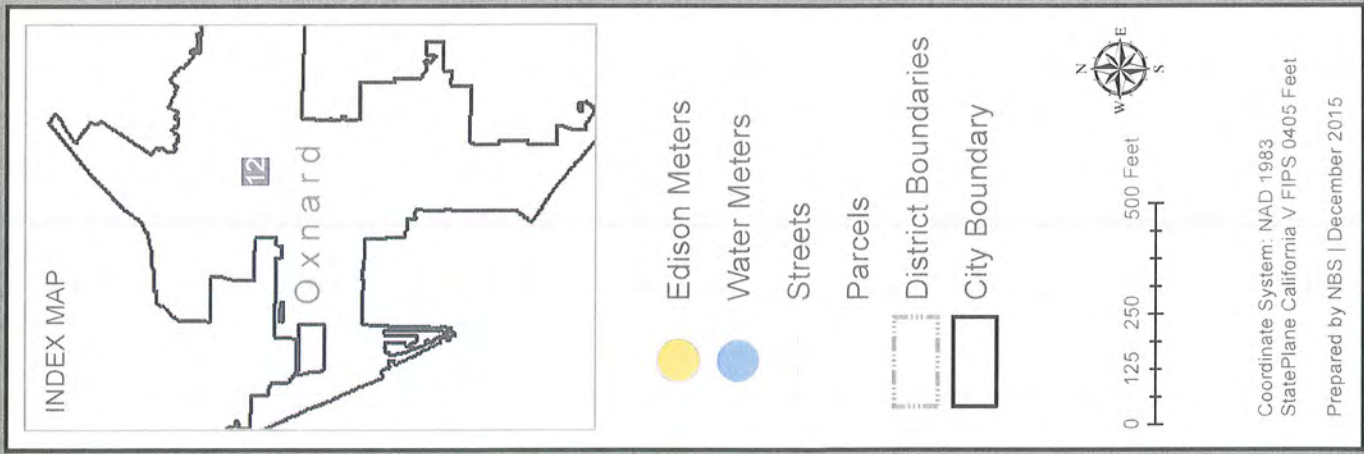
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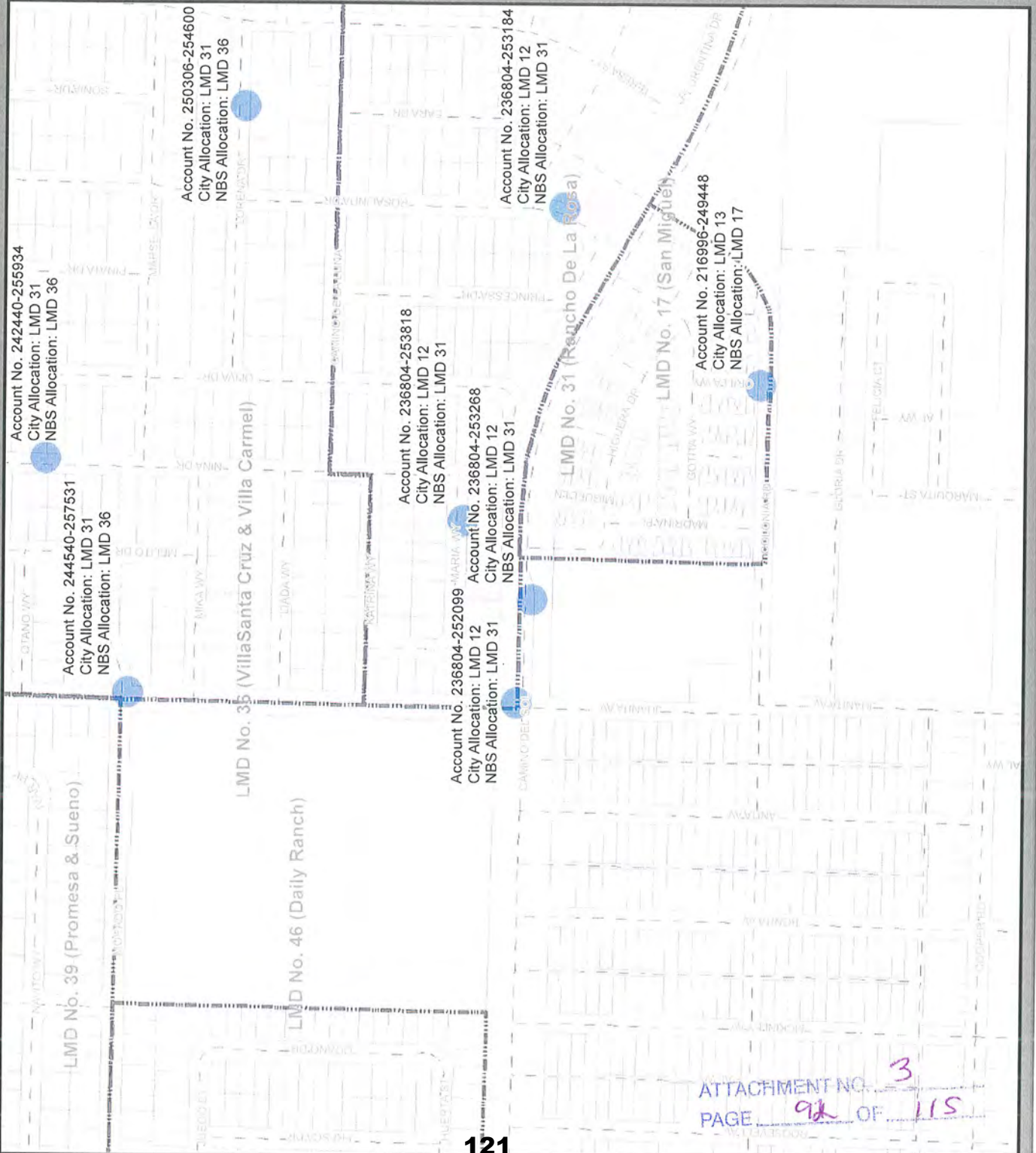
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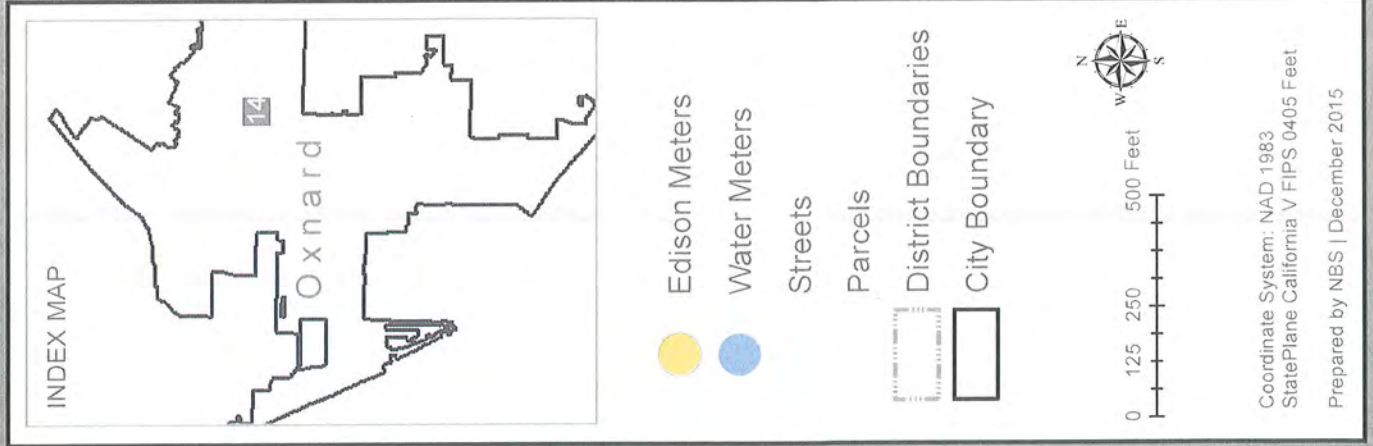
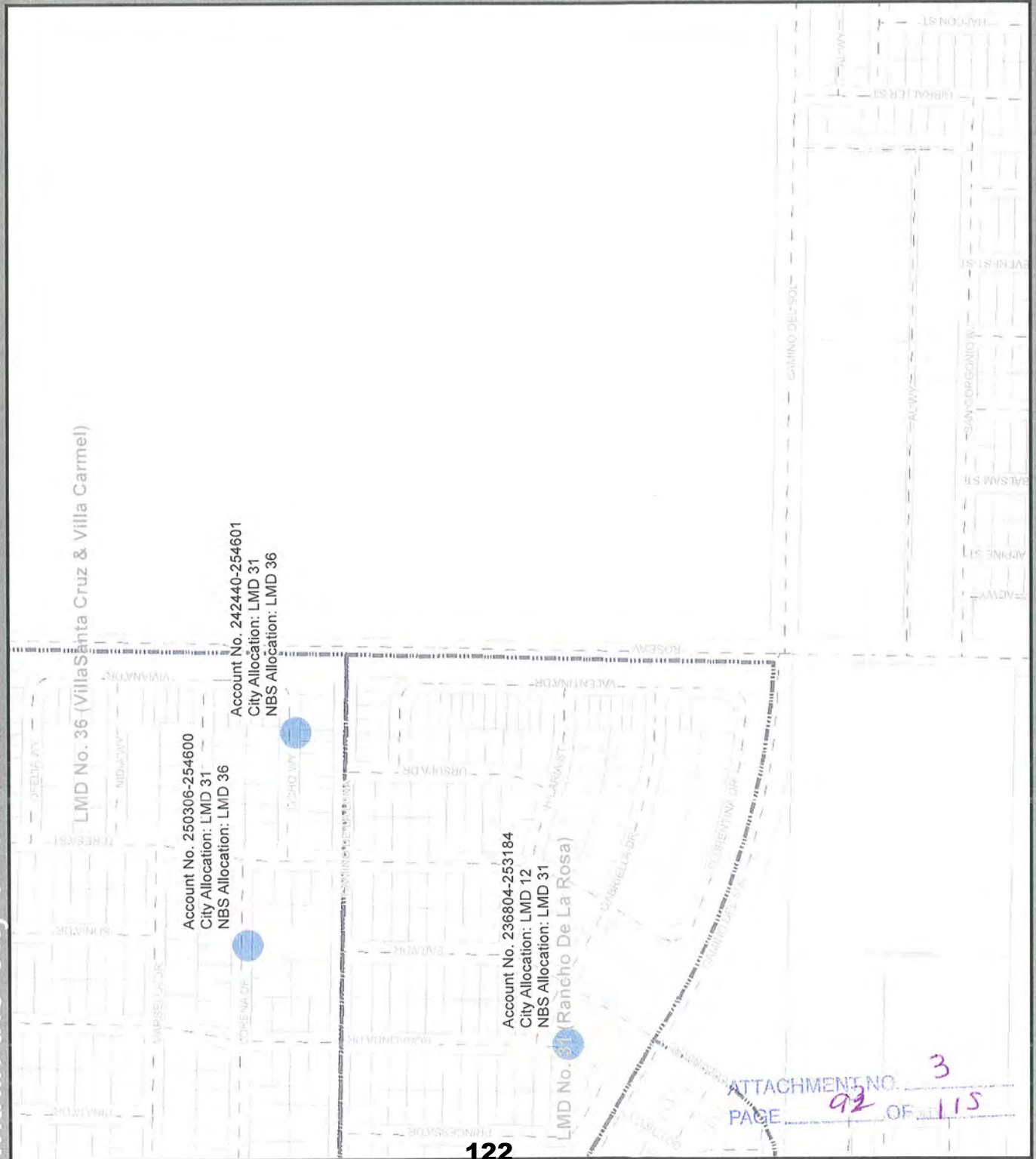
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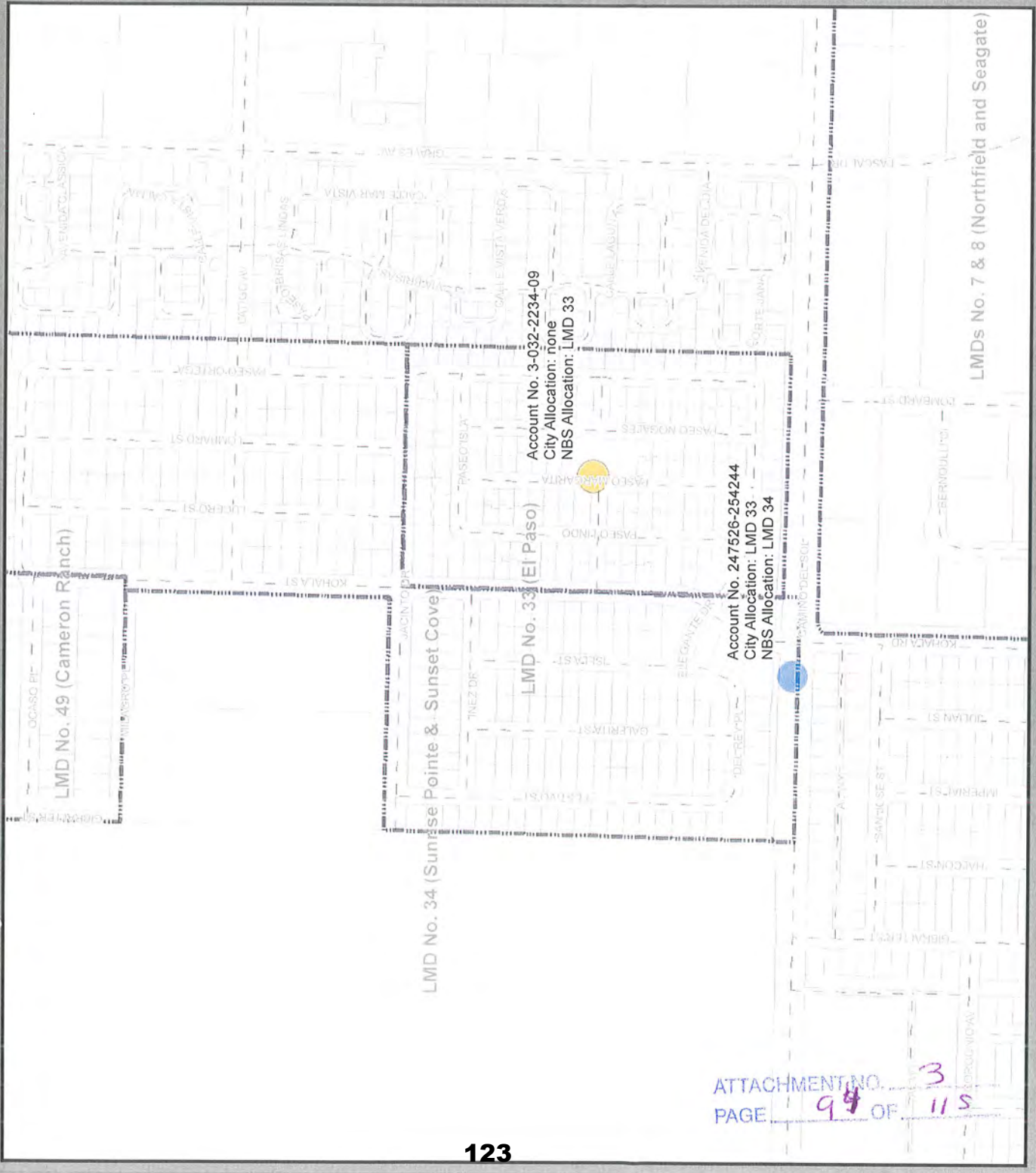
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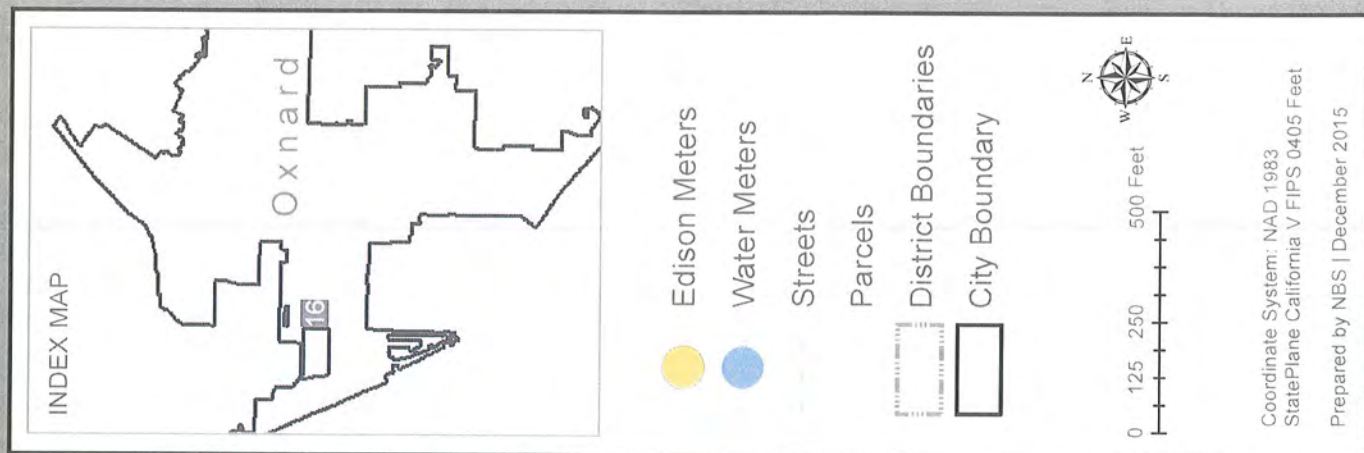
City Boundary

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Coordinate System: NAD 1983
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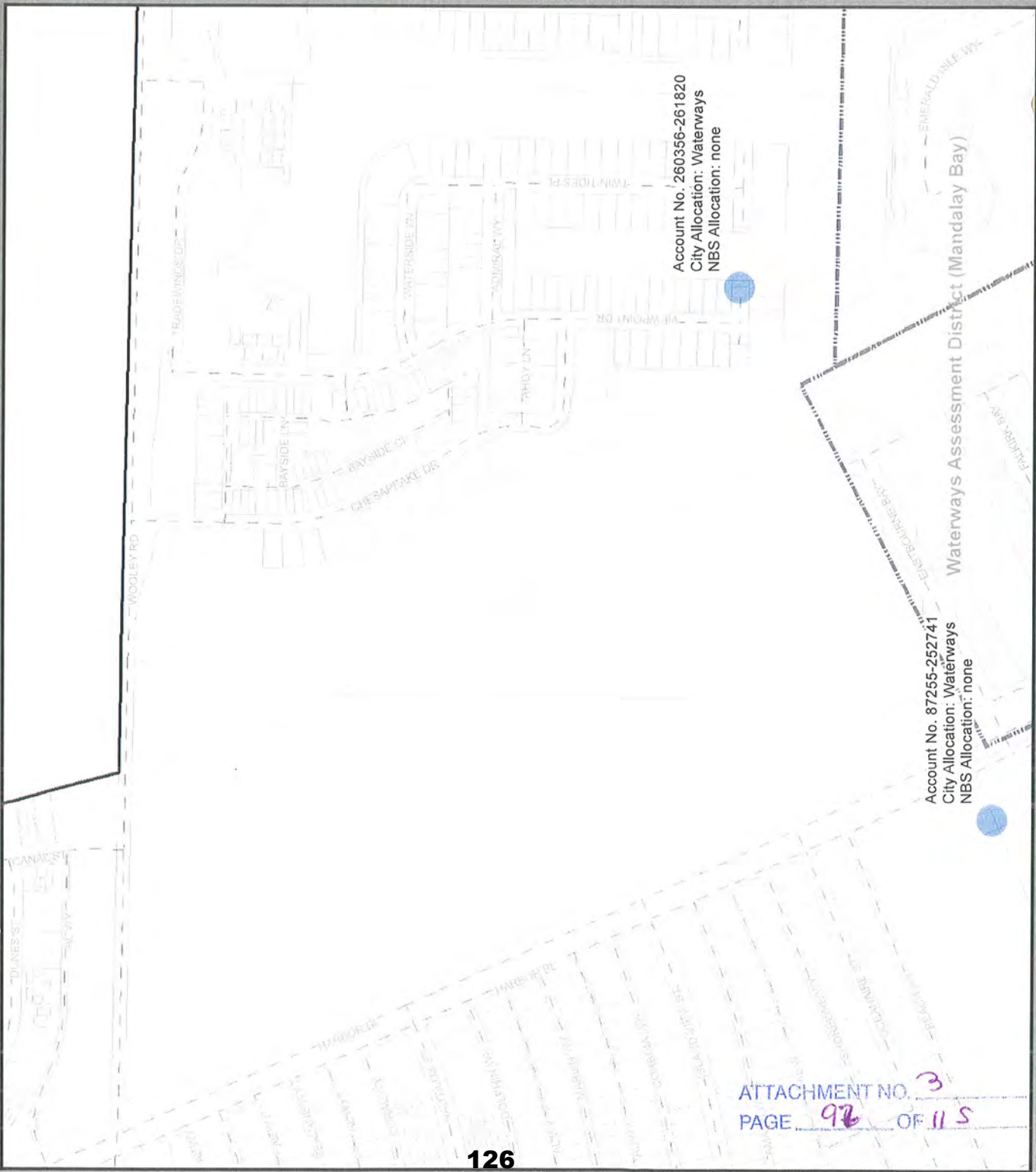
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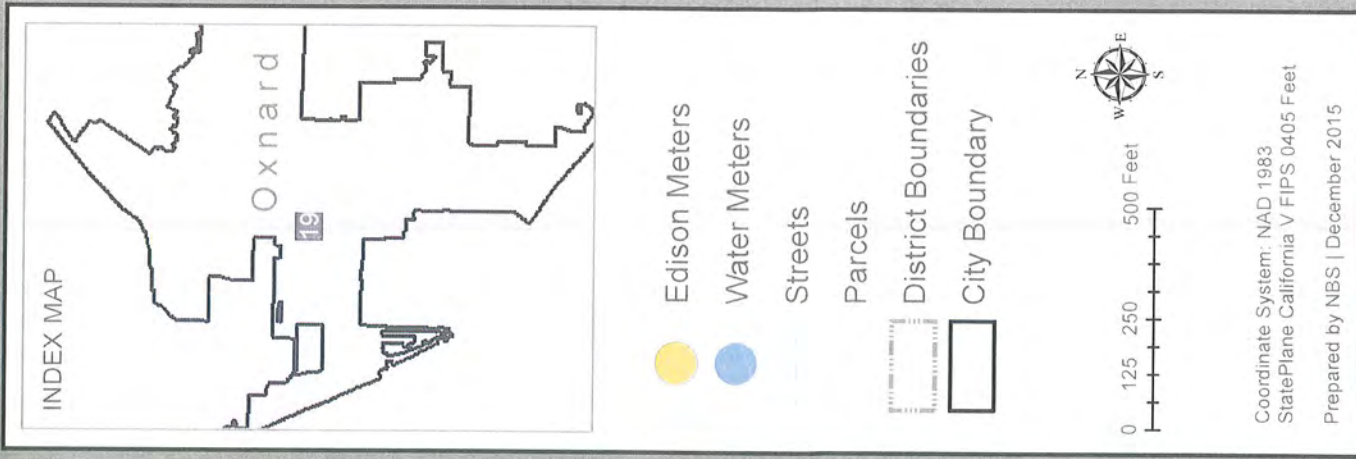
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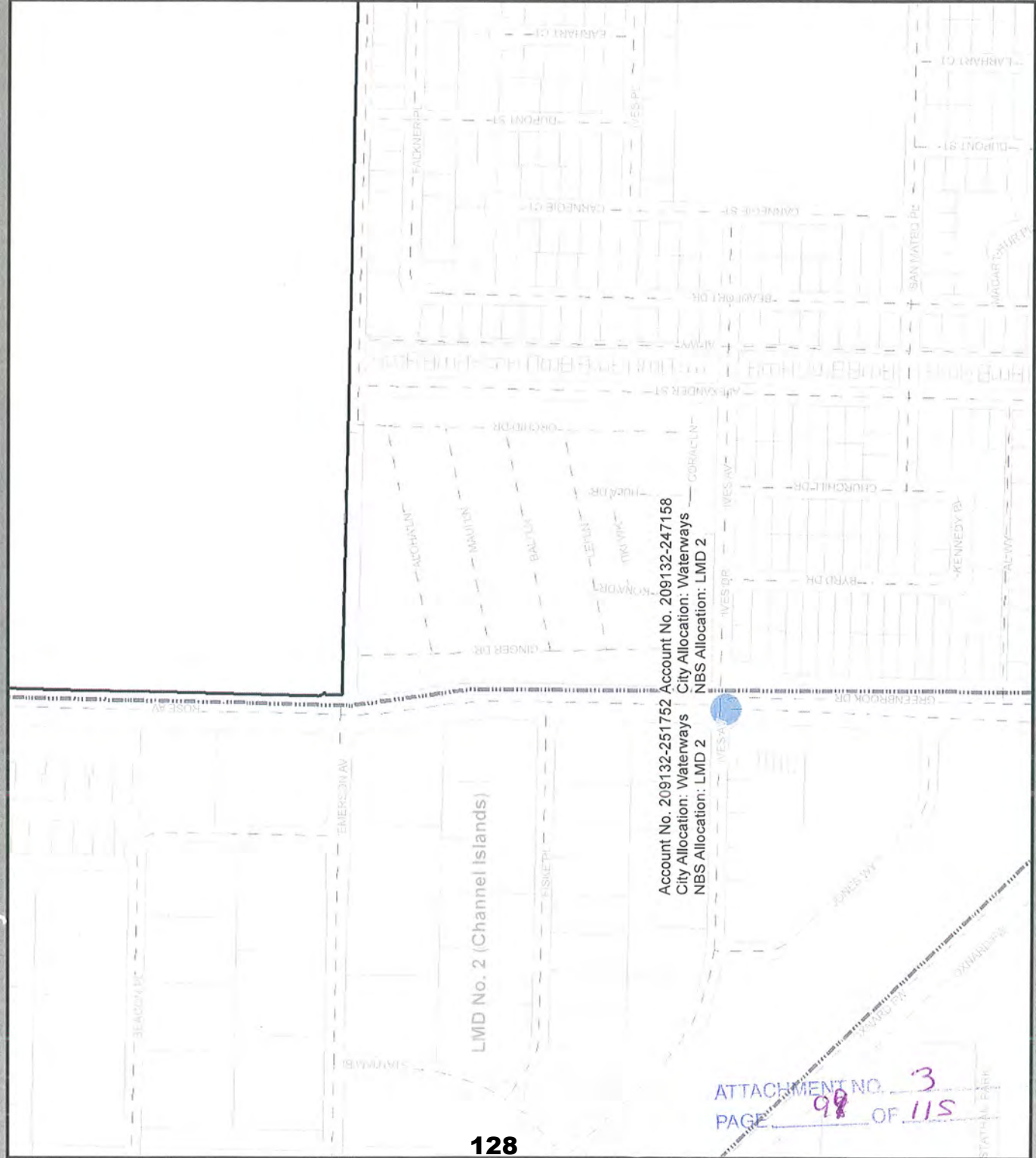
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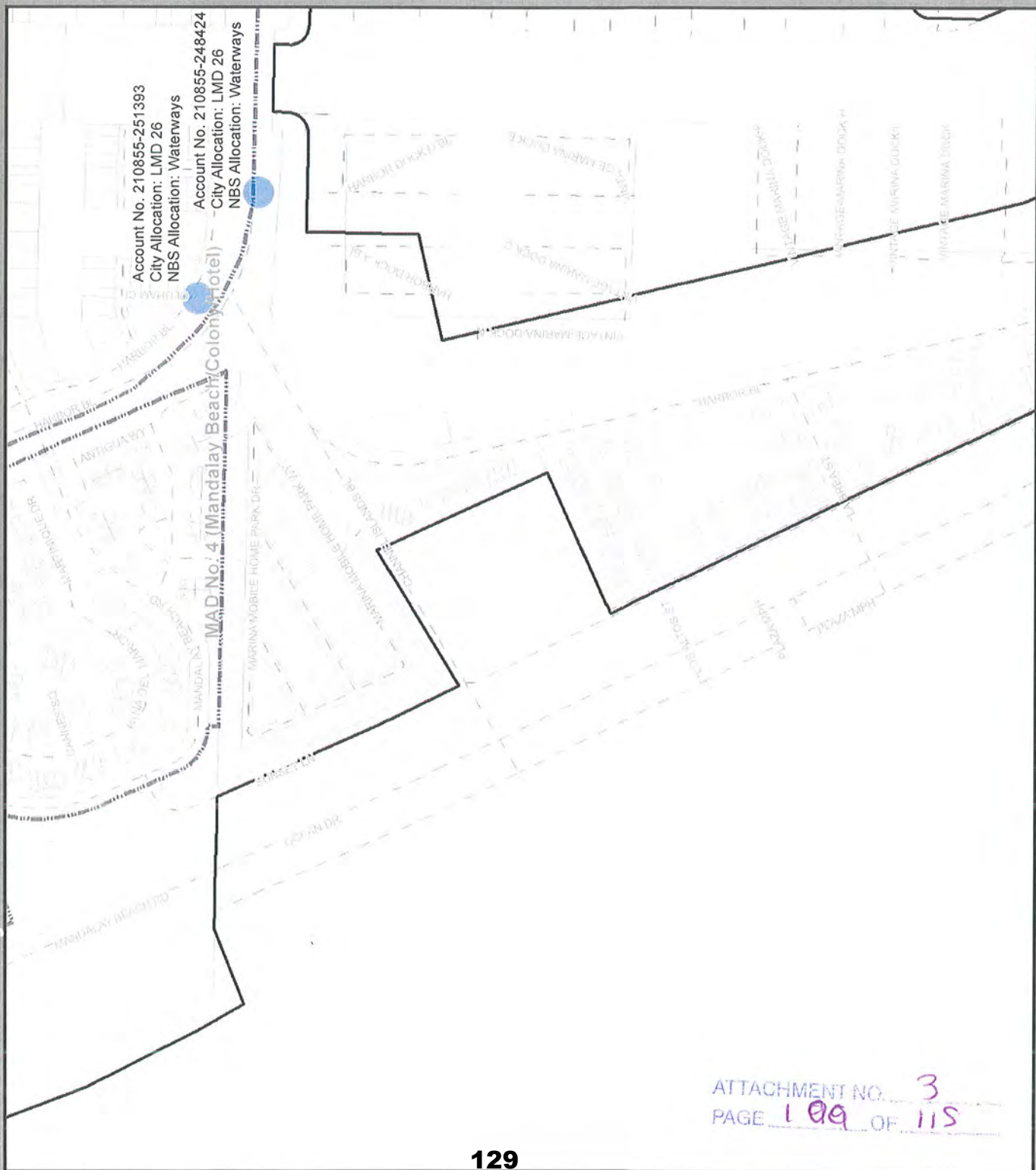
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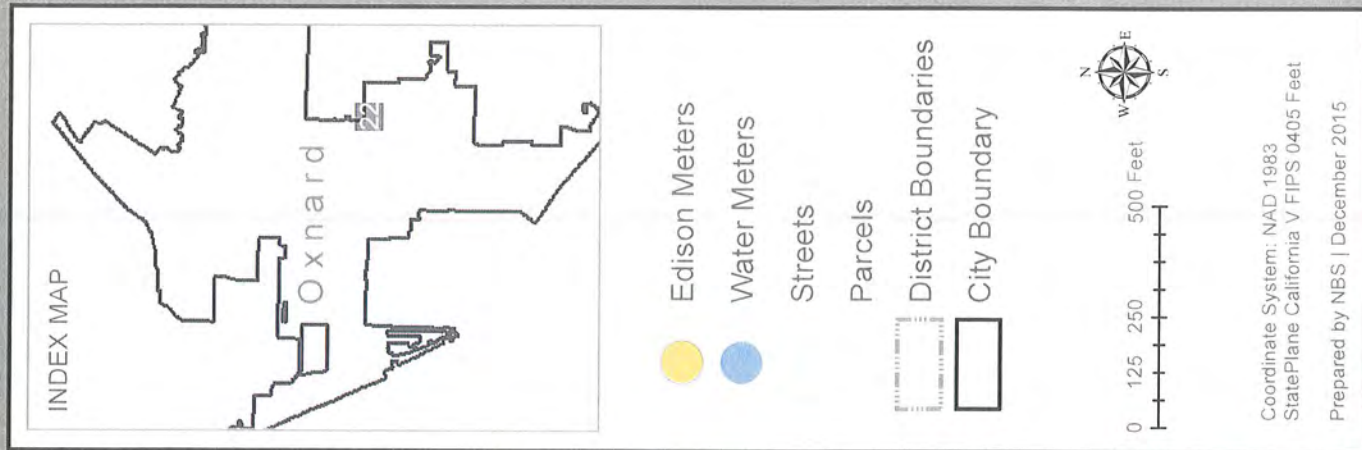
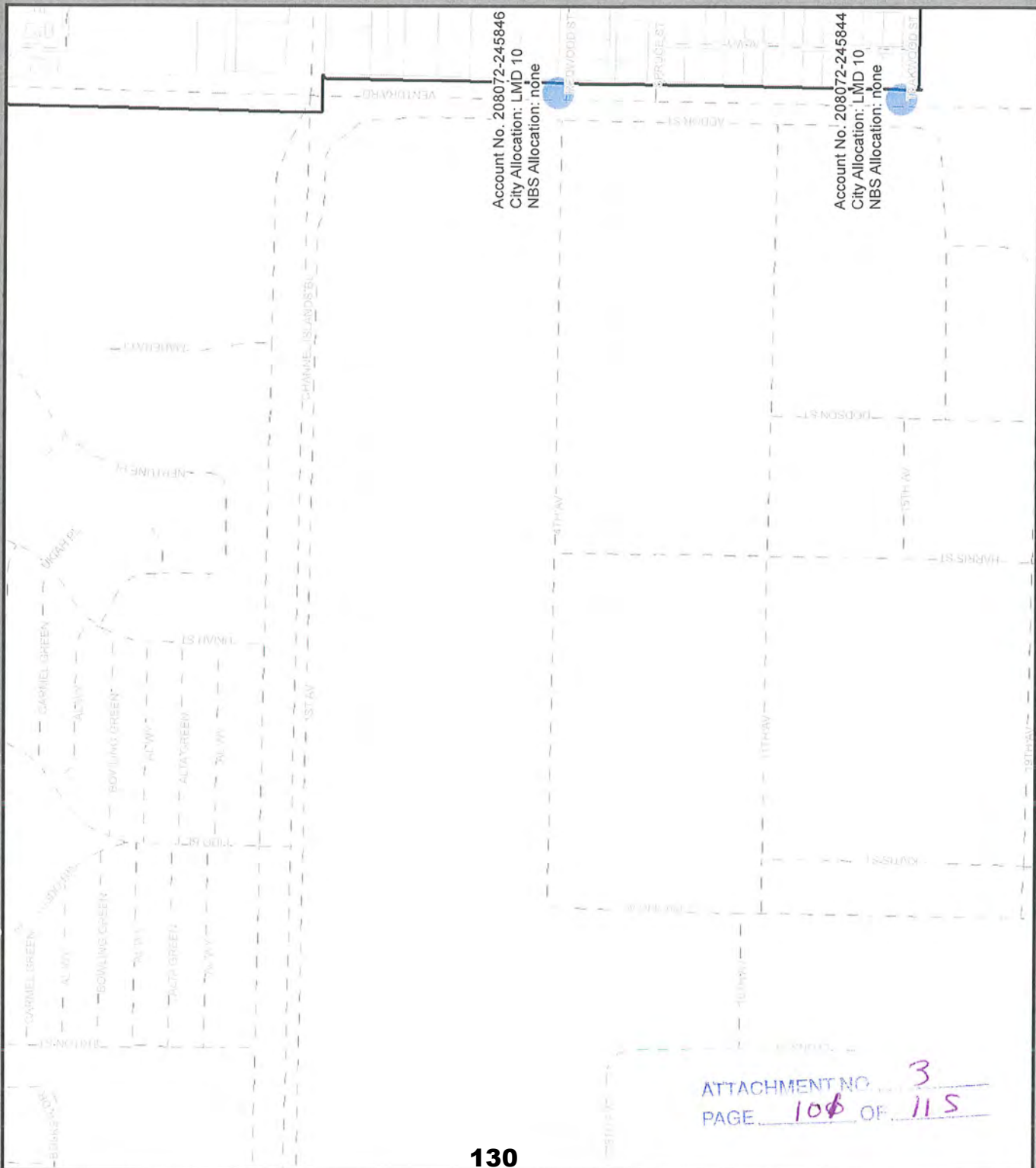
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Oxnard

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1

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Account No. 20790-170875
City Allocation: LMD 9
NBS Allocation: none

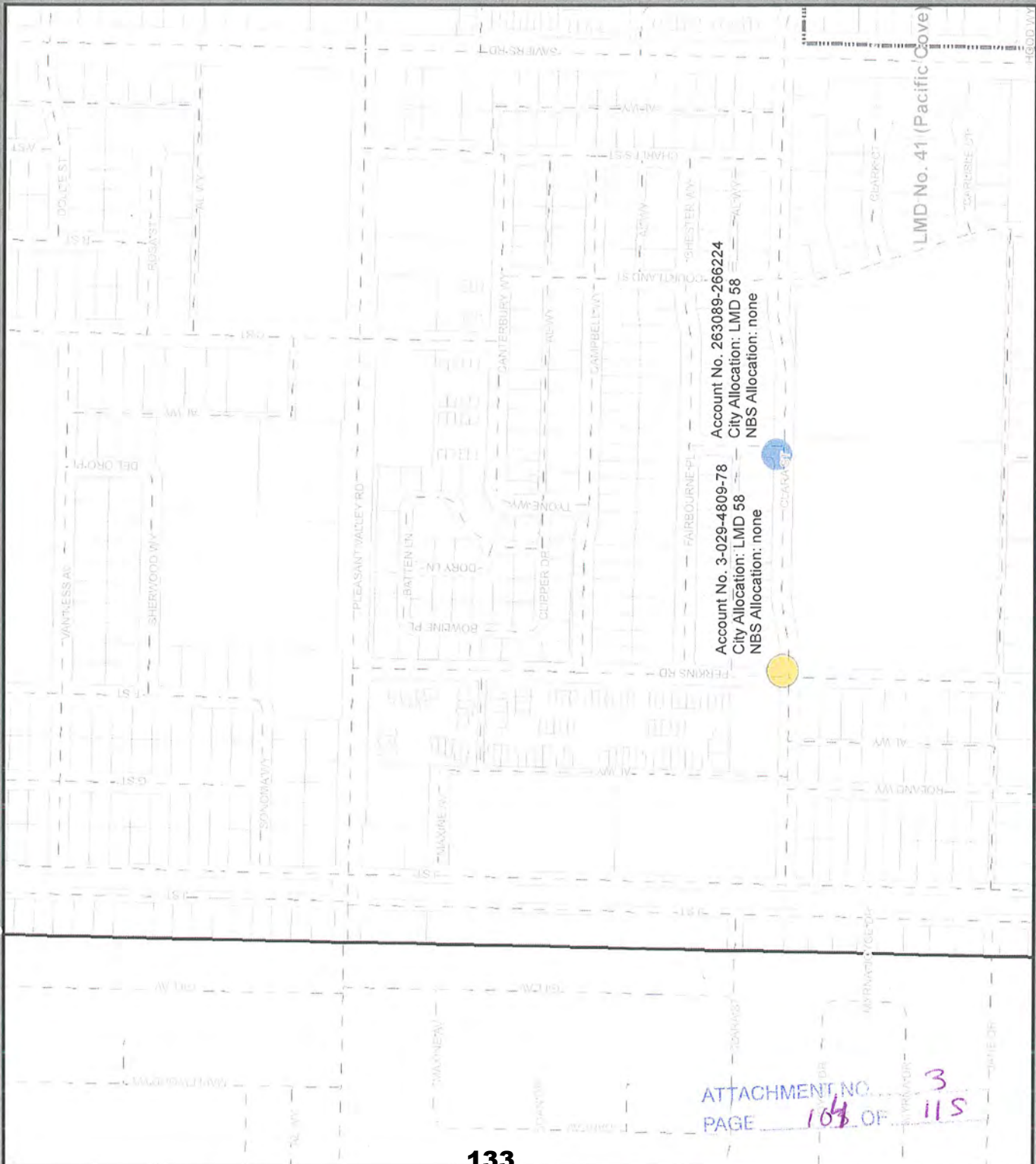
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8.7. Budget Document Spreadsheet

8.8. DRAFT Goals and Policies and Levels of Service

The following is a draft Statement of Goals and Policies for the use of Maintenance Assessment Districts and Landscape Maintenance Service Levels and Frequency of Operations for Maintenance Assessment Districts. The following is not final, and the City is in the process of reviewing.

City of Oxnard
Statement of Goals and Policies for the use of
Maintenance Assessment Districts
Dated November 18, 2015

The City of Oxnard (the "City") has used Maintenance Assessment Districts since the 1980s to finance the installation and annual maintenance of landscaping services throughout the City. The term "Maintenance Assessment District" shall mean any special assessment district formed for the purposes defined herein using any of the following statutes: Improvement Act of 1911 (Division 7 of Part 1 of Chapter 1 of the California Streets and Highways Code), Landscape and Lighting Act of 1972 (Division 15 of Part 2 of Chapter 1 of Article 1 of the California Streets and Highways Code), Benefit Assessment Act of 1982 (Division 2 of Part 1 of Chapter 6.4 of Article 1 of the California Government Code), as amended, and any other applicable assessment law of the State of California, in providing for adequate public services for the City. These goals and policies are implemented regarding the use of any Maintenance Assessment District as previously defined herein. The Goals and Policies shall apply to Maintenance Assessment Districts previously established or hereafter formed or proposed to be formed by the City. Any goal or policy stated herein may be supplemented, amended or waived by resolution or motion adopted by the City Council.

Purpose and Scope

The purpose of the Goals and Policies is to provide the City, City staff, the residents of the City, and the owners and developers of property located within the City, with guidance in the application for and consideration of the establishment and the annual administration of such Maintenance Assessment Districts for the purposes of financing or assisting in financing the provision of authorized public services to benefit and serve existing or new development or a combination thereof. The underlying principles behind this policy are the protection of the public interest, assuring fairness in the establishment and annual administration of Maintenance Assessment Districts, protecting the City's financial position, and assuring that applicants for all Maintenance Assessment District proceedings, other than those City initiated proceedings, pay all costs associated with the formation of any Maintenance Assessment District.

The scope of the Goals and Policies are limited to the proposed formation of a Maintenance Assessment District or to the annual administration of Maintenance Assessment Districts which will either be formed or have previously been formed for the limited purposes of financing or assisting in financing the provision of authorized services as identified in the governing statutes and further identified in the formation documents for such district. The term Special Financing District used within this document, shall be defined for the purposes of such document as to include Maintenance Assessment Districts as previously defined and Community Facilities Districts as authorized under Mello-Roos Community Facilities Act of 1982 and defined further in the section of this document titled, *Proposed or Future Special Financing Districts*.

Eligible Maintenance Services

Maintenance of improvements and services eligible to be financed through formation of a Maintenance Assessment District as authorized by the assessment law, include, but are not limited to, the following:

- Installation or planting of landscaping.

- Installation or construction of statuary, fountains, and other ornamental structures and facilities.
- Installation or construction of public lighting, facilities, including but not limited to, traffic signals.
- Installation or construction of any facilities which are appurtenant to any of the maintenance or servicing thereof, including, but not limited to, grading, clearing, removal of debris, the installation or construction of curbs, gutters, walls, sidewalks, or paving, or water, irrigation, drainage, or electrical facilities.
- Installation of park or recreational improvements, including, but not limited to, all of the following:
 - Land preparation, such as grading, leveling, cutting and filling, sod, landscaping, irrigation systems, sidewalks, and drainage.
 - Lights, playground equipment, play courts, and public restrooms.
- Maintenance and servicing of the acquisition of land for park, recreational, or open-space purposes.
- Maintenance and servicing of the acquisition of any existing improvement otherwise authorized pursuant to any of the previously mentioned statutes or applicable assessment law.
- Maintenance of lighting of parks, parkways, streets, roads, trails and open space.
- Flood and storm protection services, including, but not limited to the operation and maintenance of storm drainage systems.
- Services with respect to removal or remedial action for the cleanup of any hazardous substance released or threatened to be released into the environment.
- Maintenance and operation of any real property or other tangible property with an estimated useful life of five or more years that is owned by the City or by another local agency pursuant to an agreement.

Proposed or Future Special Financing Districts

Requirement to Establish Special Financing District and City Preference

As part of the standard Developer's Agreement, the City requires conditions to mitigate the impact of new development through the formation of a new Special Financing District or other available methods. Such Special Financing District may be used to fund any authorized ongoing maintenance and services that may be required or anticipated by the City as a result of new development.

The City will consider applications initiated by property owners or developers of vacant property proposed to be developed, property owners of property within existing developed areas or registered voters residing in existing developed areas, or the City itself for the establishment of a Special Financing District to provide authorized public services which benefit or serve existing or new development or a combination thereof.

The City will consider the use of various types of Special Financing Districts, which are to include both Maintenance Assessment Districts and Community Facilities Districts (the "CFD"). CFDs are formed for the purposes defined herein using the following statute: Mello-Roos Community Facilities Act of 1982 (Division 2 of Part 1 of Chapter 2.5 of Article 1 of the California Government Code) and in accordance with the City's CFD Goals and Policies. The City encourages the use of CFDs as the preferred Special Financing District to provide maintenance services in the City. Maintenance Assessment Districts may be utilized under special circumstances in the future to provide maintenance services assuming the approval of the City Manager or their designee.

Any condition of new development for mitigation to be fulfilled by the formation of a Maintenance Assessment District or a CFD for the purposes of providing the financing or to assist in the financing of

ongoing maintenance services shall be satisfied prior to the recordation of a final map on the proposed assessable or taxable property.

Preformation Cost Deposits and Reimbursements

Except for those applications for CFDs where the City is the applicant, all City and consultant costs incurred in the proceedings to form a CFD therefore will be paid by the applicant in accordance with the City's CFD Goals and Policies as adopted by Resolution No. 11630, or as amended thereafter.

Except for those applications for Maintenance Assessment Districts where the City is the applicant, all City and consultant costs incurred in the proceedings to form a Maintenance Assessment District therefore will be paid by the applicant by advance deposit with the City of moneys sufficient to pay all such costs.

Each applicant for the formation of a Maintenance Assessment District shall be accompanied by an initial deposit in an amount to be determined by the City Manager or their designee, to be adequate to fund the evaluation of the application and undertake the proceedings to form the Maintenance Assessment District. The City Manager may, in his or her sole discretion, permit an applicant to make periodic deposits to cover such expenses rather than a single lump sum deposit; provided, however, no preformation costs shall be incurred by the City in excess of the amount then on deposit for such purposes. If additional funds are required to pay required preformation costs, the City Manager may make written demand upon the applicant for such additional funds and the applicant shall deposit such additional funds with the City within seven (7) working days of the date of receipt of such demand. Upon the depletion of the funds deposited by applicant for preformation costs, all proceedings shall be suspended until receipt by the City of such additional funds as the City Manager may demand.

The deposits shall be used by the City to pay for costs and expenses incurred by the City for the evaluation of the application and the proceedings for the formation of the Maintenance Assessment District, including, but not limited to, legal, assessment engineering, City administrative and staff costs and expenses, required notifications, printing and publication costs.

The City shall refund any unexpended and unencumbered portion of the deposits upon completion of the Maintenance Assessment District formation or upon the occurrence of one of the following events:

- A majority protest is filed against the levy of the special assessment within a Maintenance Assessment District;
- The formation of the Maintenance Assessment District or the authorization for the Maintenance Assessment District is disapproved by the City Council;
- The proceedings for the formation of the Maintenance Assessment District are abandoned at the written request of the applicant; or
- It is determined by the City that the Maintenance Assessment District shall not be levied for some other reason.

The City shall not accrue or pay interest on any moneys deposited with the City. The City Manager may require the applicant to enter into an agreement to memorialize the obligations of the applicant to make such deposits and the conditions under which the applicant may be reimbursed for such deposits.

Indemnification and Hold Harmless Requirements

The applicant for the formation of any Maintenance Assessment District shall be required to assume the defense of, indemnify and save harmless the City, its officers, directors, and employees (the "Indemnified Parties") and each of them, from and against all actions, damages, claims, losses or expenses of every type and description to which they may be subjected or put by reason of, or resulting from a legal challenge to the formation, administration or modification of such Maintenance Assessment

District. In addition, the City may require such applicant to pay, prior to the formation of any Maintenance Assessment District, a legal defense administrative charge in an amount to be established by the City. The proceeds of such charge shall be utilized to secure the payment by an applicant of any costs of defending, indemnifying and/or saving harmless any Indemnified Party as provided for in this paragraph. In the event of conflict, independent legal counsel will be retained by the City for such defense.

Existing and Future Maintenance Assessment Districts

Establishment of Reserve Fund(s)

Reserve Funds are established as important saving tools for future projects, acquisitions, cash flow management, and other allowable purposes. Reserve funds provide a degree of financial stability and options to the City by reducing reliance on indebtedness to finance projects, providing options in uncertain economic times that may mitigate the need to cut services or to raise assessments, and ensuring that cash flow is available to meet the regular cost of providing services to the Maintenance Assessment Districts.

Operating Reserve Funds will be established and maintained for each Maintenance Assessment District for the purpose of providing financial stability. Once established, each Maintenance Assessment District's Operating Reserve Fund will hold or accumulate funds in an amount equal to an amount not to exceed the estimated costs of maintenance and servicing to December 10th of the fiscal year, or whenever the City expects to receive its apportionment of special assessments from the county, whichever is later.

Annual Fiscal Review

Annually, the City shall review all existing Maintenance Assessment Districts for fiscal viability. The annual fiscal review shall include the analysis of anticipated revenues and any costs associated with the Maintenance Assessment Districts. Such fiscal review shall examine each Maintenance Assessment District's costs, annual budget, expected revenues and identify any surpluses or deficits that may exist or expect to exist either at the end of the fiscal year or in the future. Any Maintenance Assessment District that operates with a deficit shall be reported to the City Manager or their designee. A Maintenance Assessment District operating with a deficit for the purposes of this section shall be defined as any Maintenance Assessment District that has either operated or that is expected to operate in any fiscal year with an amount of expenditures or liabilities that exceeds the actual or anticipated revenue for such fiscal year. Options for consideration for Maintenance Assessment District deficits, include a reduction in services, Proposition 218 Assessment Increase Proceedings, or any other alternative deemed appropriate to eliminate deficit spending. Any action taken related to the Maintenance Assessment District deficit shall be memorialized internally and reference to such action shall be incorporated into the following year's annual engineer's report. Should a Maintenance Assessment District operate with an annual surplus in an amount in excess of ten percent of the annual expenditures for such fiscal year, such surplus shall be utilized and used to offset the following year's annual levy amount. A Maintenance Assessment District will not be deemed to operate with a surplus if such moneys were collected in anticipation for a future contribution to a reserve fund or for other designated anticipated expenditures.

Consultants

The City shall have the sole discretion as to selection of consultants to assist with or manage the formation or administration of a Maintenance Assessment District. The determination of fees and expenses of all consultants necessary for the formation or administration of such Maintenance Assessment District shall be approved by the City and will not require the consent of any other party.

Landscape Maintenance Service Levels and Frequency of Operation for Maintenance Assessment Districts

Landscape Maintenance Service Levels and Frequency of Operations for Maintenance Assessment Districts are established for the purpose of providing a framework for maintenance services that are easy to understand for both City staff and property owners, and to assist in the formulation of the annual budgets for the Maintenance Assessment Districts. The Landscape Maintenance Services Levels and Frequency of Operations for Maintenance Assessment District are levels of services that should be utilized within each Maintenance Assessment District as assessment revenues allow. Consequentially, levels of services may be adjusted based upon revenues available and the service levels desired by property owners, at the City's discretion. A copy of the Landscape Maintenance Service Levels and Frequency of Operations for Maintenance Assessment Districts established can be found in Exhibit A.

DRAFT

Exhibit A

City of Oxnard - Landscape Maintenance Service Levels and Frequency of Operations for Maintenance Assessment Districts

Turf Maintenance Schedule	Frequency	Level of Service				
		A	B	C	D	F
Mowing, Edging & trimming around sprinklers:	Weekly	X				
	Every two weeks		X			
	Every third week			X		
No Mowing or Edging. Keep sprinklers clear of obstructions only:	Monthly				X	
	Quarterly					X
Aerate to reduce compaction and stress:	3x year	X				
	Annually			X		
	Not performed					X
Dethatch (removing thatch layer to improve growth):	Annually	X				
	Not performed					X
Overseed stressed areas:	Annually	X				
	Not performed					X

Fertilization Schedule	Frequency	Level of Service				
		A	B	C	D	F
Turf, Shrubs, Ground Cover and Vines	Monthly	X				
	Quarterly		X			
	Bi-annually			X		
	Annually				X	
	None					X

Trash and Debris Removal	Frequency	Level of Service				
		A	B	C	D	F
Entire area including but not limited to: Turf, Shrubs, Ground Cover, Gutters	Daily	X				
	2x per week		X			
	Weekly			X		
	Monthly				X	
For public health and safety only	As Required					X

Weed and Pest Control Schedule	Frequency	Level of Service				
		A	B	C	D	F
Complete control and/or eradication of all plant pests and weeds within the landscape as scheduled.	Consistently neat/weekly	X				
	Every two weeks		X			
	Monthly			X		
	Quarterly				X	
For public health and safety purposes only	As Required					X

Pruning and Trimming Schedule		Frequency	Level of Service				
			A	B	C	D	F
Ground Cover	Trim to prevent encroachment on hardscape, structures, etc.	Consistently neat	X				
		Monthly		X			
		Bimonthly			X		
		Quarterly				X	
		Annually					X
Vines	Trim vines to present a neat appearance:	Consistently neat	X				
		Semi-annually		X			
		Annually			X		
	Upon property owner request to remove encroaching vines or becoming a public hazard ¹					X	
		Maintain vines in a manner which prevents public hazards ¹					X
Shrubs	Selectively prune as required to prevent encroachment and maintain natural form		X				
	Shear to maintain neat appearance and prevent encroachment			X			
	Shear semi-annually to prevent encroachment				X		
	Shear any shrub that encroaches upon improvements or creates a public hazard ¹					X	
	Maintain shrubs in a manner which prevents public hazards ¹						X
Trees	Maintain all trees in their Natural Shape		X				
	Maintain all trees in their Natural Shape to 13.5' feet above street and 9" above Sidewalk			X			
	Maintain all trees in a safe condition to 13.5' feet above street and 9" above Sidewalk				X		
	Report Encroachments or Hazards:						X

1. Public hazards include but are not limited to: obstruction of traffic sight lines and encroachment of sidewalks below ADA minimums.

Exhibit A

City of Oxnard - Landscape Maintenance Service Levels and Frequency of Operations for Maintenance Assessment Districts

Graffiti	Frequency	Level of Service				
		A	B	C	D	F
Inspect and remove as needed	Daily	X				
	Weekly		X			
	Every two weeks			X		
	Monthly				X	
	When reported					X

Irrigation	Frequency	Level of Service				
		A	B	C	D	F
Inspect and adjust/repair as needed	Weekly	X				
	Every two weeks		X			
	Monthly			X		
	Quarterly				X	
	Respond to Complaint					X

Need to have an increasing fund balance for the following Items	Frequency	
Plant Material Replacement	Annually	
Vandalism Repair	As needed	
Playground Repair	As needed	
Security Light Repair	As needed	
Irrigation Hardware (controller/enclosure/Backflow) Replacement	As needed	
Sidewalk Repair	As needed	
Fence Repair	As needed	
Community Mailbox Repair/Replacement	As needed	

9. REFERENCES

¹ City of Oxnard Community Profile – October 2013.

Available at <http://www.cityofoxnard.org/uploads/Oxnard%20Community%20Profile.pdf>

² Constitution of the State of California 1879 Article XIII A. Tax Limitation

Available at http://www.leginfo.ca.gov/.const/.article_13A

³ Proposition 218 Guide for Special Districts.

Available at <http://www.cstda.net/wp-content/uploads/2013/04/2013-CSDA-Prop-218-WEB.pdf>



City of Oxnard

**Maintenance Assessment Districts
Levy Audit**

Preliminary Findings and Recommendations Report

February 2016

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1. SUMMARY OF FINDINGS AND RECOMMENDATIONS

The City of Oxnard (the "City") has engaged NBS to conduct a review of the City's Maintenance Assessment Districts (collectively referred to as "Districts"; individually as "District") Fiscal Year 2015/16 levy amounts (per recommendation in Section 5.2 of the Administrative Compliance and Operational Management of the Districts Report presented to City Council on 10/27/2015). The following preliminary report provides recalculated maximum assessment rates for the Districts, details Districts with incorrectly applied rates and methodologies, and recommends corrections to the application of District levies.

Following are the preliminary findings:

- Majority of districts are levied equal to or less than approved maximum (45 Districts)
- One significant 2015/16 tax roll correction (1 District)
- Corrections to be implemented 2016/17 (11 Districts; multiple correction types for 2 Districts)
 - Levying over maximum (3 Districts)
 - Parcels not levied (4 Districts)
 - Parcel levied that should have not been levied (2 Districts)
 - Method of Assessment not being followed or acreage rounding inconsistent (5 Districts)

It is anticipated that the recommendations outlined in this report will be completed with the Fiscal Year 2016/17 levy submittal.

A summary of the audit findings and recommendations for the levy process outlined in this summary report are listed below for your reference.

Section 4.1 – 2015/16 Actual Levy Amounts vs. Maximum Levy Amounts

- *There are three (3) Districts with parcels being levied over their calculated maximum assessment rate. City to provide any additional documentation validating the levied amount.*
- *A historical review and comparison between maximum and applied rates should be performed for LMD No. 7/8, LMD No. 58 and LMD No. 59.*
- *Calculate maximum rate each year in accordance with District formation documents.*
- *Further review and correction should be implemented in Fiscal Year 2016/17.*

Section 4.2 – Applied Methodology

- *There are nine (9) Districts with discrepancies between the 2015/16 City levy and the NBS audit. City to provide any additional documentation available.*
- *Review approved methodology on annual basis prior to calculating annual levy.*
- *Further review and correction should be implemented in Fiscal Year 2016/17.*

2. INTRODUCTION

The City of Oxnard incorporated in 1903. Currently, the incorporated limits of the city include approximately 25 square miles. The City is located on the shores of the Pacific Ocean in the western portion of Ventura County. The City enjoys direct access to U.S. 101 Freeway and Pacific Coast Highway 1. The City of Oxnard is the largest city in Ventura County with a population of just over 200,000, accounting for approximately twenty-four percent (24%) of the County's population¹.

As development has occurred within Oxnard, the City has utilized special financing districts, more specifically, the use of assessment districts as a financing mechanism to help fund the ongoing maintenance of various public improvements within these developments, along with providing various types of maintenance services.

The City began using assessment districts in the 1980's. Industry best practices in managing such districts have changed substantially since that time. In the past twenty (20) years alone, there have been various legislative and judicial changes to assessment districts that impact the way the City should manage its special financing districts in today's legal landscape.

2.1. Background

Local governments throughout the State of California have been using benefit assessments as one of the tools used to raise money to pay for public facilities and services since the beginning of the 20th century. Since that time, there have been various statutes approved by the legislature that authorize public agencies to collect an assessment to help the agency generate revenue to provide specific improvements and services.

With the passage of Proposition 13 in 1978, the *People's Initiative to Limit Property Taxation*, the proposition successfully added a constitutional amendment to the California State Constitution. In summary, Proposition 13 limited the ability of government agencies to levy ad valorem taxes on real property to one percent of value and it capped annual property tax increases at two percent².

Over the years, the state legislature approved several other statutes authorizing public agencies to establish and collect benefit assessments as a way to fund public improvements and services. Due to the Proposition 13 property tax limitations, the use of assessments became a widely utilized tool for public agencies in California to fund various types of public improvements and services, and Oxnard has been no different.

However, since 1978, the California voters have approved three initiatives that further limit the methods by which local governments may raise local revenues, but only one of the initiatives, Proposition 218, will be discussed for the purposes of this report. In 1996, California voters approved Proposition 218, the *Right to Vote on Taxes Act*. Proposition 218 amended the California Constitution by adding Article XIII C and Article XIII D, which affect the ability of local government to levy and collect existing and future taxes, assessments, and property-related fees and charges. To that end, Proposition 218 was intended to bolster Proposition 13's limitations on ad valorem property taxes and special taxes by placing new restrictions on the imposition of taxes, assessments, fees, and charges. Since the adoption in 1996, Proposition 218 has been and is likely to continue to be the subject of ongoing litigation, judicial interpretation, constitutional amendment, and statutory clarification³.

2.2. Proposition 218 and Recent Court Rulings

The City's Districts were formed at various times over the past thirty (30) years. As such, some of the Districts were originally formed prior to approval of Proposition 218 in November of 1996. Proposition 218 allows for assessments to be levied to fund the cost of improvements and services, as well as the maintenance and operational expenses to public improvements which benefit the property to be assessed. Below is a quick summary of recent judicial review of assessments in the post-Proposition 218 era for your reference.

Silicon Valley Taxpayers Association, Inc. v. Santa Clara County Open Space Authority

In July of 2008, the California Supreme Court issued a ruling on the above titled case that provided significant legal guidance clarifying the requirements of Proposition 218. Some of the most important elements of the ruling have been summarized below for your reference:

- Benefit assessments are for special, not general, benefit.
- The services and/or improvements funded by assessments must be clearly defined.
- Special benefits are directly received by and provide a direct advantage to property within an assessment district.
- The courts will take an active role in reviewing challenges to assessments. The courts opined that Proposition 218 made any challenge to assessments a constitutional issue.

Town of Tiburon v. Bonander

In December of 2009, the 1st District Court of Appeal overturned an assessment approved by property owners to pay for placing overhead utility lines underground in an area of the Town of Tiburon. The court invalidated the assessment on the grounds that the assessments had been apportioned to assessed property based in part on costs assigned to specific zones or areas within the boundaries of the district, instead of apportioning the costs based upon proportional special benefit. Meaning, the costs associated with improvements and services do not matter related to apportioning the costs to property owners, only benefit matters when apportioning the total costs.

Beutz v. County of Riverside

In May of 2010, the 4th District Court of Appeal issued a decision on an appeal to a ruling of the above titled case. This decision overturned an assessment for park maintenance, primarily because the general benefits associated with improvements and services were not clearly calculated, quantified, nor separated from the special benefits.

Golden Hill Neighborhood Association v. City of San Diego

In September 2011, the San Diego Court of Appeal issued a decision on the appeal of the above referenced case. This decision overturned an assessment for street and landscaping maintenance in a neighborhood in San Diego, California. The court identified two primary reasons for its decision. First, like in Beutz, the court found the general benefits associated with the services were not explicitly calculated, quantified, nor separated from special benefits. Second, the court found that the City failed to record the basis for the assessment on its own parcels.

2.3. Purpose of Review

The City has realized a number of areas within the City need improvement and review to ensure they operate in an efficient and fiscally sound manner. As a result of inquiries initiated by the new City Manager Greg Nyhoff, City staff and consultants identified potentially serious problems associated with the management and administration of the Districts. Deficits have developed in many Districts while surpluses are accumulating in others. These practices exposed the General Fund to losses because operating deficits were not managed or funded. In May 2015, the City Council contracted with NBS to review City Districts and make recommendations, and assist with implementation of those recommendations.

In order to meet the City's objectives, NBS prepared an initial report focusing on Administrative Compliance and Operational Management of the Districts. This report is a follow up to the District Levy Audit recommendation (Administrative Compliance Section 5.2 presented to City Council on 10/27/2015).

3. AUTHORIZED ASSESSMENT RATES

The City has sixty (60) existing Maintenance Assessment Districts throughout its boundaries. This section of the report reviews the initial rate(s) approved at formation of each District, approved annual inflator (if applicable), and the calculated 2015/16 maximum authorized and actual applied rates.

For a listing of each of the City's Districts and the general locations and boundaries, please refer to the Boundary Audit Report.

Note: Two (2) of the Districts (LMD No. 5 Maulhardt and LMD No. 6 Continental Heritage) have not been levied and have no funds available; the two aforementioned two (2) Districts have not been reviewed and are not included in this report.

3.1. Initial Authorized Rates and Annual Inflator

At formation of each District an Engineer's Report was approved that detailed the initial assessment rate, an annual inflator (if applicable), and the methodology detailing the application of the rate to the various parcels within the District. The formation Engineer's Report also is required to provide the plans and specifications for the improvements, an estimate of costs, a diagram showing the boundaries of the district, and parcels and corresponding levy amounts for the initial year. This report focuses on the rates and methodology.

After review of the formation Engineer's Report for each District, the following table details the initial assessment rate, annual inflator (if applicable), and the maximum 2015/16 assessment rate.

District	Formation Year ⁽¹⁾	Initial Rate ⁽²⁾	Inflator ⁽³⁾	2015/16 Maximum Rate ⁽²⁾
LMD No. 1 (Summerfield)	Not Available	\$88.48	None	\$88.48
LMD No. 2 (Channel Islands Business Center)	Not Available	8.86	None	8.86
LMD No. 3 (River Ridge)	Not Available	162.86	None	162.86
MAD No. 4 (Mandalay Beach-Colony)	Not Available	46.70	None	46.70
MAD No. 4 (Mandalay Beach-Hotel)	Not Available	18,898.00	None	18,898.00
LMD No. 7 and 8 (Northfield and Sea Gate)	Not Available	131.52	None	131.52
LMD No. 9 (Strawberry Fields)	Not Available	55.82	None	55.82
LMD No. 10 (Country Club Estates)	Not Available	157.36	None	157.36
LMD No. 11 (St. Tropez)	Not Available	84.22	None	84.22
LMD No. 12 (Standard Pacific)	Not Available	87.82	None	87.82
LMD No. 13 (Le Village)	Not Available	112.78	None	112.78
LMD No. 14 (California Cove)	Not Available	173.08	None	173.08
LMD No. 15 (Pelican Pointe)	Not Available	127.40	None	127.40
LMD No. 16 (California Lighthouse)	Not Available	73.78	None	73.78
LMD No. 17 (Village of San Miguel)	Not Available	82.92	None	82.92
LMD No. 18 (St. John's Medical Center)	Not Available	1,169.58	None	1,169.58
LMD No. 19 (Shopping at the Rose) ⁽³⁾	Not Available	Not Available	None	Not Available
LMD No. 20 (Volvo Median)	Not Available	805.00	None	805.00
LMD No. 21 (Cypress Pointe)	Not Available	9.34	None	9.34
LMD No. 22 (McDonald's Median)	Not Available	125.00	None	125.00
LMD No. 23 (Greystone)	Not Available	91.60	None	91.60
LMD No. 24 (Vineyards)	Not Available	183.00	None	183.00
LMD No. 25 (The Pointe)	Not Available	110.18	None	110.18
LMD No. 26 (Albertsons)	Not Available	4,000.00	None	4,000.00
LMD No. 27 (Rose Island)	1997/98	235.08	February	356.30
LMD No. 28 (Harborside)	1997/98	152.27	February	230.79

District	Formation Year ⁽¹⁾	Initial Rate ⁽²⁾	Inflator ⁽³⁾	2015/16 Maximum Rate ⁽²⁾
LMD No. 29 (Mercy Charities)	1997/98	665.45	February	1,008.61
LMD No. 30 (Haas Automation)	1997/98	352.81	February	534.74
LMD No. 31 (Rancho De La Rosa)	1998/98	215.54	February	322.83
LMD No. 32 (Oak Park)	1999/00	575.69	September	871.06
LMD No. 33 (El Paso/ Rio Del Sol)	2000/01	202.28	May	301.68
LMD No. 34 (Sunrise Pointe & Sunset Cove)	2000/01	146.25	May	218.12
LMD No. 35 (Airport Marina Center)	2000/01	1,108.85	October	1,621.37
LMD No. 36 (Villa Santa Cruz & Villa Carmel)	2000/01	289.46	August	431.44
LMD No. 37 (Pacific Breeze)	2000/01	178.98	August	266.77
LMD No. 38 (Aldea Del Mar)	2001/02	245.24	August	353.00
LMD No. 39 (Promesa & Sueno) Tract 5198-1	2001/02	649.48	November	904.97
LMD No. 39 (DR Horton) Tract 5198-2	2001/02	615.56	November	857.71
LMD No. 40 (Cantada)	2002/03	466.84	August	648.63
LMD No. 41 (Pacific Cove)	2002/03	398.68	August	553.92
LMD No. 42 (Cantabria & Coronado)	2002/03	605.30	December	821.90
LMD No. 43 (Greenbelt) Area 1- Parc Rose	2003/04	969.42	August	1,313.06
LMD No. 43 (Greenbelt) Area 2- Solana II	2003/04	222.90	August	301.91
LMD No. 43 (Greenbelt) Area 3- Tierra Vista	2003/04	934.33	August	1,265.53
LMD No. 43 (Greenbelt) Area 4- Mayfield	2003/04	177.96	August	241.04
LMD No. 44 (American Pacific Homes – Channel Pointe)	2003/04	106.20	August	143.84
LMD No. 45 (Channel Pointe)	2003/04	1,580.74	September	2,120.53
LMD No. 46 (Daily Ranch) Area A	2003/04	544.84	March	712.73
LMD No. 46 (Daily Ranch) Area B	2003/04	527.12	March	689.55
LMD No. 46 (Daily Ranch) Area C	2003/04	470.76	March	615.82
LMD No. 47 (Sycamore Place)	2003/04	419.64	December	549.33
LMD No. 48 (Victoria Estates)	2003/04	248.78	January	322.49
LMD No. 48 (Victoria Estates) Lot No. 157	2003/04	936.91	January	1,214.50
LMD No. 49 (Cameron Ranch)	2003/04	366.10	January	474.57
LMD No. 50 (Pleasant Hill Senior Housing)	2003/04	269.80	January	349.73
LMD No. 51 (Pfeiler)	2005/06	452.92	December	557.97
LMD No. 52 (Wingfield)	2005/06	276.46	October	344.31
LMD No. 53 (Huff Court)	2005/06	329.58	December	406.02
LMD No. 54 (Meadowcrest Villas)	2006/07	341.02	October	402.96
LMD No. 55 (Wingfield West)	2006/07	556.20	October	657.22
LMD No. 56 (Cottages at Patterson)	2006/07	73.62	December	86.82
LMD No. 57 (Golden State Self Storage) APN 1	2006/07	6,255.44	October	7,391.69
LMD No. 57 (Golden State Self Storage) APN 2	2006/07	3,477.08	October	4,108.66
LMD No. 58 (Westwind)	2007/08	343.26	December	404.83
LMD No. 59 (Orbela)	2007/08	148.26	February	166.57
LMD No. 60 (Artisan)	2010/11	51,143.74	November	54,929.07
Waterways Assessment District ⁽⁵⁾	Not Available	Not Available	Not Available	Not Available

(1) Formation year shown as not available for Districts formed prior to the passage of Proposition 218 in November 1996; pre-Proposition 218 Districts have no annual inflator and the rates have remained frozen at the 1996/97 levels.

(2) Per parcel, unit or acre; please refer to the District-specific Engineer's Report for details.

(3) The inflator is the Consumer Price Index – All Urban Consumers (CPI) for the Los Angeles-Riverside-Orange County CA region compared year over year as of the month listed in the table. For years where the CPI is less than zero the inflation factor is zero.

(4) LMD No. 19 does not have a consistent rate or methodology being applied. The Engineer's Report method to allocate costs indicates a flat rate per parcel, however the rates being applied to individual parcels vary.

(5) Additional information is needed to review the Waterways Assessment District levy.

Please refer to Section 7.1 for the inflator calculations of each District (beginning the formation year through Fiscal Year 2015/16). Please note, for Districts formed prior to 1997 there is no annual inflator.

4. APPLICATION OF RATES

After previous interviews with City Staff, NBS identified that the assessment methodology is not being reviewed or applied on an annual basis to the parcels within the boundaries of the Districts, but rather the parcels that were levied assessments in the prior year are levied again at the same rate or at an escalated rate. This is problematic because it is not uncommon for properties within the boundaries of an assessment district to have a land use classification change, density change, ownership change, lot line adjustment, or a parcel reconfiguration all of which may impact the way an assessment is annually calculated.

Each District's formation Engineer's Report was reviewed to ensure the assessment methodology is being applied correctly, the accuracy of the maximum assessment rate allowed, and that all parcels within the boundaries of each District are being levied correctly. This section reviews the Fiscal Year 2015/16 rates and levy amounts that were applied to each individual parcel within the Districts.

4.1. 2015/16 Actual Levy Amounts vs. Maximum Levy Amount

Summary of Recommendations

- There are three (3) Districts with parcels being levied over their calculated maximum assessment rate. City to provide any additional documentation validating the levied amount.
- A historical review and comparison between maximum and applied rates should be performed for LMD No. 7/8, LMD No. 58 and LMD No. 59.
- Calculate maximum rate each year in accordance with District formation documents.
- Further review and correction should be implemented in Fiscal Year 2016/17.

Each year, the maximum assessment rate should be calculated in accordance with each District's formation Engineer's Report to the maximum assessment rate for the upcoming year. On an annual basis, the actual rate applied may be less than or equal to the maximum assessment rate, but should not exceed the maximum.

The following table provides the 2015/16 applied levy amount, the 2015/16 maximum levy amount and a comparison. The projected 2015/16 surplus or deficit as compared to the actual "Total Applied 2015/16 Levy" (per the budget audits previously performed) is included to determine if any Districts with deficits can increase their annual assessment without triggering a Proposition 218 ballot proceeding.

District	Total Applied 2015/16 Levy	Maximum Authorized 2015/16 Levy Amount	Total Dollar Amount Over/Under	Projected Annual Surplus or Deficit ⁽¹⁾
LMD No. 1 (Summerfield)	\$13,006.56	\$13,006.56	\$0.00	(\$24,571.13)
LMD No. 2 (Channel Islands)	1,065.68	1,249.26	(183.58)	(136.50)
LMD No. 3 (River Ridge)	83,872.90	84,035.76	(162.86)	12,947.07
MAD No. 4 (Mandalay Beach) ⁽²⁾	39,446.00	39,446.00	0.00	2,273.84
LMD No. 7 and 8 (Northfield and Sea Gate) ⁽³⁾	32,502.00	32,156.64	345.36	(40,809.00)
LMD No. 9 (Strawberry Fields)	12,615.32	12,671.14	(55.82)	(39,298.85)
LMD No. 10 (Country Club Estates) ⁽⁴⁾	24,076.08	23,918.72	157.36	(43,897.33)
LMD No. 11 (St. Tropez)	6,990.26	6,990.26	0.00	(19,285.26)
LMD No. 12 (Standard Pacific)	22,394.10	22,394.10	0.00	(79,837.68)
LMD No. 13 (Le Village)	18,044.80	18,044.80	0.00	(74,978.54)

District	Total Applied 2015/16 Levy	Maximum Authorized 2015/16 Levy Amount	Total Dollar Amount Over/Under	Projected Annual Surplus or Deficit ⁽¹⁾
LMD No. 14 (California Cove)	36,692.96	36,692.96	0.00	11,892.70
LMD No. 15 (Pelican Pointe)	9,300.20	9,300.20	0.00	(20,915.25)
LMD No. 16 (California Lighthouse)	19,551.70	19,551.70	0.00	(2,425.22)
LMD No. 17 (Village of San Miguel)	9,121.20	9,121.20	0.00	(36,211.11)
LMD No. 18 (St. John's Medical Center)	5,860.92	7,017.48	(1,156.56)	(302.26)
LMD No. 19 (Shopping at the Rose)	1,000.00	1,000.00	0.00	(1,064.24)
LMD No. 20 (Volvo Median)	2,415.00	2,415.00	0.00	(7,152.49)
LMD No. 21 (Cypress Pointe)	261.52	999.38	(737.86)	(920.28)
LMD No. 22 (McDonald's Median)	500.00	500.00	0.00	(216.25)
LMD No. 23 (Greystone)	5,587.60	5,587.60	0.00	(1,523.51)
LMD No. 24 (Vineyards)	18,300.00	18,300.00	0.00	(20,933.54)
LMD No. 25 (The Pointe)	23,798.88	23,798.88	0.00	(30,225.21)
LMD No. 26 (Albertsons)	4,000.00	4,000.00	0.00	(6,891.04)
LMD No. 27 (Rose Island)	14,131.00	17,815.00	(3,684.00)	(28,459.22)
LMD No. 28 (Harborside)	68,103.20	81,930.45	(13,827.25)	40,126.59
LMD No. 29 (Mercy Charities)	1,448.22	3,035.92	(1,587.70)	(8,839.48)
LMD No. 30 (Haas Automation)	43,985.44	47,442.13	(3,456.69)	24,126.25
LMD No. 31 (Rancho De La Rosa)	72,318.54	75,219.39	(2,900.85)	4,256.60
LMD No. 32 (Oak Park)	21,871.62	23,518.62	(1,647.00)	7,982.32
LMD No. 33 (El Paso/Rio Del Sol)	52,778.20	57,319.20	(4,541.00)	24,075.30
LMD No. 34 (Sunrise Pointe & Sunset Cove)	54,840.24	59,546.76	(4,706.52)	6,171.64
LMD No. 35 (Airport Marina Center)	20,262.74	20,623.83	(361.09)	10,159.28
LMD No. 36 (Villa Santa Cruz & Villa Carmel)	131,181.60	142,375.20	(11,193.60)	66,708.46
LMD No. 37 (Pacific Breeze)	29,174.04	31,745.63	(2,571.59)	12,722.84
LMD No. 38 (Aldea Del Mar)	99,160.32	103,782.00	(4,621.68)	50,203.53
LMD No. 39 (Promesa & Sueno)	139,730.98	161,989.63	(22,258.65)	71,628.51
LMD No. 39 (DR Horton)	48,089.60	55,751.15	(7,661.55)	23,174.05
LMD No. 40 (Cantada)	69,311.94	73,295.19	(3,983.25)	47,554.14
LMD No. 41 (Pacific Cove)	62,858.40	66,470.40	(3,612.00)	28,964.39
LMD No. 42 (Cantabria & Coronado)	156,666.22	161,914.30	(5,248.08)	90,981.29
LMD No. 43 (Greenbelt)	92,938.72	98,956.81	(6,018.09)	49,299.09
LMD No. 44 (American Pacific Homes – Channel Pointe)	19,102.68	20,281.44	(1,178.76)	9,468.13
LMD No. 45 (Channel Pointe)	6,695.42	7,040.16	(344.74)	474.80
LMD No. 46 (Daily Ranch)	173,982.12	178,933.60	(4,951.48)	119,227.40
LMD No. 47 (Sycamore Place)	59,416.08	60,975.63	(1,559.55)	34,754.12
LMD No. 48 (Victoria Estates)	145,819.64	148,181.84	(2,362.20)	95,716.02
LMD No. 49 (Cameron Ranch) ⁽⁴⁾	16,953.12	16,609.95	343.17	6,603.17
LMD No. 50 (Pleasant Hill Senior Housing)	20,649.60	20,983.80	(334.20)	(472.20)
LMD No. 51 (Pfeiler)	121,019.40	122,195.43	(1,176.03)	71,723.54
LMD No. 52 (Wingfield)	67,126.68	68,517.69	(1,391.01)	38,200.63
LMD No. 53 (Huff Court)	3,216.96	3,248.16	(31.20)	(3,538.10)
LMD No. 54 (Meadowcrest Villas)	20,004.00	20,148.00	(144.00)	4,875.39
LMD No. 55 (Wingfield West)	26,752.50	26,946.02	(193.52)	7,112.35
LMD No. 56 (Cottages at Patterson)	4,491.76	4,514.64	(22.88)	(5,813.65)

District	Total Applied 2015/16 Levy	Maximum Authorized 2015/16 Levy Amount	Total Dollar Amount Over/Under	Projected Annual Surplus or Deficit ⁽¹⁾
LMD No. 57 (Golden State Self Storage)	11,417.88	11,500.35	(82.47)	171.25
LMD No. 58 (Westwind) ⁽³⁾	73,422.96	63,153.48	10,269.48	48,259.37
LMD No. 59 (Orbela) ⁽³⁾	18,742.50	17,489.85	1,252.65	5,775.19
LMD No. 60 (Artisan)	54,683.44	54,929.07	(245.63)	36,531.12
Waterways Assessment District ⁽⁵⁾	492,206.98	Not Available	Not Available	66,027.41
Total	\$2,904,958.42	\$2,520,578.36	(\$107,826.92)	\$631,450.44

- (1) "Projected Annual Surplus or Deficit" is the anticipated 2015/16 surplus or deficit based on the preliminary budgets prepared as part of the budget audits as compared to the "Total Applied 2015/16 Levy". Please see Budget Audit Report for further details.
- (2) The Fiscal Year 2015/16 levy correction has been completed for District MAD 4. The amounts here have been updated to reflect the correction.
- (3) LMD No. 58 and LMD No. 59 were levied above their maximum rates for Fiscal Year 2015/16. LMD No. 7/8 acreage rounding is inconsistent and creating an over charge. Corrections will be implemented in Fiscal Year 2016/17.
- (4) LMD No. 10 and LMD No. 49 "Maximum Authorized 2015/16 Levy Amount" includes parcel specific corrections per the levy audit. The individual parcel rates within these Districts were not levied over their maximum 2015/16 rate.
- (5) Additional information is needed to review the Waterways Assessment District levy.

After review of the existing levies, many Districts are levying under their maximum authorized assessment rate; however, three (3) Districts have assessments that exceeded their maximum rate.

District	Actual 2015/16 Rate	2015/16 Maximum Rate	Difference	Fiscal Impact
LMD No. 7 and 8 (Northfield and Sea Gate)	\$132.40	\$131.52	\$0.88/acre	(\$345.36)
LMD No. 58 (Westwind)	470.66	404.83	65.83/parcel	(10,268.48)
LMD No. 59 (Orbela)	178.50	166.57	11.93/parcel	(1,252.65)
Total Projected Fiscal Impact				(\$11,866.49)

Does the City have any additional documentation validating the "Actual 2015/16 Rate" for the Districts listed in the above table? A historical review and comparison between maximum and actual rates and levy amounts should be performed for the Districts listed above.

4.2. Applied Methodology

Summary of Recommendations

- There are nine (9) Districts with discrepancies between the 2015/16 City levy and the NBS audit. City to provide any additional documentation available.
- Review approved methodology on annual basis prior to calculating annual levy.
- Further review and correction should be implemented in Fiscal Year 2016/17.

NBS reviewed each District's Engineer's Report methodology and compared to the actual method and rates used to determine the 2015/16 levy amounts. In prior staff interviews, NBS identified that the assessment methodology is not being reviewed or applied on an annual basis, but rather parcels were levied in previous years are levied again at the same rate or an escalated rate. On an annual basis the methodology should be reviewed in conjunction with each parcel's current year Ventura County Secured Roll property characteristics.

Note: Districts formed prior to the passage of Proposition 218 are exempt from the procedures and approval process otherwise required for assessments, so long as there is no increase in the rate of assessment or revision in the methodology that causes an increase in the amount levied on any parcel as of November 6, 1996. The Districts formed prior to the passage of Proposition 218 have not increased their rates and they remain the same at this present time. As no increase in assessment has occurred, the 1996/97 Engineer's Report or Assessment Roll and subsequent rates are the currently approved method and rates for the applicable Districts.

In review of each District's formation and/or Fiscal Year 1996/97 Engineer's Reports, parcel listings, method used to apply the 2015/16 levy, and Ventura County Secured Roll property characteristics, the following lists the discrepancies found.

District	Description	Projected Fiscal Impact
LMD No. 2 (Channel Islands)	Missing Parcel(s)	\$44.30
LMD No. 2 (Channel Islands)	Parcel Levied in Error	(8.86)
LMD No. 2 (Channel Islands)	Inconsistent Methodology	219.02
LMD No. 3 (River Ridge)	Missing Parcel(s)	162.86
MAD No. 4 (Mandalay Beach)	Levy Calculation Error	18,709.02
LMD No. 7 and 8 (Northfield and Sea Gate)	Inconsistent Methodology	(345.36)
LMD No. 9 (Strawberry Fields)	Missing Parcel(s)	55.82
LMD No. 19 (Shopping at Rose)	Inconsistent Methodology	0.00
LMD No. 21 (Cypress Pointe)	Missing Parcel(s)	737.86
LMD No. 30 (Haas Automation)	Inconsistent Methodology	0.00
LMD No. 45 (Channel Pointe)	Inconsistent Methodology	(20.09)
LMD No. 49 (Cameron Ranch)	Parcel Levied in Error	(470.92)
Total Projected Fiscal Impact		\$19,083.65

- LMD No. 2 (Channel Islands) – boundary audit identified five (5) parcels not being levied, \$8.86/parcel; the levy audit identified one (1) parcel being levied in error. The 1996/97 and 1997/98 Engineer's Reports indicate a flat rate per parcel, the 2015/16 levy was calculated on rounded acreage, recommending to use the 1996/97 methodology of \$8.86/parcel.
- LMD No. 3 (River Ridge) – Boundary audit identified one (1) parcel not being levied, \$162.86.
- MAD No. 4 (Mandalay Beach) – Error in the County transmission file, hotel parcel levied \$188.98 instead of \$18,898.00. A correction was submitted to the County for 2015/16.
- LMD No. 7 & 8 (Northfield/Seagate) – Acreage rounding is inconsistent and altering the amount that should be levied (average \$2.16/parcel overage).
- LMD No. 9 (Strawberry Fields) – Boundary audit identified one (1) parcel that should be levied, \$55.82.
- LMD No. 19 (Shopping at Rose) – The Engineer's Report method indicates a flat rate per parcel, however the per parcel rate to be applied is not listed; recommending the City continue to use the 1996/97 assessment roll per parcel rate.
- LMD No. 21 (Cypress Pointe) – Boundary audit identified seventy-nine (79) parcels not being levied \$9.34/parcel, total \$737.86.
- LMD No. 30 (Haas Automation) – Inconsistent per acre rates are being applied; per Engineer's Report methodology should be the same rate per acre.
- LMD No. 45 (Channel Pointe) – One (1) parcel has a levy at a different (higher) per acre rate than the other parcels within the District should be the same rate per acre.
- LMD No. 49 (Cameron Ranch) – Drainage basin levied incorrectly, (\$470.92).

5. SUMMARY OF RECOMMENDATIONS

Below is a list of all the recommendations discussed in this report. Each recommendation has been listed based upon the order it was presented in this report, the section in which it was referenced, and category for which it has been assigned in the Prioritization and Proposed Timeline shown in Section 6.

Description	Section of Report	Prioritization and Timeline Category
Historical Review of Districts with Maximum Rate Discrepancies (LMD No. 7/8, LMD No. 58 and LMD No. 59)	Section 4.1	Levy Rates and Method Follow-Up
Annually Calculate Maximum Rate	Section 4.1	Levy Rates and Method Follow-Up
Corrected Rates to be implemented in Fiscal Year 2016/17	Section 4.1	Annual LMD Engineer's Report Process
Review Districts with Methodology, Acreage and Parcel Discrepancies	Section 4.2	Levy Rates and Method Follow-Up
Review District Methodology Prior to Calculating Annual Levy	Section 4.2	Annual LMD Engineer's Report Process
Corrections to Districts with Methodology, Acreage and Parcels Levied errors to be Implemented in Fiscal Year 2016/17	Section 4.2	Annual LMD Engineer's Report Process

6. **PRIORITIZATION AND PROPOSED TIMELINE**

Below is a general list of the recommendations discussed in this report. Each recommendation listed has been prioritized and assigned a proposed timeline to complete each task. The proposed timeline and order of priority is subject to change by City staff and Council.

Category	Proposed Timeline
Levy Rates and Method Follow-Up	March 2016
Annual LMD Engineer's Report Process	April 2016

All recommendations listed above should be implemented for all of the City's Districts prior to preparing and submitting the Fiscal Year 2016/17 assessment rolls.

7. APPENDIX

The following pages provide each appendix item previously referenced within this report.

7.1. Annual Inflator Calculations

The historical inflators and corresponding maximum rates are shown for each applicable District in the following tables.

LMD Maximum Assessment Rates
(historical detail)

LMD 27

Fiscal Year	February CPI	CPI Change	Rate % Change	Max Rate	Rounded Max
1997/98	159.2			\$235.08	\$235.08
1998/99	161.1	1.193%	1.193%	237.885603	237.88
1999/00	164.6	2.173%	2.173%	243.0538191	243.05
2000/01	169.3	2.855%	2.855%	249.993995	249.99
2001/02	175.4	3.603%	3.603%	259.0014573	259.00
2002/03	180.1	2.680%	2.680%	265.9416332	265.94
2003/04	186.5	3.554%	3.554%	275.3920854	275.39
2004/05	190.1	1.930%	1.930%	280.7079648	280.70
2005/06	197.4	3.840%	3.840%	291.4873869	291.48
2006/07	207.5	5.117%	5.117%	306.4013819	306.40
2007/08	214.76	3.499%	3.499%	317.1217387	317.12
2008/09	221.431	3.106%	3.106%	326.9723585	326.97
2009/10	221.439	0.004%	0.004%	326.9841716	326.98
2010/11	224.62	1.437%	1.437%	331.6813417	331.68
2011/12	229.729	2.275%	2.275%	339.2254606	339.22
2012/13	234.537	2.093%	2.093%	346.3251128	346.32
2013/14	239.753	2.224%	2.224%	354.0272314	354.02
2014/15	241.059	0.545%	0.545%	355.9557143	355.95
2015/16	241.297	0.099%	0.099%	356.307153	356.30

LMD 28

Fiscal Year	February CPI	CPI Change	Rate % Change	Max Rate	Rounded Max
1997/98	159.2			\$152.27	\$152.27
1998/99	161.1	1.193%	1.193%	154.0872927	154.08
1999/00	164.6	2.173%	2.173%	157.4349372	157.43
2000/01	169.3	2.855%	2.855%	161.9303455	161.93
2001/02	175.4	3.603%	3.603%	167.7648116	167.76
2002/03	180.1	2.680%	2.680%	172.2602198	172.26
2003/04	186.5	3.554%	3.554%	178.3816269	178.38
2004/05	190.1	1.930%	1.930%	181.8249183	181.82
2005/06	197.4	3.840%	3.840%	188.8071482	188.80
2006/07	207.5	5.117%	5.117%	198.4674937	198.46
2007/08	214.76	3.499%	3.499%	205.4114648	205.41
2008/09	221.431	3.106%	3.106%	211.7920752	211.79
2009/10	221.439	0.004%	0.004%	211.7997269	211.79
2010/11	224.62	1.437%	1.437%	214.8422575	214.84
2011/12	229.729	2.275%	2.275%	219.728862	219.72
2012/13	234.537	2.093%	2.093%	224.327569	224.32
2013/14	239.753	2.224%	2.224%	229.3165158	229.31
2014/15	241.059	0.545%	0.545%	230.5656654	230.56
2015/16	241.297	0.099%	0.099%	230.7933052	230.79

LMD Maximum Assessment Rates
(historical detail)

LMD 29

Fiscal Year	February CPI	CPI Change	Rate % Change	Max Rate	Rounded Max
1997/98	159.2			\$665.45	\$665.45
1998/99	161.1	1.193%	1.193%	673.3919284	673.39
1999/00	164.6	2.173%	2.173%	688.0217965	688.02
2000/01	169.3	2.855%	2.855%	707.6676193	707.66
2001/02	175.4	3.603%	3.603%	733.1653894	733.16
2002/03	180.1	2.680%	2.680%	752.8112123	752.81
2003/04	186.5	3.554%	3.554%	779.5629711	779.56
2004/05	190.1	1.930%	1.930%	794.6108354	794.61
2005/06	197.4	3.840%	3.840%	825.1245603	825.12
2006/07	207.5	5.117%	5.117%	867.3421796	867.34
2007/08	214.76	3.499%	3.499%	897.688706	897.68
2008/09	221.431	3.106%	3.106%	925.5732346	925.57
2009/10	221.439	0.004%	0.004%	925.6066743	925.60
2010/11	224.62	1.437%	1.437%	938.9031344	938.90
2011/12	229.729	2.275%	2.275%	960.2585619	960.25
2012/13	234.537	2.093%	2.093%	980.3558207	980.35
2013/14	239.753	2.224%	2.224%	1002.158504	1,002.15
2014/15	241.059	0.545%	0.545%	1007.617535	1,007.61
2015/16	241.297	0.099%	0.099%	1008.612366	1,008.61

LMD 30

Fiscal Year	February CPI	CPI Change	Rate % Change	Max Rate	Rounded Max
1997/98	159.2			\$352.81	\$352.81
1998/99	161.1	1.193%	1.193%	357.0206721	357.02
1999/00	164.6	2.173%	2.173%	364.7771734	364.77
2000/01	169.3	2.855%	2.855%	375.1930465	375.19
2001/02	175.4	3.603%	3.603%	388.7115201	388.71
2002/03	180.1	2.680%	2.680%	399.1273932	399.12
2003/04	186.5	3.554%	3.554%	413.3107098	413.31
2004/05	190.1	1.930%	1.930%	421.2888254	421.28
2005/06	197.4	3.840%	3.840%	437.4666709	437.46
2006/07	207.5	5.117%	5.117%	459.8497173	459.84
2007/08	214.76	3.499%	3.499%	475.9389171	475.93
2008/09	221.431	3.106%	3.106%	490.7228085	490.72
2009/10	221.439	0.004%	0.004%	490.7405376	490.74
2010/11	224.62	1.437%	1.437%	497.7900892	497.79
2011/12	229.729	2.275%	2.275%	509.1123649	509.11
2012/13	234.537	2.093%	2.093%	519.7675815	519.76
2013/14	239.753	2.224%	2.224%	531.3269845	531.32
2014/15	241.059	0.545%	0.545%	534.2212675	534.22
2015/16	241.297	0.099%	0.099%	534.7487096	534.74

**LMD Maximum Assessment Rates
(historical detail)**

LMD 31

Fiscal Year	February CPI	CPI Change	Rate % Change	Max Rate	Rounded Max
1998/99	161.1			\$215.54	\$215.54
1999/00	164.6	2.173%	2.173%	220.2227436	220.22
2000/01	169.3	2.855%	2.855%	226.5109994	226.51
2001/02	175.4	3.603%	3.603%	234.6723526	234.67
2002/03	180.1	2.680%	2.680%	240.9606083	240.96
2003/04	186.5	3.554%	3.554%	249.5233395	249.52
2004/05	190.1	1.930%	1.930%	254.3398759	254.33
2005/06	197.4	3.840%	3.840%	264.1067412	264.10
2006/07	207.5	5.117%	5.117%	277.6198014	277.61
2007/08	214.760	3.499%	3.499%	287.3331496	287.33
2008/09	221.431	3.106%	3.106%	296.258459	296.25
2009/10	221.439	0.004%	0.004%	296.2691624	296.26
2010/11	224.620	1.437%	1.437%	300.5251074	300.52
2011/12	229.729	2.275%	2.275%	307.3605752	307.36
2012/13	234.537	2.093%	2.093%	313.793327	313.79
2013/14	239.753	2.224%	2.224%	320.7719529	320.77
2014/15	241.059	0.545%	0.545%	322.5192853	322.51
2015/16	241.297	0.099%	0.099%	322.8377119	322.83

Note: As detailed in the Engineer's Report, the first year levy rate was \$251.68 and the rate to use to calculate CPI for all future years is \$215.54. The reduction in rate is due to the one-time initial cost of the District Formation Engineer's Report.

LMD 32

Fiscal Year	September CPI	CPI Change	Rate % Change	Max Rate	Rounded Max
1998/99	162.6				
1999/00	167.2			\$575.69	\$575.69
2000/01	173.3	2.829%	2.829%	591.976433	591.97
2001/02	178.8	3.648%	3.648%	613.5736593	613.57
2002/03	183.4	3.174%	3.174%	633.0465683	633.04
2003/04	188.2	2.573%	2.573%	649.3330012	649.33
2004/05	194.5	2.617%	2.617%	666.32754	666.32
2005/06	205.8	3.348%	3.348%	688.6328721	688.63
2006/07	212.9	5.810%	5.810%	728.6408487	728.64
2007/08	217.697	3.450%	3.450%	753.7786039	753.77
2008/09	227.449	2.253%	2.253%	770.7625211	770.76
2009/10	225.226	4.480%	4.480%	805.289759	805.28
2010/11	226.048	-0.977%	0.000%	805.289759	805.28
2011/12	233.022	0.365%	0.365%	808.2287988	808.22
2012/13	238.104	3.085%	3.085%	833.1641561	833.16
2013/14	239.611	2.181%	2.181%	851.3347161	851.33
2014/15	243.623	0.633%	0.633%	856.7229558	856.72
2015/16	245.431	1.674%	1.674%	871.0677584	871.06

LMD Maximum Assessment Rates
(historical detail)

LMD 33

Fiscal Year	May CPI	CPI Change	Rate % Change	Max Rate	Rounded Max
1999/00	166.2				
2000/01	171.1			\$202.28	\$202.28
2001/02	177.5	2.948%	2.948%	208.2437304	208.24
2002/03	182.6	3.741%	3.741%	216.0330927	216.03
2003/04	186.4	2.873%	2.873%	222.2402407	222.24
2004/05	193.3	2.081%	2.081%	226.8651745	226.86
2005/06	201.5	3.702%	3.702%	235.2630806	235.26
2006/07	212.4	4.242%	4.242%	245.243201	245.24
2007/08	218.596	5.409%	5.409%	258.5094585	258.50
2008/09	226.651	2.917%	2.917%	266.0505348	266.05
2009/10	222.522	3.685%	3.685%	275.8541774	275.85
2010/11	226.438	-1.822%	0.000%	275.8541774	275.85
2011/12	233.367	1.760%	1.760%	280.7087309	280.70
2012/13	237.032	3.060%	3.060%	289.2984146	289.29
2013/14	239.346	1.570%	1.570%	293.8418106	293.84
2014/15	243.362	0.976%	0.976%	296.7104104	296.71
2015/16	246.093	1.678%	1.678%	301.688931	301.68

LMD 34

Fiscal Year	May CPI	CPI Change	Rate % Change	Max Rate	Rounded Max
1999/00	166.2				
2000/01	171.1			\$146.25	\$146.25
2001/02	177.5	2.948%	2.948%	150.5618231	150.56
2002/03	182.6	3.741%	3.741%	156.1935921	156.19
2003/04	186.4	2.873%	2.873%	160.6814079	160.68
2004/05	193.3	2.081%	2.081%	164.0252708	164.02
2005/06	201.5	3.702%	3.702%	170.0970217	170.09
2006/07	212.4	4.242%	4.242%	177.3127256	177.31
2007/08	218.596	5.409%	5.409%	186.9043321	186.90
2008/09	226.651	2.917%	2.917%	192.3565884	192.35
2009/10	222.522	3.685%	3.685%	199.4446977	199.44
2010/11	226.438	-1.822%	0.000%	199.4446977	199.44
2011/12	233.367	1.760%	1.760%	202.9545773	202.95
2012/13	237.032	3.060%	3.060%	209.1649848	209.16
2013/14	239.346	1.570%	1.570%	212.4498952	212.44
2014/15	243.362	0.976%	0.976%	214.523915	214.52
2015/16	246.093	1.678%	1.678%	218.1234238	218.12

LMD Maximum Assessment Rates
(historical detail)

LMD 35

Fiscal Year	October CPI	CPI Change	Rate % Change	Max Rate	Rounded Max
1999/00	167.2				
2000/01	173.8			\$1,108.85	\$1,108.85
2001/02	178.3	3.947%	3.947%	1152.620395	1,152.62
2002/03	183.7	2.589%	2.589%	1182.463846	1,182.46
2003/04	187.8	3.029%	3.029%	1218.275987	1,218.27
2004/05	196.3	2.232%	2.232%	1245.466687	1,245.46
2005/06	206.9	4.526%	4.526%	1301.83765	1,301.83
2006/07	211.4	5.400%	5.400%	1372.135556	1,372.13
2007/08	218.696	2.175%	2.175%	1401.979007	1,401.97
2008/09	226.159	3.451%	3.451%	1450.365189	1,450.36
2009/10	225.264	3.412%	3.412%	1499.858894	1,499.85
2010/11	226.794	-0.396%	0.000%	1499.858894	1,499.85
2011/12	233.049	0.679%	0.679%	1510.045982	1,510.04
2012/13	240.111	2.758%	2.758%	1551.693193	1,551.69
2013/14	239.940	3.030%	3.030%	1598.713594	1,598.71
2014/15	243.341	-0.071%	0.000%	1598.713594	1,598.71
2015/16	245.812	1.417%	1.417%	1621.374363	1,621.37

LMD 36

Fiscal Year	August CPI	CPI Change	Rate % Change	Max Rate	Rounded Max
1999/00	166.3				
2000/01	172.2			\$289.46	\$289.46
2001/02	178.4	3.548%	3.548%	299.7294768	299.72
2002/03	183.0	3.600%	3.600%	310.5211305	310.52
2003/04	186.9	2.578%	2.578%	318.5278413	318.52
2004/05	193.1	2.131%	2.131%	325.3161395	325.31
2005/06	203.1	3.317%	3.317%	336.1077931	336.10
2006/07	211.9	5.179%	5.179%	353.5136861	353.51
2007/08	217.330	4.333%	4.333%	368.8308719	368.83
2008/09	228.484	2.563%	2.563%	378.2822718	378.28
2009/10	224.507	5.132%	5.132%	397.6968048	397.69
2010/11	226.373	-1.741%	0.000%	397.6968048	397.69
2011/12	231.833	0.831%	0.831%	401.0022796	401.00
2012/13	237.222	2.412%	2.412%	410.6742478	410.67
2013/14	239.219	2.325%	2.325%	420.2204449	420.22
2014/15	243.556	0.842%	0.842%	423.7579761	423.75
2015/16	246.328	1.813%	1.813%	431.4406366	431.44

LMD Maximum Assessment Rates
(historical detail)

LMD 37

Fiscal Year	August CPI	CPI Change	Rate % Change	Max Rate	Rounded Max
1999/00	166.3				
2000/01	172.2			\$178.98	\$178.98
2001/02	178.4	3.548%	3.548%	185.3298617	185.32
2002/03	183.0	3.600%	3.600%	192.0025977	192.00
2003/04	186.9	2.578%	2.578%	196.9533373	196.95
2004/05	193.1	2.131%	2.131%	201.1507035	201.15
2005/06	203.1	3.317%	3.317%	207.8234396	207.82
2006/07	211.9	5.179%	5.179%	218.585917	218.58
2007/08	217.330	4.333%	4.333%	228.0568972	228.05
2008/09	228.484	2.563%	2.563%	233.9009224	233.90
2009/10	224.507	5.132%	5.132%	245.9053898	245.90
2010/11	226.373	-1.741%	0.000%	245.9053898	245.90
2011/12	231.833	0.831%	0.831%	247.9492435	247.94
2012/13	237.222	2.412%	2.412%	253.9296513	253.92
2013/14	239.219	2.325%	2.325%	259.832292	259.83
2014/15	243.556	0.842%	0.842%	262.0196316	262.01
2015/16	246.328	1.813%	1.813%	266.7700032	266.77

LMD 38

Fiscal Year	August CPI	CPI Change	Rate % Change	Max Rate	Rounded Max
2000/01	172.2				
2001/02	178.4			\$245.24	\$245.24
2002/03	183.0	3.600%	3.600%	254.0697793	254.06
2003/04	186.9	2.578%	2.578%	260.6209059	260.62
2004/05	193.1	2.131%	2.131%	266.175122	266.17
2005/06	203.1	3.317%	3.317%	275.0049013	275.00
2006/07	211.9	5.179%	5.179%	289.2464808	289.24
2007/08	217.330	4.333%	4.333%	301.7790708	301.77
2008/09	228.484	2.563%	2.563%	309.5122485	309.51
2009/10	224.507	5.132%	5.132%	325.3973064	325.39
2010/11	226.373	-1.741%	0.000%	325.3973064	325.39
2011/12	231.833	0.831%	0.831%	328.1018607	328.10
2012/13	237.222	2.412%	2.412%	336.0155083	336.01
2013/14	239.219	2.325%	2.325%	343.8262496	343.82
2014/15	243.556	0.842%	0.842%	346.7206735	346.72
2015/16	246.328	1.813%	1.813%	353.0066606	353.00

LMD Maximum Assessment Rates
(historical detail)

LMD 39

Zone A - Tract 5198-1					
Fiscal Year	November CPI	CPI Change	Rate % Change	Max Rate	Rounded Max
2000/01	173.5				
2001/02	178.1			\$649.48	\$649.48
2002/03	184.0	2.651%	2.651%	666.6996427	666.69
2003/04	187.1	3.313%	3.313%	688.7857061	688.78
2004/05	196.9	1.685%	1.685%	700.3902478	700.39
2005/06	205.6	5.238%	5.238%	737.0755735	737.07
2006/07	211.1	4.418%	4.418%	769.6431585	769.64
2007/08	219.943	2.675%	2.675%	790.2318617	790.23
2008/09	222.229	4.189%	4.189%	823.334753	823.33
2009/10	224.317	1.039%	1.039%	831.8921667	831.89
2010/11	225.941	0.940%	0.940%	839.7083871	839.70
2011/12	232.731	0.724%	0.724%	845.7876696	845.78
2012/13	237.675	3.005%	3.005%	871.2053595	871.20
2013/14	238.677	2.124%	2.124%	889.712732	889.71
2014/15	241.753	0.422%	0.422%	893.4636194	893.46
2015/16	245.711	1.289%	1.289%	904.9783195	904.97

Zone B - Tract 5198-2					
Fiscal Year	November CPI	CPI Change	Rate % Change	Max Rate	Rounded Max
2000/01	173.5				
2001/02	178.1			\$615.56	\$615.56
2002/03	184.0	2.651%	2.651%	631.8803228	631.88
2003/04	187.1	3.313%	3.313%	652.8129107	652.81
2004/05	196.9	1.685%	1.685%	663.811389	663.81
2005/06	205.6	5.238%	5.238%	698.5807723	698.58
2006/07	211.1	4.418%	4.418%	729.4474697	729.44
2007/08	219.943	2.675%	2.675%	748.9608991	748.96
2008/09	222.229	4.189%	4.189%	780.3349457	780.33
2009/10	224.317	1.039%	1.039%	788.4454365	788.44
2010/11	225.941	0.940%	0.940%	795.8534439	795.85
2011/12	232.731	0.724%	0.724%	801.6152274	801.61
2012/13	237.675	3.005%	3.005%	825.705443	825.70
2013/14	238.677	2.124%	2.124%	843.2462421	843.24
2014/15	241.753	0.422%	0.422%	846.8012341	846.80
2015/16	245.711	1.289%	1.289%	857.714563	857.71

LMD Maximum Assessment Rates
(historical detail)

LMD 40

Fiscal Year	August CPI	CPI Change	Rate % Change	Max Rate	Rounded Max
2001/02	178.4				
2002/03	183.0			\$466.84	\$466.84
2003/04	186.9	2.578%	2.578%	478.8773543	478.87
2004/05	193.1	2.131%	2.131%	489.0829372	489.08
2005/06	203.1	3.317%	3.317%	505.3071973	505.30
2006/07	211.9	5.179%	5.179%	531.4753587	531.47
2007/08	217.330	4.333%	4.333%	554.5033408	554.50
2008/09	228.484	2.563%	2.563%	568.7126525	568.71
2009/10	224.507	5.132%	5.132%	597.9006197	597.90
2010/11	226.373	-1.741%	0.000%	597.9006197	597.90
2011/12	231.833	0.831%	0.831%	602.8700975	602.87
2012/13	237.222	2.412%	2.412%	617.4110133	617.41
2013/14	239.219	2.325%	2.325%	631.762844	631.76
2014/15	243.556	0.842%	0.842%	637.0811973	637.08
2015/16	246.328	1.813%	1.813%	648.6313716	648.63

LMD 41

Fiscal Year	August CPI	CPI Change	Rate % Change	Max Rate	Rounded Max
2001/02	178.4				
2002/03	183.0			\$398.68	\$398.68
2003/04	186.9	2.578%	2.578%	408.9598655	408.95
2004/05	193.1	2.131%	2.131%	417.6754036	417.67
2005/06	203.1	3.317%	3.317%	431.5308744	431.53
2006/07	211.9	5.179%	5.179%	453.8784081	453.87
2007/08	217.330	4.333%	4.333%	473.5442377	473.54
2008/09	228.484	2.563%	2.563%	485.6789484	485.67
2009/10	224.507	5.132%	5.132%	510.6053874	510.60
2010/11	226.373	-1.741%	0.000%	510.6053874	510.60
2011/12	231.833	0.831%	0.831%	514.849307	514.84
2012/13	237.222	2.412%	2.412%	527.2672068	527.26
2013/14	239.219	2.325%	2.325%	539.5236283	539.52
2014/15	243.556	0.842%	0.842%	544.0654865	544.06
2015/16	246.328	1.813%	1.813%	553.9293017	553.92

LMD Maximum Assessment Rates
(historical detail)

LMD 42

Fiscal Year	December CPI	CPI Change	Rate % Change	Max Rate	Rounded Max
2001/02	177.1				
2002/03	183.7			\$605.30	\$605.30
2003/04	187.0	3.727%	3.727%	627.857764	627.85
2004/05	195.2	1.796%	1.796%	639.136646	639.13
2005/06	203.9	4.385%	4.385%	667.1629588	667.16
2006/07	210.6	4.457%	4.457%	696.8981931	696.89
2007/08	219.373	3.286%	3.286%	719.7977414	719.79
2008/09	219.620	4.166%	4.166%	749.7824783	749.78
2009/10	223.643	0.113%	0.113%	750.6266855	750.62
2010/11	226.639	1.832%	1.832%	764.376668	764.37
2011/12	231.567	1.340%	1.340%	774.6165257	774.61
2012/13	236.042	2.174%	2.174%	791.4596561	791.45
2013/14	238.742	1.932%	1.932%	806.7545037	806.75
2014/15	240.475	1.144%	1.144%	815.9826798	815.98
2015/16	245.357	0.726%	0.726%	821.9058018	821.90

LMD 43

Zone 1 - Parc Rose (Per Acre)					
Fiscal Year	August CPI	CPI Change	Rate % Change	Max Rate	Rounded Max
2002/03	183.0				
2003/04	186.9			\$969.42	\$969.42
2004/05	193.1	2.131%	2.131%	990.0797705	990.07
2005/06	203.1	3.317%	3.317%	1022.923508	1,022.92
2006/07	211.9	5.179%	5.179%	1075.897279	1,075.89
2007/08	217.330	4.333%	4.333%	1122.514197	1,122.51
2008/09	228.484	2.563%	2.563%	1151.278954	1,151.27
2009/10	224.507	5.132%	5.132%	1210.365898	1,210.36
2010/11	226.373	-1.741%	0.000%	1210.365898	1,210.36
2011/12	231.833	0.831%	0.831%	1220.425908	1,220.42
2012/13	237.222	2.412%	2.412%	1249.861952	1,249.86
2013/14	239.219	2.325%	2.325%	1278.915219	1,278.91
2014/15	243.556	0.842%	0.842%	1289.681478	1,289.68
2015/16	246.328	1.813%	1.813%	1313.063185	1,313.06

LMD Maximum Assessment Rates
(historical detail)

LMD 43 continued

Zone 2 - Solana II (Per Lot - 71 Total)					
Fiscal Year	August CPI	CPI Change	Rate % Change	Max Rate	Rounded Max
2002/03	183.0				
2003/04	186.9			\$222.90	\$222.90
2004/05	193.1	2.131%	2.131%	227.6503279	227.65
2005/06	203.1	3.317%	3.317%	235.2021311	235.20
2006/07	211.9	5.179%	5.179%	247.382459	247.38
2007/08	217.330	4.333%	4.333%	258.1011475	258.10
2008/09	228.484	2.563%	2.563%	264.7150656	264.71
2009/10	224.507	5.132%	5.132%	278.3010033	278.30
2010/11	226.373	-1.741%	0.000%	278.3010033	278.30
2011/12	231.833	0.831%	0.831%	280.6141145	280.61
2012/13	237.222	2.412%	2.412%	287.3823823	287.38
2013/14	239.219	2.325%	2.325%	294.0626377	294.06
2014/15	243.556	0.842%	0.842%	296.5381378	296.53
2015/16	246.328	1.813%	1.813%	301.9143241	301.91

Zone 3 - Tiera Vista (Per Acre)					
Fiscal Year	August CPI	CPI Change	Rate % Change	Max Rate	Rounded Max
2002/03	183.0				
2003/04	186.9			\$934.33	\$934.33
2004/05	193.1	2.131%	2.131%	954.2419508	954.24
2005/06	203.1	3.317%	3.317%	985.896847	985.89
2006/07	211.9	5.179%	5.179%	1036.953131	1,036.95
2007/08	217.330	4.333%	4.333%	1081.882661	1,081.88
2008/09	228.484	2.563%	2.563%	1109.606223	1,109.60
2009/10	224.507	5.132%	5.132%	1166.554403	1,166.55
2010/11	226.373	-1.741%	0.000%	1166.554403	1,166.55
2011/12	231.833	0.831%	0.831%	1176.250272	1,176.25
2012/13	237.222	2.412%	2.412%	1204.620822	1,204.62
2013/14	239.219	2.325%	2.325%	1232.622451	1,232.62
2014/15	243.556	0.842%	0.842%	1242.999005	1,242.99
2015/16	246.328	1.813%	1.813%	1265.534367	1,265.53

LMD Maximum Assessment Rates
(historical detail)

LMD 43 continued

Zone 4 - Mayfield (Per Lot - 90 Total)					
Fiscal Year	August CPI	CPI Change	Rate % Change	Max Rate	Rounded Max
2002/03	183.0				
2003/04	186.9			\$177.96	\$177.96
2004/05	193.1	2.131%	2.131%	181.7525902	181.75
2005/06	203.1	3.317%	3.317%	187.7818361	187.78
2006/07	211.9	5.179%	5.179%	197.5064262	197.50
2007/08	217.330	4.333%	4.333%	206.0640656	206.06
2008/09	228.484	2.563%	2.563%	211.344518	211.34
2009/10	224.507	5.132%	5.132%	222.1913259	222.19
2010/11	226.373	-1.741%	0.000%	222.1913259	222.19
2011/12	231.833	0.831%	0.831%	224.0380791	224.03
2012/13	237.222	2.412%	2.412%	229.441762	229.44
2013/14	239.219	2.325%	2.325%	234.7751772	234.77
2014/15	243.556	0.842%	0.842%	236.7515792	236.75
2015/16	246.328	1.813%	1.813%	241.0438453	241.04

LMD 44

Fiscal Year	August CPI	CPI Change	Rate % Change	Max Rate	Rounded Max
2002/03	183.0				
2003/04	186.9			\$106.20	\$106.20
2004/05	193.1	2.131%	2.131%	108.4632787	108.46
2005/06	203.1	3.317%	3.317%	112.0613115	112.06
2006/07	211.9	5.179%	5.179%	117.8645902	117.86
2007/08	217.330	4.333%	4.333%	122.9714754	122.97
2008/09	228.484	2.563%	2.563%	126.1226557	126.12
2009/10	224.507	5.132%	5.132%	132.5956328	132.59
2010/11	226.373	-1.741%	0.000%	132.5956328	132.59
2011/12	231.833	0.831%	0.831%	133.6977073	133.69
2012/13	237.222	2.412%	2.412%	136.9224271	136.92
2013/14	239.219	2.325%	2.325%	140.1052137	140.10
2014/15	243.556	0.842%	0.842%	141.2846578	141.28
2015/16	246.328	1.813%	1.813%	143.8461248	143.84

LMD Maximum Assessment Rates
(historical detail)

LMD 45

Fiscal Year	September CPI	CPI Change	Rate % Change	Max Rate	Rounded Max
2002/03	183.4				
2003/04	188.2			\$1,580.74	\$1,580.74
2004/05	194.5	2.617%	2.617%	1622.111603	1,622.11
2005/06	205.8	3.348%	3.348%	1676.411832	1,676.41
2006/07	212.9	5.810%	5.810%	1773.807481	1,773.80
2007/08	217.697	3.450%	3.450%	1835.002977	1,835.00
2008/09	227.449	2.253%	2.253%	1876.348723	1,876.34
2009/10	225.226	4.480%	4.480%	1960.40203	1,960.40
2010/11	226.048	-0.977%	0.000%	1960.40203	1,960.40
2011/12	233.022	0.365%	0.365%	1967.556845	1,967.55
2012/13	238.104	3.085%	3.085%	2028.259623	2,028.25
2013/14	239.611	2.181%	2.181%	2072.494139	2,072.49
2014/15	243.623	0.633%	0.633%	2085.6113	2,085.61
2015/16	245.431	1.674%	1.674%	2120.532371	2,120.53

LMD 46

Area A					
Fiscal Year	March CPI	CPI Change	Rate % Change	Max Rate	Rounded Max
2003/04	188.2			\$544.84	\$544.84
2004/05	191.5	1.753%	1.753%	554.3935175	554.39
2005/06	199.2	4.021%	4.021%	576.6850584	576.68
2006/07	208.5	4.669%	4.669%	603.6086079	603.60
2007/08	216.500	3.837%	3.837%	626.7686504	626.76
2008/09	223.606	3.282%	3.282%	647.3405581	647.34
2009/10	221.376	-0.997%	0.000%	647.3405581	647.34
2010/11	225.483	1.855%	1.855%	659.350115	659.35
2011/12	232.241	2.997%	2.997%	679.1116407	679.11
2012/13	236.941	2.024%	2.024%	692.855229	692.85
2013/14	239.995	1.289%	1.289%	701.7856373	701.78
2014/15	242.491	1.040%	1.040%	709.08436	709.08
2015/16	243.738	0.514%	0.514%	712.7307972	712.73

LMD Maximum Assessment Rates
(historical detail)

LMD 46 continued

Area B					
Fiscal Year	March CPI	CPI Change	Rate % Change	Max Rate	Rounded Max
2003/04	188.2			\$527.12	\$527.12
2004/05	191.5	1.753%	1.753%	536.3628055	536.36
2005/06	199.2	4.021%	4.021%	557.9293518	557.92
2006/07	208.5	4.669%	4.669%	583.9772582	583.97
2007/08	216.500	3.837%	3.837%	606.3840595	606.38
2008/09	223.606	3.282%	3.282%	626.2869007	626.28
2009/10	221.376	-0.997%	0.000%	626.2869007	626.28
2010/11	225.483	1.855%	1.855%	637.9058671	637.90
2011/12	232.241	2.997%	2.997%	657.0246825	657.02
2012/13	236.941	2.024%	2.024%	670.3212839	670.32
2013/14	239.995	1.289%	1.289%	678.9612458	678.96
2014/15	242.491	1.040%	1.040%	686.0225898	686.02
2015/16	243.738	0.514%	0.514%	689.5504328	689.55

Area C					
Fiscal Year	March CPI	CPI Change	Rate % Change	Max Rate	Rounded Max
2003/04	188.2			\$470.76	\$470.76
2004/05	191.5	1.753%	1.753%	479.014559	479.01
2005/06	199.2	4.021%	4.021%	498.2751966	498.27
2006/07	208.5	4.669%	4.669%	521.5380446	521.53
2007/08	216.500	3.837%	3.837%	541.5490967	541.54
2008/09	223.606	3.282%	3.282%	559.3239137	559.32
2009/10	221.376	-0.997%	0.000%	559.3239137	559.32
2010/11	225.483	1.855%	1.855%	569.7005729	569.70
2011/12	232.241	2.997%	2.997%	586.7751926	586.77
2012/13	236.941	2.024%	2.024%	598.6501131	598.65
2013/14	239.995	1.289%	1.289%	606.3662848	606.36
2014/15	242.491	1.040%	1.040%	612.6726256	612.67
2015/16	243.738	0.514%	0.514%	615.8232694	615.82

LMD Maximum Assessment Rates
(historical detail)

LMD 47

Fiscal Year	December CPI	CPI Change	Rate % Change	Max Rate	Rounded Max
2002/03	183.7				
2003/04	187.0			\$419.64	\$419.64
2004/05	195.2	1.796%	1.796%	427.1784431	427.17
2005/06	203.9	4.385%	4.385%	445.9103321	445.91
2006/07	210.6	4.457%	4.457%	465.7844094	465.78
2007/08	219.373	3.286%	3.286%	481.0897333	481.08
2008/09	219.620	4.166%	4.166%	501.1305701	501.13
2009/10	223.643	0.113%	0.113%	501.6948111	501.69
2010/11	226.639	1.832%	1.832%	510.8848586	510.88
2011/12	231.567	1.340%	1.340%	517.7288512	517.72
2012/13	236.042	2.174%	2.174%	528.9862596	528.98
2013/14	238.742	1.932%	1.932%	539.2088453	539.20
2014/15	240.475	1.144%	1.144%	545.3766624	545.37
2015/16	245.357	0.726%	0.726%	549.3354872	549.33

LMD 48

Residential					
Fiscal Year	January CPI	CPI Change	Rate % Change	Max Rate	Rounded Max
2003/04	185.2			\$248.78	\$248.78
2004/05	188.5	1.782%	1.782%	253.212905	253.21
2005/06	195.4	3.660%	3.660%	262.4817063	262.48
2006/07	206.0	5.425%	5.425%	276.7207343	276.72
2007/08	212.584	3.196%	3.196%	285.5650514	285.56
2008/09	220.918	3.920%	3.920%	296.7601514	296.76
2009/10	220.719	-0.090%	0.000%	296.7601514	296.76
2010/11	224.610	1.763%	1.763%	301.9916618	301.99
2011/12	228.652	1.800%	1.800%	307.4261941	307.42
2012/13	233.441	2.094%	2.094%	313.8650796	313.86
2013/14	238.015	1.959%	1.959%	320.0148942	320.01
2014/15	239.857	0.774%	0.774%	322.4914921	322.49
2015/16	239.724	-0.055%	0.000%	322.4914921	322.49

Lot No. 157					
Fiscal Year	January CPI	CPI Change	Rate % Change	Max Rate	Rounded Max
2003/04	185.2			\$936.91	\$936.91
2004/05	188.5	1.782%	1.782%	953.6044006	953.60
2005/06	195.4	3.660%	3.660%	988.5108747	988.51
2006/07	206.0	5.425%	5.425%	1042.135313	1,042.13
2007/08	212.584	3.196%	3.196%	1075.443172	1,075.44
2008/09	220.918	3.920%	3.920%	1117.604122	1,117.60
2009/10	220.719	-0.090%	0.000%	1117.604122	1,117.60
2010/11	224.610	1.763%	1.763%	1137.306085	1,137.30
2011/12	228.652	1.800%	1.800%	1157.772633	1,157.77
2012/13	233.441	2.094%	2.094%	1182.021592	1,182.02
2013/14	238.015	1.959%	1.959%	1205.181906	1,205.18
2014/15	239.857	0.774%	0.774%	1214.508818	1,214.50
2015/16	239.724	-0.055%	0.000%	1214.508818	1,214.50

LMD Maximum Assessment Rates
(historical detail)

LMD 49

Fiscal Year	January CPI	CPI Change	Rate % Change	Max Rate	Rounded Max
2003/04	185.2			366.10	\$366.10
2004/05	188.5	1.782%	1.782%	372.6233801	372.62
2005/06	195.4	3.660%	3.660%	386.2631749	386.26
2006/07	206.0	5.425%	5.425%	407.2170626	407.21
2007/08	212.584	3.196%	3.196%	420.2321944	420.23
2008/09	220.918	3.920%	3.920%	436.7066944	436.70
2009/10	220.719	-0.090%	0.000%	436.7066944	436.70
2010/11	224.610	1.763%	1.763%	444.4052874	444.40
2011/12	228.652	1.800%	1.800%	452.4026436	452.40
2012/13	233.441	2.094%	2.094%	461.8779871	461.87
2013/14	238.015	1.959%	1.959%	470.9279394	470.92
2014/15	239.857	0.774%	0.774%	474.5724545	474.57
2015/16	239.724	-0.055%	0.000%	474.5724545	474.57

LMD 50

Fiscal Year	January CPI	CPI Change	Rate % Change	Max Rate	Rounded Max
2003/04	185.2			\$269.80	\$269.80
2004/05	188.5	1.782%	1.782%	274.6074514	274.60
2005/06	195.4	3.660%	3.660%	284.6593952	284.65
2006/07	206.0	5.425%	5.425%	300.1015119	300.10
2007/08	212.584	3.196%	3.196%	309.6931058	309.69
2008/09	220.918	3.920%	3.920%	321.8341058	321.83
2009/10	220.719	-0.090%	0.000%	321.8341058	321.83
2010/11	224.610	1.763%	1.763%	327.5076387	327.50
2011/12	228.652	1.800%	1.800%	333.4013473	333.40
2012/13	233.441	2.094%	2.094%	340.3842691	340.38
2013/14	238.015	1.959%	1.959%	347.0536959	347.05
2014/15	239.857	0.774%	0.774%	349.7395472	349.73
2015/16	239.724	-0.055%	0.000%	349.7395472	349.73

LMD 51

Fiscal Year	December CPI	CPI Change	Rate % Change	Max Rate	Rounded Max
2004/05	195.2				
2005/06	203.9			\$452.92	\$452.92
2006/07	210.6	4.457%	4.457%	473.1064959	473.10
2007/08	219.373	3.286%	3.286%	488.652418	488.65
2008/09	219.620	4.166%	4.166%	509.0082949	509.00
2009/10	223.643	0.113%	0.113%	509.5814057	509.58
2010/11	226.639	1.832%	1.832%	518.9159199	518.91
2011/12	231.567	1.340%	1.340%	525.8674994	525.86
2012/13	236.042	2.174%	2.174%	537.3018732	537.30
2013/14	238.742	1.932%	1.932%	547.685157	547.68
2014/15	240.475	1.144%	1.144%	553.9499316	553.94
2015/16	245.357	0.726%	0.726%	557.9709887	557.97

LMD Maximum Assessment Rates
(historical detail)

LMD 52

Fiscal Year	October CPI	CPI Change	Rate % Change	Max Rate	Rounded Max
2004/05	196.3				
2005/06	206.9			\$276.46	\$276.46
2006/07	211.4	5.400%	5.400%	291.3885583	291.38
2007/08	218.696	2.175%	2.175%	297.7261538	297.72
2008/09	226.159	3.451%	3.451%	308.0015087	308.00
2009/10	225.264	3.412%	3.412%	318.5120588	318.51
2010/11	226.794	-0.396%	0.000%	318.5120588	318.51
2011/12	233.049	0.679%	0.679%	320.6754025	320.67
2012/13	240.111	2.758%	2.758%	329.5196604	329.51
2013/14	239.940	3.030%	3.030%	339.5049762	339.50
2014/15	243.341	-0.071%	0.000%	339.5049762	339.50
2015/16	245.812	1.417%	1.417%	344.3172477	344.31

LMD 53

Fiscal Year	December CPI	CPI Change	Rate % Change	Max Rate	Rounded Max
2004/05	195.2				
2005/06	203.9			\$329.58	\$329.58
2006/07	210.6	4.457%	4.457%	344.2692725	344.26
2007/08	219.373	3.286%	3.286%	355.5817008	355.58
2008/09	219.620	4.166%	4.166%	370.3942282	370.39
2009/10	223.643	0.113%	0.113%	370.8112684	370.81
2010/11	226.639	1.832%	1.832%	377.6037907	377.60
2011/12	231.567	1.340%	1.340%	382.6623034	382.66
2012/13	236.042	2.174%	2.174%	390.9828476	390.98
2013/14	238.742	1.932%	1.932%	398.5385367	398.53
2014/15	240.475	1.144%	1.144%	403.0972764	403.09
2015/16	245.357	0.726%	0.726%	406.023312	406.02

LMD 54

Fiscal Year	October CPI	CPI Change	Rate % Change	Max Rate	Rounded Max
2005/06	206.9				
2006/07	211.4			\$341.02	\$341.02
2007/08	218.696	2.175%	2.175%	348.4370614	348.43
2008/09	226.159	3.451%	3.451%	360.4625902	360.46
2009/10	225.264	3.412%	3.412%	372.7633745	372.76
2010/11	226.794	-0.396%	0.000%	372.7633745	372.76
2011/12	233.049	0.679%	0.679%	375.2951948	375.29
2012/13	240.111	2.758%	2.758%	385.6458718	385.64
2013/14	239.940	3.030%	3.030%	397.3319599	397.33
2014/15	243.341	-0.071%	0.000%	397.3319599	397.33
2015/16	245.812	1.417%	1.417%	402.9638928	402.96

**LMD Maximum Assessment Rates
(historical detail)**

LMD 55

Fiscal Year	October CPI	CPI Change	Rate % Change	Max Rate	Rounded Max
2005/06	206.9				
2006/07	211.4			\$556.20	\$556.20
2007/08	218.696	2.175%	2.175%	568.2971484	568.29
2008/09	226.159	3.451%	3.451%	587.9106583	587.91
2009/10	225.264	3.412%	3.412%	607.9731068	607.97
2010/11	226.794	-0.396%	0.000%	607.9731068	607.97
2011/12	233.049	0.679%	0.679%	612.1024788	612.10
2012/13	240.111	2.758%	2.758%	628.9843232	628.98
2013/14	239.940	3.030%	3.030%	648.0442088	648.04
2014/15	243.341	-0.071%	0.000%	648.0442088	648.04
2015/16	245.812	1.417%	1.417%	657.2298317	657.22

LMD 56

Fiscal Year	December CPI	CPI Change	Rate % Change	Max Rate	Rounded Max
2005/06	203.9				
2006/07	210.6			\$73.62	\$73.62
2007/08	219.373	3.286%	3.286%	76.0390976	76.03
2008/09	219.620	4.166%	4.166%	79.20667121	79.20
2009/10	223.643	0.113%	0.113%	79.29585287	79.29
2010/11	226.639	1.832%	1.832%	80.74839461	80.74
2011/12	231.567	1.340%	1.340%	81.8301284	81.83
2012/13	236.042	2.174%	2.174%	83.60942884	83.60
2013/14	238.742	1.932%	1.932%	85.2251694	85.22
2014/15	240.475	1.144%	1.144%	86.20002962	86.20
2015/16	245.357	0.726%	0.726%	86.82574546	86.82

LMD 57

APN 1= 144-0-150-085					
Fiscal Year	October CPI	CPI Change	Rate % Change	Max Rate	Rounded Max
2005/06	206.9				
2006/07	211.4			\$6,255.44	\$6,255.44
2007/08	218.696	2.175%	2.175%	6391.493552	6,391.49
2008/09	226.159	3.451%	3.451%	6612.081712	6,612.08
2009/10	225.264	3.412%	3.412%	6837.71897	6,837.71
2010/11	226.794	-0.396%	0.000%	6837.71897	6,837.71
2011/12	233.049	0.679%	0.679%	6884.160967	6,884.16
2012/13	240.111	2.758%	2.758%	7074.026779	7,074.02
2013/14	239.940	3.030%	3.030%	7288.388467	7,288.38
2014/15	243.341	-0.071%	0.000%	7288.388467	7,288.38
2015/16	245.812	1.417%	1.417%	7391.696833	7,391.69

LMD Maximum Assessment Rates
(historical detail)

Annexation					
Fiscal Year	October CPI	CPI Change	Rate % Change	Max Rate	Rounded Max
2005/06	206.9				
2006/07	211.4			\$3,477.08	\$3,477.08
2007/08	218.696	2.175%	2.175%	3552.70523	3,552.70
2008/09	226.159	3.451%	3.451%	3675.318935	3,675.31
2009/10	225.264	3.412%	3.412%	3800.739177	3,800.73
2010/11	226.794	-0.396%	0.000%	3800.739177	3,800.73
2011/12	233.049	0.679%	0.679%	3826.553914	3,826.55
2012/13	240.111	2.758%	2.758%	3932.090633	3,932.09
2013/14	239.940	3.030%	3.030%	4051.243361	4,051.24
2014/15	243.341	-0.071%	0.000%	4051.243361	4,051.24
2015/16	245.812	1.417%	1.417%	4108.667212	4,108.66

LMD 58

Fiscal Year	December CPI	CPI Change	Rate % Change	Max Rate	Rounded Max
2005/06	203.9				
2006/07	210.6			\$343.26	\$343.26
2007/08	219.373	3.286%	3.286%	354.5392643	354.53
2008/09	219.620	4.166%	4.166%	369.3083667	369.30
2009/10	223.643	0.113%	0.113%	369.7241844	369.72
2010/11	226.639	1.832%	1.832%	376.4967934	376.49
2011/12	231.567	1.340%	1.340%	381.5404764	381.54
2012/13	236.042	2.174%	2.174%	389.8366279	389.83
2013/14	238.742	1.932%	1.932%	397.3701664	397.37
2014/15	240.475	1.144%	1.144%	401.9155415	401.91
2015/16	245.357	0.726%	0.726%	404.832999	404.83

Note: Per the Engineer's Report adopted by City Council on April 12, 2006, the start year for the rates is in 2006/07 although the first levy will begin in 2007/08.

LMD 59

Fiscal Year	February CPI	CPI Change	Rate % Change	Max Rate	Rounded Max
2007/08	214.760			\$148.26	\$148.26
2008/09	221.431	3.106%	3.106%	152.8653383	152.86
2009/10	221.439	0.004%	0.004%	152.8708611	152.87
2010/11	224.620	1.437%	1.437%	155.0668709	155.06
2011/12	229.729	2.275%	2.275%	158.5938794	158.59
2012/13	234.537	2.093%	2.093%	161.9130919	161.91
2013/14	239.753	2.224%	2.224%	165.5139681	165.51
2014/15	241.059	0.545%	0.545%	166.4155678	166.41
2015/16	241.297	0.099%	0.099%	166.5798716	166.57

LMD Maximum Assessment Rates
(historical detail)

LMD 60

Fiscal Year	November CPI	CPI Change	Rate % Change	Max Rate	Rounded Max
2008/09	222.229				
2009/10	224.317				
2010/11	225.941			\$3,380.28	\$3,380.28
2011/12	232.731	0.940%	0.940%	3412.040142	3,412.04
2012/13	237.675	0.724%	0.724%	3436.742475	3,436.74
2013/14	238.677	3.005%	3.005%	3540.02378	3,540.02
2014/15	241.753	2.124%	2.124%	3615.225956	3,615.22
2015/16	245.711	0.422%	0.422%	3630.467174	3,630.46

APN 213-0-031-540					
Fiscal Year	November CPI	CPI Change	Rate % Change	Max Rate	Rounded Max
2008/09	222.229				
2009/10	224.317				
2010/11	225.941			\$51,143.74	\$51,143.74
2011/12	232.731	0.940%	0.940%	51624.27192	51,624.27
2012/13	237.675	0.724%	0.724%	51998.01898	51,998.01
2013/14	238.677	3.005%	3.005%	53560.66829	53,560.66
2014/15	241.753	2.124%	2.124%	54698.47952	54,698.47
2015/16	245.711	0.422%	0.422%	54929.07961	54,929.07

Note: LMD No. 1 thru LMD NO. 26 and MAD No. 4 do not have an annual inflator, and therefore the maximum rates have remained the same since 1996/97.

8. REFERENCES

¹ City of Oxnard Community Profile – October 2013.

Available at <http://www.cityofoxnard.org/uploads/Oxnard%20Community%20Profile.pdf>

² Constitution of the State of California 1879 Article XIII A. Tax Limitation

Available at http://www.leginfo.ca.gov/.const/.article_13A

³ Proposition 218 Guide for Special Districts.

Available at <http://www.cstda.net/wp-content/uploads/2013/04/2013-CSDA-Prop-218-WEB.pdf>

**Proposed Dates for MADs
General Community Outreach Meetings**

2/22/16

For the upcoming General Community Outreach meetings, NBS is proposing to meet with MADs property owners on Wednesdays and Thursdays starting in March. Below are the proposed dates for the initial stages of public meetings.

- **Wednesday, March 2, 2016 – INCO Meeting**
 - 305 West Third Street
 - Meeting starts at 7pm
- **Wednesday, March 9, 2016 at 3pm – Cabrillo Neighborhood Council Small Group Meeting**
 - City Manager's Window Conference Room
 - Meeting starts at 3pm
- **Wednesday, March 9, 2016 at 7pm – Grouping 1 Outreach Meeting**
 - River Ridge Golf Club – 2401 W. Vineyard Avenue
 - Meeting starts at 7pm
- **Thursday, March 10, 2016 at 7pm – Grouping 4 – Outreach Meeting**
 - Boys & Girls Club – 1900 W. 5th Street
 - Meeting starts at 7pm
- **Wednesday, March 16, 2016 at 7pm – Grouping 5 – Outreach Meeting**
 - Blackstock Middle School – 701 East Bard Street
 - Meeting starts at 7pm
- **Thursday, March 17, 2016 at 7pm – Grouping 2 – Outreach Meeting**
 - Brekke Elementary School – 1400 Martin Luther King Jr. Drive
 - Meeting starts at 7pm
- **Wednesday, March 23, 2016 – Mandalay Bay – Outreach Meeting**
 - *Location to be determined*
 - Meeting starts at 7pm
- **Thursday, March 24, 2016 – Grouping 3 – Outreach Meeting**
 - Rio Rosales Elementary School – 1001 Kohala Street
 - Meeting starts at 7pm



**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Info/Consent

AGENDA ITEM NO.: I-1

DATE: March 1, 2016

TO: City Council

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

A handwritten signature in dark ink, appearing to read "Greg Nyhoff", is written over the "FROM:" line.

SUBJECT: Agreements for City Council Review

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

RECOMMENDATION

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

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 03/01/2016

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

A Annual inspection of ground ladders, tiller ladders and onsite repair.

Vendor:	FailSafe	Amount to be Approved:	\$26,247
Type:	Original Agreement	Current FY Amount:	\$8,749
Agreement No.:	7334-15-FI	Total Contract Amount:	\$26,247
Amendment No.:	N/A	Funding Source:	General Fund
Purchase Order No.:	2507	Vendor Selection Process:	Informal Bids
Begin Date:	01/05/2016	# of Bidders:	3
End Date:	01/05/2019	Project Manager:	Sergio Martinez
Term:	3 Years	Department:	Fire
		Telephone:	385-7720
		Email:	sergio.martinez@oxnard.org

Purpose:

The Fire Department is required by law to have all ladders inspected and repaired by a certified company annually. After completing a three bid process, FailSafe is the only vendor in the area with the ability to test all types of ladders used by Oxnard Fire Department and is able to repair the ladders on-site on the same day if needed, in order to allow vehicles and staff to stay in service for the maximum amount of time during inspections. FailSafe was the lowest responsive and responsible bidder.

B Wastewater Treatment Plant's Air and Heating Units Removal and Installation

Vendor:	West Coast Air Conditioning	Amount to be Approved:	\$71,100
Type:	Original Agreement	Current FY Amount:	\$63,990
Agreement No.:	A-7841	Total Contract Amount:	\$71,100
Amendment No.:	N/A	Funding Source:	Wastewater Enterprise Fund
Purchase Order No.:		Vendor Selection Process:	Informal Bids
Begin Date:	02/08/2016	# of Bidders:	2
End Date:	02/08/2017	Project Manager:	Thien Ng
Term:		Department:	Public Works/Wastewater
		Telephone:	432-3575
		Email:	thien.ng@ci.oxnard.ca.us

Purpose:

The City's Wastewater Treatment Plant requires the removal and installation of two existing 7.5 heat pump condensers, four existing 5 ton heat pump package units, and one existing 12.5 ton package unit. In late October, staff solicited quotations for these services from Anacapa Heating & Air Kaiser, and West Coast Air Conditioning who provide such services. Two firms responded with bids. West Coast Air Conditioning provided the lowest bid.

ATTACHMENT
PAGE 1 OF 3

City Manager Contract List for 03/01/2016

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

C Storm Water Pump Rental for Oxnard Shores

Vendor:	Rain for Rent	Amount to be Approved:	\$82,220
Type:	Original Agreement	Current FY Amount:	\$82,220
Agreement No.:	A-7861	Total Contract Amount:	\$82,220
Amendment No.:	N/A	Funding Source:	Wastewater Collection Stormwater
Purchase Order No.:	2492	Vendor Selection Process:	Informal Bids
Begin Date:	01/26/2016	# of Bidders:	4
End Date:	06/26/2016	Project Manager:	Thien Ng
Term:	5 months	Department:	Public Works/Wastewater
		Telephone:	432-3575
		Email:	thien.ng@ci.oxnard.ca.us

Purpose:

Four month pump rental for the Oxnard Shores Neighborhood. Drainage along Mandalay Bay Beach Road is highly impacted by high tide and high surf which can result in flooding during periods of rainfall. In order to help minimize flooding in this area, three pumps will be placed at the drainage locations along Mandalay Bay Beach Road. The pumps are designed to pump out the rain water and seawater whenever it cannot gravity flow due to high tides and/or high surf. The City solicited bids from 5 vendors on December 30, 2015. Four vendors responded with Rain for Rent being the lowest bidder.

D185 Hueneme Road Widening Project

Vendor:	Granite Construction Company	Amount to be Approved:	\$58,399
Type:	Change Order	Current FY Amount:	\$2,613,765
Agreement No.:	A-7630	Total Contract Amount:	\$2,613,765
Amendment No.:	5	Funding Source:	Federal Grant Funds, State Grant Funds, Storm Drain Facility Fee CIP Funds
Purchase Order No.:	4833	Vendor Selection Process:	
Begin Date:	12/03/2013	# of Bidders:	4
End Date:	02/29/2016	Project Manager:	Lou Balderrama
Term:	N/A	Department:	Public Works/CPM
		Telephone:	340-5358
		Email:	lou.balderrama@oxnard.org

Purpose:

Change Order No. 5 is for additional costs associated with mobilization and lost production costs for the railroad's schedule delay, storm drain construction realignment as a result of potholing data indicating conflicts with other utilities, revision to Hoskins Trucking driveway and fence relocation to allow better drainage, and for additional potholing to locate the utilities. This contract was a Public Bid in accordance with the City's procurement policy. On July 9, 2013, City Council approved Project Specification PW03-18 and authorized the solicitation of bids. The bid opening was held on October 2, 2013, four bids were received. Staff went to Council November 5, 2013 to award to Los Angeles Engineering, Inc., the apparent lowest bidder. On December 3, 2013 it was determined by Council that LA Engineering was non-responsible and authorized staff to award to the next lowest responsive, responsible bidder, Granite Construction Company.

ATTACHMENT 1
PAGE 2 OF 3

City Manager Contract List for 03/01/2016

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

E On-Call Engineering: Topographic & Boundary Survey for the Mandalay Bay Development Seawalls

Vendor:	Stantec Consulting Services, Inc.	Amount to be Approved:	\$63,585
Type:	Task Order	Current FY Amount:	\$63,585
Agreement No.:	6856-14-CM	Total Contract Amount:	\$813,585
Amendment No.:	17	Funding Source:	Waterways Assessment District Funds
Purchase Order No.:	5266	Vendor Selection Process:	Request for Proposals (RFP)
Begin Date:	03/08/2016	# of Bidders:	7
End Date:	09/09/2017	Project Manager:	Raymond Williams
Term:	1 year	Department:	Public Works/CPM
		Telephone:	385-7902
		Email:	raymond.williams@ci.oxnard.ca.us

Purpose:

As part of the NBS Inland Waterways Assessment District evaluation, it was requested that a physical survey of the seawalls be done to determine where the walls lie in relation to the lot and property lines as subdivided. The City's General Services Department issued and advertised a Request for Proposal on May 12, 2014 with a proposal due date of June 9, 2014. Seven proposals were received. Stantec was selected as the most qualified firm and awarded the contract.



**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: REPORT
AGENDA ITEM NO.: I-2

DATE: March 1, 2016

TO: City Council

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

FROM: Bryan Brice, Fire Chief

SUBJECT: Regional Emergency Response Operations Agreement

CONTACT: Darwin Base, Fire Department
Darwin.Base@oxnard.org, 385-7708

RECOMMENDATION

1. That City Council approve and authorize the Fire Chief to execute a Regional Emergency Response Operations Agreement (Agreement No. A-7863) for countywide emergency response operations between the City of Oxnard, the cities of Ventura, Fillmore, Santa Paula and Ventura County Fire Protection District ; and
2. That City Council authorize the Fire Chief to sign any future amendments to Agreement No. A-7863 that may arise from time to time, provided that they do not increase the cost of Agreement to the City of Oxnard; and
3. That City Council authorize the Fire Chief, or designee, to enter into an Operational Plan, referred to in the Agreement, and to update it annually, as needed, pursuant to the terms of the Agreement.

BACKGROUND

Agreement No. A-7863 will facilitate coordinated responses to emergencies and provide for standardized training for all participating agencies within the county. The Agreement does not expand the Fire Department's mission; it formalizes the understanding that has been in place among the participating agencies and includes all local fire agencies within Ventura County.

The Agreement also combines terms from several existing agreements and specifies each agency's participation level.

In the past, special operations were coordinated pursuant to various, separate automatic-aid agreements between these local agencies. This new Agreement will allow agencies within Ventura County to more effectively coordinate the use of specialized equipment by sharing resources and personnel for the following special operations responses: hazardous-materials, urban search and rescue, ocean rescue, light and air, support company, and crash rescue for petroleum fires and aircraft incidents.

Not only does this new Agreement provide for better coordination among all participating agencies, it is also an example of good government in action. It will help reduce redundancy of ownership of costly equipment; provide for centralized, standardized training throughout the county; and ensure more robust responses to emergencies by providing that the closest specialized resources will be sent to each emergency.

An example of the value of having a regional agreement can be seen by examining the recent Mission Incident near Santa Paula. Pursuant to agreements among the participating agencies, their joint efforts and each agency's provision of its best resources enabled incident managers to implement a coordinated hazardous-materials response using highly and specially trained personnel, thereby greatly lessening the impact of the incident on the citizens of Ventura County. The coordinated response to this incident highlights the value of having an express, regional agreement.

If approved, this Agreement will supersede all previous agreements relating to any of the above responses by the parties and will remain in effect until such time as the Agreement is terminated by a majority vote of the parties or the Oxnard Fire Department withdraws from it.

Finally, the Agreement should strengthen support for the Fire Department's future grant applications and provide similar support for all parties participating in this regional agreement.

FINANCIAL IMPACT

Each Party shall assume and bear its own costs of providing the other parties with the emergency response authorized.

ATTACHMENTS

#1 - Agreement No. A-7863

**January 2016
Ventura County Fire Services
Regional Emergency Response Operations Agreement**

This Agreement is made on January 26, 2016, among the Ventura County Fire Protection District (VCFPD), a special district governed by its Board of Directors, and the City of San Buenaventura (Ventura), the City of Oxnard (Oxnard), the City of Fillmore (Fillmore), and the City of Santa Paula (Santa Paula), which are all municipal corporations within the state of California (each, individually, a "Party" and all, collectively, the "Parties"). Naval Base Ventura County, though not a party to this Agreement, has agreed to participate with the Parties under the provisions of a mutual-aid agreement.

WITNESSETH

Whereas, all Parties maintain equipment and personnel for mitigating emergency operations in areas within their respective jurisdictions through stabilizing the situation; and

Whereas, investigation has disclosed that it would be of mutual benefit to each Party in some circumstances if, mutually, the services of the fire department of one Party were extended extra-territorially to the aid of another Party; and

Whereas, it would be of mutual benefit to all Parties to standardize equipment needed to mitigate emergency operations to avoid unnecessary duplication; and

Whereas, it would be of mutual benefit to all Parties to standardize and coordinate the operations training of the members of each Party in accordance with applicable federal, state, and local laws and regulations; and

Whereas, pursuant to Section 55631 et seq. of the California Government Code, VCFPD, and the cities of Ventura, Oxnard, Fillmore, Santa Paula, along with the Naval Base Ventura County, desire to have the ability to extend to each other an emergency operations response within a specific extra-territorial area of one or more of them; and

Whereas, each Party is willing to provide emergency operations response within the territorial limits of the other Parties when requested; and

Therefore, VCFPD, Ventura, Oxnard, Fillmore, and Santa Paula agree, based on the mutual covenants and promises contained herein, as follows:

1. **DEFINITIONS**

For the purpose of this Agreement, the following definitions shall apply:

Agency Representative – An officer of any of the Parties who can provide advice to an Incident Commander pertaining to the capabilities of the emergency response personnel.

Incident Commander – The Incident Commander will be from within the agency that has jurisdictional authority.

Special Emergency Response Operations (Special Operations) – Shall be defined as (1) Hazardous Materials Response, (2) Urban Search and Rescue Response (USAR), (3) Ocean Rescue Response, (4) Light and Air Response, (5) Support Company Response, and (6) Crash Rescue Response for petroleum-based fires and aircraft incidents.

Special Operations Committee – The standing committee authorized by this Agreement to provide ongoing advisory oversight of the provisions of this Agreement.

Special Operations Incident – An incident involving the release or potential release of one or more hazardous materials that threaten human health and/or the environment beyond the legal capabilities of first responders, or as described in the Operational Plan; a USAR incident involving rescue (extrication), structural stabilization, and initial medical treatment of victims trapped in confined spaces; an ocean water rescue incident involving victim(s) trapped in open waters or surf; an emergency incident involving the need for Light and Air Response; an emergency incident involving the need for Support Company Operations; or an operation requiring the response of a Crash Rescue vehicle to assist with petroleum fires and aircraft incidents.

Territorial Limits – The jurisdictional boundaries of the Parties participating in this Agreement.

2. **OPERATIONAL PLAN**

All Parties agree to implement an Operational Plan that provides detailed technical standards and procedures for emergency operations response

functions and operations of each Party's response unit including, but not limited to, alarm levels for dispatching such units, communications among the fire departments of the various Parties, and common training and equipment. The Fire Chiefs of each Party are authorized to execute the Operational Plan. The Operational Plan is updated annually as needed and agreed to by all Fire Chiefs.

3. SPECIAL OPERATIONS RESPONSE – AUTOMATIC AID

The Parties agree to provide automatic aid to each other after receipt of a notification of any Special Operations within the Territorial Limits of any of the Parties to this Agreement as provided herein or as stated in the Operational Plan.

4. ALARM RESPONSE AND NOTIFICATION

The Parties agree to respond to an alarm within the Territorial Limits of this Agreement and respond with Special Operations apparatus and personnel as outlined in the Operational Plan. When a Special Operations response request is received by one Party, that Party, if available, will dispatch its unit(s) and notify the other Parties, who shall then dispatch their units, if available, as outlined in the Operational Plan. An alarm is a notification of response to one or more of the Parties to this Agreement.

5. STATUS OF AVAILABILITY

All Parties agree to notify each other's Communications Centers as to the status of the availability of Special Operations apparatuses.

6. COMMUNICATIONS

The dispatch center of the Party having territorial jurisdiction over the area in which the emergency occurs shall retain incident communications control and coordination responsibilities.

7. NON-PERFORMANCE

Each Party agrees to utilize its best efforts to provide equipment and personnel when notified by a Party having first-responder responsibility that such equipment and personnel are necessary. However, it is understood and agreed that no guarantee of Special Operations response is stated or implied by this Agreement.

Each Party shall assist the others hereunder within the limits of such Party's initial action capabilities. Assistance rendered hereunder will be dependent at any particular time on the status of a Party's resources and any emergency conditions existing within the Party's own jurisdiction. If a Party is unable to provide support services because it is already assisting at another incident (regardless of the location of such incident), such Party shall not be required to respond under the terms of this Agreement until it has resources available to do so.

8. INCIDENT COMMANDER AT MULTI-UNIT INCIDENTS

- A. The fire department of the Party that has territorial jurisdiction over the incident shall designate an Incident Commander (IC) to direct all mitigation and containment activities.
- B. An assisting Party having first-responder responsibility shall assume command over the incident, if the assisting Party arrives before the first responder with territorial jurisdiction. When the jurisdictional department arrives, the assisting Party shall promptly complete a transfer of command to the jurisdictional department.
- C. If the incident is under command of an authority other than one or more of the Parties to this Agreement, an Agency Representative will be selected from among the officers of one of the Parties at the incident to coordinate activities under this Agreement.

9. INCIDENT REPORTS

Each Party shall be responsible for the transfer of information needed so that the Party having jurisdiction can complete the necessary fire department incident report(s) and the California Hazardous Materials Incident Response System (CHMIRS) report. Such information shall be transferred on the date of the incident. If the incident is completed after normal business hours, the CHMIRS information shall be transferred on the following business day.

10. TRAINING LEVELS AND STAFFING

It shall be the responsibility of the fire departments of the Parties to ensure that members of their respective departments demonstrate and maintain competency.

11. RESPONSIBILITIES OF EACH PARTY – COSTS

- A. Each Party shall assume and bear its own costs of providing the other Parties with the emergency response authorized hereunder, it being understood that the mutual covenants of the respective Parties constitute the sole consideration for services performed hereunder.
- B. The costs assumed and to be borne by each Party are comprised of all costs to the Party arising out of its performance and administration of this Agreement, including but not limited to:
 - i. Salaries and benefits of personnel.
 - ii. Vehicle equipment expense: all depreciation, maintenance, repairs, replacement, fuel, lubrication, and insurance coverage.
 - iii. General liability and Workers' Compensation insurance or self-insurance coverage.
 - iv. Baseline medical monitoring of personnel.
- C. Utility charges incurred and assessed within a Party's area of jurisdiction will be the responsibility of that Party.
- D. Each Party will attempt to recover direct and indirect costs from potential responsible persons in such Party's jurisdiction for responding to incidents in accordance with applicable laws, or as described in the Operational Plan.
- E. This Section 11 shall not apply to fires or other emergency incidents caused by the negligence or willful misconduct of any other Party, its agents, contractors, or employees. For any such incidents, each responding Party shall be entitled to seek full recovery of its costs from the responsible Party as otherwise provided by applicable law.

12. INSURANCE

- A. Each Party shall provide and maintain insurance or self-insurance covering liability risks created by the performance of mutual-aid-assistance services pursuant to this Agreement.
- B. Each Party shall provide and maintain for the benefit of its employees Workers' Compensation insurance or Workers' Compensation self-insurance as required by the laws of the state of California.

13. ADMINISTRATION AND INTERPRETATION OF AGREEMENT

- A. The Fire Chiefs of each Party, or their designees, shall implement this Agreement and ensure that its requirements are properly carried out. The Fire Chiefs by mutual agreement may modify any term or portion of this Agreement or the Operational Plan, provided such modification would not be in violation of existing federal, state, or local laws and regulations. All modifications shall be in writing and incorporated into the Agreement as an attachment or addendum.
- B. For the purpose of determining continued participation, the provisions of this Agreement and the Parties' experience hereunder shall be evaluated annually by the Fire Chiefs of the Parties. Such review shall occur prior to April 1 of each calendar year to allow each Party to meet any fiscal year planning needs that may arise under this Agreement.
- C. A Special Operations Committee having members from each of the Parties shall be established to advise the Fire Chiefs concerning matters related to the provision of the terms of this Agreement in mitigating and containing emergencies. This advisory role shall include, but not be limited to, the adoption of technical criteria and procedures for the operation of Special Operations units, training of personnel, and maintenance of equipment. Each member of the committee shall be, at all times, an officer or employee of the Party represented. The committee shall meet on a quarterly basis, at a minimum, and more frequently if necessary.
- D. This Agreement shall not be interpreted to relieve any Party from any necessity or obligation of furnishing adequate fire, rescue, or jurisdictional specific hazardous-materials services within any part of its jurisdictional limits.
- E. By entering this Agreement, each Party represents to the others that it has sufficient equipment and apparatus to perform its covenants hereunder.

14. WAIVER OF CLAIMS

Except as provided in Sections 11 and 15, the Parties to this Agreement waive all claims against each other for compensation for any loss, damage, personal injury, or death occurring in consequence of the performance of automatic-aid

assistance under this Agreement. Further, it is understood and agreed that no Party to this Agreement shall be liable to third persons for the acts of another Party's agents, employees, and servants in the course of rendering automatic-aid assistance as described in Section 3.

15. INDEMNIFICATION AND HOLD-HARMLESS AGREEMENT

Each Party to this Agreement agrees to indemnify, hold harmless, and defend every other Party, including the officers, agents and members of each other's fire department, from all liability, damages, including personal injury, death at any time, or property damage, costs and financial loss, including all costs and expense of litigation, for the sole wrongful or negligent acts or omissions of the indemnifying Party's officers, agents, or fire department members in the performance of any services described in this Agreement that allegedly caused such liability, damage, costs, and financial loss to any third party. If the injury, death, or loss that forms the basis of any claim, suit, or judgment by a third party is determined to have been caused by the combined negligent or willful acts or omissions of more than one Party in the performance of any services described in this Agreement, then each such Party agrees to bear its respective share of the payment of any award or judgment in favor of such third party, but each Party shall bear its own costs of defense, including attorney's fees.

16. TERM

This Agreement shall become effective on the date when the last Party signs, and shall remain in full force and effect unless and until it is modified or terminated in writing, in accordance with the terms of this Agreement. This Agreement may be modified or terminated at any time by written agreement by a majority of the Parties to the Agreement, effective ninety (90) days after notice to all Parties. Modifications agreed to by the majority will be placed in a written amendment to the Agreement that shall be circulated to all Parties.

17. WITHDRAWAL OF A PARTY

Any Party may withdraw from this Agreement prior to the termination of this Agreement upon giving ninety (90) calendar days' prior written notice to the other Parties. The withdrawing Party's rights and duties shall terminate as of the date of withdrawal.

Any notice required hereunder shall be perfected if it is served, personally or by certified mail, upon the Fire Chief of the Party to be served. Any notice by mail

Ventura County Fire Services
Regional Emergency Response Operations Agreement A-7863
(VCFPD, Ventura, Oxnard, Fillmore, Santa Paula & Naval Base)
Reference Date: January 26, 2016

shall be deemed given upon deposit in the United States mail, certified, return-receipt requested.

18. PRIOR AGREEMENTS

This Agreement supersedes portions of any other automatic-aid agreements with respect to any Special Operations Incident.

This Agreement has been approved by the following entities:

(SIGNATURES ON NEXT PAGE.)

Ventura County Fire Services
Regional Emergency Response Operations Agreement A-7863
(VCFPD, Ventura, Oxnard, Fillmore, Santa Paula & Naval Base)
Reference Date: January 26, 2016

Mark Lorenzen, Fire Chief
Ventura County Fire Protection District

Date

David Endaya, Fire Chief
City of San Buenaventura

Date

Bryan Brice, Fire Chief
City of Oxnard

Date

Bill Herrera, Interim Fire Chief
City of Fillmore

Date

Richard C. Araiza, Fire Chief
City of Santa Paula

Date

Naval Base Ventura County:

The federal naval base will participate under the provisions of an existing mutual-aid agreement with the Fire District dated February 19, 1993.



**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Info/Consent
AGENDA ITEM NO.: I-3

DATE: March 1, 2016

TO: City Council

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




FROM: Daniel Rydberg, Public Works Director

SUBJECT: Recycled Waterline Project, Specification UD13-13

CONTACT: Lou Balderrama, Public Works
Lou.Balderrama@ci.oxnard.ca.us, 340-5358

RECOMMENDATION

That City Council approve project plans and specifications and authorize staff to solicit bids for the Recycled Waterline Project, Specification No. UD13-13.

BACKGROUND

New-Indy Containerboard, LLC (New-Indy) uses approximately 600 acre-feet of potable water a year. The company has agreed to convert to recycled water and will make the necessary retrofits to their on-site system. The City will install a pipeline from the Advanced Water Purification Facility (AWPF) to New-Indy. This project consists of installation of 960 linear feet of 12-inch PVC and 14-inch HDPE recycled water pipeline on Perkins Road from the AWPF, south to New-Indy using an open cut operation. This project also includes the installation of 88.5 linear feet of a 24-inch diameter steel casing under the railroad tracks using a jack and bore operation. The recycled water pipeline will be connected to the existing 36-inch High Density Polyethylene (HDPE) recycled water main coming out of the AWPF on Perkins Road. In addition, the project includes the installation of a 3-inch diameter HDPE conduit along the same general alignment to provide for a fiber optic communication system from the AWPF to New-Indy, as well as tees for service turnouts, valves, backflow devices and meters. This pipeline will also serve to provide recycled water to the City's Wastewater Treatment Plant.

The City will receive reimbursement of \$250 per acre foot for 60% of the water sold to New-Indy as part of the Metropolitan Water District of Southern California (MWDSC) Local

Resources Program. The estimated reimbursement is \$90,000 per year. The combined revenue and savings from using Recycled Water instead of imported water is \$1,108 per acre-foot. The simple payback for the project is 8 months.

New-Indy will retrofit its facilities to allow the use of recycled water and will receive reimbursement of its retrofit costs through another MWDSC program. Installation must be complete and water service begun prior to June 30, 2016, for New-Indy to receive the reimbursement.

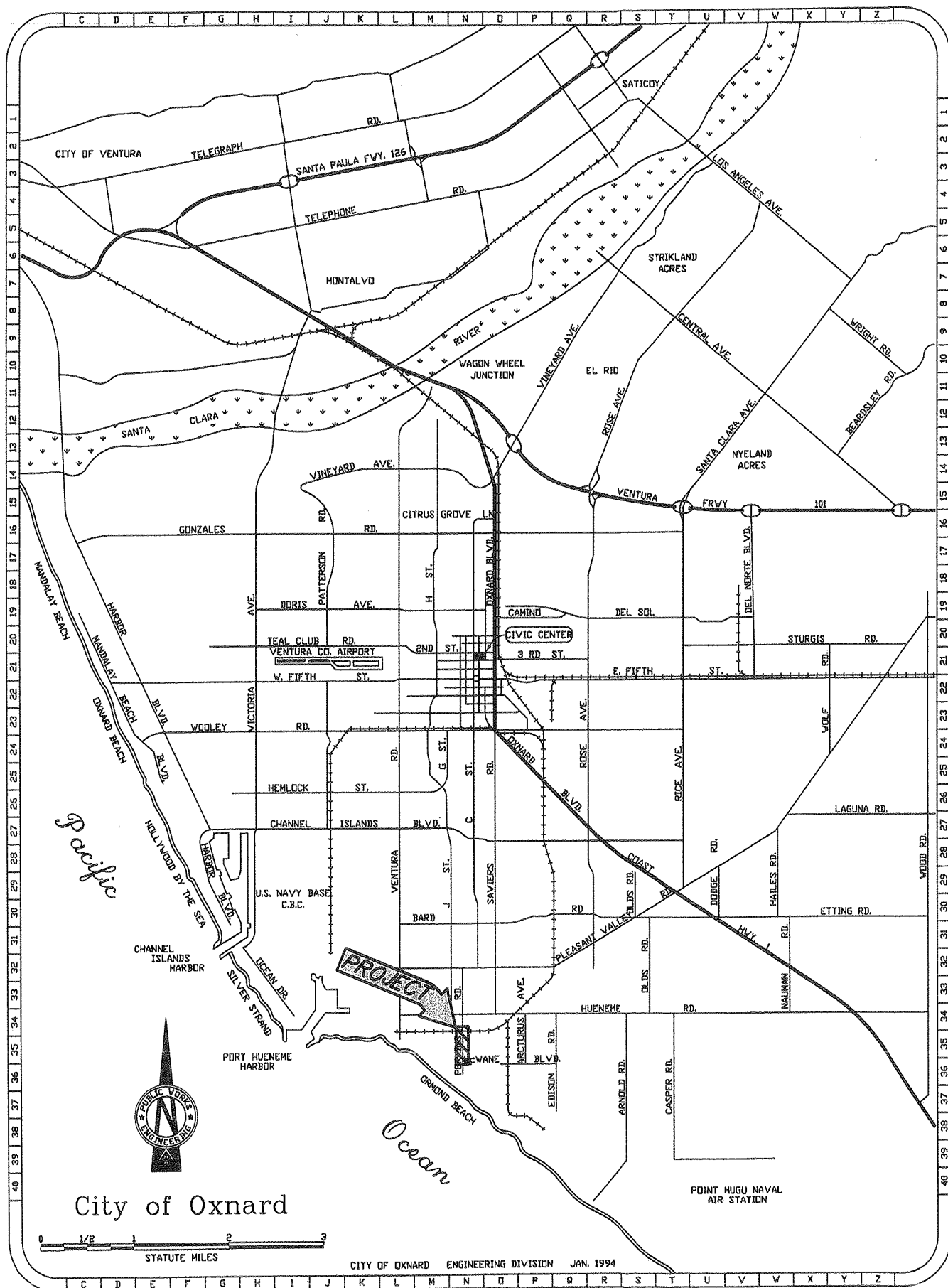
FINANCIAL IMPACT

None at this time. Funding for this project will be requested from the Water Resource Development Fund at the time the contract is awarded by City Council.

ATTACHMENTS

Attachment No. 1 Project Site Map

Note: A copy of Specification UD13-13 Recycled Waterline Project – Perkins Road will be available for review at the City of Oxnard Purchasing Division located at 300 West Third Street, Suite 202, Oxnard, CA 93030 on Thursday prior to the City Council meeting.





**CITY COUNCIL
AGENDA REPORT**

**TYPE OF ITEM: Public
Hearing**

AGENDA ITEM NO.: 5-1

DATE: March 1, 2016

TO: City Council

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

FROM: Ashley Golden, Development Services Director

SUBJECT: Planning and Zoning Permit (PZ) No. 15-630-02 (Specific Plan Amendment No. 1 to the Village Specific Plan). Located South of Highway 101 (Ventura Freeway), West of Oxnard Boulevard, North of the Union Pacific Railroad and East of North Ventura Road. Filed by Tony Talamante, Oxnard CRFL Partners, LLC, 64 Maxwell, Irvine, California 92618

CONTACT: Kathleen Mallory, Development Services
Kathleen.Mallory@ci.oxnard.ca.us; Dan Ofriel@ci.oxnard.ca.us, 385-8370

RECOMMENDATION

That City Council approve the first reading by title only and subsequent adoption of an ordinance approving PZ No. 15-630-02 (Specific Plan Amendment No. 1 to the Village Specific Plan) for map and text amendments to the Village Specific Plan ("Specific Plan"), subject to certain findings.

BACKGROUND

In January 2009, the City Council approved the 62-acre Specific Plan which provides infrastructure plans, development guidelines and standards, and regulations for the construction of up to 1,500 dwelling units, 50,300 square feet of commercial square footage, and related roads, parks, and transit support uses and parking. The Specific Plan which includes 21 Planning Areas (PAs) with seven land use designations intended to provide a mix of residential, commercial, recreational, and transit-oriented uses.

The Specific Plan Land Use Plan designates PA-19 as transit center land use (Attachment 3, page 16 of 51, Figure 2.1). This land use designation allows for transit-oriented uses, including the Wagon Wheel Sub Transportation Center ("transit center"), parking, and transit-oriented

convenience retail uses such as a coffee kiosk, a newsstand, and a bus and rail ticket sales office. A total of 50 transit parking spaces were planned within the transit center. PA-20 is designated for high-rise residential (70-100 dwelling units/acre) and PA-21 is designated for very high density residential (30-70 dwelling units/acre).

The proposed specific plan amendment will provide for a transit center overlay to allow transit-oriented uses (transit center, transit parking, and other support transit uses), in addition to the permitted land uses, within PAs 19, 20, and 21.

Since 2009, as development has progressed and land planning has been further refined, PA-19 has been determined to be insufficient in size (0.6 acres) to support a robust transit center with 50 parking spaces. Smaller transit-oriented uses such as a ticket kiosk and support transit activities have been deemed to be feasible on PA-19. PAs 20 and 21, adjacent to PA-19, are larger in size and can support a transit center integrated with future residential development.

The transit-oriented uses and limited associated retail are compatible with the high density urban design of the high-rise and very high density residential land uses as outlined in Specific Plan Chapter 7 (Attachment 3, page 45 of 51). This specific plan amendment clarifies zoning and development standards associated with the transit center overlay in PAs 19, 20, and 21.

The specific plan amendment also removes reference to specific manufacturers of transit devices such as GoPoint mobility center, personal electric vehicles, Segways, and Car Sharing throughout the Specific Plan. Table 2.4 of the Specific Plan (Attachment 3, page 23 of 51) gives the Planning Manager the discretion to approve similar transit support uses deemed similar and acceptable; therefore, these types of services may still be permitted in the transit center. The aforementioned transportation services were not factored into the environmental analysis contained in environmental review for the Specific Plan; therefore, omission of these services will not affect the findings or mitigations contained within the Specific Plan environmental documents.

The proposed specific plan amendment is consistent with Final Environmental Impact Report (FEIR) No. 06-03 and Supplemental Environmental Impact Report (SEIR) No. 2014-01 and is exempt from environmental review in accordance with Section 15162 of the California Environmental Quality Act (CEQA) Guidelines. The FEIR and SEIR contained mitigation measures for potential impacts and a Mitigation Monitoring and Reporting Program to track implementation of the mitigation measures. Specifically, Cultural Resource mitigations will remain the same and will be incorporated into the transit center overlay. With imposition of mitigation measures from the certified 2008 FEIR and the 2015 SEIR, impacts are fully mitigated. No new significant adverse effects are expected to result from the proposed specific plan amendment and reasonably foreseeable development of a transit facility.

A community workshop on the specific plan amendment was held on January 11, 2016. The South Bank Neighborhood, Supervisor Zaragoza (on behalf of El Rio Municipal Advisory Council), and the existing and occupied Cabrillo Oxnard Family Apartments were notified of the workshop. A total of 724 notices were mailed. Two residents from the community attended this

workshop. There were no comments on the specific plan amendment, but there was general interest regarding the project and how it is being developed.

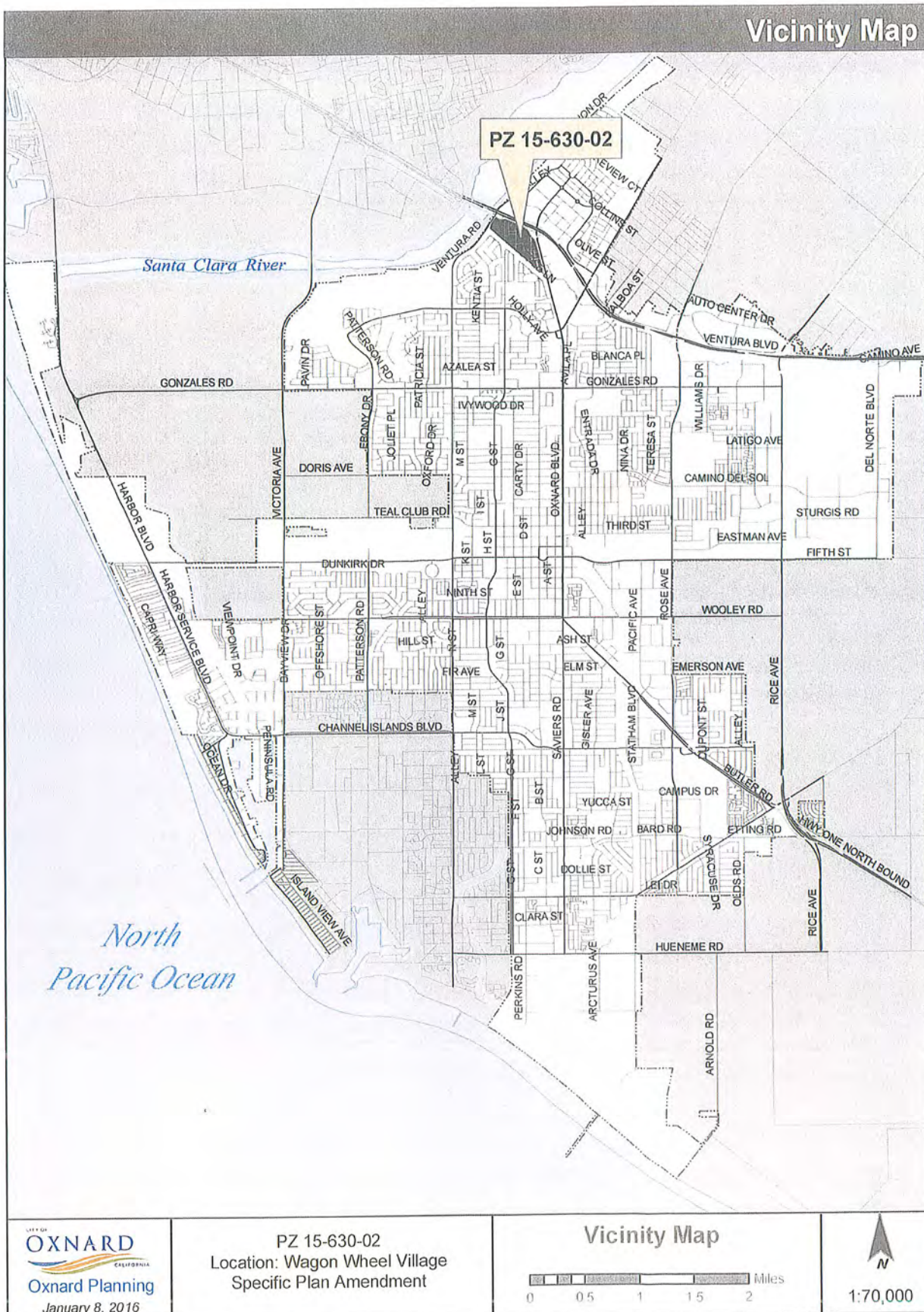
On January 21, 2016, the Planning Commission held a public hearing and voted 6:0 (with one Commissioner absent) to adopt Resolution No. 2016-01 recommending that the City Council amend the Specific Plan (Attachment 4).

FINANCIAL IMPACT

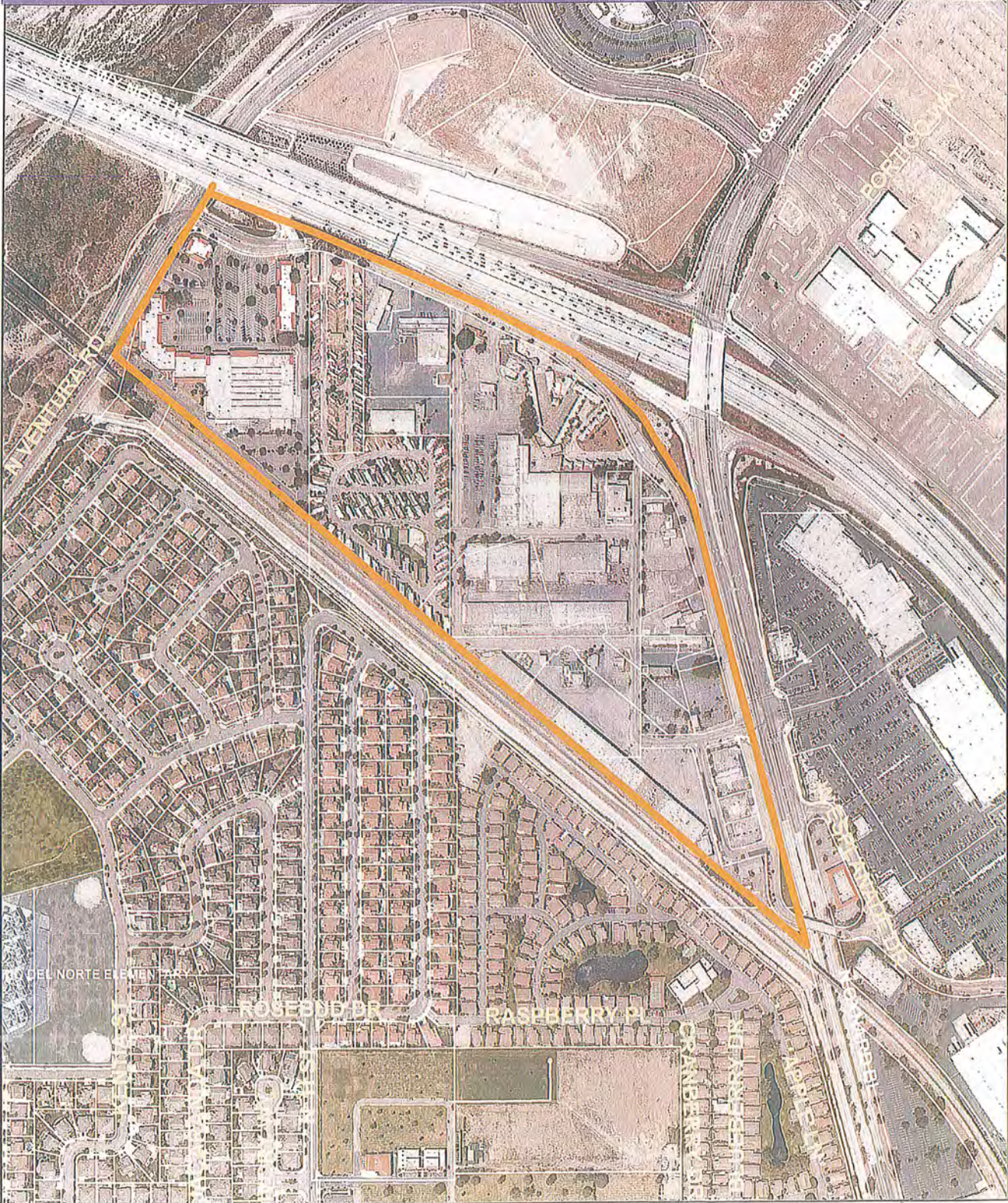
There are no financial impacts associated with this specific plan amendment.

ATTACHMENTS

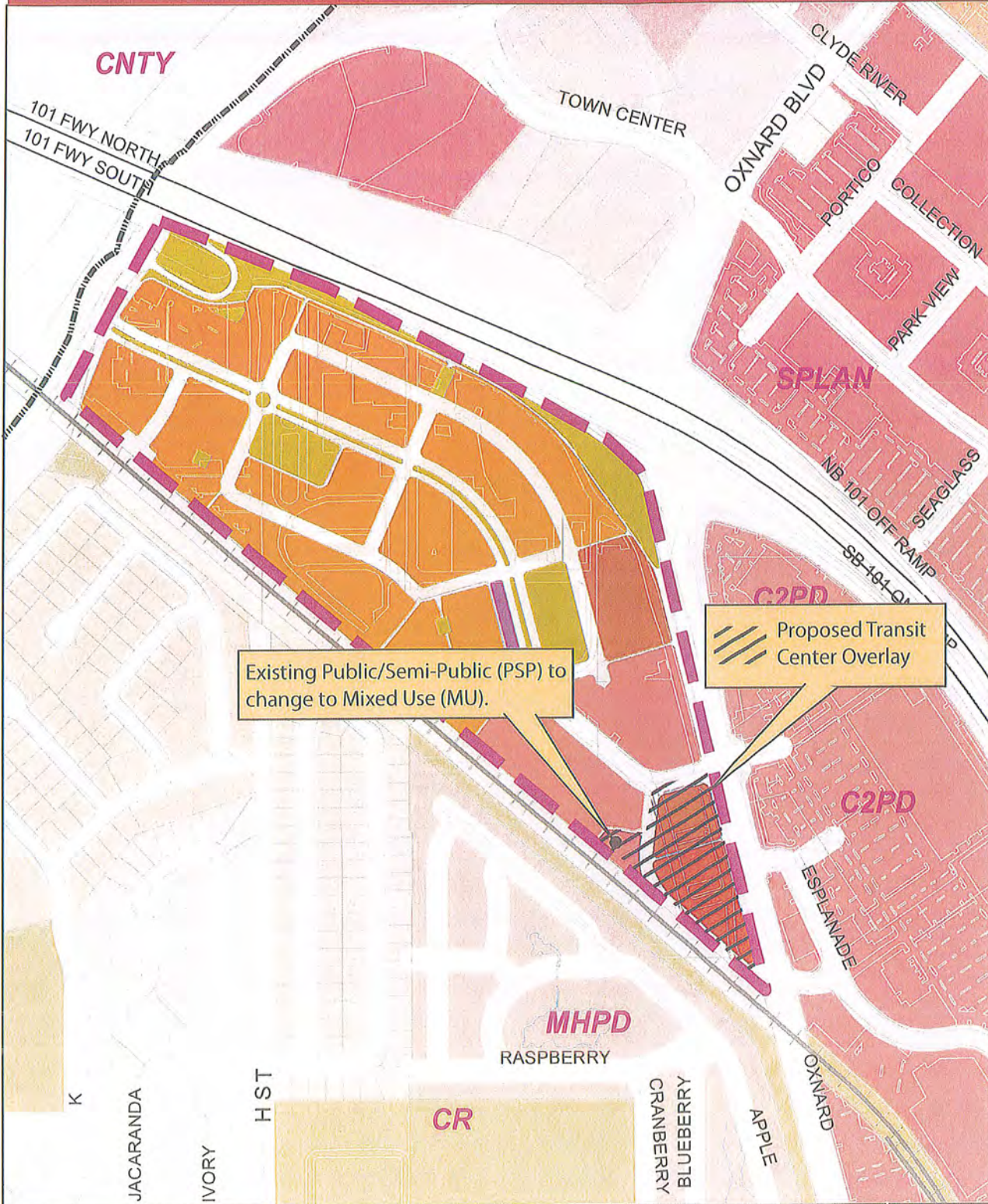
- 1 – Property Vicinity, General Plan and Zoning Maps
- 2 – Proposed Ordinance
- 3 – Planning Commission Staff Report
- 4 – Planning Commission Resolution 2016-01



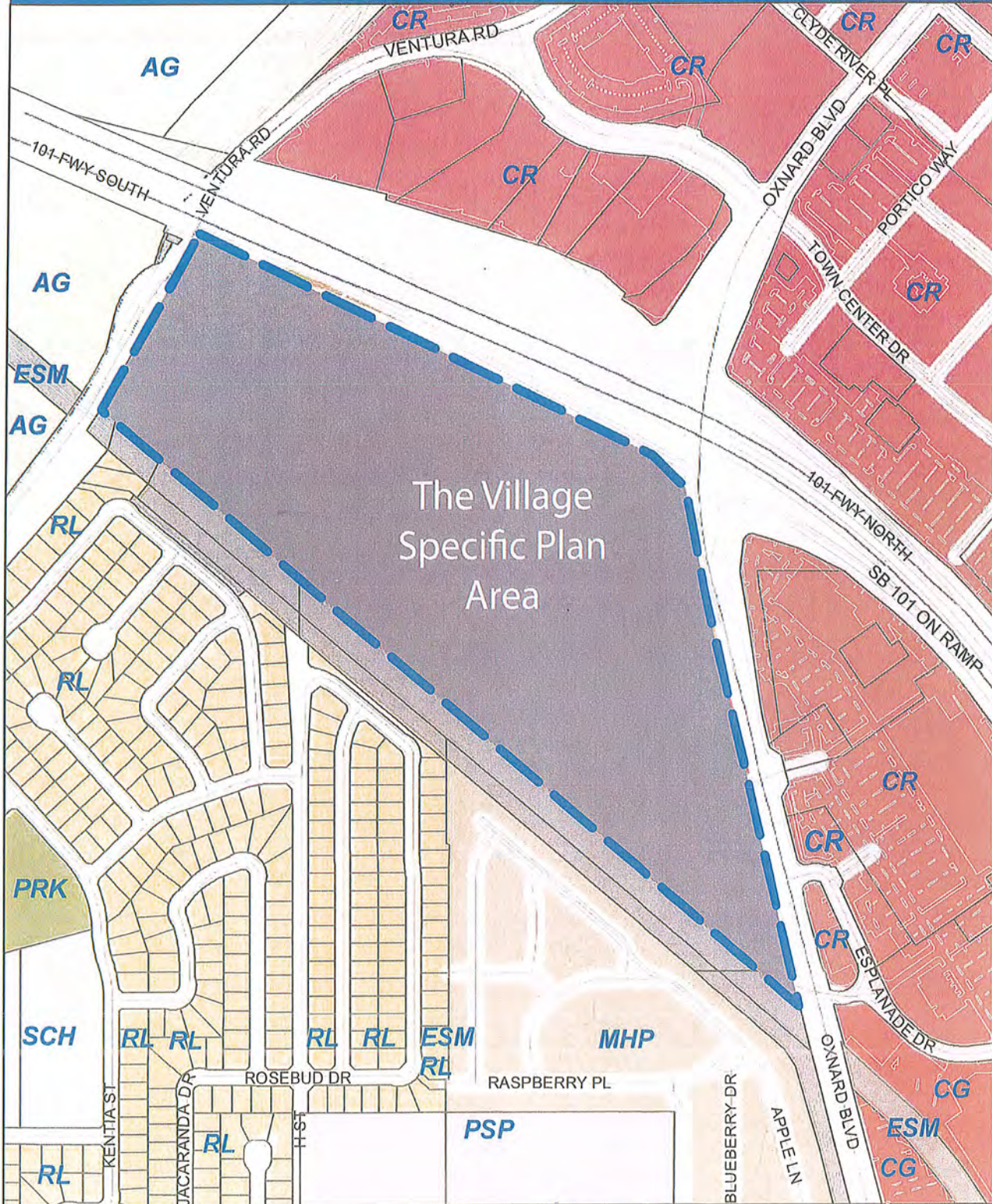
Aerial Map



Zoning/Specific Plan Map



2030 General Plan Land Use Map



OXNARD
THE CITY

Oxnard Planning
January 8, 2016

PZ 15-630-02
Location: Wagon Wheel Village
Specific Plan Amendment

0 100 200 400 600 800 Feet

2030 General Plan Land Use Map



1:6,000

CITY COUNCIL OF THE CITY OF OXNARD

ORDINANCE NO. _____

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OXNARD APPROVING PLANNING AND ZONING PERMIT NO. 15-630-02 (SPECIFIC PLAN AMENDMENT NO. 1 TO THE VILLAGE SPECIFIC PLAN) TO AMEND THE VILLAGE SPECIFIC PLAN BY ADDING A TRANSIT CENTER OVERLAY ZONE TO PLANNING AREAS 19, 20, AND 21, REVISION TO THE UNDERLYING LAND USE FOR PA 19, AND MODIFICATION OF EXISTING TRANSIT CENTER DESIGN STANDARDS AND ALLOWABLE USES WITHIN THE PROJECT AREA OF THE VILLAGE SPECIFIC PLAN LOCATED NEAR THE NORTHWESTERN EDGE OF THE CITY OF OXNARD, AND BOUNDED BY HIGHWAY 101 TO THE NORTH, OXNARD BOULEVARD TO THE EAST, THE UNION PACIFIC RAILROAD AND EL RIO DRAIN TO THE SOUTH, AND NORTH VENTURA ROAD TO THE WEST (APN'S 139-0-022-015; 139-0-022-030; 139-0-022-040; 139-0-022-060; 139-0-022-140; 139-0-022-165; 139-0-022-175; 139-0-022-185; 139-0-022-190; 139-0-022-200; 139-0-022-215; 139-0-022-225; 139-0-022-235; 139-0-022-245; 139-0-022-255; 139-0-022-265; 139-0-022-275; 139-0-170-015; 139-0-170-025; 139-0-170-030; 139-0-170-045; 139-0-170-055; 139-0-170-095; 139-0-161-025; 139-0-161-035; 139-0-162-040; 139-0-162-075; 139-0-162-085; 139-0-150-110; AND 139-0-150-135). FILED BY TONY TALAMANTE, OXNARD CRFL PARTNERS, LLC, 64 MAXWELL, IRVINE, CALIFORNIA, 92618.

WHEREAS, on January 21, 2016, the Planning Commission voted 6:0 (one Commissioner absent) to approve Resolution No. 2016-01 recommending that the City Council adopt an ordinance approving Planning and Zoning Permit No. 15-630-02 (Specific Plan Amendment No. 1) for map and text amendments to Sections 2.2.1, 2.2.2, 2.3.1, 2.5.3, 3.1.1, 3.1.3, 3.2.1, 3.2.2, 3.3, 3.4, 3.4.3, 3.5, 4.2.3, 4.2.5, 4.3.2, 6.9.1, 6.9.2, 6.10.2, and 7.2.3.5; Tables 2.2, 2.3 and 2.4; and Figures 2.1, 2.5, 2.6, 3.3, 3.5, 4.2, 6.5, and 7.1 of the Village Specific Plan ("Specific Plan") to create a Transit Center Overlay (TCO) Zone over Planning Areas (PA) 19, 20, & 21 within The Village Specific Plan Land Use Plan which will allow transit-oriented uses in PA's 19, 20, & 21, revise the underlying land use for PA 19 from Transit Center (TC) to Mixed Use (MU), and modify existing transit center design standards and allowable uses within the project area (herein referred to as the **"Project area"**); and

WHEREAS, in September 2008 the City Council certified Final Environmental Impact Report (FEIR) No. 06-03 (State Clearinghouse No. 2006101099) for development of the 62-acre Village Specific Plan; and

WHEREAS, in July 2015 the City Council certified Supplemental Environmental Impact Report (SEIR) No. 14-01 for the Tentative Subdivision Map for Tract No. 5745 of the Village Specific Plan, to address changes in environmental conditions which were not known and could not have been known at the time the City certified FEIR No. 06-03; and

WHEREAS, the Planning Division has determined that the proposed Specific Plan Amendment is consistent with the FEIR No. 06-03 and SEIR No. 14-01 for the Village Specific Plan and is exempt from environmental review in accordance with CEQA Section 15162 CEQA because no substantial changes are proposed which will require major revisions of the previous EIR due to involvement of new significant environmental effects or substantial increase in the severity of previously identified significant effect; and

WHEREAS, the City Council carefully reviewed Planning Commission Resolution No. 2016-01 recommending approval of Planning and Zoning Permit No. 15-630-02 (Specific Plan Amendment No. 1); and

WHEREAS, the City Council held a public hearing and received and reviewed written and oral comments related to the proposed Planning and Zoning Permit No. 15-630-02 (Specific Plan Amendment No. 1); and

WHEREAS, the City Council finds, after due study, deliberation and public hearing that the following circumstances exist:

1. As outlined in Section 6b of the Planning Commission Staff report, the proposed Specific Plan Text and Map Amendment is in conformance with the 2030 General Plan and other adopted policies of the City of Oxnard;
2. As outlined in Section 6c of the Planning Commission Staff report, the proposed Specific Plan Text and Map Amendment is a logical refinement and internally consistent with the adopted Village Specific Plan; and
3. As outlined in Section 6d of the Planning Commission staff report, the proposed Specific Plan Text and Map Amendments support transit circulation, a robust transit center, and clustering of transit support parking spaces in one area. Section 6.10.2 of the Specific Plan is further revised to state (underline language new):
 - 50 designated ~~Park-n-Ride~~ transit parking spaces (expandable if necessary); or a substantial number of transit parking spaces in one location approved by the Development Services Director, with consensus from Ventura County Transportation Commission and Gold Coast Transit.

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

SECTION 1. Planning and Zoning Permit No. 15-630-02 (Specific Plan Amendment No. 1 to Village Specific Plan) to amend Sections 2.2.1, 2.2.2, 2.3.1, 2.5.3, 3.1.1, 3.1.3, 3.2.1, 3.2.2, 3.3, 3.4, 3.4.3, 3.5, 4.2.3, 4.2.5, 4.3.2, 6.9.1, 6.9.2, 6.10.2, and 7.2.3.5; Tables 2.2, 2.3 and 2.4; and Figures 2.1, 2.5, 2.6, 3.3, 3.5, 4.2, 6.5, and 7.1 of the Village Specific Plan by adding a TCO Zone over PAs 19, 20, & 21 within The Village Specific Plan Land Use plan which will allow transit-oriented uses in PA's 19, 20, & 21; revision to the underlying land use for PA 19 from Transit Center to Mixed Use; and modification of existing transit center design standards and allowable uses within the Project area; and

SECTION 2. The Specific Plan Amendment is consistent with the FEIR No. 06-03 and SEIR No. 2014-01 and is exempt from environmental review in accordance with State CEQA Guidelines Section 15162 California Environmental Quality Act (CEQA). With imposition of mitigation measures from the certified 2008 FEIR and the 2015 SEIR, impacts are fully mitigated. Mitigation measures identified in FEIR No. 06-03 and SEIR No. 2014-01 that are relevant to this Project site have been incorporated into the project and compliance with the MMRP is a requirement for approval of this SPA; and

SECTION 3. Pursuant to Government Code Section 65863.5, the City Clerk shall mail a copy of this ordinance to the Assessor of Ventura County within thirty (30) days from the adoption of this ordinance; and

SECTION 4. Within 15 days after passage, the City Clerk shall cause this ordinance to be published one time in a newspaper of general circulation published and circulated in the City. Ordinance No. ____ was first read on 03/01/2016, and finally adopted on _____, to become effective thirty (30) days thereafter.

SIGNATURES ON FOLLOWING PAGE

Ordinance No. _____
PZ 15-630-02
Village Specific Plan Amendment
Page 4 of 5

PASSED and ADOPTED this 1st day of March 2016 by the following vote:

AYES:

NOES:

ABSENT:

Tim Flynn, Mayor

ATTEST:

Daniel Martinez, City Clerk

APPROVED AS TO FORM

Stephen M. Fischer, Interim City Attorney

Ordinance No. _____
PZ 15-630-02
Village Specific Plan Amendment
Page 5 of 5

ATTACHMENT A

SPECIFIC PLAN AMENDMENT PAGES (See Attachment B of Planning Commission staff report)

**PLANNING COMMISSION
STAFF REPORT**

TO: Planning Commission

FROM: Kathleen Mallory, AICP, LEED Green Associate, Project Planner

DATE: January 21, 2016

SUBJECT: Planning and Zoning Permit No. 15-630-02 (Specific Plan Amendment No. 1 to The Village Specific Plan), Located south of Highway 101 (Ventura Freeway), west of Oxnard Boulevard, North of the Union Pacific Railroad and east of North Ventura Road. Filed by Tony Talamante, Oxnard CRFL Partners, LLC, 64 Maxwell, Irvine, California 92618.

- 1) Recommendation:** That the Planning Commission adopt a resolution recommending City Council approval of Planning and Zoning Permit No. 15-630-02 (Specific Plan Amendment No. 1 to The Village Specific Plan), subject to certain findings.
- 2) Project Description and Applicant:** A request for text and map amendments to The Village Specific Plan ("Specific Plan") to create a Transit Center Overlay (TCO) Zone within the Specific Plan Land Use plan which will allow Transit Center uses in Planning Areas (PA) 19, 20, & 21 of the Specific Plan. The amendment includes imposition of the TCO zone to PA 19, 20, and 21, revision to the underlying land use for PA 19 from Transit Center (TC) to Mixed Use (MU), and modification of existing transit center design standards and allowable uses within the project area (herein referred to as the "Project area"). Filed by Tony Talamante, Oxnard CRFL Partners, LLC, 64 Maxwell, Irvine, California 92618.
- 3) Existing & Surrounding Land Uses:** The 62-acre Specific Plan area is located in the western portion of Ventura County, in the northwestern edge of the City of Oxnard, and is bounded by the Ventura Freeway (Highway 101) to the north, Oxnard Boulevard to the east, the Union Pacific Railroad (UPRR) and El Rio Drain to the south, and North Ventura Road and the Santa Clara River to the west. Maps depicting the Specific Plan PAs and land use areas are provided in Attachment A.

The Specific Plan area is currently under active development. Roadways and infrastructure such as landscaping, curbs, gutters, and sidewalks have been installed on a portion of the site from Oxnard Boulevard to provide access to a 120-unit affordable housing project (on PA 12 and 13); this project was developed and occupied in 2014. The western portion of the Specific Plan adjacent to North Ventura Road contains an existing retail center with an ice-skating facility, retail commercial and office uses, and vacant commercial units. These buildings are scheduled to be demolished in the 2nd quarter of 2016.

Surrounding land uses, zoning, and General Plan land use designations are described below:

LOCATION	ZONING	2030 GENERAL PLAN	EXISTING LAND USE
Project Site	The Village Specific Plan	Specific Plan	Retail center, apartment project (affordable housing development)
North	C-2-PD	Commercial Regional (CR)	101 Freeway and RiverPark Community
East	C-2-PD	CR	Oxnard Boulevard, Esplanade Shopping Center
South	Single Family Residential (R1) and Manufactured Home Planned Development (MHPD)	Residential Low (RL) density 3-7 du/ac and Factory Built (MHP) 1-7 du/ac	Union Pacific Rail Road, El Rio Drain and South Bank Neighborhood
West	County Unincorporated	County Unincorporated	Ventura Road and Santa Clara River

- 4) **Background Information:** In January 2009, the City Council approved the Specific Plan to guide future development on the 62-acre Project site. The Specific Plan provides infrastructure plans, development guidelines and standards, and regulations for the construction of up to 1,500 dwelling units, 50,300 square feet of commercial square footage, and related roads, parks, and transit support uses and parking. On July 28, 2015, the City Council approved a Tentative Subdivision Map ("Tentative Map") for Tract No. 5745 and the First Amendment to Development Agreement (No. A-7122) to the Specific Plan. The Tentative Map subdivided the Project site to support continued redevelopment. The Development Agreement was amended to memorialize financial obligations for infrastructure, and amend payment terms and improvements necessary to support continued redevelopment of the Project site. The Amended Development Agreement granted vested approval until July 28, 2035.

In June 2015, approval of a Development Design Review (DDR) permit (Planning and Zoning Permit No. 14-200-01) was granted for the construction of a mixed use 219-unit apartment project and 16,000 square feet of retail space on PAs 18 and 19, which are located directly to the east of the existing 120-unit affordable housing project. Construction is anticipated to start on a portion of the PA 18/19 project in the first quarter of 2016. Development of landscaping and parking on PA 19 is allowable under the Specific Plan and would not preclude future development of a transit center on PA 19. A condition of approval was imposed on PA 18/19 requiring the submittal of a specific plan amendment (SPA) prior to issuance of the first building permit for commercial square footage on PA 18/19.

- 5) Environmental Determination:** In September 18, 2008, the City Council certified Final Environmental Impact Report (FEIR) No. 06-03 for development of the 62-acre Specific Plan area (State Clearinghouse No. 2006101099). Due to changes in environmental conditions, on July 28, 2015 the City Council certified Supplemental Environmental Impact Report (SEIR) No. 2014-01 in association with the Tentative Map.

The proposed SPA is consistent with the FEIR No. 06-03 and SEIR No. 2014-01 and is exempt from environmental review in accordance with State CEQA Guidelines Section 15162 California Environmental Quality Act (CEQA). The FEIR and SEIR contained mitigation measures for potential impacts and a Mitigation Monitoring and Reporting Program (MMRP) to track implementation of the mitigation measures. With imposition of mitigation measures from the certified 2008 FEIR and the 2015 SEIR, impacts are fully mitigated. Mitigation measures identified in FEIR No. 06-03 and SEIR No. 2014-01 that are relevant to this Project site have been incorporated into the project and compliance with the MMRP is a requirement for approval of this SPA.

FEIR No. 06-03 included cultural mitigations for impacts to the historic western themed buildings and commercial roadside architecture on the property (a.k.a. Wagon Wheel Junction) that were removed to accommodate construction of this project. Mitigation CR-2(b) requires incorporation of architectural elements in a manner that avoids theme-related and visual/architectural conflicts with the Specific Plan's European-themed architecture. This mitigation proceeds to state: *"preserve and incorporate significant features of the historic properties, which should include but not necessarily be limited to freestanding and attached signs and other notable character-defining architectural elements of the historic properties. At the very minimum the design shall preserve the motel's neon "horse and buckboard" sign and may incorporate it into the new development. This would require its relocation. As the existing architectural elements are not necessarily compatible with the European-themed architecture of the proposed development, their incorporation shall be designed to avoid theme-related and visual/architectural conflict; the proposed plan for these elements shall be reviewed and approved by Planning staff."* Mitigation of cultural elements important to the Wagon Wheel Theme will be incorporated into the future TCO area. To address the loss of the historic resources and commemorate the Wagon Wheel Motel, the Specific Plan included western themed architecture in the Transit Center Design Characteristics (Specific Plan Figure 3.3) that were originally only envisioned for PA 19. The proposed SPA applies the cultural resource mitigations identified in the Specific Plan to the entire TCO zone. To appropriately preserve important resource elements, a Cultural Resource Preservation Plan is being prepared for the Planning Manager review and approval. Key cultural resource elements will be preserved on site consistent with CR-2(b), with the remaining items being donated to the Ventura County Museum of History and Art.

6) Analysis:

- a) **General Discussion:** The Specific Plan Land Use Plan (Specific Plan Figure 2.1) designates PA 19 for use as a Transit Center (TC). This land use designation allows for transit-oriented uses, including the Wagon Wheel Sub Transportation Center (“transit center”), parking, and transit-oriented convenience retail uses such as coffee kiosk, newsstand, and bus and rail ticket sales. A total of 50 transit parking spaces were planned in the TC. Alternative forms of transportation conceptually envisioned in this PA included bus service, short-term car sharing, and a Metrolink station. A Metrolink station was originally planned on PA 19. Although the original Development Agreement anticipated that a Metrolink station would be constructed on PA 19, the amended Development Agreement (First Amendment to Development Agreement No. A-7122) requires the developer to construct a Metrolink Train platform only if UPRR and Ventura County Transportation Commission (VCTC) deem a platform is necessary within the Project site and such requirement is executed on or before January 31, 2017. VCTC has indicated that there is little interest in developing a Metrolink station on PA 19. This SPA will not preclude PA19 as a Metrolink station.

The amendment includes imposition of the TCO zone to PA 19, 20, and 21, revision to the underlying land use for PA 19 from Transit Center (TC) to Mixed Use (MU), and modification of existing transit center design standards. The proposed SPA will amend the allowable uses within the Specific Plan PAs 19, 20, and 21 to allow transit-oriented uses (transit parking, and other support transit uses) that are compatible with permitted uses within those PAs. With implementation of the TCO on PAs 19, 20, and 21, this SPA clarifies zoning and development standards associated with the TCO in various locations throughout the Specific Plan (see Attachment B).

- b) **General Plan Consistency:** The General Plan Land Use Designation is guided by the Village Specific Plan (VSP). The 2030 General Plan incorporated by reference the VSP. Consistency with the 2030 General Plan is defined by the relationship between 2030 General Plan policies and the proposed project. The three consistency classification levels are as follows:

- I. Direct Applicability to a Proposed Project or Program (full text of the policy and an explanation).
- II. Related or Indirect Applicability to the Proposed Project or Program (policy title and an explanation for each or groups of related or indirectly related policies).
- III. No or Distant Applicability to the Proposed Project or Program (all policies not listed as Level I and II are assumed to be consistent).

POLICY	LEVEL	GENERAL PLAN POLICY OR TITLE	EXPLANATION
CD-1.2	I	Infill Development, Priority to Mixed Use: Promote the efficient use of larger vacant parcels and vacant areas of the City by encouraging infill development, with a priority to mixed uses that reduce vehicle trips and GHG emissions and promote sustainable development goals and objectives.	The SPA would facilitate future development of a transit center on an infill parcel, as opposed to locating such facility on farmland. Additionally, transit facilities help reduce vehicle trips and GHG emissions.
CD-8.8	I	Public Facility Service Areas: Provide appropriate service areas for existing and planned public facilities such as a museum, secondary and elementary schools, fire stations, branch libraries, community centers, parks, and Infrastructure utility for support facilities.	The SPA increases the locations within the Specific Plan where a public transit center may be situated.
ICS-2.1 ICS-6.1	I	Coordinate with Regional Transportation Planning: Continue to work cooperatively with the various local, state, and federal transportation agencies and private operators in Ventura County to maintain a transportation system that is well-integrated and interconnected in terms of service, scheduling, and capacity. Transit Service Provision: Continue to participate with public transit agencies to develop bus service to major commercial, employment, school and special event destinations.	The proposed SPA would amend the Specific Plan to allow a transit center in two additional PAs, which would facilitate future development of a Public Transit Center within the VSP.
CD-4.4 CD-14.1 CD-14.2 CD-14.3 ICS-11.10 ER-7.2 ER-10.1	II	Commercial Area Aesthetics. Design Review Process Development Advisory Committee Functions Quality of Design Water Supply Findings for Smaller Projects Design of Sound or Zone Walls Promote use of Native and Water Wise Plants	Future construction of a transit center in the Specific Plan would require approval of a DDR Permit. The Development Advisory Committee (DAC) review of a future transit center under a DDR would assure such project meet these Level II policies.
All others	III	All policies not listed above	No or Distant Applicability to the Proposed SPA and foreseeable subsequent development

Based on the above analysis, the proposed SPA and foreseeable development is consistent with the 2030 General Plan and the VSP.

- c) **Conformance with VSP/Zoning Development Standards:** According to California Government Code Section 65453, a specific plan may be amended as often as deemed necessary by the legislative body. Unlike General Plan amendments, specific plans are not limited to a set number of four amendments during a calendar year.

PAs 20 and 21 are designated High Rise Residential (HR; 70-100 du/ac) and Very High Density Residential (VH; 30 – 70 du/ac), respectively. Neither land use presently allows the limited transit-oriented convenience retail uses. However, the transportation related uses and limited associated retail are generally compatible with the high density urban design of the HR and VH residential land uses as outlined in Specific Plan Chapter 7, Design and Architectural Standards, Sections 7.2.3.4 and 7.2.3.5.

To summarize a few key SPA components, the Specific Plan Land Use Plan (Figure 2.1) designates PA 19 for TC. However, Specific Plan Figure 3.5 Mixed Use Regulating Plan identifies PA 19 as MU. To address this internal conflict, the SPA will amend the PA 19 designation to MU (25-70 du/ac), and will create a TCO zone that will encompass PA 19, 20, and 21. The SPA also removes the reference to GoPoint mobility center, personal electric vehicles (PEVs), Segways, and Car Sharing throughout the Specific Plan because they refer to a specific manufactured type of transportation. These transit services were listed in Specific Plan Table 2.4 Summary of Permitted Uses, Figure 3.3 Transit Center Design Character, Section 6.10.2 TDM Program Components, and a few introductory sections within the Specific Plan. Table 2.4 gives the Planning Manager the discretion to approve similar transit support uses deemed similar and acceptable. The aforementioned transportation services were not factored into the environmental analysis contained in both the FEIR (06-03) and SEIR (2014-01). Therefore omission of these services will not affect the findings or mitigations contained within the FEIR or SEIR.

- d) **Circulation:** Since 2009, as development has progressed and land planning has been further refined, PA 19 as a stand-alone TC area has been determined to be insufficient in size (0.6 acres) to support a robust transit center with 50 parking spaces. However, transit support uses such as a ticket kiosk and support transit activities are still feasible on PA 19. PAs 20 and 21, which are adjacent to PA 19, are larger in size and can support a transit center integrated with future project design proposals. The circulation network has been designed to support transit use on PAs 19, 20, and 21 through ease of access onto Oxnard Boulevard and proximity to the adjacent Esplanade bus stop. The future design of the transit center will be reviewed in consultation with the VCTC and Gold Coast Transit (GCT) and will be subject to a DDR permit which requires review and approval by the Planning Manager. The transit center design will be required to comply with the amended Specific Plan, TCO development standards¹, and all mitigation measures identified in FEIR 06-03 and SEIR 2014-01.

¹ VSP, Section 3.3 Mandatory Mixed Use and TCO Development Standards

The Specific Plan required at least 50 parking spaces designated for users of the transit center (VSP Section 6.10.2). The SPA TCO zone will allow transit support uses and parking in any of the three PAs. Staff recommends further revising Section 6.10.2 of the SPA beyond what is proposed by the Developer to require the 50 transit parking spaces to be clustered in one PA or that a substantial number of transit parking spaces be provided in one location approved by the Development Services Director with consensus by VCTC and GCT.

- 7) **Development Advisory Committee:** Development Advisory Committee's (DAC) review was not required for this SPA. Any future construction of the TC will be subject to review by DAC and will require approval of a DDR Permit.
- 8) **Community Workshop:** A community workshop on the SPA occurred on January 11, 2016. The South Bank Neighborhood, Supervisor Zaragoza on behalf of El Rio Municipal Advisory Council (MAC), and the existing and occupied Cabrillo Oxnard Family Apartments (PA 12 and 13 apartment project residents; 510 Winchester Road, Oxnard - through the posting of the community workshop notice in their community meeting room) were notified of the workshop. A total of 724 notices were mailed. Two residents from the community attended this meeting. There were no comments on the SPA, but general interest regarding the project and how it is being developed. Members of the public who expressed interest in receiving public notice on this project were sent the notice of public hearing for the Commission's consideration of the SPA.
- 9) **Appeal Procedure:** The Planning Commission's action on this item is a recommendation to the City Council. This matter will be considered by the City Council at a later date in the near future.

Attachments:

- A. Maps (Vicinity, Specific Plan, Zoning, General Plan)
- B. Pages to be amended through this Specific Plan Amendment
- C. Resolution Recommending Approval

Prepared by: _____ KM
Approved by: <u>DSG</u> AG

Vicinity Map

Santa Clara River

GONZALES RD

VENTURA RD

PINEDA RD

AZALEA ST

HOLLADAY AVE

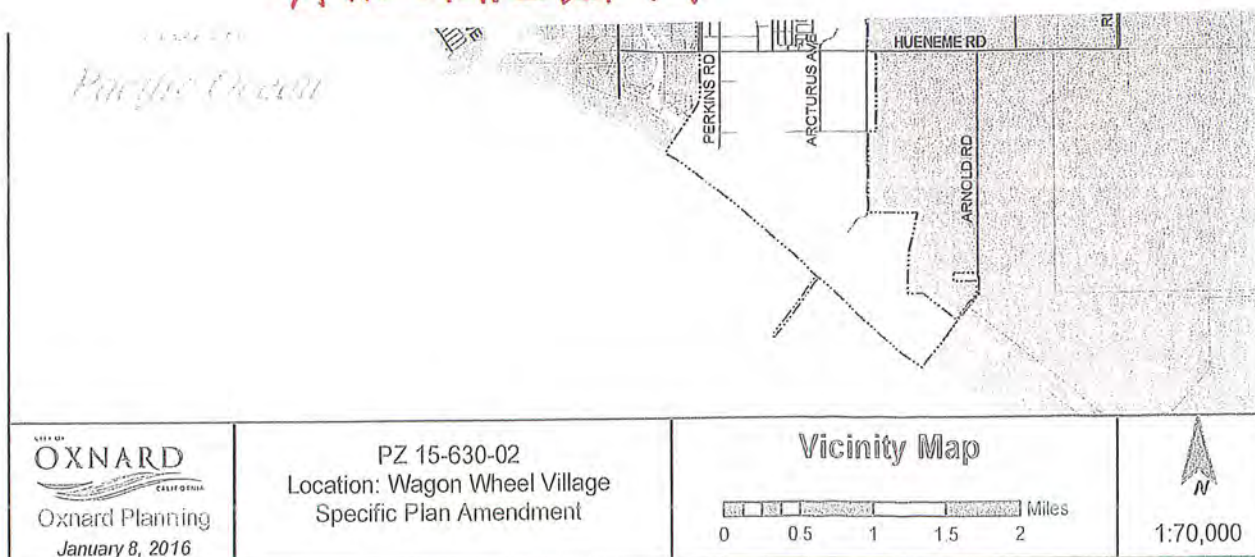
VENTURA BLVD

CARDINO AVE

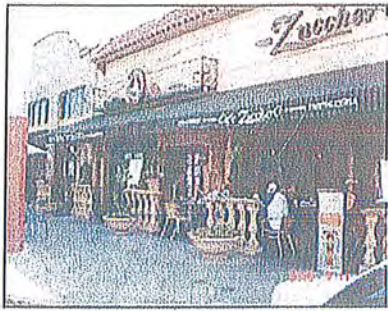
PZ 15-630-02

Please see Attachment # 1 of the City Council staff report.

Attachment A



ATTACHMENT B
Specific Plan Amendment Pages



January 2016

An Amendment to *The Village*

SPECIFIC PLAN

Specific Plan Amendment PZ 15-630-02, Resolution _____



City of Oxnard , CA

Prepared for:

Oxnard CRFL Partners /

Oakwood Communities

84 Maxwell, Irvine, CA 92618 (949)719-9040

Consultants:

Di Cecco Architecture, Incorporated

Talamante Project Delivery

Michael Baker International

Huitt Zollars

Gibson Transportation

Specific Plan Amendment January 2016

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Specific Plan Amendment January 2016

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2.1 INTRODUCTION

The Land Use Plan provides the basic coordinating elements of this Specific Plan and establishes some of the key development requirements. This Chapter establishes: (1) the proposed land uses for The Village Specific Plan; (2) the general mix, location, size, and total number of residential dwellings, and the size of the commercial uses; (3) the range of permitted uses within the Specific Plan; and (4) the degree of flexibility permitted during construction of the Specific Plan.

2.2 LAND USE CONCEPT

The Village Specific Plan proposes a mix of residential, commercial, recreational, and transit-oriented uses intended to serve a broad range of local and regional users without undermining the surrounding regional commercial market. Figure 2.1 - Land Use Plan and Figure 2.2 - Illustrative Site Plan establish the plan's conceptual spatial layout and mix of uses, to which all development standards proposed as part of this Specific Plan apply.

The Village Specific Plan envisions 1,500 total residential dwellings, approximately 50,400 square feet of ground floor commercial retail, and approximately 4,000 S.F. of optional office space within the live/work dwellings.

2.2.1 Planning Areas

Areas proposed for development within The Village Specific Plan are differentiated by "Planning Areas" and have been grouped according to form, function, and density. A total of 21 Planning Areas are proposed. They are divided into 8 individual categories, which are intended to allow a variety of uses. The proposed Planning Area categories include:

- **High Density Residential (H):**
(15-30 DU/ acre)
- **Live/Work (L/W):**(18-30 DU/
acre)
- **Very High Density Residential
(VH):** (30-70 DU/acre)
- **Mixed Use (MU):** (25-70 DU/acre)
- **High Rise (HR):** (70-100 DU/gross
acre)
- **Transit Center Overlay (TCO)**
- **Parks and Open Space (P/OS)**
- **Major Streets**

CHAPTER 2.0

Land Use Plan

Chapter 7.0 - Design and Architectural Standards and Guidelines for applicable development standards.

Mixed Use (MU):

The Mixed Use Planning Areas are envisioned as the Specific Plan's urban core. The multi-family buildings are multi-story and front onto the vibrant and pedestrian friendly "Main Street", the neighborhood streets, and internal landscaped courtyards. These building types include a mix of two or three levels of residential dwellings above ground floor retail and stacked residential dwellings up to four stories. Parking is provided in a mixture of subterranean or on-grade structures and on and off-street surface parking. The subterranean parking is planned to extend down two levels; on-grade parking structures are planned to include four levels.

Please refer to Chapter 3.0 - Mixed Use Development Plan, Chapter 5.0 - Landscape Development Plan, and Chapter 7.0 - Design and Architectural Standards and Guidelines for applicable development standards.

High Rise (HR):

The High Rise Planning Areas are located in the northeastern portion of the Specific Plan, north of the Village Green and the southeastern portion of the Specific Plan adjacent to Oxnard Boulevard. The northern High Rise Planning Area envisions development of two high-rise buildings; the

southeastern High Rise Planning Area envisions development of a single high rise building. All three high rises can include up to 25 floors (not including subterranean parking). Parking is provided in partially subterranean parking structures planned to include four stories above grade and up to two subterranean levels.

Please refer to Chapter 4.0 - Residential Development Plan, Chapter 5.0 - Landscape Development Plan, and Chapter 7.0 - Design and Architectural Standards and Guidelines for applicable development standards.

Transit Center Overlay (TCO)

The Transit Center Overlay is strategically located in the southeast portion of the Specific Plan, adjacent to the existing railroad line utilized by Metrolink and Union Pacific Railroad. This Overlay Area envisions the establishment of transit-oriented uses, making up the Wagon Wheel Sub-Transportation Center, and state-of-the-art multi-modal transportation services. Building and landscape designs are required to celebrate the western style architecture of the existing "Wagon Wheel" Motel.

The Wagon Wheel Sub-transportation Center is envisioned as part of a larger Northern Oxnard Transportation Demand Management Program, which plans to provide residents, commuters, business owners, and their employees with direct access to bus and rail service,

electric cars, car sharing, shuttle services, and vanpools.

Transit services envisioned within the sub-transportation center may include

1. Gold Coast Transit and potentially VISTA bus services;
2. At least 50 park and ride spaces;
3. Metrolink shuttle service to and from the City's Transportation Center;
4. Mobility center with access to rental of Personal Electric Vehicles (PEV), Segways, bicycles and car sharing;
5. Commuter vanpools to regional employment centers; and
6. Potential for future Metrolink stop.

Please refer to Chapter 3.0 - Mixed Use Development Plan, Chapter 5.0- Landscape Development Plan, and Chapter 7.0- Design and Architectural Standards and Guidelines for applicable development standards.

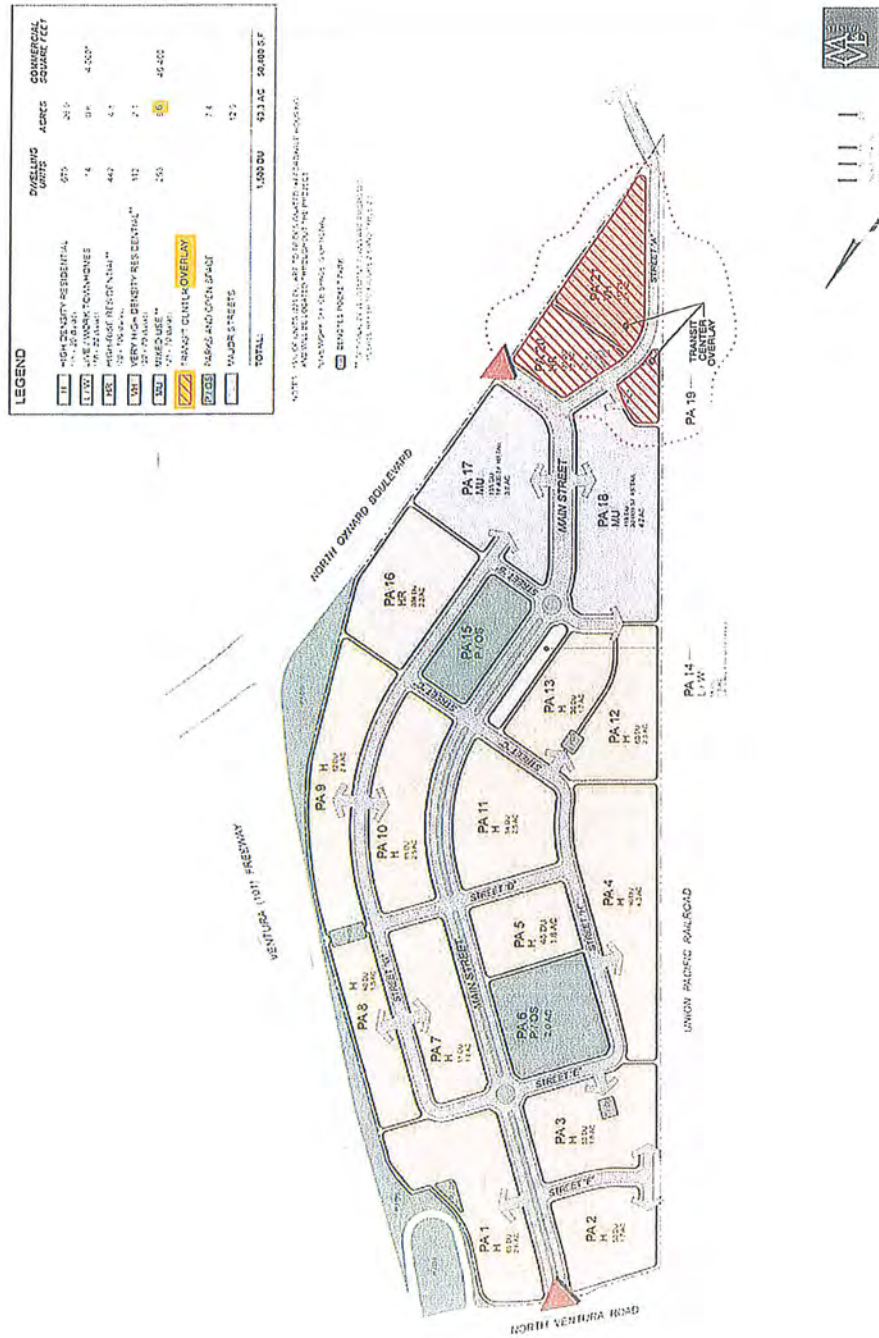
Parks and Open Space (P/OS):

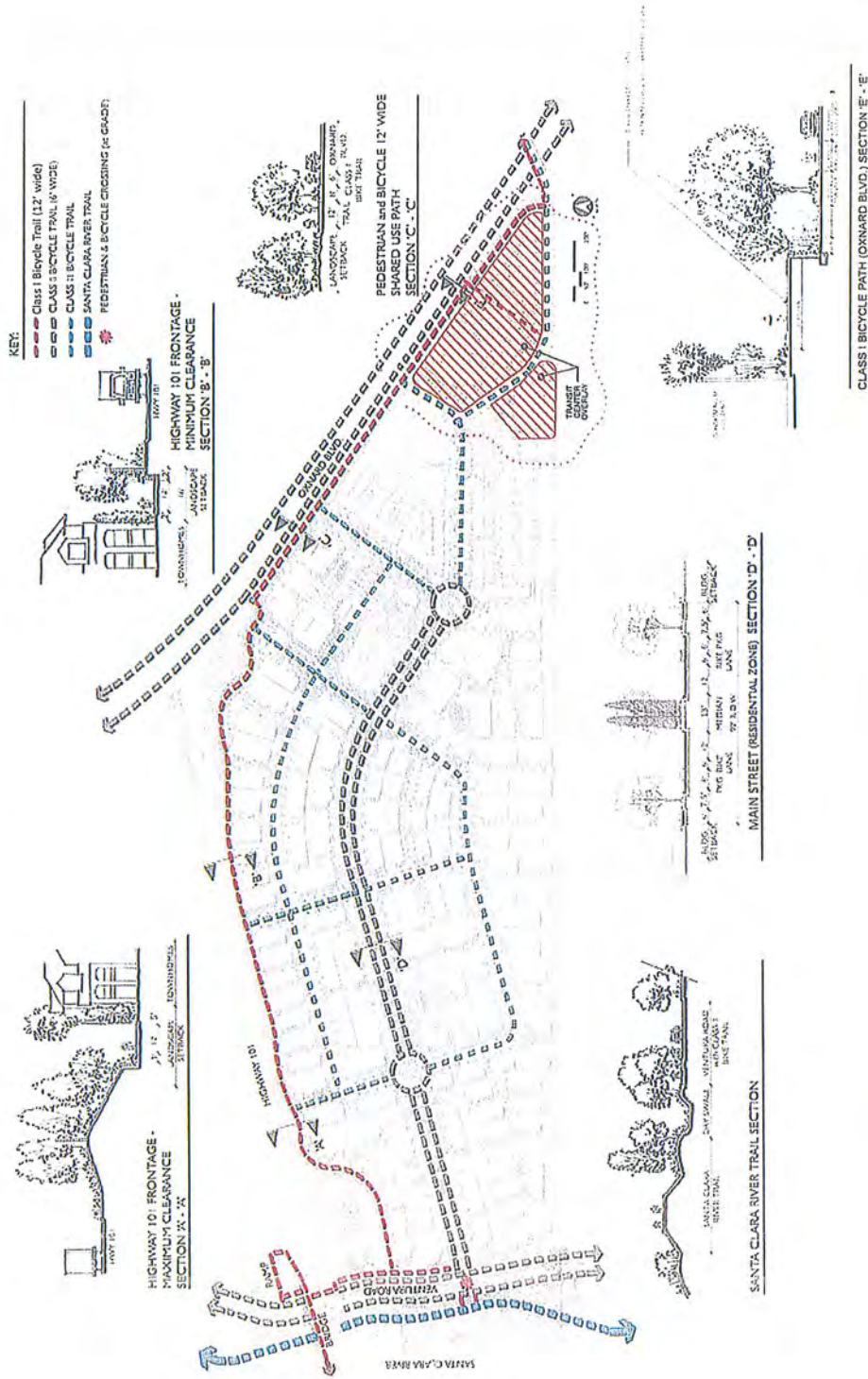
The Parks and Open Space Planning Areas are designed to provide a variety of recreational opportunities primarily for residents of The Village. Well landscaped gathering places within the Mixed Use Planning Areas will be developed for the general public. The parks, streetscapes, corridors, and public spaces envisioned within The Village Specific Plan include formal greens and recreation centers, community gardens, landscaped court-

yards and plazas, designated pedestrian and bicycle paths, and gateway and perimeter landscaping. Please refer to Chapter 5.0 for further discussions of landscaping and park designs, and more detailed descriptions of public and private recreation areas.

The Specific Plan's parks and recreation areas vary in size and function, and thus provide a range of amenities, including formal recreation centers, active children's play areas, pool terraces, active and passive turf areas, passive gathering places, and pedestrian and bicycle pathways. The pedestrian pathways and corridors are designed to create opportunities for active and safe recreation while at the same time interconnecting the proposed residential neighborhoods with the neighborhood commercial services.

The landscape environments envisioned for the perimeter of The Village Specific Plan include prominent monument signage designed to identify one's entry into the City of Oxnard and a green buffer between the US 101 Freeway, Oxnard Boulevard, Ventura Road, and The Village Specific Plan. The perimeter landscaping is planned partly within privately owned property and partly within the shoulder of the US 101 Freeway, which forms the Wagon Wheel property's northern border. The landscape buffer will significantly improve aesthetics along the projects 101 Freeway frontage, and buffer the project from the 101 Freeway, the Union Pacific Railroad line, and neighboring communities.





Bicycle Circulation Concept
The Village Specific Plan • Page 2-11

2.3 LAND USE CONSISTENCY

All components of this Specific Plan are consistent with the City of Oxnard General Plan. To the extent possible, the Specific Plan used the General Plan Land Use Designation Map as a guide to establish the individual Planning Areas illustrated on Figure 2.1. However, the overall land use designation for The Village Specific Plan area reflected on the City's General Plan Land Use Map is a single land use termed "Specific Plan".

2.3.1 Planning Areas

The Specific Plan Area is comprised of 21 "Planning Areas" illustrated in Figure 2.1. They include:

PA-1 through 5: High Density Residential (H);

PA-6: Parks/Open Space (P/OS);

PA-7 through 13: High Density Residential (H);

PA-14: Live/Work (LW);

PA-15: Parks/Open Space; (P/OS)

PA-16: High Rise Residential (HR);

PA-17,18, &19: Mixed Use (MU);

PA-20: High Rise Residential (HR); and

PA-21: Very High Density Residential (VH);

Transit Center Overlay (TCO) applies to PA 19, 20 and 21 only;

Each Planning Area establishes a specific set of permitted land uses, target densities, square footage, and other development regulations. The Planning Areas are utilized and referred to throughout this Specific Plan as the basic components of development to which all standards, guidelines, and implementation measures apply.

2.4 LAND USE REGULATION

2.4.1 Summary

Section 2.2 and Figure 2.1 describe the character and location of the proposed Planning Areas within The Village Specific Plan.

2.4.2 Planning Area Specifications

Table 2.2 summarizes the gross acreage, target number of dwellings, target density ranges, and commercial square footages (if applicable) within each Planning Area.

2.4.3 Summary of Permitted Uses

Table 2.3 describes the range of permitted uses envisioned within The Village Specific Plan. Permitted Land Uses are entitled uses that, once reviewed by the Development Services Director as part of any formal construction design package, do not generally require discretionary review and approval by the Planning Commission and/or City Council for their inclusion as part of the Specific Plan.

Any proposed uses which are not listed in Table 2.3 may be included within The Village Specific Plan only after administrative approval by the City's Planning Manager, or if appropriate, by the Oxnard Planning Commission or City Council. For a more complete description of administrative review

2.5 LAND USE FLEXIBILITY

Given that The Village Specific Plan will be built-out over time, as described in Chapter 8, Administration and Implementation, the following measures give the developer flexibility during final design and construction. The goal of these measures is to insure that each development phase can meet current market demand at the time of construction.

2.5.1 Transfer of Residential Dwellings

Within each Planning Area, the Developer may choose to construct dwellings within the range of permitted target net densities (defined as the number of units divided by the area of each planning area measured from the back of the sidewalk) established in Table 2.2, provided that the resulting total unit count does not exceed 1,500 and the total number of dwelling units for each dwelling type does not exceed the Planning Area's target unit count specified on Tables 2.2 and 2.3, and Figures 2.1 and 2.6.

More specifically, this Specific Plan permits the transfer of residential units between all Planning Areas containing residential and/or commercial uses. For example, the townhouse dwellings within each High Density Residential Planning Areas could be constructed at a target net density ranging from 15-30 units/acre but the total could not exceed 679 High Density Residential units.

Any design modifications within a particular Planning Area in accordance with the above described dwelling transfer program would be subject to review and approval by the Planning Manager. Please refer to Chapter 8: Administration and Implementation, Section 8.7 for additional discussion of the administrative review approval requirements.

2.5.2 Choice of Frontage Types

The "form-based" nature of this Specific Plan is designed to provide flexibility in the choice of building and frontage types within a given Planning Area, which is often times an essential component of ensuring consistency with current market trends and other construction phasing considerations.

All Planning Areas established by this Specific Plan are regulated by development standards and guidelines designed to permit a range of building types, frontage types, and land uses. Less flexible standards are those that describe the desired treatment of building forms, architectural styles, and landscaping.

2.5.3 Development Options

To address potential fluctuations in the real estate market, an optional development scenario has been developed for the Mixed Use Planning Areas 17,18 and 19, High Rise Planning Area 20, Very High Density Planning Area 21, and the Transit Center Overlay.

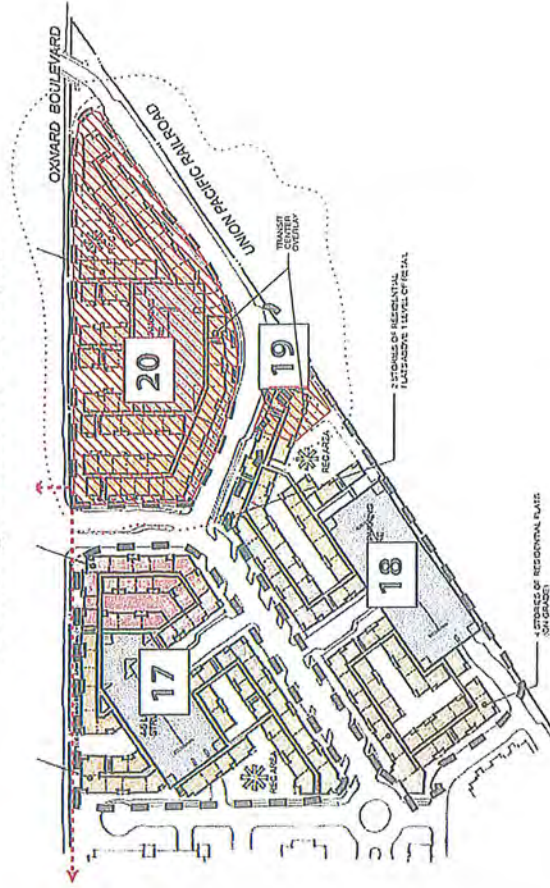
Current Development Plan
Planning Areas: 17, 18, 19, 20, 21



Current Plan Summary

Planning Area	Gross Acreage	Residential Units	Commercial Sq. Ft.
17	3.8	135	16,400
18	4.2	118	30,000
19	0.6	N/A	N/A
20	1.5	138	N/A
21	2.1	112	N/A
Totals	12.2	503	46,400

Option "A"
Planning Areas: 17, 18, 19, 20



Option "A" Summary

Planning Area	Gross Acreage	Residential Units	Commercial Sq. Ft.
17	3.8	176	34,200
18	4.2	219	16,100
19	0.6	N/A	N/A
20*	3.6	205	N/A
Totals	12.2	600	50,300

*Note: Option "A" combines Planning Areas 20 and 21 as Very High Density Residential, removes 3rd high-rise and reduces unit count from 304 to 207 for High Rise Tower located in PA 16.

Optional Development Plan

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Specific Plan Amendment January 2016

CHAPTER 2.0

Land Use Plan

Table 2.2 Land Use Summary

Land Use		Gross Acreage	Target Commercial SF*	Target Unit Count Per Planning Area**
High Density Residential				
Target Density:	(15-30 du/ac)			
	Planning Area 1	2.6		69
	Planning Area 2	1.7		50
	Planning Area 3	1.8		53
	Planning Area 4	4.3		90
	Planning Area 5	1.8		46
	Planning Area 7	1.8		51
	Planning Area 8	1.5		40
	Planning Area 9	2.4		62
	Planning Area 10	2.5		65
	Planning Area 11	2.5		54
	Planning Area 12	2.3		63
	Planning Area 13	1.7		36
	Subtotals	26.9		679
Live/Work				
Target Density:	(18-30 du/ac)			
	Planning Area 14	0.6	4,000	14
	Subtotals	0.6	4,000	14
Very High Density Residential				
Target Density:	(30-70 du/ac)			
	Planning Area 21	2.1		112
	Subtotals	2.1		112
High Rise Residential				
Target Density:	(70-100 du/ac)			
	Planning Area 16	3.3		304
	Planning Area 20	1.5		138
	Subtotals	4.8		442
Mixed Use				
Target Density:	(25-70 du/ac)			
	Planning Area 17	3.8	16,400	135
	Planning Area 18 and 19	4.2 4.8	30,000	118
	Subtotals	8.0 8.6	46,400	253
Transit Center Overlay				
	on Planning Areas 19, 20 and 21			
	Planning Area 19	0.6		
	Subtotals	NA		
Parks and Open Space				
	(Parks/Landscaping Areas)			
	Planning Area 6	2.0		
	Planning Area 15	1.7		
	Perimeter/Interior Landscaping	3.7		
	Subtotals	7.4		

CHAPTER 2.0

Land Use Plan

Table 2.2 Land Use Summary Continued

Land Use	Gross Acreage	Target Commercial SF*	Target Unit Count per Planning Area**
Other			
Major Streets	12.9		
Subtotals	12.9		
TOTALS FOR SPECIFIC PLAN AREA	63.3 acres	50,400 square feet	1500 dwelling units

*Commercial square footage can be added or subtracted from each of the Mixed Use and Live/Work Planning Areas under the condition that the total commercial area within the Specific Plan does not exceed 50,400 square feet.

** Units can be added or subtracted from each Planning Area under the condition that the total number of units within the Specific Plan does not exceed 1500, the maximum density for each Planning Area is not exceeded, and the total number proposed for each building type is not exceeded.

Table 2.3 – Land Use Summary for Development Option “A”

Land Use*	Gross Acreage	Target Commercial SF*	Target Unit Count per Planning Area*
Mixed Use Development Option “A”			
Target Density: (25-70 du/ac)			
Planning Area 17	3.8	34,200	176
Planning Area 18 and 19	4.2 4.8	16,100	219
Subtotals	8.0 8.6	50,300	395
Very High Density Development Option “A”			
Target Density: (30-70 du/ac)			
Planning Area 20	3.6		205
(Note: PA 20 and 21 are combined)			
Subtotals	3.6		205
High Rise Residential			
Target Density: (70-100 du/ac)			
Planning Area 16	3.3		207
Subtotals			
TOTALS FOR DEVELOPEMNT OPTION “A”	14.9 15.5	50,300	807

*Note: Under Option “A” affects only Planning Areas listed above. All other Planning Areas remain as described above in Table 2.2. Under Option “A”, the total commercial square footage equals 50,300 SF; the total number of residential dwellings total 1,500, and the total number of units allocated for High Rise Residential Planning Area 16 is reduced from 304 to 207 units.

Transit Center Overlay

on Planning Areas 19, 20 and 21

No Additional Development Acreage

CHAPTER 2.0

Land Use Plan

Table 2.4 Summary of Permitted Uses by Land Use Category

PLANNING AREA	ALLOWABLE USES
High Density Residential	▪ Multi-Family Residential Dwellings at 15-30 DU/Acre ▪ Day care facilities or other civic related uses ▪ Churches
Live/Work	▪ Multi-Family Residential Dwellings at 18-30 DU/Acre; <u>Acceptable office/service uses include, but are not limited to:</u> ▪ Professional and administrative offices, including attorneys, engineers, architects, retail, day care facilities, insurance, real estate, and other lower intensity office uses that are not engaged in merchandizing of goods or products ▪ Churches ▪ Similar uses as determined acceptable by the Planning Manager of the City of Oxnard
Very High Density Residential	▪ Multi-Family Residential Dwellings at 30-70 DU/Acre ▪ Day Care Facilities ▪ Churches
High Rise Residential	▪ Multi-Family Residential Dwellings at 70-100 DU/Acre ▪ Day Care Facilities ▪ Churches
Mixed Use	▪ Multi-Family Residential Dwellings uses at a density of 25-70 DU/acre; <u>Acceptable office/service uses include, but are not limited to:</u> ▪ Professional and administrative offices, including medical, dental, attorneys, dry cleaner, transportation oriented uses (such as segway rentals, bicycle rentals, etc.) engineers, architects, insurance, real estate agents, churches, day care facilities, and other offices/services not engaged in merchandizing of goods or products ▪ Multi-Level Parking Structures ▪ Churches ▪ Banks; savings and loan associations and other financial institutions; ▪ Pharmacies engaged primarily in the merchandising of pharmaceutical medical supplies; and <u>Acceptable retail uses include, but are not limited to:</u> - Antique store - Grocery, Fruit or Vegetable Store - Restaurants (including outdoor dining)* - Apparel, clothing store, or boutique retail store - Art studio or gallery - Nightclub/Bar (limited to non-amplified live music)* - Delicatessens and sandwich shops - Electronics, television, and radio store,

CHAPTER 2.0

Land Use Plan

PLANNING AREA	ALLOWABLE USES
Mixed Use (Cont.)	- Coffee Shop - Convenience Store - Jewelry store - Sporting Good Store - Boutique Retail Shop - Cafe - Florist - Furniture store - Gift store - Health centers and clubs - Hobby shop - Interior decorating service - Luggage store - Retail stores or businesses not involved in any kind of manufacture. ▫ Similar uses as determined acceptable by the Planning Manager for the City of Oxnard
Transit Center Overlay	▫ Transportation Center and associated small convenience retail. <u>Acceptable convenience retail uses include, but are not limited to:</u> - Small coffee store/kiosk - Newsstand - Rental office for personal electrical vehicles, Segways and bicycles - Train or Bus Ticket sales office ▫ Similar uses as determined acceptable by the Planning Manager for the City of Oxnard
Parks and Open Space	▫ Privately Maintained Community Parks, and Pocket parks, ▫ Publicly and/or privately maintained landscaped areas (gateway landscaping, plazas, paseos, and corridors, etc.) ▫ Publicly and/or privately maintained drainage facilities (such as detention basins, infiltration basins, and other similar storm water management facilities) ▫ Similar uses as determined acceptable by the Planning Manager of the City of Oxnard
Major Streets	▫ Publicly and/or privately maintained infrastructure facilities ▫ Publicly and/or privately maintained landscaping ▫ Similar uses as determined acceptable by the Public Works Director of the City of Oxnard

* Note: Uses proposing sale of alcohol are subject to the approval of a Special Use Permit as required by the City of Oxnard. Timeshare uses are not permitted as part of this Specific Plan and are not permitted uses.

3.1 INTRODUCTION

3.1.1 Purpose

This Chapter describes the development regulations applicable to the Mixed-Use and Transit Center Overlay Areas. These “form-based” regulations are intended to facilitate development of the Specific Plan’s vital, mixed-use pedestrian-oriented urban core. Additional development standards are found in Chapter 2: Land Use Plan, Chapter 5: Landscape Development Plan, and Chapter 7: Design and Architectural Standards and Guidelines. All other standards not specifically addressed by this Specific Plan shall be governed by The City of Oxnard Zoning Ordinance and other pertinent sections of the Municipal Code.

3.1.2 Organization of the Mixed Use Development Plan

Section 3.2 describes the overall vision for the Mixed Use Planning Areas. Section 3.3 defines the mandatory urban design standards. Sections 3.4 and 3.5 establish the building and frontage type standards. Compliance with the standards and guidelines listed throughout this Chapter will ensure construction of the desired urban design quality, aesthetic quality, and building form.

3.1.3 Applicability

The following Planning Areas are subject to these regulations:

- Mixed-Use Planning Areas: PA-17 and 18, and 19.
- Transit Center Overlay on PA-19, PA-20, and PA-21

3.2 DEVELOPMENT CHARACTER

Building types with European architectural styles and architectural styles historically found throughout Oxnard and Ventura County were used as inspiration for the Specific Plan’s Mixed Use higher density village environment.

3.2.1 Mixed Use (MU)

Planning Areas 17, 18, & 19 encompass approximately 8.6 gross acres and are designed as the Specific Plan’s “Main Street” mixed use commercial and residential environment. Within these Planning Areas, vehicle traffic speeds will be calmed to primarily serve the needs of pedestrians and shoppers, and buildings will have a strong relationship to the street.

Building forms are envisioned as a mix of multi-story buildings with two or three stories of apartments above ground floor retail; stacked flat residential buildings up to four stories are located behind buildings fronting Main Street; stand alone commercial block buildings up to two stories are also permitted. Ground floor residential units are envisioned within the mixed use planning areas (i.e. behind buildings fronting Main Street). Building placement shall be at the back of the sidewalks adjacent to Main Street.

Buildings facing the interior portions of the block shall front onto landscaped courtyards.

Parking for commercial and residential uses shall be provided through a combination of on-street diagonal parking, off-street surface parking, and structure parking. Shared parking arrangements are proposed between commercial tenants and the residents as part of a "Park Once" parking management strategy.

The most desirable uses for the ground floor commercial retail establishments include, but are not limited to, restaurants, a neighborhood grocery or convenience store, boutique retail shops, personal services, coffee shops, child day care, and professional office. Please refer to Table 2.4 for a more complete list of permitted uses.

Figures 3.1 and 3.2 include images which generally represent the desired mixed-use building types and their associated active environments.

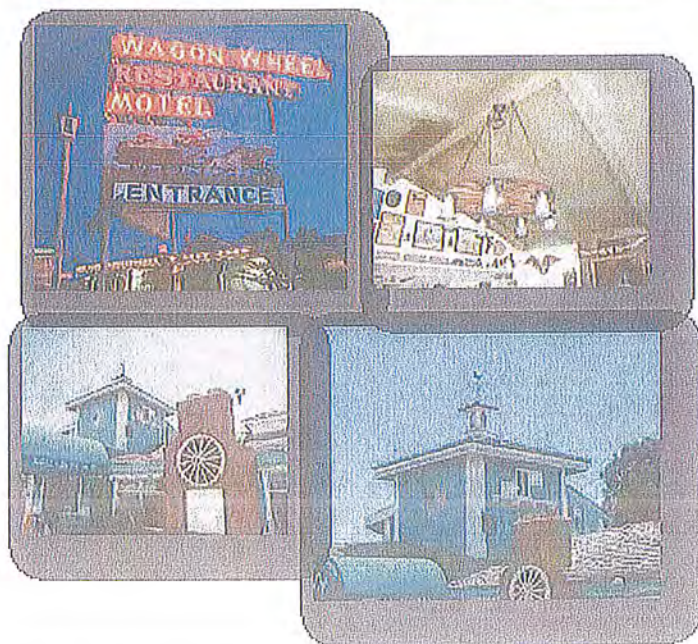
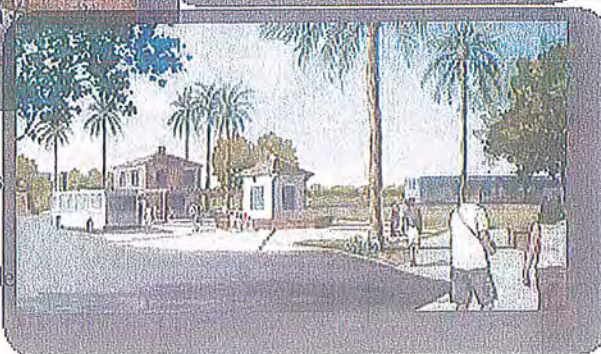
As discussed in Chapter 2, an alternative development plan, Option "A," is proposed for the Mixed Use Planning Areas. As shown on Figure 2.6, Option "A" proposes modified building configurations and parking facilities for the Mixed Use Planning Areas. Please refer to Table 2.2 and Figure 2.6 for additional information on this alternative development plan.

3.2.2 Transit Center Overlay (TCO)

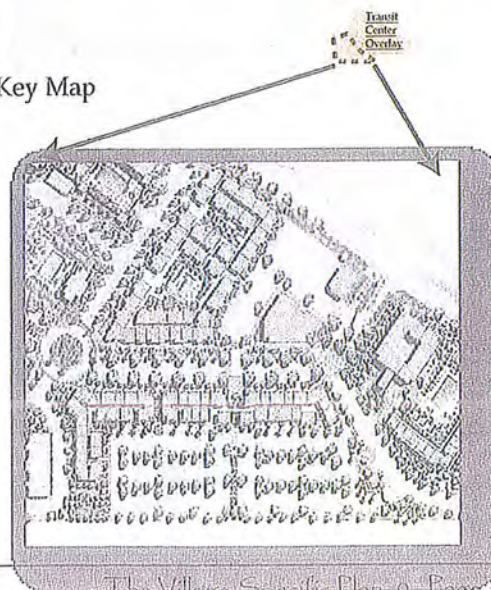
Planning Area 19 is approximately 0.6 The TCO is proposed as the Wagon Wheel Sub-Transportation Center. Permitted uses include transit oriented uses and small transit serving convenience uses, such as a small coffee shop and/or a newsstand. Building designs for the Transit Center elements Area shall emulate the "Old West" architectural style of the Wagon Wheel Motel in a commercial block configuration. Figure 3.3 includes character imagery which represents the desired "western" design elements and building forms.

*Mixed Use Development Plan***Planning Area 19 (Transit Center, Design Character****Transit Center Design Character**

The Transit Center Overlay Area of the Village Specific Plan is envisioned as a state-of-the-art, multi-modal transportation center designed with western themed architecture to commemorate the Wagon Wheel Motel. The center will provide access to bus and rail services, as well as digital-age "green" mobility solutions, such as personal electric vehicles, Segways, bicycles, etc. and may contain uses as indicated in Table 2.4



Key Map



3.3 MANDATORY MIXED USE AND TRANSIT CENTER- DEVELOPMENT STANDARDS

The following design elements are considered mandatory for this Specific Plan's Mixed Use Planning Areas:

- **Mixed-Use Commercial Square Footage:** Up to 50,300 square feet of horizontal or vertical mixed use commercial space is permitted within the Mixed Use Planning Areas. The majority of the commercial space shall be incorporated into the Mixed Use Planning Areas on the ground floor of the buildings. Additional commercial space would be subject to review and approval by the City of Oxnard.
- **Mixed-Use Residential:** Densities within the mixed-use planning areas can range from 25-70 units per acre. Building types include two or three stories of residential apartments above ground floor retail oriented along Main Street and residential stacked flats buildings up to four stories located behind building fronting Main Street
- **Walkability:** The Mixed Use Planning Areas shall consist of a high-density pedestrian-oriented "Main Street" development concept, which utilizes high quality architecture, mature landscaping, wide sidewalks, paving enhancements, and street

furnishings conducive to outdoor dining and public gatherings. This environment should be an attractive public place where people can live, shop, work, and relax.

- **Identity:** All development within the Mixed Use and Transit Center Planning Areas shall contribute towards the goal of establishing a unique and memorable environment for residents, business owners, and guests of The Village. The following fundamental design elements shall be incorporated into the final building designs:
 - Architectural articulation on all four sides of a building;
 - Street oriented building placement;
 - Pedestrian scale building mass utilizing only high quality materials and architecture;
 - Pedestrian friendly street-scapes with 15 foot minimum and 20 foot maximum width sidewalks capable of providing public gathering spaces, street furniture, out-door dining, and mature landscaping;
 - Street facing public spaces shall be conducive to outdoor dining;
 - Placement of a variety of public art; and

- o Placement of decorative way finding elements and lighting.
- **Public Spaces:** All outdoor spaces fronting a street within the Mixed Use and Transit Center Planning Areas shall be open to the public and shall have a strong sense of enclosure and a strong inter-relationship between the indoor and outdoor space. These spaces shall provide an interesting and varied array of gathering places and plazas that become the focal point for residents, business owners and their employees, and shoppers. The public spaces shall facilitate social interactions between residents, guests, and patrons, and enhance the quality of life within the on-site neighborhoods and surrounding communities.
- **Design and Construction Quality:** The building architecture, entrances, lighting, signage, parking and overall construction quality within the Mixed Use and Transit Center Planning Areas shall adhere to the highest standards of architecture and urban design all in keeping with European, local, and Western architectural styles.
- **Security and Safety:** Public security and safety shall be given substantial consideration in the final design of buildings, parking areas, and streetscapes. Design

elements shall contribute to a safe and secure environment. Thematic signage and way finding, decorative lighting of the streets, low level pedestrian lighting, the lighting of parking areas, the bicycle and pedestrian paths, and building orientation shall all be designed to help establish a safe and secure environment.

- **Parking:** Vehicle parking areas shall be consistent with the "Park Once" concept which enables visitors and residents to park at a convenient location and access a variety of uses in pedestrian friendly environments. The parking areas shall be attractive, well landscaped, effectively screened, well lit, easily accessed, and safe. Angled parking shall be provided along Main Street, and all parking within a structure shall be located behind buildings.
- **Parking Structure Design**
 - o Parking structures shall be sited to avoid obstructing the public view and casting shadows on ground-floor pedestrian oriented uses.
 - o The maximum allowable height for any above-grade parking structure(s) shall be limited to sixty (60) feet to the top floor level, measured from grade.

- Vehicle access to structures shall be set back from the primary pedestrian-oriented frontages.
- Parking structures which primarily serve a building or group of buildings shall be wrapped with mixed use or residential buildings on at least three sides.
- Parking structures that fronting the street shall include appropriate architectural treatments, in the form of a commercial, residential, or civic oriented (such as a recreation terrace or other recreation facility) liner so that the street is appropriately activated.
- Ramps, cars, and sources of artificial lighting shall be minimally visible from public ways and open space.

Some of the mandatory design elements discussed above for the Mixed Use and ~~Transit Center~~ Planning Areas are illustrated in Figure 3.4.

CHAPTER 3.0

Mixed Use Development Plan

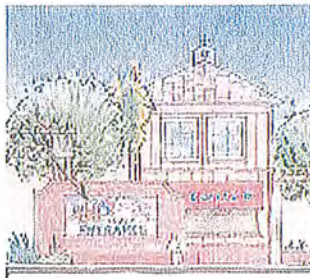
3.4 BUILDING TYPES

The buildings within the Mixed Use and Transit Center Planning Areas form The Village Specific Plan's urban core. This section illustrates the specific building and frontage type requirements for the Mixed Use and Transit Center Planning Areas.

The following building types are permitted within the Mixed Use Planning Areas:

- Building Type 1MU: In-Line Mixed Use
- Building Type 2MU: Residential Wrap or Podium;
- Building Type 1TC: Transportation and
- Building Type 1C: Stand-alone Commercial.

The following sections describe the requirements applicable to each building type. Figure 3.5 - Mixed Use Regulating Plan illustrates the conceptual building configurations and type, density, block pattern, and frontage type for the above Planning Areas.



CHAPTER 3.0

Mixed Use Development Plan

3.4.3 Building Type 1TC: Transportation Center *



Illustrative Photo

Permitted Encroachments

Refer to Diagram Below

- A. Parapet: 2' max
- B. Canopy/Awning: 5' max
- C. Balconies: 6' max
- D. Patio or outdoor room: To R.O.W.
- E. Chimney: 2' max

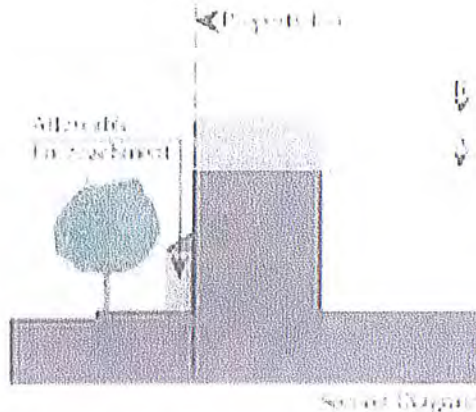
Building Height

- A. Max: 35', and 2 Stories
- B. Tower element(s) can exceed 35' height limit by 10' (45' max.)

Setbacks

See Diagram Below

- A. Front: 5' min.
- B. Rear: 5' min.
- C. Side Yard: 5' min.
- D. Side Street: 5' min.

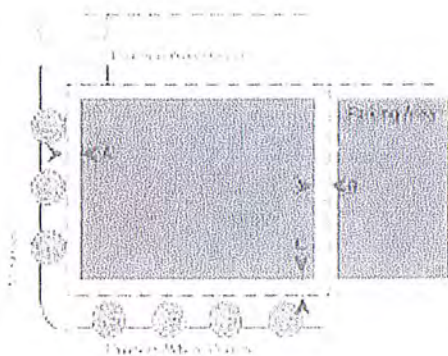


Building Orientation and Use

- A. Buildings shall orient towards Street "A", with architectural articulation on all four sides of a building.
- B. The primary building entrance shall be from Street "A."
- C. Off-street parking shall be located behind buildings, or in structured parking per Table 2.1

Service Requirements

- A. All services shall enter from rear of site.
- B. Service areas such as garbage collection, mechanical equipment, and substations shall not be visible from Street "A".



Diagram

* These requirements apply to free standing buildings within Planning Area 19. Within Planning Areas 20 or 21, the requirements for allowable building types within those Areas illustrated within Chapter 4 will apply.

CHAPTER 3.0

Mixed Use Development Plan

3.5 FRONTAGE TYPES

Public frontages (e.g. the street edge and front yard setback area) create the streetscape character and define the appropriate degree of privacy for the building, and if applicable, its ground-floor uses. Frontages also provide special transitions between interior private space and exterior public space.

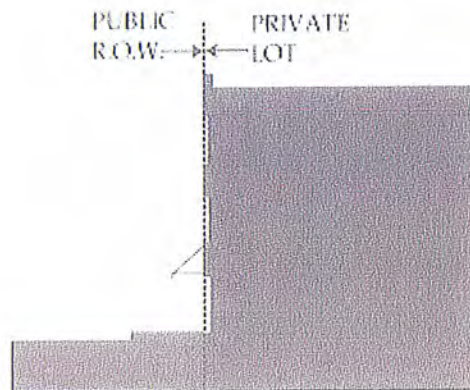
This section establishes the range of frontage types permitted within the Mixed Use and Transit Center Planning Areas. All of the frontage types described below are permitted within the Mixed Use Planning Areas. The storefront, gallery, and arcade frontages are permitted within the Transit Center Planning Area.

3.5.1 Storefront

Storefronts will have a frontage where the façade is aligned close to or at the property line with the building entrance directly adjacent to the sidewalk. This is the conventional ground floor retail frontage type, typically associated with substantial windows on the sidewalk level, with an awning positioned above to overlap the sidewalk.



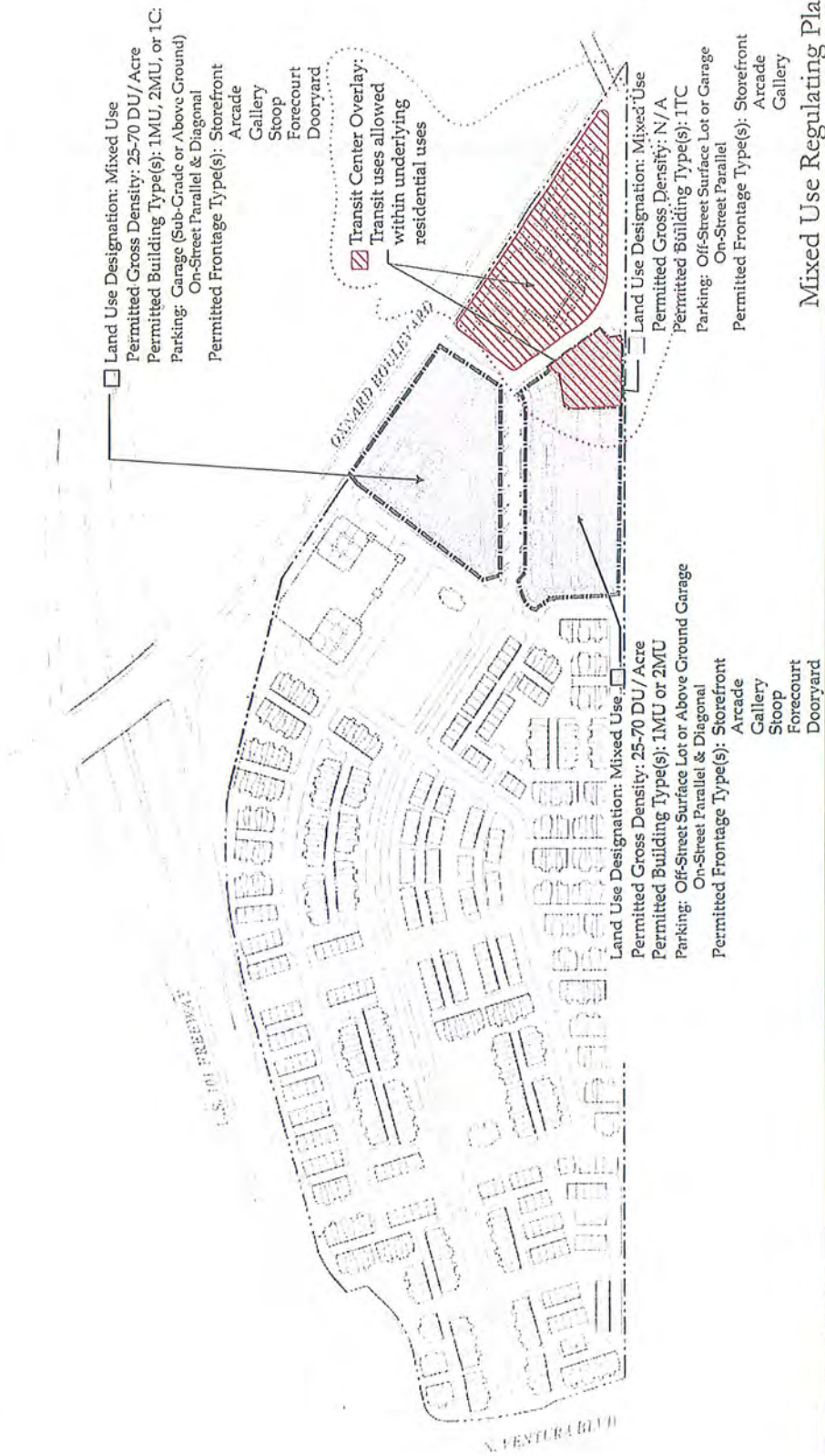
Illustrative Photo



Section Diagram

Figure 3.5

Mixed Use Development Plan



north by High Rise Residential Planning Area 20.

As discussed in Chapter 2, an alternative development plan, Option "A," has been designed for the Very High Density Planning Area. As shown on Figure 2.6, Option "A" combines High Rise Planning Area 20 and Very High Density Planning Area 21. This new Planning Area (Planning Area 20) includes three and four-story stacked flats wrapped around an on-grade parking structure and on-street parking areas. Please refer to Table 2.2 and Figure 2.6 for additional information on this alternative development plan. * see below

4.2.5 High Rise Residential (HR)

The High Rise Residential Planning Areas are designed to bring a new style of urban living to Oxnard. Three towers are proposed, two in Planning Area 16 and one in Planning Area 20. The towers are designed to maximize views of the ocean and the mountains. The towers are envisioned as the ultimate urban living experience and include up to 442 residences with private balconies, rooftop recreation and amenities, and concierge service.

Parking for residents, guests, and related service personnel is provided by partially underground and above ground parking structures. Additional guest and service related parallel parking is available along Main Street, Street "B", Street "C", and Street "G".

* The Transit Center Overlay (TCO) will allow Transit Center uses to be incorporated into this planning area.

Planning Area 16 encompasses approximately 3.3 acres; Planning Area 20 encompasses approximately 1.5 acres.

An alternative development plan, Option "A," has been developed for High Rise Planning Area 20, as described in the Chapter 2. This optional development plans removes the high-rise tower located in Planning Area 20 and reduced the number of residential units within Planning Area 16. Please refer to Table 2.2 and Figure 2.6 for additional information on this alternative development plan. * see below

4.3 MANDATORY RESIDENTIAL DESIGN ELEMENTS

The following general design principles and specific development standards are applicable to the development of any residential project as part of this Specific Plan.

4.3.1 The Neighborhood Concept

The "neighborhood concept" within the context of The Village Specific Plan includes the following key elements which shall be used as a guide during the final design and development of each residential dwelling:

- All residential Planning Areas shall be designed as inter-connected neighborhoods;
- The size and configuration of neighborhoods shall ensure that housing, jobs, daily shopping

pedestrian activity inherently within the design of the residential neighborhoods:

- Buildings shall front towards the streets, landscaped courtyard, or park. Setback standards for each dwelling type are defined in Section 4.4 Building Types.
- All building elevations visible from public view areas (such as parks, courtyards, and public streets) shall be designed with significant architectural elements, including enhanced entries, porches, and building façade variation where appropriate.
- All buildings shall have articulated front elevations. At least two types of articulation are required:
 - 1) Architectural elements shall be provided which extend forward, such as portions of the ground floor which extend towards the street property line beyond the rest of the façade; and
 - 2) Each building façade facing Main Street or a neighborhood street shall be divided horizontally into two or more planes.
- Building clusters shall utilize the streetscape, parks, internal courtyards or plazas as focal points.
- Building corners shall be well defined with vertical elements to help identify the public spaces and improve orientation within the neighborhoods.
- Landscaping and monument signage of appropriate scale and character shall be provided at key intersections or obvious points of transition to identify and/or differentiate the residential neighborhoods.
- Narrower, pedestrian-friendly neighborhood streets and well landscaped pedestrian/bicycle passages shall interconnect the residential neighborhoods with the Mixed Use and Transit Center Planning Areas.
- Alleys proposed to serve the High Density Residential Planning Areas shall be designed to include appropriate turn-around spaces at the terminus of dead-end alleys, or shall be designed in a loop system intersecting with a neighborhood streets when dwellings front onto a landscaped courtyard, or shall be designed as a service alley intersecting with neighborhood streets when dwellings front onto the street.

4.3.3 Parking Structure Design

- Parking structures shall be sited to avoid obstructing the public view and casting shadows on

CHAPTER 4.0

Residential Development Plan

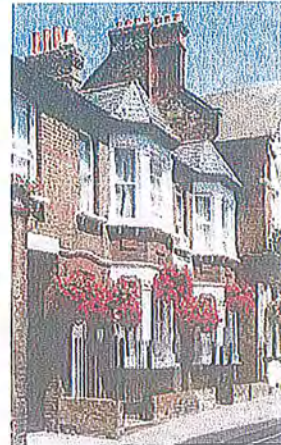
4.4 BUILDING TYPES

The High Density Residential, Live/Work, Very High Density Residential, and High Rise Planning Areas form the Specific Plan's residential neighborhoods. This section establishes specific building type standards for the residential Planning Areas.

The following building types are permitted within the residential Planning Areas:

- Building Type H: High Density Residential
- Building Type L/W: Live/Work Residential
- Building Type VH: Very High Density Residential
- Building Type: HR: High Rise
- Building Type 1TC: Transportation *

The following sections describe the requirements applicable to each building type. Figure 4.2 – Residential Regulating Plan illustrates the conceptual building configuration and type, density, block pattern, and frontage type for the residential Planning Areas.



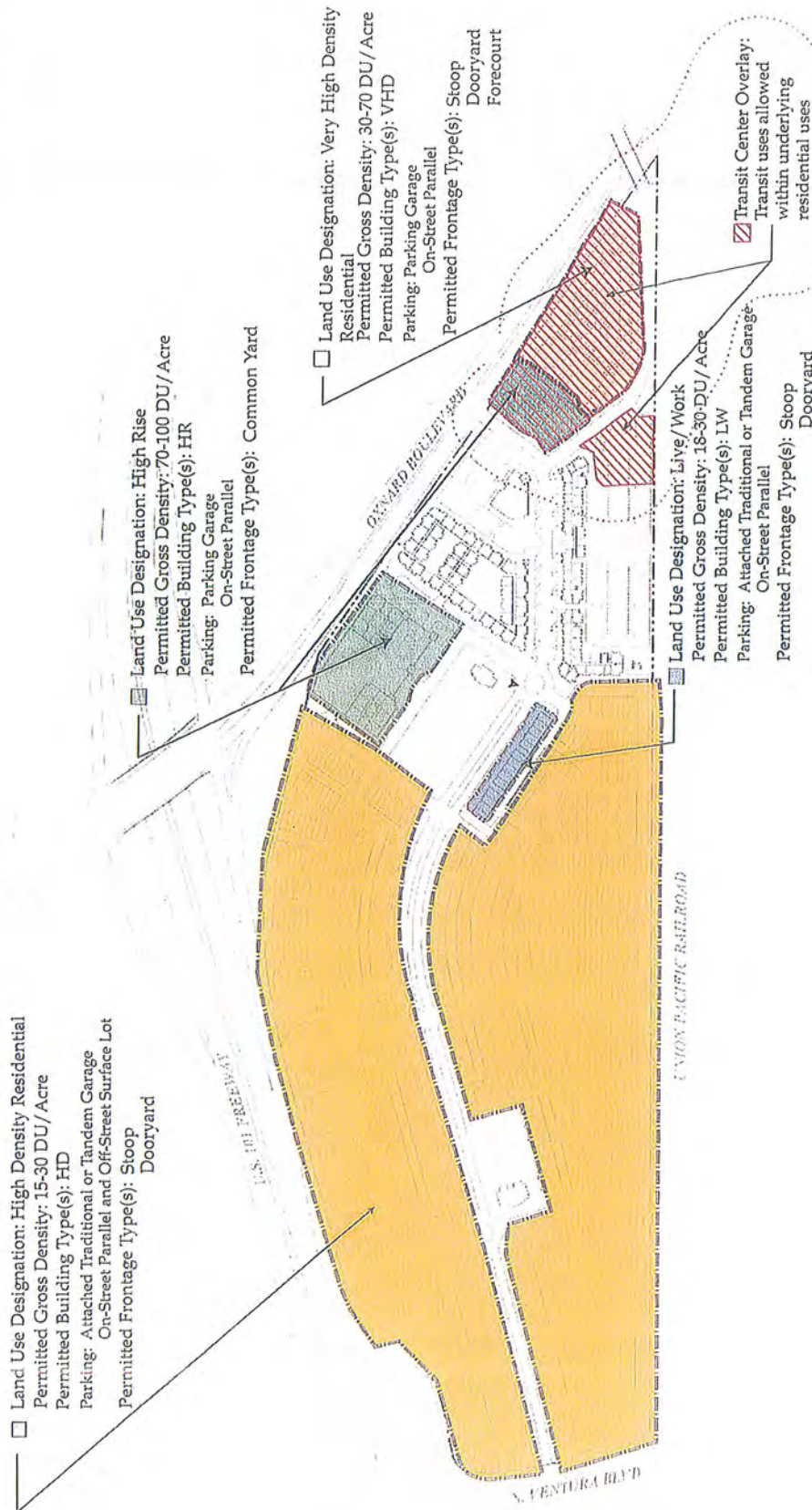
* Building Type 1TC Transportation can only occur within the Transit Center Overlay

The Village Specific Plan • 4-8

CHAPTER 4.0

Residential Development Plan

Figure 4.2



Residential Regulating Plan

Specific Plan Amendment January 2016

The Village Specific Plan o Page 4-22

Boulevard and Ventura Road frontages. These pathways provide a regional connection between Oxnard Boulevard, Ventura Road, and the Santa Clara River.

Class II bicycle lanes are also proposed along the residential section of Main Street, and Class III bicycle lanes are proposed along the commercial section of Main Street and along all Neighborhood Streets.

The off-street and on-street bicycle pathways will interconnect the residential neighborhoods with the mixed use areas. The pathways will also connect to Riverpark, the Esplanade Center, and the City's planned Santa Clara River Trail. Figure 2.5 illustrates the proposed bicycle pathway network.

6.9 PARKING

6.9.1 Objective

Parking regulations and standards within The Village Specific Plan are based primarily upon the following goal:

- Utilize a combination of shared and non-shared parking to provide the requisite number of parking spaces for all uses, while reinforcing the project's mixed-use and pedestrian oriented character.

One of the ways this goal can be accomplished is by minimizing vehicle trips and parking demand by providing a mix of uses within walking distance of each other and within walking distance

of mass transit. A well planned mixed-use community reduces the area required for parking and roadways, which ultimately permits re-investment into the public realm (building architecture, pedestrian landscaping, and recreational facilities), which in turn maintains the village environment.

The overall parking plan is based on five major goals:

1. **Minimizing the Acreage Paved for Parking:** Provide the most efficient use of space for parking and avoid a "sea of parking" by utilizing shared parking principles where appropriate. Conveniently locate on-street, off-street, and structure parking throughout the Specific Plan.
2. **Vehicle Trip Reduction:** Parking space demand can be reduced by substituting vehicle trips with pedestrian trips created by The Village's pedestrian-oriented land use plan (Figure 2.4). To further reduce trips, the Specific Plan promotes the use of alternative forms of transportation through the creation of the Wagon Wheel sub-transportation center. ~~(Planning Area 19).~~ The transportation center is planned to give residents and visitors convenient access to ~~Personal Electric Vehicles (PEVs), Segways, Car Sharing,~~ bicycles, van-pools, express bus service, neighborhood shuttle services, and Metrolink service. Section 6.10 Transportation Demand

Management provides a more complete description of this program.

3. **"Park Once" Strategy:** Parking for the Mixed-Use, High Rise, TC Overlay and Very High Density Planning Areas (Planning Areas 16-21) will be part of a "Park Once" shared parking district. This strategy allows a visitor to park, visit a shop, office, and/or residence without having to move their car. This strategy reduces the total number of parking spaces needed, and eliminates un-necessary auto trips. Convenient parking locations combined with strong pedestrian orientation and a mix of uses makes this strategy a viable part of The Village Specific Plan.

4. **Shared Parking District - Planning Areas 16-21:** Figure 6.4 identifies the location of the shared parking district. Within the designated shared parking areas, residents, visitors, shoppers, business owners, and their employees are permitted to share on and off-street surface parking, and structure parking during off-peak periods.

For example, during the evening, parking spaces typically dedicated for retail uses are largely empty and thus can be "shared" or filled with residents who are parked overnight. Conversely, residential spaces are largely empty during daytime peak retail periods and so can be shared or filled with shoppers who are parked temporarily. Parking within the

Shared Parking District will be managed as part of a Transportation Management Association. A managed supply of parking will result in a reduction in the number of built parking spaces, thus freeing up additional area for landscaping, while still maintaining the ability to find parking at all times. It is important to note that the shared parking concept is based upon reasonable parking ratios for the commercial retail uses and the residences. Thus, parking will be available during peak periods for each type of use.

5. **On-Street Parking:** The Village Specific Plan proposes unrestricted on-street parking as a way to meet a portion of the parking demand for residential and commercial uses. On-street parking for residents, visitors and customers, both by calculation and by design, can contribute to pedestrian safety, reduced vehicle speeds, and efficient use of parking supply.

6.9.2 Parking Regulations

The Village Specific Plan includes two types of parking areas, shared and non-shared. Non-shared residential parking spaces are provided within the High Density Residential and Live Work Planning Areas (Planning Areas 1-14). Shared parking is planned for the Mixed Use, High Rise, TC Overlay and Very High Density Planning Areas (Planning Areas 16-21).

The shared parking areas have been established based upon the City of Oxnard Zoning Code requirement that shared parking spaces shall only be located within 500 feet of any use served. Thus, the shared parking areas are all located within 500 feet of the Mixed-Use, High Rise, TC Overlay and the Very High Density Residential Planning Areas. The shared parking spaces are distributed among on-street parallel and angled parking, off-street parking lots, and off-street parking structures. Figure 6.4 specifies the location of all shared and non-shared parking areas within the Specific Plan.

- **Parking Space Size:** The size of all parking spaces will comply with the standards established by the City of Oxnard Municipal Code.
- **Shared Parking Ratios:** Within the shared parking areas, residential parking demand ratios of 1.5 spaces per owner-occupied condominium unit and 1.2 spaces per unit for rental apartments were recommended by Nelson-Nygaard, as part of the Specific Plan's preliminary Shared Parking Study. A commercial parking demand ratio of 2.5 spaces/1,000 square feet of commercial development was recommended as part of this same study. The ultimate goal of the shared parking approach is to permit flexibility in the municipal parking standards in favor of a system where the private sector develops parking to meet only the needs of development without over-building

parking supply. The preliminary Shared Parking Study prepared by Nelson-Nygaard and Associates concluded that approximately 1,728 parking spaces (including 154 "shared" spaces) will be needed within the Shared Parking District to meet the parking demand for residents, guests, shoppers, business owners, and their employees.

- **Non-Shared Residential Parking Ratios:** Within the High Density Residential and Live/Work Planning Areas (Planning Areas 1-14), an overall parking ratio of 2.75 spaces per residential unit was used to calculate the number of parking spaces required for both residents and guests. These non-shared spaces are provided in a combination of two-car garages for each residential unit plus on-street parallel parking, and off-street parking areas for guest parking. The total number of non-shared spaces available to the High Density Residential Planning Areas will likely exceed the City's standard parking requirements. Nevertheless, this Specific Plan permits the establishment of a residential permit parking program within the High Density Residential Planning Areas, if the City determines that spillover parking is creating parking shortages. Establishment of such a program would be subject to review and approval by the Planning Manager.

6.10 TRANSPORTATION DEMAND MANAGEMENT (TDM)

6.10.1 Introduction

The Village Specific Plan is designed to promote the use of alternative local and regional modes of transportation in-lieu of continuous private automobile use. Regardless of the specific service or mode, increasing the use of alternative forms of transportation is an essential element in meeting local and regional transportation planning objectives (such as improving traffic flow), environmental objectives (such as improving air quality), and social objectives (such as improving quality of life and increasing the affordability of housing).

The goals of the Specific Plan's Transportation Demand Management (TDM) program are to:

- Reduce the number of vehicle trips generated by existing and future uses within northern Oxnard;
- Increase awareness and participation in the TDM program by encouraging existing and future developments to implement some or all of the TDM concepts;
- Increase transit ridership and the use of alternative transportation modes within the City of Oxnard as a whole.

6.10.2 TDM Program Components

The Wagon Wheel Sub-Transportation Center (WWSTC) is envisioned as a place where

one can conveniently access mass transit and alternative modes of transportation in northern Oxnard. Local and regional transportation alternatives will be provided within the WWSTC Center, which is conveniently located in the southeastern portion of the Specific Plan, adjacent to the Union Pacific Railroad/Metrolink Line and along the existing Gold Coast Transit and Vista bus service routes. Although the transit facility or transit "hub" is proposed within The Village Specific Plan, the TDM programs are also planned to serve the surrounding communities and businesses in northern Oxnard, such as Riverpark, Channel Islands Center, Southbank, the El Rio West neighborhoods, as well as the Esplanade Shopping Center, and the Topa Financial Plaza.

The Wagon Wheel Sub-Transportation Center (WWSTC) and the TDM program components are proposed for construction/implementation as part of development Phase III, as outlined in Section 8.5. The Developer will be responsible for implementation of the program prior to issuance of a building permit for the 750th residential unit, or as specified in the Development Agreement and/or Final and Tract Map conditions of approval.

Transit services envisioned within the Wagon Wheel Sub-Transportation Center may include:

- Express morning and afternoon shuttle service to the Oxnard Transportation Center, and Traditional bus service to other local

and regional destinations throughout Ventura County;

- 50 designated Park-n-Ride spaces (expandable if necessary);
- ~~Go-Point™ mobility center, which will provide residents with opportunities to conveniently rent a variety of Personal Electric Vehicles, Segways, and bicycles;~~
- Car Sharing;
- Transit oriented commercial uses such as a small coffee shop and/or newsstand;
- VPSI Van Pool Service to major employment centers such as Santa Barbara, Amgen in Thousand Oaks, and Warner Center; and
- A future Metrolink Stop.

Other components planned as part of the Northern Oxnard TDM Program include:

- **Introductory Transportation Information Packet:** provided to all residents and employees, outlining TDM programs, routes, schedules, carpools/vanpools, shuttle/bus service maps, menu of incentives, etc.

Carpool/Vanpool/Ridematching

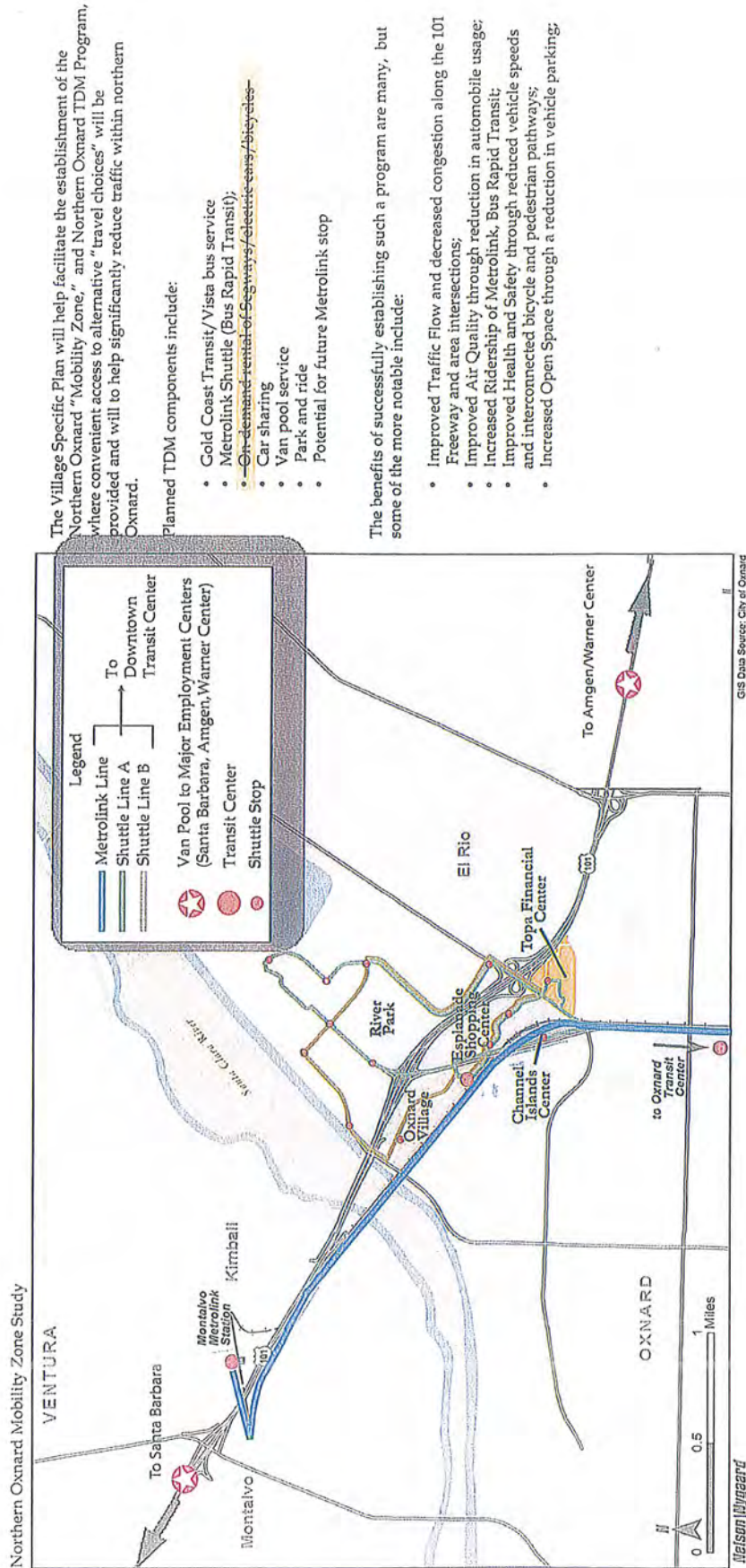
Services: This program would match residents and employees in Northern Oxnard in carpools and vanpools to reduce drive alone trips. A Guaranteed Ride home service would provide reimbursement for

immediate transportation home via taxi or other similar mode to those in an emergency.

- **Subsidized Transit Pass:** Transit passes would be purchased in bulk so that bus and rail passes could be provided for residents and employees within northern Oxnard. These passes typically provide unlimited rides on local or regional transit for low monthly fees.
- **Priced Commercial Street Parking:** Multi-Spaced parking meters are planned along portions of Main Street with rates calibrated to ensure an 85% occupancy rate. This will provide a high level of convenience for parkers, largely eliminates circling for parking, and will help ensure turnover of the most convenient curb-parking spaces and availability for customers.
- **Parking Cash-Out:** Parking cash-out provides an equal transportation subsidy to employees who ride transit, carpool, vanpool, walk, or bicycle to work. Employees can be offered financial incentives such as free transit passes or a cash bonus to carpool, vanpool, bicycle, or walk, thus decreasing the demand for parking and ultimately reducing traffic congestion.

Recent transportation case studies show that a successful TDM program can significantly reduce vehicle traffic. Moreover, the overall pedestrian oriented design aspects of The Village

CHAPTER 6.0
Infrastructure Development Plan
Figure 6.5



Summary of TDM Program Components
The Village Specific Plan • Page 6-24
Specific Plan Amendment January 2016

shall be prime considerations in material selection.

3. The choice of colors and cladding materials shall articulate the building's facades in intervals and provide a desirable scale in relation to the surrounding context.

C. Service Areas

1. Utilities, including utility cabinets, should be incorporated into the building within the property line, not located at corners, and not visible to the passerby.
2. Generators should be incorporated into the parking levels or rooftops of buildings, and should not detract from ground floor space that can be utilized for active uses.
3. Equipment on the tops of buildings should be enclosed and integrated into the building form and should not be visible from street and highway vantage points. Equipment includes mechanical, electrical, communications, emergency, and other related typologies.
4. Trash service areas should be fully enclosed within designated structures. If the structure is on or adjacent to the street, these structures should include enhanced architectural treatments consistent with the style of the buildings. If the trash storage area is located within a parking garage, it shall be fully enclosed. The HOA or responsible

agency shall be responsible for moving the trash bins to and from a street-side location approved by the City of Oxnard on the designated trash pick-up day(s).

D. Private Open Space

1. For the High-Rise Planning Area(s), a minimum of 6000 square feet of recreation space per planning area shall be provided for the residents.

7.2.3.5 Transit Center Design Guidelines * see below

Freestanding Building Type ITC building forms within the Transit Center Overlay Area shall consist of 1 ½ to two-story in height structures and shall be consistent with the existing Wagon Wheel Motel's "Western" architectural theme (See Figures 3-3 and 7.1 for additional design standards and guidelines).

A. Building Orientation

1. Buildings shall be set back a minimum of 5-feet from the property line. The front of the building shall align with the street property line.
2. Buildings and all proposed pedestrian amenities shall be placed as close as possible to the adjacent railroad line to allow future use of the facility as a train/metrolink station.

* If Transit Center Overlay uses are located within PA20 or PA21 residential buildings, the uses should integrate within the design of the residential uses per Chapter 4 requirements.

B. Circulation Hierarchy

1. Direct access to the Transit Center shall be provided from the street.
2. Separate bus ~~and vehicle~~ drop-off/pick-up areas shall be provided along the transit center's street frontage.

C. Site and Building Design

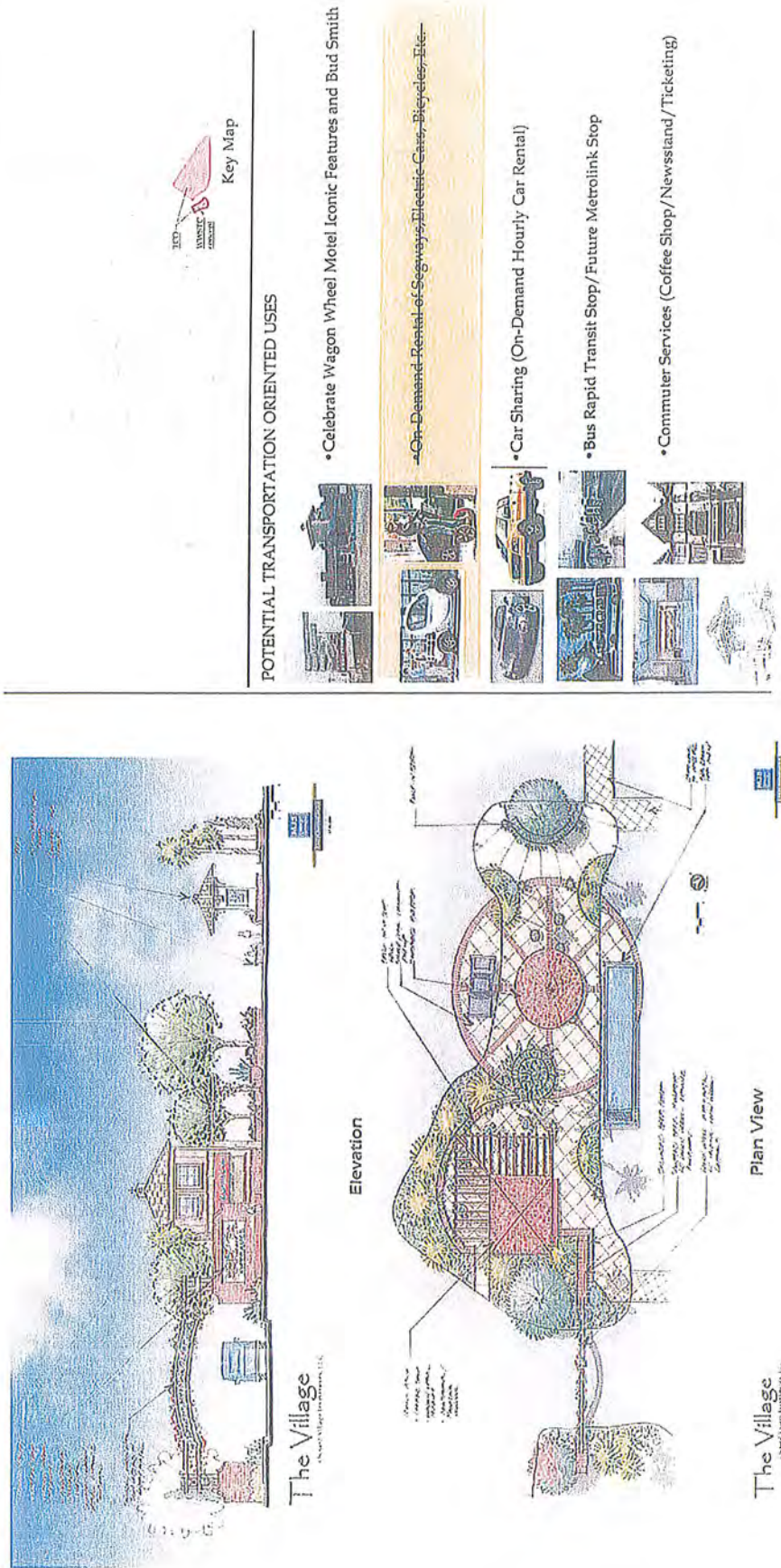
1. Overall building size shall be of a relatively small scale when compared to other buildings proposed as part of The Village Specific Plan
2. Building form shall be rectilinear in appearance and shall utilize simple framing methods.
3. The primary walls shall be expressed as single-plane expanses of wood or wood-like siding. The street-facing façade shall include decorative elements such as window molding, cornices, lighting, and signage.
4. The building design shall incorporate pedestrian friendly amenities such as porches, awnings, recessed entries, and planters along the sidewalks and public gathering areas.
5. Off-street parking shall be provided behind all proposed buildings in either surface parking lots, or parking structures. At least 50

parking spaces shall be designated for users of the transit center.

6. Where feasible, retail space shall be incorporated into the ground floor of the building to provide opportunity for a coffee shop/kiosk, newsstand, or similar uses.
7. Bicycle lockers and/or bicycle racks and bus shelter shall be provided as required by the City of Oxnard.
8. A kiosk or other similar feature shall be provided to display pertinent transit program information.
9. Where feasible, original signage from the Wagon Wheel motel/restaurant shall be incorporated into the building design. Where new signage is proposed, it shall be compatible with western period size, style, and lettering.
10. Roof shapes are to be compatible with the western style and the design of the existing Wagon Wheel Motel. Typically, roof forms are of a shed or single gable type with ridgeline running perpendicular to the street.

D. Building Materials

1. Only building materials that are consistent with the "Western" architectural theme shall be used on the building exterior. Preferred materials include, vertical wood (or woodlike) board and batten,



WWSITC Wagon Wheel Sub-Transportation Center Design Concept

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Specific Plan Amendment January 2016

ATTACHMENT C
Resolution Recommending Approval

RESOLUTION NO. 2016-__

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF OXNARD RECOMMENDING THAT CITY COUNCIL ADOPT AN ORDINANCE APPROVING PLANNING AND ZONING PERMIT NO. 15-630-02 (SPECIFIC PLAN AMENDMENT NO. 1 TO THE VILLAGE SPECIFIC PLAN) TO AMEND THE VILLAGE SPECIFIC PLAN BY ADDING A TRANSIT CENTER OVERLAY ZONE TO PLANNING AREAS 19, 20, AND 21, REVISION TO THE UNDERLYING LAND USE FOR PA 19, AND MODIFICATION OF EXISTING TRANSIT CENTER DESIGN STANDARDS AND ALLOWABLE USES WITHIN THE PROJECT AREA OF THE VILLAGE SPECIFIC PLAN LOCATED NEAR THE NORTHWESTERN EDGE OF THE CITY OF OXNARD, AND BOUNDED BY HIGHWAY 101 TO THE NORTH, OXNARD BOULEVARD TO THE EAST, THE UNION PACIFIC RAILROAD AND EL RIO DRAIN TO THE SOUTH, AND NORTH VENTURA ROAD TO THE WEST (APN'S 139-0-022-015; 139-0-022-030; 139-0-022-040; 139-0-022-060; 139-0-022-140; 139-0-022-165; 139-0-022-175; 139-0-022-185; 139-0-022-190; 139-0-022-200; 139-0-022-215; 139-0-022-225; 139-0-022-235; 139-0-022-245; 139-0-022-255; 139-0-022-265; 139-0-022-275; 139-0-170-015; 139-0-170-025; 139-0-170-030; 139-0-170-045; 139-0-170-055; 139-0-170-095; 139-0-161-025; 139-0-161-035; 139-0-162-040; 139-0-162-075; 139-0-162-085; 139-0-150-110; AND 139-0-150-135). FILED BY TONY TALAMANTE, OXNARD CRFL PARTNERS, LLC, 64 MAXWELL, IRVINE, CALIFORNIA, 92618.

WHEREAS, the Planning Commission of the City of Oxnard has considered the proposed map and text amendment to Sections 2.2.1, 2.2.2, 2.3.1, 2.5.3, 3.1.1, 3.1.3, 3.2.1, 3.2.2, 3.3, 3.4, 3.4.3, 3.5, 4.2.3, 4.2.5, 4.3.2, 6.9.1, 6.9.2, 6.10.2, and 7.2.3.5; Tables 2.2, 2.3 and 2.4; and Figures 2.1, 2.5, 2.6, 3.3, 3.5, 4.2, 6.5, and 7.1 of the Village Specific Plan to create a Transit Center Overlay (TCO) Zone over Planning Areas (PA) 19, 20, & 21 within The Village Specific Plan Land Use Plan which will allow transit-oriented uses in PA's 19, 20, & 21, revision to the underlying land use for PA 19 from Transit Center to Mixed Use; and modification of existing transit center design standards and allowable uses within the project area (herein referred to as the "Project area"); and

WHEREAS, in September 2008 the City Council certified Final Environmental Impact Report (FEIR) No. 06-03 (State Clearinghouse No. 2006101099) for development of the 62-acre Village Specific Plan; and

WHEREAS, in July 2015 the City Council certified Supplemental Environmental Impact Report (SEIR) No. 14-01 for the Tentative Subdivision Map for Tract No. 5745 of the Village Specific Plan, to address changes in environmental conditions which were not known and could not have been known at the time the City certified FEIR No. 06-03; and

WHEREAS, the Planning Division has determined that the proposed Specific Plan Amendment is consistent with the FEIR No. 06-03 and SEIR No. 14-01 for the Village Specific Plan and is exempt from environmental review in accordance with CEQA Section 15162 CEQA because no substantial changes are proposed which will require major revisions of the

previous EIR due to involvement of new significant environmental effects or substantial increase in the severity of previously identified significant effect; and

WHEREAS, the Planning Commission finds, after due study, deliberation and public hearing that the following circumstances exist:

1. As outlined in Section 6b of the Planning Commission Staff report, the proposed Specific Plan Text and Map Amendment is in conformance with the 2030 General Plan and other adopted policies of the City of Oxnard;
2. As outlined in Section 6c of the Planning Commission Staff report, the proposed Specific Plan Text and Map Amendment is a logical refinement and internally consistent with the adopted Village Specific Plan; and
3. As outlined in Section 6d of the Planning Commission staff report, the proposed Specific Plan Text and Map Amendments support transit circulation, a robust transit center, and clustering of transit support parking spaces in one area. Section 6.10.2 of the Specific Plan is further revised to state (underline language new):
 - 50 designated ~~Park-n-Ride~~ transit parking spaces (expandable if necessary); or a substantial number of transit parking spaces in one location approved by the Development Services Director, with consensus from Ventura County Transportation Commission and Gold Coast Transit.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission, of the City of Oxnard recommends that the City Council adopt an ordinance approving Planning and Zoning Permit No. 15-630-02 (Specific Plan Amendment No. 1 to Village Specific Plan) to amend Sections 2.2.1, 2.2.2, 2.3.1, 2.5.3, 3.1.1, 3.1.3, 3.2.1, 3.2.2, 3.3, 3.4, 3.4.3, 3.5, 4.2.3, 4.2.5, 4.3.2, 6.9.1, 6.9.2, 6.10.2, and 7.2.3.5; Tables 2.2, 2.3 and 2.4; and Figures 2.1, 2.5, 2.6, 3.3, 3.5, 4.2, 6.5, and 7.1 of the Village Specific Plan Land Use plan which will allow transit-oriented uses in PA's 19, 20, & 21; revision to the underlying land use for PA 19 from Transit Center to Mixed Use; and modification of existing transit center design standards and allowable uses within the Project area, subject to mitigations listed in FEIR No. 06-03 and SEIR No. 14-01 for the Village Specific Plan (all amendments as identified within Attachment A).

PASSED and ADOPTED by the Planning Commission of the City of Oxnard on this 21st day of
January 2016 by the following vote:

AYES: Commissioners:

NOES: Commissioners:

ABSENT: Commissioners:

Deirdre Frank, Chair

ATTEST: _____
Ashley Golden, Secretary

RESOLUTION NO. 2016-01

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF OXNARD RECOMMENDING THAT CITY COUNCIL ADOPT AN ORDINANCE APPROVING PLANNING AND ZONING PERMIT NO. 15-630-02 (SPECIFIC PLAN AMENDMENT NO. 1 TO THE VILLAGE SPECIFIC PLAN) TO AMEND THE VILLAGE SPECIFIC PLAN BY ADDING A TRANSIT CENTER OVERLAY ZONE TO PLANNING AREAS 19, 20, AND 21, REVISION TO THE UNDERLYING LAND USE FOR PA 19, AND MODIFICATION OF EXISTING TRANSIT CENTER DESIGN STANDARDS AND ALLOWABLE USES WITHIN THE PROJECT AREA OF THE VILLAGE SPECIFIC PLAN LOCATED NEAR THE NORTHWESTERN EDGE OF THE CITY OF OXNARD, AND BOUNDED BY HIGHWAY 101 TO THE NORTH, OXNARD BOULEVARD TO THE EAST, THE UNION PACIFIC RAILROAD AND EL RIO DRAIN TO THE SOUTH, AND NORTH VENTURA ROAD TO THE WEST (APN'S 139-0-022-015; 139-0-022-030; 139-0-022-040; 139-0-022-060; 139-0-022-140; 139-0-022-165; 139-0-022-175; 139-0-022-185; 139-0-022-190; 139-0-022-200; 139-0-022-215; 139-0-022-225; 139-0-022-235; 139-0-022-245; 139-0-022-255; 139-0-022-265; 139-0-022-275; 139-0-170-015; 139-0-170-025; 139-0-170-030; 139-0-170-045; 139-0-170-055; 139-0-170-095; 139-0-161-025; 139-0-161-035; 139-0-162-040; 139-0-162-0751; 139-0-162-085; 139-0-150-110; AND 139-0-150-135). FILED BY TONY TALAMANTE, OXNARD CRFL PARTNERS, LLC, 64 MAXWELL, IRVINE, CALIFORNIA, 92618.

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WHEREAS, the Planning Division has determined that the proposed Specific Plan Amendment is consistent with the FEIR No. 06-03 and SEIR No. 14-01 for the Village Specific Plan and is exempt from environmental review in accordance with CEQA Section 15162 CEQA because no substantial changes are proposed which will require major revisions of the

previous EIR due to involvement of new significant environmental effects or substantial increase in the severity of previously identified significant effect; and

WHEREAS, the Planning Commission finds, after due study, deliberation and public hearing that the following circumstances exist:

1. As outlined in Section 6b of the Planning Commission Staff report, the proposed Specific Plan Text and Map Amendment is in conformance with the 2030 General Plan and other adopted policies of the City of Oxnard;
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PASSED and ADOPTED by the Planning Commission of the City of Oxnard on this 21st day of January 2016 by the following vote:

AYES: Frank, Okada, Nash, Mullin, Dozier, Stewart

NOES: None

ABSENT: Huber

Vincent Stewart, Vice Chair

ATTEST: _____
Ashley Golden, Secretary

ATTACHMENT A

SPECIFIC PLAN AMENDMENT PAGES
(See Attachment B of Planning Commission staff report)



**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Report

AGENDA ITEM NO.: L-2

DATE: March 1, 2016

TO: City Council

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

FROM: Maria A. Hurtado, Assistant City Manager

Handwritten signatures of Maria A. Hurtado and Greg Nyhoff.

SUBJECT: Review of City Council Policy Regarding Placement of Items on Future City Council Agendas

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

RECOMMENDATION

That City Council consider and provide direction to the City Manager regarding the proposed policy regarding placement of items on future City Council agendas.

DISCUSSION

As part of the City Council Procedures Committee's proposed Procedures Manual, the Procedures Committee suggested modifications to the current policy regarding placing items on future City Council agendas.

Staff has researched policies used in other cities, and has recommended making modifications to the current policy. These modifications formalize the process for requesting an item to be placed on a future agenda. A draft version of the proposed policy is attached. The proposal is for a more thorough two-step policy that enables any Council Member to place a matter in front of the City Council, and then enables the entire City Council to determine whether staff time should be spent on the issue.

Staff has also recommended the attached template staff report format to be used to add items to future Council agendas. The staff report notes the date of the City Council meeting where the issue was originally brought before City Council, and provides the entire City Council an opportunity to discuss whether staff time and City resources should be devoted to the issue. This staff report template ensures that the two-step process is followed, while allowing for discussion and placement of future City Council items.

FINANCIAL IMPACT

There is no fiscal impact with the consideration of this item.

ATTACHMENTS

Attachment 1: Recommended Changes to Policy Regarding Inclusion of Item on Future Agenda

Attachment 2: Sample Staff Report Template for Consideration of an Item for Council Discussion

Recommended Changes to Policy Regarding Inclusion of Item on Future Agenda.

The intent of this policy is to provide an orderly means through which an individual Council Member can raise an issue for discussion and possible City Council direction or action. The policy described below is a two-step process. The first step is to enable any Council Member to place a matter in front of the City Council. The second step is to enable the City Council to determine whether staff time should be spent on the issue.

Part 1: Council Members wishing to have a matter discussed by the City Council may do so by one of two means:

1. During a Council meeting, under "Council Items," any Council Member may request that a matter be placed on a future agenda for discussion.
2. In advance of a Council meeting, any Councilmember may contact the City Manager or his/her designee, via telephone, email, or in person and convey the desired title of the agenda item. The desired title must be conveyed before 12:00 p.m. on the Wednesday prior to the Council meeting date. This will give the City Clerk's Office time on the following Thursday to finalize the agenda and post it within the required timeframe. Requests received after this deadline shall be placed on the agenda for the following regularly-scheduled meeting. The item will then be added under the "Council Items" section of the agenda in the order it was received for discussion only, at a future City Council meeting.

Staff will not spend time preparing any reports or analyses on the requested item. The only staff assistance provided at this initial stage would be to help the Council Member frame the issue, if needed, so that the Council and public clearly understand the request.

Part 2: Consideration of the Council Member's Request: The attached staff report is a sample template when Council considers whether or not to spend additional staff resources on agendaizing an item for future Council discussion (*Attachment 1: Sample Staff Report regarding Consideration of an Item for Discussion on a Future City Council Agenda*). When the item is called at the Council meeting, the Council Member who made the request will describe the item. The Council discussion will be limited to determining whether staff time and City resources should be spent researching the particular agenda item and whether to direct staff to conduct further analysis on the item. Council will not take action on the item itself.

Concurrence that staff time and City resources will be devoted to the item does not signify approval of the item. It only indicates that the Council wishes to have it studied further. Additionally, the Council may, at any time, decide to drop the matter, even after the matter has been analyzed by staff.

Upon the concurrence of a majority of the Council that the item should be researched and agendaized, the City Manager will determine when to place the item on a future agenda based on time necessary to complete the research and staff workload considerations and the effect on City Council established priorities.

ATTACHMENT 1
PAGE 1 OF 1



**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Report

AGENDA ITEM NO.: _____

DATE: March 1, 2016

TO: City Council

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

FROM: Maria A. Hurtado, Assistant City Manager

SUBJECT: [INSERT TOPIC REQUESTED BY COUNCIL MEMBER]

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

RECOMMENDATION

That City Council discuss and determine whether an item related to [INSERT TOPIC REQUESTED BY COUNCIL MEMBER] should be placed on a future City Council agenda for Council discussion.

DISCUSSION

At the City Council meeting held on [INSERT DATE COUNCIL MEMBER REQUESTED ITEM BE ADDED TO A FUTURE AGENDA], Council member [INSERT COUNCIL MEMBER'S NAME] requested that City Council consider placing an item on a future Council agenda to discuss [INSERT TOPIC REQUESTED BY COUNCIL MEMBER]

The purpose of this agenda item is to provide Council an opportunity to discuss whether staff time and City resources should be devoted to researching and writing a staff report to be placed on a future agenda for Council's discussion related to [INSERT TOPIC REQUESTED BY COUNCIL MEMBER]. If Council chooses to agendize this item, it will be placed on the [INSERT COUNCIL MEETING DATE], unless other priorities arise, in which case Council will be notified of the rescheduled date via an informational memo.

FINANCIAL IMPACT

The fiscal impact of placing this item on a future agenda includes [INSERT ESTIMATED STAFF RESOURCES OR OTHER RELATED COSTS ASSOCIATED WITH THIS AGENDA]

ATTACHMENTS

ATTACHMENT 2
PAGE 1 OF 1



**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Report

AGENDA ITEM NO.: L-3

DATE: March 1, 2016

TO: City Council

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

A handwritten signature in blue ink, appearing to read "Greg Nyhoff", with a long horizontal flourish extending to the right.

FROM: Maria Hurtado, Assistant City Manager
Office of the City Manager

SUBJECT: Review of the City's Financial Management Policies

CONTACT: Maria Hurtado
Maria.hurtado@oxnard.org, 385-7430

RECOMMENDATION

That City Council receive and file the attached update on the City's Financial Management Policies and accept the Fiscal Policy Taskforce's recommendation to suspend the policy related to the adoption of a two-year budget

OVERVIEW

One of the 128 recommendations in the Organizational assessments recommends a review of the City's Financial Management policies (FMP's). The purpose of this staff report is to review the City's FMP's adopted by the City Council, identify whether the City is currently in compliance with specific policies, and identifies next steps to become compliant with policies where there is non-compliance. In one case staff recommends a suspension of one City policy until the City's finances stabilize as memorialized by the multi-year financial forecast.

The FMP's are important City Council policy directives to staff. These FMP's essentially provide staff direction on how the Council wishes to manage and be accountable for the use of financial resources. The organizational assessment identified that while the FMP's were relatively comprehensive, staff was neither complying with every policy nor informing Council about non-compliance. The Organizational Assessment recommends that staff either affirm that the FMP's are being followed or provide plans to address them. The goal of this report is to respond to this recommendation.

Staff has reviewed the FMP's and has included a comment column where we attempt to summarize the relative compliance with each policy along with a color coded column, (delineated by green, yellow, or red) as an easy visual marker to depict the status of each. When applicable, we then summarize next steps to compliance along with estimated timelines.

Below are key points included in Attachment 1, including proposed additions to the FMP's.

DISCUSSION

This review describes the current situation in the City and refers to future actions to improve compliance with the City Council's policies and to improve the policies themselves, given the great understanding provided by this policy review related to the City's past practices. These FMP's are one of the most important City Council directives in that these FMP's outline spending priorities; how the annual budget should be developed and changed during the year, when necessary; how the City will fund the budget; how much risk the City is willing to assume through the setting aside of reserves; how the City should manage the public infrastructure and assets; setting parameters on debt; and the level of accountability expected around the use of public funds. Most important among those will be the fiscal health and sustainability elements of the City's implementation of Priority Based Budgeting (PBB). The foundation for a successful PBB effort is a hard look at the City's financial reality and development of a plan to improve and sustain financial health and to assure dependable delivery of high priority, high quality services. Compliance with existing policies and expansion of the City Council's financial policies will be a key element in setting the foundation for the future.

On February 10, 2016, the Fiscal Policy Task Force (FPTF) Committee reviewed the City's Financial Management Policies and accepted staff's recommendation to suspend the policy related to adopting a two-year budget until the City's financial situation stabilizes. The Committee directed staff to bring this recommendation forward for Council's consideration.

Budget Guidelines: The one policy that we suggest be suspended (highlighted in red) until the City's finances stabilize is the directive of a two-year budget. Given the multi-year forecast suggests that we have more work ahead of us in order to balance future budgets and possibly increase our fund balances in line with the FMP goals, we recommend an annual budget for now. Once our finances appear stabilized as informed with an updated multi-year financial forecast, we can revisit the adoption of a two-year budget. You will also note our commitment to PBB and meeting the spirit and intent of FMP 1.4 where the budget should include and discuss policy options around service levels. We have also commissioned and will maintain a multi-year financial forecast to provide context for the budget, something that would have ameliorated the difficult financial situation that we found ourselves in for the FY 15-16 budget.

Capital Planning and Project Priorities: As you know, we did not propose a new Capital Improvement Plan (CIP) and budget along with the FY 15-16 operating budget submittal. This is primarily due to the need to retool the entire capital planning and budget process to be more in line with the capital related policies outlined in the FMP's. You will also note the enhanced emphasis on master plans for certain infrastructure categories which is critical to protecting assets and the delivery of services. You will also note our recommendation to add to the FMP's that master plans should be developed for City facilities and parks as well.

User Fees and Rates: This FMP category is mainly about apportioning and recovering costs of certain services that provide a private benefit. As a general rule, taxes pay for services that are available to everyone on an equal basis such as public safety services. Fees and charges are typically apportioned based on a proportional individual benefit (or cost to provide that service) such as utility charges or recreation classes. The City can make a policy choice to subsidize some of these services with taxes if they see some other general benefits to the community. However, to even have this conversation, the City must calculate the true costs of these services. The FMP's call for this to be done annually and the City's tracking of all (indirect and direct) costs for these services are outdated and the uniform schedule of recommended fees and charges have not been updated for years. We have contracted with a firm to bring our practices up to date and staff will be trained to update this on an annual basis.

Fund Balance and Reserve Policies: These two policies cover similar topics in that many people use "reserves" and "fund balance" interchangeably in that they reflect a conscious setting aside of funds to provide a cushion for unexpected or cyclical events that are hard to quantify e.g. recession or drought or for expected events that are also difficult to quantify e.g. lawsuits, workers compensation claims, etc. We are recommending an addition to the Fund Balance policy that will require cash and/or fund balances (estimated beginning and ending) to be accounted for in the budget document. Without disclosure of estimated cash / fund balances, deficit spending can be easily masked. You will also note that we are not meeting the fund balance targets for the general fund. We also need to thoroughly evaluate our risk management funds (workers compensation and liability) vis-à-vis this FMP to ensure we are not inappropriately exposing the general fund to risk. The City's reserve policies will be discussed in the presentation to City Council.

The following reserve policies in utilities were brought before City Council on January 19, 2016:

1. **Utility Best Practices.** Utility operations will adhere to published industry best practices, as they may be adjusted from time to time. The primary goal of the best practices policy is to ensure that the physical and financial integrity and stability of each utility is maintained consistently with industry best practices so that City residents and businesses receive reliable, safe, stable and cost effective utility services. Staffing levels, maintenance, and CIP funding will be adequate to provide reliability and risk within industry best practices.

2. **Revenue Enhancement.** Each utility will maximize its use of grants, optimize the use of low interest loans, and leverage partnerships with other public and private agencies to reduce utility enterprise costs and impacts to customer rates.
3. **Debt Coverage Ratio.** Each utility enterprise will strive to maintain a minimum debt coverage ratio of 1.25 or such other applicable ratio as may be imposed or established from time to time, to optimize bonding capacity and interest rates. To the extent achieving this debt coverage policy requires extraordinary utility rate increases, the City will use its best efforts to meet this policy objective over time while also mitigating the consequences of extraordinary rate increases on utility customers.
4. **Debt Term.** Each utility shall strive to limit its use of debt funding for large value CIP's such that the term of any debt shall be limited to no longer than 75% of the anticipated useful life of the CIP facilities being funded.
5. **Reserves.** Each utility enterprise fund shall strive to establish and maintain total on-hand cash reserves of at least 90 days of operations and maintenance expenditures, one year of the depreciation value of capital assets, and 180 days of debt service obligation.
6. **Use of Debt Financing.** Each utility enterprise fund shall also strive to establish and maintain on-hand cash reserves sufficient to cash fund CIP's consistent with the following principles: a) 100% cash funding of assets with useful life less than 15 years, and b) 50% cash funding of CIP's that include assets with useful life over 15 years. Consistent with this policy on debt financing, the blend of cash and debt funding of each significant CIP will be determined on a case by case basis, given the then existing enterprise fund financial conditions.

Methods for Issuing Debt: This section speaks to certain bond rating objectives of AA for all debt. You will note that our general fund Issuer Credit Rating is A+ with a negative credit watch. The water bonds are now A+ with a negative credit watch, wastewater has recently been confirmed by Standard & Poor's with a BBB rating, and solidwaste has recently been confirmed by Standard & Poor's with a A-rating. These are all below the Council FMP goal. It is important to note that ratings below the AA add substantial interest costs (\$\$ millions) to new debt issues contingent on the size of the issuance and the relative deviation from the AA standard. Staff is currently discussing with Council the potential of going to the credit markets for the Water, Wastewater and Solid Waste funds and concurrently evaluating fee increases to fund that debt. How the fee (increase) issue directly impacts the bond ratings (and substantial interest cost swings) and this policy was discussed during the Council meeting on January 19th. Also, by June 30, 2016, the City will be issuing RFP's for Financial Advisors (currently First Southwest) and Bond Counsel. These are two key consulting positions for the issuance of debt, ongoing debt administration and advisory roll in ratings review of the City and its utilities.

Asset Management: This proposed new section adds a new category of expensive assets that need to be planned for and replaced in a timely basis given they directly impact the delivery of cost effective services. Up to now, the City has not adequately inventoried and set aside funds to timely replace fleet and information technology assets.

Lastly, any additional recommendations regarding policies that are non-compliance will be brought before the Council for discussion and direction during the FY 16/17 budget process.

FINANCIAL IMPACT

Any current year financial impacts associated with new FMP compliance activities are already budgeted or will be taken separately to Council for review as a separate action item along with associated costs. Any future year costs will be included as part of future budget submittals.

ATTACHMENTS:

Attachment 1: Status review of the City's Financial Management Policies

ATTACHMENT 1: STATUS REVIEW OF CITY'S FINANCIAL MANAGEMENT POLICIES

This review of the City's Financial Management Policies includes a status column that delineates whether there is compliance with each policy.

Green  : **Current Compliance:** City practices are fully in compliance with the stated policy.

Yellow  : **Current Non-Compliance:** City practices are not fully in compliance with the policy but the estimated date to achieve compliance is delineated in "Next Steps to Compliance".

Red  : **Current Non-Compliance and Cannot Comply:** City practices are not currently complying with the Policy and staff recommends suspending attempts to pursue compliance at this time. This may necessitate a change in the policy in the future.

Policy #	Policies	Implementation Steps	Comments	Status	Next Steps to Compliance
1	Budget Guidelines	Budget Policies			
		1) The City Council will approve a multi-year revenue and expenditure forecast, which will provide parameters for the budget development process.	Accomplished with FY15-16 Budget Forecast		Forecast will be updated annually as a precursor to the budget process.
		2) The budget process will include the development of a balanced two-year budget. The two-year budget will include an approach that City Council approves appropriations for a one-year operating budget and capital improvement plan.	The 2-year budget will be put on hold for the near-term until we get budget solvent.		Until the City's long-term financial status stabilizes, we recommend using a one-year budget cycle.
		3) The budget will be organized in a department/service level format.	Currently the budget is organized at the departmental level but with little service level discussion/information.		The FY 16-17 budget will include discussion of a multi-year plan of service levels, performance and a Priority Based Budgeting process/format
		4) The budget development process will include the identification and evaluation of policy options for service levels. However, the adopted budget will include only those policy options approved by City Council.	The FY 15-16 included some discussion of service levels and options in budget workshops as part of cuts only.		Implementation of Priority Based Budgeting principles will begin in FY the FY 16-17 Budget and service levels and priorities will be the focus of the FY 17-18 budget.

ATTACHMENT 1: STATUS REVIEW OF CITY'S FINANCIAL MANAGEMENT POLICIES

Policy #	Policies	Implementation Steps	Comments	Status	Next Steps to Compliance
2	Appropriation Priorities	1) In evaluating the level of appropriations for department enhancements, or expense reductions, staff will apply the following principles in the priority order given: a. Essential services that provide for the health, safety and welfare of residents. b. Adequate ongoing maintenance of facilities and equipment. c. All other services. 2) When reductions in personnel are necessary to reduce expenditures, to the greatest extent possible this will be accomplished through normal attrition.	Accomplished with FY15-16 Budget Target Savings in delivering a Balanced Budget given the City financial assessments & findings		Note that the implementation of Priority Based Budgeting will require adoption of a more comprehensive priority system. Policies to implement that system will be proposed for adoptions by the City Council as part of that process.
3	Supplemental Services	1) The City Council may budget for certain services that may also be provided by other governmental agencies or the private sector. The provision of these services will be based on a demonstrated community need or benefit over time. When appropriate, these services will be supported in whole or in part by user fees.	The City has not undertaken a review of its service mix to determine if there are alternative service providers. It did make the policy decision to take the solid waste operation in-house, which is entirely supported by fees.		Priority based budgeting will provide a framework for evaluation of services that may be provided by more than one entity.
4	Appropriation Changes	1) Changes to the City Council adopted budget for the fiscal year shall occur as follows: a. By City Council action for all changes that either increase or decrease fund appropriations adopted in the annual budget appropriation resolution. b. By the City Manager for appropriation transfers between departments within a fund. c. By the Department Director for appropriation transfers between programs, as long as funding is available in the department as a whole.	While we are in full Compliance with the policy itself, the IAP policy 1a.7 will be discussed in the Spring of 2016 and we will be recommending changes to it.		The Assessment recommended a review and change in the level of budget control—see IAP 1a.7.

ATTACHMENT 1: STATUS REVIEW OF CITY'S FINANCIAL MANAGEMENT POLICIES

Policy #	Policies	Implementation Steps	Comments	Status	Next Steps to Compliance
Capital Improvement Program Policies					
5	Capital Planning Period	1) Staff will budget all capital improvements in accordance with an adopted Capital Improvement Project (CIP) Plan.	Resource constraints prevented inclusion of capital projects and important capital maintenance and replacement programs in the FY 15-16 Budget.		Reintroduction of the CIP in the FY 16-17 budget will be based on asset master plans and other sources and will carefully distinguish between one-time and ongoing expenditures.
		2) The City's long-range capital planning period will be a minimum of five years, or longer where appropriate.	The City's CIP has historically been 5 years however as discussed elsewhere in this template, the City has completed Master Plans in selected areas that have a much longer planning horizon		
		3) The Five-Year Capital Improvement Project Plan will be reviewed and approved by City Council every other year or as needed based on economic and funding outlooks. City Council will approve appropriations annually. Appropriation changes will be in accordance with Section I.D.	The current CIP was last updated in FY 13-14. Given the evolving City financial position for FY 15-16, we suspended the CIP for one year.		The Five-Year Capital Improvement Project Plan is underway and will be incorporated into the FY16-17 Budget cycle
		4) The CIP Plan will be in conformance with and support the City's major planning documents: the most current General Plan, project specific plans, and City-wide master plans for related infrastructure improvements.	Resource constraints have limited the usefulness of capital planning in recent years, often producing work lists rather than feasible plans.		CIP Plans will be submitted to the Planning Commission to assure compliance with the City's General Plan.
		5) Staff will prepare strategic plans and master plans for major infrastructure and utility improvements with a 10- or 20-year planning horizon when appropriate.	Many of our master plans are outdated and in process of being updated. The Facilities category does not have a master plan. We recommend adding to this policy that master plans should be prepared for City facilities and parks as well.		Utility Master Plans are expected to be completed in FY15-16. Facility master plan will be evaluated and considered in the FY 2016-17 budget.
6	Capital Project Priorities	1) Staff will evaluate and prioritize each proposed capital project against the following criteria: - Linkage with community needs as identified in the City's major planning documents. - Cost/benefit analysis identifying all financial and community impacts of the project. - Identification of available funding resources. - Projects that maintain and preserve existing facilities	These criteria are generally used in the respective master plans associated with capital assets and/or in the CIP process. However, the CIP document can better articulate the application of these criteria in the selection of projects. Staff will propose		The CIP plan for FY 16-17 will use these priorities. A five year plan will be prepared consistent with Priority Based Budgeting principles in subsequent years. With service costing

ATTACHMENT 1: STATUS REVIEW OF CITY'S FINANCIAL MANAGEMENT POLICIES

	○ Projects that replace existing facilities which no longer meet the needs of the community or that can no longer be maintained cost effectively. ○ Projects that provide new and expanded services to the community.	a safety focused priority for Council consideration in the FY 16-17 CIP.		systems in place staff will recommend analysis of maintenance and facility program and operation costs in CIP priorities.
7 Capital Project Management	1) Capital projects will be managed in a phased approach. The project phases will become a framework for appropriate decision points and reporting. The phasing will consist of: - Conceptual/schematic proposal - Preliminary design and cost estimate - Engineering and final design - Bid administration - Acquisition/construction - Project closeout - Each capital improvement project will have a project manager who will prepare the project proposal, ensure that required phases are completed on schedule, authorize payment of expenditures approved as required by the City's Purchasing Manual, ensure that all regulations and laws are observed, periodically report project status, track project expenditures and perform the project closeout according to current procedures.	Defining parameter for proposed Capital Project. Public Works Director and project manager to ensure compliance and criteria are met for each capital project.		

ATTACHMENT 1: STATUS REVIEW OF CITY'S FINANCIAL MANAGEMENT POLICIES

Policy #	Policies	Implementation Steps	Comments	Status	Next Steps to Compliance
8	Maintenance of Revenues	Revenue Policies			
		1) The City Council will attempt to maintain a diversified and stable revenue base to shelter the City from short-term fluctuations in any one revenue source.	City has a diverse revenue portfolio		The City's User Fee project will enhance the diversity in the revenue base. It is due to be completed in spring of 2016
		2) The City Council will promote an increase in the City's revenue base through economic development programs that maintain and enhance a vigorous local economy.	The City Council business attraction and retention plan will implemented which will increase revenues.		City staff will focus on implementation of the Council's business attraction and retention plan.
		3) The City Council will seek to supplement the City's revenue base through the identification of and application for State and federal grant funds, which will support identified needs.	City Staff has continuously sought grant funding whenever possible. However, there is an additional Council policy that requires a cost/benefit evaluation with the grants, which is not being done.		The Assessment IAP recommendation 2.27 is due to be completed in 7/16, which updates the grant policy and reaffirms the need to evaluate all costs associated with accepting grants.
9	User Fees and Rates	1) The City Council will attempt to recover the costs of services providing a private benefit to users through the imposition of user fees and charges.			City has issued RFP to conduct User Fees Study which is underway and expected to be done by late Spring 2016. In addition the City plans to release an RFP to conduct development impact fee and Community Facilities District studies to mitigate the impacts of future development.
		2) The City Council will establish all user fees and charges at a level related to the direct and indirect costs of providing services and the degree of public versus private benefit.	User Fees & Rates have not been updated in a timely basis.		
		3) Staff will recalculate annually the full costs of activities supported by user fees and rates to identify the impact of inflation and other cost increases.			
10	Revenue Collection	4) The City Council will set fees and user rates for each enterprise fund (e.g., water, wastewater, solid waste) at a level that fully supports the total direct and indirect costs of the activity.	The City has had extensive workshops and meetings over the past year addressing the setting of fees and user rates and what is sustainable.		City Council held a public hearing on January 19 to address the adoption of the fees and rates for each utility.
		1) Staff will take all cost effective actions available to collect revenues	The assessment report found no revenue enforcement officer in the Treasurer's Office, no regular bad debt review and write off and a possible bifurcation of collection duties for accounts		The Assessment IAP includes recommendations 1b.13 to review and evaluate all collection efforts; staff will bring back recommended policy changes during the FY 16-

ATTACHMENT 1: STATUS REVIEW OF CITY'S FINANCIAL MANAGEMENT POLICIES

			receivables.		17 budget; will address auditing all account receivables and reporting to Council; and creation of bad debt policy.
		2) Staff will grant use fee waivers and debt forgiveness under the following conditions: a. All requests will be approved or disapproved by the City Council on a case by case basis b. Each request will be considered and City Council action will be by resolution. c. All categorical fee waivers will be subject to a sunset provision as determined by the City Council	Currently, some waivers are approved by staff and Council does not take formal action		We will evaluate how we are doing business and bring back staff recommendations
		3) Staff will not grant development and permit fee waivers			
		1) Staff will assign interest earnings to the appropriate fund based on available cash balances.	Compliance; Interest earnings is allocated on monthly basis.		
11	Interest Earnings	2) Investment policies will be reviewed annually by the Investment Review Committee and the City Council.	Compliance; Report is presented to Council annually.		

ATTACHMENT 1: STATUS REVIEW OF CITY'S FINANCIAL MANAGEMENT POLICIES

Policy #	Policies	Implementation Steps	Comments	Status	Next Steps to Compliance
12	Fund Balance Policy: Establishes the procedures for reporting unrestricted fund balance in the General Fund financial statements. Certain commitments and assignments of fund balance will help ensure that there will be adequate financial resources to protect the City against unforeseen circumstances and events such as revenue shortfalls and unanticipated expenditures. The policy also authorizes and directs the Chief Financial Officer to prepare financial reports, which categorize fund balance in accordance with Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions.	Fund Balance Policy			
		1) There are five separate components of fund balance, each of which identifies the extent to which the City is bound to honor constraints on the specific purposes for which amounts can be spent. Standards for these components are established in the Governmental Accounting Standards Board's Statement 58.	Complete in each audit cycle. However, we recommend an addition to this policy. This policy speaks to accounting for fund balances consistent with generally accepted accounting principles in the Comprehensive Annual Financial Report (CAFR). This policy should also require an accounting of fund balances (both projected beginning and ending) in the budget document. As you may know, this lack of fund balances in the budget was a contributor to the City's financial challenges in developing the FY 15-16 Budget.		Will recommend policy change to City Manager or his/her designee. This will be incorporated in the FY 16-17 budget.
		- o Nonspendable fund balance - o Restricted fund balance - o Committed fund balance - o Assigned fund balance - o Unassigned fund balance			
		2) Nonspendable and Restricted fund balance are not addressed in this policy due to the nature of their restrictions.			
		3) Committed Fund Balance: The City Council, as the City's highest level of decision-making authority, may commit fund balance for specific purposes pursuant to constraints imposed by formal actions taken, such as ordinance or resolution. These committed amounts cannot be used for any other purposes unless the City Council removes or changes the specified use by taking the same type of action it employed to commit those amounts. City Council action to commit fund balance should occur within the fiscal reporting period; however the amount can be determined in the subsequent period.			
4) Assigned Fund Balance: Amounts that are constrained by the City's intent to be used for specific purposes, but are neither restricted nor committed, should be reported as assigned fund balance. This policy hereby designates the authority to assign amounts to be used for specific purposes to the Chief Financial Officer for the purpose of reporting these amounts in the annual financial statements.					
5) Unassigned Fund Balance: These are residual positive net resources of the general fund in excess of what can be properly classified in one of the other four categories.					
Reserve Policies					

ATTACHMENT 1: STATUS REVIEW OF CITY'S FINANCIAL MANAGEMENT POLICIES

13	Reserve Policies	1) Adequate reserves will be maintained for all known liabilities, including payable employee leave balances, workers' compensation, and self-insured retention limits.	Currently being evaluated by staff		An assessment of our reserves will be discussed in the FY 16-17 budget document. It will be updated at each budget cycle. It may take several budget cycles to meet compliance.
		2) The City Council will endeavor to maintain an operating reserve equal to 18 percent of the General Fund operating budget. The operating reserve shall be available to: cover cash flow requirements; meet unanticipated revenue shortfalls;	The FY15-16 projected ending fund balance is at 12%.		Staff will continue to evaluate and pursue opportunities to bring reserve to the 18% goal in future budget cycles.
		3) Take advantage of unexpected opportunities; invest in projects with a rapid payback; ensure against physical or natural disasters; and provide interest earnings.	Staff will continue to evaluate and build emergency reserve in future years. City currently invests available cash in the investment portfolio.		Staff will continue to evaluate and pursue opportunities to incorporate these reserve policy goals in future budget cycles.
		4) The City Council will endeavor to maintain operating reserves in the Water and Wastewater Utility Enterprise Funds equal to 25 percent of the operating budgets, and reserves in the Solid Waste Enterprise Fund equal to 9 percent of the operating budget.	The assessment says, using the 13-14 CAFR that water and wastewater were complying with this but Solid Waste was not		Staff will review the adequacy of reserves during each annual budget process.

ATTACHMENT 1: STATUS REVIEW OF CITY'S FINANCIAL MANAGEMENT POLICIES

Policy #	Policies	Implementation Steps	Comments	Status	Next Steps to Compliance
14	Use of Debt	Debt Policies 1) Any tax and revenue anticipation borrowing will be consistent with State and federal laws and regulations.	In Compliance		
		2) The City Council will review the issuance of long term debt only for: a. Construction and acquisition of land, capital improvements, or equipment when the useful life of the asset is equal to or greater than the term of the debt. b. The creation of contractually required reserves. c. The payment of judicial awards or settlements or the establishment of actuarial reserves to pay such awards.			
		3) Debt financing will not be appropriate for current operating or maintenance expenses or for any recurring purposes.			
15	Conditions of Use	1) The City Council will use long term debt to finance a major equipment acquisition, a capital project, or reserve only if a cost/benefit analysis establishes that the financial and community benefits of the financing exceed the costs.	In Compliance		
		2) Benefits can include, but are not limited to, the following: a. Present value benefit: The current cost plus the financing cost is less than the future cost of the project or acquisition. b. Maintenance value benefit: The financing cost is less than the maintenance cost of deferring the project or acquisition. c. Equity benefit: Financing provides a method of spreading the cost of a project or acquisition back to the users of the project or acquisition over time. d. Community benefit: Debt financing of the project or acquisition enables the City Council to meet an immediate community need.			
		3) Debt financing will be used only when project revenues or other identified revenue sources are sufficient to service the debt.			

ATTACHMENT 1: STATUS REVIEW OF CITY'S FINANCIAL MANAGEMENT POLICIES

	4) The City Council by resolution will periodically establish industry standard bond debt ratios to assess maximum debt carrying capacity and will apply these ratios to each proposed debt. 5) When the City obtains debt financing on behalf of or benefiting a third party (as with assessment districts) such debt will be issued in conformance with existing City Council priorities and policies without contingent liability of the City and with all costs of issuance and administration fully reimbursed by the third party.	In Compliance However, we are recommending and additional policy directive for this category that states: staff will conduct an annual evaluation of our debt load and accrued leave balances as part of the annual budget process as stated in IAP 1b.16		Each adopted budget will ensure we are in compliance with bond covenants.
16 Methods for Issuing Debt	1) Staff will retain the following contract advisors for the issuance of debt: a. Bond Counsel: To be selected by RFP periodically. b. Special Counsel: To be selected by RFP periodically to protect the City's interest in complex negotiations and document review. c. Financial Advisor: To be selected by RFP periodically to assist the City in assessing financing opportunities and options, selection of underwriters, preparation of all required financing documents, and other financial advisory assistance as required. d. Underwriters: To be selected periodically by RFP for negotiated financings. For bond issues that are competitively bid, underwriter will be selected on the basis of lowest true interest cost (TIC). 2) The City Council's preference is to issue fixed rate long term debt with level debt service, but variable rate debt or other debt service structure may be considered if an economic advantage is identified for a particular project.	Items B through D are in compliance; Last RFP for Bond counsel "Item A" is 2010. In compliance		The City will be issuing RFPs for Financial Advisor and Bond Counsel by June 2016.

ATTACHMENT 1: STATUS REVIEW OF CITY'S FINANCIAL MANAGEMENT POLICIES

	3) Bond proceeds will be held by an independent bank acting as trustee or fiscal agent.			
	4) The City Council's bond rating objective for the City for all debt issues is a Standard & Poor's rating of AA. Credit enhancements will be used to achieve higher ratings when there is an economic benefit.	City General Fund is currently A+ with negative watch by S&P as of September 2015. In October 2015 S&P reviewed the Utilities - Water is A+ with a negative outlook; Wastewater is BBB with a stable outlook; Solid Waste is A- with a stable outlook.		The next steps are: Utility funds – Council to adopt rate increase and updated reserve policies. General Fund – continue to monitor the five year forecast and identify opportunities to achieve fiscal sustainability.

ATTACHMENT 1: STATUS REVIEW OF CITY'S FINANCIAL MANAGEMENT POLICIES

Policy #	Policies	Implementation Steps	Comments	Status	Next Steps to Compliance
17	Accounting Standards	Accounting Policies			
		1) The City's accounting systems and procedures will comply with the Generally Accepted Accounting Principles (GAAP) and standards promulgated by the Financial Accounting Standards Board (FASB) and the Governmental Accounting Standards Board (GASB) to the extent necessary to achieve an unmodified audit opinion and adequate internal controls.	The financial and disclosure impact of issues identified in the Assessment are under review at this time and the City will work with the auditors, as well as the internal auditor to assure GAAP compliance; Internal Controls are being reviewed and assessed by the auditors.		In December 2015, Council approved an internal audit program which Staff has issued the RFP for in January 2016. A key part of their scope of services will be to complete an audit of our internal controls. This will be done in the first half of 2016 and continue into 2017.
		2) The City will adopt the Historical Cost method of fixed asset reporting to comply with GASB and the capitalization policy will be \$5,000 or more.	In compliance		
		3) Staff will prepare regular monthly, quarterly, and annual financial reports to present a summary of financial performance and position.	Monthly expenditure reports are currently provided by General Fund, Measure O, and Enterprise Funds.		Staff will begin to prepare regular monthly, quarterly, and annual reports.
		4) Staff will provide full disclosure in the annual financial statements and bond representations.	In compliance		
18	Independent Auditor	5) The City's budgetary system will be integrated and compatible with the accounting system.	In compliance		
		1) The City will retain an independent certified auditing firm to annually conduct an audit of the financial records in accordance with all State and federal requirements.	In compliance - We recommend an addition to item #3. However, in no event should an auditor's engagement extend more than five consecutive years.		
		2) The selection of the City's audit firm will be by an RFP submitted to a limited number of qualified audit firms with recognized credentials in municipal auditing.			
		3) In order to promote continuity in the audit process, the engagement of the audit firm will be for a minimum period of three years. Such three-year engagement may be extended on an annual basis at the option of the City Manager.			

ATTACHMENT 1: STATUS REVIEW OF CITY'S FINANCIAL MANAGEMENT POLICIES

Policy #	Policies	Implementation Steps	Comments	Status	Next Steps to Compliance
Risk Management Policies					
19	City-maintained Risk Management Program for Public Liability, Workers' Compensation, and Loss of Property Exposures	1) The City will maintain a risk management program for public liability, workers' compensation, and loss of property exposures. This program will emphasize avoidance of risk, whenever possible, funding for losses which cannot be avoided, and transfer of risk to third parties whenever appropriate.			
		2) The risk management process will include the systematic and continuous identification of loss perils and exposures, the analysis of these perils and exposures in terms of frequency and severity probabilities, the application of sound risk control procedures and the financing of risk consistent with the City's financial resources.			
		3) If the loss potential in dollars for a particular risk is substantial and cannot be absorbed within the City's annual operating budget, the staff will develop and maintain a program of purchased insurance, funded self-insurance, or debt.			
		4) Staff will endeavor to promptly settle justified claims but will vigorously defend claims which are doubtful, frivolous, or unsupported.			
		5) Staff will maintain separate self-insurance funds to identify and segregate the financial resources necessary to cover insurance premiums and self-insured retentions. a. Revenues into the insurance funds will be generated by charges to operating programs allocated to reflect loss experience. b. Resources will be established at the end of each year to fund liability for open claims, incurred but not reported claims, and a catastrophic loss reserve as periodically recommended by an independent actuarial consultant, or as authorized for GAAP	The worker's compensation fund currently has a negative fund balance due to accrued liabilities. The City does not have enough resources to pay for all accrued liabilities.		City staff will be reviewing the worker's compensation actuarial report and conduct a study to fully fund the worker's compensation fund.

ATTACHMENT 1: STATUS REVIEW OF CITY'S FINANCIAL MANAGEMENT POLICIES

		6) To assist in the overall administration of the risk management program, the City Council will utilize the following consultants: - o Claims adjuster for workers' compensation and public liability/property damage. - o Claims auditor, actuarial consultant, and risk management program auditor. - o Insurance broker of record.			(to verify with Mike)
		New Proposed Policies			
20	Asset Management	1) Staff will maintain a comprehensive inventory of all vehicles and related equipment, monitor their usage and condition and manage a replacement fund to provide for the acquisition, depreciation, and replacement of City vehicles and large equipment. Charges to departments are calculated based on actual operating costs and a replacement charge for vehicles used by each department. Staff will periodically evaluate usage and dispose of assets that are not being utilized. 2) Staff will maintain an Information Technology (IT) master plan that regularly evaluates the condition of its IT infrastructure and its functionality vis-à-vis departmental information needs. The City will maintain a computer replacement fund. This fund will be supported by charges to departments.	The City currently doesn't have a replacement fund for vehicles and related equipment. An information Technology master plan was presented to City Council in December 2015		The Assessment IAP recommendation II.18 calls for a fleet utilization study and eventual replacement fund designation be completed by 12/31/17. Discussion of funding Phase I of the I.T. master plan took place at the January 26, 2016 Council meeting.



**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Report

AGENDA ITEM NO.: L-4

DATE: March 1, 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: J. Tabin Cosio, Director of Human Resources

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

CONTACT: J. Tabin Cosio
Tabin.Cosio@oxnard.org, 385-7947

RECOMMENDATION

That City Council Adopt Two Resolutions:

1. Repealing Resolution No. 14,873 authorizing full-time equivalent positions and setting the authorized full-time equivalent positions; and
2. Repealing Resolution No. 14,874 setting the classification and salary schedule; and approving changes to Section XII of the Personnel Rules and Regulations setting the classification and salary schedule.

BACKGROUND

City Council previously adopted Resolutions No. 14,836 and 14,837 on June 23, 2015 authorizing the number of full-time equivalent positions and setting the classification and salary schedule for the City of Oxnard. Those resolutions were subsequently revised on November 17, 2015 with Resolutions No. 14,873 and 14,874. The two resolutions presented to your Council today for adoption would repeal and supersede all previously adopted resolutions.

At the March 17, 2015 Council meeting, the City Manager presented a report on the organizational assessment completed by Management Partners and Renne Sloan Holtzman Sakai. On July 21, 2015, a three phased implementation action plan was presented to Council to delineate the timing of how the

128 recommendations would be implemented over the course of the next two years. Subsequently, the City Manager convened an interdepartmental team made up of representatives from the City Manager's office, the City Attorney's office, and departments of Human Resources and Finance to prioritize, track and ensure timely implementation of the 128 recommendations. An array of recommendations has come before Council over the course of the last several months. And on January 5, 2016, City Council received an update on the organizational assessment and the implementation of the 128 recommendations. This report addresses recommendations related to the Finance Department's organizational structure and alignment of divisions and programs in order to improve organizational support, efficiencies and management and obtain better span of control of operations.

The mid-year budget update presented to Council on February 9, 2016 outlined the need for increased staffing levels within the Finance Department to help address critical accounting functions that are not being presently performed. The report requested and City Council approved a special budget appropriation to fund the addition of six (6) full-time equivalent (FTEs) positions for the Finance Department.

The City Manager's Office is proposing the following staffing changes:

Job Title	FTE	Salary	Salary Range		Civil	FLSA	Union
		Code	Minimum	Maximum	Service	Exempt	Representation
Accountant II	1	A80	52,604.86	81,607.55	Yes	No	SEIU Local 721
Accounting Technician	1	A45	42,083.60	65,285.38	Yes	No	SEIU Local 721
Assistant Chief Financial Officer	1	M88	99,761.17	163,839.94	No	Yes	At-will/Unrepresented
Financial Analyst I	2	M14	50,832.72	85,554.96	Yes	Yes	OMMA
Maintenance District Administrator	1	M29	60,793.56	101,491.92	Yes	Yes	OMMA
Net Change to FTE Count	6						

Additionally, staff is recommending an increase to the salary range of the Chief Financial Officer (CFO) position from the present \$132,219 - \$181,802 (E-8) to \$144,419 - \$198,576 (E-10). The recommendation to increase the salary range is based on an assessment of the scope of duties and responsibilities to be assigned to the next CFO. As confirmed by the internal auditors, there is a deep and broad array of budgetary and administrative issues facing the Finance Department that will require a seasoned and highly technically proficient CFO. The recruitment for the City's next CFO opened on February 29 and the higher salary range is anticipated to attract a larger pool of highly seasoned finance professionals.

FINANCIAL IMPACT

The FY 2015-16 costs to the General Fund for the addition of the six (6) new positions for the Finance Department is estimated to be \$77,785. Your City Council approved the special budget appropriation for the added cost on February 9, 2016 at the conclusion of the mid-year budget update presentation. Therefore, no additional funds are requested for FY 2015-16. The on-going annual cost of the six (6) positions beyond FY 2015-16 is estimated at \$695,650 and will be cost allocated across various funds during the budget development process for FY 2016-17 and subsequent years.

ATTACHMENTS

- #1 – Resolution Authorizing Full-Time Equivalent Positions for FY 2015-16
- #2 – Resolution Approving Changes to Section XII of the Personnel Rules and Regulations -
(Classification and Salary Schedule for FY 2015-16)
- #3 – Confidential Management Salary Schedule
- #4 – OMMA Salary Schedule
- #5 – Top Management Salary Schedule

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD REPEALING
RESOLUTION NO. 14,873 AND AUTHORIZING FULL-TIME EQUIVALENT POSITIONS IN
ACCORDANCE WITH THE OPERATING BUDGET FOR THE 2015-2016 FISCAL YEAR**

WHEREAS, the City Manager has submitted for the consideration of the City Council of the City of Oxnard a new list of authorized full time positions in the City service; and

WHEREAS, the current list of authorized full time positions was previously adopted via Resolution No. 14,873; and

WHEREAS, the City Council has reviewed the new list of authorized full time positions in the City service and finds it desirable and in the interest of maintaining an efficient municipal organization.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OXNARD RESOLVES that Resolution No. 14,873 and any amendments thereto shall be repealed and that the authorized full time positions as set forth in Exhibit A attached hereto shall be the authorized full time positions effective March 01, 2016.

PASSED AND ADOPTED this 1st day of March, 2016, by the following vote:

AYES:

NOES:

ABSENT:

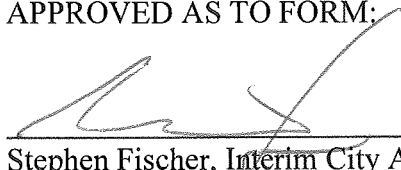
ABSTAIN:

Tim Flynn, Mayor

ATTEST:

Daniel Martinez, City Clerk

APPROVED AS TO FORM:



Stephen Fischer, Interim City Attorney

EXHIBIT A

EXHIBIT A TO A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD AUTHORIZING FULL-TIME EQUIVALENT POSITIONS IN THE CITY SERVICE EFFECTIVE MARCH 01, 2016 IN ACCORDANCE WITH THE OPERATING BUDGET FOR THE 2015-2016 FISCAL YEAR

CATEGORY, GROUP, PROGRAM CLASSIFICATION TITLE	HOME PROGRAM FULL-TIME EQUIVALENT POSITIONS
CARNEGIE	
Carnegie Art Museum	
Administrative Secretary I/II	1
Cultural Arts Supervisor	1
Event Attendant III	1.50
	Carnegie Art Museum Total 3.50
CITY ATTORNEY	
City Attorney	
Administrative Legal Assistant (C)	1
Administrative Legal Secretary III (C)	1
Assistant City Attorney	3
City Attorney	1
Deputy City Attorney I/II	1
Law Office Manager	1
	Total 8
Collection Services	
Paralegal (C)	1
	Total 1
	City Attorney Total 9
CITY CLERK	
City Clerk	
Administrative Assistant	1
City Clerk	1
Office Assistant I/II	1
	City Clerk Total 3
CITY COUNCIL	
City Council	
City Councilmember	4
Executive Assistant I/II	.30
Mayor	1
	City Council Total 5.30
CITY MANAGER	
City Manager	
Administrative Assistant (C)	2
Assistant City Manager	1.60
City Manager	1
Deputy City Manager	1.35
Executive Assistant I/II	.70
	Total 6.65
Public Information	
Outreach/Education Specialist	2
Public Relations & Community Affairs Manager	1
	Total 3
Community Relations/Community Access TV	
Administrative Secretary I/II	1
Community Outreach & Production Specialist	1

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	Total	2
Neighborhood Services		
Administrative Secretary I/II		1
Management Analyst III		.40
	Total	1.40
Enterprise Information Systems Management		
Deputy City Manager		.03
Information Technology Director		1
Network Services Coordinator		1
Programmer Analyst		1
	Total	3.03
Geographic Information Systems		
Deputy City Manager		.03
Geographic Information Systems Coordinator		1
Geographic Information Systems Technician I/II		1
Geographic Information Systems Technician III		1
Programmer Analyst		1
Systems Analyst I/II		1
	Total	5.03
Personal Computer/Network Systems		
Computer Network Engineer I/II		2
Computer Network Engineer III		2
Computer Operator		1
Deputy City Manager		.03
Systems Administrator		1
Systems Analyst III		2
	Total	8.03
Document Publishing Services		
Deputy City Manager		.03
Word Processor III		1
	Total	1.03
Telecommunications/Web Development		
Deputy City Manager		.03
Project Manager		1
	Total	1.03
	City Manager Total	31.20
CITY TREASURER		
City Treasurer		
Account Clerk I/II		2
Account Clerk III		1
Administrative Assistant		1
City Treasurer		1
Revenue Collection Technician		1
	Total	6
Utility Customer/Licensing Services		
Assistant City Treasurer/Revenue Accounting Manager		1
Code Compliance Inspector I/II		1
Customer Service Accounting Technician		2
Customer Service Representative I/II		6
Senior Customer Service Representative		1
Treasury Supervisor		1
	Total	12
	City Treasurer Total	18

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DEVELOPMENT SERVICES

Development Support and Public Project Contracts

Administrative Technician	1
Development Services Director	1
Management Analyst I/II	1

Total 3

Building & Engineering Services

Administrative Secretary I/II	1
Administrative Secretary III	1
Assistant Traffic Engineer	1
Building Inspector I/II	6
Civil Engineer	1
Construction Inspector I/II	2
Data Entry Operator I/II	1
Deputy Building Official	2
Development Services Manager	1
Electrical Inspector	1
Junior Civil Engineer	3
Office Assistant I/II	4
Permit Technician	3
Plans Examiner I/II	1
Project Manager	.50
Senior Construction Inspector	1
Supervising Building Inspector	1
Supervising Civil Engineer	1

Total 31.50

Planning

Assistant Planner	2
Associate Planner	3
Drafting/Graphics Tech. I/II	1
Office Assistant I/II	1
Planning and Environmental Services Manager	1
Principal Planner	2

Total 10

Traffic Engineering & Operations

Associate Traffic Design Engineer	1
Traffic Engineer	1

Total 2

Transit Services

Deputy City Manager	.50
Project Manager	.50

Total 1

Development Services Total 47.50

ECONOMIC COMMUNITY DEVELOPMENT

Administration

Administrative Assistant	1
Administrative Secretary III	1
Economic Development Director	1

Total 3

Economic Community Development Total 3

FINANCE

Administration

Chief Financial Officer	1
Assistant Chief Financial Officer	1
Senior Administrative Secretary (C)	1

Total 3

General Accounting

Account Clerk III	2
Accountant I	2

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Accountant II	1
Accounting Technician	2
Accounting Technician (C)	1
Controller	1
Financial Analyst I/II	1
Management Accountant/Auditor	1
Management Analyst III	1
Utilities Finance Officer	.50
Total	12.50
Budget/Capital Improvement Projects	
Budget Manager	.50
Financial Analyst I/II	2.50
Utilities Finance Officer	.50
Maintenance District Administrator	1
Total	4.50
Purchasing	
Accounting Manager	1
Buyer	2
Account Clerk II	1
Total	4
Financial Resources	
Administrative Technician	1
Financial Analyst I/II	1
Financial Services Manager	1
Total	3
Grants Management	
Budget Manager	.50
Accountant I	1
Financial Analyst I/II	.50
Total	2
Mail and Courier Services	
Mail Clerk	2
Total	2
Finance Total	31

FIRE

Fire Suppression and Other Emergency Services	
Administrative Assistant (C)	1
Administrative Secretary I/II	.50
Assistant Fire Chief	1
Emergency Medical Services Coordinator	1
Fire Battalion Chief	4
Fire Captain	24
Fire Chief	1
Fire Engineer	24
Firefighter	37
Total	93.50
Fire Prevention	
Administrative Secretary I/II	.50
Fire Battalion Chief	1
Fire Captain	1
Fire Inspector	4
Plans Examiner I/II	.90
Total	7.40
Disaster Preparedness	
Disaster Preparedness Coordinator	1
Total	1
Certified Unified Program Agency (CUPA)	
CUPA Coordinator	1

ATTACHMENT 1
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Fire Environmental Specialist I/II	4
Plans Examiner I/II	.10
Fire Total	107
GENERAL SERVICES	
Fleet Services Maintenance	
Administrative Assistant	1
Customer Service Representative I	1
Fleet Services Maintenance Worker/Mechanic I/II (or Maintenance Worker Trainee)	19
Fleet Services Mechanic Supervisor	2
Fleet Services Manager	1
Fleet Services Operations Manager	1
Maintenance Services Manager	.20
Management Analyst III	.10
Senior Fleet Services Mechanic	6
Tire Repairer	1
Total	32.30
Facilities Maintenance	
Administrative Technician	.10
Construction Project Manager	1
Custodial Supervisor	1
Custodian	13
Facilities Maintenance Supervisor	1
Facilities Maintenance Worker I/II	5
HVAC Technician	3
Maintenance Carpenter	1
Maintenance Electrician	1
Maintenance Plumber	2
Maintenance Services Manager	.20
Office Assistant II	.40
Senior Facilities Maintenance Worker	2
Total	30.70
Parks, Public Grounds & Open Space	
Administrative Secretary I/II	1
Administrative Technician	.70
Groundswoker I/II (or Maintenance Worker Trainee)	7
Maintenance Plumber I	1
Maintenance Services Manager	.20
Management Analyst III	.20
Office Assistant I/II	.60
Parks Maintenance Supervisor	1
Parks Manager	1
Total	12.70
Street Trees & Medians	
Groundswoker I/II (or Maintenance Worker Trainee)	3
Parks Maintenance Supervisor	1
Senior Groundswoker	1
Senior Tree Trimmer	1
Tree Trimmer I/II (or Maintenance Worker Trainee)	3
Total	9
Graffiti Action Program	
Graffiti Action Coordinator	1
Management Analyst III	.35
Office Assistant I/II	1
Total	2.35
Park & Facility Development	
Construction Project Coordinator	1
Project Manager	1
Total	2

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Street Landscaping	
Administrative Technician	.20
Groundswoker I/II (or Maintenance Worker Trainee)	3
Maintenance Plumber	1
Maintenance Services Manager	.05
Management Analyst III	.20
Parks Maintenance Supervisor	2
Senior Facilities Maintenance Worker	1
Senior Groundswoker	3
Senior Tree Trimmer	1
Total	11.45

Street Maintenance	
Administrative Secretary III	1
Administrative Technician	1
Equipment Operator	6
Maintenance Services Manager	.15
Management Analyst III	.05
Senior Street Maintenance Worker	4
Street Maintenance Worker I/II	6
Streets Manager	1
Traffic Safety Maintenance Worker	2
Traffic Signal Repairer I/II	2
Traffic Signal Technician	1
Total	24.20

River Ridge Golf Course	
Maintenance Services Manager	.20
Management Analyst III	.10
Total	.30
General Services Total	125

HOUSING

Administrative Support	
Accounting Manager	1
Housing Director	.15
Total	1.15

Public Housing	
Account Clerk I/II	2
Account Clerk III	1.75
Accountant I	1.05
Administrative Secretary III	.45
Computer Network Engineer III	.72
Deputy Housing Director	.50
Facilities Maintenance Worker I/II	8
Groundswoker I/II (or Maintenance Worker Trainee)	3
Housing Contract Administrator	1
Housing Director	.43
Housing Engineer	1
Housing Financial Officer	.75
Housing Maintenance Superintendent	1
Housing Maintenance Supervisor	3
Housing Modernization Superintendent	1
Housing Program Supervisor	3
Housing Programs Manager	1
Housing Rehabilitation Program Manager	.15
Housing Specialist I/II	7
Management Analyst I/II	.25
Management Analyst III	1.85
Office Assistant I/II	5.80
Rehabilitation Construction Specialist I/II	1
Rehabilitation Loan Assistant	.30
Resident Services Assistant	1

Resident Services Coordinator	1
Senior Groundswoker	1
Senior Housing Maintenance Worker	2
Senior Housing Specialist	3
Total	54
Rental Assistance	
Account Clerk III	.25
Accountant I	.95
Administrative Secretary III	.45
Compliance Services Manager	.09
Computer Network Engineer III	.28
Deputy Housing Director	.50
Housing Director	.43
Housing Financial Officer	.25
Housing Inspector	.75
Housing Program Supervisor	1
Housing Specialist I/II	6
Management Analyst III	.15
Office Assistant I/II	4.20
Rehabilitation Loan Assistant	.30
Senior Housing Specialist	1
Total	16.60
Affordable Housing Assistance	
Administrative Technician	.80
Housing Rehabilitation Program Manager	.58
Management Analyst II	.25
Rehabilitation Loan Assistant	.08
Rehabilitation Loan Specialist	.60
Total	2.31
Grants Administration	
Administrative Secretary III	.10
Grants Coordinator	1
Grants Specialist I/II	1
Rehabilitation Loan Assistant	.25
Total	2.35
Housing Rehabilitation	
Administrative Technician	.25
Housing Rehabilitation Program Manager	.27
Management Analyst I/II	.50
Rehabilitation Loan Specialist	1.40
Total	2.42
Homeless Assistance	
Compliance Services Manager	.31
Rehabilitation Loan Assistant	.08
Total	.39
Mobilehome Rent Stabilization	
Administrative Technician	.10
Compliance Services Manager	.50
Total	.60
Fair Housing	
Administrative Technician	.10
Compliance Services Manager	.10
Total	.20
Housing Total	80.02

HUMAN RESOURCES

Human Resources

Administrative Secretary I/II (C)	2
Assistant City Manager	.40
Assistant Director of Human Resources	1
Human Resources Director	1
Human Resources Technician (C)	4
Senior Benefits Coordinator (C)	1
Senior Human Resources Coordinator (C)	3
Total	12.40

Workers' Compensation

Senior Human Resources Coordinator (C)	1
Workers' Compensation Manager	1
Workers' Compensation Specialist (C)	1
Total	3

Human Resources Total 15.40

LIBRARY

Library Community Outreach

Administrative Assistant	1
Library Aide III	1
Cultural and Community Services Director	1
Office Assistant I/II	1
Total	4

Library Circulation Services

Library Aide I/II	6.50
Library Circulation Supervisor	1
Literacy Coordinator	1
Total	8.50

Library Branch Services

Librarian I	2
Librarian II	1
Librarian III	1
Library Aide I/II	2
Library Aide III	1
Total	7

Library Information/Reference Services

Librarian I	6
Librarian II	1
Library Services Supervisor	1
Total	8

Library Support Services

Computer Network Engineer I/II	2
Library Aide I/II	3
Library Aide III	1
Total	6

Library Total 33.50

POLICE

Code Compliance

Animal Safety Officer	3
Code Compliance Inspector I/II	9
Code Compliance Manager	1
Office Assistant I/II	1
Senior Animal Safety Officer	1
Senior Code Compliance Inspector	1
Total	16

Community Patrol

Administrative Secretary I/II	1
Assistant Police Chief	1
Community Service Officer	8

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Crossing Guard	10.50
Police Commander	4
Police Officer I/II	133
Police Officer III	16
Police Sergeant	19
Police Service Officer	8
Senior Police Service Officer	1
Senior Traffic Service Assistant	3
Traffic Service Assistant I/II	15
Total	219.50

Criminal Investigation

Community Service Officer	2
Crime Analysis Data Technician	1
Crime Analyst I/II	2
Data Entry Operator I/II	1
Evidence Technician I/II	3
Missing Persons Specialist	1
Police Commander	1
Police Officer I/II	22
Police Officer III	16
Police Records Technician III	1
Police Sergeant	6
Sex Registrant Specialist	1
Victim Services Specialist	1
Total	58

Police Support Services

Account Clerk III	2
Administrative Assistant (C)	1
Administrative Services Assistant (C)	2
Assistant Police Chief	1
Community Affairs Manager	1
Computer Network Engineer III	2
Data Entry Operator I/II	3.25
Grants Specialist I/II	1
Office Assistant I/II	1
Police Chief	1
Police Commander	2
Police Financial Manager	1
Police Records Manager	1
Police Records Supervisor	1
Police Records Technician I/II	15.75
Police Records Technician III	2
Police Sergeant	4
Police Word Processor I/II	7.50
Police Word Processor III	1
Programmer Analyst	2
Property & Evidence Custodian	1
Public Safety Info Tech Mgr	1
Total	54.50

Emergency Communications

Public Safety Communications Manager	1
Public Safety Dispatcher I/II	19
Public Safety Dispatcher III	5
Total	25
Police Total	373

PERFORMING ARTS AND CONVENTION CENTER

Performing Arts and Convention Center	
Administrative Secretary III	1
Custodian	1

Event Attendant III	3.50
Event Coordinator	1
Performing Arts Center Manager	1
Senior Custodian	1
Performing Arts and Convention Center Total	8.50
RECREATION AND COMMUNITY SERVICES	
Community Services	
Administrative Secretary III	1
Community Services Manager	1
Leisure and Recreation Superintendent	1
Management Analyst I/II	1
Management Analyst III	.60
Recreation/Human Services Coordinator	4
Recreation/Human Services Leader III	2.50
Recreation Supervisor	1
Total	12.10
Youth Development	
Administrative Secretary I/II	1
Total	1
Senior Services/Special Populations	
Administrative Technician	1
Office Assistant I/II	1
Recreation/Human Services Coordinator	3
Recreation/Human Services Leader III	3.25
Recreation Supervisor	1
Total	9.25
Recreation and Community Services Total	22.35
UTILITIES	
ENGINEERING AND MAINTENANCE	
Administration	
Administrative Legal Assistant (C)	1
Administrative Secretary III	1
Public Works Director	1
Total	3
Engineering Design & Contract Admin	
Design & Construction Services Manager	.25
Engineering/Survey Technician I/II	2
Total	2.25
Construction Services - Streets	
Account Clerk III	.10
Administrative Secretary III	.10
Administrative Technician	.10
Construction Inspector I/II	4
Management Analyst I/II	.10
Public Works Construction Projects Manager	1
Recycling Manager	.10
Senior Construction Inspector	1
Total	6.50
Survey Services	
City Surveyor	1
Engineering/Survey Technician I/II	1
Senior Engineering Technician/Survey Chief	1
Total	3
Engineering and Maintenance Total	14.75

WATER AND RECYCLED WATER

Water Procurement

Account Clerk I/II	.45
Administrative Secretary III	1.45
Administrative Technician	.45
Assistant Civil Engineer	.50
Construction & Maintenance Engineer	.50
Construction Project Coordinator	.50
Design & Construction Services Manager	.25
Engineer	.50
Junior Engineer	.50
Management Analyst I/II	.45
Public Works Construction Projects Manager	1
Recycling Manager	.45
Senior Civil Engineer	.50
Technical Services/Water Quality Manager	.33
Utilities Director	.33
Water Division Manager	1

Total 9.16

Water Conservation & Education

Water Conservation/Outreach Coordinator	1
Water Conservation/Outreach Technician	2

Total 3

Water Production

Chief Operator	1
Senior Water Treatment Plant Operator	1
Water Treatment Operator I/II/III	5

Total 7

Water Distribution

Chief Operator	.50
Senior Water Distribution Operator	2
Water Distribution Operator I/II	13

Total 15.50

Water Metering

Chief Operator	.50
Meter Reader	9
Meter Repair Worker	4
Senior Meter Reader	1
Senior Meter Repair Worker	1

Total 15.50

Water Recycle

Wastewater Mechanic I/II	1
Wastewater Operator I/II	1

Total 2

Water Security & Contamination Prevention

Water Regulatory Compliance Coordinator	1
Water Regulatory Compliance Coordinator Technician I/II	2

Total 3

Water and Recycled Water Total 55.16

WASTEWATER AND STORM WATER

Source Control

Administrative Secretary I/II	.25
Data Entry Operator I/II	1
Senior Wastewater Environmental Specialist	1
Source Control Inspector I/II	1
Source Control Technician	.75
Technical Services Manager/Water Quality Manager	.67
Wastewater Environmental Specialist	2

	Total	6.67
Storm Water Quality Management		
Data Entry Operator I/II		.50
Senior Wastewater Environmental Specialist		1
Source Control Technician		.25
Wastewater Environmental Specialist		2
	Total	3.75
Collection System Maintenance and Upgrades		
Account Clerk I/II		.23
Administrative Secretary I/II		.25
Administrative Secretary III		.22
Administrative Technician		.22
Assistant Civil Engineer		.25
Construction & Maintenance Engineer		.25
Construction Project Coordinator		.25
Design & Construction Services Manager		.25
Electrician/Instrumentation Technician		.30
Engineer		.25
Junior Engineer		.25
Management Analyst I/II		.23
Public Works Construction Project Manager		.50
Recycling Manager		.22
Senior Civil Engineer		.75
Senior Wastewater Collection Operator		1
Senior Wastewater Mechanic		1
Treatment Plant Electrician		.15
Utilities Director		.33
Wastewater Collection Operator I/II		6
Wastewater Collection Supervisor		1
Wastewater Maintenance Manager		.50
Wastewater Maintenance Supervisor		.10
Water Division Manager		.50
	Total	14.99
Laboratory Services		
Chemist		1
Laboratory Assistant		1
Laboratory Supervisor		1
Laboratory Technician		2
	Total	5
Treatment Plant Operations		
Administrative Secretary I/II		.25
Power Production Operator I/II		2
Senior Wastewater Operator		4
Wastewater Collection Operator I/II		1
Wastewater Operations Manager/Chief Operator		1
Wastewater Operator I/II		14
Wastewater Operator III		3
	Total	25.25

Treatment Plant Maintenance & Upgrades

Account Clerk I/II	.22
Administrative Secretary I/II	.25
Administrative Secretary III	.22
Administrative Technician	.22
Assistant Civil Engineer	.25
Construction & Maintenance Engineer	.25
Construction Project Coordinator	.25
Design & Construction Services Manager	.25
Electrician/Instrumentation Technician	1.70
Engineer	.25
Groundswoker I/II	1
Instrumentation Technician	1
Junior Civil Engineer	.25
Management Analyst I/II	.23
Public Works Construction Project Manager	.50
Recycling Manager	.23
Senior Civil Engineer	.75
Senior Wastewater Mechanic	1
Transport Operator	1
Treatment Plant Electrician	1.85
Utilities Director	.34
Wastewater Maintenance Manager	.50
Wastewater Maintenance Supervisor	.90
Wastewater Mechanic I/II	10
Water Division Manager	.50

Total 23.91

Wastewater and Storm Water Total 79.57

ENVIRONMENTAL RESOURCES

Planning

Account Clerk III	1
Administrative Secretary III	1
Administrative Technician	1
Customer Service Representative I/II	9.50
Environmental Resources/MRF Manager	1
Management Analyst III	1
Office Assistant I/II	1

Total 15.50

Waste Reduction and Education

Recycling Manager	1
Total	1

Residential Collection

Environmental Resources Supervisor	.50
Solid Waste Compliance Specialist	3
Solid Waste Equipment Operator II	24

Total 27.50

Commercial Collection

Container Service Worker	2
Environmental Resources Supervisor	1
Maintenance Worker Trainee	8
Solid Waste Compliance Specialist	1
Solid Waste Equipment Operator II	16.50

Total 28.50

Industrial Collection		
Environmental Resources Supervisor		.50
Solid Waste Equipment Operator II		8
	Total	8.50
Waste Tip Floor Processing		
Customer Service Representative I		.50
Environmental Resources Supervisor		.58
Equipment Operator		2.04
MRF Dispatcher		.50
Sorter		3
	Total	6.62
Material Recovery Facility (MRF) Processing		
Environmental Resources Supervisor		.58
Equipment Operator		1.98
MRF Dispatcher		.50
MRF Machinery Operator		1.50
MRF Mechanic		1.50
Sorter		1.50
	Total	7.56
Waste Transfer Haul		
Environmental Resources Supervisor		.25
MRF Dispatcher		.50
Solid Waste Transfer Operator		13.00
	Total	13.75
Greenwaste Conversion		
Environmental Resources Supervisor		.59
Equipment Operator		1.98
MRF Machinery Operator		1.50
MRF Mechanic		1.50
Sorter		1.50
	Total	7.07
Environmental Resources Total		116

MEASURE O

Recreation & Youth & Senior Programming		
Library Aide I/II		.50
	Total	.50
Parks & Open Space		
Groundswoker I/II		4
Senior Groundswoker		1
	Total	5
Public Safety & Gang Prevention/Intervention		
Computer Network Engineer I/II		3
Fire Captain		6
Fire Engineer		6
Firefighter		9
Police Officer I/II		16
Police Officer III		1
Police Sergeant		1
	Total	42
Measure O Total		47.50
CITY TOTAL		1229.25

CITY COUNCIL OF THE CITY OF OXNARD
RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD REPEALING
RESOLUTION NO. 14,874 AND APPROVING CHANGES TO SECTION XII OF THE
PERSONNEL RULES AND REGULATIONS SETTING THE CLASSIFICATION AND
SALARY SCHEDULE**

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

WHEREAS, the current Classification and Salary Schedule was previously adopted via Resolution No. 14,874; and

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

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OXNARD RESOLVES that Resolution No. 14,874 and any amendments thereto shall be repealed and that Section XII of the Personnel Rules and Regulations shall remain in force and effect as set forth in the attached Classification and Salary Schedule effective March 01, 2016.

PASSED AND ADOPTED on this 1st day of March, 2016, by the following vote:

AYES:

NOES:

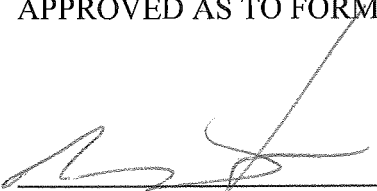
ABSENT:

Tim Flynn, Mayor

ATTEST:

Daniel Martinez, City Clerk

APPROVED AS TO FORM:



Stephen M. Fischer, Interim City Attorney

Class Title	Salary Range	Class Title	Salary Range
Account Clerk I	A 14	City Council Member	Ordinance
Account Clerk II	A 20	City Manager	E 13
Account Clerk III	A 27	City Surveyor	M 34
Accountant I	A 63	City Treasurer	E 3
Accountant II	A 80	Civil Engineer	A 97
Accounting Manager	M 48	Code Compliance Inspector I	B 96.00
Accounting Technician	A 45	Code Compliance Inspector II	B 106.00
Accounting Technician (C)	C 67	Code Compliance Manager	M 40
Administrative Assistant	A 61	Communications Training Coordinator	P 76
Administrative Assistant (C)	C 70	Community Affairs Manager	M 38
Administrative Legal Assistant (C)	C 70	Community Facilities Manager	M 48
Administrative Legal Secretary I	C 25	Community Outreach & Production Specialist	M 22
Administrative Legal Secretary II	C 35	Community Service Officer	A 34
Administrative Legal Secretary III	C 50	Community Services Manager	M 29
Administrative Secretary I	A 12	Compliance Services Manager	M 29
Administrative Secretary I (Conf)	C 15	Computer Network Engineer I	A 32
Administrative Secretary II	A 19	Computer Network Engineer II	A 49
Administrative Secretary II (Conf)	C 30	Computer Network Engineer III	A 78
Administrative Secretary III	A 26	Computer Operator	A 49
Administrative Secretary III (Conf)	C 40	Construction & Maintenance Engineer	M 66
Administrative Services Assistant (C)	C 70	Construction Inspector I	B 104.50
Administrative Technician	A 36	Construction Inspector II	B 114.50
Administrative Technician (C)	C 60	Construction Project Coordinator	A 61
Animal Safety Officer	B 74.0	Construction Project Manager	M 29
Assistant Chief Financial Officer	M 88	Container Service Worker	B 74.00
Assistant City Attorney	M 88	Controller	M 62
Assistant City Clerk	M 11	Crime Analysis Data Technician	A 34
Assistant City Manager	E 11	Crime Analyst I	A 48
Assistant City Treasurer/Revenue Accounting Manager	M 48	Crime Analyst II	A 64
Assistant Civil Engineer	A 93	Crossing Guard	A 00
Assistant Director of Human Resources	M 67	Cultural & Community Services Director	E 6
Assistant Fire Chief	P 52	Cultural Arts Supervisor	M 11
Assistant Planner	A 69	CUPA Coordinator	M 44
Assistant Police Chief	P 56	Custodial Supervisor	M 14
Assistant Traffic Design Engineer	A 93	Custodian	B 48.00
Assistant Traffic Engineer	A 93	Customer Service Accounting Technician	A 45
Associate Planner	A 83	Customer Service Representative I	A 14
Associate Traffic Design Engineer	A 97	Customer Service Representative II	A 20
Battalion Chief	P 51	Data Entry Operator I	A 14
Budget Manager	M 62	Data Entry Operator II	A 20
Building Inspector I	B 104.50	Deputy Building Official	M 74
Building Inspector II	B 114.50	Deputy City Attorney I	M 48
Buyer	A 40	Deputy City Attorney II	M 62
Chemist	A 72	Deputy City Manager	E 8
Chief Financial Officer	E 10	Design & Construction Services Manager	M 83
Chief Operator	M 32	Development Services Director	E 9
City Attorney	E 12	Development Services Manager	M 87
City Clerk	E 3	Disaster Preparedness Coordinator	M 44
		Drafting/Graphics Technician I	A 41

Class Title	Salary Range	Class Title	Salary Range
Drafting/Graphics Technician II	A 57	Groundsworker II	B 70.00
Economic Development Director	E 6	Homeless Assistance Program Coordinator	M 29
Electrical Inspector	B 126.50	Housing Contract Administrator	A 61
Electrician/Instrumentation Technician	B 112.25	Housing Director	E 6
Emergency Medical Services Coordinator	M 44	Housing Engineer	A 89
Employee Relations Coordinator (C)	C 67	Housing Financial Officer	M 48
Engineer	A 97	Housing Inspector	B 79.00
Engineering Technician I	A 41	Housing Maintenance Superintendent	M 38
Engineering Technician I/Survey Crew	A 41	Housing Maintenance Supervisor	M 14
Engineering Technician II	A 57	Housing Modernization Superintendent	M 38
Engineering Technician II/Survey Crew	A 57	Housing Program Supervisor	M 29
Environmental Resources Supervisor	M 19	Housing Programs Manager	M 51
Environmental Resources/MRF Manager	M 87	Housing Rehabilitation Program Manager	M 38
Equipment Operator	B 79.00	Housing Specialist I	A 44
Event Attendant III (P)	A 36	Housing Specialist II	A 59
Event Coordinator	A 46	Housing Specialist Trainee	A 33
Evidence Technician I	A 53	Human Resources Director	E 8
Evidence Technician II	A 68	Human Resources Manager	M 66
Executive Assistant I	C 80	Human Resources Technician (C)	C 70
Executive Assistant II	C 85	HVAC Technician	B 89.00
Facilities Maintenance Supervisor	M 19	Instrumentation Technician	B 112.25
Facilities Maintenance Worker I	B 62.00	Information Technology Director	E 6
Facilities Maintenance Worker II	B 72.00	Junior Civil Engineer	A 85
Financial Analyst I	M 14	Junior Planner	A 52
Financial Analyst II	M 22	Laboratory Assistant	A 40
Financial Analyst III	M 29	Laboratory Supervisor	M 26
Financial Services Manager	M 62	Laboratory Technician	A 56
Fire Captain	F 124.00	Law Office Manager	M 19
Fire Chief	E 10	Legislative Affairs Manager	M 40
Fire Engineer	F 109.00	Leisure and Recreation Superintendent	M 48
Fire Environmental Specialist I	F 96.00	Librarian I	A 47
Fire Environmental Specialist II	F 109.00	Librarian II	A 62
Fire Inspector	F 109.00	Librarian III	A 79
Firefighter	F 96.00	Library Aide I	A 15
Fleet Services Maintenance Worker	B 61.00	Library Aide II	A 21
Fleet Services Manager	M 44	Library Aide III	A 28
Fleet Services Mechanic I	B 99.00	Library Circulation Supervisor	M 14
Fleet Services Mechanic II	B 104.00	Library Director	E 6
Fleet Services Mechanic Supervisor	M 16	Library Services Supervisor	M 26
Fleet Services Operations Manager	M 19	Literacy Coordinator	A 47
Geographic Information Systems Coordinator	M 51	Mail Clerk	A 15
Geographic Information Systems Technician I	A 50	Maintenance Carpenter	B 88.00
Geographic Information Systems Technician II	A 70	Maintenance District Administrator	M 29
Geographic Information Systems Technician III	A 78	Maintenance Electrician	B 89.00
Graffiti Action Coordinator	B 99.00	Maintenance Plumber	B 88.00
Grants Coordinator	M 36	Maintenance Services Manager	M 85
Grants Specialist I	A 63	Maintenance Worker Trainee	B 45.00
Grants Specialist II	A 80	Management Accountant/Auditor	M 29
Groundsworker I	B 60.00	Management Analyst I	M 14

Class Title	Salary Range	Class Title	Salary Range
Management Analyst II	M 22	Public Relations & Community Affairs Manager	M 66
Management Analyst III	M 29	Public Safety Communications Manager	M 66
Mayor	Ordinance	Public Safety Dispatcher I	P 49.00
Meter Reader	B 70.00	Public Safety Dispatcher II	P 59.00
Meter Repair Worker	B 75.00	Public Safety Dispatcher III	P 76.00
Missing Persons Specialist	A 34	Public Safety Information Technology Manager	M 62
MRF Dispatcher	B 74.00	Public Works Construction Projects Manager	M 38
MRF Machinery Operator	B 79.00	Public Works Director	E 10
MRF Mechanic	B 89.00	Purchasing Clerk	A 20
Neighborhood Services Coordinator	A 61	Recreation Supervisor	M 19
Network Services Coordinator	M 14	Recreation/Human Services Coordinator	A 42
Office Assistant I	A 10	Recreation/Human Services Leader III	A 21
Office Assistant I (Conf)	C 10	Recycling Manager	M 36
Office Assistant II	A 15	Recycling/Marketing Manager	M 36
Office Assistant II (Conf)	C 20	Rehabilitation Construction Specialist I	B 101.00
Outreach/Education Specialist	A 61	Rehabilitation Construction Specialist II	B 111.00
Paralegal	C 75	Rehabilitation Loan Assistant	A 33
Parks Maintenance Supervisor	M 14	Rehabilitation Loan Specialist	A 74
Parks Manager	M 44	Resident Services Assistant	A 59
Performing Arts Center Manager	M 48	Resident Services Coordinator	A 74
Permit Technician	A 55	Revenue Collection Technician	A 45
Plan Check Engineer	A 97	Safety Specialist (C)	C 72
Planning & Environmental Services Manager	M 81	Senior Administrative Legal Secretary	C 65
Plans Examiner I	A 66	Senior Administrative Secretary	A 35
Plans Examiner II	A 81	Senior Administrative Secretary (C)	C 55
Plumbing & Mechanical Inspector	B 126.50	Senior Animal Safety Officer	B 84.00
Police Chief	E 11	Senior Benefits Coordinator (C)	C 75
Police Commander	P 55	Senior Civil Engineer	A 99
Police Finance/Grants Manager	M 62	Senior Code Compliance Inspector	B 116.00
Police Officer I	P 91.00	Senior Construction Inspector	B 124.50
Police Officer II	P 91.00	Senior Custodian	B 58.00
Police Officer III	P 99.00	Senior Customer Service Representative	A 27
Police Records Manager	M 40	Senior Engineering Technician	A 76
Police Records Supervisor	M 11	Senior Engineering Technician/Survey Chief	A 76
Police Records Technician I	A 11	Senior Facilities Maintenance Worker	B 99.00
Police Records Technician II	A 17	Senior Fleet Services Mechanic	B 109.00
Police Records Technician III	A 24	Senior Groundsworker	B 80.00
Police Sergeant	P 106.00	Senior Housing Maintenance Worker	B 92.00
Police Service Officer	P 72.00	Senior Housing Specialist	A 74
Police Word Processor I	A 23	Senior Human Resources Coordinator	C 75
Police Word Processor II	A 30	Senior Meter Reader	B 80.00
Police Word Processor III	A 38	Senior Meter Repair Worker	B 85.00
Power Production Operator I	B 85.25	Senior Planner	M 32
Power Production Operator II	B 95.25	Senior Plans Examiner	A 87
Principal Planner	M 44	Senior Police Service Officer	P 77.00
Programmer Analyst	A 86	Senior Street Maintenance Worker	B 86.00
Project Manager	M 40	Senior Traffic Service Assistant	A 16
Property & Evidence Custodian	A 68	Senior Tree Trimmer	B 86.00
Public Information Officer	M 38	Senior Wastewater Collections Operator	B 86.00

Class Title	Salary Range	Class Title	Salary Range
Senior Wastewater Environmental Specialist	B 116.00	Utilities Finance Officer	M 62
Senior Wastewater Mechanic	B 104.00	Victim Services Specialist	A 59
Senior Wastewater Operator	B 105.25	Wastewater Collections Operator I	B 69.00
Senior Water Distribution Operator	B 80.00	Wastewater Collections Operator II	B 79.00
Senior Water Treatment Operator	B 106.00	Wastewater Collections Supervisor	M 19
Sex Registrant Specialist	A 34	Wastewater Division Manager	M 87
Solid Waste Compliance Specialist	B 94.00	Wastewater Environmental Specialist	B 111.00
Solid Waste Equipment Operator II	B 74.00	Wastewater Maintenance Manager	M 32
Solid Waste Transfer Operator	B 84.00	Wastewater Maintenance Supervisor	M 19
Sorter	B 48.00	Wastewater Mechanic I	B 89.00
Source Control Inspector II	B 100.50	Wastewater Mechanic II	B 99.00
Source Control Technician	B 99.00	Wastewater Operations Mgr/Chief Operator	M 62
Street Maintenance Worker I	B 59.00	Wastewater Operator I	B 82.00
Street Maintenance Worker II	B 69.00	Wastewater Operator II	B 92.00
Streets Manager	M 44	Wastewater Operator III	B 97.00
Supervising Building Inspector	M 40	Wastewater Operator-In-Training	B 67.00
Supervising Civil Engineer	M 74	Water Conservation/Outreach Coordinator	B 114.50
Systems Administrator	M 62	Water Conservation/Outreach Technician	B 59.00
Systems Analyst I	M 29	Water Distribution Operator I	B 64.00
Systems Analyst II	M 40	Water Distribution Operator II	B 74.00
Systems Analyst III	M 51	Water Division Manager	M 87
Technical Services Mgr/Water Quality Mgr	M 62	Water Regulatory Compliance Coordinator	B 114.50
Tire Repairer	B 61.00	Water Regulatory Compliance Technician I	B 94.00
Traffic Engineer	M 59	Water Regulatory Compliance Technician II	B 104.00
Traffic Safety Maintenance Worker	B 69.00	Water Treatment Operator I	B 86.00
Traffic Service Assistant I	A 13	Water Treatment Operator II	B 91.00
Traffic Service Assistant II	A 18	Water Treatment Operator III	B 96.00
Traffic Signal Repairer I	B 79.00	Word Processor I	A 23
Traffic Signal Repairer II	B 89.00	Word Processor II	A 30
Traffic Signal Technician	B 112.00	Word Processor III	A 38
Transport Operator	B 99.00	Workers' Compensation Manager	M 48
Treasury Supervisor	M 11	Workers' Compensation Specialist (C)	C 69
Treatment Plant Electrician	B 99.00		
Tree Trimmer I	B 66.00		
Tree Trimmer II	B 76.00		
Utilities Director	E 10		

CITY OF OXNARD
CLASSIFICATIONS AND SALARY RANGES
CONFIDENTIAL, UNREPRESENTED MID-MANAGEMENT EMPLOYEES ("MC" SCHEDULE)
Effective July 21, 2015
Revised March 1, 2016

CLASSIFICATION TITLE	SALARY RANGE	HOURLY			BI WEEKLY			MONTHLY		
		BOTTOM	CP	TOP	BOTTOM	CP	TOP	BOTTOM	CP	TOP
Law Office Manager	M19	25,8867	34,5155	43,4486	2,070.94	2,761.24	3,475.89	4,487.03	5,982.69	7,531.09
Management Analyst III	M29	29,2277	38,9702	48,7942	2,338.22	3,117.62	3,903.54	5,066.13	6,754.83	8,457.66
Deputy City Attorney I	M48	34,1625	45,5498	56,6896	2,733.00	3,643.98	4,535.17	5,921.50	7,895.30	9,826.20
Workers Compensation Manager	M48	34,1625	45,5498	56,6896	2,733.00	3,643.98	4,535.17	5,921.50	7,895.30	9,826.20
Deputy City Attorney II	M62	37,5777	50,1035	65,0188	3,006.22	4,008.28	5,201.50	6,513.47	8,684.61	11,269.93
Human Resources Manager	M66	38,6196	51,4928	63,8211	3,089.57	4,119.42	5,105.69	6,694.06	8,925.42	11,062.32
Public Relations & Community Affairs Mgr	M66	38,6196	51,4928	63,8211	3,089.57	4,119.42	5,105.69	6,694.06	8,925.42	11,062.32
Assistant Director of Human Resources	M67	46,1682692	61,5577	69,9519	3,693.46	4,924.62	5,596.15	8,002.50	10,670.00	12,125.00
Assistant Chief Financial Officer	M88	47,9621	63,9492	78,7692	3,836.97	5,115.94	6,301.54	8,313.43	11,084.53	13,653.33
Assistant City Attorney	M88	47,9621	63,9492	78,7692	3,836.97	5,115.94	6,301.54	8,313.43	11,084.53	13,653.33

CITY OF OXNARD
CLASSIFICATIONS AND SALARY RANGES
Oxnard Mid-Managers Association
Effective September 22, 2015, Revised March 01, 2016

CLASSIFICATION TITLE	SALARY RANGE	HOURLY			BI WEEKLY			MONTHLY		
		BOTTOM	CP	TOP	BOTTOM	CP	TOP	BOTTOM	CP	TOP
Accounting Manager	M48	34.1625	45.5498	56.6896	2,733.00	3,643.98	4,535.17	5,921.50	7,895.30	9,826.20
Assistant City Clerk	M11	23.7584	31.6777	40.0431	1,900.67	2,534.22	3,203.45	4,118.12	5,490.80	6,940.80
Asst City Treas/Revenue Acct Mgr	M48	34.1625	45.5498	56.6896	2,733.00	3,643.98	4,535.17	5,921.50	7,895.30	9,826.20
Budget Manager	M62	37.5777	50.1035	62.1542	3,006.22	4,008.28	4,972.34	6,513.47	8,684.61	10,773.39
Chief Operator	M32	29.7770	39.7026	49.6734	2,382.16	3,176.21	3,973.87	5,161.35	6,881.78	8,610.06
City Surveyor	M34	30.3724	40.3954	50.6259	2,429.79	3,231.63	4,050.07	5,264.55	7,001.87	8,775.16
Code Compliance Manager	M40	32.2617	43.0157	53.6490	2,580.94	3,441.26	4,291.92	5,592.03	7,456.05	9,299.16
Community Affairs Manager	M38	31.6529	42.2039	52.6746	2,532.23	3,376.31	4,213.97	5,486.50	7,315.34	9,130.26
Community Outreach & Prod. Spec.	M22	26.8666	35.8223	45.0165	2,149.33	2,865.78	3,601.32	4,656.88	6,209.20	7,802.86
Community Services Manager	M29	29.2277	38.9702	48.7942	2,338.22	3,117.62	3,903.54	5,066.13	6,754.83	8,457.66
Compliance Services Manager	M29	29.2277	38.9702	48.7942	2,338.22	3,117.62	3,903.54	5,066.13	6,754.83	8,457.66
Construction & Maintenance Engineer	M66	38.6196	51.4928	63.8211	3,089.57	4,119.42	5,105.69	6,694.06	8,925.42	11,062.32
Construction Project Manager	M29	29.2277	38.9702	48.7942	2,338.22	3,117.62	3,903.54	5,066.13	6,754.83	8,457.66
Controller	M62	37.5777	50.1035	62.1542	3,006.22	4,008.28	4,972.34	6,513.47	8,684.61	10,773.39
Cultural Arts Supervisor	M11	23.7584	31.6777	40.0431	1,900.67	2,534.22	3,203.45	4,118.12	5,490.80	6,940.80
CLUPA Coordinator	M44	33.2614	44.3487	55.2485	2,660.91	3,547.90	4,419.88	5,765.31	7,687.11	9,576.41
Custodial Supervisor	M14	24.4388	32.5852	41.1322	1,955.10	2,606.82	3,290.58	4,236.06	5,648.10	7,129.58
Deputy Building Official	M74	40.5870	54.1161	66.9692	3,246.96	4,329.29	5,357.54	7,035.08	9,380.12	11,607.99
Deputy Housing Director	M66	38.6196	51.4928	63.8211	3,089.57	4,119.42	5,105.69	6,694.06	8,925.42	11,062.32
Design & Construction Svcs Manager	M83	43.8354	58.3010	72.1693	3,506.83	4,664.08	5,773.54	7,598.14	10,105.51	12,509.35
Development Services Manager	M87	46.6751	62.2333	76.7099	3,734.01	4,978.66	6,136.79	8,090.35	10,787.11	13,296.38
Disaster Preparedness Coordinator	M44	33.2614	44.3487	55.2485	2,660.91	3,547.90	4,419.88	5,765.31	7,687.11	9,576.41
Emergency Medical Services Coord	M44	33.2614	44.3487	55.2485	2,660.91	3,547.90	4,419.88	5,765.31	7,687.11	9,576.41
Environmental Resources Supervisor	M19	25.8867	34.5155	43.4474	2,070.94	2,761.24	3,475.79	4,487.03	5,982.69	7,530.88
Environmental Resources/MRF Manager	M87	46.6751	62.2333	76.7099	3,734.01	4,978.66	6,136.79	8,090.35	10,787.11	13,296.38
Facilities Maintenance Supervisor	M19	25.8867	34.5155	43.4474	2,070.94	2,761.24	3,475.79	4,487.03	5,982.69	7,530.88
Financial Analyst I	M14	24.4388	32.5852	41.1322	1,955.10	2,606.82	3,290.58	4,236.06	5,648.10	7,129.58
Financial Analyst II	M22	26.8666	35.8223	45.0165	2,149.33	2,865.78	3,601.32	4,656.88	6,209.20	7,802.86
Financial Analyst III	M29	29.2277	38.9702	48.7942	2,338.22	3,117.62	3,903.54	5,066.13	6,754.83	8,457.66
Financial Services Manager	M48	34.1625	45.5498	56.6896	2,733.00	3,643.98	4,535.17	5,921.50	7,895.30	9,826.20
Fleet Services Manager	M44	33.2614	44.3487	55.2485	2,660.91	3,547.90	4,419.88	5,765.31	7,687.11	9,576.41
Fleet Services Mechanic Supervisor	M16	24.8273	33.1029	42.8227	1,986.18	2,648.23	3,425.82	4,303.40	5,737.84	7,422.60
Fleet Services Operations Manager	M19	25.8867	34.5155	43.4474	2,070.94	2,761.24	3,475.79	4,487.03	5,982.69	7,530.88
Geographic Info Systems Coordinator	M51	34.9244	46.5660	57.9094	2,793.95	3,725.28	4,632.75	6,053.56	8,071.44	10,037.63
Grants Coordinator	M36	30.9946	41.3262	51.6214	2,479.57	3,306.10	4,129.71	5,372.40	7,163.21	8,947.71
Homeless Assistance Prog Coord	M29	29.2277	38.9702	48.7942	2,338.22	3,117.62	3,903.54	5,066.13	6,754.83	8,457.66
Housing Maintenance Superintendent	M38	31.6529	42.2039	52.6746	2,532.23	3,376.31	4,213.97	5,486.50	7,315.34	9,130.26
Housing Maintenance Supervisor	M14	24.4388	32.5852	41.1322	1,955.10	2,606.82	3,290.58	4,236.06	5,648.10	7,129.58
Housing Modernization Superintendent	M38	31.6529	42.2039	52.6746	2,532.23	3,376.31	4,213.97	5,486.50	7,315.34	9,130.26
Housing Program Supervisor	M29	29.2277	38.9702	48.7942	2,338.22	3,117.62	3,903.54	5,066.13	6,754.83	8,457.66

CITY OF OXNARD
CLASSIFICATIONS AND SALARY RANGES
Oxnard Mid-Managers Association
Effective September 22, 2015, Revised March 01, 2016

CLASSIFICATION TITLE	SALARY RANGE	HOURLY			BI WEEKLY			MONTHLY		
		BOTTOM	CP	TOP	BOTTOM	CP	TOP	BOTTOM	CP	TOP
Housing Programs Manager	M51	34.9244	46.5660	57.9094	2,793.95	3,725.28	4,632.75	6,053.56	8,071.44	10,037.63
Housing Rehabilitation Prog Manager	M38	31.6529	42.2039	52.6746	2,532.23	3,376.31	4,213.97	5,486.50	7,315.34	9,130.26
Laboratory Supervisor	M26	28.3736	37.8317	47.4282	2,269.89	3,026.54	3,794.26	4,918.09	6,557.49	8,220.89
Legislative Affairs Manager	M40	32.2617	43.0157	53.6490	2,580.94	3,441.26	4,291.92	5,592.03	7,456.05	9,299.16
Leisure and Recreation Supt	M48	34.1625	45.5498	56.6896	2,733.00	3,643.98	4,535.17	5,921.50	7,895.30	9,826.20
Library Circulation Supervisor	M14	24.4388	32.5852	41.1322	1,955.10	2,606.82	3,290.58	4,236.06	5,648.10	7,129.58
Library Services Supervisor	M26	28.3736	37.8317	47.4282	2,269.89	3,026.54	3,794.26	4,918.09	6,557.49	8,220.89
Maintenance District Administrator	M29	29.2277	38.9702	48.7942	2,338.22	3,117.62	3,903.54	5,066.13	6,754.83	8,457.66
Maintenance Services Manager	M85	45.7393	60.9960	75.2253	3,659.14	4,879.68	6,018.02	7,928.15	10,572.64	13,039.05
Management Accountant/Auditor	M29	29.2277	38.9702	48.7942	2,338.22	3,117.62	3,903.54	5,066.13	6,754.83	8,457.66
Management Analyst I	M14	24.4388	32.5852	41.1322	1,955.10	2,606.82	3,290.58	4,236.06	5,648.10	7,129.58
Management Analyst II	M22	26.8666	35.8223	45.0165	2,149.33	2,865.78	3,601.32	4,656.88	6,209.20	7,802.86
Management Analyst III	M29	29.2277	38.9702	48.7942	2,338.22	3,117.62	3,903.54	5,066.13	6,754.83	8,457.66
Network Services Coordinator	M14	24.4388	32.5852	41.1322	1,955.10	2,606.82	3,290.58	4,236.06	5,648.10	7,129.58
Parks Maintenance Supervisor	M14	24.4388	32.5852	41.1322	1,955.10	2,606.82	3,290.58	4,236.06	5,648.10	7,129.58
Parks Manager	M44	33.2614	44.3487	55.2485	2,660.91	3,547.90	4,419.88	5,765.31	7,687.11	9,576.41
Performing Arts Center Manager	M48	34.1625	45.5498	56.6896	2,733.00	3,643.98	4,535.17	5,921.50	7,895.30	9,826.20
Planning & Environ Svcs Manager	M81	42.4184	56.5578	69.8993	3,393.47	4,524.62	5,591.94	7,352.52	9,803.35	12,115.88
Police Financial/Grants Manager	M48	34.1625	45.5498	56.6896	2,733.00	3,643.98	4,535.17	5,921.50	7,895.30	9,826.20
Police Records Manager	M40	32.2617	43.0157	53.6490	2,580.94	3,441.26	4,291.92	5,592.03	7,456.05	9,299.16
Police Records Supervisor	M11	23.7584	31.6777	40.0431	1,900.67	2,534.22	3,203.45	4,118.12	5,490.80	6,940.80
Principal Planner	M44	33.2614	44.3487	55.2485	2,660.91	3,547.90	4,419.88	5,765.31	7,687.11	9,576.41
Project Manager	M40	32.2617	43.0157	53.6490	2,580.94	3,441.26	4,291.92	5,592.03	7,456.05	9,299.16
Public Information Officer	M38	31.6529	42.2039	52.6746	2,532.23	3,376.31	4,213.97	5,486.50	7,315.34	9,130.26
Public Safety Communications Manager	M66	38.6196	51.4928	63.8211	3,089.57	4,119.42	5,105.69	6,694.06	8,925.42	11,062.32
Public Safety Info Tech Manager	M62	37.5777	50.1035	62.1542	3,006.22	4,008.28	4,972.34	6,513.47	8,684.61	10,773.39
PW Construction Project Manager	M38	31.6529	42.2039	52.6746	2,532.23	3,376.31	4,213.97	5,486.50	7,315.34	9,130.26
Recreation Supervisor	M19	25.8867	34.5155	43.4474	2,070.94	2,761.24	3,475.79	4,487.03	5,982.69	7,530.88
Recycling Manager	M36	30.9946	41.3262	51.6214	2,479.57	3,306.10	4,129.71	5,372.40	7,163.21	8,947.71
Senior Planner	M32	29.7770	39.7026	49.6734	2,382.16	3,176.21	3,973.87	5,161.35	6,881.78	8,610.06
Streets Manager	M44	33.2614	44.3487	55.2485	2,660.91	3,547.90	4,419.88	5,765.31	7,687.11	9,576.41
Supervising Building Inspector	M40	32.2617	43.0157	52.6490	2,580.94	3,441.26	4,211.92	5,592.03	7,456.05	9,125.83
Supervising Civil Engineer	M74	40.5870	54.1161	66.9692	3,246.96	4,329.29	5,357.54	7,035.08	9,380.12	11,607.99
Systems Administrator	M62	37.5777	50.1035	62.1542	3,006.22	4,008.28	4,972.34	6,513.47	8,684.61	10,773.39
Systems Analyst I	M29	29.2277	38.9702	48.7942	2,338.22	3,117.62	3,903.54	5,066.13	6,754.83	8,457.66
Systems Analyst II	M40	32.2617	43.0157	53.6490	2,580.94	3,441.26	4,291.92	5,592.03	7,456.05	9,299.16
Systems Analyst III	M51	34.9244	46.5660	57.9094	2,793.95	3,725.28	4,632.75	6,053.56	8,071.44	10,037.63
Technical Services Manager/Water Quality Manager	M62	37.5777	50.1035	62.1542	3,006.22	4,008.28	4,972.34	6,513.47	8,684.61	10,773.39
Traffic Engineer	M59	36.7511	49.0014	60.8317	2,940.09	3,920.11	4,866.54	6,370.19	8,493.58	10,544.16
Treasury Supervisor	M11	23.7584	31.6777	40.0431	1,900.67	2,534.22	3,203.45	4,118.12	5,490.80	6,940.80
Utilities Finance Officer	M62	37.5777	50.1035	62.1542	3,006.22	4,008.28	4,972.34	6,513.47	8,684.61	10,773.39
Wastewater Collections Supervisor	M14	24.4388	32.5852	41.1322	1,955.10	2,606.82	3,290.58	4,236.06	5,648.10	7,129.58
Wastewater Division Manager	M87	46.6751	62.2333	76.7099	3,734.01	4,978.66	6,136.79	8,090.35	10,787.11	13,296.38
Wastewater Maintenance Manager	M32	29.7770	39.7026	49.6734	2,382.16	3,176.21	3,973.87	5,161.35	6,881.78	8,610.06
Wastewater Maintenance Supervisor	M19	25.8867	34.5155	43.4474	2,070.94	2,761.24	3,475.79	4,487.03	5,982.69	7,530.88
Wastewater Operations Manager/Chief Operator	M62	37.5777	50.1035	62.1542	3,006.22	4,008.28	4,972.34	6,513.47	8,684.61	10,773.39
Wastewater Operations Supervisor	M19	25.8867	34.5155	43.4474	2,070.94	2,761.24	3,475.79	4,487.03	5,982.69	7,530.88
Water Division Manager	M87	46.6751	62.2333	76.7099	3,734.01	4,978.66	6,136.79	8,090.35	10,787.11	13,296.38

CITY OF OXNARD
CLASSIFICATIONS AND SALARY RANGES
TOP MANAGEMENT (T SCHEDULE)
Effective July 21, 2015, Revised March 1, 2016

CLASSIFICATION TITLE	SALARY RANGE	HOURLY			BI WEEKLY			MONTHLY			ANNUAL		
		BOTTOM	CP	TOP	BOTTOM	CP	TOP	BOTTOM	CP	TOP	BOTTOM	CP	TOP
Assistant City Manager	E-11	80,859	100,752	111,182	6,468.78	8,060.22	8,894.58	14,015.69	17,463.82	19,271.58	168,188.26	209,565.81	231,259.01
Chief Financial Officer	E-10	69.43	86.51	95.4695	5,554.58	6,921.12	7,637.56	12,034.93	14,995.75	16,548.04	144,419.18	179,949.06	198,576.49
City Attorney	E-12	-	-	105.7692	-	-	8,461.54	-	-	18,333.33	-	-	219,999.94
City Clerk	E-3	49,685	61,909	68,317	3,974.87	4,952.75	5,465.44	8,612.22	10,730.96	11,841.78	103,346.59	128,771.50	142,101.32
City Manager	E-13	-	-	131.0629	-	-	10,485.03	-	-	22,717.57	-	-	272,610.83
City Treasurer	E-3	49,685	61,909	68,317	3,974.87	4,952.75	5,465.44	8,612.22	10,730.96	11,841.78	103,346.59	128,771.50	142,101.32
Cultural & Community Services Director	E-6	56,970	70,847	78,339	4,557.62	5,667.81	6,266.71	9,874.84	12,280.25	13,577.87	118,498.07	147,363.02	162,934.45
Deputy City Manager	E-8	63,567	79,206	87,404	5,085.37	6,336.48	6,992.39	11,018.31	13,729.04	15,150.18	132,219.72	164,748.51	181,802.14
Development Services Director	E-9	66,711	82,962	91,728	5,336.95	6,636.99	7,338.31	11,563.39	14,380.14	15,899.68	138,760.68	172,561.70	190,796.15
Economic Development Director	E-6	56,970	70,847	78,339	4,557.62	5,667.81	6,266.71	9,874.84	12,280.25	13,577.87	118,498.07	147,363.01	162,932.64
Fire Chief	E-10	69.43	86.51	95.4695	5,554.58	6,921.12	7,637.56	12,034.93	14,995.75	16,548.04	144,419.18	179,949.06	198,576.49
Housing Director	E-6	56,970	70,847	78,339	4,557.62	5,667.81	6,266.71	9,874.84	12,280.25	13,577.87	118,498.07	147,363.02	162,934.45
Human Resources Director	E-8	63,567	79,206	87,404	5,085.37	6,336.48	6,992.39	11,018.31	13,729.04	15,150.18	132,219.72	164,748.51	181,802.14
Library Director	E-6	56,970	70,847	78,339	4,557.62	5,667.81	6,266.71	9,874.84	12,280.25	13,577.87	118,498.07	147,363.02	162,934.45
Police Chief	E-11	80,859	100,752	111,182	6,468.78	8,060.22	8,894.58	14,015.69	17,463.82	19,271.58	168,188.26	209,565.81	231,259.01
Public Works Director	E-10	69.43	86.51	95.4695	5,554.58	6,921.12	7,637.56	12,034.93	14,995.75	16,548.04	144,419.18	179,949.06	198,576.49
Information Technology Director	E-6	56,970	70,847	78,339	4,557.62	5,667.81	6,266.71	9,874.84	12,280.25	13,577.87	118,498.07	147,363.02	162,934.45
Utilities Director	E-10	69,432	86,514	95,469	5,554.58	6,921.12	7,637.56	12,034.93	14,995.75	16,548.04	144,419.18	179,949.06	198,576.49



**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Council Business

AGENDA ITEM NO.: N-1

DATE: March 1, 2016

TO: City Council

FROM: 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 "FROM:" field.

SUBJECT: Request from the Oxnard Convention and Visitors Bureau regarding the 2016 North American Travel Journalists Association Conference

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

RECOMMENDATION

That City Council:

- 1) Consider a request from the Oxnard Convention and Visitors Bureau for the 2016 North American Travel Journalists Association conference which will take place April 4 – 8, 2016 at the Embassy Suites Mandalay Beach Resort; and
- 2) Adopt a resolution forgiving the Transient Occupancy Tax (TOT) debt for attendees of the convention in an amount not-to-exceed \$9,000; or
- 3) Authorize the City Manager to provide a sponsorship in the amount of \$10,000.

BACKGROUND

The City of Oxnard has been selected as the host city for the Annual 2016 North American Travel Journalists Association Conference (NATJA) through the Oxnard Convention and Visitors Bureau to be held April 4 – 8, 2016 at Embassy Suites Mandalay Beach Resort. The conference is expected to draw over 100 professional accredited media/travel journalists from throughout the United States, Canada and Mexico. During the conference, travel writers will attend seminars and business meetings as well as have an opportunity to visit many of Oxnard's attractions. The North American Travel Journalists Association is one of the premier professional associations of writers, photographers, editors, and tourism professionals dedicated to promoting travel and leisure activities to the public. There will be tremendous publicity generated by journalist attending this event.

The Oxnard Convention and Visitors Bureau is taking the lead for this conference, but there is a public benefit to City financial support for this conference. The financial impact to the City is a loss of up to \$9,000 in TOT or the sponsorship of \$10,000. However, it is anticipated that the publicity received by the City in United States, Canada and Mexico will offset our cost with the increase in tourism. The \$10,000 sponsorship provides recognition in the NATJA newsletter leading to the conference, signage, a half-page advertisement in the program event and on site, and the opportunity to address the conference attendees.

FINANCIAL IMPACT

If City Council adopts a resolution forgiving the TOT, the impact to the General Fund would be a loss of TOT revenue in the amount of \$9,000. If City Council approves the sponsorship in the amount of \$10,000, there are sufficient funds available in the General Fund Account No. 101-1001-801-8338 to provide the sponsorship.

ATTACHMENTS

Attachment No. 1 - Request from the Oxnard Convention and Visitors Bureau and sponsorship packet.
Attachment No. 2 - Resolution forgiving the TOT

OXNARD

CONVENTION & VISITORS BUREAU
CALIFORNIA

CITY OF OXNARD
Office of the City Manager
JAN 27 2016

January 20th, 2016

Greg Nyhoff
City Manager, City of Oxnard
300 West 3rd Street, 4th Floor
Oxnard CA 93036

Subject: Request for Hotel TOT waiver status from Monday April 4th, 2016 to Friday April 8th, 2016 at the Embassy Suites Mandalay Beach Resort, Oxnard.

Dear Mr. Nyhoff,

The City of Oxnard has been chosen as the host city for the Annual 2016 North American Travel Journalists Association Conference to be held at the Embassy Suites Mandalay Beach Resort in Oxnard. The April 2016 NATJA conference is expected to draw over 100 attendees to Oxnard, 80% of whom are professionally accredited media/travel journalists

Oxnard Convention & Visitors Bureau will take lead for the Conference. As a Non-Profit 501(c) 3 organization, we respectfully request an Exemption of the Hotel Transient Occupancy Tax for those attendees with accommodations reserved under the NATJA group at the Embassy Suites Mandalay Beach Resort Oxnard during the period from April 4th to April 8th, 2016.

The NATJA Conference brings together professional media and travel journalists from throughout the United States, Canada and Mexico for a combination of business meetings and educational seminars. It also provides a perfect showcase for the City of Oxnard and the surrounding areas through tour activities and events scheduled each afternoon and evening at local tourist attractions and restaurants. In turn, Oxnard will be highlighted as a world-class visitor destination featuring story ideas and articles of many different facets our city has to offer.

Your approval to waive the Hotel Transient Occupancy Tax for this NATJA Conference group will help us to apply more funds into supporting our local community partners in the hospitality & tourism industry from accommodations, restaurants and attractions. The variety of local community business partners that we can help is wide in range and opportunity.

Thank you once again for your generous support of our tourism industry

Yours sincerely,



F. Steven Buenger
Chairman of the Board
Oxnard Convention & Visitors Bureau

Cc: Maria Hurtado, Assistant City Manager
Enclosure: NATJA Press Release

ATTACHMENT 1
PAGE 1 OF 2



North American Travel Journalist Association April 2016 Conference Sponsorship Opportunities

GOLD SPONSOR: \$30,000

- Opportunity to address the conference attendees at General Session evening or closing event
- Promotional Video 2-5 minutes max. (production not included)
- Logo with live link on conference website
- Signage at all functions throughout the conference
- Full color AD in the Conference program - back cover or inside front cover position
- Stand-alone, table top exhibit space at Marketplace
- Logo recognition as GOLD Sponsor on all signage displays throughout conference
- Promotional material, promo items approved by NATJA, placed in conference bags
- Logo on Conference bags for attendees co-branded with NATJA
- One Year Ad Placement in the California Welcome Center Oxnard or on Oxnard CVB Website

SILVER SPONSOR: \$10,000 (Special for City of Oxnard)

- Option to brand the evening Opening Event or Closing Event through décor, F&B and entertainment. All out of pocket hard costs outside the sponsorship contribution.
- LOGO with link on the 2016 Conference website
- Sponsor Signage at event & on conference program
- Opportunity to meet & greet attendees at singular event entrance and hand out preapproved items during arrivals & departure of event
- Full page B/W AD in the conference program
- Acknowledgment from NATJA President at opening night reception
- Recognition as Opening Night Sponsor in the NATJA newsletter, program & website
- Promotional materials, approved by NATJA, placed in conference bags
- One Year Ad Placement on the Oxnard CVB Website or in the California Welcome Center Oxnard

LUNCHEON ACTIVITY TOUR SPONSOR: \$5,000

- Recognition as Lunch Sponsor in the NATJA newsletter leading up to convention, on the scheduled conference program, and on NATJA website
- Signage on site at the lunch event
- Half page B/W AD in the program
- Opportunity to address the conference attendees during a lunch break/event with a promo video 2-5 min max. (production not included)
- Promotional materials, approved by NATJA placed in conference bags
- Opportunity to hand out approved item during the luncheon event

MARKETPLACE SPONSOR BREAK: \$4,000

- Stand-alone table top exhibit space at marketplace
- Signage at entrance to marketplace
- Logo & listing on conference program guide
- Recognition on NATJA website as conference sponsor
- Promotional material approved by NATJA placed in conference bags

CONFERENCE BAG SPONSOR: SOLD \$3,000 (One ONLY)

- Logo on conference bags for attendees co-branded with NATJA (Includes production)
- Recognition on NATJA website & program as conference sponsor
- Opportunity to place approved material or item in the conference bags

CONFERENCE BADGE SPONSOR: SOLD \$3,000 (One ONLY)

- Lanyard/ID Badges for all conference attendees co-branded with NATJA & your LOGO (Includes production)
- Recognition on the NATJA website as a sponsor
- Opportunity to place approved materials in the conference bags

CONFERENCE HOTEL KEYCARD/EVENT SOLD SIGNAGE SPONSOR: \$3,000

- Hotel Keycards for all conference overnight attendees co-branded with NATJA & your LOGO (Includes production)
- Recognition on NATJA website & program as conference sponsor
- Opportunity to place approved materials in the conference bags

COFFEE & SNACKBREAK SPONSOR: \$3,000

- Coffee Station at seminars/workshops
- Snack Break at seminars/workshops
- Recognition on NATJA website & program as conference sponsor

Program Advertising: \$800

- Half page B/W AD in the conference program

DISCOVER
OXNARD
CALIFORNIA

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD
FORGIVING THE TRANSIENT OCCUPANCY TAX FOR ATTENDEES OF THE
NORTH AMERICAN TRAVEL JOURNALISTS ASSOCIATION CONFERENCE

WHEREAS, City Council Resolution No. 14,670 requires all requests for debt forgiveness must be approved or disapproved by the City Council on a case-by-case basis; and

WHEREAS, Section 13-45 of the Oxnard City Code provides that Transient Occupancy Tax is deemed a debt owed to the City; and

WHEREAS, the Oxnard Convention and Visitors Bureau is taking the lead for the 2016 North American Journalists Association conference taking place April 4 – 8, 2016 at the Embassy Suites Mandalay Beach Resort and are requesting that we forgive the Transient Occupancy Tax debt for attendees of the conference in an amount not-to-exceed \$9,000; and

WHEREAS, the North American Travel Journalists Association is one of the premier professional associations of writers, photographers, editors, and tourism professionals dedicated to promoting travel and leisure activities to the public; and

WHEREAS, the publicity received by the City in the United States, Canada and Mexico will offset our cost with the increase in tourism.

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

1. Forgive the Transient Occupancy Tax debt for attendees of the convention in an amount not-to-exceed \$9,000 and the City of Oxnard will benefit from the publicity received by the North American Travel Journalist attendees.

2. The City Manager is delegated authority to process all documents necessary to facilitate the Transient Occupancy Tax debt forgiveness.

PASSED AND ADOPTED THIS _____ day of _____, 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

ATTACHMENT 2
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