

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 Meeting
305 West Third Street, Oxnard
April 19, 2016
4:30 P.M. **Closed Session**
6:00 P.M. **Regular Session**

A. ROLL CALL/POSTING OF AGENDA

THE FOLLOWING LEGISLATIVE BODIES ARE MEETING: CITY COUNCIL

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 - 4:30 P.M. (SEE PAGE 5 FOR A DESCRIPTION OF CLOSED SESSION ITEMS).

D. OPENING CEREMONIES

Pledge of allegiance to the flag of the United States

E. CEREMONIAL CALENDAR

1. SUBJECT: Presentation of a Commendation to Dr. Richard R. Rush for his Leadership and Commitment to Higher Education.

2. SUBJECT: Presentation of a Proclamation Designating April 28, 2016 as "Arbor Day".

F. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

At this time, the legislative body will consider public comments for a maximum of thirty minutes. A person may address the legislative body only on matters not appearing on the agenda and within the subject matter jurisdiction of the legislative body. 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.

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.

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 (30 MINUTES)**City Clerk Department**

1. **SUBJECT:** Minutes of the Regular Meeting of the Oxnard City Council for March 29 and April 5, 2016.

RECOMMENDATION: Approve.

Legislative Body: CC

Contact: Daniel Martinez

Phone: 385-7803

City Manager Department

2. **SUBJECT:** Agreements for City Council Review.

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

Legislative Body: CC

Contact: Greg Nyhoff

Phone: 385-7430

Cultural and Community Service Department

3. **SUBJECT:** Recognize Revenue and Appropriate Funds for the Retired and Senior Volunteer Program (RSVP), Fiscal Year 2016/2017.

RECOMMENDATION: That City Council: 1) Approve a Special Budget Appropriation recognizing grant award in the amount of \$67,777 and matching funds of \$29,047 for the Retired and Senior Volunteer Program grant; and 2) Authorize the City Manager or designee to execute grant agreements; the Finance Director or designee to submit financial reports and grant claims and approve special budget appropriations for the use of grant funds.

Legislative Body: CC

Contact: Terrel Harrison

Phone: 385-8101

Development Services Department

4. **SUBJECT:** Amendment of Designated Heavy Container Corridors.

RECOMMENDATION: That City Council adopt a resolution designating certain City streets for the operation and movement of overweight vehicles and repealing Resolution No. 14,449.

Legislative Body: CC

Contact: Ashley Golden

Phone: 385-7882

Public Works Department

5. SUBJECT: Approve Plans and Specifications for UD14-02 Alley Reconstruction at Various Locations - Phase II.

RECOMMENDATION: That City Council: 1) Approve project plans and specifications and authorize staff to solicit bids for Specification UD14-02 Alley Reconstruction at Various Locations – Phase II and 2) Approve a budget appropriation from Fund 285 – CDBG Entitlement in the amount of \$577,886 to Capital Improvements Project 153102, Alleyways Reconstruction, Phase II.

Legislative Body: CC

Contact: Daniel Rydberg

Phone: 385-8055

J. PUBLIC HEARINGS

K. APPOINTMENT ITEMS

L. REPORTS

City Attorney Department

1. SUBJECT: Debt Forgiveness. (5/5)

RECOMMENDATION: That City Council consider the request of Edward Idukas to modify restitution payments owing to the City of Oxnard and adopt a resolution approving the request.

Legislative Body: CC

Contact: Stephen M. Fischer

Phone: 385-7483

City Manager Department

2. SUBJECT: Update on Maintenance Assessment District Audits and Community Outreach Plan. (15/45)

RECOMMENDATION: That City Council receive a status update on the community outreach meetings to various special assessment districts conducted by the City's consultant, NBS.

Legislative Body: CC

Contact: Maria Hurtado

Phone: 385-7430

Cultural and Community Service Department

3. SUBJECT: Senior Services Commission Annual Report. (10/10)

RECOMMENDATION: That City Council receive the Senior Services Commission annual verbal report.

Legislative Body: CC

Contact: Terrel Harrison

Phone: 385-8101

Development Services Department

4. SUBJECT: First Amendment to Agreement No. 6944-14-DS with WKE, Inc. (5/10)

RECOMMENDATION: That City Council approve and authorize the Mayor to execute the First Amendment to Agreement No. 6944-14-DS with WKE, Inc., for additional environmental services for the Rice Avenue Grade Separation project, in the amount of \$181,469.32, which will increase the total cost of the agreement to \$1,156,550.32.

Legislative Body: CC

Contact: Ashley Golden

Phone: 385-7882

Economic Development Department

5. SUBJECT: Verbal Report on Oxnard Convention and Visitors Bureau Annual Report. (10/10)

RECOMMENDATION: That the City Council receive the Oxnard Convention and Visitors Bureau's verbal report.

Legislative Body: CC

Contact: Kymberly Horner

Phone: 385-7853

Human Resource Department

6. SUBJECT: Approval of Resolutions Authorizing Full-Time Equivalent Positions and Approving Salary Schedule. (5/5)

RECOMMENDATION: That City Council Adopt Two Resolutions: 1) Repealing Resolution No. 14,905 authorizing full-time equivalent positions and setting the authorized full-time equivalent positions; and 2) Repealing Resolution No. 14,904 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: J. Tabin Cosio

Phone: 385-7947

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

1. SUBJECT: Consider Fiscal Policy Task Force Recommendation that Council Send a Letter to SCO Requesting a Financial Audit. (10/30)

RECOMMENDATION: That City Council consider the Fiscal Policy Task Force's recommendation that Council send a letter to the State Controller's Office (SCO) requesting SCO conduct a financial audit of the City of Oxnard and provide direction on whether or not to send a letter to the SCO.

Legislative Body: CC

Contact: Maria Hurtado

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.

P. PUBLIC COMMENTS ON STUDY SESSION

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

Q. STUDY SESSION

C. CLOSED SESSION**1. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION**

CC (Government Code section 54956.9 (d)(1))

Name of case: City of Oxnard v. Dale Belcher, et al.

Ventura County Superior Court, Case No. 56-2014-00450216-CU-CO-VTA

The City Attorney requested that this item be discussed in closed session under the Brown Act exception of Conference with Legal Counsel – Existing Litigation. The purpose of the closed session is to report to City Council on the status of the litigation.

2. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

CC (Government Code section 54956.9 (d)(1))

Name of case: City of Oxnard v. Aaron Starr

Ventura County Superior Court, Case No. 56-2016-00479696-CU-MC-VTA

The City Attorney requested that this item be discussed in closed session under the Brown Act exception of Conference with Legal Counsel – Existing Litigation. The purpose of the closed session is to report to City Council on the status of the litigation.

3. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

CC (Government Code section 54956.9 (d)(1))

Name of case: Aaron Starr v. City of Oxnard; et al.

Ventura County Superior Court, Case No. 56-2016-00480094-CU-PT-VTA

The City Attorney requested that this item be discussed in closed session under the Brown Act exception of Conference with Legal Counsel – Existing Litigation. The purpose of the closed session is to report to City Council on the status of the litigation.

4. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

CC On the advice of the City Attorney, pursuant to Government Code section 54956.9(d)(2), based on existing facts and circumstances, there is significant exposure to litigation against the City in one potential case.

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

5. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

CC Government Code Section 54956.9(d)(2)

In Re the Late Claim Application of Margarito Nino as Guardian ad Litem for Paola Nino, a minor City Attorney Claim No. 2016-0041

Significant exposure to litigation pursuant to California Government Code Section 54956.9(d)(2) in one potential case, Claimant: Margarito Nino as Guardian ad Litem for Paola Nino, a minor.

The City Attorney requested that this item be discussed in closed session under the Brown Act exception of Conference with Legal Counsel – Anticipated Litigation. The purpose of the closed session is for the City Council to consider whether to allow the late claim of Margarito Nino as Guardian ad Litem for Paola Nino to be filed.

R. ADJOURNMENT



**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM:
AGENDA ITEM NO.: 1

DATE: April 19, 2016

TO: City Council

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

FROM: Daniel Martinez, City Clerk

SUBJECT: Minutes of the Regular Meeting of the Oxnard City Council for March 29 and April 5, 2016.

CONTACT: Daniel Martinez, City Clerk
Daniel.Martinez@oxnard.org, 385-7803

RECOMMENDATION

Approve.

Minutes April 5, 2016.

April 19, 2016

Page 2

ATTACHMENTS:

Attachment No. A 03/29/2016 Regular Council Minutes

No. B 04/05/2015 Regular Council Minutes

MINUTES

OXNARD CITY COUNCIL

Regular Meeting

March 29, 2016

A. ROLL CALL/POSTING OF AGENDA

At 5:04 p.m., the regular meeting of the Oxnard City Council convened in the Council Chambers. Councilmembers Tim Flynn, Carmen Ramirez, Bryan A. MacDonald and Bert Perello were present. Councilmember Dorina Padilla was absent. The City Clerk stated that the agenda was posted on Thursday in the Library and City Clerk's Office. Mayor Flynn presided and called the meeting to order. Staff members present were: Daniel Martinez, City Clerk; Greg Nyhoff, City Manager; Maria Hurtado, Assistant City Manager and Stephen Fischer, Interim City Attorney.

B. PUBLIC COMMENTS ON CLOSED SESSION ITEMSC. CLOSED SESSIONP. PUBLIC COMMENTS ON STUDY SESSIONQ. STUDY SESSIONCity Attorney Department1. SUBJECT: Review of City Council Procedures Manual. (001)

RECOMMENDATION: Review and provide comments and direction regarding the City Council Procedures Manual developed through the City Council Procedures Committee.

DISCUSSION: The Interim City Attorney reviewed the history of the creation of the Procedures Manual and reviewed several issues including: Council responsibilities, roles of Council positions, conduct of meetings, agenda development, open meeting laws, interaction with City staff and other guidelines.

Public comments were received from: Dan Pinedo and Inez Tuttle.

The City Council discussed voting procedures, Chamber protocol, procedures to reconsider an item, ballot measure process and future action of the Procedure Committee.

ACTION: Received the report and provided comments to staff.

At 5:48 p.m. the City Council recessed to the evening session.

D. OPENING CEREMONIES

At 6:06 p.m., the regular meeting of the Oxnard City Council reconvened in the Council Chambers. The meeting opened with the pledge of allegiance to the flag of the United States, followed by a moment of silence. Mayor Flynn presided. Additional staff members present were: Bryan Brice, Fire Chief; Arturo Castillo, Housing Director; Ashley Golden, Development Services Director; Todd Housley, Environmental Resources Manager and Dave Millican, Special Financial Counsel.

E. CEREMONIAL CALENDAR

1. SUBJECT: Presentation by City Council and the Oxnard Cultural Heritage Board to recognize Al and Rebecca Barkley for Their Dedication Towards the Preservation and Restoration efforts of the Bank of A. Levy Building which is Designated as Ventura County Landmark No. 56.
DISCUSSION: Mayor Flynn introduced Gary Blum who commented on the history of the Bank of A. Levy, including the building and ownership by the Barkey family. Mayor Flynn recognized the Barkey family for preserving the Bank of A. Levy building.

F. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Public comments were received from: Martin Glatt (Harbor patrol); Ed Ellis (whistle blower program, retirement benefit decision); Al Velasquez (initiative process); Inez Tuttle (initiative process); Woodrow Thomas (police incident); Eileen Tracy (land use development); Armando Vasquez (Café on A Street); Aaron Starr (initiative process); Dan Pinedo (initiative process); Pat Brown (truck traffic); Brett Munoz (initiative process) and George Miller (initiative process).

ACTION: Moved “not” to consider SOAR item out of order (Perello). Died due to lack of second.

N. CITY COUNCIL BUSINESS/COMMITTEE REPORTS

2. SUBJECT: Consider Mayor Pro Tem Ramirez’s Request to Add an Item on the Agenda Related to provide new direction to staff to place a Save Open Space and Agricultural Resources (SOAR) measure on the ballot extending SOAR to 2050. (161)
RECOMMENDATION: Discuss and determine whether an item related to providing new direction to staff to place a SOAR measure on the ballot extending SOAR to 2050. On March 15, 2016, Council voted 4 to 1 to prepare a ballot measure extending SOAR to 2030.
DISCUSSION: The Assistant City Manager reviewed the process to place an item on a future Council agenda.

Mayor Pro Tem Ramirez requested the Council consider discussing extending SOAR to 2050 at a future Council meeting.

Public comments received from: Kristin Decas; Juan Gonzalez; Janis McCormick; Michael Stubblefield; Elaine Crandell; Marty Kaplan; Lydia Kaplan; Lauraine Effress; Harold Ceja; Joseph O’Neill; Andy Castillo; Pat Brown; George Miller; Lynn Jensen; Judy Dugan; Inez Tuttle; Eileen Tracy; David Valenzuela; Jose Garcia; Nancy Lindholm; Larry Stein; Elizabeth White; Al Velasquez; Roy Prince; Bonnie Clarfield-Bylin and Joan Edwards.

The City Council discussed the merits of placing this matter on the agenda and current general plan.

ACTION: Moved to place on future agenda to discuss SOAR termination dates (Ramirez/Perello) Ayes: Ramirez, Perello and Flynn. Noes: MacDonald. Absent: Padilla.

RECESS

At 7:53 p.m., the City Council recessed and at 8:04 p.m., the City Council reconvened.

J. PUBLIC HEARINGSK. APPOINTMENT ITEMS

ACTION: The Mayor requested rearranging of L-1 of the agenda since there were consultants making presentations on this item with Council concurrence.

L. REPORTSFinance Department

1. SUBJECT: Update on the City's Annual Financial Audit. (123)

RECOMMENDATION: Receive an update on the City's Annual Financial Audit.

DISCUSSION: The City Manager provided a letter from MUFG Union Bank and informed Council a meeting would be taking place to discuss the City's financial situation. The Assistant City Manager; Eden Casareno, Engagement Partner; Don Ecker, Enterprise Risk and Vanessa Burke, Urban Futures; reviewed the "audit" process, reasons for delay and estimated completion date.

Public comments received from: Larry Stein, George Miller and Al Velasquez.

The Special Financial Counsel reviewed the relationship with financial lenders.

The City Council discussed several issues including, "financial" software, responsibilities of the auditor and that "financial" information is provided as soon as possible, including information regarding the meetings with municipal financial lenders.

ACTION: Received report and provided comments.

Public Works Department

2. SUBJECT: Agreement with Siemens Industry, Incorporated (Siemens) for the Purchase and Installation of Video Camera Security and Surveillance Equipment for the Del Norte Regional Recycling and Transfer Station (Del Norte Facility). (125)

RECOMMENDATION: 1) Approve and authorize the City Manager to execute an agreement with Siemens (A-7859) in the amount of \$176,717 for the purchase and installation of video camera security and surveillance equipment for the Del Norte Facility; and 2) Approve the appropriation of funds in the amount of \$176,717 from the Solid Waste Security & Contamination Fund Balance to provide for the purchase and installation of video camera security and surveillance equipment.

ACTION: Continue to future agenda.

H. PUBLIC COMMENTS ON INFORMATION/CONSENT AGENDAG. REVIEW OF INFORMATION/CONSENT AGENDA

I. INFORMATION/CONSENT AGENDA

City Clerk Department

1. SUBJECT: Minutes of the Regular Meetings of the Oxnard City Council for March 1 and 15, 2016. (041)
RECOMMENDATION: Approve.

Fire Department

2. SUBJECT: Accept the Grant and Appropriate Funds for the 2015 Emergency Management Performance Grant (EMPG). (053)
RECOMMENDATION: Approve a Budget Appropriation recognizing grant award in the amount of \$48,429 to the 2015-2016 Emergency Management Performance Grant (EMPG) No. 772250.

Housing Department

3. SUBJECT: Affordable Housing and Rehabilitation Program Loan Policies. (057)
RECOMMENDATION: Approve revisions to the City of Oxnard Affordable Housing and Rehabilitation Division Loan Program Policies.

Public Works

4. SUBJECT: Purchase Order and Budget Appropriation to Purchase Refuse Transport Tractor. (117)
RECOMMENDATION: 1) Approve and authorize the Mayor to execute a Purchase Order No. 5769 for the purchase of a refuse transport tractor from Pape Kenworth Truck Dealership in the amount of \$111,643; and 2) Approve a budget appropriation of \$86,643 for the purchase of the refuse transport tractor.

INFORMATION/CONSENT AGENDA ACTION: The City Council continued items to a future agenda.

ACTION: The City Council concurred to hear N-1 after 10:00 p.m.

N. CITY COUNCIL BUSINESS/COMMITTEE REPORTS

1. SUBJECT: Letter of Support for the Nature Conservancy's Proposition 1 Grant Application to Acquire 561-Acres in the Ormond Beach Area. (159)
RECOMMENDATION: Authorize the Mayor to submit a letter of support for The Nature Conservancy's Proposition 1 Grant application to acquire 561-Acres in the Ormond Beach Area.
DISCUSSION: The Development Services Director reviewed the grant process.

Amanda Fegan, Naval Base Ventura County, stated support for this grant.

Public comments received from: Pat Brown and Jurgen Gramskow.

The Council discussed the beginning of the process to develop a “nature ” conservancy.

ACTION: Move to approve letter of support (Ramirez/Perello) MacDonald, Perello, Flynn and Ramirez. Absent: Padilla.

M. REPORT OF CITY MANAGER

N. CITY COUNCIL BUSINESS/COMMITTEE REPORTS

The City Council discussed: moving of the temporary Homeless Winter Shelter; status of the “utility rate” assistance program; recent award of a 1.5 million federal grant to build a Rice Avenue overpass and the short-term “housing rental” survey.

O. PUBLIC COMMENTS ON REPORTS

R. ADJOURNMENT

At 10:38 p.m. the City Council concurred to adjourn the meeting.

DANIEL MARTINEZ
City Clerk

TIM FLYNN
Mayor

MINUTES

OXNARD CITY COUNCIL

Regular Meeting

April 5, 2016

A. ROLL CALL/POSTING OF AGENDA

At 4:37 p.m., the regular meeting of the Oxnard City Council convened in the Council Chambers. Councilmembers Tim Flynn, Carmen Ramirez, Bryan A. MacDonald, Dorina Padilla and Bert Perello were present. The City Clerk stated that the agenda was posted on Thursday in the Library and City Clerk's Office. Mayor Flynn presided and called the meeting to order. Staff members present were: Daniel Martinez, City Clerk; Greg Nyhoff, City Manager; Maria Hurtado, Assistant City Manager; Scott Whitney, Assistant City Manager; Stephen Fischer, Interim City Attorney; Daniel Rydberg, Public Works Director; Eric Sonstegard, Assistant Police Chief; Kymberly Horner, Economic Development Director; Lisa Yoshimura, Assistant Human Resources Director; Thien Ng, Senior Process Engineer; Terrel Harrison, Recreation Supervisor/PAL Co-Director; and Chelsea Reynolds, PACC Manager.

B. PUBLIC COMMENTS ON CLOSED SESSION ITEMSC. CLOSED SESSIOND. PUBLIC COMMENTS ON STUDY SESSIONE. STUDY SESSIONCity Manager Department

1. SUBJECT: Presentation of Four Strategic Priority Business Plans Resulting from City Council's Priority Setting Workshop. (001)

RECOMMENDATION: That City Council discuss and provide direction on strategic priority business plans resulting from priorities determined by City Council at the City Council Strategic Summit.

DISCUSSION: The City Manager, Assistant City Manager (Hurtado), Assistant Police Chief, Public Works Director, Economic Development Director and Assistant Human Resources Director presented an overview of the strategic business plans to provide quality of life issues, including improving public safety, addressing homelessness issues, strengthening neighborhoods and development of "Whistleblower" program.

Public comments were received from: Michael Gleason, Sue Brinkmeyer, Dan Pinedo and Inez Tuttle.

The City Council commented on: use of Citizen Advisory Groups; the "implantation" schedule of plans and addressing the needs of the community, including homelessness issues, rental inspection program, economic development and safety of the community.

ACTION: The City Council provided comments to staff.

F. OPENING CEREMONIES

At 6:05 p.m., the regular meeting of the Oxnard City Council reconvened in the Council Chambers. The meeting opened with the pledge of allegiance to the flag of the United States, followed by a moment of silence. Mayor Flynn presided. Additional staff members present were: Bryan Brice, Fire Chief; Todd Housley, Environmental Resources Manager; Tabin Cosio, Human Resources Director; Arturo Castillo, Housing Director; Ashley Golden, Development Services Director; Trish Honigsberg, Outreach & Education Specialist and Ruth Johnson, Management Analyst.

G. CEREMONIAL CALENDAR

1. Invitation to Earth Day Celebration, Saturday April 9, 11:00 A.M. - 3:00 P.M. at Plaza Park in Downtown Oxnard.

DISCUSSION: Mayor Flynn introduced Trish Honigsberg, Outreach & Education Specialist, who invited the community to the Earth Day activities.

H. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Public comments were received from: Michael Gleason (update of City web site); Ed Ellis (Ormond Beach report); Aaron Starr (initiative process); Manisha Ropheka (Councilman MacDonald); Sheri Boles (California Public Utility Commission); David Valenzuela (apartment development at 1375 E. Channel Islands); Wilfredo Chua (traffic impact of housing development at 1375 E. Channel Islands); Juan Runsel (Miguel Lopez work in Colonia neighborhood); Maria Flores (recognized the work of Miguel Lopez); Elsa Zavla (recognized work of Miguel Lopez); David Laufer (hotel zoning, short-term housing rental); George Miller (Miguel Lopez, wastewater costs); Larry Stein (public comments in minutes, development fees); Inez Tuttle (initiative process, Mandalay Shore Community Association) and Pat Brown (communications with the community regarding financial issues).

I. REVIEW OF INFORMATION/CONSENT AGENDA

Comments were received from: Fire Chief (K-3); Housing Director, Management Analyst and Development Services Director (K-4); and Environmental Resources Manager (K-6);

J. PUBLIC COMMENTS ON INFORMATION/CONSENT AGENDA

Public comment was received from: Pat Brown (K-6).

K. INFORMATION/CONSENT AGENDA

City Clerk Department

1. SUBJECT: Approve Minutes of the Regular Meetings of the Oxnard City Council for March 1 and 15, 2016. (061)
RECOMMENDATION: Approve.

City Manager Department

2. SUBJECT: Agreements for City Council Review. (073)
RECOMMENDATION: Approve and authorize the City Manager, to execute the attached agreements/contracts and change orders/amendments in amounts more than \$25,000 but no more than \$250,000, which are described on the attached list.

Fire Department

3. SUBJECT: Accept the Grant and Appropriate Funds for the 2015 Emergency Management Performance Grant (EMPG) (075)
RECOMMENDATION: Approve a Budget Appropriation recognizing grant award in the amount of \$48,429 to the 2015-2016 Emergency Management Performance Grant (EMPG) No. 772250.

Housing Department

4. SUBJECT: Affordable Housing and Rehabilitation Program Loan Policies. (079)
RECOMMENDATION: Approve revisions to the City of Oxnard Affordable Housing and Rehabilitation Division Loan Program Policies.

Public Works Department

5. SUBJECT: Purchase Order and Budget Appropriation to Purchase Refuse Transport Tractor. (139)
RECOMMENDATION: 1) Approve and authorize the mayor to execute a Purchase Order No. 5769 for the purchase of a refuse transport tractor from Pape Kenworth Truck Dealership in the amount of \$111,643; and 2) Approve a budget appropriation of \$86,643 for the purchase of the refuse transport tractor.
6. SUBJECT: Approve Plans and Specifications for the Del Norte Facility Floor Restoration Project PW 16-03. (145)
RECOMMENDATION: Approve plans and specifications for PW16-03 Del Norte Facility Floor Restoration and authorize staff to solicit bids for the project.

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

L. PUBLIC HEARINGSHousing Department

1. SUBJECT: Public Hearing for Issuance of Multifamily Housing Revenue Bonds.
RECOMMENDATION: This item has been pulled and will be re-noticed and rescheduled.
ACTION: The City Council concurred to remove this item from the agenda.

M. APPOINTMENT ITEMS

N. REPORTSCity Attorney Department

1. SUBJECT: Whistleblower Hotline Policy. (147)

RECOMMENDATION: That City Council adopt a resolution establishing a Whistleblower Hotline Policy.

DISCUSSION: The Interim City Attorney reviewed the establishment of a “Whistleblower Hotline” policy, including working with “internal auditor”.

Public comments received from: Ed Ellis, Jackie Tedeschi and George Miller.

The City Council discussed the establishment of a “Whistleblower Hotline” policy including reporting process, use of an “auditor” and working with stages of this policy.

ACTION: Approved as recommended, **Resolution No. 14,906**. (Perello/Ramirez). Ayes: MacDonald, Padilla, Perello, Flynn and Ramirez.

Public Works Department

2. SUBJECT: Agreement with Siemens Industry, Incorporated (Siemens) for the Purchase and Installation of Video Camera Security and Surveillance Equipment for the Del Norte Regional Recycling and Transfer Station (Del Norte Facility) (157)

RECOMMENDATION: That City Council: 1) Approve and authorize the City Manager to execute an agreement with Siemens in the amount of \$176,717 for the purchase and installation of video camera security and surveillance equipment for the Del Norte Facility (Agreement No. A-7859); and 2) Approve the appropriation of funds in the amount of \$176,717 from the Solid Waste Security & Contamination Fund Balance to provide for the purchase and installation of video camera security and surveillance equipment.

DISCUSSION: The Environmental Resources Manager commented on proposed security equipment. The Human Resources Director reviewed the “due” process established by employer and union contracts.

The City Council commented on “security” needs of the facility and employee information process.

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

3. SUBJECT: City-Wide Street Sweeping - First Amendment to Agreement No. A-7659. (191)

RECOMMENDATION: That City Council approve and authorize the Mayor to execute the First Amendment to the Agreement with Venco Power Sweeping, Incorporated (Agreement No. A-7659) for City-wide street sweeping services to extend the agreement expiration date to March 31, 2018; and increase the initial two-year contract total from \$981,000 to \$1,962,000 over the extended four-year term.

DISCUSSION: The Public Works Director reviewed the street sweeping contract, State requirements and costs for placement of street signs.

Public comments were received from: Larry Stein; George Miller, Sandra Sudac and Dan Pinedo.

The City Council commented on City-wide signage and parking issues.

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

4. SUBJECT: Approval of Contract A-7817 with Toro Enterprises for College Estates. (205)
RECOMMENDATION: That City Council: 1) Award Contract A-7817 to the lowest responsible and responsive bidder, Toro Enterprises, Inc., in the amount of \$1,864,891.50 for UD15-08-College Estates Neighborhood Resurfacing Project including water main replacement and authorize the purchasing agent to issue and execute the contract upon receipt of final documents; and 2) Approve a budget adjustment transferring \$880,633 from Water Operating Fund of the AWPFLand Acquisition Project 146003 to fund the water main replacement portion of the College Estate Resurfacing Project 153112.
ACTION: Approved as recommended. (MacDonald/Perello). Ayes: Flynn, Ramirez, MacDonald, Padilla and Perello.
5. SUBJECT: Approve First Amendment to Agreement No. A-7815 with AECOM Technical Services, Inc. for the Wastewater Treatment Plant Improvements Project. (265)
RECOMMENDATION: That City Council: 1. Approve and authorize the Mayor to execute the First Amendment to the Agreement with AECOM Technical Services, Inc. (AECOM) for the Wastewater Treatment Plant Improvements Project (Agreement No. A-7815), to increase the cost of services in the amount of \$2,912,393 for the Phase 2A services to bring the total agreement amount to \$3,131,138 and to extend the expiration date from July 28, 2016 to December 31, 2017; and 2. Approve budget transfers from Capital Improvements Projects 136607 in the amount of \$300,000 and 916201 in the amount of \$107,854.
DISCUSSION: The Utilities Director and Senior Process Engineer reviewed the “wastewater treatment plant” improvements including complying with permit requirements and other options that were examined.

Public comment received from: Pat Brown.

The City Council discussed the necessary rehabilitation of “wastewater” facilities.

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

P. CITY COUNCIL BUSINESS/COMMITTEE REPORTS

1. SUBJECT: Appointment of City Attorney and Approval of Employment Agreement. (321)
RECOMMENDATION: That City Council: 1) Appoint Stephen M. Fischer as City Attorney and approve and authorize the Mayor to execute an agreement (Agreement No. A-7880) with Mr. Fischer providing terms and conditions concerning his employment as the City Attorney; and 2) Adopt a Resolution appointing the City Attorney.
DISCUSSION: The Human Resources Director reviewed the selection process of City Attorney; benefit package, the evaluation process and contract information.

The City Council discussed: the evaluation process of the City Attorney, performance expectations and the total benefit package including salary and benefits.

ACTION: Approved as recommended, **Resolution No. 14,907**. (MacDonald/Ramirez). Ayes: MacDonald, Padilla, Flynn and Ramirez. Noes: Perello (stated for the record “paragraph 10 regular basis ... that phrase ... and criteria developed” are the basis why I’m voting “no”.)

O. REPORT OF CITY MANAGER

The City Manager commented on the new “wastewater” rates and “why” the increase was necessary.

P. CITY COUNCIL BUSINESS/COMMITTEE REPORTS

The City Council discussed: “wastewater” bond information (Perello); California Public Utilities Commission Hearing decision (regarding proposed Oxnard coastal power plant) was removed from agenda (Ramirez); response to holding the 2016 North American Travel Journalists Association Conference in the community (Ramirez); youth “violence” within the community (Ramirez); visit to Washington D.C. to discuss local military base issues (MacDonald).

R. ADJOURNMENT

At 9:46 p.m. the City Council concurred to adjourn the meeting.

DANIEL MARTINEZ
City Clerk

TIM FLYNN
Mayor



**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Info/Consent

AGENDA ITEM NO.: 2

DATE: April 19, 2016

TO: City Council

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

FROM: Greg Nyhoff, City Manager

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 A - 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 04/19/2016

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

A Psychological Services

Vendor: Dr. Lawrence Blum
Type: Original Agreement
Agreement No.: 7380-16-PO
Amendment No.: N/A
Purchase Order No.: 2528
Begin Date: 01/16/2016
End Date: 01/15/2019
Term: 3 years

Amount to be Approved: \$195,000
Current FY Amount: \$32,500
Total Contract Amount: \$195,000
Funding Source: General Fund
Vendor Selection Process: Request for Proposals (RFP)
of Bids/Proposals/Quotes: 1
Project Manager: Jeri Williams
Department: Police Department
Telephone: 385-7624
Email: jeri.williams@oxnardpd.org

Purpose:

Staff is requesting authorization to enter into an agreement with Dr. Lawrence Blum to provide psychological services to the Police Department. Pursuant to the City's purchasing policies, staff issued a Request for Proposal (RFP) for psychological services. The RFP was distributed to nineteen (19) vendors. The bid process concluded on January 11, 2016, and received one bid from Dr. Lawrence Blum. Dr. Blum has worked with the Oxnard Police Department since 2005, and is very well respected by the officers for the knowledge and experience he brings to tactical training and trauma support. Dr. Blum's fees remain the same as the previous contract.

B First Amendment to Attorney Services Agreement

Vendor: Law Offices of Scott E. Porter
Type: Amendment
Agreement No.: 7344-15-CA
Amendment No.: 1
Purchase Order No.: 5723
Begin Date: 12/14/2015
End Date: 06/30/2016
Term: 6 months

Amount to be Approved: \$50,000
Current FY Amount: \$75,000
Total Contract Amount: \$75,000
Funding Source: General Fund
Vendor Selection Process: Negotiated Contract
of Bids/Proposals/Quotes: 2
Project Manager: Stephen M. Fischer
Department: City Attorney
Telephone: 385-7483
Email: stephen.fischer@oxnard.org

Purpose:

Staff is requesting a First Amendment with the Law Offices of Scott E. Porter ("Mr. Porter") contract in the amount of \$50,000. The Law Offices of Scott E. Porter are providing legal advice to the Development Services Department and Planning Commission on land use projects until the recruitment of the Assistant City Attorney, which is currently underway, is complete. The City's purchasing ordinance and policies do not require a request for proposals for professional services. City staff sought interested qualified attorneys and received two quotes, from which Mr. Porter was selected on the basis of qualifications and competitive rates.



**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM:
AGENDA ITEM NO.: 3

DATE: April 19, 2016

TO: City Council

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

FROM: Terrel Harrison, Interim Community Services Manager

SUBJECT: Recognize Revenue and Appropriate Funds for the Retired and Senior Volunteer Program (RSVP), Fiscal Year 2016/2017 (10/20)

CONTACT:

RECOMMENDATION

That City Council: 1) Approve a Special Budget Appropriation recognizing grant award in the amount of \$67,777 and matching funds of \$29,047 for the Retired and Senior Volunteer Program grant; and 2) Authorize the City Manager or designee to execute grant agreements; the Finance Director or designee to submit financial reports and grant claims and approve special budget appropriations for the use of grant funds.

DISCUSSION

The RSVP program is funded by the federal Corporation for National and Community Service (CNCS). The dual purpose of this grant is (1) to engage older adults in volunteer services to meet critical community needs and (2) to provide a high quality service experience that will enrich the lives of the volunteers. Fiscal year 2016/2017 is the first of a three year grant cycle in the amount of \$67,777.

For the past 39 years the City of Oxnard has successfully operated the Retired and Senior Volunteer Program (RSVP) which last year served about 600 volunteers age 55 and older. In 2015, RSVP volunteers assisted over 40 non-profit or public agencies serving more than 72,000 volunteer hours, valued at approximately \$2 million in volunteer hours. The majority of the volunteer hours were distributed towards agencies with a focus on addressing hunger through food collection and distribution and assisting seniors to live independently.

Recognize Revenue and Appropriate Funds for the Retired and Senior Volunteer

April 19, 2016

Page 2

Special events operated by RSVP include RSVP Bone Builders which offers osteoporosis exercise classes to more than 1,000 seniors; the CarFit program, which checks that seniors are using their car's safety devices correctly; and Seniors With Aptitude, Talent & Time (SWATT), which provides one-time volunteers for special events or bulk mailings.

FINANCIAL IMPACT

The first cycle of this three year RSVP Grant award of \$67,777 has a General Fund matching requirement in the amount of \$29,047. This matching requirement is included in the FY 16/17 approved budget.

ATTACHMENTS

Attachment A: Notice of Grant Award

Attachment B: Special Budget Appropriation

Notice of Grant Award**Corporation for National and Community Service****I.3.a**601 Walnut Street, Suite 876 E
Philadelphia, PA 19106-3323**Retired and Senior Volunteer Program****Grantee**

City of Oxnard Recreation Division

EIN: 956000756

350 North C Street Oxnard CA 93030-4646

DUNS: 069480080

Award InformationAgreement No.: **16SRPCA005**Performance Period: **04/01/2016 - 03/31/2019**Amendment No.: **0**Budget Period: **04/01/2016 - 03/31/2017**CFDA No.: **94.002**Grant Year: **1****Award Description**

This FY16 grant awards funding for RSVP for year 1 of 3. The budget period of this grant is 04/01/16 to 03/31/17.

Purpose

The purpose of this award is to assist the grantee in carrying out a national service program as authorized by the Domestic and Volunteer Service Act of 1973, as amended (42 U.S.C. Chapter 22).

Funding Information

Year 1	Previously Awarded This Year	This Award/ Amendment	Total Current Year
Total Obligated by CNCS	\$0	\$67,777	\$67,777
Grantee's Unobligated Balance (Carryover)	\$0	\$0	\$0
Total Available	\$0	\$67,777	\$67,777

Cumulative Funding for Project Period

Total Awarded in Previous Amendments	\$0
Total CNCS Funds Awarded to Date	\$67,777

Funding Source and Amount

2016--OPE1-P74-OPO-22515-4101

\$67,777.00

Special Conditions

COSTS ALLOWED UNDER THIS GRANT ARE LIMITED TO THOSE CATEGORIES CONTAINED IN SIGNED APPLICATION PACKAGE DATED 1/15/16.

In addition to all other requirements, this grant shall also be subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR Part 200 and CNCS's anticipated implementing regulations at 2 CFR Part 2205.

Terms of Acceptance: By accepting funds under this grant, recipient agrees to comply with General Terms and Conditions found at <https://egrants.cns.gov/termsandconditions/FinalGeneralTermsandConditions20151201.pdf>, and the Program Terms and Conditions found at <https://egrants.cns.gov/termsandconditions/RSVPSpecificTerms&Conditions20150114.pdf>. Recipient also agrees to comply with assurances and certifications made in the grant application, and applicable federal statutes, regulations and guidelines. Recipient agrees to administer the grant in accordance with the approved grant application, budgets, supporting documents, and all other representations made in support of the approved grant application.

City of Oxnard Recreation Division
350 North C Street Oxnard CA 93030-4646

EIN: 956000756
DUNS: 069480080

Benjamin J. Hollenberg

02/26/2016

Signature

Award Date

Ben Stoltenberg

Senior Grants Officer

Ben Stoltenberg, 2159646314

Grants Officer

Gayle Hawkins, 310-235-7704

Program Officer

City of Oxnard Recreation Division

Legal Applicant

Marisue Eastlake

Project Director

Greg Barnes

Certifying Official/Executive Officer

REQUEST FOR SPECIAL BUDGET APPROPRIATION

Department: Recreation and Cmty Svcs

Date: April 14, 2016

Project/Program

Manager: Renee Rakestraw

Phone: (805) 385-8019

Reason for Appropriation:

To recognize full award of \$67,777 for RSVP Grant which is funded by the Corporation for National and Community Service under grant number 16SRPCA005 and a City Match of \$29,047 from Senior/Special Populations.

Accounts and Descriptions

AMOUNT

Fund: 101 - GENERAL FUND

Expenditures/Transfers Out

SENIOR/SPECIAL POPULATION 5303

101-5303-805.80-01	PERSONAL SERVICES / DIRECT LABOR REGULAR	(29,047)
101-5303-805.87-33	TRANSFERS / TSFR TO FEDERAL GRANT FD	29,047
	Sub-total Expenditures	0

Net Change to Fund Balance 0

Fund: 263 - RSVP

Revenues/Transfers In

RSVP33 GRANT FY 16-17 263-5503 (Project #774806)

263-5503-534.72-85	GRANT REVENUES / COUNTY GRANT REVENUE	67,777
	Sub-total Grant	67,777

RSVP GENERAL FUND MATCH 263-4856 (Project#774806)

263-4856-531.72-20	GENERAL FUND MATCH - FED. GR	29,047
	Sub-total General Fund Match	29,047
	Sub-total Revenues	96,824

Expenditures/Transfers Out

RSVP33 GRANT FY 16-17 263-5503 (Project #774806)

263-5503-805.80-01	PERSONAL SERVICES / DIRECT LABOR REGULAR	29,601
263-5503-805.80-41	PERSONAL SERVICES / EMPLOYEE BENEFITS	15,663
263-5503-805.81-02	MATERIALS AND SUPPLIES / SUPPLIES - OFFICE	1,070
263-5503-805.81-09	MATERIALS AND SUPPLIES / SUPPLIES - OTHER	3,450
263-5503-805.82-09	CONTRACTS & SERVICES / SVCS-OTHER PROF/CONTRACT	1,000
263-5503-805.82-16	CONTRACTS & SERVICES / SERVICES-PRINTING & BIND	1,200
263-5503-805.82-42	CONTRACTS & SERVICES / GENERAL LIABILITY INSUR.	1,441
263-5503-805.83-41	MAINTENANCE SERVICES / RECOGNITION OF PUB GUESTS	8,052
263-5503-805.83-43	MAINTENANCE SERVICES / TRAINING/WORKSHOPS/MTNG	3,300
263-5503-805.83-45	MAINTENANCE SERVICES / MILEAGE REIMBURSEMENT	2,000
263-5503-805.83-72	MAINTENANCE SERVICES / EXPENSE REIMBURSEMENTS	1,000
	Sub-total Grant	67,777

RSVP GENERAL FUND MATCH 263-4856 (Project #774806)

263-4856-805.80-01	PERSONAL SERVICES / DIRECT LABOR REGULAR	18,881
263-4856-805.80-41	PERSONAL SERVICES / EMPLOYEE BENEFITS	10,166
	Sub-total Match	29,047
	Sub-total Expenditures	96,824

Net Change to Fund Balance 0

Net Appropriation Change 0

Approvals

Department Director _____

Chief Financial Officer _____

City Manager _____



**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Info/Consent

AGENDA ITEM NO.: 4

DATE: April 19, 2016

TO: City Council

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

FROM: Ashley Golden, Development Services Director

SUBJECT: Amendment of Designated Heavy Container Corridors

CONTACT: Jason Samonte, Development Services
Jason.Samonte@oxnard.org, 385-7872

RECOMMENDATION

That City Council adopt a resolution designating certain City streets for the operation and movement of overweight vehicles and repealing Resolution No. 14,449.

BACKGROUND

The California Vehicle Code (CVC) establishes the maximum allowable transportation weight per tire for vehicles. On occasion, vehicles, and more specifically trucks, do exceed these weights. These vehicles are considered “overweight vehicles”. On July 9, 2013, City Council adopted Ordinance No. 2871 to allow the use of City streets by overweight vehicles. On July 23, 2013, Council held a public hearing and approved Resolution No. 14,431, authorizing a permit fee for overweight vehicles. The permit fee is the maximum allowed by state law to cover the cost of issuing the permit. On December 17, 2013, City Council adopted Resolution No. 14,449, Heavy Container Corridors, which designates the streets that overweight vehicles can utilize (Attachment 5).

Staff is recommending that Resolution No. 14,449 be repealed, and a new resolution adopted to include three additional street segments: 1) Camino Del Sol between Rice Avenue and Kinetic Drive; 2) Sturgis Road between Rice Avenue and Kinetic Drive; and 3) Kinetic Drive between Camino Del Sol and Sturgis Road. The addition of these street segments will facilitate the

Amend Resolution No. 14,449, Heavy Container Corridors

April 19, 2016

Page 2

successful operations of business in industrial zones. . These street segments are constructed with an additional asphalt depth to support truck traffic.

Trucks needing to transport loads on City streets that exceed the maximum allowable weight must obtain a City permit, pay applicable fees, and comply with all terms and conditions associated with the permit. The conditions often require the use of transport trailers with additional axles and tires. The additional axels and tires distribute the load so that the weight per tire does not exceed the capacity of the roadway.

FINANCIAL IMPACT

There is no financial impact with this action. Staff does not anticipate additional permits. The existing overweight vehicle trips will be re-distributed to the additional road segments.

ATTACHMENTS

- 1 – Ordinance No. 2871, Use of Streets by Overweight Vehicles
- 2 – Resolution No. 14,431, Permit Fee Program for Overweight Vehicles
- 3 - Exhibit E, Overweight Vehicle Permit Fee Schedule
- 4 – Resolution No. 14,449 designating streets as Heavy Container Corridors
- 5 - Exhibit showing streets designated as Heavy Container Corridors
- 6 – New Resolution designating streets as Heavy Container Corridors
- 7 - Revised Exhibit showing streets designated as Heavy Container Corridors

ORDINANCE OF THE CITY OF OXNARD

ORDINANCE NO. 2871

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OXNARD ADDING
DIVISION 3 OF ARTICLE III OF CHAPTER 19 TO THE OXNARD CITY CODE
CONCERNING USE OF CITY STREETS AND HIGHWAYS BY OVERWEIGHT
VEHICLES

.....

WHEREAS, Section 35551 of the California Vehicle Code establishes a maximum allowable gross weight for the operation and movement of vehicles and loads upon City streets and highways; and

WHEREAS, Section 35700 of the California Vehicle Code authorizes the City to permit the operation and movement of vehicles and loads upon City streets and highways that exceed the maximum gross weight of vehicles and loads specified in the Vehicle Code upon the City's adoption of an ordinance; and

WHEREAS, Section 35780 of the California Vehicle Code authorizes the City to issue special permits to allow all persons wishing to operate or move overweight vehicles and loads upon certain designated City streets and highways; and

WHEREAS, the City desires to regulate the operation and movement of overweight vehicles and loads by limiting their operation and movement to designated City streets and highways; and

WHEREAS, the City further desires to regulate the operation and movement of overweight vehicles by requiring that all persons wishing to operate or move overweight vehicles upon designated City streets and highways obtain a special permit.

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

Part 1. Division 3 of Article III of Chapter 19 is hereby added to read as follows:

**“DIVISION 3 USE OF CITY STREETS AND
HIGHWAYS BY OVERWEIGHT VEHICLES**

SEC. 19-240. DEFINITIONS.

The following words and phrases, whenever used in this division, shall be construed as defined in this section.

(A) “Designated streets” means those City streets or highways, or portions thereof, that have been

designated by the City Council by resolution as being open to travel by overweight vehicles pursuant to a special permit issued under the provisions of this division.

(B) "Director" means the Director of Development Services of the City of Oxnard, or his or her designee.

(C) "Overweight vehicle" means a vehicle, combination of vehicles, or mobile equipment, which, in combination with its load, has a maximum gross weight in excess of the weight limit of vehicles and loads specified in the California Vehicle Code, but does not exceed 95,000 pounds gross vehicle weight. Ocean shipping equipment under the seal of United States Customs shall not be subject to the provisions of this division.

(D) "Person" means any natural person, firm, association, organization, partnership, corporation, public corporation, political subdivision or any department or agency thereof.

(E) "Year" means calendar year commencing January 1 and ending the following December 31.

SEC. 19-241. SPECIAL PERMIT REQUIRED.

No person shall operate or move an overweight vehicle upon City streets or highways except pursuant to a special permit issued under the provisions of this division. A special permit shall be required for each overweight vehicle to be operated or moved on City streets or highways. Notwithstanding the foregoing, a person shall not be required to obtain a special permit pursuant to this division if they are required to obtain a City permit for a vehicle whose height, length or width exceeds the maximum specified in the California Vehicle Code, have obtained the permit and the permit is currently valid.

SEC. 19-242. DESIGNATED STREETS.

The City will only issue a special permit for operation or movement of an overweight vehicle upon designated streets. Designated streets shall be established by a resolution of the City Council.

SEC. 19-243. AUTHORITY TO ISSUE SPECIAL PERMIT.

(A) The Director or his designee is authorized to issue special permits under this division for either a single movement or on a yearly basis for continuous operation. Every permit issued for continuous operations shall expire on December 31 of the year for which it is issued. The Director may issue or withhold a special permit in his or her discretion or may issue a special permit conditioned upon the following:

- (1) The number of trips authorized.
- (2) Seasonal or other time limitations within which the overweight vehicle may be operated or moved on the designated streets.
- (3) An undertaking or other security as may be deemed necessary to protect the City's streets, highways and bridges from damage.
- (4) Required proof of financial responsibility in an amount required for compliance with California Vehicle Code section 16500.5.
- (5) Such conditions of operation of the overweight vehicle as may be necessary to assure against undue damage to the road foundations, surfaces, bridges or other structures.
- (6) Potential negative safety or environmental impacts in the opinion of the City Traffic Engineer, Fire Chief, or the Police Chief.

(B) No special permit issued pursuant to this section shall authorize the transport of hazardous materials or hazardous wastes, as those terms are defined by local, state, and federal law.

SEC. 19-244. APPLICATION REQUIRED.

The City will issue a special permit only upon receipt of a signed and verified application describing the vehicle and load, including weight, and stating whether the special permit is requested for a single trip or continuous

operations. Each application shall be accompanied with a special permit fee. The amount of all special permit fees shall be established by a resolution of the City Council.

SEC. 19-245. SPECIAL PERMIT CONDITIONS.

Every special permit issued pursuant to this division shall provide that:

(A) The maximum allowable gross combined vehicle weight to be permitted may not exceed 95,000 pounds with appropriate equipment and the vehicle, combination of vehicles, or mobile equipment shall conform to the axle weight limits specified in Section 35550 of the California Vehicle Code.

(B) The maximum speed limit for any overweight vehicle shall be thirty (30) miles per hour.

(C) Each person to whom a special permit is issued shall agree to defend and indemnify City, its City Council, boards, officers and employees from any and all damages, costs and expenses sustained or incurred by City, its boards, officers and employees resulting from or arising out of the issuance of a special permit and the use of City streets or highways whether designated or non-designated.

(D) Each person to whom a special permit is issued shall agree to be responsible for all injuries or death of persons and for all damages to property of every kind caused by or resulting from or arising out of the issuance of a special permit and use of City streets or highways, whether designated or non-designated.

(E) Each person to whom a special permit is issued shall agree to carry a copy of the special permit in the overweight vehicle for which the permit is issued and furnish a copy to any peace officer upon demand.

(F) Each person to whom the special permit is issued shall furnish evidence satisfactory to the Director that the overweight vehicle has undergone safety inspection by a governmental agency having jurisdiction within ninety (90) days preceding the issuance of the special permit and at least once each ninety (90) days during the permit period.

(G) Each person to whom a special permit is issued shall be prohibited from using an overweight vehicle to transport hazardous materials or hazardous wastes, as those terms are defined by local, state and federal laws, across any City street or highway, or portion thereof.

(H) Each person to whom a special permit is issued shall at all times comply with all laws, ordinances, rules and regulations of all federal, state and local governmental authorities having jurisdiction over the operation and maintenance of the overweight vehicle.

(I) No detour from a permitted route may be made without prior written permission of the Director or his designee.

(J) Except for permitted detours, no route shall be on any street or highway, or portion thereof, not designated by a resolution of the City Council.

(K) Every overweight vehicle permitted under this division and each special permit issued pursuant hereto shall be subject to inspection by the Director or his designee, or any peace officer, at any time it is on a City street or highway within the limits of the City for the purpose of determining compliance with the provisions of the special permit.

(L) As a condition precedent to the City's issuance of a special permit, the applicant shall furnish the Director evidence that each driver of an overweight vehicle shall have completed training in the operation of an overweight vehicle.

SEC. 19-246. VEHICLE TRIP LOGS.

All persons operating or moving an overweight vehicle pursuant to a continuous operation special permit shall maintain a vehicle trip log that evidences all vehicle trips on a City street or highway within the limits of the City for the then current year. Vehicle trip logs shall, at a minimum, contain the following information: license plate number, month and year, date of trip, driver's name or any other information that the Director may deem appropriate. A copy of the vehicle trip log shall at all times be kept in the overweight vehicle and shall be presented to any peace

officer upon demand. As a condition precedent to the City's issuance of any new continuous operation special permit, each application shall be accompanied by a vehicle trip log from the previous year.

SEC. 19-247. FURNISHING PROOF OF COMPLIANCE WITH THIS DIVISION.

All persons operating or moving an overweight vehicle shall carry a copy of any special permit issued pursuant to this division in the overweight vehicle for which the permit is issued and furnish a copy to any peace officer upon demand.

SEC. 19-248. REVOCATION OF PERMIT.

The Director may revoke all continuous operation special permits issued to a person, if the person, his employee or agent is determined by the Director to have violated any two (2) special permit conditions or violate the same special permit on two (2) occasions within any ninety-day (90) calendar period. No special permit shall be issued to a person whose special permit has been revoked pursuant to this section for ninety (90) calendar days following such revocation. Nothing contained in this division shall be deemed or construed as limiting the power of a peace officer to issue a citation for or otherwise enforce violations of law with respect to operation of an overweight vehicle upon designated streets upon discovery of a violation of a condition of a special permit.

SEC. 19-249. RULES AND REGULATIONS.

The Director or his designee may adopt, repeal, amend and modify administrative regulations implementing the provisions of this division, including, but not limited to, operating requirements, trailer requirements, driver requirements, and any other matter deemed necessary for the effective administration of this division.

SEC. 19-250. OTHER PERMITS.

A special permit issued pursuant to this division shall be in addition to and obtained prior to applying for any other permit which may be required by law for the

operation or movement of an overweight vehicle upon public streets or highways.”

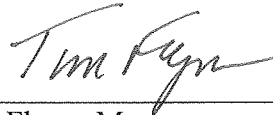
Part 2. If any provision(s) of this ordinance or the application thereof to any person or circumstances is held invalid or unconstitutional by any court of competent jurisdiction, such invalidity or unconstitutionality shall not affect any other provision or application, and to this end the provisions of this ordinance are declared to be severable. The City Council hereby declares that they would have adopted this ordinance and each section, subsection, sentence, clause, phrase, part or portion thereof, irrespective of the fact that any one or more sections, subsections, clauses, phrases, parts or portions thereof be declared invalid or unconstitutional.

Part 3. Within 15 days after passage, the City Clerk shall cause this ordinance to be published one time in a newspaper of general circulation within the City. Ordinance No. 2871 was first read on July 9, 2013 and finally adopted on July 30, 2013 to become effective thirty days thereafter.

AYES: Councilmembers Flynn, Ramirez, Padilla and Perello.

NOES: None.

ABSENT: Councilman MacDonald.



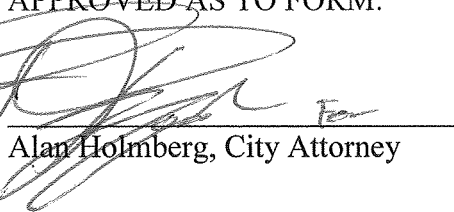
Tim Flynn, Mayor

ATTEST:



Daniel Martinez, City Clerk

APPROVED AS TO FORM:



Alan Holmberg, City Attorney

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO. 14,431

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD
ESTABLISHING FEES FOR SERVICES PROVIDED BY DEVELOPMENT
SERVICES DEPARTMENT RELATED TO ELECTRIC VEHICLE
CHARGING AND OVERWEIGHT TRUCKS.

WHEREAS, on July 31, 2012, the City Council adopted financial management policies ("the policies") to be followed in the development and implementation of the City budget; and

WHEREAS, subsection B of section III of the policies requires annual review of activities supported by user fees and charges to determine costs and effect adjustments sufficient to recover actual costs; and

WHEREAS, such review has been performed to establish new fees; and

WHEREAS, the new fees attached hereto as Exhibit A and incorporated herein by reference do not exceed the estimated reasonable costs of providing the services for which the fees are charged; and

WHEREAS, the adoption of this resolution is exempt from the California Environmental Quality Act (CEQA) pursuant to the Section 15273 of the State CEQA Guidelines as the establishment of fees for the purpose of meeting operating expenses, including employee wages and fringe benefits, as shown in the fee worksheets on file with the City Clerk; and

WHEREAS, notice was given of the proposed adoption of these fees and a public hearing was held thereon as required by law.

NOW, THEREFORE, the City Council of the City of Oxnard finds that the fees adopted by this resolution as set forth in the fee schedules provided in Exhibit A are for the purpose of meeting operating expenses.

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

The proposed fees set forth in Exhibit A are adopted and shall take effect immediately for the electric vehicle charging hourly fee, and upon the effective date of Ordinance No. 2871 concerning the use of city streets by overweight vehicles for the permit fees for overweight vehicles.

PASSED AND ADOPTED THIS 23rd day of July, 2013 by the following vote:

AYES: Councilmembers Flynn, Ramirez, MacDonald, Padilla and Perello.

NOES: None.

ABSENT: None.

EXHIBIT E**CITY OF OXNARD****SCHEDULE OF OVERWEIGHT VEHICLE PERMIT FEES**

		Fee	Unit
1	Single Overweight Vehicle Permit	\$16	each
2	Annual Overweight Vehicle Permit	\$90	each

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO. 14,449RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD
DESIGNATING CERTAIN CITY STREETS FOR THE OPERATION AND
MOVEMENT OF OVERWEIGHT VEHICLES

WHEREAS, the City Council adopted Ordinance No. 2871, on July 30, 2013, which requires that all persons wishing to operate or move an overweight vehicle on designated City streets and highways obtain a special permit; and

WHEREAS, Oxnard City Code ("OCC") section 19-242 provides that designated City streets and highways shall be established by resolution of the City Council;

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

SECTION 1. Overweight Street Designation. The following City streets and highways, or portions of the same, are hereby designated to be a part of the City's overweight vehicle corridor pursuant to section 19-242 of Division 3 of Article III of Chapter 19 of the OCC, as it shall be amended and renumbered from time to time:

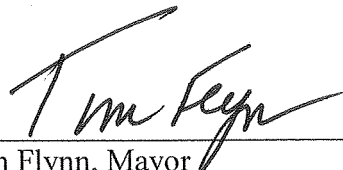
1. Hueneme Road from the westerly City limits to easterly City limits.
2. Arcturus Avenue from Hueneme Road to McWane Boulevard.
3. Rice Avenue from southerly City limits to the 101 Ventura Freeway.

PASSED and ADOPTED this 17 day of December, 2013, by the following vote:

AYES: Councilmembers Flynn, Ramirez, MacDonald, Padilla and Perello.

NOES: None.

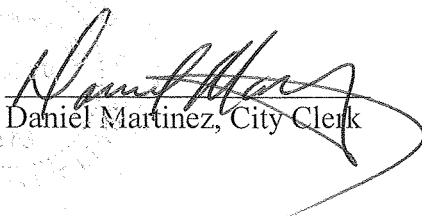
ABSENT: None.



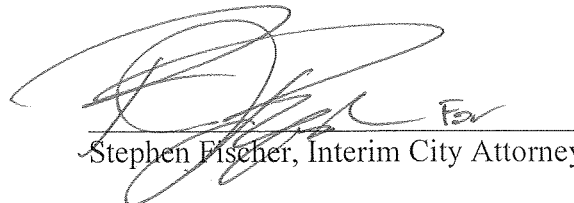
Tim Flynn, Mayor

ATTEST:

APPROVED AS TO FORM:



Daniel Martinez, City Clerk



Stephen Fischer, Interim City Attorney



101 Ventura Freeway

Heavy Container Corridor



Rice Avenue

Fifth Street (southerly City limit)

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD DESIGNATING CERTAIN CITY STREETS FOR THE OPERATION AND MOVEMENT OF OVERWEIGHT VEHICLES AND REPEALING RESOLUTION NO. 14,449

WHEREAS, the City Council adopted Ordinance No. 2871, on July 30, 2013, which requires that all persons wishing to operate or move an overweight vehicle on designated City streets and highways obtain a special permit; and

WHEREAS, Oxnard City Code ("OCC") section 19-242 provides that designated City streets and highways shall be established by resolution of the City Council;

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

SECTION 1. Overweight Street Designation. The following City streets and highways, or portions of the same, are hereby designated to be a part of the City's overweight vehicle corridor pursuant to section 19-242 of Division 3 of Article III of Chapter 19 of the OCC, as it shall be amended and renumbered from time to time:

1. Hueneme Road from the westerly City limits to easterly City limits.
2. Arcturus Avenue from Hueneme Road to McWane Boulevard.
3. Rice Avenue from southerly City limits to the 101 Ventura Freeway.
4. Camino Del Sol between Rice Avenue and Kinetic Drive.
5. Sturgis Road between Rice Avenue and Kinetic Drive.
6. Kinetic Drive between Camino Del Sol and Sturgis Road.

SECTION 2. Resolution No. 14,449 is hereby repealed.

PASSED and ADOPTED this ____ day of _____, 2016, by the following vote:

AYES:

NOES:

ABSENT:

Tim Flynn, Mayor

ATTEST:

APPROVED AS TO FORM:

Daniel Martinez, City Clerk

Stephen Fischer, City Attorney

101 Ventura Freeway

Heavy Container Corridor



Camino Del Sol

Kinetic Drive

Sturgis Road

Rice Avenue

Fifth Street (southerly City limit)



**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Info/Consent

AGENDA ITEM NO.: 5

DATE: April 19, 2016

TO: City Council

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

FROM: Daniel Rydberg, Public Works Director

SUBJECT: Approve Plans and Specifications for UD14-02 Alley Reconstruction at Various Locations - Phase II

CONTACT: Robert Hearne, Public Works
Robert.Hearne@oxnard.org, 385-8265

RECOMMENDATION

That City Council: 1) Approve project plans and specifications and authorize staff to solicit bids for Specification UD14-02 Alley Reconstruction at Various Locations – Phase II and 2) Approve a budget appropriation from Fund 285 – CDBG Entitlement in the amount of \$577,886 to Capital Improvements Project 153102, Alleyways Reconstruction, Phase II.

BACKGROUND

On September 22, 2015, the City Council approved the Consolidated Annual Performance Report (CAPR) for Fiscal Year 2014-2015. In the report, Community Development Block Grants (CDBG) funding was requested for reconstruction of three alleys that are eligible. To be eligible, a project must serve a community under the threshold of over 51% low-moderate income areas. The three alleys selected were the most deteriorated of the more than 10 alleys eligible.

This alley reconstruction project consists of removing the existing asphalt alleys in 3 locations and reconstructing them with concrete. The first two are the alley west of Dallas Drive from Berkshire Street to Billings Street, and the alley west of Hamilton Avenue from Terrace Avenue to Yale Street in the Terrace Estates neighborhood. Terrace Estates is in the low-moderate income area meeting CDBG eligibility with a low-moderate income (LMI) percentage of

Approve Plans and Specs for Alley Reconstruction, UD14-02

April 19, 2016

Page 2

71.68%. The third alley in the project is the alley east of Norma Street, from Azalea Street to Carmen Way in the Windsor North River Ridge neighborhood. This alley is located within the low-moderate income area meeting CDBG eligibility with a LMI percentage of 57.63%.

The work includes mobilization/demobilization; traffic control; storm water pollution prevention plan; removal and disposal of asphalt concrete, subgrade, weeds, root & debris; compaction of subgrade and base; installation of 6" concrete pavement over 6" aggregate base; and adjustment of manholes, water valves, and water meter covers to finished grade. It also includes all incidental and appurtenant improvements and restorations specified on the Plans and Specifications.

FINANCIAL IMPACT

The CDBG funding has been approved in the amount of \$577,886 pursuant to an Inter-departmental Agreement for Use of CDBG Funds, Agreement No. 7155-15-HO. A Budget Adjustment would transfer existing appropriation in the amount of \$544,574 from Alleyway East of "A" Street Project 153103 and \$33,312 from Alleyway East of Del Oro Project 153104 to Alleyway Reconstruction Phase II Project 153102.

ATTACHMENTS

A. Budget Appropriation

B. UD14-02 Alley Reconstruction at Various Locations – Phase II Site Map

Note: Plans and specifications for UD14-02 Alley Reconstruction at Various Locations – Phase II Project will be available for review at the City of Oxnard Purchasing Division, 300 West Third Street, Suite 202, Oxnard, CA 93030, after 8:00 a.m. on Thursday prior to the City Council Meeting.

REQUEST FOR BUDGET ADJUSTMENT

Department: Public Works
Project/Program
Manager: Robert Hearne

Date: April 19, 2016
Phone: 385-7832

Reason for Appropriation:

Pursuant to Inter-departmental Agreement 7155-15-HO, CDBG funding previously appropriated to Alleyway East of A Project 153103 & Alley East of Del Oro Project 153104 to be transfer to fund Alleyways Reconstruction Phase II Project 153102.

Accounts and Descriptions

AMOUNT

Fund: 285 CDBG Entitlement

Expenditures/Transfers Out

PROJECT 153102 - Alleyways Reconstruction Phase II

325-3130-826.86-05	IMPROV NOT BUILD-MAJOR RE	577,886
--------------------	---------------------------	---------

PROJECT 153103 - Alleyways East of "A" St

325-3130-826.86-05	IMPROV NOT BUILD-MAJOR RE	(544,574)
--------------------	---------------------------	-----------

PROJECT 153104 - Alleyways East of Del Oro

325-3130-826.86-05	IMPROV NOT BUILD-MAJOR RE	(33,312)
--------------------	---------------------------	----------

Sub-total Expenditures	<u>0</u>
------------------------	----------

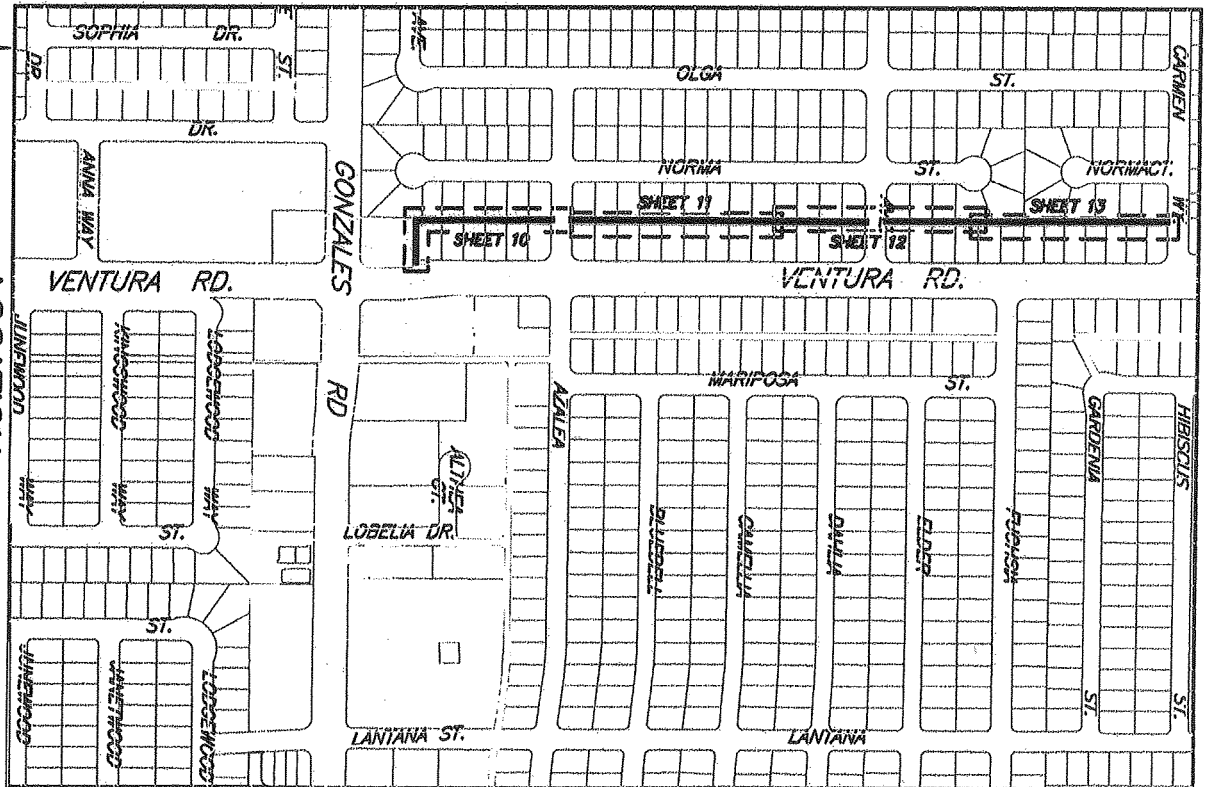
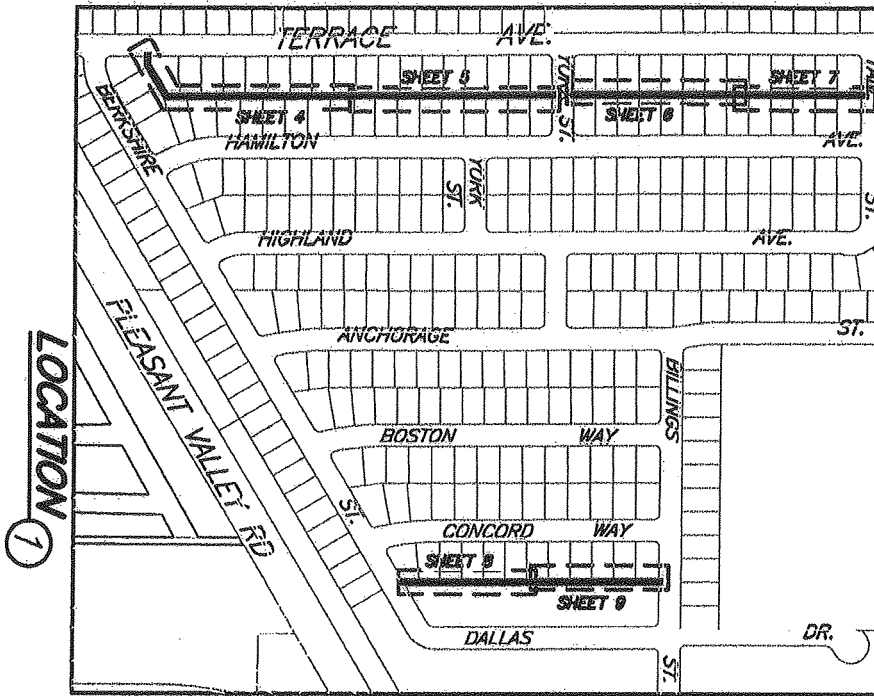
Net Change to Fund Balance	<u>0</u>
-----------------------------------	-----------------

Approvals

Department Director _____

Chief Financial Officer _____

City Manager _____



LOCATION MAP
NO SCALE



**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Report
AGENDA ITEM NO.: 1

DATE: April 19, 2016
TO: City Council
FROM: Stephen Fischer, City Attorney
SUBJECT: Debt Forgiveness. (5/5)
CONTACT: Stephen Fischer, City Attorney
Stephen.Fischer@oxnard.org, 385-7483

RECOMMENDATION

That City Council consider the request of Edward Idukas to modify restitution payments owing to the City of Oxnard and adopt a resolution approving the request.

BACKGROUND

Edward Idukas pled guilty to two felony violations of California Insurance Code Section 1871.4(a)(1) on June 13, 2013, for Workers' Compensation fraud that occurred in April and March of 2010. He was ordered to serve 120 days in jail and pay \$120,703 in restitution to the City. The jail sentence was completed on March 5, 2014, and restitution payments are current. Mr. Idukas was given 60 months of formal probation, of which, he has served 30 months. In addition to the \$120,703 as restitution to the City of Oxnard, Mr. Idukas is required to pay \$6,305.12 in court fees (State Restitution Fund, Criminal Justice Administration Fee, etc.). To date, Mr. Idukas paid \$80,525.12 of the \$127,000 ordered by the court. The remaining balance owed to the City is \$40,177.88, paid at a rate of \$175 per month, at which rate it will not be paid in full for nineteen (19) years. Mr. Idukas is seeking to modify the restitution to pay immediately a lump sum, but in a lower amount. Pursuant to section III.C of City Council Resolution No. 14,839 (the City's financial management policies), all such requests are decided by the Council on a case by case basis.

Mr. Idukas has asked if the City will accept \$23,669.88 in a lump sum in satisfaction of the balance owed. The amount owed to the state will remain \$6,315.12 to ensure the payment of fees. Mr. Idukas has completed a financial disclosure statement to show the court that he has the funds available.

Debt Forgiveness
April 19, 2016
Page 2

If modification is ordered by the court, the City will benefit by receiving an immediate payment rather than payment over a period of nineteen years. The City may use the funds as it sees fit but it should be noted that \$23,669.88 invested at a 3% rate of return would grow to approximately the current amount owed by Mr. Idukas over nineteen years.

Further, there is no assurance that monthly payments will continue over a nineteen-year period. Finally, there is an ongoing administrative cost to the City, as well as the County, to process monthly payments. This risk and administrative cost are avoided by approving Mr. Idukas' request.

FINANCIAL IMPACT

If the request for debt forgiveness is approved, the City will receive a lump sum of \$23,669.88, which will increase the General Fund balance by that amount for this fiscal year.

ATTACHMENTS

Attachment No. 1 – Resolution Accepting Restitution Modification
Attachment No. 2 – Resolution No. 14,839

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD
APPROVING THE DEBT FORGIVENESS REQUEST OF EDWARD IDUKAS

WHEREAS, City Council Resolution No. 14,839 requires all requests for debt forgiveness must be approved or disapproved by the City Council on a case-by-case basis; and

WHEREAS, Edward Idukas was ordered to pay \$120,703 as restitution to the City of Oxnard and an additional \$6,305.12 in court fees (State Restitution Fund, Criminal Justice Administration Fee, etc.). To date, Defendant has paid \$80,525.12 of the \$127,000 ordered by the court. The remaining balance owed to the City of Oxnard is \$40,177.88 due to be paid at a rate of \$175 per month, at which rate it will not be paid in full until nineteen (19) years from the date of this motion; and

WHEREAS, Mr. Edward Idukas has made a request that the City of Oxnard modify his court-ordered restitution owing in the amount of \$40,177.88 over a period of nineteen (19) years to a one-time payment of \$23,669.88; and

WHEREAS, the City Council considered Mr. Idukas' request for restitution modification on April 19, 2016.

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

1. The modification of the outstanding restitution of Edward Idukas is in the public interest as Mr. Idukas has the present ability to pay and the City of Oxnard will benefit by receiving an immediate payment rather than payment over a period of nineteen years.
2. Edward Idukas' outstanding restitution in the amount of \$40,177.88, is hereby modified to be paid in full in the amount of \$23,669.88.
3. The City Manager is delegated authority to sign and process all documents necessary to facilitate the restitution modification.
4. Mr. Idukas is to be responsible for all processing and filing fees required to carry out the restitution modification.

////

////

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, City Attorney

CITY COUNCIL OF THE CITY OF OXNARD**RESOLUTION NO. 14,839****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD
ESTABLISHING FINANCIAL MANAGEMENT POLICIES**

WHEREAS, the City Council wishes to establish financial management policies to be followed in the development and implementation of the City budget.

NOW, THEREFORE, the City Council of the City of Oxnard hereby resolves that the following policies will guide the development and implementation of the City's Operating and Capital Improvement Project Budgets.

I. BUDGET POLICIES**A. Budget Guidelines**

- 1) The City Council will approve a multi-year revenue and expenditure forecast, which will provide parameters for the budget development 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.
- 3) The budget will be organized in a department/service level 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.

B. 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.

C. Supplemental Services

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.

D. Appropriation Changes

1. Changes to the City Council adopted budget for the fiscal year shall occur as follows:
2. By City Council action for all changes that either increase or decrease fund appropriations adopted in the annual budget appropriation resolution.
3. By the City Manager for appropriation transfers between departments within a fund.
4. By the Department Director for appropriation transfers between programs, as long as funding is available in the department as a whole.

II. CAPITAL IMPROVEMENT PROGRAM POLICIES

A. Capital Planning Period

1. Staff will budget all capital improvements in accordance with an adopted Capital Improvement Project (CIP) Plan.
2. The City's long-range capital planning period will be a minimum of five years, or longer where appropriate.
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.
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 Citywide master plans for related infrastructure improvements.
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.

B. Capital Project Priorities

1. Staff will evaluate and prioritize each proposed capital project against the following criteria:
 - a. Linkage with community needs as identified in the City's major planning documents.
 - b. Cost/benefit analysis identifying all financial and community impacts of the project.

- c. Identification of available funding resources.
- 2. Staff will develop the CIP Plan with funding priorities in the following order:
 - a. Projects that maintain and preserve existing facilities.
 - b. Projects that replace existing facilities which no longer meet the needs of the community or that can no longer be maintained cost effectively.
 - c. Projects that provide new and expanded services to the community.

C. 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:
 - a. Conceptual/schematic proposal
 - b. Preliminary design and cost estimate
 - c. Engineering and final design
 - d. Bid administration
 - e. Acquisition/construction
 - f. Project closeout
- 2. 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.

III. REVENUE POLICIES

A. Maintenance of Revenues

- 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.
- 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.
- 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.

B. 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.
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.
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.
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.

C. Revenue Collection

1. Staff will take all cost effective actions available to collect revenues.
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.
3. Staff will not grant development and permit fee waivers.

D. Interest Earnings

1. Staff will assign interest earnings to the appropriate fund based on available cash balances.
2. Investment policies will be reviewed annually by the Investment Review Committee and the City Council.

IV. FUND BALANCE POLICY

This 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

Resolution No. 14,839

Page 5

which categorize fund balance in accordance with Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions.

A. Procedures

Fund balance is essentially the difference between the assets and liabilities reported in a governmental fund. 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.

- Nonspendable fund balance
- Restricted fund balance
- Committed fund balance
- Assigned fund balance
- Unassigned fund balance

The first two components listed above are not addressed in this policy due to the nature of their restrictions. An example of nonspendable fund balance is a prepaid item. Restricted fund balance is either imposed by law or constrained by grantors, contributors, or laws or regulations of other governments. This policy is focused on financial reporting of unrestricted fund balance, or the last three components listed above. These three components are further defined below.

B. 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.

C. Assigned Fund Balance

1. 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.
2. 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.

D. 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.

V. RESERVE POLICIES

A. Adequate reserves will be maintained for all known liabilities, including payable employee leave balances, workers' compensation, and self insured retention limits.

B. 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; take advantage of unexpected opportunities; invest in projects with a rapid payback; ensure against physical or natural disasters; and provide interest earnings.

C. 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.

VI. DEBT POLICIES

A. Use of Debt

1. Any tax and revenue anticipation borrowing will be consistent with State and federal laws and regulations.

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.

B. 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.

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.

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.

C. Methods

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.

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.

VII. ACCOUNTING POLICIES

A. Accounting Standards

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 a modified audit opinion and adequate internal controls.
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.
3. Staff will prepare regular monthly, quarterly, and annual financial reports to present a summary of financial performance and position.
4. Staff will provide full disclosure in the annual financial statements and bond representations.
5. The City's budgetary system will be integrated and compatible with the accounting system.

B. Independent Auditor

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.
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.

VIII. RISK MANAGEMENT POLICIES

- A. 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.

B. 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.

C. 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.

D. Staff will endeavor to promptly settle justified claims but will vigorously defend claims which are doubtful, frivolous, or unsupported.

E. Staff will maintain separate self insurance funds to identify and segregate the financial resources necessary to cover insurance premiums and self insured retentions.

1. Revenues into the insurance funds will be generated by charges to operating programs allocated to reflect loss experience.

2. 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.

F. To assist in the overall administration of the risk management program, the City Council will utilize the following consultants:

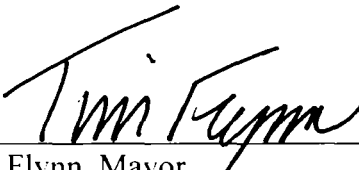
1. Claims adjuster for workers' compensation and public liability/property damage.
2. Claims auditor, actuarial consultant, and risk management program auditor.
3. Insurance broker of record.

PASSED AND ADOPTED on this 23rd day of June, 2015, by the following vote:

AYES: Councilmembers Flynn, Ramirez, Padilla and Perello.

NOES: Councilmember MacDonald.

ABSENT: None.



Tim Flynn, Mayor

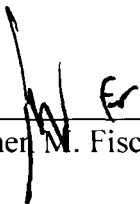
Resolution No. 14,839

Page 10

ATTEST:


Daniel Martinez, City Clerk

APPROVED AS TO FORM:


Stephen M. Fischer, Interim City Attorney



**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Report
AGENDA ITEM NO.: 2

DATE: April 19, 2016

TO: City Council

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

FROM: Maria Hurtado, Assistant City Manager

SUBJECT: Update on Maintenance Assessment District Audits and Community Outreach Plan (15/15)

CONTACT:

RECOMMENDATION

That City Council receive a status update on the community outreach meetings to various special assessment districts conducted by the City's 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. On March 1, 2016, City Council received a report from NBS concerning the results of the boundary, budget, and levy audits. At that time, NBS also presented a community outreach plan that would be conducted during the month of March 2016.

Update on Maintenance Assessment District Audits and Community Outreach Plan
April 19, 2016
Page 2

NBS along with City staff conducted six community outreach meetings in March 2016 for all 60 assessment districts, broken into groups based upon the districts' proximity to one another. The purpose of the meetings was to address known concerns based upon NBS's review, and answer questions of the public.

At this meeting, NBS will provide Council with a briefing of the results of the community outreach meetings, an overview of the City's webpage for Maintenance Assessment Districts, report on upcoming annual administration efforts, and next steps for implementation of audit recommendations.

FINANCIAL IMPACT

There is no fiscal impact to the general fund with receipt of this report.

ATTACHMENTS

None.



**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Report
AGENDA ITEM NO.: 3

DATE: April 19, 2016

TO: City Council

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

FROM: Terrel Harrison, Interim Community Services Manager

SUBJECT: Senior Services Commission Annual Report (10/10)

CONTACT:

RECOMMENDATION

That City Council receive the Senior Services Commission annual verbal report.

DISCUSSION

The Senior Services Commission's annual report to Council will include highlights of various programs offered to seniors throughout the city, a summary of the various special events and excursion trips completed over this past year and a summary of the accomplishments and service options offered through the three senior programs, including the Senior Nutrition program, the Retired and Senior Volunteer Program, and the Bone Builders. The Senior Services Commission will also present the long term goals and the focus for this coming year.

FINANCIAL IMPACT

There is no fiscal impact with the presentation of this annual report.

ATTACHMENTS

None.



**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Report
AGENDA ITEM NO.: 4

DATE: April 19, 2016

TO: City Council

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

FROM: Ashley Golden, Development Services Director

SUBJECT: First Amendment to Agreement No. 6944-14-DS with WKE, Inc. (5/10)

CONTACT: Jason Samonte, Development Services
Jason.Samonte@oxnard.org, 385-7872

RECOMMENDATION

That City Council approve and authorize the Mayor to execute the First Amendment to Agreement No. 6944-14-DS with WKE, Inc., for additional environmental services for the Rice Avenue Grade Separation project, in the amount of \$181,469.32, which will increase the total cost of the agreement to \$1,156,550.32.

BACKGROUND

Agreement No. 6944-14-DS with WKE, Inc. was approved by City Council on January 27, 2015 in the amount of \$975,081, to complete the environmental clearances for the Rice Avenue/Fifth Street/Union Pacific Railroad Grade Separation project. Caltrans determined additional environmental studies are necessary to reduce the risk of challenges to the project's environmental document. If the environmental document is found to be inadequate the project could not proceed. The additional environmental studies will increase the cost of the contract by \$181,469.32, bringing the total contract amount to \$1,156,550.32. These additional environmental studies include the preparation of: an Air Quality Conformity Analysis report, Noise Study report, Extended Phase I Proposal, Extended Phase I Survey, and Extended Phase I report, and an Initial Study/Environmental Assessment with Mitigated Negative Declaration and Finding of "No Significant Impact". The first amendment will authorize WKE, Inc. and its subcontractors to perform these additional studies, increase the agreement cost by \$181,469.32, and extend the term of the agreement for one year.

Agreement Amendment with WKE
April 19, 2016
Page 2

FINANCIAL IMPACT

The estimated cost of this agreement amendment is covered within the approved FY 15/16 budget therefore there is no additional fiscal impact. The \$181,469.32 estimated cost of this amendment increases the total cost of the agreement to \$1,156,550.32. This project is funded by a Federal Highway Administration Surface Transportation Program grant in the amount of \$1,760,000 (88% reimbursement ratio) and Circulation System Improvement funds in the amount of \$240,000 (12% local match).

ATTACHMENTS

Attachment A: First Amendment to Agreement No. 6944-14-DS with WKE, Inc.

**FIRST AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES
ENGINEERING OR LAND SURVEYING SERVICES ONLY**

This First Amendment ("First Amendment") to the Agreement for Professional Services ("Agreement") is made and entered into in the County of Ventura, State of California, this 1st day of March, 2016, by and between the City of Oxnard, a municipal corporation ("City"), and WKE Inc. ("Consultant"). This First Amendment amends the Agreement entered into on November 3, 2014, by City and Consultant.

City and Consultant agree as follows:

1. Effective March 1, 2016, Section 1 of the Agreement, Scope of Services, is amended to include the services set forth in Exhibit A1, attached hereto and incorporated in full herein by this reference.
2. In section 12 of the Agreement, Term of Agreement, the date "August 1, 2016" is replaced by the date "August 1, 2017".
3. Subsection a of section 14 of the Agreement is amended as follows:
 - a. The figure "975,081.00" is replaced by the figure "1,156,550.32".
 - b. Exhibit C is supplemented by Exhibit C1, attached hereto and incorporated in full herein by this reference.
4. As so amended, the Agreement remains in full force and effect.

CITY OF OXNARD:

Tim Flynn, Mayor

WKE Inc.

Carlos Cadena, PE

ATTEST:

Daniel Martinez, City Clerk

APPROVED AS TO FORM:

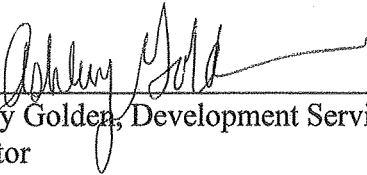
Stephen M. Fischer, Interim City Attorney

APPROVED AS TO INSURANCE:

Risk Manager

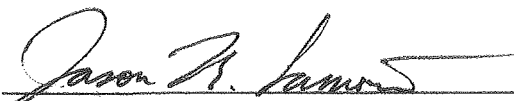
Agreement No. 6944-14-DS

APPROVED AS TO CONTENT:



Ashley Golden, Development Services
Director

APPROVED AS TO CONTENT:

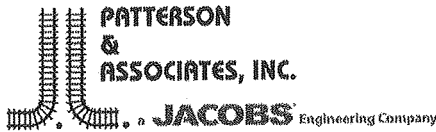


Jason M. Samonte, Project Manager

APPROVED AS TO AMOUNT:

Greg Nyhoff, City Manager

EXHIBIT A1
SCOPE OF SERVICES



Proposal to Prepare/Submit GO 88B CPUC Application for Rice Avenue/5th Street Detour and UPRR Tracks in the City of Oxnard during Construction of a Grade Separation over UPRR Tracks

Project Summary

The City of Oxnard (WKE) is proposing to construct a new temporary intersection for the duration of construction of the Rice Avenue grade separation over existing UPRR tracks.

JLP/Jacobs proposes to assist the City/WKE by:

- Coordinating all activities and attending meetings as required with all stakeholders, namely City of Oxnard and CPUC, for a total of four meetings - **28 hours**
- Reviewing and coordinating all requirements as shown on the attached exhibit with CPUC comments
- Preparing one GO 88B application for consideration by the CPUC to approve the construction of a new intersection on Rice Avenue - **48 hours**
- Revise or update exhibits - **8 hours**

Scope

JLP/Jacobs's scope consists of the following:

- 1) Meet with the City to obtain all the necessary approvals for the application.
- 2) Prepare the GO 88 B application to submit to the CPUC for approval. The application includes:
 - a. Application text, description of the project
 - b. Vicinity map
 - c. Design plans/exhibits
 - d. Construction schedule/staging
- 3) Once the package has been signed by all parties, JLP will send it to the CPUC for processing.
- 4) Coordinate with CPUC, UPRR, City, County and Caltrans as required for GO 88 B signature only.
- 5) Attend a total of four meetings with City and CPUC as needed.
- 6) Coordinate with CPUC for diagnostic meeting and plan review at local office.
- 7) Respond to the City and CPUC's requests regarding the GO 88B application.
- 8) Provide written reports as needed.

Deliverables

- Coordinate and review design plans with stakeholders for GO 88 B only
- Submit an application to the local CPUC and obtain approval

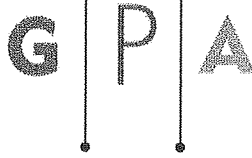
Client's Responsibilities

- Meeting locations and facilities
- A contact person who will serve as the City's representative (WKE) and will consolidate all internal divisions' reviews
- Provide all required plans and required data for submittal to CPUC

Limitation of Scope

Any additional services that JLP/Jacobs is asked to perform over and above the tasks and hours described in this proposal will be billed on a negotiated and WKE approved fixed fee or hourly basis as additional services. This task does not include any design for railroad or Rice Avenue improvements and/or traffic signals/preemption or UPRR coordination (to be done by others).

<u>Item of Work</u>	<u>Inspector & Rate</u>	<u>Hours</u>	<u>Total</u>
Application, plan review, coordination and meetings	Alfred Yalda @ \$180/hour	76	\$13,680.00
CADD designer preparation of exhibits	Javier Felix @ \$105/hour	8	8,400.00
TOTAL	Budget:		\$14,520.00



Rice Avenue Grade Separation Project: Additional Services

GPA Consulting (GPA) has prepared this additional services request in response to comments received from Caltrans regarding the Preliminary Environmental Assessment Report (PEAR), completed by GPA in July 2015. The City of Oxnard (City) is currently considering two build alternatives to profile Rice Avenue over Fifth Street (SR 34) and the Union Pacific Railroad Tracks. As part of the Project Initiation Document phase, GPA prepared a PEAR to identify the technical studies and type of environmental document necessary to complete the Project Approval/Environmental Documentation (PA/ED) phase of the project. The PEAR was reviewed by several members of Caltrans' environmental staff; based on comments from Caltrans, the following technical studies and environmental document will be required. These items were not part of GPA's original scope of work; therefore, they have been included in this additional services request.

- Air Quality Conformity Analysis Report
- Noise Study Report
- Extended Phase I (XPI) Proposal, XPI Survey, and XPI Report
- Initial Study/Environmental Assessment (IS/EA) with Mitigated Negative Declaration (MND) and Finding of No Significant Impact (FONSI)

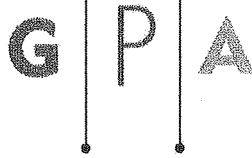
Scope of Work and Budget

I. Project Understanding

The City, in coordination with the Caltrans, proposes to separate an at-grade railroad crossing at Rice Avenue/Fifth Street (SR 34) and the UPRR tracks (project). Currently, the City is considering two build alternatives, including a single-connector alternative and a double-connector alternative. GPA prepared a PEAR for the project; the PEAR was submitted to Caltrans in July 2015. The PEAR was reviewed by several members of Caltrans environmental staff, and the revised PEAR was submitted to Caltrans in August 2015. As a result of conclusions in the PEAR, Caltrans will require preparation of the following environmental documentation, which is not a part of the original scope of work and fee provided by GPA:

- Air Quality Conformity Analysis Report
- Noise Study Report
- Extended Phase I (XPI) Proposal, XPI Survey, and XPI Report
- Initial Study/Environmental Assessment (IS/EA) with Mitigated Negative Declaration (MND) and Finding of No Significant Impact (FONSI)

CONSULTING



II. Project Scope

Task 1: Air Quality Conformity Analysis Report

\$8,772.50

As part of the original scope of work, AMBIENT Air Quality & Noise Consulting (AMBIENT) identified the need for an Air Quality Study Report (AQSR) to provide documentation and assessment of changes in emissions, particularly related to construction. Certain grade separation/safety projects are exempt from performing regional air quality conformity analysis and the project area is not located in a federal Particulate Matter nonattainment area; therefore, a conformity analysis was not included in the original scope of work. Caltrans has requested an Air Quality Conformity Assessment (AQCA) due to the fact that one of the build alternatives includes a double-connector. This build alternative is considered capacity increasing.

As a sub-consultant to GPA, AMBIENT will prepare an AQCA in accordance with Caltrans and Federal Highway Administration (FHWA) guidance. As part of this task, AMBIENT will prepare the TCWG submittal form/package. The TCWG submittal will be based on project data (e.g., project description, traffic data), to be provided. Based on a preliminary review of the project, it is anticipated that the project would not be considered a project of air quality concern (POAQC) and that a localized assessment of particulate matter concentrations would not be required.

Deliverables: One electronic copy and up to three hard copies of the AQCA

Task 2: Noise Study Report

\$11,962.50

As part of the original scope of work, AMBIENT concluded that the project area is not near any noise-sensitive land uses or exterior areas of frequent human exposure; therefore, a noise report would not be required. Since the original scope of work was completed, Caltrans has identified the need for a Noise Study Report (NSR) whenever traffic lanes are moved closer to occupied buildings; therefore a NSR will be required for the project.

AMBIENT will prepare a NSR in accordance with Caltrans/FHWA guidance. The NSR will include a description of the existing noise environment, based on existing environmental documentation and a review of site reconnaissance data. AMBIENT will conduct ambient noise monitoring at various locations in the vicinity of the project site to document existing environmental conditions and traffic noise levels. Up to ten short-term (i.e., 10-60 minute) and one long-term noise measurement surveys will be conducted. Ambient traffic noise levels will be monitored during peak-hour periods for purposes of calibrating the traffic noise model. Relevant background information, including noise fundamentals, descriptors, and applicable federal, state, and local regulatory framework, will be described.

To assess potential short-term noise impacts, sensitive receptors and their relative exposure to the proposed project area (considering topographic barriers and distance) will be identified. Noise levels of specific construction and demolition equipment will be summarized and included in the report. Predicted construction and demolition noise levels at nearby receptors will be calculated using the FHWA's *Roadway Construction Noise Model* (version 1.0).

Traffic noise modeling will be conducted using the FHWA *Traffic Noise Model* (TNM), version 2.5, to evaluate long-term project impacts. Traffic noise modeling will be conducted based on traffic data to be obtained from the traffic analysis prepared for this project. This assessment will include evaluation of

CONSULTING



the no-build alternative and the preferred project alternative for existing, near-term, and future build scenarios. Predicted traffic noise levels will be compared to applicable FHWA/Caltrans noise-abatement criteria and summarized in the report. Predicted changes in traffic noise levels will be summarized and included in the report. The NSR will also include a brief discussion of groundborne vibration levels typically associated with construction activities, based on data to be obtained from existing environmental documentation.

Deliverables: One electronic copy and up to three hard copies of the NSR

Task 3: XPI Proposal, XPI Survey, and XPI Report

\$37,730.00

During the records search completed in May/June of this year as part of the PEAR, DUKE CRM (DUKE) identified three archaeological resources within and/or adjacent to the project along both 5th Street and Rice Avenue. The next step is to complete the project Archaeological Survey Report (ASR) which will be followed by an XPI. The purpose of the XPI is to identify buried archaeological sites when it is not possible to know that the site is still intact or when it is not known if the site extends below the surface. The XPI study does not evaluate archaeological sites for eligibility on the California and/or National Registers. If an intact archaeological site is discovered by the XPI, additional studies will be necessary.

As a sub-consultant to GPA, DUKE will conduct an XPI to identify archaeological resources that may be buried within and/or immediately adjacent to the APE for direct effects. The XPI consists of an XPI Proposal, Fieldwork, Laboratory analysis, and report. The first step is the XPI Proposal. The purpose of the XPI Proposal is to discuss property specific research as it pertains to the archaeological sites within the APE, methods for field and laboratory work, goals for the XPI, and plans for Native American monitoring and curation. Native American consultation will be on-going throughout the XPI.

Upon completion of the XPI Proposal and approval from Caltrans, DUKE will subcontract with a local Native American monitor during the fieldwork. Legal access to all parcels to be investigated will need to be secured by the City prior to the start of XPI fieldwork.

Fieldwork will consist of a series of up to 10 trenches placed in areas of high sensitivity. The location of these trenches will be determined after detailed property specific research has been conducted during the XPI Proposal. Trenches will be excavated to a depth of approximately five feet in depth. If an archaeological feature is discovered the feature will be characterized, photographed, and mapped. The feature will be left in place. Stratigraphic observations will be made. If artifacts are observed in the trenches the material will be collected and taken to the laboratory for identification. Cultural Material will be cleaned, identified, and categorized in the laboratory.

The XPI report will include a discussion of the methods and results of the field and laboratory efforts. The report will discuss the vertical and horizontal extents of any archaeological finds and the nature of the finds. The report will include maps, photographs, and site records (DPR 523 Series), as appropriate.

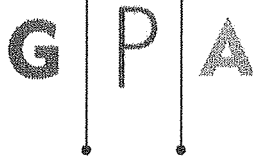
Deliverables: One electronic copy and up to three hard copies of the XPI Proposal and XPI Report

Task 4: Administrative Draft IS/EA, Draft IS/EA, and Final IS/EA

\$49,686.54

The City and Caltrans are currently working to complete a co-operative agreement that will identify the CEQA and NEPA lead agencies. For the purpose of this scope of work, it is assumed that Caltrans will be the lead agency for both CEQA and NEPA. Though certain grade separation projects are statutorily

CONSULTING



exempt from CEQA, the double connector build alternative will require preparation of an Initial Study/Mitigated Negative Declaration (IS/MND). During preparation of the PEAR, an Environmental Analysis/Finding of No Significant Impact (EA/FONSI) was identified as the appropriate level of NEPA documentation. Because Caltrans is anticipated to be the CEQA and NEPA lead agency, it is assumed that a joint environmental document (IS/EA with MND/FONSI) will be prepared. The IS/EA will be prepared based on Caltrans' IS/EA Annotated Outline (AO); the document will contain all information, maps, and other supporting documentation required by the AO.

Following completion of the appropriate technical analysis, GPA will reference the results of these studies, as well as other background research, to prepare an Administrative Draft IS/EA for review by the City and Caltrans. Once complete, the document will be submitted to the City for review and comment prior to submittal to Caltrans.

GPA will prepare the Draft IS/EA for public circulation based on comments received from the City and Caltrans. Assuming there are no additional comments once the revisions are complete, GPA will coordinate with Caltrans to circulate the Draft IS/EA to the public for the 30-day public review period. GPA will deliver hard copies of the document to area libraries, and will maintain a file of any comments received during the circulation period, for use in preparing the final document. It is assumed that the City or Caltrans will be responsible for any additional local postings.

Following circulation of the Draft IS/EA (with MND), GPA will prepare responses to any public comments received and incorporate the responses and any required revisions into the document. It is assumed that no more than six public comments would be received. GPA will then prepare a Final IS/EA and submit it to the City for review. GPA will coordinate as needed to make further revisions and obtain approval from Caltrans to finalize the document. Once the Final IS/EA is prepared, GPA will coordinate with Caltrans to obtain a FONSI for the project, and will prepare a Notice of Determination to be filed within five days of approval.

Deliverables: One electronic copy of the Administrative Draft IS/EA; One electronic copy and up to twelve hard copies of the Draft IS/EA; One electronic copy and up to twelve hard copies of the Final IS/EA

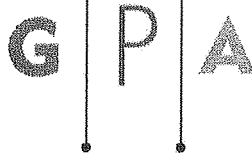
Task 5: Public Meeting

\$11,469.68

It is assumed that there will be one public hearing during the circulation period of the Draft IS/EA in order to receive public comments for incorporation into the Final IS/EA. It is assumed that the meeting would be held at the City; possibly in the City Council chambers. GPA will work with the City and Caltrans to provide support during the public hearing, as needed. It is assumed that support provided by GPA will include the preparation of notifications of a public hearing, preparation of hand-outs and comment/speaker cards, and presentation of project status during the hearing. During the public circulation period, GPA will maintain a file of any comments received for use in preparing the Final IS/EA.

Deliverables: One Public Meeting & Public Information Materials

CONSULTING

**Task 6: Project Management****\$11,136.38**

Throughout the environmental process, GPA will maintain a clear line of communication with the City, and will conduct regular status checks to ensure all tasks are on schedule and within budget. The GPA Project Manager will prepare a monthly progress report that includes the progress of each task, new and ongoing issues, proposed resolutions, and estimated impact on the schedule. The Project Manager will attend up to two meetings throughout the environmental process either in person or by teleconference. GPA will also maintain electronic copies of the complete environmental record of the project, and will provide the City with a copy of all documentation. It is anticipated that Caltrans will require traffic handling for surveys conducted in Caltrans ROW, and traffic handling has been included in the cost for this task.

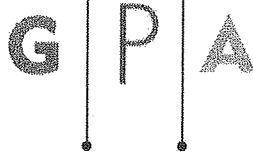
Deliverables: Complete Environmental Record

III. Assumptions

This scope has been prepared based on the following assumptions:

- *The cost assumes no more than one Caltrans Encroachment Permit application will need to be prepared to complete all surveys and trenching necessary for the PA/ED phase. The cost also assumes no more than one round of traffic handling would be necessary for site surveys in Caltrans right of way.*
- *Based on communication with Caltrans, a scoping meeting will not be required for preparation of the EA.*
- *Regarding air quality analysis, attendance at TCWG meetings is not anticipated to be required and is not included in this scope of work. This scope of work assumes that the preferred project alternative would be consistent with the regional transportation plans and would not result in a substantial increase in traffic volumes.*
- *Regarding noise/vibration analysis, measurement of groundborne vibration levels is not anticipated to be required for this project and is not included in this scope of work.*
- *Regarding hazardous materials, this scope and fee does not include a Phase II study. If the Phase I Initial Site Assessment identifies the need for a Phase II study, a separate scope and cost would be prepared to complete the work.*
- *Regarding cultural resources, it is assumed that the CEQA lead agency (whether it is the City or Caltrans) would prepare all outreach documentation necessary for compliance with AB 52.*
- *Regarding the XPI work, if more than 10 trenches are needed to obtain an adequate sample, additional budget will be necessary. The XPI Survey is limited to 5 days of fieldwork (1 field director, 2 field crew, 1 Native American monitor) and 2 days of laboratory analysis (1 field director). It includes the use of a back-hoe and operator as well as a Native American monitor. Any asphalt removal and asphalt replacement will be the responsibility of the City. Curation of any artifacts that are discovered is not included in this scope of work.*

CONSULTING



- *Regarding the XPI Proposal and Report, one round of comments are included in the scope of work and cost. Additional rounds of comments may warrant additional budget to account for extra time spent revising the reports. Any asphalt removal and asphalt replacement will be the responsibility of the City. Curation of any artifacts that are discovered is not included herein and will need to be determined and included in a separate scope and cost.*
- *Regarding relocation impacts, a Relocation Impact Memorandum will be prepared as part of the Community Impact Assessment, included in the original scope of work.*
- *Regarding the environmental document, it is assumed that the City and/or Caltrans will be responsible for any fees associated with filing or posting notifications related to the CEQA and NEPA document.*

Kimley»Horn

Traffic Signal Design Services for Rice Ave/5th Street Grade Separation

PROJECT UNDERSTANDING

We understand that the intersection of Rice Avenue and 5th Street will ultimately be reconstructed to include a grade separation. As a part of the construction staging concept, Rice Avenue will be temporarily realigned to the east. When the roadway is realigned, a temporary signal and will be needed at the Rice Avenue and 5th Street intersection. Railroad crossing improvements, including signal preemption, will be also be needed where the Union Pacific Railroad (UPRR) crosses Rice Avenue. This work will include coordination with the California Public Utilities Commission (CPUC) and the UPRR as well as with Caltrans and with the City of Oxnard.

SCOPE OF SERVICES

Task 1: Project Initiation, Project Management, and Meetings

Kimley-Horn will provide project management for each task detailed in this scope of services for the task duration, which is assumed to be 4 months. This task consists of providing project administration and attending up to two (2) additional project meetings. This task also includes coordination with the CPUC, the UPRR, Caltrans, and the City of Oxnard.

Task 2: Data Collection

Kimley-Horn will perform field work to verify observable existing conditions and to assist with design. Measurements will be made to document the location of features such as signing and striping, existing traffic signal equipment, curb/gutter, sidewalk, and the presence of above-and visible below-ground utilities. As part of this task, we will obtain intersection drawings from you.

Task 3: Prepare Design Plans, Special Provisions, and Cost Estimate

Base mapping will be prepared based on the data obtained in Task 2. The base plans will be prepared using AutoCAD in English units using Caltrans symbology. The following types of plans will be prepared:

- **Traffic Signal Plan:**
One sheet will be prepared for Rice Avenue and 5th Street at a scale of 1" = 20'. This sheet will show the proposed signal and at-grade railroad crossing improvements. Traffic signal preemption calculations and design with the at-grade UPRR crossing is also included in this task.
- **Signing/Striping Design:**
One sheet will be prepared for Rice Avenue and 5th Street at a scale of 1" = 40'. This sheet will show proposed striping and signage associated with the proposed signal and at-grade crossing.

Kimley»Horn

- **Lighting Design:**

Two sheets will be prepared for Rice Avenue at a scale of 1" = 40'. This sheets will show proposed lighting along Rice Avenue along the proposed detour route.

Kimley-Horn will submit the plans for review three times: at 65%, 95%, and 100%. Three bond sets will be submitted to you to submit to Caltrans for review. We will address one set of consolidated comments for each submittal. After the 100% submittal, we will submit one set of mylars and final electronic copy of the plans in pdf format. We will include technical specifications with the 95% and 100% submittal based upon Caltrans Standard Specifications.

FEE AND BILLING

Kimley-Horn will perform these additional services described above in the Scope of Services for a lump sum labor fee of \$47,430. Any additional intersections or segments identified during the course of the study would be considered as additional services. In addition to the labor fee, direct reimbursable expenses such as express delivery services, courier services, and other direct expenses will be billed at 1.15 times cost. An amount will be added to each invoice to cover other indirect expenses. We estimate these reimbursable expenses to be **\$1,200**. All permitting, application, and similar project fees will be paid directly by the Client. Fees and expenses will be invoiced monthly based upon the percentage of services performed as of the invoice date. Payment will be due within 25 days of the date of the invoice.

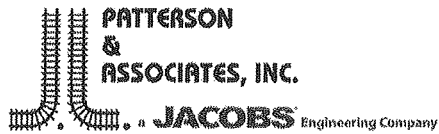
ASSUMPTIONS

We assume the following for the project:

- AutoCAD files for the detour will be provided.
- No utility adjustments or relocations are included in our scope
- Plan preparation assumes addressing up to three (3) consolidated rounds of comments from Caltrans, the City of Oxnard, and CPUC, and UPRR.

EXHIBIT CI
COMPENSATION

[illegible]



**Cost Proposal to Prepare/Submit GO 88B CPUC Application for Rice Avenue/5th Street
Detour and UPRR Tracks in the City of Oxnard during Construction of a Grade Separation
over UPRR Tracks**

<u>Item of Work</u>	<u>Inspector & Rate</u>	<u>Hours</u>	<u>Total</u>
Application, plan review, coordination and meetings	Alfred Yalda @ \$180/hour	76	\$13,680.00
CADD designer preparation of exhibits	Javier Felix @ \$105/hour	8	8,40.00
TOTAL	Budget:		\$14,520.00

Project Budget: Rice Avenue Grade Separation: Additional Services for PA/ED

GPA Consulting

Activity ID	Employee	Hours/Units	Rate	Amount	Task Subtotal
Task 1: Air Quality Conformity Analysis Report					
	AMBIENT Air Quality & Noise Consulting	\$ 7,975.00	10% markup	\$8,772.50	
	Task Subtotal				\$8,772.50
Task 2: Noise Study Report					
	AMBIENT Air Quality & Noise Consulting	\$ 10,875.00	10% markup	\$11,962.50	
	Task Subtotal				\$11,962.50
Task 3: XPI Proposal, XPI Survey, and XPI Report					
	DUKE CRM	\$ 34,300.00	10% markup	\$37,730.00	
	Task Subtotal				\$37,730.00
Task 4: CEQA Document (IS/MND)					
	Adelyn Baray - Assistant Env. Planner	80.00	\$76.80	\$6,144.00	
	Jeanne Ogar - Assoc. Env. Planner	30.00	\$92.70	\$2,781.00	
	Erinn Peterson - Senior Environmental Planner	6.00	\$111.27	\$667.62	
	Marieka Schrader - Senior Biologist/Env. Planner	6.00	\$139.06	\$834.36	
	Task Subtotal	122.00			\$10,426.98
Task 4: NEPA Document (EA/FONSI)					
	Jennifer Morrison - Associate Biologist	20.00	\$63.36	\$1,267.20	
	Adelyn Baray - Assistant Env. Planner	180.00	\$76.80	\$13,824.00	
	Jeanne Ogar - Assoc. Env. Planner	160.00	\$92.70	\$14,832.00	
	Erinn Peterson - Senior Environmental Planner	36.00	\$111.27	\$4,005.72	
	Marieka Schrader - Senior Biologist/Env. Planner	20.00	\$139.06	\$2,781.20	
	Richard Galvin - Principal Env. Planner	8.00	\$198.68	\$1,589.44	
	Copies - project expense			\$960.00	
	Task Subtotal	424.00			\$39,259.56
Task 5: Public Meeting					
	Adelyn Baray - Assistant Env. Planner	50.00	\$76.80	\$3,840.00	
	Erinn Peterson - Senior Environmental Planner	40.00	\$111.27	\$4,450.80	
	Richard Galvin - Principal Env. Planner	16.00	\$198.68	\$3,178.88	
	Task Subtotal	106.00			\$11,469.68
Task 6: Project Management					
	Erinn Peterson - Senior Environmental Planner	42.00	\$111.27	\$4,673.34	
	Richard Galvin - Principal Env. Planner	28.00	\$198.68	\$5,563.04	
	Subconsultant - Traffic Handling (required by CT)			\$900.00	
	Task Subtotal	70.00			\$11,136.38
		722.00			
Total:				\$130,757.60	
Section 7 Consultation (credit):				(\$12,438.28)	
Grand Total:				\$118,319.32	

**Rice Ave-Fifth Street Grade Separation
Kimley-Horn & Associates**

KHA		Project Manager	Senior Civil Engineer	Junior Professional	Analyst/Designer	Support Staff	TOTAL HOURS	LABOR COST
TASK	BILLING HOURLY RATE							
1.0 Project Initiation, Project Management, and Meetings								
1.01 Coordination	20			16		6	42	\$6,560
1.02 Prepare and Attend Coordination Meetings/Minutes (2 Total)	12			12		4	28	\$4,320
Subtotal Task 1	\$5,920.00	\$0.00		\$4,060.00	\$0.00	\$900.00	70	\$10,880
2.0 Collect Existing Information and Material								
2.01 Collect Existing Information and Material	4			4			8	\$1,320
2.02 Field Visits and Review of Project Site (inc Site Photos)				6	6		12	\$1,620
Subtotal Task 2	\$740.00	\$0.00		\$1,850.00	\$1,110.00	\$0.00	20	\$2,940
3.0 Signal Design (65%, 95% and 100% Submittals)								
3.01 Traffic Signal Plan	12			30	62	2	106	\$14,500
3.02 Signing/Striping Plan	4			12	16		32	\$4,480
3.03 Lighting Plans	10			26	34	2	72	\$10,050
3.04 Specifications	6			6			12	\$1,980
3.05 Cost Estimates	4			6			10	\$1,610
3.06 Quality Management	3			3			6	\$990
Subtotal Task 3	\$7,215.00	\$0.00		\$15,355.00	\$20,720.00	\$740.00	238	\$33,610
	SUBTOTAL ALL TASKS	\$13,875	\$0	\$21,265	\$21,830	\$1,640	\$378	\$47,430
Other Direct Costs								
Travel	4 trips							\$400
Other Direct Costs								\$800
	TOTAL OTHER DIRECT COSTS							\$1,200
	TOTAL							\$48,630

32800

[illegible]

**INSURANCE REQUIREMENTS FOR CONSULTANTS
(WITH ERRORS AND OMISSIONS REQUIREMENT)**

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

a. Commercial General Liability Insurance, including Contractual Liability, in an amount not less than \$1,000,000 combined single limit for bodily injury and property damage for each claimant for general liability with coverage equivalent to Insurance Services Office Commercial General Liability Coverage (Occurrence Form CG 0001). If a general aggregate limit is used, that limit shall apply separately to the project or shall be twice the occurrence amount;

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

c. Professional liability/errors and omissions insurance appropriate to Consultant's profession to a minimum coverage of \$1,000,000, with neither Consultant nor listed subconsultants having less than \$500,000 individually. The professional liability/errors and omissions insurance must be project specific with at least a one year extended reporting period, or longer upon request.

d. Workers' compensation insurance in compliance with the laws of the State of California, and employer's liability insurance in an amount not less than \$1,000,000 per claimant.

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

City of Oxnard
Risk Manager
Reference No. _____
300 West Third Street, Suite 302
Oxnard, California 93030

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

4. Consultant agrees that the commercial general liability and business automobile liability insurance policies shall be endorsed to name City, its City Council, officers, employees, agents and volunteers as additional insureds as respects: liability arising out of activities performed by or on behalf of Consultant; products and completed operations of Consultant; premises owned, occupied or used by Consultant; or automobiles owned, leased, hired or borrowed by Consultant. The coverage shall contain no special limitations on the scope of protection afforded to City, its City Council, officers, employees, agents and volunteers. **The General Liability Special Endorsement Form and Automobile Liability Special Endorsement Form attached to this Exhibit INS-A or substitute forms containing the same information and acceptable to the Risk Manager shall be used to provide the endorsements (ISO form CG 2010 11/85 or if not available, CG 2010 with an edition date prior to 01/04 and CG 2037).**

5. The coverages provided to City shall be primary and not contributing to or in excess of any existing City insurance or self-insurance coverages (**this must be endorsed**). Additionally, the workers' compensation policy shall include a waiver of all rights of subrogation which the insurer may have against the City. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to City, its City Council, officers, employees and volunteers. The insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

6. The insurer shall declare any deductibles or self-insured retentions to and be approved by the Risk Manager. At the option of the Risk Manager, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects City, its City Council, officers, employees and volunteers, or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

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

3/16

INSTRUCTION FOR SUBMITTING INSURANCE CERTIFICATES AND ENDORSEMENT FORMS***Certificates of Insurance***

The sample accord form on the following page is provided to facilitate your preparation and submission of certificates of insurance. You may use this or any industry form that shows coverage as broad as that shown on the attached sample. **Please note the certificate holder address must be as shown on the attached sample accord form with the contract number and insurance exhibit identification information completed.** Improperly addressed certificates may delay the contract start-up date because the City's practice is to return unidentifiable insurance certificates to the insured for clarification as to the contract number. **Cancellation provisions must be endorsed to the policy. Modifying the certificate does not change coverage or obligate the carrier to provide notice of cancellation.**

Endorsement Forms

Original endorsements are required for commercial general liability and business automobile liability insurance policies and must be attached to the applicable certificate of insurance. City preference is that the Consultant/insurer use the endorsement forms which are attached. Substitute forms will be accepted, however, as long as they include provisions comparable to the sample accord form.

INS-A.doc



WKEINC0-01

ROSEM

L.4.a

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/14/2015

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

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

PRODUCER License # 0E67768 IOA Insurance Services 4360 La Jolla Village Drive Suite 900 San Diego, CA 92122	CONTACT NAME: Ali Smith PHONE (A/C, No, Ext): (619) 574-6220 FAX (A/C, No): (619) 574-6288 E-MAIL: Ali.Smith@ioausa.com ADDRESS: Ali.Smith@ioausa.com
INSURED WKE, Inc. 400 N. Tustin Ave., #275 Santa Ana, CA 92705	INSURER(S) AFFORDING COVERAGE INSURER A: RLI Insurance Company NAIC # 13056 A INSURER B: Atlantic Specialty Insurance Company 27154 A INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Cont Liab/Sev of Int ☒ No Co. Owned Autos GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC OTHER:	X	PSB0001793	10/11/2015	10/11/2016	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 Deductible \$ 0
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS	X	PSB0001793	10/11/2015	10/11/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$		PSE0001694	10/11/2015	10/11/2016	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	PSW0001614	10/11/2015	10/11/2016	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Prof Liab/Cims Made		DPL466415	10/11/2015	10/11/2016	Per Claim 2,000,000
B	Ded.: \$25k Cims Made		DPL466415	10/11/2015	10/11/2016	Aggregate 2,000,000

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

Re: Contract No. 6944-14-DS / Rice Avenue Grade Separation at Fifth Street/Union Pacific Railroad Tracks

The City, its officers, agents, volunteers and employees are Additional Insured's with respect to General/Hired & Non-Owned Auto Liability per the attached endorsement as required by written contract. Insurance is Primary and Non-Contributory.

30 Days Notice of Cancellation with 10 Days Notice for Non-Payment of Premium in accordance with the policy provisions.

CERTIFICATE HOLDER

CANCELLATION

City of Oxnard
Attn: Risk Manager
Reference No. 6944-14-DS
300 West Third Street, Suite 302
Oxnard, CA 93030

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

AUTHORIZED REPRESENTATIVE

T. Kelly Howell

© 1988-2014 ACORD CORPORATION. All rights reserved.

Named Insured: WKE, Inc.
Policy Number: PSB0001793

RLI Insurance Company

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

RLIPack® FOR PROFESSIONALS BLANKET ADDITIONAL INSURED ENDORSEMENT

This endorsement modifies insurance provided under the following:

BUSINESSOWNERS COVERAGE FORM - SECTION II - LIABILITY

1. **C. WHO IS AN INSURED** is amended to include as an additional insured any person or organization that you agree in a contract or agreement requiring insurance to include as an additional insured on this policy, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused in whole or in part by you or those acting on your behalf:
 - a. In the performance of your ongoing operations;
 - b. In connection with premises owned by or rented to you; or
 - c. In connection with "your work" and included within the "product-completed operations hazard".
2. The insurance provided to the additional insured by this endorsement is limited as follows:
 - a. This insurance does not apply on any basis to any person or organization for which coverage as an additional insured specifically is added by another endorsement to this policy.
 - b. This insurance does not apply to the rendering of or failure to render any "professional services".
 - c. This endorsement does not increase any of the limits of insurance stated in **D. Liability And Medical Expenses Limits of Insurance**.
3. The following is added to **SECTION III H.2. Other Insurance - COMMON POLICY CONDITIONS (BUT APPLICABLE ONLY TO SECTION II - LIABILITY)**
 However, if you specifically agree in a contract or agreement that the insurance provided to an additional insured under this policy must apply on a primary basis, or a primary and non-contributory basis, this insurance is primary to other insurance that is available to such additional insured which covers such additional insured as a named insured, and we will not share with that other insurance, provided that:
 - a. The "bodily injury" or "property damage" for which coverage is sought occurs after you have entered into that contract or agreement; or
 - b. The "personal and advertising injury" for which coverage is sought arises out of an offense committed after you have entered into that contract or agreement.
4. The following is added to **SECTION III K. 2. Transfer of Rights of Recovery Against Others to Us - COMMON POLICY CONDITIONS (BUT APPLICABLE TO ONLY TO SECTION II - LIABILITY)**
 We waive any rights of recovery we may have against any person or organization because of payments we make for "bodily injury", "property damage" or "personal and advertising injury" arising out of "your work" performed by you, or on your behalf, under a contract or agreement with that person or organization. We waive these rights only where you have agreed to do so as part of a contract or agreement with such person or organization entered into by you before the "bodily injury" or "property damage" occurs, or the "personal and advertising injury" offense is committed.

ALL OTHER TERMS AND CONDITIONS OF THIS POLICY REMAIN UNCHANGED.



**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Report
AGENDA ITEM NO.: 5

DATE: April 19, 2016

TO: City Council

FROM: Kymberly Horner, ED Director

SUBJECT: Verbal Report on Oxnard Convention and Visitors Bureau Annual Report (10/10)

CONTACT: Kymberly Horner, Economic Development
Kymberly.Horner@oxnard.org, 385-7853

RECOMMENDATION

That the City Council receive the Oxnard Convention and Visitors Bureau's verbal report.

DISCUSSION

The Oxnard Convention and Visitors Bureau will present a verbal report to Council.

FINANCIAL IMPACT

There is no fiscal impact with Council receiving this verbal report.

ATTACHMENTS

None.



**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Report
AGENDA ITEM NO.: 6

DATE: April 19, 2016

TO: City Council

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

FROM: J. Tabin Cosio, Director of Human Resources

SUBJECT: Approval of Resolutions Authorizing Full-Time Equivalent Positions and Approving Salary Schedule (5/5)

CONTACT: J. Tabin Cosio, Human Resources
Tabin.Cosio@oxnard.org, 385-7947

RECOMMENDATION

That City Council Adopt Two Resolutions: 1) Repealing Resolution No. 14,905 authorizing full-time equivalent positions and setting the authorized full-time equivalent positions; and 2) Repealing Resolution No. 14,904 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

Your 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 for FY 2015-16. Those resolutions were subsequently revised on March 22, 2016 with Resolution No. 14,905 and on March 15, 2016 with Resolution No. 14,904. The two resolutions presented to your Council today for adoption would repeal and supersede all previously adopted resolutions.

City business units continue to make changes to operations and organizational structures in an effort to improve service levels and perform at higher and more efficient capacity. As City operations evolve, so do the workforce needs of the business units providing the services. The Human Resources Department works closely with the various departments/agencies to review,

Approval of Resolutions Authorizing Full-Time Equivalent Positions and Approving Salary
Schedule
April 19, 2016
Page 2

plan and determine the appropriate mix of job classifications necessary for them to meet their business unit goals and objectives.

Development Services

Development Services provides services to Oxnard residents in the areas of planning, building, development, engineering, building and public improvement inspections, traffic engineering, transportation planning, and code compliance. The below recommended reclassifications are requested to meet the growing administrative and customer service demands of the Department.

Job Title	Full-Time Equivalents			Salary Code	Salary Range		Civil Service	FLSA Exempt	Union Representation
	Add	Delete	Change		Minimum	Maximum			
Office Assistant II	0	-2	-2	A15	28,932.38	44,883.70	Yes	No	SEIU Local 721
Management Analyst II	0	-1	-1	M22	55,882.53	93,634.32	Yes	Yes	OMMA
Administrative Secretary III	2	0	2	A26	34,566.90	53,624.48	Yes	No	SEIU Local 721
Management Analyst III	1	0	1	M29	60,793.62	101,491.94	Yes	Yes	OMMA
Net Change to FTE Count	3	-3	0						

Fiscal Impact

The Fiscal Year 2015-16 cost associated with the recommended actions is estimated at approximately \$2764 for which there is existing budget appropriations to cover due to salary savings of vacant authorized and funded positions. The ongoing annualized costs of \$17,730 will be incorporated into the Department's Fiscal Year 2016-17 budget request.

Environmental Resources

The Environmental Resources Division provides the collection of solid waste and recycling services for the City of Oxnard. The Department is requesting the below reclassification to assist meet the goal of increasing customer service levels and meeting the increasing demands for support of personnel, accounting and administrative functions for the Division.

Job Title	Full-Time Equivalents			Salary Code	Salary Range		Civil Service	FLSA Exempt	Union Representation
	Add	Delete	Change		Minimum	Maximum			
Administrative Technician	0	-1	-1	A36	37,785.28	58,617.31	Yes	No	SEIU Local 721
Account Clerk III	0	-1	-1	A27	34,920.91	54,173.81	Yes	No	SEIU Local 721
Accounting Technician	1	0	1	A45	42,083.60	65,285.38	Yes	No	SEIU Local 721
Administrative Assistant	1	0	1	A61	47,231.60	73,271.95	Yes	No	SEIU Local 721
Net Change to FTE Count	2	-2	0						

Fiscal Impact

The Fiscal Year 2015-16 cost associated with the recommended actions is estimated at approximately \$1000 for which there is existing budget appropriations to cover due to salary savings of vacant authorized and funded positions. The ongoing annualized costs of \$9000 will be incorporated into the Department's Fiscal Year 2016-17 budget request.

Approval of Resolutions Authorizing Full-Time Equivalent Positions and Approving Salary Schedule
 April 19, 2016
 Page 3

Human Resources

The Department of Human Resources is responsible for providing human resource services to the City's workforce of over 1,100 authorized full-time equivalent employees and an additional 600 part-time seasonal and extra-help employees within 15 City business units. There are seven (7) employee organizations representing approximately 1,000 of the City's positions. The primary functions of the Department include recruitment, classification & compensation, employee benefits, employee/labor relations, workers compensation and health & safety.

The Department has undergone a major transformational change over the past year going from a transaction-focused unit to a team of strategic solutions-based business partners. The level and quantity of work being performed by the Department has increased multi-fold yet there is much more to be done. The below recommended position reclassifications would reduce the overall position count by one (1) full-time equivalent but would increase the overall capacity and performance level of the Department by establishing higher level positions to perform more complex work.

The below listed Administrative Secretary I (C) position is presently filled and the incumbent will be reclassified to the position of Human Resources Technician. The two (2) new recommended positions are vacant and will be opened for recruitment over the course of the coming weeks.

Job Title	Full-Time Equivalents			Salary Code	Salary Range		Civil Service	FLSA Exempt	Union Representation
	Add	Delete	Change		Minimum	Maximum			
Sr. Human Resources Coordinator	0	-1	-1	C75	51,249.12	87,654.53	Yes	No	Confidential/Unrepresented
Human Resources Technician	0	-1	-1	C70	50,129.66	85,578.69	Yes	No	Confidential/Unrepresented
Administrative Secretary I - C	0	-1	-1	C15	29,717.17	50,826.46	Yes	No	Confidential/Unrepresented
Administrative Assistant - C	1	0	1	C70	50,129.66	85,738.64	Yes	No	Confidential/Unrepresented
Principal Human Resources Analyst	1	0	1	M48	71,058.00	117,914.40	Yes	Yes	Confidential/Mid-Management
Net Change to FTE Count	2	-3	-1						

Fiscal Impact

The annual costs associated with the reclassification of the Administrative Secretary to a Human Resources Technician and establishment of the Principal Human Resources Analyst and Administrative Assistant position are projected to be \$197,952. However, the elimination of the vacant Sr. Human Resources Coordinator and Human Resources Technician positions will result in an annual cost reduction of \$202,000 for a net impact savings of approximately \$4000. Therefore, appropriations are currently available within the Fiscal Year 2015-16 budget to cover the costs for the recommended action. No additional appropriations are required.

Police Department

Approval of Resolutions Authorizing Full-Time Equivalent Positions and Approving Salary Schedule
 April 19, 2016
 Page 4

The Support Services Unit for the Police Department is responsible for administrative functions of the Department including Information Technology. The adopted Fiscal Year 2015-16 budget included funding for three (3) Computer Network Engineer III positions but an administrative error resulted in only two (2) CNE III positions being authorized for the Support Services Unit. Therefore, the recommended action is to add one additional CNE III for a total of three for the Police Department.

Job Title	Full-Time Equivalents			Salary Code	Salary Range		Civil Service	FLSA Exempt	Union Representation
	Add	Delete	Change		Minimum	Maximum			
Computer Network Engineer III	1	0	1	C75	51,969.01	80,621.01	Yes	No	SEIU Local 721
Net Change to FTE Count	1	0	1						

Fiscal Impact

The Fiscal Year 2015-16 budget included a total of \$81,000 for the CNE III position. Therefore, appropriations are currently available within the Fiscal Year 2015-16 budget to cover the costs for the recommended action. No additional appropriations are required.

Public Works Department

The Public Works Department has an annual budget of \$136,950,000 and a staff of 391 employees who are responsible for the activities and operations of the City's public services programs including infrastructure and public works systems, surveying, construction engineering services, streets maintenance, facilities maintenance, and utilities including refuse collection environmental resources, storm drains and wastewater and storm water and water treatment. There are many budgetary, administrative and operational needs facing the Department. Yet, at present, the organizational structure lacks the leadership structure to direct and oversee several functional areas.

The proposed change would reclassify the vacant Utilities Director position to a new Deputy Director – Public Works position that will serve as second-in-command to the Public Works Director to provide much needed support for developing goals and objectives, administering the department's budget and financial operations while maintaining close coordination with divisional managers.

Job Title	Full-Time Equivalents			Salary Code	Salary Range		Civil Service	FLSA Exempt	Union Representation
	Add	Delete	Change		Minimum	Maximum			
Utilities Director	0	-1	-1	E10	144,419.18	198,576.49	No	Yes	At-will/Unrepresented
Deputy Director - Public Works	1	0	1	M89	105,835.00	173,500.00	No	Yes	At-will/Unrepresented
Net Change to FTE Count	1	-1	0						

Fiscal Impact

The recommended action would downgrade both in title and compensation a currently authorized

Approval of Resolutions Authorizing Full-Time Equivalent Positions and Approving Salary
Schedule

April 19, 2016

Page 5

and funded position. Therefore, appropriations are currently available within the Fiscal Year 2015-16 budget to cover the costs for the new Deputy Director – Public Works position. No additional appropriations are required at this time.

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

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD REPEALING
RESOLUTION NO. 14,905 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 Resolutions No. 14,905; 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. 14,905 and any amendments thereto shall be repealed and that the authorized full time positions shall be as set forth in the attached "Exhibit A" listing authorized full time positions effective May 7, 2016.

PASSED AND ADOPTED this 19th day of April, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tim Flynn, Mayor

ATTEST:

Daniel Martinez, City Clerk

APPROVED AS TO FORM:

Stephen Fischer, City Attorney

Resolution No.

Page 2

CITY COUNCIL OF THE CITY OF OXNARD**EXHIBIT A TO RESOLUTION NO. _____****LIST OF AUTHORIZED FULL-TIME EQUIVALENT POSITIONS IN THE CITY SERVICE
EFFECTIVE MAY 7, 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	
Assistant City Attorney	3
City Attorney	1
Deputy City Attorney I/II	1
Law Office Manager	1
	Total 6
Collection Services	
Paralegal (C)	1
	Total 1
City Attorney Total	7
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)	1
Assistant City Manager	1.60
City Manager	1
Executive Assistant I/II	.70
	Total 4.30
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
	Total 2

Resolution No.

Page 3

Neighborhood Services		
Administrative Secretary I/II		1
	Total	1
Enterprise Information Systems Management		
Information Technology Director		1
Network Services Coordinator		1
Programmer Analyst		1
	Total	3
Geographic Information Systems		
Geographic Information Systems Coordinator		1
Geographic Information Systems Technician III		1
Programmer Analyst		1
Systems Analyst I/II		1
	Total	4
Personal Computer/Network Systems		
Computer Network Engineer I/II		2
Computer Network Engineer III		2
Computer Operator		1
Systems Administrator		1
Systems Analyst III		1
	Total	7
Telecommunications/Web Development		
Project Manager		1
	Total	1
	City Manager Total	25.30
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		5
Senior Customer Service Representative		1
Treasury Supervisor		1
	Total	11
	City Treasurer Total	17
DEVELOPMENT SERVICES		
Development Support and Public Project Contracts		
Administrative Technician		1
Development Services Director		1
Management Analyst III		1
	Total	3

Resolution No.

Page 4

Building & Engineering Services		
Administrative Secretary I/II		1
Administrative Secretary III		1
Assistant Traffic Engineer		1
Building Inspector I/II		4
Civil Engineer		1
Construction Inspector I/II		2
Data Entry Operator I/II		1
Deputy Building Official		2
Electrical Inspector		1
Junior Civil Engineer		3
Office Assistant I/II		2
Permit Technician		2
Plans Examiner I/II		1
Project Manager		.50
Senior Construction Inspector		1
Supervising Building Inspector		1
Supervising Civil Engineer		1
	Total	25.50
Planning		
Administrative Secretary III		1
Assistant Planner		2
Associate Planner		2
Drafting/Graphics Tech. I/II		1
Planning and Environmental Services Manager		1
Principal Planner		2
	Total	9
Traffic Engineering & Operations		
Associate Traffic Design Engineer		1
Traffic Engineer		1
	Total	2
Transit Services		
Project Manager		.50
	Total	.50
	Development Services Total	40.00
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
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

Resolution No.

Page 5

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		
Buyer	2	
Account Clerk II	1	
	Total	3
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	30
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	
Fire Environmental Specialist I/II	3	
Plans Examiner I/II	.10	
	Fire Total	106
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	

Resolution No.

Page 6

Fleet Services Manager	1	
Maintenance Services Manager	.20	
Management Analyst III	.10	
Senior Fleet Services Mechanic	6	
Tire Repairer	1	
		Total 31.30
Facilities Maintenance		
Administrative Technician	.10	
Construction Project Manager	1	
Custodial Supervisor	1	
Custodian	11	
Facilities Maintenance Supervisor	1	
Facilities Maintenance Worker I/II	4	
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 27.70
Parks, Public Grounds & Open Space		
Administrative Secretary I/II	1	
Administrative Technician	.70	
Groundswoker I/II (or Maintenance Worker Trainee)	4	
Maintenance Plumber I	1	
Maintenance Services Manager	.20	
Management Analyst III	.20	
Office Assistant I/II	.60	
Parks Maintenance Supervisor	1	
		Total 8.70
Street Trees & Medians		
Groundswoker I/II (or Maintenance Worker Trainee)	1	
Parks Maintenance Supervisor	1	
Senior Groundswoker	1	
		Total 3
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
Street Landscaping		
Administrative Technician	.20	
Groundswoker I/II (or Maintenance Worker Trainee)	2	
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 9.45
Street Maintenance		
Administrative Secretary III	1	
Equipment Operator	5	
Maintenance Services Manager	.15	

Resolution No.

Page 7

Management Analyst III	.05	
Senior Street Maintenance Worker	4	
Street Maintenance Worker I/II	3	
Streets Manager	1	
Traffic Safety Maintenance Worker	2	
Traffic Signal Repairer I/II	2	
Traffic Signal Technician	1	
	Total	19.20
River Ridge Golf Course		
Maintenance Services Manager	.20	
Management Analyst III	.10	
	Total	.30
	General Services Total	104
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	

Resolution No.

Page 8

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 Assistant (C)	1
Administrative Secretary I/II (C)	1
Assistant City Manager	.40
Assistant Director of Human Resources	1
Human Resources Director	1
Human Resources Technician (C)	3
Principal Human Resources Analyst	1
Senior Benefits Coordinator (C)	1
Senior Human Resources Coordinator (C)	2
Total	11.40
Workers' Compensation	
Senior Human Resources Coordinator (C)	1
Workers' Compensation Manager	1
Workers' Compensation Specialist (C)	1
Total	3
Human Resources Total	14.40

Resolution No.

Page 9

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	5.50
Library Circulation Supervisor	1
Literacy Coordinator	1
	Total 7.50
Library Branch Services	
Librarian I	2
Librarian II	1
Librarian III	1
Library Aide I/II	2
	Total 6
Library Information/Reference Services	
Librarian I	4.5
Librarian II	1
Library Services Supervisor	1
	Total 6.50
Library Support Services	
Computer Network Engineer I/II	2
Library Aide I/II	2
Library Aide III	1
	Total 5
	Library Total 29.00

POLICE

Code Compliance	
Administrative Secretary III	1
Animal Safety Officer	2
Code Compliance Inspector I/II	5
Code Compliance Manager	1
Senior Animal Safety Officer	1
Senior Code Compliance Inspector	1
	Total 11
Community Patrol	
Administrative Secretary I/II	1
Assistant Police Chief	1
Community Service Officer	6
Crossing Guard	6
Police Commander	4
Police Officer I/II	133
Police Officer III	16
Police Sergeant	19
Police Service Officer	6
Senior Police Service Officer	1
Senior Traffic Service Assistant	2
Traffic Service Assistant I/II	13
	Total 208
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

Resolution No.

Page 10

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	3
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	14.75
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	51.25
Emergency Communications	
Public Safety Communications Manager	1
Public Safety Dispatcher I/II	19
Public Safety Dispatcher III	5
Total	25
Police Total	353.25
PERFORMING ARTS AND CONVENTION CENTER	
Performing Arts and Convention Center	
Administrative Secretary III	1
Event Attendant III	3.50
Event Coordinator	1
Performing Arts Center Manager	1
Performing Arts and Convention Center Total	6.50
RECREATION AND COMMUNITY SERVICES	
Community Services	
Administrative Secretary III	1
Community Services Manager	1
Recreation/Human Services Coordinator	4
Recreation/Human Services Leader III	1.50
Recreation Supervisor	1
Total	8.50
Youth Development	
Administrative Secretary I/II	1
Total	1
Senior Services/Special Populations	
Administrative Technician	1
Office Assistant I/II	1

Resolution No.

Page 11

Recreation/Human Services Coordinator	3
Recreation/Human Services Leader III	3.25
Recreation Supervisor	1
Total	9.25
Recreation and Community Services Total	18.75

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	1
Total	1.25
Construction Services - Streets	
Account Clerk III	.10
Administrative Secretary III	.10
Administrative Technician	.10
Construction Inspector I/II	3
Management Analyst I/II	.10
Public Works Construction Projects Manager	1
Recycling Manager	.10
Total	4.50
Survey Services	
Senior Engineering Technician/Survey Chief	1
Total	1
Engineering and Maintenance Total	9.75

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
Deputy Director - Public Works	.33
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
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

Resolution No.

Page 12

	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
Deputy Director – Public Works		.33
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
Wastewater Collection Operator I/II		6

Resolution No.

Page 13

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	
Deputy Director – Public Works	.34	
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	
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		
Accounting Technician	1	
Administrative Assistant	1	
Administrative Secretary III	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

Resolution No.

Page 14

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

Resolution No.

Page 15

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 1154.00

**CITY COUNCIL OF THE CITY OF OXNARD
RESOLUTION NO. _____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD REPEALING
RESOLUTION NO. 14,904 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. 14,904; 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. 14,904 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 May 7, 2016.

PASSED AND ADOPTED on this 19th day of April, 2016, by the following vote:

AYES:

NOES:

ABSENT:

Tim Flynn, Mayor

ATTEST:

Daniel Martinez, City Clerk

APPROVED AS TO FORM:

Stephen M. Fischer, City Attorney

Resolution No.

Page 2

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 S2	Cultural Arts Supervisor	M 11
Assistant Planner	A 69	CUPA Coordinator	M 44
Assistant Police Chief	P S6	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 S1	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 14	Deputy Director – Public Works	M 89
Chief Operator	M 32	Design & Construction Services Manager	M 83
City Attorney	E 12	Development Services Director	E 9
City Clerk	E 3	Development Services Manager	M 87
		Disaster Preparedness Coordinator	M 44

Resolution No.

Page 3

Class Title	Salary Range	Class Title	Salary Range
Drafting/Graphics Technician I	A 41	Groundsworker I	B 60.00
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

Resolution No.

Page 4

Class Title	Salary Range	Class Title	Salary Range
Management Analyst I	M 14	Property & Evidence Custodian	A 68
Management Analyst II	M 22	Public Information Officer	M 38
Management Analyst III	M 29	Public Relations & Community Affairs Manager	M 66
Mayor	Ordinance	Public Safety Communications Manager	M 66
Meter Reader	B 70.00	Public Safety Dispatcher I	P 49.00
Meter Repair Worker	B 75.00	Public Safety Dispatcher II	P 59.00
Missing Persons Specialist	A 34	Public Safety Dispatcher III	P 76.00
MRF Dispatcher	B 74.00	Public Safety Information Technology Manager	M 62
MRF Machinery Operator	B 79.00	Public Works Construction Projects Manager	M 38
MRF Mechanic	B 89.00	Public Works Director	E 10
Neighborhood Services Coordinator	A 61	Purchasing Clerk	A 20
Network Services Coordinator	M 14	Recreation Supervisor	M 19
Office Assistant I	A 10	Recreation/Human Services Coordinator	A 42
Office Assistant I (Conf)	C 10	Recreation/Human Services Leader III	A 21
Office Assistant II	A 15	Recycling Manager	M 36
Office Assistant II (Conf)	C 20	Recycling/Marketing Manager	M 36
Outreach/Education Specialist	A 61	Rehabilitation Construction Specialist I	B 101.00
Paralegal	C 75	Rehabilitation Construction Specialist II	B 111.00
Parks Maintenance Supervisor	M 14	Rehabilitation Loan Assistant	A 33
Parks Manager	M 44	Rehabilitation Loan Specialist	A 74
Performing Arts Center Manager	M 48	Resident Services Assistant	A 59
Permit Technician	A 55	Resident Services Coordinator	A 74
Plan Check Engineer	A 97	Revenue Collection Technician	A 45
Planning & Environmental Services Manager	M 81	Safety Specialist (C)	C 72
Plans Examiner I	A 66	Senior Administrative Legal Secretary	C 65
Plans Examiner II	A 81	Senior Administrative Secretary	A 35
Plumbing & Mechanical Inspector	B 126.50	Senior Administrative Secretary (C)	C 55
Police Chief	E 11	Senior Animal Safety Officer	B 84.00
Police Commander	P 55	Senior Benefits Coordinator (C)	C 75
Police Finance/Grants Manager	M 62	Senior Civil Engineer	A 99
Police Officer I	P 91.00	Senior Code Compliance Inspector	B 116.00
Police Officer II	P 91.00	Senior Construction Inspector	B 124.50
Police Officer III	P 99.00	Senior Custodian	B 58.00
Police Records Manager	M 40	Senior Customer Service Representative	A 27
Police Records Supervisor	M 11	Senior Engineering Technician	A 76
Police Records Technician I	A 11	Senior Engineering Technician/Survey Chief	A 76
Police Records Technician II	A 17	Senior Facilities Maintenance Worker	B 99.00
Police Records Technician III	A 24	Senior Fleet Services Mechanic	B 109.00
Police Sergeant	P 106.00	Senior Groundswoker	B 80.00
Police Service Officer	P 72.00	Senior Housing Maintenance Worker	B 92.00
Police Word Processor I	A 23	Senior Housing Specialist	A 74
Police Word Processor II	A 30	Senior Human Resources Coordinator	C 75
Police Word Processor III	A 38	Senior Meter Reader	B 80.00
Power Production Operator I	B 85.25	Senior Meter Repair Worker	B 85.00
Power Production Operator II	B 95.25	Senior Planner	M 32
Principal Human Resources Analyst	M 48	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

Resolution No.

Page 5

Class Title	Salary Range	Class Title	Salary Range
Senior Tree Trimmer	B 86.00	Wastewater Operations Mgr/Chief Operator	M 62
Senior Wastewater Collections Operator	B 86.00	Wastewater Operator I	B 82.00
Senior Wastewater Environmental Specialist	B 116.00	Wastewater Operator II	B 92.00
Senior Wastewater Mechanic	B 104.00	Wastewater Operator III	B 97.00
Senior Wastewater Operator	B 105.25	Wastewater Operator-In-Training	B 67.00
Senior Water Distribution Operator	B 80.00	Water Conservation/Outreach Coordinator	B 114.50
Senior Water Treatment Operator	B 106.00	Water Conservation/Outreach Technician	B 59.00
Sex Registrant Specialist	A 34	Water Distribution Operator I	B 64.00
Solid Waste Compliance Specialist	B 94.00	Water Distribution Operator II	B 74.00
Solid Waste Equipment Operator II	B 74.00	Water Division Manager	M 87
Solid Waste Transfer Operator	B 84.00	Water Regulatory Compliance Coordinator	B 114.50
Sorter	B 48.00	Water Regulatory Compliance Technician I	B 94.00
Source Control Inspector II	B 100.50	Water Regulatory Compliance Technician II	B 104.00
Source Control Technician	B 99.00	Water Treatment Operator I	B 86.00
Street Maintenance Worker I	B 59.00	Water Treatment Operator II	B 91.00
Street Maintenance Worker II	B 69.00	Water Treatment Operator III	B 96.00
Streets Manager	M 44	Word Processor I	A 23
Supervising Building Inspector	M 40	Word Processor II	A 30
Supervising Civil Engineer	M 74	Word Processor III	A 38
Systems Administrator	M 62	Workers' Compensation Manager	M 48
Systems Analyst I	M 29	Workers' Compensation Specialist (C)	C 69
Systems Analyst II	M 40		
Systems Analyst III	M 51		
Technical Services Mgr/Water Quality Mgr	M 62		
Tire Repairer	B 61.00		
Traffic Engineer	M 59		
Traffic Safety Maintenance Worker	B 69.00		
Traffic Service Assistant I	A 13		
Traffic Service Assistant II	A 18		
Traffic Signal Repairer I	B 79.00		
Traffic Signal Repairer II	B 89.00		
Traffic Signal Technician	B 112.00		
Transport Operator	B 99.00		
Treasury Supervisor	M 11		
Treatment Plant Electrician	B 99.00		
Tree Trimmer I	B 66.00		
Tree Trimmer II	B 76.00		
Utilities Director	E 10		
Utilities Finance Officer	M 62		
Victim Services Specialist	A 59		
Wastewater Collections Operator I	B 69.00		
Wastewater Collections Operator II	B 79.00		
Wastewater Collections Supervisor	M 19		
Wastewater Division Manager	M 87		
Wastewater Environmental Specialist	B 111.00		
Wastewater Maintenance Manager	M 32		
Wastewater Maintenance Supervisor	M 19		
Wastewater Mechanic I	B 89.00		
Wastewater Mechanic II	B 99.00		

CITY OF OXNARD
 CLASSIFICATIONS AND SALARY RANGES
 CONFIDENTIAL, UNREPRESENTED MID-MANAGEMENT EMPLOYEES ("MC" SCHEDULE)
 Effective July 21, 2015
 Revised April 19, 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
Principal Human Resources Analyst	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
Deputy Director - Public Works	M89	50.8822	67.5649	83.4135	4,070.58	5,405.19	6,673.08	8,819.58	11,711.25	14,458.33



**CITY COUNCIL
AGENDA REPORT**

**TYPE OF ITEM: Council
Business**

AGENDA ITEM NO.: 1

DATE: April 19, 2016

TO: City Council

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

FROM: Maria Hurtado, Assistant City Manager

SUBJECT: Consider Fiscal Policy Task Force Recommendation that Council Send a Letter to
SCO Requesting a Financial Audit (10/30)

CONTACT: Maria Hurtado, City Manager
Maria.Hurtado@oxnard.org, 385-7430

RECOMMENDATION

That City Council consider the Fiscal Policy Task Force's recommendation that Council send a letter to the State Controller's Office (SCO) requesting SCO conduct a financial audit of the City of Oxnard and provide direction on whether or not to send a letter to the SCO.

BACKGROUND

During the April 7, 2016 FPTF special meeting, Councilmember Perello recommended that the Fiscal Policy Task Force (FPTF) request that Council send a letter to the State Controller's Office (SCO) requesting that SCO complete a financial audit (Attachment A: 4/7/16 Fiscal Policy Task Force Special Meeting Agenda).

During the FPTF meeting, Councilmember Perello provided the attached handout and presented various reasons for his request. (Attachment B: 4/7/16 Handout from Council member Perello).

After the FPTF discussion and public input, the FPTF directed staff to agendize this item for Council consideration.

Consider Fiscal Policy Task Force Request for Financial Audit by State Controller's Office
April 19, 2016
Page 2

FINANCIAL IMPACT

There is no fiscal impact with the discussion of this item. If Council approves the FPTF recommendation, the fiscal impact may include costs associated with the SCO audit, estimated at \$170,000 to \$200,000, consultant costs estimated at \$100,000 to \$150,000 depending on the depth and length of time to complete the audit schedules and requirements, for a total estimated cost range between \$270,000 and \$350,000.

ATTACHMENTS

Attachment A: 4/7/16 Fiscal Policy Task Force Special Meeting Agenda
B: 4/7/16 Handout from Council member Perello

Written materials relating to an item on this agenda that are distributed to the Task Force 24 hours before the item is to be considered at this meeting will be made available for public inspection at 251 South "A" Street and the City Manager's Office, 300 West Third Street during customary business hours.

AGENDA

Fiscal Policy Task Force
Special Meeting
Human Resources Activity Room
300 West Third Street (enter from B Street)
Oxnard, CA 93030

April 7, 2016
10 a.m.

A. Roll Call/Flag Salute

B. Public Comments

At this time, the Task Force will consider public comments for a maximum of fifteen minutes. A person may address the Task Force only on matters not appearing on the agenda and within the subject matter jurisdiction of the Task Force. The presiding officer shall limit public comments to three minutes per person.

C. SUBJECT: Discuss ratings for Internal Auditing Firm

RECOMMENDATION: Discuss ratings for internal audit program and select 2 to 3 firms for interviews.

D. SUBJECT: Councilmember Perello's request regarding the State Controller's Office

RECOMMENDATION: Discuss Councilmember Perello's request to contact the State Controller's Office.

E. Discuss proposed Fiscal Policy Task Force meeting of April 13, 2016 at 9 a.m.

F. Adjournment

In compliance with the Americans with Disabilities Act, if you require special assistance to participate in a meeting, please contact Marie Cruz in the Finance Department at 385-7541. Notice at least 72 hours prior to the meeting will enable the City to reasonably arrange for your accessibility to the meeting.



Bert E. Perello
City Councilmember
(805) 240-6194

Councilman Perello's Statement Supporting Proactive Fiscal Policy Task Force Engagement with the State Controller Regarding the City's True Comprehensive Financial Picture

(Fiscal Policy Task Force – April 7, 2016 Meeting)

The State Controller's Office (SCO) serves as the state's independent fiscal watchdog, providing sound fiscal control over more than \$100 billion in receipts and disbursements of State funds each year, and uncovering fraud and abuse of taxpayer dollars. One of the SCO core-functions involves performing audits of the disbursement of any state money for correctness, legality, and for sufficient provisions of law for payment pursuant to the applicable provisions of Government Code Section 12410.

Recently, the City of Oxnard was informed by the SCO that it plans on visiting the City on April 18, 2016 to perform an audit of the City's financial transactions involving State Gas Tax, Traffic Congestion Relief Fund, and Proposition 1B (Public Transportation Modernization Improvement and Service Enhancement Account) funds for the fiscal year ending June 30, 2015, as well as an additional audit of State Gas Tax Revenues for the last four fiscal years (i.e. FY 11/12, 12/13, 13/14 and 14/15), based on findings from their FY 08/09 through 10/11 gas tax audits.

When requested, the SCO also provides fiscal guidance to local governments, as well as informs the public regarding financial transactions of local governments, including general law cities, such as the City of Oxnard. As we all know, the City of Oxnard has encountered numerous ongoing difficulties in completing its Comprehensive Annual Financial Report (CAFR) for the Fiscal Year ending June 30, 2015 in a timely manner. Additionally, significant amounts of taxpayer funds (in the millions of dollars) has been expended by the City on numerous outside consultants deemed necessary to assist the City complete the FYE15 CAFR. And finally, pending the City's completion of the FYE15 CAFR, there are numerous questions and lingering doubts being expressed by credit rating agencies, investment banks, city employee bargaining units, and members of the public concerning the true financial picture of the City of Oxnard. In light of all these facts and factors, I think that the public interest of Oxnard's citizens, taxpayers, and ratepayers is best served if during today's meeting the FPTF agrees to:

1. Review and discuss how the City plans on meeting the SCO's reporting requirements regarding the preparation and submittal of the FYE 15 CAFR; and
2. Consider reaching-out to SCO management representatives in Sacramento proactively, and inviting their participation during a future video-conference meeting of the City's FPTF. This would begin an open dialogue between the City and the SCO designed to lay the groundwork for working together collaboratively to best address the City's ongoing fiscal reporting challenges. One critical step would include determining the willingness of the SCO, at the City's request, to conduct an appropriate, professional, peer-review evaluation of the City's FYE15 CAFR after it is completed in early May; and
3. Publicly report the results of any discussions that the FPTF has with the SCO to the Oxnard City Council, at a future council meeting. This will allow the FPTF to brief the full council, city employee bargaining units, rating agencies, investment banks, the media, and the general public on the proactive action steps that we are taking to work closely with the SCO to ensure that the City's completed FYE15 CAFR is peer-reviewed and professionally-vetted for accuracy, completeness, and soundness, with any suggestions for improvements made by the SCO being fully integrated in the City's fiscal transaction reports moving forward.

-END-