

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](http://www.ci.oxnard.ca.us).



## AGENDA

### OXNARD CITY COUNCIL

\*OXNARD COMMUNITY DEVELOPMENT COMMISSION SUCCESSOR AGENCY

\*OXNARD FINANCING AUTHORITY

\*OXNARD HOUSING AUTHORITY

Regular Meetings

City Council Chambers, 305 West Third Street, Oxnard

July 21, 2015

**4:30 P.M. Closed Session**

#### A. ROLL CALL/POSTING OF AGENDA

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

#### B. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

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

#### C. CLOSED SESSION – (Please see Page 6 for a description of closed session items)

#### D. OPENING CEREMONIES – 6:00 P.M.

Pledge of allegiance to the flag of the United States.

#### E. CEREMONIAL CALENDAR

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

At this time, the legislative body will consider public comments for a maximum of thirty minutes. A person may address the legislative body only on matters not appearing on the agenda and within the subject matter jurisdiction of the legislative body. A person not able to address the legislative body at this time because the thirty minutes expires may do so just prior to adjournment of the meeting. The legislative body cannot enter into a detailed discussion or take any action on any items presented during public comments at this time. Such items may only be referred to the City Manager/ Executive Director/Secretary for administrative action or scheduled on a subsequent agenda for discussion. Persons wishing to speak on public hearing items should do so at the time of the hearing. The presiding officer shall limit public comments to three minutes.

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](http://www.ci.oxnard.ca.us).

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## G. REVIEW OF INFORMATION/CONSENT AGENDA

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

## H. PUBLIC COMMENTS ON INFORMATION/CONSENT AGENDA

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

## I. INFORMATION/CONSENT AGENDA

City Clerk Department

1. SUBJECT: Minutes of the Regular Meetings of the Oxnard City Council for April 7, 14, 21 and 28, and May 5, 2015; and Minutes of the Special Meeting of the Oxnard City Council for May 4, 2015.  
(001)

RECOMMENDATION: Approve.

Legislative Body: CC

Contact: Daniel Martinez

Phone: 385-7803

City Attorney Department

2. SUBJECT: Cultural Arts Commission Bylaws. (027)

**RECOMMENDATION:** Adopt a resolution approving the Cultural Arts Commission Bylaws.

Legislative Body: CC

Contact: Stephen M. Fischer

Phone: 385-7483

## City Manager Department

3. **SUBJECT:** Agreements for City Council Review. (035)

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

Legislative Body: CC

Contact: Greg Nyhoff

Phone: 385-7430

## Community Development Department

4. SUBJECT: Agreement with the Economic Development Corporation of Oxnard ("EDCO") for Economic Development Services throughout the Oxnard Area and Funding. (039)

**RECOMMENDATION:** Approve and authorize the Mayor to execute Agreement with EDCO (A-7811) in an amount not to exceed \$151,088, and for EDCO to provide economic development services to the City for one year.

Legislative Body: CC

Contact: Kymberly Horner

Phone: 385-7407

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Development Services Department

5. SUBJECT: Planning and Zoning Permit No. 12-300-01 (Parcel Map No. 12-300-01), Food-4-Less Shopping Center Located at 130, 150, 250, and 300 West Esplanade Drive (Northwest Corner of Vineyard Ave. and Esplanade Drive). Filed by Greg Peters on behalf of Kroger Company. (053)  
RECOMMENDATION: Adopt a resolution approving Planning and Zoning Permit No. 12-300-01 (Parcel Map No. 12-300-01) for the property located at 130, 150, 250 and 300 West Esplanade Drive (APN 142-0-010-435;-204; &-415), subject to certain findings and conditions.

Legislative Body: CC

Contact: Kathleen Mallory

Phone: 385-8370

6. SUBJECT: Planning and Zoning Permit No. 14-300-02 (Parcel Map 14-300-02) to Subdivide a 2.52-acre Property Located at 450 North Rose Avenue. Filed by Thomas Davies with Canyon Cardiff Oxnard, LLC on behalf New Trinity Community Church. (067)  
RECOMMENDATION: Adopt a resolution approving Planning and Zoning Permit No. 14-300-02 (Parcel Map No. 14-300-02), for the subdivision located at 450 North Rose Avenue.

Legislative Body: CC

Contact: Juan Martinez

Phone: 385-7556

Utilities Department

7. SUBJECT: Project Specification UD15-29 Non-Scheduled Repairs – Water System. (093)  
RECOMMENDATION: Approve Project Specification UD15-29 for non-scheduled (emergency and operational priority) repairs to water and recycled water lines, valves, hydrants, and appurtenances located throughout the City, and authorize staff to conduct a public bid solicitation.

Legislative Body: CC

Contact: Lou Balderrama

Phone: 385-7839

J. PUBLIC HEARINGS

K. APPOINTMENT ITEMS

L. REPORTS

City Manager Department

1. SUBJECT: Organizational Assessment Phase 1: "Implementation Action Plan" and Creation of an Internal Audit Program. (095)  
RECOMMENDATION: 1) Approve the attached Implementation Action Plan (IAP) that prioritizes 128 findings and recommendations in response to the organizational assessment report that was presented and accepted by Council on March 17, 2015; and 2) Approve the creation of a new Internal Audit program and the revision of the name and purpose of the Council Committee formerly known as the Fiscal Policy Task Force to the Fiscal Policy and Audit Council Committee. The initial charge for the reconstituted committee as it relates to the creation of a new Internal Audit program will be to create: a) A Request for Proposals for Internal Audit services and b) The Internal Audit program parameters for Council consideration and adoption.

Legislative Body: CC

Contact: Greg Nyhoff

Phone: 385-7430

Human Resources Department

2. SUBJECT: Amendments to No. 14,836 Authorizing Full-Time Equivalent Positions and Resolution No. 14,837 Authorizing Changes to section XII of the Personnel Rules and Regulations. No Additional Budget Appropriations Required. (175)  
RECOMMENDATION: 1) Authorize the Mayor to execute an amendment to Resolution No. 14,836 authorizing the addition of five (5) new full-time positions and to reclassify two (2) job titles; and 2) Authorize the Mayor to execute an amendment to Resolution No. 14,837 authorizing changes to Section XII of the Personnel Rules and Regulations to set the salary ranges for three (3) newly created job classifications.  
Legislative Body: CC      Contact: Tabin Cosio      Phone: 385-7497

Development Services Department

3. SUBJECT: Ordinance Adopting a Temporary Waiver of Encroachment and Related Fees For Residential Turf Removal and Drought Tolerant Replacement Projects Consistent With City Guidelines and Determining That the Project is Exempt from the California Environmental Quality Act Pursuant to Section 15304. (189)  
RECOMMENDATION: Approve the first reading by title only and subsequent adoption of an ordinance adopting a temporary waiver of encroachment and related fees for residential turf removal and drought tolerant replacement projects consistent with city guidelines.  
Legislative Body: CC      Contact: Chris Williamson      Phone: 385-8156

General Services Department

4. SUBJECT: Proposed Dog Park in the RiverPark Community Facilities District #5 (CFD). (197)  
RECOMMENDATION: 1) Approve the design of the proposed dog park; and 2) Authorize the appropriation of \$126,436 from the RiverPark Community Facilities District (CFD) No. 5 (CFD5) fund balance for the construction of a dog park.  
Legislative Body: CC      Contact: Michael Henderson      Phone: 385-7950
5. SUBJECT: Reprogram CDBG Funds to the Campus park Gymnasium North Wing Interior Remodel Balance from Completed Projects. (201)  
RECOMMENDATION: Approve a special budget appropriation reprogramming \$35,000 of CDBG funding to the Campus Park Gymnasium Project No. 137401 for the completion of remodel of the Gymnasium North Wing.  
Legislative Body: CC      Contact: Michael Henderson      Phone: 385-7950

Police Department

6. SUBJECT: Resolution of the City Council of the City of Oxnard in Support of the "My Brother's Keeper" (MBK) Initiative and Accepting the "MBK Community Challenge". (205)  
RECOMMENDATION: Adopt a resolution pledging the City's commitment and formal support of President Obama's "My Brother's Keeper" Initiative and accepting the "MBK Community Challenge" to collaboratively address persistent opportunity gaps faced by boys and young men of color and to ensure that all young people can reach their full potential.  
Legislative Body: CC      Contact: Jeri Williams/  
Terrel Harrison      Phone: 385-7624  
385-8101



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7. SUBJECT: Response to Grand Jury Report Titled "Final Report Countywide Bicycle Safety" Dated June 1, 2015. (209)

RECOMMENDATION: Authorize the Mayor, the City Manager, and the Police Chief to respond, on behalf of the City Council, to the Grand Jury report titled "Final Report Countywide Bicycle Safety" dated June 1, 2015.

Legislative Body: CC

Contact: Jeri Williams/  
Cynthia Daniels

Phone: 385-7624

Phone: 385-7871

Utilities Department

8. SUBJECT: Second Amendment to Agreement for Professional Services with Aquatic Bioassay and Consulting Laboratories, Inc. (215)

RECOMMENDATION: Approve and authorize the Mayor to execute a Second Amendment to Agreement with Aquatic Bioassay and Consulting Laboratories, Inc., (A-7620) in the amount of \$459,788 for a total amount of \$1,122,167 for receiving water monitoring services and to extend the expiration date to July 1, 2016.

Legislative Body: CC

Contact: Daniel Rydberg

Phone: 385-8281

9. SUBJECT: Sixth Amendment to the Consulting Agreement with Carollo Engineers, Inc. for the Recycled Water Retrofit Project. (231)

RECOMMENDATION: 1) Approve and authorize the Mayor to execute a Sixth Amendment to the Consulting Services Agreement with Carollo Engineers, Inc. (A-7338), to increase the total by \$804,585 for a total contract value of \$6,139,109; and 2) Approve a Budget Appropriation in the amount of \$650,000 to appropriate funds from the Water Operating Fund to Project 116503 to complete funding for the Amendment.

Legislative Body: CC

Contact: Daniel Rydberg

Phone: 385-8281

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

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**

**Development Services Department**

1. **SUBJECT:** Pre-Application Review (I5-600-01) of a request for: 1) Annexation to the City of Oxnard; 2) A General Plan Amendment changing the land use designation from School to Residential Medium; 3) Preliminary zoning designation of Garden Apartment Planned Development Zone (R-3-PD); 4) A Special Use Permit to allow the construction of 228 residential, multi-family units (20%-100% affordable); 5) A Density Bonus Permit to allow for a maximum density of 24 units per acre; and 6) A Tentative Subdivision Map for condominiums on a 9.9-acre property located at 2714 East Vineyard Avenue (APN 145-0-232-010) and owned by the Rio Elementary School District. Filed by: Jordan Marshall on Behalf of Aldersgate Investments, LLC. (245)  
**RECOMMENDATION:** Review and provide preliminary comments on a pre-application.  
Legislative Body: CC                      Contact: Douglas Spondello                      Phone: 385-3919

**C. CLOSED SESSION – Continued from Page 1**

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

- CC** (Government Code section 54956.9 (d)(1))  
Name of case: George Todd v. City of Oxnard, Workers' Compensation Claim No. OX-20140216

The Interim City Attorney requested that this item be discussed in closed session under the Brown Act exception of Conference with Legal Counsel – Existing Litigation. The purpose of the closed session is for the City Council to confer with its legal counsel regarding the referenced claim.

**2. CONFERENCE WITH LABOR NEGOTIATORS.**

- CC** Agency designated representatives: J. Tabin Cosio, Director of Human Resources; Dania Torres Wong, and Burke Dunphy, City's labor attorneys. Employee organizations: Local No. 1684; the Oxnard Peace Officers' Association (OPOA); Service Employees International Union CTW, CLC, Local 721 (SEIU Local 721); International Union of Operating Engineers AFL-CIO, Local No. 501 (IUOE Local 501); and Oxnard Mid-Managers' Association. Unrepresented employees: unrepresented Limited Benefit Employees.

The City Manager requested that this item be discussed in closed session pursuant to Government Code section 54957.6. The purpose of the closed session is for the City Council to review its available funds and funding priorities for the sole purpose of providing instructions to the City's negotiators regarding salaries, salary schedules and compensation paid in form of fringe benefits for employees represented by the employee organizations identified above and for employees unrepresented, and other matters within the scope of representation for represented employees.

**T. ADJOURNMENT**

MINUTES  
OXNARD CITY COUNCIL  
Regular Meeting  
April 7, 2015

AGENDA ITEM NO.

I-1

A. ROLL CALL/POSTING OF AGENDA

At 6:00 p.m., the regular meeting of the Oxnard City Council convened in the Council Chambers. Councilmembers Tim Flynn, Carmen Ramirez, Bryan A. MacDonald and Dorina Padilla were present. The Deputy 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: Lyn McGraw, Deputy City Clerk; Greg Nyhoff, City Manager; Scott Whitney, Interim Assistant City Manager; Grace Magistrale Hoffman, Deputy City Manager; Martin Erickson, Deputy City Manager; Stephen Fischer, Interim City Attorney; David Millican, Interim Chief Financial Officer; Kymberly Horner, Interim Community Development Director.

B. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

C. CLOSED SESSION

D. OPENING CEREMONIES

At 6:02 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 for an unnamed lady who recently lost her life. Mayor Flynn presided. Additional staff members present were: Jeri Williams, Police Chief; Matthew Winegar, Development Services Director; Ashley Golden, Planning Manager; Michael Henderson, Maintenance Services Manager; James Williams, Fire Chief; Efren Gorre, Youth Development Manager; Dan Rydberg, Utilities and Engineering Manager; Roger Brooks, Code Compliance Officer; Karl Lawson, Compliance Services Manager and Daniel Martinez, City Clerk.

E. CEREMONIAL CALENDAR

1. SUBJECT: Presentation of Resolution to Library Board Member Yvette Stein for her outstanding service as trustee of the Oxnard Public Library Board and over 20 Years of Volunteer Service.
2. SUBJECT: Presentation of Resolution for Library Board Member Jean Gentry for her outstanding service as trustee of the Oxnard Public Library Board and over 10 Years of Volunteer Service.
3. SUBJECT: Presentation of Commendation for Library Board Member Radell Mitchell for her outstanding service as trustee of the Oxnard Public Library Board and over 20 Years of Volunteer Service.

DISCUSSION: The Library Director and Council recognized the three individuals who have served on the Library Board and other Citizen Advisory Groups, and also the staff who work in the City Libraries.

F. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Public comments received from: Janice Feingold; Ed Ellis; Armando Vazquez; Jim Milstead; Javier Bernal; Jon P. Martinez; Pete R. Placencia; Dan Lechlitter; Margaret Cortese; Frank Nilsen; Steve Nash; Patrick Barrios; Cesar Cervantes; Elliott Gabriel; Leo Martinez; Monica Morales; Inez Tuttle; Francine Castanon; Robert Gutierrez; Brian Maulhardt; Abel Magana and Dan Pinedo.

G. TRANSMITTAL OF INFORMATION ONLY ITEMSH. INFORMATION/CONSENT PUBLIC HEARINGSI. PUBLIC HEARINGSJ. APPOINTMENT ITEMS – This is a report carried over from March 24, 2015 Meeting.Development Services Department

1. SUBJECT: Verbal Update on the Development Services Department One-Stop Permit Center Program.  
RECOMENDATION: Receive and consider report.  
DISCUSSION: The Development Services Director and Planning Manager outlined the updated One-Stop Permit Center including receiving input from the community/staff, accepting credit card payment, improvement process for Temporary Use Permit/Zone Clearance/Utility payments/Tenant Improvement Permits and future improvements.

The City Council discussed: the need to focus on customers and making the process easier.

ACTION: Received report and provided comments to staff.

K. REPORTSPolice Department

1. SUBJECT: Verbal Update on 2014-2015 Crime Statistics and Enforcement/Prevention Strategies.  
RECOMMENDATION: Receive and consider report.  
DISCUSSION: The Police Chief reported on crime statistics and on the new crime reporting methods.

Public comments received from: Larry Stein; Steve Nash; Al Velasquez; Dan Lechlitter and George Miller.

The City Council commented on: crime figures and new reporting methods.

ACTION: Received report and provided comments to staff.

N. PUBLIC COMMENTS ON REPORTSO. PUBLIC COMMENTS ON STUDY SESSION

P. STUDY SESSION

Q. REVIEW OF INFORMATION/CONSENT AGENDA

Comments were received from: Interim City Attorney and Development Services Director (S-1(c)) and Compliance Services Manager (S-3).

R. PUBLIC COMMENTS ON INFORMATION/CONSENT AGENDA

S. INFORMATION/CONSENT AGENDA

City Manager Department

1. SUBJECT: Agreements for City Council Review. (001)  
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.

Development Services Department

2. SUBJECT: Approval and Acceptance of a Traffic Signal Easement Agreement Allowing Installation of Traffic Loops on Private Property for a New Traffic Signal on Esplanade Drive Approximately 1000 feet Northwest of Vineyard Avenue. (005)  
RECOMMENDATION: Approve and authorize the Mayor to execute the Traffic Signal Easement Agreement with California Property Owner 1, LLC (A-7765) and the associated Certificate of Acceptance.

Housing Department

3. SUBJECT: Annual Report of the Mobilehome Park Rent Review Board. (013)  
RECOMMENDATION: Receive and file the 2014 Annual Report of the Mobilehome Park Rent Review Board.

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

M. CITY COUNCIL REPORTS

1. SUBJECT: Discussion and Determination Whether to Include at Future City Council Meetings for Consideration, with the Accompanying Appropriate Research and Agenda Report, Items Raised at Previous Council Meetings.  
RECOMMENDATION: Consider and determine by majority vote whether to include the following items on future City Council meeting agendas: 1) St. Francis Dam Failure Presentation; 2) Green Building Code Presentation; 3) Regulation of Dogs on Public Beaches; 4) Establishment of an Athletics Commission; 5) Electronic cigarettes; and 6) River Levee.  
DISCUSSION: The City Council discussed the possibility of placing these items on a future agenda.

Public comments received from: Larry Stein and Steve Nash.

ACTION: Received possible future agenda items and provided comments to staff.

L. REPORT OF CITY MANAGER

The City Manager commented on the community process to discuss the downtown settlement and the hiring of the Human Resources Director, Performing Center Director and Assistant City Manager.

M. CITY COUNCIL REPORTS

The City Council discussed: proposed budget cuts; Oxnard Visitor and Convention Bureau activities; Beach Park use/parking; Cultural Arts Commission (Ramirez); Southern California Association of Governments (Ramirez); local "water" savings; domestic violence in the community; Citizen Advisory Groups feedback and Ventura Regional Sanitation District plan (Perello).

F. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Public comments received from: Larry Stein and Pat Brown.

T. ADJOURNMENT

At 10:33 p.m. the City Council concurred to adjourn the meeting.

\_\_\_\_\_  
DANIEL MARTINEZ  
City Clerk

\_\_\_\_\_  
TIM FLYNN  
Mayor

\_\_\_\_\_  
LYN MCGRAW  
Deputy City Clerk

MINUTES  
OXNARD CITY COUNCIL  
Regular Meeting  
April 14, 2015

A. ROLL CALL/POSTING OF AGENDA

At 4:35 p.m., the regular meeting of the Oxnard City Council convened in the Council Chambers concurrently with the Oxnard Community Development Commission Successor Agency. Councilmembers Carmen Ramirez, Bryan A. MacDonald, Dorina Padilla and Bert Perello were present. Mayor Tim Flynn was absent. The Deputy City Clerk stated that the agenda was posted on Thursday in the Library and City Clerk's Office. Mayor Pro Tem Ramirez presided and called the meeting to order. Staff members present were: Greg Nyhoff, City Manager; Scott Whitney, Interim Assistant City Manager; Stephen Fischer, Interim City Attorney and Lyn McGraw, Deputy City Clerk.

B. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

C. CLOSED SESSION

At 4:40 p.m. the City Council recessed to a closed session, pursuant to Government Code section 54956.9(dX) to confer with its attorneys. The title and case number of the litigation being discussed City of Oxnard v. Dale Belcher, et al., Ventura County Superior Court, Case No. 56-2014-00450216 CU-CO-VTA

The City Council also recessed to a closed session pursuant to Government Code section 54956.9(d)(2). Based on existing facts and circumstances, there is significant exposure to litigation against the City in one potential case: Claimant: Mladen Buntich, City of Oxnard Claim No. 2014-0158.

At 6:04 p.m. the City Council reconvened and recessed to the evening session.

D. OPENING CEREMONIES

At 6:05 p.m., the regular meeting of the Oxnard City Council reconvened in the Council Chambers, concurrently with the Community Development Commission Successor Agency. The meeting opened with the pledge of allegiance to the flag of the United States by Aynadi Velasco and Suhaib Hassoun of Oxnard High School Air Force Cadet Program, followed by a moment of silence. Mayor Pro Tem Ramirez presided. Additional staff members present were: Daniel Martinez, City Clerk; Jeri Williams, Police Chief; James Williams, Fire Chief; Matthew Winegar, Development Services Director; Martin Erickson, Deputy City Manager; Michael Henderson, General Services Manager; Todd Housley, Environmental Resources Manager; and Ashley Golden, Planning and Environmental Services Manager.

E. CEREMONIAL CALENDAR

1. SUBJECT: Presentation of Employee of the First Quarter 2015.  
DISCUSSION: The City Council recognized Hector Cortez, who is an Equipment Operator II at Environmental Resources. Todd Housley, Environmental Resources Manager commented on the work of Mr. Cortez and received a check for \$250.00.

2. SUBJECT: Presentation of a Proclamation for Mayor's Day of Recognition for National Service Volunteers.

DISCUSSION: Members of the Foster Grandparent and Senior Companion Volunteer Programs were present and accepted the proclamation.

The City Manager introduced J. Tabin Cosio, Human Resources Director and Chelsea Reynolds, Performing Arts Center Manager to the public and the Council.

F. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Public comments were received from: Linda La Frenz; Armando Vazquez; Joe Avelar; Chris Galvan; Nancy Petersen; John P. Martinez; Martin Jones; Dale Weavery; Aynadi Velasco; Suhaib Hassoun; Daniel Lechlitter; Steve Nash; Dan Pinedo; Inez Tuttle; Pat Brown and Patrick Barrios

P. STUDY SESSION

Development Services Department

1. SUBJECT: Planning and Zoning Permit No. 14-600-01 (Pre-Application); Request to Change the 2030 General Plan and Zoning Land Use Designations from Light Manufacturing to Limited Manufacturing for a 1.79-acre Property Located at 2311 Statham Boulevard. Filed by Joe Lucio with Victory Outreach Church on Behalf of Property Owner, Grunny LLC. (027)

RECOMMENDATION: Review and provide preliminary comments on a pre-application to change the 2030 General Plan and Zoning land use designations of the 1.79-acre property from Industrial Light to Industrial Limited and from Light Industrial (M-1) to Limited Manufacturing (M-L), respectfully to allow the subsequent use of the property for a church.

DISCUSSION: The Interim City Attorney and Planning and Environmental Services Manager reviewed the process to provide public comments, impact of other businesses; parking study and building code requirements.

At 7:13 p.m., Mayor Flynn was present and presided.

Public comments were received from: Fernando Franco; Nancy Pedersen; James Armstrong and Larry Stein.

The City Council discussed location of businesses, truck traffic, parking issues and public outreach.

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

G. TRANSMITTAL OF INFORMATION ONLY ITEMS

H. INFORMATION/CONSENT PUBLIC HEARINGS

I. PUBLIC HEARINGS

J. APPOINTMENT ITEMS



**K. REPORTS****General Services Department**

3. **SUBJECT:** Proposed Dog Park in the RiverPark Community Facilities District #5 (CFD). (019)  
**RECOMMENDATION:** 1) Approve the concept of a dog park in the RiverPark area; and 2) Authorize the appropriation of \$50,000 from the RiverPark Community Facilities District (CFD) fund balance to Riverpark Dog Park Project No. 155701 for the design of a dog park.  
**DISCUSSION:** The General Services Manager reviewed possible impacts including location, parking, budget sources, design elements and follow-up actions.

Public comments were received from: Justin Glenn; Joe Perillo; Debra Drebens; Beryl Smith; Tara Eisenhaner; Ann Walsh; Teri Villegas and Robert Villagas.

The City Council discussed: activities of the El Rio School District; funding source for the “dog” site design and community input.

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

**City Manager Department**

1. **SUBJECT:** Amending Personnel Rules and Regulations and Position Control Resolutions. (001)  
**RECOMMENDATION:** 1) Authorize the Mayor to execute an amendment to **Resolution No. 14,667** authorizing the addition of two full-time equivalent positions to include the Economic Development Director and Utilities Director and deleting the Redevelopment Project Manager, to **Resolution No. 14,730**; 2) Authorize the Mayor to execute an amendment to Resolution No. 14,668 authorizing changes in Section XII of the Personnel Rules and Regulations to set the salary ranges for the classifications of Economic Development Director and Utilities Director; and 3) Authorize the Mayor to execute an amendment to **Resolution No. 14,668** authorizing changes in Section XII of the Personnel Rules and Regulations to set the salary ranges for the classifications of City Attorney and Housing Director, **Resolution No. 14,731**.  
**DISCUSSION:** The City Manager reviewed: re-classification changes; salary being “market” level and proposed changes to Personnel Rules.

Public comments were received from: Larry Stein and George Miller.

The City Council discussed: having a “compensation study”; the funding of positions; re-classification of employees and the hiring of future employees.

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

2. **SUBJECT:** Agreement Related to Treatment of Excess Leave Balances between the City and the International Union of Operating Engineers, Local 501. (011)  
**RECOMMENDATION:** Adopt **Resolution No. 14,732** approving an agreement between the City and the International Union of Operating Engineers, Local 501 (“IUOE”) (A-7769) related to treatment of excess leave balances and authorizing the Director of Human Resources, the Interim Chief Financial Officer, and City Manager to take the necessary administrative action to implement this agreement, including executing the agreement on behalf of the City.

DISCUSSION: Burke Dunphy, labor attorney, commented on the proposed agreement including history and negotiation process.

Public comments were received from: Larry Brooks and Larry Stein

The City Council discussed: "leave" caps; liabilities of the City; saving by negotiations;

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

L. REPORT OF CITY MANAGER

M. CITY COUNCIL BUSINESS/COMMITTEE REPORTS

N. PUBLIC COMMENTS ON REPORTS

O. PUBLIC COMMENTS ON STUDY SESSION

Q. REVIEW OF INFORMATION/CONSENT AGENDA

Comment were received from: General Services Manager (S-5) and Interim City Attorney (S-1).

R. PUBLIC COMMENTS ON INFORMATION/CONSENT AGENDA

Public comment was received from: Larry Stein (S-5).

S. INFORMATION/CONSENT AGENDA

City Attorney Department

1. SUBJECT: Agreement for Special Counsel to Provide Consulting Services Related to Human Resources Services, Service Delivery, and Function. (037)

RECOMMENDATION: 1) Approve and authorize the City Manager to execute an Attorney Services Agreement with Renne Sloan Holtzman Sakai LLP (7012-15-CA) in the amount of \$240,000; and 2) Authorize the special budget appropriation in the amount of \$240,000 from the General Fund Operating Reserve Fund.

City Manager Department

2. SUBJECT: Agreements for City Council Review. (053)

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: Ratification of a Grant Award from the California Office of Traffic Safety for Car Seat Installation and Public Education. (057)  
RECOMMENDATION: Adopt **Resolution No. 14,733**: 1) Ratifying the acceptance of a grant from the Office of Transportation Safety in the amount of \$38,400, and; 2) Approving ratification of a Memorandum of Agreement (7085-15-FI) between the Oxnard Firefighters Foundation, Inc., and the City.
4. SUBJECT: License Agreement with the American Red Cross. (063)  
RECOMMENDATION: Approve **Resolution No. 14,734** authorizing the Purchasing Agent to execute a License Agreement with the American Red Cross (7035-15-FI).

General Services Department

5. SUBJECT: Project Plans and Specification No. GS14-16 for Construction of Restroom and Site Improvements at Thompson Park. (081)  
RECOMMENDATION: Adopt plans, specifications, and working details for Project Specification No. GS14-16 to construct a new restroom and required site improvements at Thompson Park located at 201 North Imperial Street and authorize staff to conduct a public bid solicitation.

Public Works Department

6. SUBJECT: Right of Way Purchase Agreement with The Nature Conservancy. (083)  
RECOMMENDATION: 1) Approve and authorize the Mayor to execute the Right of Way Purchase Agreement with the Nature Conservancy (A-7761), identified by the County Assessor as APN 231-0-092-155, located at the south side of Hueneme Road and east of Salvadore Drive; and 2) Approve and authorize the Mayor to execute an Easement Deed and Certificate of Acceptance with The Nature Conservancy, identified by the County Assessor as APN 231-0-092-155, located at the south side of Hueneme Road and east of Salvadore Drive.

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

COMMUNITY DEVELOPMENT COMMISSION SUCCESSOR AGENCY

At 10:21 p.m. the joint meetings with the Commission Development Commission Successor Agency concluded.

L. REPORT OF CITY MANAGERM. CITY COUNCIL BUSINESS/COMMITTEE REPORTS

The City Council discussed: hiring process of the Housing Director; Downtown District issues; Green Alleys concept; renaming of "J" Street drain systems; Utility Task Force Meeting (Perello); attending ECO meeting (Perello) and Oxnard Farm fund raiser.

F. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Public comment was received from: Larry Stein.

T. ADJOURNMENT

At 10:27 p.m. the City Council concurred to adjourn the meeting.

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DANIEL MARTINEZ  
City Clerk

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TIM FLYNN  
Mayor

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CARMEN RAMIREZ  
Mayor Pro Tem

DRAFT

MINUTES  
OXNARD CITY COUNCIL  
Regular Meeting  
April 21, 2015

A. ROLL CALL/POSTING OF AGENDA

At 5:05p.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 and Stephen Fischer, Interim City Attorney.

B. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

Public comment was received from: Larry Stein.

C. CLOSED SESSION

At 5:09 p.m. the City Council recessed to a closed session, pursuant to Government Code section 54956.9(d)(2). Based on existing facts and circumstances, there is significant exposure to litigation against the City in one potential case.

The City Council also recessed to a closed session, pursuant to Government Code section 54957 (b)(1), evaluation of public employee, City Manager.

D. OPENING CEREMONIES

At 6:02 p.m., the regular meeting of the Oxnard City Council reconvened in the Council Chambers concurrently with the Housing Authority. The meeting opened with the pledge of allegiance to the flag of the United States, followed by a moment of silence. Mayor Flynn presided. Additional staff members present were: Scott Whitney, Interim Assistant City Manager; Jeri Williams, Police Chief; Daniel Rydberg, Interim Utilities Director; Julia Aranda, Interim Environmental Compliance Manager and Thien Ng, Senior Process Engineer.

E. CEREMONIAL CALENDAR

1. SUBJECT: Presentation to Mr. Lowell Steward, Jr. Acknowledging the Contributions Made by Tuskegee Airmen Lieutenant Colonel Lowell Steward.  
DISCUSSION: The City Council acknowledged the family of Lowell Steward, Sr. for military service during World War II.
2. SUBJECT: Presentation of a Proclamation Designating April 23, 2015, as "Arbor Day."  
DISCUSSION: The General Services Manager invited the public to College Estates Park to celebrate Arbor Day activities.

F. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Public comments were received from: Larry Stein, Jim Milstead and Steve Prince.

G. TRANSMITTAL OF INFORMATION ONLY ITEMSH. INFORMATION/CONSENT PUBLIC HEARINGSI. PUBLIC HEARINGSJ. APPOINTMENT ITEMSK. REPORTSCity Manager Department

1. SUBJECT: Presentation of Results for the City of Oxnard Community and Budget Priorities Exercise. (001)

RECOMMENDATION: Receive a report and provide comments on an update to the community and budget priorities process.

DISCUSSION: The City Manager and Interim Assistant City Manager reviewed the budget process, outlined the public votes received for community priorities and the "community building" process.

Public comments were received from: Larry Stein and George Miller.

The City Council discussed: continuing "community" communications; having "good" customer service; computer systems; use of "grants"; investment in the "business" community; use of "open" space; downtown development; "citywide" community planning; empowerment of residents; quality of life issues and regional solutions including partnerships with local schools, senior programs and public "safety" programs.

ACTION: The City Council received the report and provided comments to staff.

Utilities Department

2. SUBJECT: Verbal Update on Utilities and Engineering Programs and Proclamation for Public Works Week.

RECOMMENDATION: Receive a verbal update on Utilities and Engineering Program.

DISCUSSION: The City Manager and Interim Utilities Director commented on the use of GREAT recycled "water" including water being used at golf course and recycled "water" rates. The Senior Process Engineer reviewed causes of nuisance odors and solutions to reduce these odors. The Interim Environmental Compliance Manager reviewed types of educational programs, enforcement, equipment replacement programs and new "water" guidelines.

Public comments were received from: Pat Brown; Larry Stein and Steve Nash.

The City Council discussed: the use of chemicals used; "water drought" landscape; public outreach (Spanish radio); Oxnard being a leader in the State; individual well use; water conservation programs; demonstration landscape gardens; new "water" standards for building and that the City be a "water saver" example to the community.

ACTION: The City Council received the report and provided comments.

L. REPORT OF CITY MANAGERM. CITY COUNCIL BUSINESS/COMMITTEE REPORTSCity Attorney Department

1. SUBJECT: Resolutions Amending Rules of Procedure for the Conduct of Meetings. (009)  
RECOMMENDATION: Adopt **Resolution No. 14,735** to amend their respective Rules of Procedure for the conduct of meetings regarding the order of business for the information/consent agenda.

DISCUSSION: The Interim City Attorney reviewed the process and changes to format.

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

The City Council discussed the need to run meetings effectively and provided directions to staff.

ACTION: Move to approve as recommended. (Padilla/Ramirez) Ramirez, MacDonald, Padilla, Perello and Flynn.

HOUSING AUTHORITY

At 9:08 p.m. the joint meeting with the Housing Authority concluded.

N. PUBLIC COMMENTS ON REPORTSO. PUBLIC COMMENTS ON STUDY SESSIONP. STUDY SESSIONQ. REVIEW OF INFORMATION/CONSENT AGENDAR. PUBLIC COMMENTS ON INFORMATION/CONSENT AGENDAS. INFORMATION/CONSENT AGENDAL. REPORT OF CITY MANAGERM. CITY COUNCIL BUSINESS/COMMITTEE REPORTS

The City Council provided comments on several issues including: Cultural Arts Commission; Kiwanis Police of the Year; re-naming of "J" Street Drain; "fire" danger and the new PAC manager.

T. ADJOURNMENT

At 9:22 p.m. the City Council concurred to adjourn the meeting.

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DANIEL MARTINEZ  
City Clerk

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TIM FLYNN  
Mayor

MINUTES  
OXNARD CITY COUNCIL  
Regular Meeting  
April 28, 2015

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, 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; Scott Whitney, Interim Assistant City Manager and Stephen Fischer, Interim City Attorney.

B. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

C. CLOSED SESSION

At 5:05p.m. the City Council recessed to a closed session, pursuant to Government Code section 54956.9(d)(4), based on existing facts and circumstances, to decide whether to initiate litigation in one potential case.

At 6:06 p.m. the City Council reconvened and recessed to the evening session.

D. OPENING CEREMONIES

At 6:08 p.m., the regular meeting of the Oxnard City Council reconvened in the Council Chambers, concurrently with the Community Development Commission Successor Agency. The meeting opened with the pledge of allegiance to the flag of the United States, followed by a moment of silence for the ill wife of Daniel Lechlitter and the passing of John Ziff. Mayor Flynn presided. Additional staff members present were: Jeri Williams, Police Chief; Carrie Sabatini, Interim Housing Director; Martin Erickson, Deputy City Manager; Grace Magistrale Hoffman, Deputy City Manager; Michael Henderson, General Services Manager; Ashley Golden, Planning and Environmental Services Manager; Lou Balderrama, City Engineer; Kymberly Horner, Interim Redevelopment Services Manager; Jason M. Samonte, Traffic Engineer; Karl Lawson, Compliance Services Manager and Robert Silverstein, Code Compliance Manager.

E. CEREMONIAL CALENDAR

F. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Public comments were received from: Monica De La Hoya; Kathy Lanker; Paul Lemos; Kay Brainard; Karla Alejandra; Misha Carlton; Monika Morales; Elliot Gabriel; Kaz Iwamoto; Alice Madrid; Frank Nelsen; Roy Prince; Pat Brown; Lupe Anguiano; Patrick Barrios; Elsa Serrero and Nancy Lindholm.

G. REVIEW OF INFORMATION/CONSENT AGENDA

Comments were received from: Interim City Attorney (S-3); Community Redevelopment Director (S-4) General Manager and Deputy City Manager Erickson (S-8) and City Engineer (S-9).



## H. PUBLIC COMMENTS ON INFORMATION/CONSENT AGENDA

Public comments were received from: Jackie Tedeschi; Larry Stein; Pat Brown and George Miller.

## I. INFORMATION/CONSENT AGENDA

### City Clerk Department

1. SUBJECT: Minutes of the Regular Meetings of the Oxnard City Council for February 3 and 10, 2015. (001)  
RECOMMENDATION: Approve.

### City Manager Department

2. SUBJECT: Agreements for City Council Review. (015)  
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.

### City Attorney Department

3. SUBJECT: Second Amendment to Option and Rooftop Lease Agreement, Consent to Modifications. (019)  
RECOMMENDATION: (1) approve the Second Amendment to Option and Rooftop Lease Agreement (A-5400); (2) authorize the Mayor to execute the Second Amendment to Option and Rooftop Lease Agreement; and (3) authorize the City Manager or his designee to provide written consent to AT&T to allow AT&T to file an application for administrative approval to substantially modify its wireless communications facility located on the roof of the Administrative Building located at 300 West Third Street.

### Development Services Department

5. SUBJECT: Temporary Right of Entry Grant to City from Ralphs Grocery Company. (041)  
RECOMMENDATION: Approve and authorize the Mayor to execute an agreement with Ralphs Grocery Company (7049-15-DS) at no cost for a temporary right of entry to 150 West Esplanade Drive to 451 West Esplanade Drive for bus stop improvements in the future public right of way (Project Specification No. DS14-21).

### General Services Department

6. SUBJECT: Project Plans and Specifications No. GS15-28 for Oxnard Transit Center (OTC) Bus Islands Re-Roofing. (051)  
RECOMMENDATION: Adopt plans, specifications, and working details for Project Specification No. GS15-28 to re-roof the Bus Islands located at the Oxnard Transit Center, 200 East Fourth Street and authorize staff to conduct a public bid solicitation.

### Library Department

7. SUBJECT: Resolution Commending Darcey Spencer for 21 Years of Exemplary Service. (053)  
RECOMMENDATION: Adopt **Resolution No. 14,736**.

Utilities Department

8. SUBJECT: Approval of Purchase Orders 5328 and 5329 for Purchase of Five Compressed Natural Gas (CNG) Refuse Vehicles from Velocity Truck Center. (055)  
RECOMMENDATION: Approve and authorize the Mayor to execute Purchase Order 5328 in the amount of \$900,022.14 for the purchase of three (3) front-end loader commercial refuse vehicles and Purchase Order 5329 in the amount of \$489,969.68 for the purchase of two (2) industrial roll-off vehicles - a total of five (5) CNG vehicles - from Velocity truck center for the combined amount of \$1,389,991.82.
9. SUBJECT: UD15-09 South Bank Resurfacing. (061)  
RECOMMENDATION: Approve Project Specification No. UD15-09 for the milling of existing asphalt concrete pavement, removal and replacement of street name signs, and traffic striping in the South Bank Neighborhood and authorize staff to solicit bids.\*
10. SUBJECT: UD15-08 College Estates Resurfacing. (063)  
RECOMMENDATION: Approve Project Specification No. UD15-08 for the milling of existing asphalt concrete pavement, removal and replacement of street name signs, and traffic striping in the College Estates Neighborhood and authorize staff to solicit bids.
11. SUBJECT: Approval of Lowest Responsible and Responsive Bid and Authorization to Issue and Execute a Contract for UD15-14 Water Well Nos. 23 & 31 Rehabilitation Project. (065)  
RECOMMENDATION: 1) Award contract to the lowest responsible and responsive bidder, Best Drilling and Pump, Inc. (A-7756) in the amount of \$262,921.00 for UD15-14 Water Well Nos. 23 & 31 Rehabilitation Project; 2) Authorize the purchasing agent to issue and execute the contract upon receipt of final documents; and 3) Approve a budget appropriation in the amount of \$336,282 from Water Operating Fund balance to new Well 23 & 31 Rehab Project 156005 to fund the work.

INFORMATION/CONSENT AGENDA ACTION: Approved as recommended. (Ramirez/Padillo)  
Ayes: Ramirez, MacDonald, Padilla, Perello and Flynn. \*Abstain: Perello (S-9) only.

COMMUNITY DEVELOPMENT COMMISSION SUCCESSOR AGENCY

At 7:48 p.m., the joint meeting with the Commission Development Commission Successor Agency concluded.

J. PUBLIC HEARINGS

ACTION: Mayor Flynn declared the public hearing open.

DISCUSSION: The City Clerk reported on posting, publication and that there was one written communication received.

Development Services Department

1. SUBJECT: Appeal of the Planning Commission's Denial of PZ Nos. 14-500-05 (Special Use Permit); 14-500-06 (Special Use Permit); and Recommendation to Deny PZ 14-300-02 (Tentative Parcel Map) Relating to a 2.52-acre Property Located at 450 North Rose Avenue. Filed by Thomas Davies with Canyon Cardiff Oxnard, LLC on behalf New Trinity Community Church. (069)

**RECOMMENDATION:** Adopt **Resolution No. 14,737; 14,738 and 14,739** upholding the action of the Planning Commission and denying the proposed use permits with related site development entitlements.

**DISCUSSION:** The Planning and Environmental Services Manager reviewed the proposed development including 24 hour drive-in restaurant, traffic, design of buildings and sale of alcohol at site.

Davies Jones, speaking for applicant, outlined the proposed development of a church, restaurant and commercial building on the property.

Public comments were received from: Harold Ceja; Larry Stein; Manuel Cano; Alexjandro Rivera; William Huckstein; Mae Young; Lawrence Lee; Carlos Speights; Damon Jonez; (Linden Royce); Steve Nash; Greg Runsen and Al Velesquez.

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

**DISCUSSION:** The City Council discussed: traffic issues; non-use of alcohol; design of buildings and jobs created.

**ACTION:** Moved to grant appeal. (MacDonald/Ramirez) Ayes: MacDonald, Padilla, Flynn, and Ramirez. Noes: Perello.

#### K. APPOINTMENT ITEMS

#### L. REPORTS

##### Finance Department

2. **SUBJECT:** Approval of limited delegation of contracting authority and appropriation to analyze and implement recommendations of the City's consultants. (249)

**RECOMMENDATION:** Continue to May 4, 2015.

**ACTION:** The City Council concurred to continue to May 4, 2015.

##### City Manager Department

1. **SUBJECT:** License Agreement with the Dallas Cowboys Football Organization for a Three-Year Agreement for a Training Camp at River Ridge Fields. (221)

**RECOMMENDATION:** Approve and authorize the Mayor to execute a three (2015, 2016, 2017) year agreement (A-7770) with an additional three-year extension option with the Dallas Cowboys Football Organization for an annual training camp to be held at River Ridge Fields.

**DISCUSSION:** The Interim Assistant City Manager reviewed the proposed contract and use of facilities

Public comments were received from: Nancy Linholm; Jose Moncada; Andrew Hernandez; Linda Sandiago; David Dremer; Rebekah Evans; Pablo Gallegos; Lui Toilolo; Inez Tuttle; Steve Nash; Jackie Tedeschi; George Miller and Pat Brown.

The City Council commented on: traffic issues, parking issues, noise issues, community fundraiser opportunities and economic benefits.

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

At 10:36 p.m., Councilman MacDonald left the Council dias

J. PUBLIC HEARINGS

General Services Department

2. SUBJECT: Levy of 2015-2016 Assessments in Mandalay Beach Maintenance District.  
RECOMMENDATION: Continue to May 12, 2015.  
ACTION: Approved as recommended. (Padilla/Ramirez) Ayes: Perello, Flynn, Ramirez and Padilla. Absent: MacDonald.

Housing Department

3. SUBJECT: Regional Analysis of Impediments to Fair Housing.  
RECOMMENDATION: Continue to May 5, 2015.  
ACTION: Approved as recommended. (Padilla/Ramirez) Ayes: Perello, Flynn, Ramirez and Padilla. Absent: MacDonald.

At 10:38 p.m., Councilman MacDonald returned to the Council dias.

ACTION: Mayor Flynn declared the public hearing open.

DISCUSSION: The City Clerk reported on posting, publication and that there was one written communication received.

4. SUBJECT: Public Hearing to Approve Oxnard's Fiscal Year 2015-2016 Annual Action Plan (7087-15-HO) including Applications to the U.S. Department of Housing and Urban Development for the Entitlement Grants. (161)  
RECOMMENDATION: That City Council: 1) Conduct a Public Hearing to receive comments and provide direction to staff on changes to the Annual Action Plan (AAP); 2) Approve the AAP with final recommended use of funds for the three entitlement grants: Community Development Block Grant (CDBG), Home Investments Partnership (HOME), and Homeless Emergency Solutions Grant (HESG); 3) Authorize the City Manager to make any changes to the AAP as directed; 4) Authorize the City Manager to execute the required applications, certifications, and other pertinent documents for the submission of the AAP to the United States Department of Housing and Urban Development (HUD); and 5) Authorize the City Manager to sign any documents or agreements required by HUD for the implementation of the AAP.\*  
DISCUSSION: The Interim Housing Director outlined the distribution of funds, requests for programs and types of programs that are funded. The Code Compliance Manager reviewed work force activities and compliance goals.

Public comments were received from: Karol Schulkin; Jason Meek; Samuel Gallucci; Tim Hucket; Cindy Wilson; Lawrence Hurst; Mark Wilde; Felipe Flores; Peggy Rivera; Miguel Garcia; Barbara Macri-Ortiz; Alice Sweehand; Larry Stein and Inez Tuttle.

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

The City Council commented on several issues: use of CBDG funds; rental inspection program; enforcement of code compliance rules and possible funding of other organizations.

ACTION: Approved as recommended with comments to staff. (Perello/Ramirez) Ayes: Perello, Flynn, Ramirez, MacDonald and Padilla. \*Noes: Padilla only regarding CBDG funds.

M. REPORT OF CITY MANAGER

The City Manager announced a special “budget” meeting on Monday, May 4, 2015 and water line break which will be fixed within a few days.

N. CITY COUNCIL BUSINESS/COMMITTEE REPORTS

The City Council discussed: possibility of having an “outdoor” smoking ordinance; having a Disaster Preparedness community; attending conference for Ventura County Regional Satiation District (Perello) and delivery of recycled water to farmers.

O. PUBLIC COMMENTS ON REPORTS

P. PUBLIC COMMENTS ON STUDY SESSION

Q. STUDY SESSION

F. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Public comments were received from: Greg Runyon and Larry Stein.

R. ADJOURNMENT

At 12:46 a.m., the City Council concurred to adjourn the meeting.

\_\_\_\_\_  
DANIEL MARTINEZ  
City Clerk

\_\_\_\_\_  
TIM FLYNN  
Mayor

\_\_\_\_\_  
CARMEN RAMIREZ  
Mayor Pro Tem

MINUTES  
OXNARD CITY COUNCIL  
Regular Meeting  
May 5, 2015

A. ROLL CALL/POSTING OF AGENDA

At 4:38 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; Scott Whitney, Interim Assistant City Manager and Stephen Fischer, Interim City Attorney.

B. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

Public public comment was received from: Steve Nash.

C. CLOSED SESSION

At 4:42 p.m. the City Council recessed to a closed session, pursuant to Government Code section 54956.9(d)(1), to confer with its attorneys. The title and case number of the litigation being discussed is Edmund Sotelo v. City of Oxnard, United States District Court, Case No. CV13-6039 FMO(MRWx)

The City Council recessed to a closed session, pursuant to Government Code section 54956.9(d)(1), to confer with its attorneys. The title and case number of the litigation being discussed is California Public Utilities Commission Application 14-11-016

At 6:27 p.m. the City Council reconvened and recessed to the evening session.

D. OPENING CEREMONIES

At 6:28 p.m., the regular meeting of the Oxnard City Council reconvened in the Council Chambers, concurrently with the Community Development Commission Successor Agency. 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: Jeri Williams, Police Chief; Matthew Winegar, Development Services Director; Carrie Sabatini, Interim Housing Director; Michael Henderson, General Services Manager; Lou Balderrama, City Engineer; Kymberly Horner, Redevelopment Services Manager; Todd Housley, Environmental Resources Manager; Karl Lawson, Compliance Services Manager and Linda Poski, Water Conservation Manager.

E. CEREMONIAL CALENDAR

1. SUBJECT: Proclamation Designating May as National Foster Care Awareness Month.  
DISCUSSION: The Council recognized Cynthia Hutchison, Foster Care Month who commented on the challenges of families and the need for foster parents.

**F. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA**

Public comments were received from: Miguel Espinosa; Ed Ellis; Armando Vazquez ; Martin Jones; Barbara Macri-Ortiz; George Sorkin; Greg Runyon; Vera Vang; Amisha DeYoung-Dominguez; Pat Brown and Al Velasquez.

**G. REVIEW OF INFORMATION/CONSENT AGENDA**

Comments were received from: Deputy City Manager (S-1(a)); City Engineer (S-1(c)); General Services Manager (S-2); Environmental Resources Manager (S-4) and (S-5).

**H. PUBLIC COMMENTS ON INFORMATION/CONSENT AGENDA**

Public comments were received from: Al Velasquez (S-5) and George Miller (S-4).

**I. INFORMATION/CONSENT AGENDA****City Manager Department**

1. **SUBJECT:** Agreements for City Council Review. (001)  
**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.

**General Services Department**

2. **SUBJECT:** First Amendment to Agreement for Trade Services with Natural Green Landscape, Inc. for Seabridge Landscape Maintenance Services. (005)  
**RECOMMENDATION:** Removed from agenda.\*

**Recreation and Community Services Department**

3. **SUBJECT:** Recognize Revenue and Appropriate Funds for the Retired and Senior Volunteer Program (RSVP), Fiscal Year 2015/2016. (027)  
**RECOMMENDATION:** 1) Recognize revenue in the amount of \$67,777 and appropriate matching funds for the Retired and Senior Volunteer Program grant; and 2) Authorize the City Manager or designee to execute grant agreements, and the Chief Financial Officer or designee to submit financial reports and grant claims for the grant.

**Utilities Department**

4. **SUBJECT:** Agreement for Trade Services with Ecology Auto Parts, Incorporated for Supplemental Transfer Hauling Services. (031)  
**RECOMMENDATION:** Approve and authorize the Mayor to execute an Agreement for Trade Services with Ecology Auto Parts, Incorporated (Ecology) (A-7766) for Supplemental Waste Transfer Hauling Services for one year with an option to renew for two (2) consecutive (1) one-year terms at a cost for the first term of \$650,000 with a not-to-exceed total of \$1,950,000.

5. SUBJECT: Second Amendment to Agreement for Trade Services with Select Staffing for Contract Labor Services at the Del Norte Regional Recycling and Transfer Station. (055)  
RECOMMENDATION: Approve and authorize the Mayor to execute a Second Amendment to Agreement for Trade Services with Select Staffing (A-7632) to increase the amount by \$400,000 to a not-to-exceed amount of \$2,400,000 for contract labor services at the Del Norte Regional Recycling and Transfer Station (Del Norte Facility).

INFORMATION/CONSENT AGENDA ACTION: Approved as recommended with the removal of I-2.\* (Padilla/ Ramirez) Ayes: Ramirez, MacDonald, Padilla, Perello and Flynn.

#### J. PUBLIC HEARINGS

ACTION: Mayor Flynn declared the public hearing open.

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

##### Housing Department

1. SUBJECT: Regional Analysis of Impediments to Fair Housing Choice. (063)  
RECOMMENDATION: 1) Conduct a Public Hearing to receive comments concerning the proposed 2015 Regional Analysis of Impediments to Fair Housing Choice (AI); 2) Direct the Fair Housing Officer to prepare an analysis of those recommendations set forth in the AI which may require subsequent Council action; and 3) Adopt **Resolution No. 14,740** approving the AI.  
DISCUSSION: The Compliance Services Manager reviewed the report, outlined policy recommendations and closing of public comment period. Veroncia Tam, Veronica Tam and Associates, commented on building recommendations and possible options.

Public comments were received from: Barbara Macri-Ortiz, Pat Brown and George Miller.

ACTION: Close the public hearing. (Padilla/MacDonald)

The City Council discussed: the community housing needs; enforcement of housing standards and the responsible for making reasonable improvements.

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

#### K. APPOINTMENT ITEMS

#### L. REPORTS

##### Fire Department

1. SUBJECT: Verbal Report on Evacuation Procedures for the City of Oxnard in the Event of a Major Emergency.  
RECOMMENDATION: Removed from agenda.  
ACTION: The Council concurred to removed from agenda.



COMMUNITY DEVELOPMENT COMMISSION SUCCESSOR AGENCY

At 8:58 p.m. the City Council meeting recessed while the Commission Development Commission Successor Agency a meeting and the City Council reconvened at 9:55 p.m. and the joint meeting concluded.

Utilities Department

2. SUBJECT: Resolution Adopting Amended and New Mandatory Water Conservation Measures. (073)

RECOMMENDATION: Adopt Resolution **Resolution No. 14,741** rescinding Resolution 14,682 and adopting new mandatory water conservation measures.

DISCUSSION: The City Engineer and Water Conservation Manager reviewed proposed “water” guidelines and enforcements of existing California codes. The General Services Manager stated that non-potable water may be use for street medians and the possible use of a “water” truck for some locations.

Public comment was received from: Dan Pinedo.

The City Council commented on several issues: efforts of the community to save water compared to other California cities; “watering” of trees; water at Oxnard College Park pond; possible use of “non-potable water” and enforcement of “water” use reduction.

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

M. REPORT OF CITY MANAGER

The City Manager discussed: City staffing and adjustments to the “agenda” process.

N. CITY COUNCIL BUSINESS/COMMITTEE REPORTS

The City Council discussed several issues including: input from the community to improve the City; military relationship with local schools; renaming of an “industrial” drain (J Street drain); Learning Conference regarding use of internships (Ramirez); meeting at Rio Mesa High School to discuss “use” of pesticides; efforts to use non-potable water for agriculture use and issues at Channel Islands harbor including future planning, development and community input.

O. PUBLIC COMMENTS ON REPORTS

P. PUBLIC COMMENTS ON STUDY SESSION

Q. STUDY SESSION

R. ADJOURNMENT

At 10:41 p.m. the City Council concurred to adjourn the meeting.

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DANIEL MARTINEZ  
City Clerk

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TIM FLYNN  
Mayor

MINUTES  
OXNARD CITY COUNCIL  
Special Meeting  
May 4, 2015

A. ROLL CALL/POSTING OF AGENDA

At 5:04 p.m., the special meeting of the Oxnard City Council convened in the City Council Chambers, Oxnard. Councilmembers Tim Flynn, Carmen Ramirez, Bryan A. MacDonald, Dorina Padilla and Bert Perello were present. The agenda was posted on Friday at the 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; Scott Whitney, Interim Assistant City Manager; Stephen Fischer, Interim City Attorney and Dave Millican, Interim Finance Director.

B. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

Public comment received from: Martin Jones.

C. CLOSED SESSION

At 5:08 p.m. the City Council recessed to a closed session, pursuant to Government Code section 54956.9(d)(2). Based on existing facts and circumstances, there is significant exposure to litigation against the City in six potential cases.

D. OPENING CEREMONIES

At 6:20 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: Danielle Navas, City Treasurer; Jeri Williams, Police Chief and Matthew Winegar, Development Services Director.

E. PUBLIC COMMENTS

ACTION: Move to allow individuals to speak before the presentation of the report and allow comments after the report is made by other speakers (Perello/Flynn) Ayes: Flynn, Ramirez, MacDonald, Padilla and Perello.

Public comments were received from: Larry Stein; George Miller; Dan Pinedo; Martin Jones; Jim Lavery; Patrick Barrios and Al Velasquez.

F. REPORTS

Finance Department

1. SUBJECT: Oxnard Financial Forecast and Impact of Major Assessment Findings (001)

RECOMMENDATION: Receive and consider the presentation and verbal report on the City's financial forecast by David Millican, Special Advisor with Management Partners, Inc.

DISCUSSION: The City Manager explained the reason for this presentation and stated the budget would be discussed later in the month. The Interim Finance Director presented several ten-year estimates to the City Council including projected service level, vacancies, assessment fees, impact fees, PAC, Golf Course debt, internal service, pension costs, property tax and sales taxes. The Interim Finance Director reviewed current Reserve Fund amount and increasing future reserves.

Public comments were received from: Al Velasquez, Larry Stein; Aaron Starr; George Miller; Pat Brown; Steve Nash; Lupe Anguiano and Jack Villa.

The City Council discussed several issues including: impact fees; Carmen Override fund; Economic Development Director; housing density; golf course contract; PAC activities; assess list and having a “ten” year forecast.

ACTION: The City Council received the report and provided comments.

G. ADJOURNMENT

At 9:19 p.m. the City Council concurred to adjourn the meeting.

---

DANIEL MARTINEZ  
City Clerk

---

TIM FLYNN  
Mayor





| ACTION                                           | TYPE OF ITEM                                           |
|--------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Approved Recommendation | <input checked="" type="checkbox"/> Info/Consent       |
| <input type="checkbox"/> Ord. No(s). _____       | <input type="checkbox"/> Report                        |
| <input type="checkbox"/> Res. No(s). _____       | <input type="checkbox"/> Public Hearing (Info/consent) |
| <input type="checkbox"/> Other _____             | <input type="checkbox"/> Other _____                   |

Prepared By: Stephen M. Fischer, Interim City AttorneyAgenda Item No. I-2Reviewed By: City Manager JM City Attorney SMF Finance MM Other (Specify) \_\_\_\_\_**DATE:** July 7, 2015**TO:** City Council**FROM:** Stephen M. Fischer, Interim City Attorney  
City Attorney **SUBJECT:** Cultural Arts Commission Bylaws**RECOMMENDATION**

That City Council adopt a resolution approving the Cultural Arts Commission Bylaws.

**DISCUSSION**

The Cultural Arts Commission was established by Ordinance No. 2886 on November 18, 2014. It meets on the second Wednesday of each month at 5:00 p.m. in the City Council Chambers. Section 2-133(A) of the City Code provides that the Commission shall follow rules of procedure approved by the City Council. At a meeting on April 8, 2015, the commissioners reviewed, discussed and approved submittal to the City Council the bylaws set forth in Attachment #2. The bylaws recite the powers and duties of the Commission and other elements set forth in Ordinance No. 2886, and address basic meeting procedures, officers, elections, quorum requirements, and rules of order. The bylaws conform to the Citizen Advisory Group bylaws format established by Resolution No. 11,663 and will take effect immediately upon adoption of the proposed resolution.

**FINANCIAL IMPACT**

There is no financial impact.

Attachment #1 – Ordinance No. 2886

Attachment #2 – Resolution Approving Bylaws for the Cultural Arts Commission

CITY COUNCIL OF THE CITY OF OXNARD

ORDINANCE NO. 2886

ORDINANCE OF THE CITY OF OXNARD, CALIFORNIA, ADDING DIVISION 11 TO ARTICLE II OF CHAPTER 2 OF THE OXNARD CITY CODE, ESTABLISHING A CULTURAL ARTS COMMISSION AND AMENDING SECTION 2-30 OF THE OXNARD CITY CODE PERTAINING TO CITIZEN ADVISORY GROUPS

THE CITY COUNCIL OF THE CITY OF OXNARD DOES ORDAIN AS FOLLOWS:

**Part 1.** Section 2-30 of the City Code is hereby amended to read as follows:

“SEC. 2-30 APPLICATION.

The following provisions shall apply to the following citizen advisory groups: senior services commission, commission on community relations, library board, parks and recreation commission, youth commission, and cultural arts commission.”

**Part 2.** Division 11 is hereby added to Article II of Chapter 2 of the City Code to read as follows:

“DIVISION 11. CULTURAL ARTS COMMISSION

SEC. 2-130. ESTABLISHED; QUALIFICATIONS.

(A) There is hereby established a cultural arts commission composed of nine members.

(B) A member shall serve without compensation, shall reside in the city, shall be at least 18 years of age, and shall have a special knowledge or interest in the arts.

SEC. 2-131. APPOINTMENT; TERMS; VACANCY.

(A) The mayor, with the approval of the city council, shall appoint the members of the cultural arts commission. Members shall be appointed at the first meeting of the city council in every December after a general election involving the office of mayor.

(B) The term of a member of the cultural arts commission shall be two years and shall begin in January.

(C) In the event of a vacancy, the mayor, with the approval of the city council, shall appoint a replacement to complete the term of the member creating the vacancy.

SEC. 2-132. SECRETARY.

The city manager shall designate a city staff member to serve as a nonvoting secretary to the cultural arts commission.

SEC. 2-133. RULES OF PROCEDURE; QUORUM.

(A) The cultural arts commission shall follow rules of procedure approved by the city council.

(B) Five members shall constitute a quorum for the transaction of business by the cultural arts commission.

SEC. 2-134. POWERS AND DUTIES.

The powers and duties of the cultural arts commission shall be as follows:

- (A) Advise the city council on all matters pertaining to the cultural arts in the community;
- (B) Recommend to the city council the adoption, amendment or repeal of ordinances regarding public art, and /or art related projects and proposals;
- (C) Assist the cultural arts community in raising funds through grants or other sources for the development, growth, incorporation, and expansion of the arts;
- (D) Provide a local, state and national network of support and supporters of the local arts;
- (E) Build a growth continuum of education, training and arts to develop an incubator for home grown evaluators and evaluation training tools so that congruity among mission, vision and requirements of requests for proposals matches skills assessed by evaluators in the review process;
- (F) Develop public arts projects that include developing written materials for soliciting participation, appointing and training selection panels, and reviewing and recommending funding to ensure integrity of such processes;
- (G) Receive recommendations from ad-hoc local panels to review art actions in conjunction with the commission;
- (H) Recommend to the city council the distribution of revenues collected through fund raising, grants and public art funds consistent with the needs of the community, including solicitation and analysis of cultural arts grant proposals
- (I) Participate in the development of the strategic annual public art plan and longer-ranged strategic public art plans;
- (J) Cooperate with other commissions and civic organizations in order to promote, market, and publicize the arts in order to increase and foster public interest in the arts; and
- (K) Perform other art, cultural and arts education duties as may from time to time be prescribed by the city council."

**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. 2886 was first read on October 28, 2014 and finally adopted on November 18, 2014 to become effective thirty days thereafter.

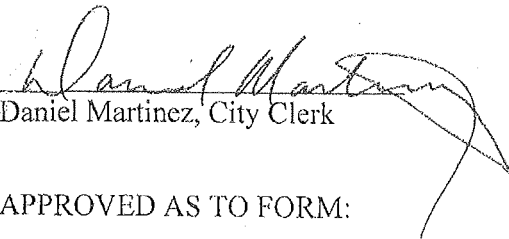
AYES: Councilmembers Flynn, Ramirez, MacDonald, Padilla and Perello.

NOES: None.

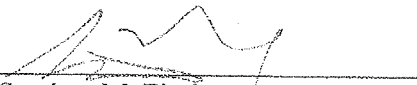
ABSENT: None.

  
\_\_\_\_\_  
Tim Flynn, Mayor

ATTEST:

  
\_\_\_\_\_  
Daniel Martinez, City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Stephen M. Fischer, Interim City Attorney



CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD  
APPROVING BYLAWS FOR THE CULTURAL ARTS COMMISSION

WHEREAS, City Council Resolution No. 11,663 establishes some semblance of uniformity among the citizen advisory groups with respect to procedures, officers, elections, quorum requirements and rules of order; and

WHEREAS, the City Council finds that in order for each citizen advisory group to successfully fulfill its objectives, bylaws should be adopted for each citizen advisory group; and

WHEREAS, the City Council has adopted an ordinance to establish a Cultural Arts Commission.

NOW, THEREFORE, the City Council of the City of Oxnard resolves to adopt the bylaws for the Cultural Arts Commission attached hereto as Exhibit A to take effect immediately.

PASSED and ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2015, by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Tim Flynn, Mayor

ATTEST:

\_\_\_\_\_  
Daniel Martinez, City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Stephen M. Fischer, Interim City Attorney

**EXHIBIT A**  
**BYLAWS**  
**FOR THE**  
**CULTURAL ARTS COMMISSION**

Article I  
Organization

The name of this legislative body shall be the Cultural Arts Commission, as set forth in Oxnard City Code Section 2-130 ("Commission").

Article II  
Powers and Duties

The powers and duties of the Commission shall be as follows:

- A. Advise the City Council on all matters pertaining to the cultural arts in the community;
- B. Recommend to the City Council the adoption, amendment or repeal of ordinances regarding public art, and /or art related projects and proposals;
- C. Assist the cultural arts community in raising funds through grants or other sources for the development, growth, incorporation, and expansion of the arts;
- D. Provide a local, state and national network of support and supporters of the local arts;
- E. Build a growth continuum of education, training and arts to develop an incubator for home grown evaluators and evaluation training tools so that congruity among mission, vision and requirements of requests for proposals matches skills assessed by evaluators in the review process;
- F. Develop public arts projects that include developing written materials for soliciting participation, appointing and training selection panels, and reviewing and recommending funding to ensure integrity of such processes;
- G. Receive recommendations from ad-hoc local panels to review art actions in conjunction with the commission;
- H. Recommend to the City Council the distribution of revenues collected through fund raising, grants and public art funds consistent with the needs of the community, including solicitation and analysis of cultural arts grant proposals;
- I. Participate in the development of the strategic annual public art plan and longer-ranged strategic public art plans;
- J. Cooperate with other commissions and civic organizations in order to promote, market, and publicize the arts in order to increase and foster public interest in the arts; and
- K. Perform other art, cultural and arts education duties as may from time to time be prescribed by the City Council.

Article III  
Membership

- A. The Commission shall consist of nine members appointed by the Mayor with the approval of the City Council.
- B. The term of office for Commission members shall be two years and shall begin in January.
- C. In the event of a vacancy, the Mayor, with approval of City Council, shall appoint a replacement to complete the term of the member creating the vacancy.

Article IV  
Officers

- A. The officers of the Commission shall be a Chairperson and Vice-Chairperson.
- B. At the annual meeting, the officers shall be elected by a majority of Commission members present. These officers shall serve a one year term. The annual meeting shall be scheduled in January of each year.
- C. The duties of the officers shall be as follows:
  - 1. Chairperson – (a) To preside at all meetings; (b) To call special meetings as may be necessary; and (c) To prepare agendas, with the assistance of City staff.
  - 2. Vice-Chairperson – To perform the duties of the Chairperson in the event of his/her absence, resignation or inability to perform the duties of office.
- D. Secretary.
  - 1. Pursuant to the Oxnard City Code the Commission shall have a staff secretary designated by the City Manager.
    - a. The Secretary shall have the following duties: (a) Keep minutes of all meetings; (b) Provide advance and proper notice of all meetings; (c) Assist the Chairperson to prepare agendas; and (d) Attend all meetings of the Commission.

Article V  
Meetings/Quorum

- A. The Commission shall schedule regular meetings at least once a month. The Commission shall meet on the second Wednesday of each month at 5:00 p.m. in the City Council Chambers.
- B. Special meetings may be called by the Chairperson or upon the request of at least five members.
- C. Meetings shall be public and shall be conducted in a publicly owned building with adequate space for members of the public to attend the meetings.
- D. Five members of the Commission shall constitute a quorum for the transaction of business.

Article VI  
Absences

- A. Should any member be absent without good cause for more than three consecutive meetings, the Secretary shall immediately inform the City Clerk of such fact. Effective on the date of receipt of such notice by the City Clerk, such member shall be deemed to have resigned from the Commission.
- B. The Chairperson shall determine whether a member's absence is with good cause. An absence due to illness shall be considered an absence with good cause; provided, that notice of such absence is given to the Chairperson as much in advance as possible.

Article VII  
Coordination with City Council

The Chairperson shall as soon as possible inform the City Council, through the City Manager, of policy recommendations made by the Commission. A copy of the minutes of meetings and resolutions of the Commission shall be delivered to the City

Manager by the Secretary following each meeting.

Article VIII

Rules of Order

Except as otherwise provided herein, or by vote of two-thirds of the members present, Rosenberg's Rules of Order (Revised 2011) shall constitute the parliamentary authority for the meetings.

Article IX

Amendments

These bylaws may be amended upon presentation to City Council for approval.

Article X

Effective Date

These bylaws shall go into effect on the date set forth in the City Council resolution approving these bylaws.



Meeting Date: 07/21/2015

| ACTION                                           | TYPE OF ITEM                                           |
|--------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Approved Recommendation | <input checked="" type="checkbox"/> Info/Consent       |
| <input type="checkbox"/> Ord. No(s). _____       | <input type="checkbox"/> Report                        |
| <input type="checkbox"/> Res. No(s). _____       | <input type="checkbox"/> Public Hearing (Info/consent) |
| <input type="checkbox"/> Other _____             | <input type="checkbox"/> Other _____                   |

Prepared By: Greg Nyhoff, City Manager

Agenda Item No. I-3

Reviewed By: City Manager SN City Attorney SNF Finance mm Other (Specify) \_\_\_\_\_

**DATE:** July 10, 2015

**TO:** City Council

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

**SUBJECT:** Agreements for City Council Review

## RECOMMENDATION

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

## DISCUSSION

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

## FINANCIAL IMPACT

Funding information is included on the attached list.

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

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

# City Manager Contract List for 07/21/2015

| Item | Type               | Department/Contact         | Vendor/Agreement Number                                                        | Description/Purpose                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Amount    |
|------|--------------------|----------------------------|--------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| A    | Original Agreement | Fire<br>Brad Windsor       | City of Ventura and Ventura County Fire Protection<br>Agreement No. 7188-15-FI | MOU for Regional Homeland Security Grant - Urban Search and Rescue<br><br>Agreement between the City of Oxnard, City of San Buenaventura and Ventura County Fire Protection District allowing the three agencies to spend equal amounts of \$25,000 each for a total of \$75,000 in State Homeland Security Grant Program funds for the purchase of Urban Search and Rescue training and equipment. The grant was given as a regional award with the City of Oxnard acting as lead agency and fiscal agent.<br><br><b>Total Contract Amount: \$75,000</b><br><b>FundingSource: Grant</b>                        | \$75,000  |
| B    | Original Agreement | Fire<br>Brad Windsor       | City of Ventura and Ventura County Fire Protection<br>Agreement No. 7187-15-FI | MOU for Regional Homeland Security Grant - Hazardous Materials Response<br><br>Agreement between the City of Oxnard, City of San Buenaventura and Ventura County Fire Protection District allowing the three agencies to spend equal amounts of \$25,000 each for a total of \$75,000 in State Homeland Security Grant Program funds for the purchase of Hazardous Materials Response training and equipment. The grant was given as a regional award with the City of Oxnard acting as lead agency and fiscal agent.<br><br><b>Total Contract Amount: \$75,000</b><br><b>FundingSource: Grant</b>              | \$75,000  |
| C    | Original Agreement | Fire<br>Stephanie Huhn, RN | Coastal Occupational Medical Group<br>Agreement No. 7153-15-FI                 | Medical Services<br><br>To provide pre-employment and annual medical examinations as part of the Fire Department's Wellness Program. To provide consultation and treatment following communicable disease exposures. The term of agreement is for three (3) years, not to exceed \$75,000 per year.<br><br>An RFP process was completed. Three vendors submitted proposals which were reviewed by the Fire Department Safety/Wellness Committee. The current local vendor, Coastal Occupational Medical Group, was chosen.<br><br><b>Total Contract Amount: \$225,000</b><br><b>FundingSource: General Fund</b> | \$225,000 |

ATTACHMENT 1  
PAGE 1 OF 2

# City Manager Contract List for 07/21/2015

| Item | Type               | Department/Contact                                             | Vendor/Agreement Number                               | Description/Purpose                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Amount   |
|------|--------------------|----------------------------------------------------------------|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| D    | Original Agreement | Housing<br>Karl Lawson                                         | The Housing Rights Center<br>Agreement No. 7158-15-HO | <b>Provision of Fair Housing Services</b><br>The Housing Rights Center will provide fair housing services to Oxnard residents, tenants, homeseekers, and housing providers; public education, training and outreach on fair housing; training for City and Oxnard Housing Authority staff; and review and recommendations to the City on the Analysis of Impediments to Fair Housing.<br><br>The HRC was selected through a competitive bidding process following issuance of a Request for Proposals in December 2014. The HRC was the only firm to submit a proposal. The HRC's proposal was reviewed by staff and the Commission on Community Relations, which formally recommended the selection of the HRC. That recommendation was presented to City Council at the public hearing of May 5, 2015, at which Council adopted the Community Development Block Grant funding recommendations.<br><br><b>Total Contract Amount: \$29,000</b><br><b>FundingSource: Community Development Block Grant Funds</b> | \$29,000 |
| E    | Purchase Order     | Utilities Department,<br>Wastewater Division<br>Daniel Rydberg | Hach Company<br>Purchase Order No. 2228               | <b>Biometer Decommissioning Project - Replacing Existing Dissolved Oxygen Analyzers</b><br>The purchase order is for the purchase of replacement dissolved oxygen (DO) analyzers for the Wastewater Treatment Plant. The existing DO analyzers at the aeration basins were installed more than 10 years ago and are beyond their useful life. Since the Advance Water Purification Facility design, the City has standardized the design of all liquid analyzers around HACH, therefore, the purchase of the analyzers from Hach Company is a sole source.<br><br><b>Total Contract Amount: \$96,928</b><br><b>FundingSource: Wastewater Treatment CIP Funds</b>                                                                                                                                                                                                                                                                                                                                                | \$96,928 |

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ATTACHMENT 1  
PAGE 2 OF 2







Meeting Date: 07/21/15

| ACTION                                           | TYPE OF ITEM                                           |
|--------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Approved Recommendation | <input checked="" type="checkbox"/> Info/Consent       |
| <input type="checkbox"/> Ord. No(s). _____       | <input type="checkbox"/> Report                        |
| <input type="checkbox"/> Res. No(s). _____       | <input type="checkbox"/> Public Hearing (Info/consent) |
| <input type="checkbox"/> Other _____             | <input type="checkbox"/> Other _____                   |

Prepared By: Kymerly Horner

Agenda Item No. I-4

Reviewed By: City Manager [Signature]

City Attorney [Signature]

Finance [Signature]

Other N/A

**DATE:** July 6, 2015

**TO:** City Council

**FROM:** Kymerly Horner, Economic Development Director  
Economic Development Department

**SUBJECT:** Agreement (A-7811) with the Economic Development Corporation of Oxnard ("EDCO") for Economic Development Services throughout the Oxnard Area and Funding

## RECOMMENDATION

That City Council approve and authorize the Mayor to execute Agreement (A-7811) with EDCO in an amount not to exceed \$151,088, and for EDCO to provide economic development services to the City for one year.

## DISCUSSION

For the past twenty-one years, the City of Oxnard and Community Development Commission ("CDC") have contracted with EDCO for the provision of economic development services and activities, and the City and CDC have provided funding each year to support this contract. On June 28, 2011, Governor Jerry Brown signed into law a bill that amended California Community Redevelopment Law in order to address the state's ongoing budget deficit. ABx1 26 dissolved all California redevelopment agencies ("RDA"s) effective February 1, 2012. The "Redevelopment Dissolution Bill," now prevents RDAs from engaging in new activities and outlines a process for winding down the RDAs' financial affairs. Additionally, the bill withdrew certain authorities from redevelopment agencies ("RDA"). Sections 34161-34165 of the California Health and Safety Code provide a detailed listing of the types of functions that RDAs can no longer engage in, some of the functions include prohibiting RDAs from incurring new indebtedness, expanding existing monetary or legal obligations and from entering into new contracts. For the past several years the now former CDC has provided EDCO with funding of approximately \$103,000. Accordingly, the now dissolved CDC can no longer provide funding to EDCO. The proposed agreement would eliminate any and all references to the former CDC's participation with EDCO and would continue the relationship between the City and EDCO for another year, to coincide with funding approved in the FY 2015-2016 Budget.

The total funding to be provided to EDCO by the City for FY 2015-16 is approximately \$151,088. The Financial Impact statement of this report identifies the funding source and account from which previous EDCO payments were made by the City of Oxnard.

Important terms of the Agreement include:

- Either side may terminate the Agreement with six-months' notice. The Agreement would also terminate automatically if the City does not appropriate funding to support the contracted activities.
- The Agreement is for the 2015-2016 Fiscal Year.
- Two seats on the EDCO Board of Directors are reserved for the City Council.
- EDCO will continue to operate as a Brown Act organization.

#### **FINANCIAL IMPACT**

Funds for the EDCO Agreement are decided on by the City Council as a part of the overall City budget approval process. If the Agreement is approved, EDCO's payment will be made from the City's General Fund (City Account No. 101-4202-804-8209) in the amount of \$151,088.

KH/el

Attachment #1 - Agreement (A-7811) with the Economic Development Corporation of Oxnard

**AGREEMENT FOR ECONOMIC DEVELOPMENT SERVICES**

THIS AGREEMENT FOR ECONOMIC DEVELOPMENT SERVICES ("**Agreement**") is entered into in Ventura County, California on July 1, 2015 (the "**Effective Date**") by and among the City of Oxnard, a California municipal corporation ("**City**"), and the Greater Oxnard Economic Development Corporation, a California nonprofit public benefit corporation ("**EDCO**"). City and EDCO are sometimes individually referred to as "**Party**" and collectively as "**Parties.**"

**RECITALS**

WHEREAS, beginning on January 11, 1994, City has provided economic development services throughout the Oxnard area through EDCO; and

WHEREAS, the City Council has contracted with EDCO to provide economic development services that will satisfy the goals and objectives of City while requiring accountability by EDCO; and

WHEREAS, EDCO has annually prepared and presented a work plan and operating budget for the operations of EDCO.

NOW, THEREFORE, City and EDCO hereby agree as follows:

**Section 1      Term.**

This Agreement shall begin on July 1, 2015 and shall terminate on June 30, 2016 unless terminated earlier by City or EDCO pursuant to subsection a. or the occurrence of events in subsection b., or unless the Agreement is extended by the parties pursuant to subsection c.

- a. This Agreement may be terminated by either party, with or without cause, by the terminating party providing the non-terminating party at least six (6) months prior written notice of its decision to terminate this Agreement.
- b. If the Agreement is not terminated pursuant to subsection a. above, this Agreement is further subject to City appropriating sufficient funds for this Agreement. If funds are not so appropriated, this Agreement shall automatically terminate on the date any funds previously appropriated are exhausted.
- c. This Agreement may be extended by mutual written agreement of the parties through execution of a written amendment pursuant to section 11 below.

**Section 2     Scope of Services.**

EDCO shall work with, but not duplicate the efforts of, the City's Economic Development staff. EDCO shall focus on providing economic development services for the City's industrial and office markets. EDCO's economic development services shall include retention, expansion and attraction activities. Retention, expansion and attraction activities may include the following:

- a. Assist local businesses with financing assistance, employee training, employee search and screening, strategic assistance, problem resolution, expansion needs, permitting, and with regulatory issues.
- b. Market the City of Oxnard to prospective businesses in emerging markets.
- c. Market the City of Oxnard to prospective businesses that will allow the development of industry clusters within the City of Oxnard.
- d. Market the City of Oxnard to the film industry and process and issue film permits on behalf of the City of Oxnard. City.

EDCO shall prepare a yearly work plan that will include specific details related to retention, expansion and attraction activities. After approval of EDCO's Board of Directors, the work plan shall be distributed to the City Council, the City Manager and the City's Economic Development staff.

**Section 3     Compensation.**

For the term of this Agreement, the City shall pay EDCO an amount not to exceed \$151,088 for completion of the services set forth in Section 2 above and any other obligations of EDCO set forth herein.

**Section 4     EDCO Board of Directors.**

- a. During the term of this Agreement, the City Council shall appoint two Council members to the Board of Directors of EDCO. The number of Council members on the Board of Directors may not be reduced without the written approval of the City Council.
- b. During the term of this Agreement, the Board of Directors shall comply with the Conflict of Interest Code which was adopted by the Board of Directors on October 18, 1999, and approved by the City Council on December 7, 1999. Upon

termination of this Agreement, the Board of Directors may continue or rescind this Conflict of Interest Code, at its own election.

- c. During the term of this Agreement, the Board of Directors shall comply with the provisions of the Ralph M. Brown Act.

#### **Section 5     Reports.**

EDCO shall distribute the following information to the City Council, City Manager and City's Economic Development representative every two months.

- a. Current financial statement of EDCO.
- b. List of current EDCO programs underway and status of each.
- c. List of existing businesses working with EDCO, and type of assistance provided.
- d. List of potential businesses working with EDCO, and type of assistance provided.
- e. Minutes of meetings of EDCO Board of Directors that have occurred since the last report.

EDCO shall present a mid-year update and end of year report at the Oxnard City Council Meeting, or more frequently as requested by the City Manager, Economic Development Director or the City Council.

#### **Section 6     Records.**

EDCO agrees that City shall have access to and the right to review and reproduce any of EDCO's records to ensure that City is receiving all services to which City is entitled under this Agreement or for other purposes relating to the Agreement. City and EDCO agree that those records of EDCO that are privileged or otherwise protected from disclosure by law shall not be available for review by the City. EDCO shall maintain and preserve all such records for a period of at least three (3) years after the expiration of this Agreement.

#### **Section 7     Staffing.**

EDCO shall be responsible for providing all staff necessary to implement and carry out the services contemplated herein.

#### **Section 8     Nonprofit Status.**

EDCO shall operate and qualify as a nonprofit corporation under the Nonprofit Public Benefit Corporation Law of the State of California during all times that this Agreement is in effect.

**Section 9     Notices.**

All notices and demands required or contemplated by this Agreement shall be in writing and shall be served, either by personal delivery to the representatives of the parties at the places stated below, or by deposit in the United States mail, postage prepaid, addressed as stated below:

To City:                   City Manager  
                              City of Oxnard  
                              300 West Third Street  
                              Oxnard, California 93030

With a copy to:        City Attorney  
                              City of Oxnard  
                              300 West Third Street, Suite 300  
                              Oxnard, California 93030

                              Economic Development Director  
                              City of Oxnard  
                              214 South C Street  
                              Oxnard, California 93030

To EDCO:                President  
                              Greater Oxnard Economic Development Corporation  
                              400 E. Esplanade Drive, Suite 301  
                              Oxnard, California 93036

**Section 10   Attorneys' Fees.**

EDCO and City agree that the prevailing party's reasonable costs, attorneys' fees (including the reasonable value of the services rendered by the City Attorney's Office) and expenses, including investigation fees and expert witness fees, shall be paid by the non-prevailing party in any dispute involving the terms and conditions of this Agreement.

**Section 11   Changes and Amendments.**

Any modification, change or amendment to this Agreement or any provision thereof will be effective for any purpose only if specifically set forth in writing and signed by the City and EDCO.

**Section 12     Indemnity.**

- a. To the fullest extent permitted by law, EDCO shall (1) immediately defend; (2) indemnify; and (3) hold harmless City, its City Council, each member thereof, and its directors, officers, and employees (the **"Indemnified Party"**) from and against all liabilities regardless of nature, type, or cause, arising out of or resulting from or in connection with EDCO's performance of this Agreement or EDCO's failure to comply with any of its obligations contained in this Agreement. Liabilities subject to the duties to defend and indemnify include, without limitation, all claims, losses, damages, penalties, fines, and judgments; associated investigation and administrative expenses; defense costs, including but not limited to reasonable attorneys' fees; court costs; and costs of alternative dispute resolution. EDCO's obligation to indemnify applies unless it is adjudicated that any of the liabilities covered by this section are the result of the sole active negligence or sole willful misconduct of the Indemnified Party. If it is finally adjudicated that liability is caused by the comparative negligence or willful misconduct of the Indemnified Party, EDCO's indemnification obligation shall be reduced in proportion to the established comparative liability of the Indemnified Party.
- b. The duty to defend is a separate and distinct obligation from EDCO's duty to indemnify. EDCO shall be obligated to defend, in all legal, equitable, administrative, or special proceedings, with counsel approved by the Indemnified Party immediately upon tender to EDCO of the claim in any form or at any stage of an action or proceeding, whether or not liability is established. An allegation or determination of negligence or willful misconduct by the Indemnified Party shall not relieve EDCO from its separate and distinct obligation to defend the Indemnified Party. The obligation to defend extends through final judgment, including exhaustion of any appeals. The defense obligation includes the obligation to provide independent defense counsel if EDCO asserts that liability is caused in whole or in part by the negligence or willful misconduct of the Indemnified Party. If it is finally adjudicated that liability was caused by the sole active negligence or sole willful misconduct of the Indemnified Party, EDCO may submit a claim to City for reimbursement of reasonable attorneys' fees and defense costs.
- c. The review, acceptance or approval of EDCO's work or work product by the Indemnified Party shall not affect, relieve or reduce EDCO's indemnification or defense obligations. This section shall survive completion of the Services or termination of this Agreement. The provisions of this section shall not be restricted by and do not affect the provisions of this Agreement relating to insurance.

**Section 13     Insurance.**

- a. EDCO shall obtain and maintain during the performance of any services under this Agreement the insurance coverages as specified in Exhibit INS-B, attached hereto and incorporated herein by this reference, issued by a company satisfactory to the Risk Manager of City, unless the Risk Manager waives, in writing, the requirement that EDCO obtain and maintain such insurance coverages.
- b. EDCO shall, prior to performance of any services, file with the Risk Manager evidence of insurance coverage as specified in Exhibit INS-B. Evidence of insurance coverage shall be forwarded to the Risk Manager, addressed as specified in Exhibit INS-B.
- c. Maintenance of proper insurance coverages by EDCO is a material element of this Agreement. EDCO's failure to maintain or renew insurance coverages or to provide evidence of renewal may be considered as a material breach of this Agreement.

**Section 14     Independent Contractor.**

- a. City and EDCO agree that in the performance of the services, EDCO shall be, and is, an independent contractor, and that EDCO and its employees are not employees of the City. EDCO has and shall retain the right to exercise full control over the employment, direction, compensation and discharge of all persons assisting EDCO.
- b. EDCO shall be solely responsible for, and shall save City harmless from, all matters relating to the payment of EDCO's employees, agents, subcontractors and consultants, including compliance with Social Security requirements, federal and State income tax withholding and all other regulations governing employer-employee relations.
- c. EDCO acknowledges that EDCO and EDCO's employees are not entitled to any of the benefits or rights afforded employees of City, including but not limited to reserve leave, sick leave, vacation leave, holiday leave, compensatory leave, Public Employees Retirement System benefits, or health, life, dental, long-term disability and workers' compensation insurance benefits.



**Section 15     EDCO Not Agent.**

Except as City may specify in writing, or as set forth herein, EDCO, and its agents, employees, subcontractors and consultants shall have no authority, expressed or implied, to act on behalf of City in any capacity, as agents or otherwise, or to bind City to any obligation.

**Section 16     Conflict of Interest.**

EDCO shall promptly inform the City Manager of any contract, agreement, arrangement, or interest that EDCO may enter into or have during the performance of this Agreement that may conflict with City's interests. This requirement includes contracts, agreements and arrangements with manufacturers, suppliers, contractors or other clients whose interests might be served by the services performed under this Agreement and EDCO's or EDCO's client's interest in land that might be affected by the services. EDCO shall take such measures as are necessary in the performance of this Agreement to prevent actual or appearances of conflicts of interest.

**Section 17     Governing Law.**

City and EDCO agree that the construction and interpretation of this Agreement and the rights and duties of City and EDCO hereunder shall be governed by the laws of the State of California.

**Section 18     Compliance with Laws.**

EDCO agrees to comply with all City, State, and federal laws, rules and regulations, now or hereafter in force, pertaining to the services performed by EDCO pursuant to this Agreement.

**Section 19     Severability.**

City and EDCO agree that the invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision.

**Section 20     Waiver.**

City and EDCO agree that no waiver of a breach of any provision of this Agreement by either EDCO or City shall constitute a waiver of any other breach of the same provision or any other provision of this Agreement. Failure of either City or EDCO to enforce at any time, or from time to time, any provision of this Agreement, shall not be construed as a waiver of such provision or breach.

**Section 21    Counterparts.**

City and EDCO agree that this Agreement may be executed in two or more counterparts, each of which shall be deemed an original.

**Section 22    Arbitration.**

EDCO and City agree that in the event of any dispute with regard to the provisions of this Agreement, the services rendered or the amount of the City's payment for EDCO's services, the dispute may be submitted to non-binding arbitration upon the mutual agreement of the City and EDCO, under such procedures as the City and EDCO may agree upon, or, if the City and EDCO cannot agree, then under the Rules of the American Arbitration Association.

**Section 23    Authority to Execute.**

- a.    City acknowledges that the individual executing this Agreement has been duly authorized by the City Council to execute this Agreement on behalf of the City.
- b.    EDCO acknowledges that the person executing this Agreement has been duly authorized by EDCO Board of Directors to do so on behalf of EDCO.

**Section 24    Entire Agreement.**

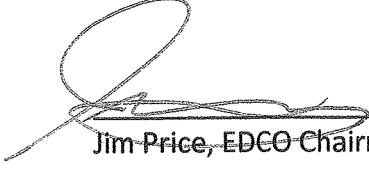
City and EDCO agree that this Agreement constitutes the entire Agreement of the parties regarding the subject matter described herein and supersedes all prior communications, agreements, and promises, either oral or written.

**[SIGNATURES ON FOLLOWING PAGE]**

CITY OF OXNARD

\_\_\_\_\_  
Tim Flynn, Mayor

GREATER OXNARD ECONOMIC  
DEVELOPMENT CORPORATION

  
\_\_\_\_\_  
Jim Price, EDCO Chairman

ATTEST:

\_\_\_\_\_  
Daniel Martinez, City Clerk

CITY OF OXNARD

 for Mike More 7/16/15  
\_\_\_\_\_  
Purchasing Agent

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Stephen Fischer, Interim City Attorney

APPROVED AS TO INSURANCE:

 for Mike More 7/16/15  
\_\_\_\_\_  
Risk Manager

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).

| <b>PRODUCER</b><br><b>Laubacher Insurance Agency</b><br><b>Calif. Lic. #0593569</b><br><b>P.O. Box 31</b><br><b>Oxnard, CA 93032</b> | <b>CONTACT NAME:</b><br><b>PHONE (A/C, No, Ext): 805.483.2477</b><br><b>FAX (A/C, No): 805.483.8254</b><br><b>E-MAIL ADDRESS:</b>                                                                                                                                                                                                                                                                                                                                                               |                               |  |        |            |                                    |  |            |  |  |            |  |  |            |  |  |            |  |  |            |  |  |
|--------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--|--------|------------|------------------------------------|--|------------|--|--|------------|--|--|------------|--|--|------------|--|--|------------|--|--|
| <b>INSURED</b> <b>Greater Oxnard Economic Development Corp.</b><br><b>400 E. Esplanade Dr., #301</b><br><b>Oxnard, CA 93036</b>      | <table border="1"> <thead> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A:</td> <td><b>Travelers Property Casualty</b></td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </tbody> </table> | INSURER(S) AFFORDING COVERAGE |  | NAIC # | INSURER A: | <b>Travelers Property Casualty</b> |  | INSURER B: |  |  | INSURER C: |  |  | INSURER D: |  |  | INSURER E: |  |  | INSURER F: |  |  |
| INSURER(S) AFFORDING COVERAGE                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | NAIC #                        |  |        |            |                                    |  |            |  |  |            |  |  |            |  |  |            |  |  |            |  |  |
| INSURER A:                                                                                                                           | <b>Travelers Property Casualty</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                               |  |        |            |                                    |  |            |  |  |            |  |  |            |  |  |            |  |  |            |  |  |
| INSURER B:                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                               |  |        |            |                                    |  |            |  |  |            |  |  |            |  |  |            |  |  |            |  |  |
| INSURER C:                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                               |  |        |            |                                    |  |            |  |  |            |  |  |            |  |  |            |  |  |            |  |  |
| INSURER D:                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                               |  |        |            |                                    |  |            |  |  |            |  |  |            |  |  |            |  |  |            |  |  |
| INSURER E:                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                               |  |        |            |                                    |  |            |  |  |            |  |  |            |  |  |            |  |  |            |  |  |
| INSURER F:                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                               |  |        |            |                                    |  |            |  |  |            |  |  |            |  |  |            |  |  |            |  |  |

**COVERAGES** **CERTIFICATE NUMBER: 2014 - 2105 GL/AUTO/BI** **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 INSR | SUBR WVD | POLICY NUMBER          | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                                                                 |
|----------|-----------------------------------------------------------------------------------------------------------------------------------|-----------|----------|------------------------|-------------------------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | <b>GENERAL LIABILITY</b>                                                                                                          |           |          | <b>X660357X9776-14</b> | <b>10/01/2014</b>       | <b>10/01/2015</b>       | <b>EACH OCCURRENCE \$ 1,000,000</b><br><b>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000</b><br><b>MED EXP (Any one person) \$ 5,000</b><br><b>PERSONAL &amp; ADV INJURY \$ 1,000,000</b><br><b>GENERAL AGGREGATE \$ 2,000,000</b><br><b>PRODUCTS - COMP/OP AGG \$ 2,000,000</b> |
|          | <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b>                                                           |           |          |                        |                         |                         |                                                                                                                                                                                                                                                                                        |
|          | <input type="checkbox"/> <b>CLAIMS-MADE</b> <input checked="" type="checkbox"/> <b>OCCUR</b>                                      |           |          |                        |                         |                         |                                                                                                                                                                                                                                                                                        |
|          | <b>GEN'L AGGREGATE LIMIT APPLIES PER:</b>                                                                                         |           |          |                        |                         |                         |                                                                                                                                                                                                                                                                                        |
| A        | <b>AUTOMOBILE LIABILITY</b>                                                                                                       |           |          | <b>X660357X9776-14</b> | <b>10/01/2014</b>       | <b>10/01/2015</b>       | <b>COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000</b><br><b>BODILY INJURY (Per person) \$</b><br><b>BODILY INJURY (Per accident) \$</b><br><b>PROPERTY DAMAGE (Per accident) \$</b>                                                                                                  |
|          | <input type="checkbox"/> <b>ANY AUTO</b>                                                                                          |           |          |                        |                         |                         |                                                                                                                                                                                                                                                                                        |
|          | <input type="checkbox"/> <b>ALL OWNED AUTOS</b>                                                                                   |           |          |                        |                         |                         |                                                                                                                                                                                                                                                                                        |
|          | <input checked="" type="checkbox"/> <b>HIRED AUTOS</b> <input checked="" type="checkbox"/> <b>SCHEDULED AUTOS NON-OWNED AUTOS</b> |           |          |                        |                         |                         |                                                                                                                                                                                                                                                                                        |
|          | <b>UMBRELLA LIAB</b>                                                                                                              |           |          |                        |                         |                         | <b>EACH OCCURRENCE \$</b>                                                                                                                                                                                                                                                              |
|          | <b>EXCESS LIAB</b>                                                                                                                |           |          |                        |                         |                         | <b>AGGREGATE \$</b>                                                                                                                                                                                                                                                                    |
|          | <b>DED</b>                                                                                                                        |           |          |                        |                         |                         | <b>\$</b>                                                                                                                                                                                                                                                                              |
|          | <b>RETENTION \$</b>                                                                                                               |           |          |                        |                         |                         | <b>\$</b>                                                                                                                                                                                                                                                                              |
| A        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>                                                                              |           |          |                        |                         |                         | <b>WC STATU-TORY LIMITS</b> <b>OTH-ER</b><br><b>E.L. EACH ACCIDENT \$</b><br><b>E.L. DISEASE - EA EMPLOYEE \$</b><br><b>E.L. DISEASE - POLICY LIMIT \$</b>                                                                                                                             |
|          | <b>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)</b>                                                |           |          |                        |                         |                         |                                                                                                                                                                                                                                                                                        |
|          | <b>DESCRIPTION OF OPERATIONS below</b>                                                                                            |           |          |                        |                         |                         |                                                                                                                                                                                                                                                                                        |
|          | <b>Business Income w/Extra Expense</b>                                                                                            |           |          | <b>X660357X9776-14</b> | <b>10/01/2014</b>       | <b>10/01/2015</b>       | <b>Limit: \$20,000</b><br><b>Special Form</b>                                                                                                                                                                                                                                          |

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

The City of Oxnard, its officers, agents, employees and volunteers are named as additional insureds as respects operations of named insured.

\*30 DAY NOTICE OF CANCELLATION.

\*This insurance is primary and non contributory.

**CERTIFICATE HOLDER**
**CANCELLATION**

|                                                                                                                  |                                                                                                                                                                                                                                                                                     |
|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>City of Oxnard</b><br><b>Risk Management</b><br><b>300 West Third Street, #302</b><br><b>Oxnard, CA 93030</b> | <p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p><b>AUTHORIZED REPRESENTATIVE</b></p> <p><i>Thomas Laubacher Jr.</i></p> <p><b>Thomas Laubacher Jr.</b></p> |
|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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Business control nbr : 26778  
License number : 16 00068299  
Pin number : 3285  
Business name & address : ECONOMIC DEVLPMNT CORP OF OXN  
400 E ESPLANADE DR  
OXNARD CA 93036  
Classification : 3000-35 REGISTERED NON-PROFIT  
Exemption applied :  
License status, date : ACTIVE 1/29/15  
Appl, issue date : 1/29/15 2/09/15  
Expiration, valid thru : 2/29/16 2/29/16  
  
Date renewal printed :  
Date printed, reprinted : 2/09/15  
Prior license : 15 00068299  
Municipal code reference :  
Press Enter to continue.  
F3=Exit  
F8=Business inquiry F9=Additional requirements

Last activity:  
Updated: 02/24/15 by CTKRYT  
Mailing address  
ATTN:ELIZABETH CALLAHAN  
400 E ESPLANADE DR #301  
OXNARD CA 93036  
  
More...  
F7=Miscellaneous information  
F24=More keys





| ACTION                                           | TYPE OF ITEM                                           |
|--------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Approved Recommendation | <input checked="" type="checkbox"/> Info/Consent       |
| <input type="checkbox"/> Ord. No(s). _____       | <input type="checkbox"/> Report                        |
| <input type="checkbox"/> Res. No(s). _____       | <input type="checkbox"/> Public Hearing (Info/consent) |
| <input type="checkbox"/> Other _____             | <input type="checkbox"/> Other _____                   |

Prepared By: Kathleen Mallory, AICP, LEED Green Associate, Contract PlannerAgenda Item No. I-5Reviewed By: City Manager JMCity Attorney RTFinance mm

Other (Specify) \_\_\_\_\_

DATE: July 8, 2015

TO: City Council

FROM: Ashley Golden, Interim Development Services Director  
Development Services Department

**SUBJECT:** Planning and Zoning Permit No. 12-300-01 (Parcel Map No. 12-300-01), Food-4-Less Shopping Center Located at 130, 150, 250, and 300 West Esplanade Drive (Northwest corner of Vineyard Avenue and Esplanade Drive). Filed by Greg Peters on behalf of Kroger Company.

## RECOMMENDATION

That City Council adopt a resolution approving Planning and Zoning Permit No. (Parcel Map No. 12-300-01) for the property located at 130, 150, 250, and 300 West Esplanade Drive (APN 142-0-010-435; -205; & -415), subject to certain findings and conditions.

## DISCUSSION

On November 15, 2012, the Planning Commission adopted Resolution No. 2012-32 recommending City Council approval of Planning and Zoning Permit No. 12-300-01 (Tentative Parcel Map No. 12-300-01) to subdivide the existing commercial property composed of three parcels into six new parcels (Attachment 2) and approved Planning and Zoning Permit Nos. 12-540-01 (Planned Development Permit), 12-500-01 (Special Use Permit), and 12-510-01 (SUP for Alcohol) for a new Food 4 Less grocery store with alcohol sales for off-site consumption, a 14- pump service station, two new retail buildings, and the rehabilitation of two existing buildings

On November 16, 2012, Planning Staff filed an appeal with the City Clerk requesting that the City Council review the Planning Commission's November 15, 2012 approval of the entitlements in order to provide an efficient and coordinated review of a multiple permit project.

On December 11, 2012, the City Council adopted Resolution No. 14,291 approving the Tentative Parcel Map and upholding the Commission's approval of the Special Use Permit (Resolution Nos. 14,288, 14,289, and 14,290).

PZ No. 12-300-01 (Parcel Map)  
July 8, 2015  
Page 2

On June 29, 2015, the Development Services Department issued a Verification of Status form, which indicates that the Parcel Map complies with the State Subdivision Map Act, Oxnard City Code requirements and the previously approved Tentative Parcel Map (Attachments 3 and 4).

City Council approval of Parcel Map No. 12-300-01 is a ministerial act pursuant to City Council Resolution No. 10,851 and is therefore exempt from the requirements of the California Environmental Quality Act (CEQA).

### **FINANCIAL IMPACT**

There is no financial impact as a result of this action.

Attachment #1 – Resolution (Parcel Map approval)  
#2 – Location Map  
#3 – Reduced Parcel Map  
#4 – Verification of Status Form



CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO.

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD APPROVING PLANNING AND ZONING PERMIT NO. 12-300-01 (PARCEL MAP NO. 12-300-01) FOR PROPERTY LOCATED ON THE NORTHWEST CORNER OF VINEYARD AVENUE AND WEST ESPLANADE DRIVE AND ADDRESSED AT 130, 150, 250, AND 300 W. ESPLANADE DRIVE (APN 142-0-010-435; -205; & -415), SUBJECT TO CERTAIN FINDINGS AND CONDITIONS. FILED BY GREG PETERS ON BEHALF OF KROGER COMPANY, 1100 WEST ARTESIA BLVD., COMPTON, CA 90220.

WHEREAS, on November 15, 2012, the Planning Commission of the City of Oxnard ("Planning Commission") recommended approval of Planning and Zoning Permit No. 12-300-01 (Tentative Parcel Map No. 12-300-01) and approved Planning and Zoning Permit No. 12-540-01 (Special Use Permit for a Planned Development Permit), filed by Greg Peters, on behalf of Kroger Company, 1100 West Artesia Blvd., Compton, CA 90220 (the "Applicant"); and

WHEREAS, on November 16, 2012, Planning Staff filed an appeal with the City Clerk requesting that the City Council review the Planning Commission November 15, 2012 decision to approval Planning and Zoning Permit No. 12-540-01 (Special Use Permit for a Planned Development Permit) in order to provide an efficient and coordinated review of a multiple permit project; and

WHEREAS, on December 11, 2012, the City Council approved Planning and Zoning Permit No. 12-300-01 (Tentative Parcel Map No. 12-300-01) by Resolution No. 14,291 and the Special Use Permit by Resolution No. 14,288, subject to certain findings and conditions; and

WHEREAS, Planning and Zoning Permit No. 12-300-01 (Parcel Map No. 12-300-01) has been submitted, together with the Subdivision Improvement Agreement proposed to be entered into in connection with the subdivision.

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

SECTION 1. The City Council, in accordance with the California Environmental Quality Act (CEQA), determines that approval of Planning and Zoning Permit No. 12-300-01 (Parcel Map No. 12-300-01) is a ministerial act pursuant to City Council Resolution No. 10,851 and is therefore exempt from the requirements of CEQA.

SECTION 2. Based on review of the City Council Staff Report, all exhibits attached thereto and all written and oral testimony, the City Council hereby finds that: (i) Parcel Map No. 12-300-01 conforms to the requirements of the Subdivision Map Act, Oxnard 2030 General Plan as adopted, Chapter 15 of the Oxnard City Code, and every condition of conditional approval

previously imposed upon the Tentative Parcel Map; and (ii) Parcel Map No. 12-300-01 is in substantial compliance with the previously approved Tentative Parcel Map No. 12-300-01. Based on the foregoing, the City Council hereby approves Planning and Zoning Permit No. 12-300-01 (Parcel Map No. 12-300-01) and authorizes its recordation.

SECTION 3. Planning and Zoning Permit No. 12-300-01 (Parcel Map No. 12-300-01) is hereby subject to those findings and conditions set forth in City Council Resolution No. 13,886, which are incorporated herein by this reference.

SECTION 4. The City Council hereby approves the Subdivision Improvement Agreement attached hereto as Exhibit A and authorizes the Mayor to execute such Agreement.

SECTION 5. The City Council hereby authorizes the City Clerk to execute a certificate on Parcel Map No. 12-300-01 stating that the City Council approves the Parcel Map and that all offers of dedication shown on the Parcel Map are accepted subject to improvement.

SECTION 6. The City Council hereby authorizes the City Clerk to certify on the Parcel Map the abandonment of any public streets or public easements not shown on the Parcel Map as authorized by Section 66445(j) of the Subdivision Map Act.

**[SIGNATURES ON THE FOLLOWING PAGE]**

PASSED AND ADOPTED this 21st day of July 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

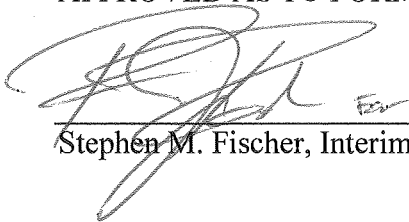
Tim Flynn  
Mayor

ATTEST:

---

Daniel Martinez, City Clerk

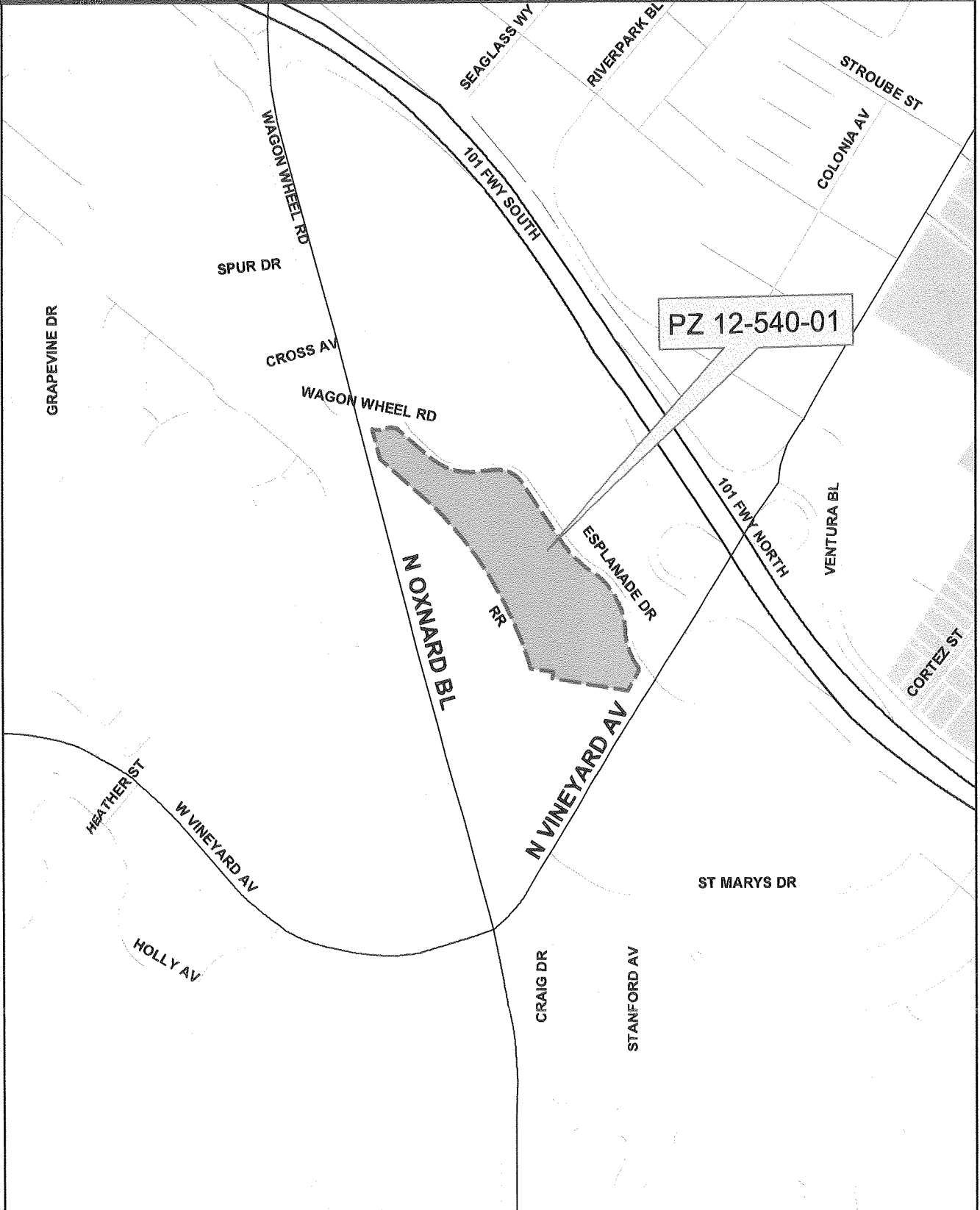
APPROVED AS TO FORM:



---

Stephen M. Fischer, Interim City Attorney

# Site Location Map



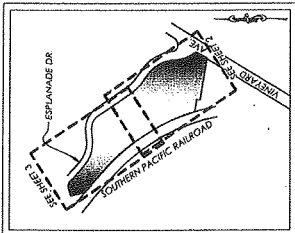
CITY OF  
**OXNARD**  
CALIFORNIA  
Oxnard Planning  
October 9, 2012

PZ 12-540-01  
Location: 130, 150, 250, 300 Esplanade Dr  
APN: 142001043, 142001043, 142001020  
Kroger

0 300 600 900 1,200 Feet

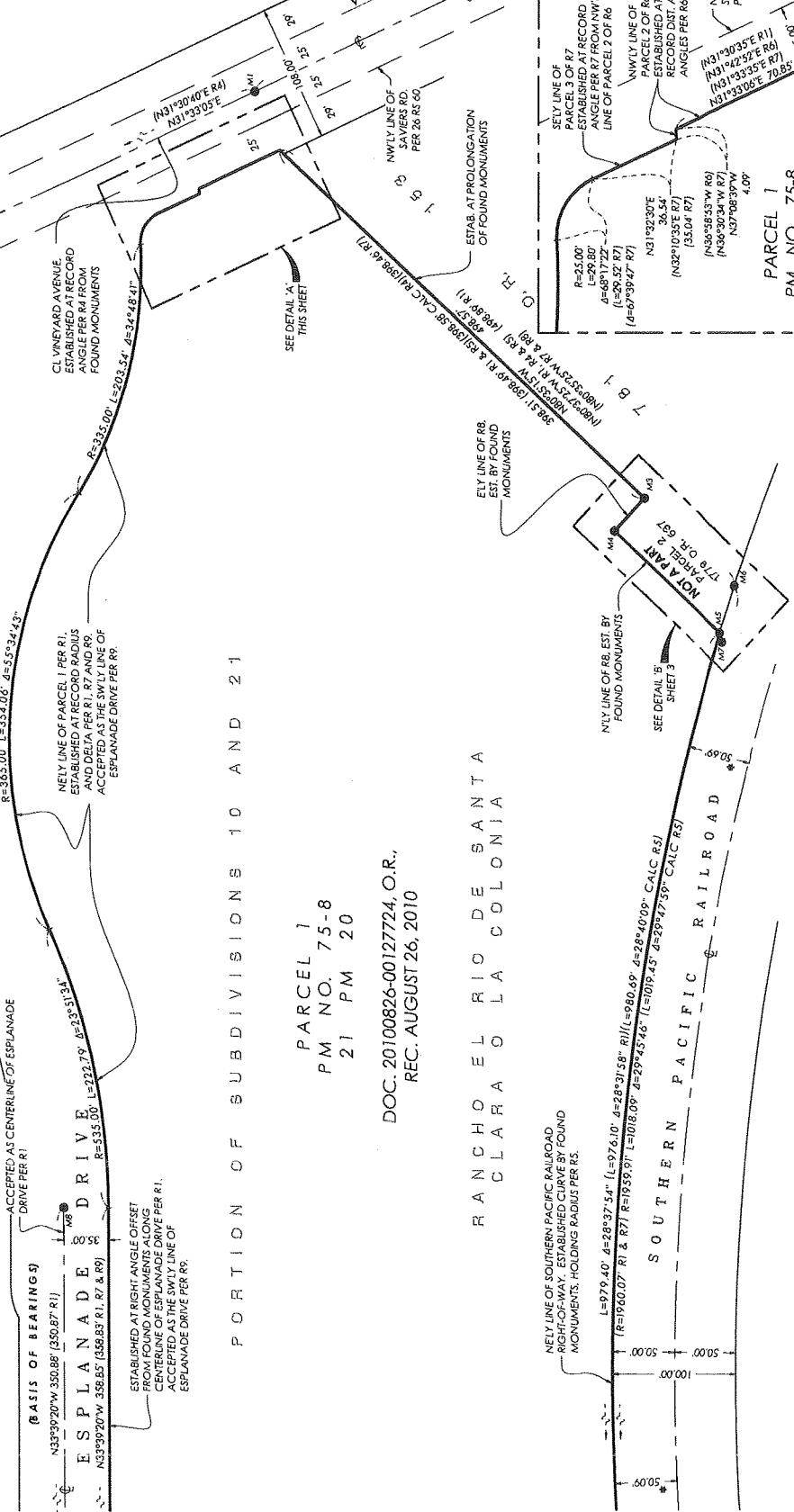
N  
1:8,000





KEY MAP  
NOT TO SCALE

SEE SHEET 3



ABBREVIATIONS

|      |                         |
|------|-------------------------|
| C    | CENTERLINE              |
| R/W  | RIGHT-OF-WAY            |
| F.B. | FIELD BOOK              |
| CALC | CALCULATED FROM         |
| FD   | FOUND                   |
| SFN  | SEARCHED, FOUND NOTHING |
| O.R. | OFFICIAL RECORDS        |
| PM   | PARCEL MAP              |
| RS   | RECORD OF SURVEY        |
| RI   | RADIAL BEARING          |

RECORD REFERENCES:

|    |                             |
|----|-----------------------------|
| R1 | 21 PM 20                    |
| R2 | CALTRANS P.B. 92-128 PG. 25 |
| R3 | CALTRANS P.B. 92-128 PG. 24 |
| R4 | 34 63 77                    |
| R5 | 34 63 77                    |
| R6 | 1233 O.R. 29                |
| R7 | DOC NO. 70100826-00127724   |
| R8 | 1779 O.R. 537               |
| R9 | DOC. NO. 1508-43660         |

MONUMENT DESCRIPTION NOTES

| NO. | DESCRIPTION                                                                           |
|-----|---------------------------------------------------------------------------------------|
| M1  | SFN. ESTABLISHED BY TIES PER R2                                                       |
| M2  | SFN. ESTABLISHED BY TIES PER R3                                                       |
| M3  | FD 1/2" I.P. NO DISC. ACCEPTED FOR 1/2" I.P. PER R4. SET TAG "L.S. 8012"              |
| M4  | FD 1/2" I.P. NO DISC. ACCEPTED FOR 1/2" I.P. PER R4. SET TAG "L.S. 8012"              |
| M5  | FD 1/2" I.P. NO DISC. ACCEPTED FOR 1/2" I.P. PER R4. SET TAG "L.S. 8012"              |
| M6  | FD 3/4" I.P. NO DISC. ACCEPTED FOR 3/4" I.P. PER R4 & R5. SET TAG "L.S. 8012"         |
| M7  | FD BOAT SPIKE NO WASHER. NO RECORD. PER R4. N24°02'35"W 3.42' FROM ESTABLISHED CORNER |
| M8  | FD 7" I.P. TAGGED "L.S. 2304" IN WELL PER R1                                          |

MONUMENT LEGEND/NOTES:

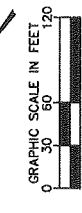
- FD MONUMENT AS DESCRIBED IN MONUMENT DESCRIPTION NOTES
- SET 1.5" x 18" GALVANIZED IRON PIPE W/TAG "L.S. 8012" FLUSH, UNLESS OTHERWISE NOTED
- SET SPIKE AND WASHER TAGGED "L.S. 8012" FLUSH, UNLESS OTHERWISE NOTED

BASIS OF BEARINGS:

THE BEARING OF N 33°30'20" W BEING THE CENTERLINE OF THE ESPLANADE DRIVE AS SHOWN ON PARCEL MAP 75-8, RECORDED IN BOOK 21 PAGE 20, OF PARCEL MAPS, RECORDS OF VENTURA COUNTY, STATE OF CALIFORNIA.

PARCEL MAP NO. 12-300-1

IN THE CITY OF OXNARD, COUNTY OF VENTURA, STATE OF CALIFORNIA  
BEING A SUBDIVISION OF PORTIONS OF SUBDIVISION NO. 10 AND NO. 21, RANCHO EL RIO DE SANTA CLARA O LA COLONIA, PER PARTITION MAP FILED IN AN ACTION ENTITLED THOMAS A. SCOTT, ET AL. PLEFF VS RAFAEL GONZALEZ, ET AL., DEFTS., IN THE OFFICE OF THE COUNTY RECORDER, SEPTEMBER 2014

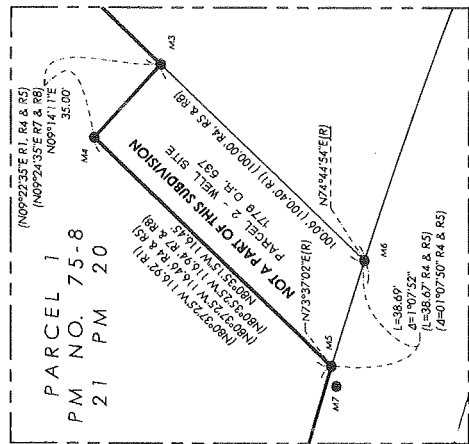


GROSS AREA = 14.50 ACRES  
**Kimley»Horn**  
765 THE CITY DRIVE, SUITE 200, GRANITE, CA 92868  
PHONE: 714-939-1030  
WWW.KIMLEY-HORN.COM

ATTACHMENT # 3

PAGE 2 OF 7

SEE SHEET 2



DETAIL 'B'  
SCALE 1" = 30'

PARCEL 1  
PM NO. 75-8  
21 PM 20

PORTION OF SUBDIVISIONS  
10 AND 21

PARCEL 1  
PM NO. 75-8  
21 PM 20

DOC. 20100826-00127724,  
O.R., REC. AUGUST 26, 2010

RANCHO EL RIO DE SANTA  
CLARA O LA COLONIA

NEW LINE OF SOUTHERN PACIFIC RAILROAD  
RIGHT-OF-WAY. ESTABLISHED CURVE BY  
FOUND MONUMENTS. HOLDING RADIUS PER R5.

SOUTHERN PACIFIC  
RAILROAD

WAGON WHEEL ROAD

\* APPROXIMATE DISTANCE FROM RAIL ROAD CL TO SUBDIVISION BOUNDARY

MONUMENT DESCRIPTION NOTES

| NO. | DESCRIPTION                                                                           |
|-----|---------------------------------------------------------------------------------------|
| M3  | FD 1/2" I.P., NO DISC. ACCEPTED FOR 1/2" I.P. PER R4. SET TAG 'L.S. 8012'             |
| M4  | FD 1/2" I.P., NO DISC. ACCEPTED FOR 1/2" I.P. PER R4. SET TAG 'L.S. 8012'             |
| M5  | FD 1/2" I.P., NO DISC. ACCEPTED FOR 1/2" I.P. PER R4. SET TAG 'L.S. 8012'             |
| M6  | FD 3/4" I.P., NO DISC. ACCEPTED FOR 3/4" I.P. PER R4 & R5. SET TAG 'L.S. 8012'        |
| M7  | FD BOAT SPIKE NO WASHER, NO RECORD. PER R4. N24°02'35"W 3.42' FROM ESTABLISHED CORNER |
| M9  | FD 2" I.P., TAGGED 'L.S. 2304' IN WELL PER R1                                         |
| M10 | FD 2" I.P., TAGGED 'L.S. 2304' IN WELL PER R1                                         |
| M11 | FD 2" I.P., TAGGED 'L.S. 2304' IN WELL PER R1                                         |
| M12 | FD 2" I.P., TAGGED 'L.S. 2304' DN. 6' PER R1                                          |

RECORD REFERENCES:

|    |                             |
|----|-----------------------------|
| R1 | 21 PM 20                    |
| R2 | CALTRANS F.B. 92-128 PG. 25 |
| R3 | CALTRANS F.B. 92-128 PG. 24 |
| R4 | 42 RS 97                    |
| R5 | 15 RS 97                    |
| R6 | 15 RS 97                    |
| R7 | 20 C.D. 20                  |
| R8 | DOC NO. 20100826-00127724   |
| R9 | 1779 O.R. 537               |
|    | DOC. NO. 1968-43660         |

ABBREVIATIONS

|      |                         |
|------|-------------------------|
| C    | CENTERLINE              |
| R/W  | RIGHT-OF-WAY            |
| F.B. | FIELD BOOK              |
| CALC | CALCULATED FROM         |
| FD   | FOUND                   |
| SRN  | SEARCHED, FOUND NOTHING |
| O.R. | OFFICIAL RECORDS        |
| PM   | PARCEL MAP              |
| RS   | RECORD OF SURVEY        |
| (N)  | RADIAL BEARING          |

MONUMENT LEGEND/NOTES:

- FD MONUMENT AS DESCRIBED IN MONUMENT DESCRIPTION NOTES
- SET 1.5" x 18" GALVANIZED IRON PIPE WITH TAG 'L.S. 8012' FLUSH, UNLESS OTHERWISE NOTED
- ⊙ SET SPIKE AND WASHER TAGGED 'L.S. 8012' FLUSH, UNLESS OTHERWISE NOTED

BASIS OF BEARINGS:

THE BEARING OF N 33°39'20" W BEING THE CENTERLINE OF  
ESPLANADE DRIVE AS SHOWN ON PARCEL MAP 75-8,  
RECORDED IN BOOK 21 PAGE 20 OF PARCEL MAPS,  
RECORDS OF VENTURA COUNTY, STATE OF CALIFORNIA.

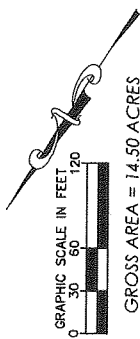
GROSS AREA = 14.50 ACRES  
**PARCEL MAP NO. 12-300-1**

IN THE CITY OF OXNARD, COUNTY OF  
VENTURA, STATE OF CALIFORNIA

BEING A SUBDIVISION OF PORTIONS OF SUBDIVISION NO. 10 AND NO. 21, RANCHO EL  
RIO DE SANTA CLARA O LA COLONIA, PER PARTITION MAP FILED IN AN ACTION  
ENTITLED "THOMAS A. SCOTT ET AL. vs. RAFAEL GONZALES ET AL.", IN  
THE OFFICE OF THE COUNTY CLERK, VENTURA COUNTY, CALIFORNIA,  
SEPTEMBER 20, 2014

**Kimley»Horn**

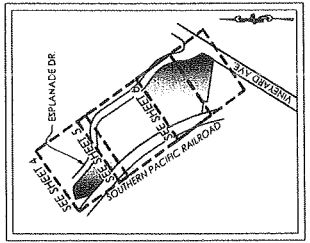
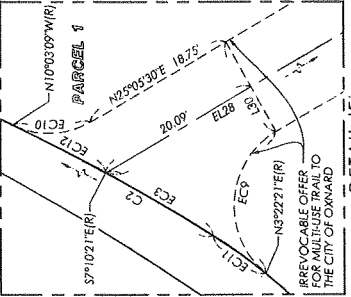
765 THE CITY DRIVE, SUITE 300, OXNARD, CA 92866  
PHONE: 714-539-1033  
WWW.KIMLEY-HORN.COM





| CURVE DATA TABLE |          |         |              |
|------------------|----------|---------|--------------|
|                  | RADIUS   | LENGTH  | DELTA        |
| C1               | 62.00'   | 34.48'  | Δ=31°51'34"  |
| C2               | 245.00'  | 32.29'  | Δ=7°33'08"   |
| C3               | 48.00'   | 12.55'  | Δ=14°58'50"  |
| C4               | 128.00'  | 13.97'  | Δ=6°15'14"   |
| C5               | 60.00'   | 63.08'  | Δ=69°14'08"  |
| C6               | 60.00'   | 2.20'   | Δ=2°05'52"   |
| C7               | 60.00'   | 27.99'  | Δ=80°43'48"  |
| C8               | 282.00'  | 44.58'  | Δ=9°03'28"   |
| C9               | 38.00'   | 29.95'  | Δ=29°53'08"  |
| C10              | 42.00'   | 16.29'  | Δ=22°13'43"  |
| C11              | 60.00'   | 65.28'  | Δ=62°20'00"  |
| C18              | 334.00'  | 50.17'  | Δ=8°36'24"   |
| EC1              | 84.00'   | 107.48' | Δ=73°18'32"  |
| EC2              | 1966.91' | 986.48' | Δ=28°44'09"  |
| EC3              | 245.00'  | 14.84'  | Δ=3°28'15"   |
| EC6              | 334.00'  | 95.39'  | Δ=16°21'49"  |
| EC7              | 334.00'  | 11.53'  | Δ=1°58'39"   |
| EC8              | 334.00'  | 34.36'  | Δ=5°53'37"   |
| EC9              | 10.00'   | 19.50'  | Δ=111°43'09" |
| EC10             | 10.00'   | 9.57'   | Δ=54°51'21"  |
| EC11             | 62.00'   | 7.66'   | Δ=7°04'27"   |
| EC12             | 245.00'  | 12.31'  | Δ=2°52'46"   |

| LINE DATA TABLE |        |             |
|-----------------|--------|-------------|
|                 | LENGTH | BEARING     |
| EL26            | 52.89' | S57°23'05"E |
| EL27            | 48.24' | N82°41'20"E |
| EL28            | 54.91' | N25°05'30"E |
| EL29            | 50.90' | S7°18'40"E  |
| L1              | 24.05' | N54°31'51"E |
| L2              | 25.72' | N33°18'12"W |
| L3              | 22.52' | S56°41'48"W |
| L4              | 8.60'  | S33°18'12"E |
| L20             | 33.33' | S56°41'48"W |
| L21             | 8.60'  | N33°18'12"W |
| L22             | 39.65' | S56°41'48"W |
| L23             | 8.21'  | S33°18'12"E |
| L24             | 13.69' | S56°41'48"W |
| L30             | 12.00' | S64°54'30"E |



MONUMENT LEGEND:

- FD MONUMENT AS DESCRIBED IN MONUMENT DESCRIPTION NOTES
- SET 1.5" x 18" GALVANIZED IRON PIPE W/ TAG
- LS 6012 FLUSH, UNLESS OTHERWISE NOTED
- SET SPIKE AND WASHER TAGGED "LS 8012" FLUSH, UNLESS OTHERWISE NOTED

NOTE:

SEE SHEET 7 FOR EXISTING EASEMENTS.

SEE SHEET 5

PARCEL 2

PARCEL 1  
1.884 AC. GROSS  
1.828 AC. NET

62

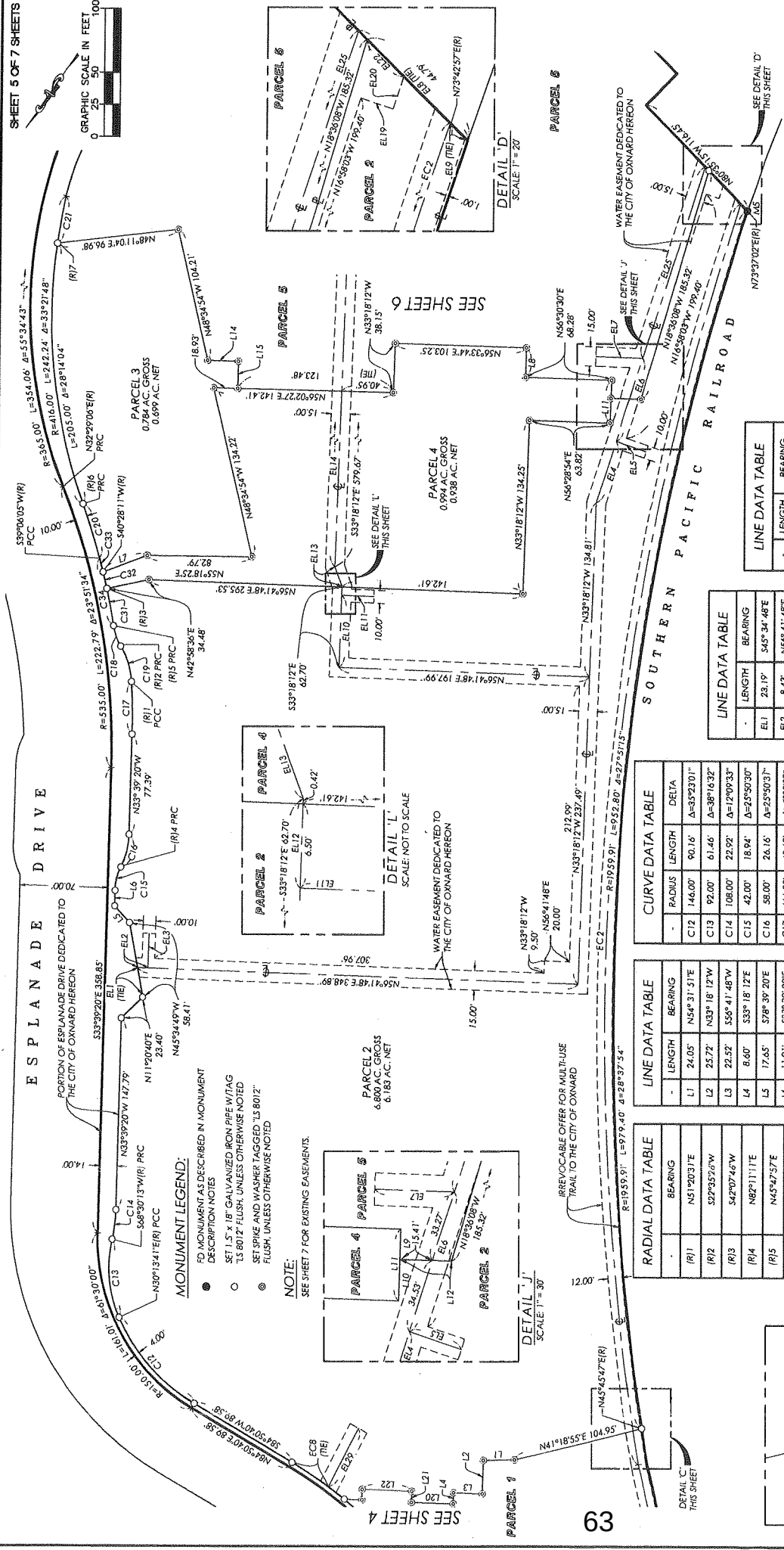
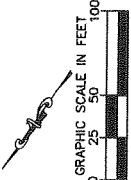
SOUTHERN PACIFIC RAILROAD

PARCEL MAP NO. 12-300-1

IN THE CITY OF OXNARD, COUNTY OF VENTURA, STATE OF CALIFORNIA  
BENGE A SUBDIVISION OF PORTIONS OF EUBANK NO. 10 AND NO. 21, RANCHO EL RIO DE SANTA CLARA O LA COLONIA, PER PARTITION MAP FILED IN AN ACTION ENTITLED THOMAS A. SCOTT, ET AL., PLAINTIFFS, VS RAFAEL GONZALEZ, ET AL., DEFENDANTS, IN THE OFFICE OF THE COUNTY RECORDER.  
SEPTEMBER 2014

**Kimley-Horn**  
765 THE CITY DRIVE, SUITE 200, ORANGE, CA 92668  
PHONE: 714-938-1030  
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PARCEL MAP NO. 12-300-1  
IN THE CITY OF OXNARD, COUNTY OF VENTURA, STATE OF CALIFORNIA  
BEING A SUBDIVISION OF PORTIONS OF SUBDIVISION NO. 10 AND NO. 21, RANCHO EL RIO DE SANTA CLARA O LA COLONIA, PER PARTITION MAP FILED IN AN ACTION ENTITLED THOMAS A. SCOTT, ET AL., PLAINTIFFS, VS RAFAEL GONZALES, ET AL., DEFENDANTS, IN THE OFFICE OF THE COUNTY RECORDER, SEPTEMBER 2014

GROSS AREA = 14.50 ACRES  
**Kimley»Horn**  
765 THE CITY DRIVE, SUITE 200, ORANGE, CA 92668  
PH: 714.962.1000  
WWW.KIMLEY-HORN.COM

| LINE DATA TABLE |         |               |
|-----------------|---------|---------------|
| LENGTH          | BEARING |               |
| EL12            | 6.92'   | S33° 18' 12"E |
| EL13            | 16.35'  | S55° 48' 40"E |
| EL14            | 335.42' | S33° 18' 12"E |
| EL19            | 10.74'  | N73° 01' 57"E |
| EL20            | 10.69'  | S16° 58' 03"E |
| EL22            | 16.42'  | S80° 35' 15"E |
| EL25            | 156.33' | N16° 58' 03"W |
| EL29            | 50.90'  | S7° 18' 40"E  |
| L21             | 8.60'   | N33° 18' 12"W |
| L22             | 39.65'  | S56° 41' 48"W |

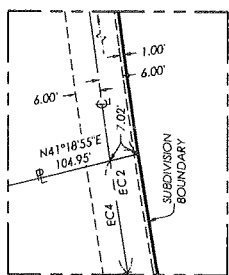
| LINE DATA TABLE |         |               |
|-----------------|---------|---------------|
| LENGTH          | BEARING |               |
| EL1             | 23.19'  | S45° 34' 48"E |
| EL2             | 8.43'   | N56° 41' 48"E |
| EL3             | 26.64'  | S33° 18' 12"E |
| EL4             | 50.03'  | N16° 58' 03"W |
| EL5             | 26.00'  | N73° 01' 57"E |
| EL6             | 67.80'  | N16° 58' 03"W |
| EL7             | 38.00'  | S56° 41' 48"W |
| EL8             | 48.72'  | S80° 35' 15"E |
| EL9             | 7.77'   | S80° 35' 15"E |
| EL10            | 55.76'  | S33° 18' 12"E |
| EL11            | 25.50'  | S56° 41' 48"W |

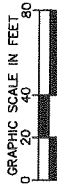
| CURVE DATA TABLE |         |        |             |
|------------------|---------|--------|-------------|
| RADIUS           | LENGTH  | DELTA  |             |
| C12              | 146.00' | 90.16' | A=35°23'01" |
| C13              | 92.00'  | 61.46' | A=38°16'32" |
| C14              | 108.00' | 22.92' | A=12°00'33" |
| C15              | 42.00'  | 18.94' | A=23°50'30" |
| C16              | 58.00'  | 26.16' | A=25°50'03" |
| C17              | 466.00' | 40.69' | A=5°00'09"  |
| C18              | 42.00'  | 17.01' | A=23°12'31" |
| C19              | 58.00'  | 29.10' | A=28°45'03" |
| C20              | 345.00' | 44.23' | A=4°39'01"  |
| C21              | 416.00' | 37.24' | A=5°07'44"  |
| C31              | 456.00' | 26.21' | A=3°40'11"  |
| C32              | 456.00' | 13.21' | A=1°59'35"  |
| C33              | 456.00' | 10.89' | A=1°22'06"  |
| C34              | 456.00' | 53.31' | A=6°41'52"  |

| LINE DATA TABLE |         |               |
|-----------------|---------|---------------|
| LENGTH          | BEARING |               |
| L1              | 24.05'  | N54° 31' 51"E |
| L2              | 25.72'  | N33° 18' 12"W |
| L3              | 22.52'  | S56° 41' 48"W |
| L4              | 8.60'   | S33° 18' 12"E |
| L5              | 17.65'  | S78° 39' 20"E |
| L6              | 11.91'  | S33° 39' 20"E |
| L7              | 37.57'  | N34° 35' 20"E |
| L8              | 22.82'  | N33° 31' 06"W |
| L9              | 14.00'  | N33° 31' 06"W |
| L10             | 19.11'  | N33° 31' 06"W |
| L11             | 33.11'  | N33° 31' 06"W |
| L12             | 24.60'  | N56° 28' 54"E |
| L14             | 24.45'  | S56° 02' 27"W |
| L15             | 21.16'  | S33° 37' 33"E |
| L20             | 33.33'  | S56° 41' 48"W |

| RADIAL DATA TABLE |             |  |
|-------------------|-------------|--|
| BEARING           |             |  |
| R11               | N51°20'31"E |  |
| R12               | S27°35'57"W |  |
| R13               | S42°07'46"W |  |
| R14               | N62°11'11"E |  |
| R15               | N45°47'57"E |  |
| R16               | S34°27'04"W |  |
| R17               | N62°41'08"E |  |

| CURVE DATA TABLE |          |             |
|------------------|----------|-------------|
| RADIUS           | LENGTH   | DELTA       |
| EC2              | 1966.91' | A=28°44'09" |
| EC4              | 1966.91' | A=2°46'03"  |
| EC8              | 334.00'  | A=5°53'37"  |





| CURVE DATA TABLE |         |        |                            |
|------------------|---------|--------|----------------------------|
| RADIUS           | LENGTH  | DELTA  |                            |
| C21              | 414.00' | 37.24' | $\Delta=5^{\circ}07'44''$  |
| C22              | 192.00' | 66.53' | $\Delta=19^{\circ}51'12''$ |
| C23              | 708.00' | 56.09' | $\Delta=4^{\circ}32'21''$  |
| C24              | 25.00'  | 29.80' | $\Delta=68^{\circ}17'22''$ |
| C25              | 42.00'  | 16.91' | $\Delta=23^{\circ}04'26''$ |
| C35              | 58.00'  | 8.93'  | $\Delta=8^{\circ}49'18''$  |
| C36              | 58.00'  | 14.43' | $\Delta=14^{\circ}15'08''$ |
| C37              | 58.00'  | 23.36' | $\Delta=23^{\circ}04'26''$ |
| EC5              | 356.00' | 69.42' | $\Delta=11^{\circ}10'24''$ |
| EC7              | 78.00'  | 3.76'  | $\Delta=2^{\circ}45'33''$  |

| LINE DATA TABLE |         |             |
|-----------------|---------|-------------|
| LENGTH          | BEARING |             |
| L8              | 22.82'  | N33°31'06"W |
| L9              | 14.00'  | N33°31'06"W |
| L12             | 24.60'  | N69°28'54"E |
| L13             | 4.09'   | S37°08'39"E |
| L14             | 24.45'  | S56°02'27"W |
| L15             | 21.16'  | S33°57'33"E |
| L16             | 36.11'  | N1°56'19"W  |
| L17             | 51.36'  | N31°33'06"E |
| L18             | 7.44'   | N31°33'06"E |
| L19             | 24.08'  | N83°32'32"E |
| L20             | 22.33'  | N6°52'17"W  |

| RADIAL DATA TABLE |             |
|-------------------|-------------|
| BEARING           |             |
| R17               | N62°41'08"E |
| R18               | N67°48'52"E |
| R19               | N87°40'04"E |
| R10               | S59°22'07"W |
| R11               | S35°22'28"E |
| R12               | N44°11'46"W |
| R13               | S62°02'27"W |

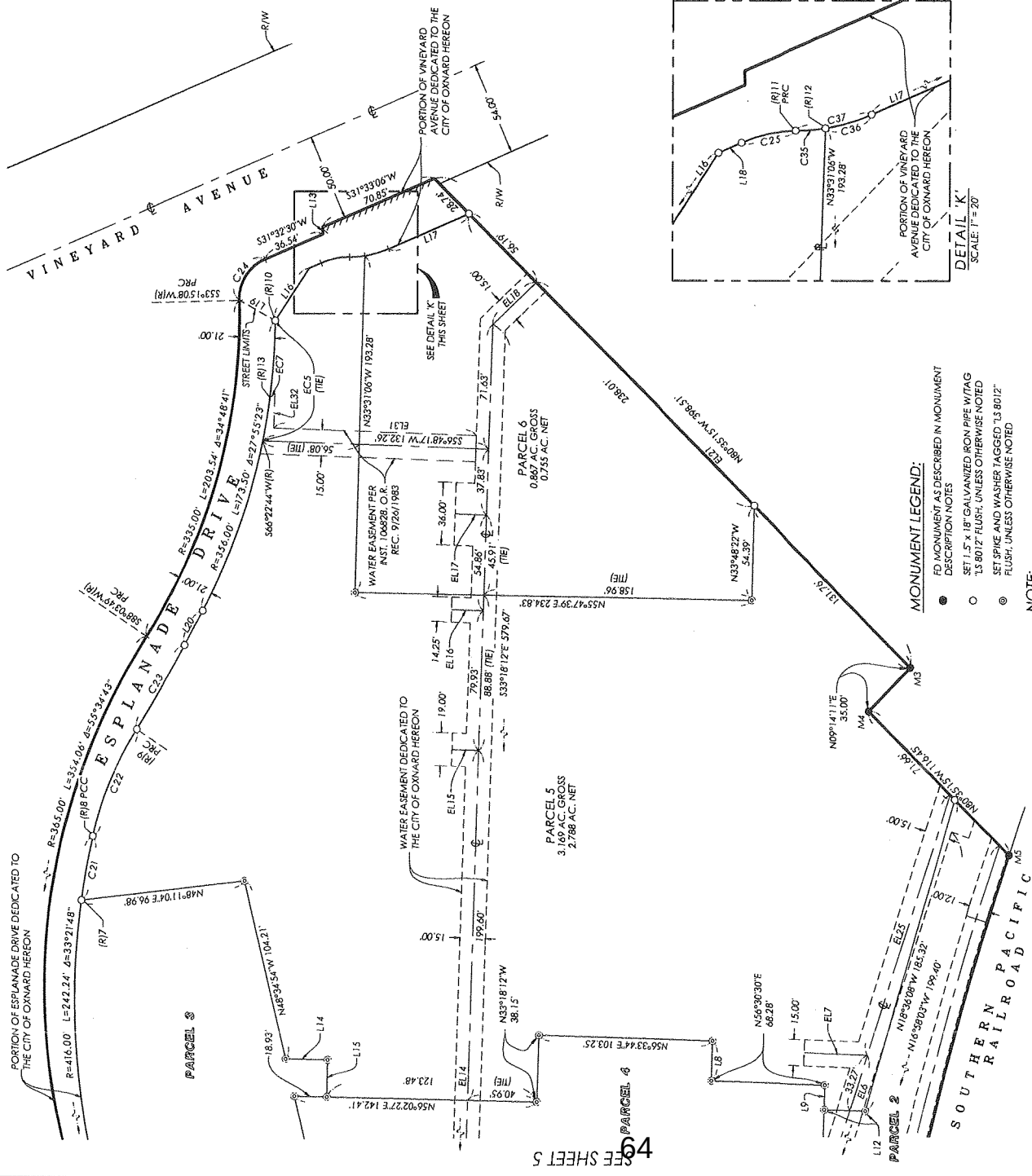
| LINE DATA TABLE |         |             |
|-----------------|---------|-------------|
| LENGTH          | BEARING |             |
| EL6             | 67.80'  | N16°58'03"W |
| EL7             | 38.00'  | S56°41'48"W |
| EL14            | 335.42' | S33°18'12"E |
| EL15            | 15.76'  | S59°41'48"W |
| EL16            | 18.66'  | S59°41'48"W |
| EL17            | 18.50'  | S59°41'48"W |
| EL18            | 35.17'  | S17°41'48"W |
| EL21            | 313.58' | N80°35'15"W |
| EL25            | 156.33' | N16°58'03"W |
| EL31            | 118.57' | S56°48'17"W |
| EL32            | 19.77'  | S33°11'43"E |

# GROSS AREA = 14.50 ACRES **PARCEL MAP NO. 12-300-1** IN THE CITY OF OXNARD, COUNTY OF VENTURA, STATE OF CALIFORNIA

BEING A SUBDIVISION OF PORTIONS OF SUBDIVISION NO. 10 AND NO. 21, RANCHO EL RIO DE SANTA CLARA O LA COLONIA, PER PARTITION MAP FILED IN AN ACTION ENTITLED "THOMAS A. SCOTT ET AL. vs RAFAEL GONZALES ET AL. DEFS.", IN THE OFFICE OF THE CLERK OF THE COUNTY OF OXNARD, CALIFORNIA, ON SEPTEMBER 20, 14.

**Kimley-Horn**

785 THE CITY DRIVE, SUITE 200, OXNARD, CA 92856  
PHONE: 714-939-1030  
WWW.KIMLEY-HORN.COM



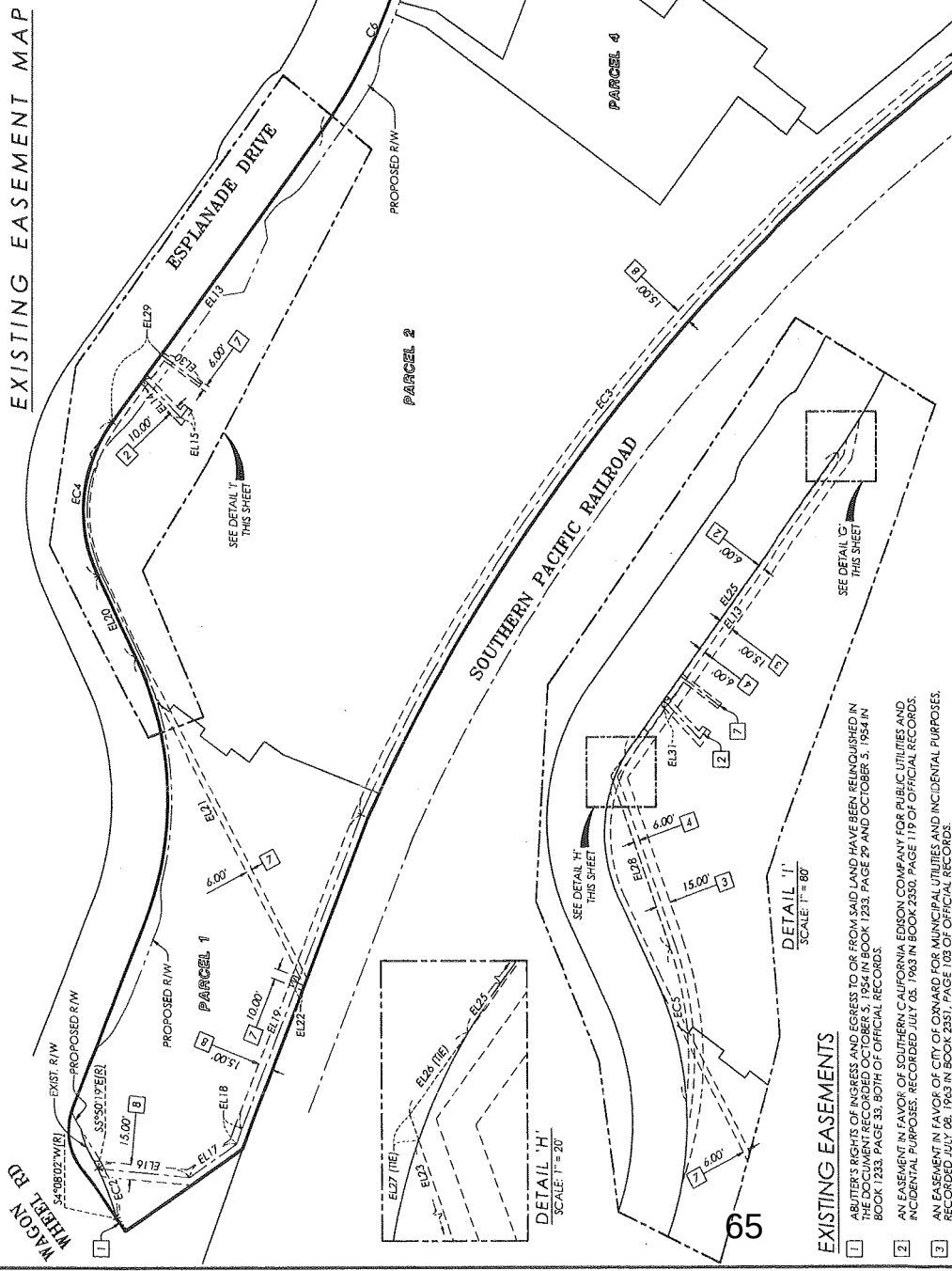
- MONUMENT LEGEND:**
- MONUMENT AS DESCRIBED IN MONUMENT DESCRIPTION NOTES
  - SET 1.5" x 18" GALVANIZED IRON PIPE W/ TAG 15 8012" FLUSH, UNLESS OTHERWISE NOTED
  - ⊙ SET SPIKE AND WASHER TAGGED 15 8012" FLUSH, UNLESS OTHERWISE NOTED

**NOTE:**  
SEE SHEET 7 FOR EXISTING EASEMENTS.

| LINE DATA TABLE |         |             |
|-----------------|---------|-------------|
| LENGTH          | BEARING |             |
| EL1             | 25.00'  | N57°00'00"E |
| EL2             | 87.00'  | N89°30'00"E |
| EL3             | 18.00'  | N55°00'00"E |
| EL4             | 7.00'   | S55°00'00"W |
| EL5             | 16.00'  | N33°00'00"W |
| EL6             | 9.00'   | N15°00'00"E |
| EL7             | 252.00' | N56°00'00"E |
| EL8             | 26.90'  | N81°00'00"E |
| EL9             | 15.00'  | S81°00'00"W |
| EL10            | 20.00'  | S11°45'00"E |
| EL11            | 170.00' | N58°48'17"E |
| EL12            | 70.65'  | N31°33'06"E |
| EL13            | 305.00' | N33°38'24"W |
| EL14            | 53.00'  | S69°21'30"W |
| EL15            | 12.50'  | S33°38'24"E |
| EL16            | 92.08'  | N23°30'00"E |
| EL17            | 57.96'  | S14°25'02"E |
| EL18            | 16.05'  | S49°56'32"E |
| EL19            | 334.33' | S49°13'02"E |
| EL20            | 89.48'  | S84°50'40"W |

| LINE DATA TABLE |         |             |
|-----------------|---------|-------------|
| LENGTH          | BEARING |             |
| EL21            | 366.69' | N82°30'00"E |
| EL22            | 14.99'  | N41°47'30"E |
| EL23            | 174.40' | S89°22'39"E |
| EL24            | 1.68'   | S58°26'54"E |
| EL25            | 371.88' | S33°38'24"E |
| EL26            | 25.14'  | S33°38'24"E |
| EL27            | 6.65'   | N89°22'39"W |
| EL28            | 174.40' | S89°22'39"E |
| EL29            | 83.00'  | N33°39'20"W |
| EL30            | 50.00'  | S50°20'40"W |
| EL31            | 35.00'  | N23°38'24"W |

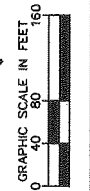
| LINE DATA TABLE |         |             |
|-----------------|---------|-------------|
| LENGTH          | BEARING |             |
| EL32            | 26.74'  | N80°35'15"W |
| EL33            | 16.08'  | N80°35'15"W |
| EL34            | 136.21' | S59°24'45"W |
| EL35            | 32.07'  | S58°41'39"W |
| EL36            | 21.83'  | N56°41'39"E |
| EL37            | 117.83' | N9°24'45"E  |
| EL38            | 10.39'  | N31°33'06"E |



| CURVE DATA TABLE |          |         |             |
|------------------|----------|---------|-------------|
| RADIUS           | LENGTH   | DELTA   |             |
| C6               | 535.00'  | 222.79' | A=23°51'34" |
| EC1              | 365.00'  | 236.53' | A=37°07'43" |
| EC2              | 304.50'  | 53.00'  | A=9°58'22"  |
| EC3              | 1967.41' | 986.98' | A=28°44'36" |
| EC4              | 150.00'  | 161.01' | A=61°50'00" |
| EC5              | 330.00'  | 153.22' | A=26°36'10" |
| EC6              | 335.00'  | 1.13'   | A=0°07'16"  |
| EC7              | 356.00'  | 20.06'  | A=3°13'42"  |

GROSS AREA = 14.50 ACRES  
**PARCEL MAP NO. 12-300-1**  
IN THE CITY OF OXNARD, COUNTY OF VENTURA, STATE OF CALIFORNIA  
BEING A SUBDIVISION OF PORTIONS OF SUBDIVISION NO. 10 AND NO. 21, RANCHO EL RIO DE SANTA CLARA O LA COLONIA, PER PARTITION MAP FILED IN AN ACTION ENTITLED THOMAS A. SCOTTE ET AL. V. JAVIER GONZALEZ, ET AL., DEFTS., IN THE OFFICE OF THE COUNTY CLERK, OXNARD, CALIFORNIA, RECORDED SEPTEMBER 20, 2014.

**Kimley-Horn**  
765 THE CITY DRIVE, SUITE 200, OXNARD, CA 93068  
PHONE: 714-939-1030  
WWW.KIMLEY-HORN.COM



DETAIL 'G'  
SCALE 1" = 10'

DETAIL 'F'  
SCALE 1" = 20'

**EXISTING EASEMENTS**

1. ABUTTER'S RIGHTS OF INGRESS AND EGRESS TO OR FROM SAID LAND HAVE BEEN RELINQUISHED IN THE COUNTY OF VENTURA, STATE OF CALIFORNIA, BY INSTRUMENT NO. 1233, PAGE 29 AND OCTOBER 3, 1954 IN BOOK 1233, PAGE 33, BOTH OF OFFICIAL RECORDS.
2. AN EASEMENT IN FAVOR OF SOUTHERN CALIFORNIA EDISON COMPANY FOR PUBLIC UTILITIES AND INCIDENTAL PURPOSES, RECORDED JULY 03, 1963 IN BOOK 2350, PAGE 119 OF OFFICIAL RECORDS, RECORDED JULY 08, 1963 IN BOOK 2351, PAGE 108 OF OFFICIAL RECORDS.
3. AN EASEMENT IN FAVOR OF CITY OF OXNARD FOR MUNICIPAL UTILITIES AND INCIDENTAL PURPOSES, RECORDED JULY 08, 1963 IN BOOK 2351, PAGE 108 OF OFFICIAL RECORDS.
4. AN EASEMENT IN FAVOR OF GENERAL TELEPHONE COMPANY OF CALIFORNIA FOR PUBLIC UTILITIES AND INCIDENTAL PURPOSES, RECORDED JUNE 03, 1964 IN BOOK 2552, PAGE 316 OF OFFICIAL RECORDS.
5. AN EASEMENT IN FAVOR OF SOUTHERN CALIFORNIA EDISON COMPANY FOR PUBLIC UTILITIES AND INCIDENTAL PURPOSES, RECORDED SEPTEMBER 30, 1963 AS INSTRUMENT NO. 109625 OF OFFICIAL RECORDS.
6. AN EASEMENT IN FAVOR OF GENERAL TELEPHONE COMPANY OF CALIFORNIA FOR PUBLIC UTILITIES AND INCIDENTAL PURPOSES, RECORDED MARCH 08, 1964 AS INSTRUMENT NO. 25347 OF OFFICIAL RECORDS.
7. AN EASEMENT IN FAVOR OF SOUTHERN CALIFORNIA EDISON COMPANY FOR PUBLIC UTILITIES AND INCIDENTAL PURPOSES, RECORDED JULY 31, 1967 AS INSTRUMENT NO. 87-124251 OF OFFICIAL RECORDS.
8. AN EASEMENT IN FAVOR OF CITY OF OXNARD FOR STORM DRAINS AND INCIDENTAL PURPOSES, RECORDED OCTOBER 22, 1967 AS INSTRUMENT NO. 87-166517 OF OFFICIAL RECORDS.
9. AN EASEMENT IN FAVOR OF 2441 VINEYARD OXNARD, LLC, EASEMENT HOLDER FOR SEWER LINE PURPOSES, RECORDED MAY 4, 2015 AS INSTRUMENT NO. 20150504-00067106 OF OFFICIAL RECORDS.

# Verification of Status

## For Maps and Improvement Plans

Development Services - Engineering



Parcel Map Number 12-300-01

Project Location:

Esplanade Drive west of Vineyard Avenue

- ☒ Map requires subdivision improvement agreement.
- ☐ The Development Services Program does not require improvement plans for this development.
- ☒ This Program has reviewed the improvement plans and found them acceptable. Based on our review, we believe these plans comply with the resolution of the Planning Commission and the City Council approving the tentative map for this development.
- ☒ This Program has reviewed the Final Map and Title Sheet and found them acceptable. Based on our review, we believe the map complies with the resolution of the Planning Commission and the City Council approving the tentative map for this development and also with the Subdivision Map Act of the State of California.
- ☒ The Final Map has been signed.

DATE: 06/29/2015

  
\_\_\_\_\_  
Paul J. Wendy, Supervising Civil Engineer  
Building and Engineering Division



|                                                  |                                                  |
|--------------------------------------------------|--------------------------------------------------|
| <b>ACTION</b>                                    | <b>TYPE OF ITEM</b>                              |
| <input type="checkbox"/> Approved Recommendation | <input checked="" type="checkbox"/> Info/Consent |
| <input type="checkbox"/> Ord. No(s). _____       | <input type="checkbox"/> Report                  |
| <input type="checkbox"/> Res. No(s). _____       | <input type="checkbox"/> Public Hearing          |
| <input type="checkbox"/> Other _____             | <input type="checkbox"/> Other _____             |

Prepared By: Juan Martinez, Associate PlannerAgenda Item No. I-6Reviewed By: City Manager [Signature]City Attorney [Signature]Finance [Signature]

Other (Specify) \_\_\_\_\_

**DATE:** June 26, 2015**TO:** City Council
**FROM:** Ashley Golden, Interim Development Services Director  
 Development Services Department [Signature]

**SUBJECT:** Planning and Zoning Permit No. 14-300-02 (Parcel Map 14-300-02) to Subdivide a 2.52-acre Property Located at 450 North Rose Avenue. Filed by Thomas Davies with Canyon Cardiff Oxnard, LLC on behalf New Trinity Community Church.

## RECOMMENDATION

That City Council adopt a resolution approving Planning and Zoning Permit No. 14-300-02 (Parcel Map No. 14-300-02), for the subdivision located at 450 North Rose Avenue.

## DISCUSSION

On March 19, 2015, the Planning Commission held a public hearing on the application requesting to subdivide into three parcels a 2.52-acre vacant site located at the southeast corner of Rose Avenue and Camino Del Sol (450 North Rose Avenue). Concurrent with the map to subdivide the site, the Planning Commission considered and voted to deny three development entitlement applications which included construction of a 6,100 square foot multi-tenant commercial retail building; a 3,000 square foot fast food restaurant (Carl's Jr.) with drive-thru facility, and a 7,400 square foot church (New Trinity Community Church) with seating for 250 people.

On April 28, 2015, the City Council overturned the Planning Commission's decision and adopted Resolution No. 14,049 approving Tentative Parcel Map 14-300-02, subject to the conditions set forth in City Council Resolution No. 14,738.

The Development Services Department has prepared a Verification of Status form verifying that the attached Parcel Map conforms to all requirements of the Subdivision Map Act and the Oxnard City Code, is consistent with the General Plan, and is in substantial compliance with the Tentative Parcel Map previously approved by the City Council. Since the Tentative Parcel Map conditions have been met and the Parcel Map has been reviewed and found technically correct, approval of the Parcel Map is a ministerial action.

## **FINANCIAL IMPACT**

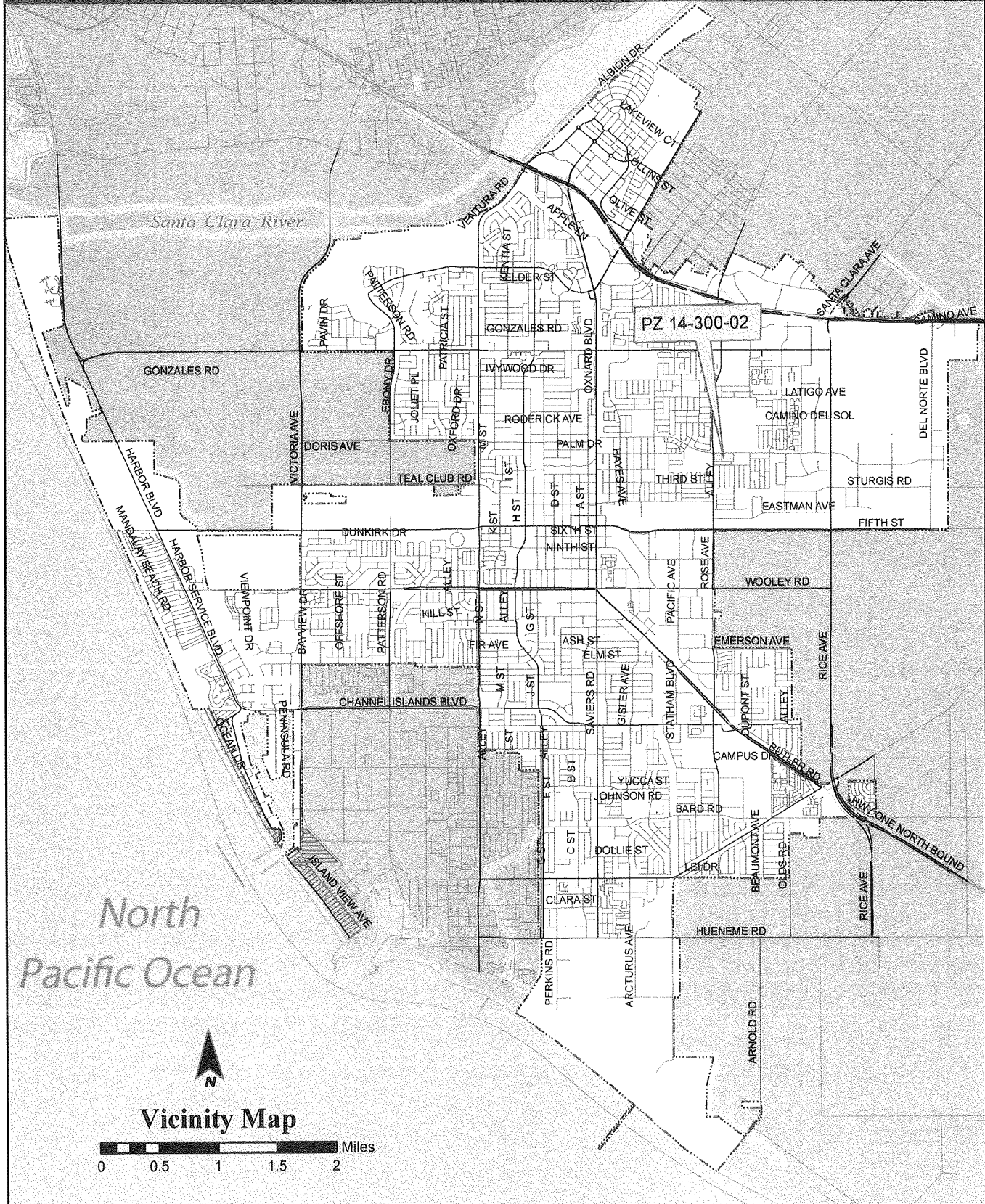
The project will be subject to payment of applicable development and impacts fees and development will contribute to future property and sales tax revenues.

JM

### **Attachment**

1. Vicinity Map
2. Parcel Map (Reduced Copy)
3. CC Resolution No. 14,738 (Tentative Parcel Map)
4. CC Resolution

# Vicinity Map



## Vicinity Map

0 0.5 1 1.5 2 Miles

CITY OF  
**OXNARD**  
CALIFORNIA  
Oxnard Planning  
October 9, 2014

14-300-02,  
Location: 450 N Rose Av  
APN: 2160061075  
Trinity Plaza

ATTACHMENT 1  
PAGE 1 OF 1

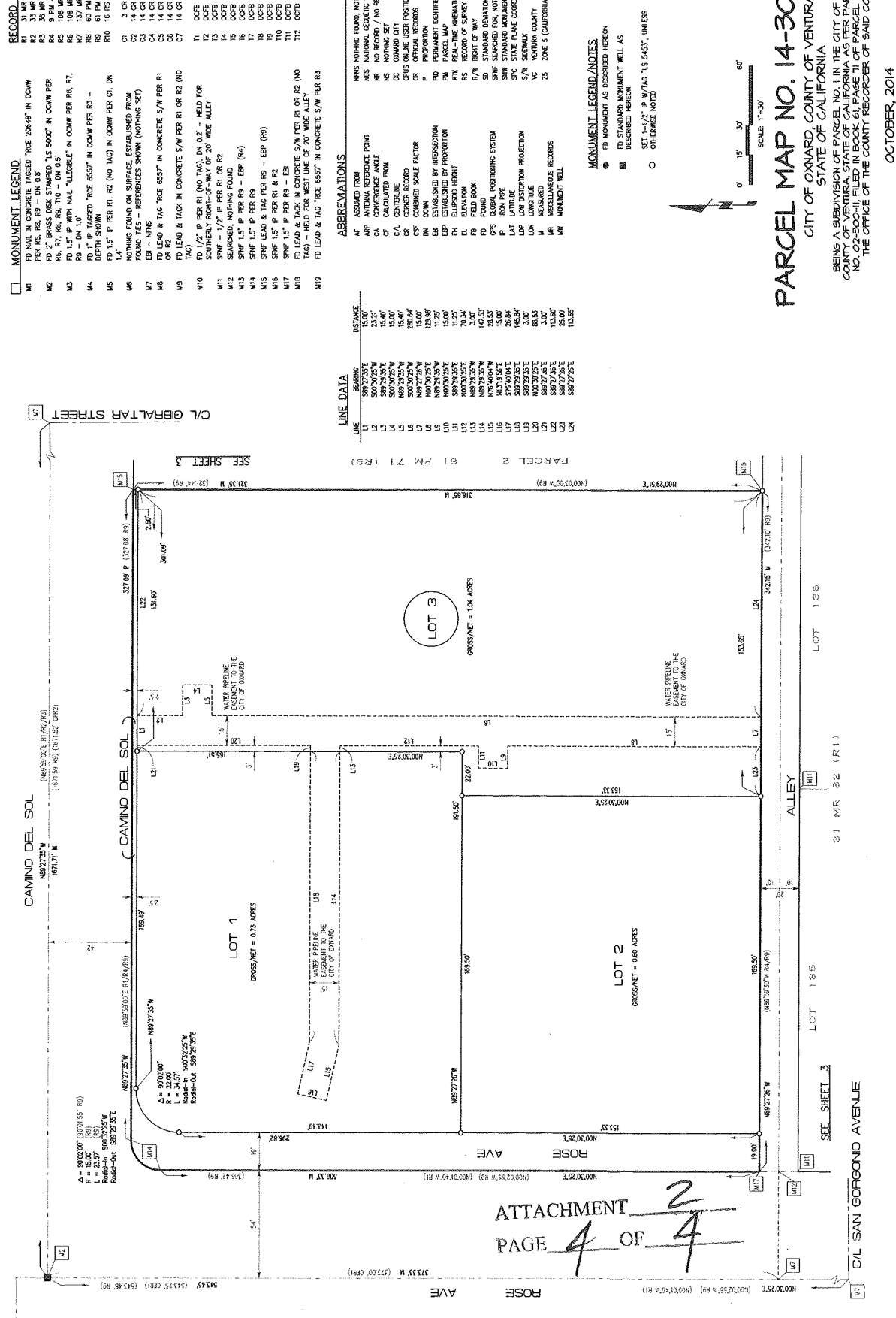
1:70,000











PARCEL MAP NO. 14-300-02

CITY OF OXNARD, COUNTY OF VENTURA  
STATE OF CALIFORNIA

BEING A SUBDIVISION OF PARCEL NO. 1 IN THE CITY OF OXNARD,  
COUNTY OF VENTURA, STATE OF CALIFORNIA AS PER PARCEL MAP  
NO. 02-300-11, FILED IN BOOK 61, PAGE 71 OF PARCEL MAPS IN  
THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY

OCTOBER, 2014

ATTACHMENT  
PAGE 4

CITY COUNCIL OF THE CITY OF OXNARD  
RESOLUTION NO. 14,738

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD OVERTURNING THE DECISION OF PLANNING COMMISSION AND APPROVING PLANNING AND ZONING PERMIT NO. 14-300-02 (TENTATIVE PARCEL MAP) TO SUBDIVIDE A 2.52-ACRE PARCEL INTO THREE SEPARATE PARCELS (0.73-ACRE, 0.60-ACRE AND 1.04-ACRE) LOCATED AT THE SOUTHEAST CORNER OF ROSE AVENUE AND CAMINO DEL SOL (450 NORTH ROSE AVENUE), SUBJECT TO CERTAIN FINDINGS AND CONDITIONS. FILED BY TOM DAVIS WITH CANYON CARDIFF OXNARD, LLC ON BEHALF NEW TRINITY COMMUNITY CHURCH, 2225 GLASTONBURY ROAD, WESTLAKE VILLAGE, CALIFORNIA 91361.

WHEREAS, on June 23, 2014, Tom Davis with Canyon Cardiff Oxnard, LLC on behalf New Trinity Community Church (the "**Applicant**" and/or "**Permittee**") submitted a request to subdivide a 2.52-acre parcel into three separate parcels (0.73-acre, 0.60-acre and 1.04-acre), located at the southeast corner of Rose Avenue and Camino Del Sol (450 North Rose Avenue - APN 216-0-061-075); and

WHEREAS, on February 19, 2015, the Planning Commission of the City of Oxnard ("**Planning Commission**") conducted a duly noticed public hearing to consider Applicant's request to approve Planning and Zoning Permit No. 14-300-02 (Tentative Parcel Map) to subdivide a 2.52-acre parcel into three separate parcels (0.73-acre, 0.60-acre and 1.04-acre (the "**Subdivision**") in accordance with Section 15-40 of Oxnard City Code; and

WHEREAS, the Planning Commission considered Planning and Zoning Permit No. 14-300-06 (Special Use Permit) and took action to recommend denial of the Subdivision; and

WHEREAS, the City Council has considered the appeal of the Planning Commission action to deny the Subdivision, filed on March 23 2015, by applicant, Thomas R. Davies, Canyon Cardiff Oxnard, LLC and has carefully reviewed the decision of the Planning Commission; and

WHEREAS, the Planning Division has completed a preliminary environmental assessment of the Subdivision in accordance with the California Environmental Quality Act (CEQA) and determined that the Subdivision is subject to a categorical exemption; and

WHEREAS, the Subdivision was referred to various public utility companies, City departments and the Development Advisory Committee for recommendations.

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING COMMISSION OF THE CITY OF OXNARD:

SECTION 1. Based on the entire record before the City Council and all written and oral evidence presented, including the Planning Commission Staff Report and all attachments thereto, the City Council finds:

- (1) **That the proposed map is consistent with the City of Oxnard 2030 General Plan and any applicable specific plan.**

The proposed Tentative Parcel Map is consistent with the policies and provisions of the City of Oxnard 2030 General Plan because the proposed Subdivision will allow for development that conforms and is consistent with the City of Oxnard 2030 General Plan's planned location, type and intensity and development policies.

- (2) **That the design or improvement of the proposed subdivision is consistent with the City of Oxnard 2030 General Plan and any applicable specific plan.**

The design and improvement of the proposed three parcel division is consistent with applicable provisions of the City of Oxnard 2030 General Plan because the proposed three parcel lot division of land supports the proposed development improvements with intended uses with necessary infrastructure.

- (3) **That the site is physically suitable for the type of development.**

The site is physically suitable for the proposed type of development because the division of land includes proposed development consistent with the General Commercial (C-2) zoning standards.

- (4) **That the site is physically suitable for the proposed density of development.**

The site is physically suitable for the proposed density of development because the Subdivision by design meets zoning standards, parking, circulation and infrastructural needs

- (5) **That the design of the subdivision or the proposed improvements are not likely to cause substantial environmental damage nor likely to substantially and avoidably injure fish or wildlife or their habitat.**

The design of the proposed three parcel division and parcel improvements is not likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat because it is located within a developed urban area of the City that contains no environmentally sensitive habitat and/or species.

- (6) **That the design of the subdivision or type of improvements is not likely to cause serious public health problems.**

The design of the proposed three parcel division and parcel improvements is not likely to cause serious public health problems because the Subdivision conforms with the uses intended with General Commercial (C-2) zone. In addition, site improvements will be in compliance with applicable development, building, and fire safety standards.

- (7) **That the design of the subdivision or the type of improvements will not conflict with easements, acquired by the public at large, for access through or use of, property within the proposed subdivision; provided, however, that approval**

may be granted if it is found that alternate easements, for access or for use, will be provided, and that these will be substantially equivalent to the ones previously acquired by the public.

The design of the proposed three parcel division and parcel improvements will not conflict with easements because the project site is currently vacant and there is no through access serving adjacent properties or right-of-ways. The parcel map will effectuate the vacation of City easements (including alley right-of-way) that are no longer required as noted on tentative parcel map and Condition No. 32 of this resolution. New easements between the properties created as part of this Subdivision will require easements necessary to accommodate shared access and parking between parcels proposed.

**SECTION 2.** The City Council, in accordance with the California Environmental Quality Act (CEQA), determines that the Subdivision will not have a significant impact on the environment and is categorically exempt from CEQA pursuant to Article 19, Section 15315 (Minor Land Division), Class 15 of the State CEQA Guidelines. This section pertains to division of property in urbanized areas zoned for residential, commercial, or industrial use into four or fewer parcels when the division is in conformance with the General Plan and zoning, no variances or exceptions are required, all services and access to the proposed parcels to local standards are available, the parcel was not involved in a division of a larger parcel within the previous 2 years, and the parcel does not have an average slope of greater than 20 percent. The Planning Manager is hereby authorized and directed to file a Notice of Exemption with the Ventura County Clerk pursuant to Section 15602 of the State CEQA Guidelines within five (5) working days of passage, approval and adoption of this Resolution.

**SECTION 3.** Based on the findings set forth herein, the City Council hereby overturns the decision of the Planning Commission and approves Planning and Zoning Permit 14-300-02 (Tentative Parcel Map), subject to the attached conditions of approval.

### CONDITIONS OF APPROVAL

**Note:**

The abbreviations below identify the City department or division responsible for determining compliance with these standard conditions. The first department or division listed has responsibility for compliance at plan check, the second during inspection and the third at final inspection, prior to issuance of a certificate of occupancy, or at a later date, as specified in the condition. If more than one department or division is listed, the first will check the plans or inspect the Project before the second confirms compliance with the condition. The italicized code at the end of each condition provides internal information on the source of each condition: Some are standard permit conditions (e.g. *G-1*) while some are taken from environmental documents (e.g. *MND-S2*).

| DEPARTMENTS AND DIVISIONS |                                 |    |                       |
|---------------------------|---------------------------------|----|-----------------------|
| CA                        | City Attorney                   | PL | Planning Division     |
| DS                        | Dev Services/Eng Dev/Inspectors | TR | Traffic Division      |
| PD                        | Police Department               | B  | Building Plan Checker |

| DEPARTMENTS AND DIVISIONS |                  |    |                 |
|---------------------------|------------------|----|-----------------|
| SC                        | Source Control   | FD | Fire Department |
| PK                        | Landscape Design | CE | Code Compliance |

### GENERAL PROJECT CONDITIONS

1. This permit is granted for the property described in the application on file with the Planning Division, and may not be transferred from one property to another. (PL, G-1).
2. This permit is granted for the plans dated April 28, 2015 (the "plans") on file with the Planning Division. The Project shall conform to the plans, except as otherwise specified in these conditions, or unless a minor modification to the plans is approved by the Planning and Environmental Services Manager ("Planning Manager") or a major modification to the plans is approved by the Planning Commission. A minor modification may be granted for minimal changes or increases in the extent of use or size of structures or of the design, materials or colors of structures or masonry walls. A major modification shall be required for substantial changes or increases in such items. (PL, G-2)
3. By commencing any activity related to the Project or using any structure authorized by this permit, Permittee accepts all of the conditions and obligations imposed by this permit and waives any challenge to the validity of the conditions and obligations stated therein. (CA, G-5)
4. Permittee shall complete the "Notice of Land Use Restrictions and Conditions" form, using the form provided by the City, for recording with the Ventura County Recorder. Before the City issues building permits, Permittee shall submit the original completed, signed and notarized document, together with the required fees to the Planning Manager. (PL, G-8)
5. If Permittee, owner or tenant fails to comply with any of the conditions of this permit, the Permittee, owner or tenant shall be subject to a civil fine pursuant to the City Code. (CA, G-14)

### PLANNING DIVISION SPECIAL CONDITIONS

6. An approved tentative map shall expire thirty-six (36) months after its approval, unless an extension is applied for and approved by the City Council pursuant to Section 15-46 of the City Code. (PL)
7. Prior to issuance of a site improvement permit, Permittee shall provide evidence of the recordation of a reciprocal access and parking agreement between the proposed parcels. (PL)

### DEVELOPMENT SERVICES DIVISION STANDARD CONDITIONS

8. Permittee shall pay plan check and processing fees in effect at the time of construction plan submittal and shall pay development fees, encroachment permit fees, and other applicable fees in effect at permit issuance. (DS-1)
9. Permittee's Engineer shall design parking lot structural sections based on an analysis of the soils R-value and a traffic index (T.I.) approved by the City Engineer. The minimum structural section for parking lots is two inches of asphalt on four inches of base material. Permittee shall indicate the proposed structural section and design T.I. on the site improvement plans. (DS-2)
10. Permittee shall have the site improvement plans prepared using standard Development Services Division format(s) by a civil engineer licensed in the State of California. The plans shall incorporate recommendations from soil engineering and geology reports. Prior to issuance of a grading permit, improvement plans must be approved by the City Engineer and ink-on-mylar plans filed with the Development Services Division. (DS-3)
11. Permittee shall submit improvement plans and drainage calculations demonstrating that storm drain runoff from the Project property and all upstream areas will be safely conveyed to an approved drainage facility. The design and conveyance route shall be compatible with the City's Master Plan of Drainage and shall be approved by the City Engineer prior to approval of improvement plans. (DS-4)
12. Permittee shall enter into an agreement, approved as to form by the City Attorney, to install and construct all public improvements required by this permit and by the City Code. Permittee shall post security satisfactory to the Finance Director, guaranteeing the installation and construction of all required improvements within the time period specified in the agreement or any approved time extension. (DS-14)
13. A California licensed civil engineer shall prepare the public improvement plans and documents for this Project in accordance with City standards and shall submit all such plans to the City Engineer. Submittal shall include, but not necessarily be limited to, grading, street, drainage, sewer, water and other appurtenant improvement plans, construction cost estimates, soils reports, and all pertinent engineering design calculations. City will not approve a parcel map or final map nor issue a grading, site improvement or building permit until the City Engineer has approved all improvement plans. (DS-15)
14. Prior to issuance of a site improvement permit, Permittee shall provide to the Development Services Division a compact Disc (CD) containing digital copies of all Project maps, address map, and/or civil improvements drawings in DWG format. Prior to improvement bond release, Permittee shall provide an updated CD containing all changes that occur during construction. (DS-16)
15. Permittee shall process permanent master planned improvements that are eligible for reimbursement in accordance with City policies, resolutions, and ordinances in effect at the



time of recordation of the final map or parcel map or if there is no map, then at the time of public improvement plan approval. (DS-17)

16. Permittee agrees, as a condition of approval of this resolution, to indemnify, defend and hold harmless, at Permittee's expense, City and its agents, officers and employees from and against any claim, action or proceeding commenced within the time period provided for in Government Code Section 66499.37, to attack, review, set aside, void or annul the approval of this resolution or to determine the reasonableness, legality or validity of any condition attached thereto. City shall promptly notify Permittee of any such claim, action or proceeding of which City receives notice, and City will cooperate fully with Permittee in the defense thereof. Permittee shall reimburse City for any court costs and attorney's fees that City may be required to pay as a result of any such claim, action or proceeding. City may, in its sole discretion, participate in the defense of any such claim, action or proceeding, but such participation shall not relieve Permittee of the obligations of this condition. Permittee's acceptance of this resolution or commencement of construction or operations under this resolution shall be deemed to be acceptance of all conditions thereof. (DS-18)
17. Permittee shall remove graffiti from the Project, including graffiti on offsite public infrastructure under construction by Permittee, within 24 hours of its appearance. If Permittee fails to remove graffiti in accordance with this condition, the City may at the discretion of the Development Services Manager issue a stop work order until such time as the graffiti is removed. (DS-20)
18. The conditions of this resolution shall prevail over all omissions, conflicting notations, specifications, dimensions, typical sections, and the like, that may or may not be shown on the improvement plans. (DS-21)
19. Permittee shall pay the cost of all inspections of on-site and off-site improvements. (DS-22)
20. Permittee shall be responsible for all Project-related actions of Permittee's employees, contractors, subcontractors, and agents until City accepts the improvements. (DS-23)
21. Prior to beginning construction, Permittee shall designate in writing an authorized agent who shall have complete authority to represent and to act for Permittee. The authorized agent shall be present at the work site whenever work is in progress. Permittee or the authorized agent shall make arrangements acceptable to City for any emergency work. When City gives orders to the authorized agent to do work required for the convenience and safety of the general public because of inclement weather or any other cause, and the orders are not immediately acted upon by the authorized agent, City may do or have such work done by others at Permittee's expense. (DS-24)
22. Prior to approval of the final map or parcel map, Permittee shall provide the City Engineer with written evidence from the Ventura County Clerk's Office that Permittee has executed and filed

with the Clerk all certificates, statements and securities required by Government Code Sections 66492 and 66493. (DS-26)

23. "Standard Specifications for Public Works Construction" latest edition (including modifications thereto by City) and applicable City Standard Plates and Design Criteria shall be the Project specifications, except as noted otherwise on the approved improvement plans. City reserves the right to upgrade, add to, or revise these specifications and plans and all other City ordinances, policies, and standards. If the improvements required of this Project are not completed within 12 months from the date of City's approval of the improvement plans, Permittee shall comply with and conform to any and all upgraded, additional or revised specifications, plans, ordinances, policies and standards. (DS-27)
24. Permittee shall retain a California licensed Civil Engineer to ensure that the construction work conforms to the approved improvement plans and specifications and to provide certified "as-built" plans after Project completion. Permittee's submittal of certified "as-built" plans is a condition of City's final acceptance of the Project and release of any associated security. (DS-29)
25. Permittee shall dedicate to the City all water rights for the Project property by title sheet dedication on the final map or parcel map. (DS-39)
26. Permittee shall dedicate and improve to City standards all sidewalks, parkways, streets, alleys, utilities and street appurtenances as directed by the Development Services Director. City will name all streets in accordance with adopted City guidelines. (DS-49)
27. Prior to release of the final map or parcel map for recordation, Permittee shall provide the City Engineer with a 100-scale base map for addressing purposes. The map shall be drawn on 18-inch by 24-inch mylar and shall show the standard address map title block, north arrow, street names, tract number, phase boundary and lot numbers. The City will assign all addresses. (DS-56)
28. Prior to release of the final map or parcel map for recordation, Permittee shall post security satisfactory to the City Attorney guaranteeing that all survey monuments will be set as required by the Government Code and the City Code. (DS-57)
29. Permittee shall be responsible for and bear the cost of replacement of all existing survey monumentation (e.g., property corners) disturbed or destroyed during construction, and shall file appropriate records with the Ventura County Surveyor's Office. (DS-64)
30. Permittee shall provide adequate vehicle sight distance as specified by CalTrans specifications at all driveways and intersections. (TR-71)

## **STORMWATER QUALITY CONDITIONS**

31. Prior to issuance of a grading, building or demolition permit and prior to commencement of any clearing, grading or excavation, Permittee shall provide evidence of assignment of a permit identification number by the California State Water Resources Control Board indicating submittal of a Notice of Intent (NOI) by the Permittee in accordance with the NPDES Construction General Permit. Permittee shall comply with all requirements of the General Permit and the Ventura Countywide MS4 Permit, including preparation of a Stormwater Pollution Prevention Plan (SWPPP). Permittee shall keep the SWPPP updated to reflect current site conditions and a copy of the SWPPP shall be kept onsite and available for City or designated representative to review upon request. (DS-86)

## **DEVELOPMENT SERVICES DIVISION SPECIAL CONDITIONS**

32. Parcel map shall effectuate the vacation of City easements (including alley right-of-way) that are no longer required, indicated on the tentative parcel map as "to be abandoned", to the extent allowed under section 66445(j) of the Subdivision Map Act. Permittee shall prepare a separate legal description (and pay all fees associated with processing) for any easement vacation not processed on the parcel map. (DS)
33. Permittee shall repair and/or replace any existing broken or damaged curb, gutter, or asphalt paving adjacent to property as directed by the Construction Services Inspector. (DS)
34. Permittee shall have street frontage improvement plans prepared using standard Development Services Division format(s) by a civil engineer licensed in the State of California. The plans shall incorporate recommendations from soil engineering and geology reports. Prior to issuance of an encroachment permit, improvement plans must be approved by the City Engineer and ink-on-mylar plans filed with the Development Services Division. (DS)
35. Permittee shall remove the existing curb cut on Camino del Sol just east of Rose Avenue and replace it with standard curb and gutter. (DS)
36. Permittee to remove the existing sidewalk along Camino Del Sol (including removal or upgrading of the disabled access ramp at the intersection) and replace it with parkway and sidewalk matching the parkway and sidewalk layout on the property to the east. Permittee shall construct a smooth transition from the new frontage sidewalks to a disabled access ramp. Final design of the transition and the extent of reconstruction of the access ramp shall be at the direction of the Development Services Manager. (DS)
37. Permittee shall dedicated sufficient additional right-of-way along Camino del Sol to encompass the new sidewalk. (DS)
38. Permittee shall remove the existing sidewalk along Rose Avenue and replace it with 5 foot wide sidewalk as depicted on the Project site plan. (DS)

39. Permittee shall abandon any existing sewer and water laterals to the site by disconnection at the main as directed by the Development Services Manager unless reuse of the lateral is approved. (DS)
40. Permittee shall relocate the existing Rose Avenue frontage bus stop to the general location indicated on the Project site plan. Permittee shall construct a minimum 8 foot wide by 30 foot long concrete pad for the new bus stop and relocated the existing bus shelter and associated furniture. Permittee shall also provide and install a new bike rack conforming to City bus stop standards. Final determination of the layout and location is subject to approval of the City Traffic Engineer. (DS)
41. Permittee shall dedicated sufficient additional right-of-way (approximately 19 feet) along Rose Avenue to encompass the new sidewalk. (DS)
42. Permittee may phase construction of onsite improvements proposed with parcel map 14-300-002 (Planning and Zoning Permits 14-500-005 and 14-500-006) subject to approval by the Development Services Manager. Phases shall be designed to provide capacity for full Project build-out. Each phase shall include a minimum of two points of vehicular access from public streets and vehicular access and maneuvering area such that no dead-end drive aisles are created. (DS)

**[SIGNATURES ON FOLLOWING PAGE]**

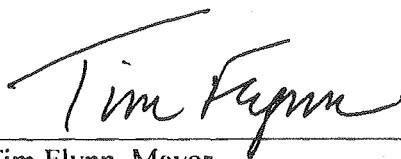
PASSED AND ADOPTED by the City Council of the City of Oxnard on the 28th day of April 2015, by the following vote:

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

NOES: None.

ABSENT: None.

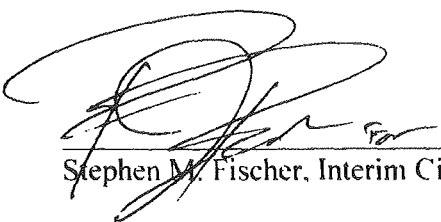
ABSTAIN: None.

  
\_\_\_\_\_  
Tim Flynn, Mayor

ATTEST:

  
\_\_\_\_\_  
Daniel Martinez, City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Stephen M. Fischer, Interim City Attorney

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD APPROVING PLANNING AND ZONING PERMIT NO. 14-300-02 (PARCEL MAP NO. 14-300-02) TO SUBDIVIDE A 2.52-ACRE PARCEL INTO THREE SEPARATE PARCELS (0.73-ACRE, 0.60-ACRE AND 1.04-ACRE) LOCATED AT THE SOUTHEAST CORNER OF ROSE AVENUE AND CAMINO DEL SOL (450 NORTH ROSE AVENUE), SUBJECT TO CERTAIN FINDINGS AND CONDITIONS. FILED BY TOM DAVIS WITH CANYON CARDIFF OXNARD, LLC ON BEHALF NEW TRINITY COMMUNITY CHURCH, 2225 GLASTONBURY ROAD, WESTLAKE VILLAGE, CALIFORNIA 91361.

WHEREAS, on June 23, 2014, Thomas R. Davies with Canyon Cardiff Oxnard, LLC on behalf New Trinity Community Church (the “**Applicant**” and/or “**Permittee**”) submitted a request to subdivide a 2.52-acre parcel into three separate parcels (0.73-acre, 0.60-acre and 1.04-acre), located at the southeast corner of Rose Avenue and Camino Del Sol (450 North Rose Avenue - APN 216-0-061-075); and

WHEREAS, on February 19, 2015, the Planning Commission of the City of Oxnard (“**Planning Commission**”) conducted a duly noticed public hearing to consider Applicant’s request to approve Planning and Zoning Permit No. 14-300-02 (Tentative Parcel Map No. 14-300-02) to subdivide a 2.52-acre parcel into three separate parcels (0.73-acre, 0.60-acre and 1.04-acre (the “**Subdivision**”) in accordance with Section 15-40 of Oxnard City Code; and

WHEREAS, the Planning Commission considered Planning and Zoning Permit No. 14-300-06 (Special Use Permit) and took action to recommend denial of the Subdivision; and

WHEREAS, the City Council has considered the appeal of the Planning Commission action to deny the Subdivision, filed on March 23 2015, by applicant, Thomas R. Davies, Canyon Cardiff Oxnard, LLC and has carefully reviewed the decision of the Planning Commission; and

WHEREAS, on April 28, 2015, the City Council adopted Resolution No. 14,738 approving Planning and Zoning Permit No. 14-300-02 (Tentative Parcel Map No. 14-300-02), subject to certain findings and conditions; and

WHEREAS, Planning and Zoning Permit No. 14-300-02 (Parcel Map No. 14-300-02) has been submitted, together with the Subdivision Improvement Agreement proposed to be entered into in connection with the sudivision.

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

SECTION 1. The City Council, in accordance with the California Environmental Quality Act (CEQA), determines that approval of Planning and Zoning Permit No. 14-300-02 (Parcel Map

No. 14-300-02) is a ministerial act pursuant to City Council Resolution No. 10,851 and is therefore exempt from the requirements of CEQA.

SECTION 2. Based on review of the City Council Staff Report, all exhibits attached thereto and all written and oral testimony, the City Council hereby finds that: (i) Parcel Map No. 14-300-02 conforms to the requirements of the Subdivision Map Act, Oxnard 2030 General Plan as adopted, Chapter 15 of the Oxnard City Code, and every condition of conditional approval previously imposed upon the Tentative Parcel Map No. 14-300-02; and (ii) Parcel Map No. 14-300-02 is in substantial compliance with the previously approved Tentative Parcel Map No. 14-300-02. Based on the foregoing, the City Council hereby approves Planning and Zoning Permit No. 14-300-02 (Parcel Map No. 14-300-02) and authorizes its recordation.

SECTION 3. Planning and Zoning Permit No. 14-300-02 (Parcel Map No. 14-300-02) is hereby subject to those findings and conditions set forth in City Council Resolution No. 14,738, which are incorporated herein by this reference.

SECTION 4. The City Council hereby approves the Subdivision Improvement Agreement attached hereto as Exhibit A and authorizes the Mayor to execute such Agreement.

SECTION 5. The City Council hereby authorizes the City Clerk to execute a certificate on the Parcel Map stating that the City Council approved the Parcel Map and that all offers of dedication shown on the Parcel Map are accepted subject to improvement.

SECTION 6. The City Council hereby authorizes the City Clerk to certify on the Parcel Map the abandonment of the public easements not shown on the Parcel Map as authorized by Section 66445(j) of the Subdivision Map Act.

**[SIGNATURES ON THE FOLLOWING PAGE]**

PASSED AND ADOPTED by the City Council of the City of Oxnard on the 21<sup>st</sup> day of July 2015, by the following vote:

AYES:

NOES:

ABSENT:

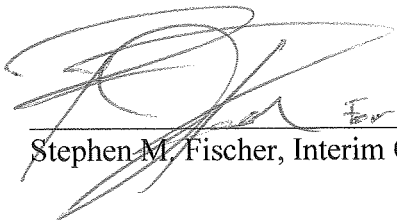
ABSTAIN:

\_\_\_\_\_  
Tim Flynn, Mayor

ATTEST:

\_\_\_\_\_  
Daniel Martinez, City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Stephen M. Fischer, Interim City Attorney



# EXHIBIT A

Agreement No. A-7792

## CITY OF OXNARD

### PARCEL MAP IMPROVEMENT AGREEMENT

Date of Agreement: June 23, 2015  
Parcel Map No.: PZ 14-300-02  
Name of Subdivider: Canyon Cardiff Oxnard, LLC  
Address: 2225 Glastonberry Road, Westlake Village, CA 91361

This Parcel Map Improvement Agreement ("Agreement") is entered into in the County of Ventura, State of California, between the City of Oxnard ("City") and the above-named Subdivider ("Subdivider") pursuant to Government Code section 66462, et seq. of the Subdivision Map Act and the City's subdivision ordinance. City and Subdivider agree as follows:

1. Agreement to Perform. Subdivider agrees to satisfactorily perform all acts required by City in connection with the subdivision of the above tract.

2. Construction of Improvements.

A. At Subdivider's sole expense, Subdivider agrees to construct and complete in accordance with City standards all street, drainage, water, sewer, lighting, and other public improvements required for approval of the subdivision of the above tract. Such public improvements are set forth in Section 1 of Exhibit A, attached hereto and incorporated herein by this reference. The estimated cost of such public improvements is listed in Section 2 of Exhibit A.

B. Subdivider agrees to construct and complete City's portion, if any, of the public improvements as set forth in Section 1 of Exhibit A. Subdivider shall be reimbursed by City for the cost of such construction and completion in accordance with Resolution No. 10,272.

C. The public improvements are public work, as defined in Chapter 1 of Part 7 of Division 2 of the Labor Code, to which Labor Code section 1771 applies. Subdivider shall comply with all requirements of law applicable to such construction.

3. Repairs or Reconstruction. Subdivider shall promptly repair or reconstruct any portion of the public improvements that the Development Services Director ("Director") determines, in his or her sole discretion, to be unsatisfactory. If Subdivider does not act promptly after reasonable notice from Director, and if City promptly repairs or reconstructs the improvements in order to protect such improvements or the public safety, Subdivider shall pay to City the actual cost of the repairs or reconstruction plus 15 percent thereof.

4. Fees and Charges. Developer agrees to pay all fees and charges imposed on the development pursuant to federal and State law and regulations and City ordinances, resolutions and policies.

5. Faithful Performance/Labor and Materials Security. Prior to execution of this Agreement by City, Subdivider shall furnish City with security in a form approved by the City Attorney. Security shall be as follows:

A. 100% of the estimated costs of the public improvements as listed in Section 2 of Exhibit A to secure satisfactory construction and completion of those public improvements.

B. 50% of the estimated costs of the public improvements as listed in Section 2 of Exhibit A to secure prompt payment to any contractor, subcontractor, and/or to persons furnishing labor, materials, or equipment for the construction and completion of the public improvements.

C. No changes or alterations may be made in the construction of the public improvements without the prior written approval of Director. Unless otherwise approved, in writing, by Director, Subdivider shall obtain security for 100% of the estimated cost of the public improvements as changed or altered.

6. Release of Security. City agrees that the security furnished by Subdivider shall be released in the following manner:

A. Security provided for satisfactory construction and completion of the public improvements shall be released upon final completion and acceptance of such construction by Director, subject to the security retained to guarantee that the public improvements are not defective and to pay the costs of enforcement. On written application of Subdivider after partial completion of the construction and acceptance thereof, Director may release a portion of the security. Any partial release shall not be less than 25% or more than 75% of the total security until final completion and acceptance of the public improvements by Director.

B. Security for payment to any contractor, subcontractor, and/or person furnishing labor, materials, or equipment shall be released 65 days after the recording of a Notice of Completion, or if a Notice of Completion is not recorded, 95 days after the completion of the public improvements. The amount of security released shall be the total security less the amount of all claims of lien that have been recorded and notice given in writing to City. If no such claims of lien have been recorded and no notice given in writing to City, City shall release the security in full.

7. Guarantee of No Defects. Subdivider guarantees that the public improvements shall not be defective in any manner for a period of one year following completion and acceptance thereof by City, and Subdivider agrees to pay City's costs of enforcing such guarantee. Subdivider's guarantee shall be secured by a security in a form approved by the City Attorney equal to 25% of the estimated costs of the public improvements as listed in Section 2 of Exhibit A.

8. Time for Completion.

A. Subdivider shall diligently commence and proceed with the construction so that the public improvements shall be completed and accepted within 12 months after execution of this Agreement by City.

B. If Subdivider is delayed at any time in the progress of the construction by any changes ordered by Director in the scope of Subdivider's construction or by labor disputes, fire, unavoidable casualties or other circumstances beyond Subdivider's control, Director, on written application of Subdivider, may extend the time for completion for a reasonable period. Any extension granted by Director shall be in writing and shall specify the new time for performance.

C. For other good cause shown by Subdivider, Director may extend the time for completion. Any extension granted by Director shall be in writing and shall specify the new time for performance.

D. If the estimated costs of construction of the public improvements increase, Director may, as a condition of extending the time for completion, require Subdivider to increase the amount of security.

9. Breach of Agreement. Director may declare Subdivider in breach of this Agreement for any of the following reasons:

A. Subdivider does not diligently pursue completion of the public improvements, or any part thereof, or fails to complete the construction of the public improvements within the specified time;

B. Subdivider is adjudged bankrupt, or Subdivider makes a general assignment for the benefit of Subdivider's creditors, or if a receiver is appointed in the event of Subdivider's insolvency;

C. Subdivider or any of Subdivider's contractors, subcontractors, agents or employees violate any of the provisions of this Agreement.

10. Use of Security Upon Breach. After notifying Subdivider of Subdivider's breach of this Agreement, Director shall have the following rights with regard to Subdivider's security:

A. To demand that the surety immediately take over and complete the public improvements. The surety shall be obligated to comply with such demand within five days of receipt thereof.

B. To take over and complete the public improvements and use the security to provide for the entire costs thereof.

C. To take other appropriate action to cause the public improvements to be constructed at the expense of Subdivider or Subdivider's surety.

11. Indemnity. Subdivider agrees to indemnify, hold harmless and defend City, its City Council, and each member thereof, and every officer, employee, representative or agent of City, from any and all liability, claims, demands, actions, damages (whether in contract or tort, including personal injury, death at any time, or property damage), costs and financial loss, including all costs and expenses and fees of litigation or arbitration, that arise directly or indirectly from any acts or omissions related to this Agreement performed by Subdivider or its agents, employees, subconsultants, subcontractors, consultants and other persons acting on Subdivider's behalf. This agreement to indemnify, hold harmless and defend shall apply whether such acts or omissions are the product of active negligence, passive negligence, or acts for which Subdivider or its agents, employees, subconsultants, subcontractors, consultants and other persons acting on Subdivider's behalf would be held strictly liable.

12. Insurance.

A. Subdivider shall obtain and maintain during the performance of any services under this Agreement the insurance coverages as specified in Exhibit INS-Q, attached hereto and incorporated herein by this reference, issued by a company satisfactory to the Risk Manager, unless the Risk Manager waives, in writing, the requirement that Subdivider obtain and maintain such insurance coverages.

B. Subdivider shall, prior to performance of any services, file with the Risk Manager evidence of insurance coverage as specified in Exhibit INS-Q. Evidence of insurance coverage shall be forwarded to the Risk Manager, addressed as specified in Exhibit INS-Q.

C. Maintenance of proper insurance coverages by Subdivider is a material element of this Agreement. Subdivider's failure to maintain or renew insurance coverages or to provide evidence of renewal may be considered as a material breach of this Agreement.

13. Severability. City and Subdivider agree that the invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision.

14. Waiver of Any Challenge. Subdivider's execution of this Agreement represents full acceptance of the benefits and the burdens associated with the approval of the subdivision of the above tract and Subdivider hereby fully and completely waives all claims, protests, or challenges concerning any fee, condition or obligation imposed by City in its approval of the subdivision.

15. Costs of Enforcement. Subdivider and City agree that the prevailing party's reasonable costs, attorneys' fees (including the reasonable value of the services rendered by the City Attorney Department) and expenses, including investigation fees and expert witness fees, shall be paid by the non-prevailing party in any dispute involving the terms and conditions of this Agreement.

16. Arbitration. Subdivider and City agree that in the event of any dispute with regard to the provisions of this Agreement or the construction of the public improvements, the dispute may be submitted to arbitration upon the mutual agreement of Subdivider and City,

under such procedures as Subdivider and City may agree upon, or, if Subdivider and City cannot agree, then under the Rules of the American Arbitration Association.

17. Waiver of Statute of Limitations. For a period of ten years from the date of this Agreement, Subdivider agrees not to plead the statute of limitations as a defense to the obligations imposed by this Agreement.

18. Notices. All notices provided for herein shall be in writing and shall be effective when delivered in person or sent by registered or certified mail to Subdivider at the address given above or to City, c/o Development Services Director, 214 South "C" Street, Oxnard, California 93030-5738.

19. Amendments. City and Subdivider agree that the terms and conditions of the Agreement may be reviewed and modified at any time. Any modifications to this Agreement, however, shall be effective only when agreed to in writing by both Director and Subdivider.

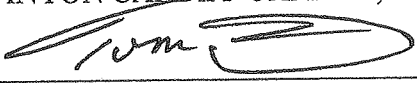
20. Binding on Successors. Subdivider and City agree that this Agreement shall be binding upon and inure to the benefit of the heirs, executors, administrators, successors and assigns of Subdivider and City.

21. Entire Agreement. City and Subdivider agree that this Agreement constitutes the entire agreement of the parties regarding the subject matter described herein and supersedes all prior communications, agreements, and promises, either oral or written.

CITY OF OXNARD

CANYON CARDIFF OXNARD, LLC

\_\_\_\_\_  
Tim Flynn, Mayor

  
\_\_\_\_\_  
Tom Davies, Manager

ATTEST:

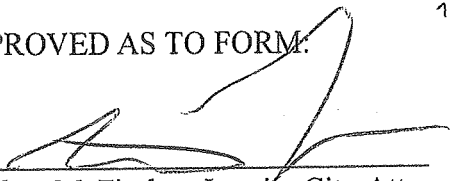
APPROVED AS TO CONTENT:

\_\_\_\_\_  
Daniel Martinez, City Clerk

  
7/6/15 Rob Roshanian, Development Services Manager

APPROVED AS TO FORM:

APPROVED AS TO INSURANCE:

  
\_\_\_\_\_  
Stephen M. Fischer, Interim City Attorney

  
\_\_\_\_\_  
Risk Management

EXHIBIT A  
TO  
PARCEL MAP IMPROVEMENT AGREEMENT  
PARCEL MAP NO. PZ 14-300-02

SECTION 1. IMPROVEMENT PLANS AND RESOLUTIONS.

Detailed Improvement Plan No. 15-10A

Planning Commission Resolution No. – N/A

City Council Resolution No. 14,738, 14,737, and 14,739  
and any resolution approving the final map.

SECTION 2. ESTIMATED COSTS OF IMPROVEMENTS.

|                                   |              |
|-----------------------------------|--------------|
| Streets                           | \$50,000.00  |
| Removals                          | \$65,000.00  |
| Wastewater facilities             | -0-          |
| Water facilities                  | \$115,000.00 |
| Storm Drain facilities            | -0-          |
| Monuments and related facilities  | \$5,000.00   |
| Grading                           | \$30,000.00  |
| Undergrounding existing utilities | -0-          |

*ch* TOTAL \$265,000.00  
*7/6/15*



Meeting Date: 07/21/15

| ACTION                                           | TYPE OF ITEM                                           |
|--------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Approved Recommendation | <input checked="" type="checkbox"/> Info/Consent       |
| <input type="checkbox"/> Ord. No(s). _____       | <input type="checkbox"/> Report                        |
| <input type="checkbox"/> Res. No(s). _____       | <input type="checkbox"/> Public Hearing (Info/consent) |
| <input type="checkbox"/> Other _____             | <input type="checkbox"/> Other _____                   |

Prepared By: Lou Balderrama, City EngineerAgenda Item No. I-7Reviewed By: City Manager JMCity Attorney JOBFinance mmUtilities mm**DATE:** July 8, 2015**TO:** City Council**FROM:** Daniel Rydberg, P.E., Interim Utilities Director DR  
Utilities Department**SUBJECT:** Project Specification UD15-29 Non-Scheduled Repairs – Water System**RECOMMENDATION**

That City Council approve Project Specification UD15-29 for non-scheduled (emergency and operational priority) repairs to water and recycled water lines, valves, hydrants, and appurtenances located throughout the City, and authorize staff to conduct a public bid solicitation.

**DISCUSSION**

The City's water distribution system is comprised of approximately 900 miles of water mains and service laterals; 44,000 metered services; 18,000 water valves and over 5,000 fire hydrants. Appurtenances in the distribution system deteriorate over time due to corrosion, earth movement, root intrusion, poor initial soil compaction, or other causes. In order to avoid the public health hazards, such as contamination of the City's drinking water, regulatory fines associated with breaks in the system, and to prevent property damage, the City must make prompt repairs when it discovers damage or deterioration.

City staff currently performs routine inspections and cleaning of the City's water distribution system, and designs, schedules, bids and constructs large repairs and replacements to these systems through its Capital Improvement Program. When the City discovers damage or deterioration that may lead to imminent breaks, leaks or flooding, it utilizes a construction contractor to make timely repairs.

Leaks from pressurized water pipelines can have serious public health implications and can result in extensive property damage. In response to these types of incidents the Water Division must respond immediately to make required repairs. Project Specification UD15-29 provides for non-scheduled repairs to damaged/deteriorated mains, laterals and service lines, valves and hydrants, and other associated appurtenances. This contract will also provide for high priority, off-hour repairs at the Water Treatment Facilities. Contractor services are typically used when the needed repairs exceeds existing staff and equipment capabilities. All non-scheduled emergency work is typically a joint effort of both city staff and the contractor. This specification is available in the General Services Contract

**Project Specification UD15-29 Non-Scheduled Repairs – Water System**

July 8, 2015

Page 2

Procurement Office for review.

**FINANCIAL IMPACT**

The estimated costs for these services are \$600,000 per year for a three-year contract period with two (2) one-year option to extend the contract. The total not to exceed amount is \$3,000,000 for the three-year contract period and (2) one-year extensions. Partial funding for the first year of the contract in the amount of \$400,000 exists in Water Distribution Operating Account No. 601-6002-847.83-08. If additional funding is needed in the first year, staff will request for appropriation per task order. Future appropriation will be requested during the budget process.

Note: A copy of Specification UD15-29 is available for review at the 1060 Pacific Avenue, Building #2, after 8:00 a.m. on Thursday prior to the City Council meeting.





Meeting Date: 07/21/15

|                                                  |                                                        |
|--------------------------------------------------|--------------------------------------------------------|
| <b>ACTION</b>                                    | <b>TYPE OF ITEM</b>                                    |
| <input type="checkbox"/> Approved Recommendation | <input type="checkbox"/> Info/Consent                  |
| <input type="checkbox"/> Ord. No(s). _____       | <input checked="" type="checkbox"/> Report             |
| <input type="checkbox"/> Res. No(s). _____       | <input type="checkbox"/> Public Hearing (Info/consent) |
| <input type="checkbox"/> Other _____             | <input type="checkbox"/> Other _____                   |

Prepared By: Maria Hurtado, Assistant City Manager Agenda Item No. L-1

Reviewed By: City Manager MM City Attorney SMF Finance MM Other (Specify) \_\_\_\_\_

**DATE:** July 21, 2015

**TO:** City Council

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

**SUBJECT:** Organizational Assessment Phase 1: "Implementation Action Plan" and Creation of an Internal Audit Program

## RECOMMENDATION

That City Council:

1. Approve the attached Implementation Action Plan (IAP) that prioritizes 128 findings and recommendations in response to the organizational assessment report that was presented and accepted by Council on March 17, 2015.
2. Approve the creation of a new Internal Audit program and the revision of the name and purpose of the Council committee formerly known as the Fiscal Policy Task Force to the Fiscal Policy and Audit Council Committee. The initial charge for the reconstituted committee as it relates to the creation of a new Internal Audit program will be to create:
  - a. A Request For Proposals (RFP) for Internal Audit services and
  - b. The Internal Audit program parameters for Council consideration and adoption.

## SUMMARY

This staff report is divided into two sections. The first section presents the Implementation Action Plan developed in response to the 128 recommendations identified in the Management Partners and Renne Sloan Holtzman Sakai (RSHS) Organizational Assessment presented to and accepted by Council on March 17, 2015. (*Attachments A, B, and C*). The second section of this report requests that Council consider the establishment of a new Internal Audit program and modify the Fiscal Policy Task Force Council committee to include oversight of the Internal Audit Program.

## DISCUSSION

### SECTION ONE: THE IMPLEMENTATION ACTION PLAN:

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

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

The organizational assessment identified 128 findings (although 129 were initially listed, one was a duplicate). In order to correct the 128 findings in the organizational assessment, the workplan is divided into three phases: Priority 1A, Priority 1B, and Priority 2. These phases reflect the relative priorities of each recommendation, the length of time anticipated to complete the implementation steps and a realistic assessment of the organization's capacity to process the high level of workload. Please note that because 94 of the 128 recommendations are critical, they are labeled as Priority 1 items. Priority 1 items may involve non-conformance with state and federal laws, Council policy, labor agreements, or IRS federal guidelines. If delayed, they are likely to expose the City to financial risk to the General Fund or the City enterprise. A small portion of the Priority 1 category reflects recommendations that were easy to accomplish and simply required more active management of the City. Staff recommends addressing these Priority 1 items within this fiscal year, however this is contingent upon filling key vacant positions such as the Chief Finance Officer. Since the majority of the recommendations fall within Priority 1, staff divided Priority 1 items into two six-month workplans, with the most critical items to be accomplished during the first six months of the fiscal year and the remainder to be addressed the last six months of this fiscal year. The three phased plan is divided as follows:

- **Phase 1: Priority 1A: Six-Month Implementation Action Plan (IAP) (Completed by December 31, 2015)**: The first six month implementation plan addresses 39 of the 128 recommendations that will be accomplished without delay. These items reflect higher risk items that should be largely completed before the start of the next budget cycle.
- **Phase 2: Priority 1B: One-Year Implementation Action Plan (IAP) (Completed by June 30, 2016)**: There are 55 items identified in Priority 1B that are important to accomplish without delay but are likely to take more time or reflect a reduced risk exposure. These items will be completed within one year.

- **Phase 3: Priority 2: Three Year Implementation Action Plan (IAP) (Completed by December 31, 2018):** Second tier of importance to accomplish and/or may involve some complexity or time to complete but involves reduction of risk in the organization (34 items).

Please note that each of the three attached IAP's includes a color coded "Status" column, (delineated by green, yellow, or red) as an easy visual marker to inform Council whether the implementation steps are either on course or completed, pending, or in jeopardy of either falling behind schedule or not being completed.

*Progress to Date on Implementation Action Plan:*

Since the March 17, 2015, Organizational Assessment report, several critical milestones were reached and some recommendations were addressed despite fiscal challenges, senior management turnover and low staffing levels. Key accomplishments over the last four months include:

- Eliminating individual departmental access to the City's payroll system
- Active participation and a lead role from the City Manager's Office in managing the City and the budget process
- Commission of a long-term financial forecast to provide context for the City's financial decisions
- Increase in transparency and a focus on including departments on the budget and related processes
- Council approval of a phased staffing approach for the Human Resources department to address the various personnel, recruitment, workers compensation, and other critical issues affecting the organization
- Focus on addressing unacceptable financial management practices, with the development of a plan to correct them.

The City Council now has a far better understanding of the City's financial position and the reasons why it reached its current fiscal condition.

Although the key milestones listed above were accomplished over the last four months, attachments A, B, and C, however, illustrate that there is much more work to be done over the course of the next three years.

Table 1 below summarizes the number of items that are currently in progress and are being worked on, or have been completed to date:

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

| <b>IMPLEMENTATION PLAN</b> | <b>TOTAL NUMBER OF RECOMMENDATIONS</b> | <b>TOTAL IN PROGRESS TO DATE</b> | <b>% IN PROGRESS</b> | <b>TOTAL COMPLETED TO DATE</b> | <b>% COMPLETED THIS QUARTER</b> |
|----------------------------|----------------------------------------|----------------------------------|----------------------|--------------------------------|---------------------------------|
| Priority 1A                | 39                                     | 34                               | 87%                  | 5                              | 13%                             |
| Priority 1B                | 55                                     | 33                               | 60%                  | 0                              | N/A                             |
| Priority 2                 | 34                                     | 7                                | 21%                  | 0                              | N/A                             |
| <b>TOTAL:</b>              | <b>128</b>                             | <b>74</b>                        | <b>58%</b>           | <b>5</b>                       | <b>3%</b>                       |

As the Council is aware, some of the Priority 1A items have a large and direct impact on the City's immediate financial position. Among the most critical are (1) the financial assessment of Golf, (2) the Performing Arts and Community Center (PACC) funds, (3) the benefit assessment funds, 4) the development impact fee funds, and (5) the Carman Override tax levy review. This fifth item is essentially completed, which resulted in a \$5.5 million loss in a revenue stream. Council made significant advances during this year's budget adoption and addressed some of these critical financial issues

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

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

*Key Items Related to Pending Fiscal Findings:*

On June 23, 2015, Councilmember Perello identified key fiscal issues and expressed an interest in ensuring these items were discussed and resolved by Council (*Attachment D*). During that discussion, both Council and the City Manager concurred that these key fiscal issues were shared concerns.

Several of the key fiscal issues outlined in Councilmember's Perello's handout were identified in the Phase 1 organizational assessment and are included in the IAP's. Staff will share progress on these as part of the IAP progress reports described above. Other items have a labor/management component that may require initial discussions with negotiators and/or may best be referred to future closed sessions when briefing the Council on labor negotiations. Any Council direction will be eventually shared with employee groups and any formal action by Council will be done in open session. With respect to the

assessment district operational deficits, staff plans to conduct a Council workshop with a proposed action plan at the September 22, 2015, Council meeting. Lastly, the recommended use of the one-time allocation of the \$4 million payment from the Successor Agency or any other one-time funds, will be brought to Council for discussion and prioritization. At this point in time, there are several unknowns around the needs addressed in the Phase 1 Assessment, including fleet and technology replacement, such as replacement of police vehicles, lack of Facilities Master Plan, and the postponement of a needed Capital Improvement Plan (CIP). An agenda item will be placed on a future Council meeting agenda to allow Council to discuss and review funding options and recommendations.

## SECTION TWO: CONSIDERATION OF THE CREATION OF THE INTERNAL AUDIT PROGRAM

### *Summary:*

One of the recommendations identified in the organizational assessment is to create an internal audit program in the City to conduct a high-level evaluation of the key internal control systems of the City. Attachment E is an excerpt from the assessment report that covers the internal audit issue and basis for the recommendation. Staff recommends that Council consider the creation of a new internal audit program and use the existing Fiscal Policy Task Force Council subcommittee to oversee some of the initial tasks associated with the creation of this Internal Audit program. Staff proposes Council revise the name and purpose of the Council committee formerly known as the Fiscal Policy Task Force to the Fiscal Policy and Audit Council Committee. The initial charge for the reconstituted committee as it relates to the creation of a new internal audit program will be to (1) review a Request for Proposals (RFP) for internal audit services and (2) establish internal audit program parameters for Council consideration and adoption.

### *The Need:*

A major theme throughout the assessment was the breakdown in internal controls. The term “internal controls” is broadly defined as policies, procedures and cultural norms that help ensure the City operates in a way consistent with the desires of the City Council and City Manager. Internal controls help ensure good ethical and sound business practices are followed and that City resources are protected. They reduce and manage risk to the City. The establishment of an Internal Audit program with a focus on reviewing internal controls and performing compliance and performance audits will create a mechanism by which this can be monitored. The March 17, 2015, report identified a list of audit candidates, including: cash handling, collections, payroll compliance, contract administration, travel reimbursement, purchasing, and review of quasi-independent programs such as City Corps. They can also conduct performance audits in areas that are impacting the General Fund such as the Performing Arts Center.

### *Proposed Internal Audit Program:*

One of the recommendations related to the development of the City’s Internal Audit Program is that an outside firm that is not tethered to the City’s organizational culture or history be used to ensure

independence. An outside firm can ramp up quickly to address the number of audit candidates listed in the assessment report; conversely, they can ramp down if we are satisfied with the progress. A robust firm will also have more depth in a myriad of specialized areas.

#### *City Council Involvement:*

Because many of the candidates for audits are intertwined with the financial condition of the City and the City's financial condition has become more tenuous and acute, staff recommends that the internal audit function report to an already established Council committee with a similar charter. The Council's Fiscal Policy Task Force has a history of covering financial policy matters for the City. The Fiscal Policy Task Force will meet as needed. We believe their charter can be expanded to include overseeing the new Internal Audit function. The name of the committee could change to the Fiscal Policy and Audit Council Committee. As a result, the first tasks for the Committee would be to 1) review and approve a Request for Proposals for the selection of the City's first Internal Auditor and 2) review and approve program guidelines for the new internal audit program. Both the guidelines and the eventual selection of a firm would come to the full Council for approval. The Fiscal Policy and Audit Council Committee will evaluate the annual internal audit program, and the findings will be reported to the full Council as well.

#### **FINANCIAL IMPACT**

There is no financial impact to the general fund by accepting this report.

Council has previously approved an allocation of \$500,000 from the General Fund to implement the various recommendations identified in the organizational assessment. Certain components of the Implementation Action Plan will be paid by special funds if they benefit from implementing the recommendation (e.g. benefit assessment district improvements, development impact fee restructuring, etc.).

There may be an estimated \$200,000 cost associated with the creation of the internal audit program, which will be presented to Council for discussion once the City receives responses to any RFP that is issued. Staff will develop a list of potential audit work based on priority and cost for Council consideration. Once a fixed cost is finalized, it will be brought back to Council for discussion and approval with a recommended funding source.

#### **ATTACHMENTS:**

- Attachment A: Priority 1A: Six Month Implementation Plan
- Attachment B: Priority 1B: One Year Implementation Plan
- Attachment C: Priority 2: Three Year Implementation Plan
- Attachment D: Councilmember Bert E. Perello June 23, 2015 Handout
- Attachment E: Excerpt from Assessment Report

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

July 21, 2015



## Guide to the Implementation Action Plan

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

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

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

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

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



| REC #                                  | RECOMMENDATION                                                                                                     | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                                                   | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS                       | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                                                                                                                                                                                                                                  |
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| <b>Budget and Financial Management</b> |                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                        |          |                         |                                |        |                                                                                                                                                                                                                                                                                                                              |
| 1                                      | Restructure the budget process to provide greater oversight by the Office of the City Manager.                     | <ul style="list-style-type: none"> <li>Identify best practices for budget preparation and monitoring and adapt for Oxnard.</li> <li>Establish a fixed schedule with budget milestones for City Manager review.</li> <li>Define key data, key messaging and forms for City Manager review.</li> <li>Ensure Council Financial Management Policies are followed or include plans leading to future compliance.</li> </ul> | 12/15/15 | Asst. City Manager      | Finance has a supporting role. |        | <p><b>IN PROGRESS</b></p> <p>CMO and Finance took the lead in the preparation of the FY 15/16 Budget;</p> <p>CMO &amp; Finance will conduct Dept. meetings to discuss the FY 15/16 Efficiency Savings Goal;</p> <p>Comprehensive review of Financial Management Policies will occur upon filling the vacant CFO position</p> |
| 2                                      | Create a monitoring process that holds department heads accountable for operating within their budget limitations. | <ul style="list-style-type: none"> <li>Develop standard operating procedures (SOP) to define departmental roles vs. Finance Department roles.</li> <li>Establish a schedule and reporting tools for monthly/quarterly/semi-annual monitoring and adjustments.</li> <li>Consider new policy addressing departmental budget change authority</li> </ul>                                                                  | 11/15/15 | Asst. City Manager      | Finance has a supporting role. |        | <p><b>IN PROGRESS</b></p>                                                                                                                                                                                                                                                                                                    |

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

| REC #                     | RECOMMENDATION                                                                                                                 | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                            | TIMELINE | LEAD STAFF <sup>1</sup>  | COMMENTS                                                                                                            | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                                                                                                                                                                                                                                                           |
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| 3                         | Restructure the process for budget preparation to include departments in the development and ongoing monitoring of the budget. | <ul style="list-style-type: none"> <li>Adjust budget calendar to allow early participation by departments.</li> <li>Prepare budget manual to identify departmental responsibilities.</li> <li>Identify specific staff in each department responsible for budget preparation and monitoring</li> <li>Conduct work sessions/training with staff on the budget process.</li> </ul> | 12/31/15 | Asst. City Manager       | Finance has a supporting role.                                                                                      |        | <p><b>IN PROGRESS</b></p> <p>The FY 2015-16 Budget Preparation process included Dept. Heads more in its development, leading to a better understanding of their respective budgets;</p> <p>CMO &amp; Finance will develop a Budget Preparation Schedule and work more extensively with Dept. Heads during the FY 16/17 Budget Preparation Process</p> |
| <b>Budgetary Controls</b> |                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                 |          |                          |                                                                                                                     |        |                                                                                                                                                                                                                                                                                                                                                       |
| 4                         | Create a position control system to allow only funded positions to be filled.                                                  | <ul style="list-style-type: none"> <li>Create and/or clarify policy for filling funded positions.</li> <li>Prepare written manual/guidelines as a reference document for departments.</li> <li>Create IT system controls</li> </ul>                                                                                                                                             | 10/15/15 | Human Resources Director | To be coordinated with Finance and IT. This needs to be coordinated with the work on LBE's in other recommendations |        | <p><b>IN PROGRESS</b></p>                                                                                                                                                                                                                                                                                                                             |
| 5                         | Eliminate the Vacancy Management Program.                                                                                      | <ul style="list-style-type: none"> <li>Delete unfunded positions in the FY 2015/16 budget.</li> <li>Update all documents to delete references to the Vacancy Management Program.</li> </ul>                                                                                                                                                                                     | 08/15/15 | Chief Financial Officer  |                                                                                                                     |        | <p><b>IN PROGRESS</b></p> <p>Most unfunded vacancies were eliminated during FY 15/16 Budget process; the list now only includes (1) authorized and funded positions or (2) positions that are anticipated to be filled during FY 15/16.</p>                                                                                                           |



| REC # | RECOMMENDATION                                                                                                                                                                      | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | TIMELINE | LEAD STAFF <sup>1</sup>  | COMMENTS                           | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| 6     | Evaluate Limited Benefit Employee positions to determine whether the positions should be made permanent, temporary or part-time based on workload requirements and City priorities. | <ul style="list-style-type: none"> <li>Conduct department-by-department review of LBEs and complete department survey on Limited Benefit Employee staffing to identify ongoing use;</li> <li>Evaluate positions and determine whether to convert them to temporary or permanent based on workload requirements, past practices, sufficiency of resources and other criteria.</li> <li>Negotiate changes with bargaining units as necessary.</li> <li>Establish appropriate classification for each position.</li> <li>Create retirement pension policy that addresses less than full time status and tracking.</li> <li>Create new policy on permanent, part time permanent, and true extra help.</li> <li>Link positions to appropriate benefit packages and specific funding sources in the budget.</li> <li>Create policies and procedures to eliminate/restrict use of LBEs.</li> </ul> | 12/15/15 | Human Resources Director |                                    |        | <p><b>IN PROGRESS</b></p> <p>Completed Department Surveys to identify generally how LBE's are currently being utilized;</p> <p>Currently meeting with each department head and analyzing how each LBE position should be treated going forward e.g. full time LBE's for prior length of service &amp; staffing needs vs. part time or temporary;</p> <p>A recommended new policy and actual practice for each department will be shared with Council;</p> <p>After Council concurrence, employee groups will be engaged.</p> |
|       | Review and tighten budgetary controls and authority for departments.                                                                                                                | <ul style="list-style-type: none"> <li>Review and establish new guidelines for departmental authority to make budget adjustments.</li> <li>Establish guidelines for budget adjustments that require City Manager or City Council approval.</li> <li>Require Human Resources (possibly CM and CC) approval for all adjustments related to positions.</li> <li>Include budget adjustments/proposed budget adjustments in the budget monitoring process.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                            | 10/15/15 | Asst. City Manager       | Finance has a key-supporting role. |        | <p><b>IN PROGRESS</b></p> <p>Will discuss and finalize when new CFO is hired in August, 2015</p>                                                                                                                                                                                                                                                                                                                                                                                                                             |

| REC #                                   | RECOMMENDATION                                                                                                                                                                                                           | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                             | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS                                                                                                                                                                                                                                                                               | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                                                  |
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| <b>City Services and Budget Process</b> |                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                  |          |                         |                                                                                                                                                                                                                                                                                        |        |                                                                                                                                              |
| 8                                       | Affirm that the City Council financial management policies are being followed or provide plans to address them.                                                                                                          | <ul style="list-style-type: none"> <li>Complete a Council report and workshop on policies along with affirmation that policies are being met or a plan is provided for eventual compliance.</li> <li>Establish a schedule for periodic updates.</li> </ul>                                                                                                                                       | 11/1/15  | Asst. City Manager      |                                                                                                                                                                                                                                                                                        |        | IN PROGRESS<br><br>Agenda item scheduled for November 10, 2015 Council Meeting.                                                              |
| <b>Financial Management Policies</b>    |                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                  |          |                         |                                                                                                                                                                                                                                                                                        |        |                                                                                                                                              |
| 9                                       | Commission multi-year revenue and expenditure forecast to set the parameters for the next budget cycle.                                                                                                                  | <ul style="list-style-type: none"> <li>Identify and retain expertise to develop the forecast.</li> <li>Develop a schedule for start and completion of the evaluation.</li> </ul>                                                                                                                                                                                                                 | 09/15/15 | Chief Financial Officer | <ul style="list-style-type: none"> <li>This should be completed immediately to frame the FY 15-16 budget goals and labor negotiations.</li> <li>Include General Fund, Public Safety Retirement Fund, Measure O Fund and all other funds that might impact the General Fund.</li> </ul> |        | COMPLETED<br><br>A 5 year forecast by fund was included in the FY 15/16 Budget (Page C-1).                                                   |
| 10                                      | Include an explanation of whether "adequate" reserves are included in the annual budget, and an explanation of whether they conform to the "adequate" reserve policies for workers' compensation and liability programs. | <ul style="list-style-type: none"> <li>Interpret Section VIII of the Financial Management Policies by defining what "adequate" reserves mean for each respective fund.</li> <li>Ensure explanation is highlighted in the budget document.</li> <li>Confirm whether reserves meet the policy guidelines for "adequate."</li> <li>Develop a plan to achieve compliance with the policy.</li> </ul> | 12/31/15 | Chief Financial Officer |                                                                                                                                                                                                                                                                                        |        | IN PROGRESS<br><br>8% minimum was presented during 15-16 budget process.<br><br>This will be addressed upon filling the vacant CFO position. |



| REC #                                                           | RECOMMENDATION                                                                                                                                          | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS                                                | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                                             |
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| 11                                                              | Allocate workers' compensation costs as a fixed cost, rather than using payroll.                                                                        | <ul style="list-style-type: none"> <li>Identify the annual workers compensation cost allocation and distribute the charge either monthly or quarterly as a fixed charge.</li> <li>Notify departments about revised procedure.</li> </ul>                                                                                                                                            | 9/31/15  | Chief Financial Officer | This will assist in the financial recovery of the fund. |        | IN PROGRESS<br>This will be addressed upon filling the vacant CFO position                                                              |
| <b>Financial Health of the General Fund and Measure O Funds</b> |                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                     |          |                         |                                                         |        |                                                                                                                                         |
| 12                                                              | Examine case law for the Carman Override tax levy, engage a retirement actuary consultant with this law and make the appropriate budgetary adjustments. | <ul style="list-style-type: none"> <li>Contract with actuary and attorney specialists to identify proper use of tax levy and develop strategies and costs for compliance.</li> <li>Present to City Council and obtain concurrence on acceptable approach.</li> <li>Address budget implications as part of the FY 15-16 budget process and long-range financial forecast.</li> </ul> | 11/15/15 | City Attorney           |                                                         |        | COMPLETED                                                                                                                               |
| <b>Purchasing Practices</b>                                     |                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                     |          |                         |                                                         |        |                                                                                                                                         |
| 13                                                              | Assign a senior manager in each department the responsibility of monitoring credit card use and compliance with policies.                               | <ul style="list-style-type: none"> <li>Prepare a memo to all departments requesting assignment of one or more staff responsible for ensuring proper use of credit cards.</li> <li>Maintain list of responsible staff in the Finance Department.</li> <li>Create a process for updating the list of responsible staff on a regular basis.</li> </ul>                                 | 8/15/15  | Assist. City Manager    |                                                         |        | IN PROGRESS<br>A memo to Dept. requesting staff lead responsible for ensuring proper use of credit cards will be completed by due date. |

| REC #                                 | RECOMMENDATION                                                                                                               | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                           | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                                                                                                                                                                                                   |
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| <b>Purchasing Limits of Authority</b> |                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                |          |                         |          |        |                                                                                                                                                                                                                                                                                               |
| 14                                    | Ensure the full functionality of the purchasing technology system is addressed as a component of the NexLevel review.        | <ul style="list-style-type: none"> <li>Review work program for NexLevel to verify the purchasing technology system is included in the review.</li> </ul>                                                                                                                                                                                                                       | 10/15/15 | Chief Financial Officer |          |        | <p><b>IN PROGRESS</b></p> <p>NexLevel has completed their evaluation of the City's technological needs and has developed a four year master plan that is currently being reviewed and evaluated;</p> <p>The 4 year IT Master Plan will be taken to council for review on October 13, 2015</p> |
| <b>Contract Management</b>            |                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                |          |                         |          |        |                                                                                                                                                                                                                                                                                               |
| 15                                    | Designate specific staff in each department to be accountable for complying with contract policies and procedures.           | <ul style="list-style-type: none"> <li>Prepare a memo to all departments requesting assignment of one or more mid to senior staff responsible for compliance with contract policies and procedures.</li> <li>Maintain list of responsible staff in the Finance Department.</li> <li>Create a process for updating the list of responsible staff on a regular basis.</li> </ul> | 10/15/15 | City Manager            |          |        | <p><b>IN PROGRESS</b></p>                                                                                                                                                                                                                                                                     |
|                                       | Clarify the responsibilities and role of the Contract Compliance Review Committee in writing to all senior department staff. | <ul style="list-style-type: none"> <li>Implement in conjunction with next recommendation.</li> <li>State the objectives of the CCRC.</li> <li>Define the role of the CCRC.</li> <li>Develop guidelines that can be shared with all staff.</li> </ul>                                                                                                                           | 12/15/15 | Chief Financial Officer |          |        | <p><b>IN PROGRESS</b></p> <p>Staff is currently reviewing CCRC documentation.</p>                                                                                                                                                                                                             |



| REC #                                       | RECOMMENDATION                                                                                                                                                       | IMPLEMENTATION STEPS                                                                                                                                                                                                         | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS                                                                                                                                                                                                                                              | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                                                                                                                                                                                                |
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| 17                                          | Reaffirm the Contract Compliance Review Committee (CCRC) role in grant review and approval and clarify the responsibilities and roles to all senior department staff | <ul style="list-style-type: none"> <li>State the objectives of the CCRC.</li> <li>Define the role of the CCRC.</li> <li>Develop guidelines that can be shared with all staff.</li> </ul>                                     | 11/15/15 | Chief Financial Officer | The City Manager's Office will provide assistance.                                                                                                                                                                                                    |        | <b>IN PROGRESS</b><br>Currently reviewing and editing existing documentation.                                                                                                                                                                                                              |
| <b>Internal Controls:</b>                   |                                                                                                                                                                      |                                                                                                                                                                                                                              |          |                         |                                                                                                                                                                                                                                                       |        |                                                                                                                                                                                                                                                                                            |
| 18                                          | Appoint an internal control officer for the City.                                                                                                                    | <ul style="list-style-type: none"> <li>Identify one City official to serve as internal control officer.</li> <li>Clarify role of internal control officer vs. role of the auditor; communicate to departments.</li> </ul>    | 11/15/15 | City Manager            | <ul style="list-style-type: none"> <li>Report recommends the Assistant City Manager or the Chief Financial Officer.</li> <li>This person is responsible for managing a system of internal controls that properly manages risk in the City.</li> </ul> |        | <b>IN PROGRESS</b><br>On track to be completed by November, 2015                                                                                                                                                                                                                           |
| <b>Payroll and Human Resources Controls</b> |                                                                                                                                                                      |                                                                                                                                                                                                                              |          |                         |                                                                                                                                                                                                                                                       |        |                                                                                                                                                                                                                                                                                            |
|                                             | Assign responsibilities in Finance and Human Resources towards fixing the deficiencies found in the RSHS report.                                                     | <ul style="list-style-type: none"> <li>Identify a staff team to review the implementation action plan for RSHS recommendations.</li> <li>Assign staff to oversee the process of implementing the recommendations.</li> </ul> | 10/15/15 | City Manager            |                                                                                                                                                                                                                                                       |        | <b>COMPLETED</b><br>An IAP-Phase 1 - Implementation Committee has been established. Recurring meetings occur on Thursday's at 10:00 a.m. to discuss progress, barriers, and prepare for reports to CM & Council. The project team consists of ACM, HR Director, CFO, and others as needed. |

City of Oxnard's Organizational Assessment:  
Six-Month Implementation Action Plan

Priority 1A Items

| REC #                             | RECOMMENDATION                                                                                                                                                                                                | IMPLEMENTATION STEPS                                                                                                                                                                                                                                       | TIMELINE | LEAD STAFF <sup>1</sup>  | COMMENTS                                                                                                 | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                                                                                                                                                                                                                                                                                                               |
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| 20                                | Acquire the services of an IRS specialist to assist in ensuring compliance with the law now and as future changes in compensation practices are contemplated.                                                 | <ul style="list-style-type: none"> <li>• Retain consultant to review legal compliance.</li> <li>• Negotiate changes with bargaining units as necessary.</li> </ul>                                                                                         | 10/15/15 | Human Resources Director |                                                                                                          |        | <b>IN PROGRESS</b><br><br>Consulted with an IRS specialist on options. Upon getting Council direction, staff will work with effected employee groups.                                                                                                                                                                                                                                                     |
| 21                                | Establish a process that ensures the directors of Human Resources and Finance attest that all proper changes are made to pay and benefit rates in conformance with employee group memoranda of understanding. | <ul style="list-style-type: none"> <li>• Schedule a quarterly meeting to review any changes to compensation or benefits and to assure them that proper changes are in place.</li> </ul>                                                                    | 10/15/15 | Chief Financial Officer  |                                                                                                          |        | <b>IN PROGRESS</b>                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Office of the City Manager</b> |                                                                                                                                                                                                               |                                                                                                                                                                                                                                                            |          |                          |                                                                                                          |        |                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                   | Create two assistant city manager positions, one responsible for operations and one for support and cultural services.                                                                                        | <ul style="list-style-type: none"> <li>• Identify work program for ACM positions.</li> <li>• Update job description, if necessary.</li> <li>• Conduct search and identify qualified candidates.</li> <li>• Select candidates and fill position.</li> </ul> | 11/15/15 | City Manager             | This is key to providing capacity for the timely completion of this implementation plan and Oxnard 2020. |        | <b>IN PROGRESS</b><br><br><ul style="list-style-type: none"> <li>• A 2<sup>nd</sup> ACM is included in the adopted FY 15/16 Budget;</li> <li>• ACM Classification and Salary Range is scheduled for Council on 7/21/15;</li> <li>• Areas of responsibility have been identified and are currently split between the ACM and the Interim ACM;</li> <li>• Recruitment will begin in August, 2015</li> </ul> |



| REC #                         | RECOMMENDATION                                                                                                                       | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                                                                                                                                                                                                   |
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| 23                            | Reorganize the Executive Board to consist of City Manager's Office staff of the city manager's choosing and department heads.        | <ul style="list-style-type: none"> <li>Select staff from the City manager's Office to participate on the Executive Board.</li> <li>Communicate restructure to staff with explanation of reason for restructure.</li> <li>Set implementation date.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 08/15/15 | City Manager            |          |        | <p><b>IN PROGRESS</b></p> <p>On track to be completed by August, 2015</p>                                                                                                                                                                                                                     |
| <b>Information Technology</b> |                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |          |                         |          |        |                                                                                                                                                                                                                                                                                               |
| 24                            | Develop an Information Technology Master Plan with a funding plan to effectuate timely replacement of information technology assets. | <ul style="list-style-type: none"> <li>Complete and accept analysis from NexLevel, which will address needs.</li> <li>Convene IT governance committee.</li> <li>Identify goals and objectives for the plan</li> <li>Identify requirements and steps to achieve goals, objectives and technology, identify funding requirements and preliminary funding plan.</li> <li>Establish process for service level agreements between the Information Services /Division Department and individual departments.</li> <li>Distribute plan to staff for comment; revise as appropriate.</li> <li>Present plan to City Manager or City Council as appropriate.</li> <li>Review plan annually and make appropriate updates.</li> </ul> | 10/15/15 | IT Director             |          |        | <p><b>IN PROGRESS</b></p> <p>NexLevel has completed an evaluation of the City's technological needs and has developed a four year master plan that is currently being reviewed for final draft;</p> <p>The 4 year IT Master Plan will be taken to Council for review on October 13, 2015.</p> |

| REC #                                | RECOMMENDATION                                                                                            | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | TIMELINE | LEAD STAFF <sup>1</sup>  | COMMENTS                                                                                                                                                                                 | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                                                                                                        |
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| 25                                   | Create a process to notify the Information Technology Division when an employee leaves Oxnard employment. | <ul style="list-style-type: none"> <li>Review guidelines in Human Resources policies as part of the employee separation process;</li> <li>HR should provide for notification to IT.</li> </ul>                                                                                                                                                                                                                                                                                                                                                              | 10/15/15 | Human Resources Director |                                                                                                                                                                                          |        | IN PROGRESS                                                                                                                                                                                        |
| <b>Asset Management – Wastewater</b> |                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |          |                          |                                                                                                                                                                                          |        |                                                                                                                                                                                                    |
| 26                                   | Complete and present the Wastewater Master Plan to the Council in 2015.                                   | <ul style="list-style-type: none"> <li>Develop new master plan to address the capital and related operating needs of the system.</li> <li>Develop multi-year pro forma operating statement that address operating and capital costs of master plan, including appropriate bond coverage and user fee implications.</li> <li>Create status report regarding the components of the master plan.</li> <li>Schedule City Council workshop to present status.</li> <li>Revise master plan and work program in accordance with City Council direction.</li> </ul> | 12/15/15 | Utilities Director       | <ul style="list-style-type: none"> <li>Consider a phasing approach given the recent downgrade in bonds to reduce the interest rate penalty on the master plan implementation.</li> </ul> |        | <p><b>IN PROGRESS</b></p> <p>Last update to Utilities Task Force in April 2015;</p> <p>UTF meeting held on July 16, 2015;</p> <p>Draft CIP plan for rate study will be complete July 30, 2015.</p> |



| REC #                                                                      | RECOMMENDATION                                                                                                                           | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | TIMELINE | LEAD STAFF <sup>1</sup>  | COMMENTS | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                                                                                                                                                                                                                                |
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| <b>Asset Management – Facilities</b>                                       |                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |          |                          |          |        |                                                                                                                                                                                                                                                                                                                            |
| 27                                                                         | Reassign the responsibility for facilities management of Recreation and Performing Arts Center facilities to General Services.           | <ul style="list-style-type: none"> <li>Consolidate responsibility and incorporate into the master plan.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 11/15/15 | City Manager             |          |        | IN PROGRESS                                                                                                                                                                                                                                                                                                                |
| <b>Human Resources Department and Programs Organizational Audit (RSHS)</b> |                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |          |                          |          |        |                                                                                                                                                                                                                                                                                                                            |
| 113                                                                        | Reclassify one vacant Human Resources Manager position to an Assistant Human Resources Director.                                         | <ul style="list-style-type: none"> <li>Draft Assistant Human Resources Director Job Spec.</li> <li>Conduct salary study for position.</li> <li>Confirm additional cost in budget with Finance.</li> <li>Seek approval from Council for new spec and pay.</li> <li>Determine if the City has the internal capacity to conduct search or is outside assistance is required.</li> <li>Conduct search and select desired candidate</li> </ul>                                                                                                                                                                                  | 09/15/15 | Human Resources Director |          |        | COMPLETED<br><br>The Assistant Human Resources Director classification and salary range is scheduled for Council approval on 7/21/15;<br><br>Recruitment will begin in August, 2015                                                                                                                                        |
|                                                                            | Review the current recruitment and examination process to identify necessary resources to complete City recruitments in a timely manner. | <ul style="list-style-type: none"> <li>Evaluate the appropriate staffing level for the City's recruiting staff as part of implementing Recommendation 107.</li> <li>Obtain approval for additional staffing as needed</li> <li>Review and update recruitment and examination policies as part of implementing Recommendation 108.</li> <li>Negotiate changes with bargaining units as necessary.</li> <li>Review job specs and content of examinations to determine appropriateness of pre-hire testing.</li> <li>Evaluate options for using outside vendor to conduct examinations and assist with recruiting.</li> </ul> | 12/15/15 | Human Resources Director |          |        | IN PROGRESS<br><br>Completed: HR Director has completed review of recruitment and evaluation process and obtained approval for 4 additional staff members.<br><br>Completed: RFP for comprehensive classification and compensation is complete.<br><br>Four proposals have been received and are presently being reviewed. |

City of Oxnard's Organizational Assessment:  
Six-Month Implementation Action Plan

Priority 1A Items

| REC # | RECOMMENDATION                                                                                                                                                        | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                     | TIMELINE | LEAD STAFF <sup>1</sup>  | COMMENTS | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                                                                                                          |
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| 30    | Fill vacant Human Resources Benefits Manager Position.                                                                                                                | <ul style="list-style-type: none"> <li>Review and update job description.</li> <li>Determine if the City has the internal capacity to conduct search or is outside assistance is required.</li> <li>Conduct search and select desired candidate.</li> </ul>                                                                                                              | 10/15/15 | Human Resources Director |          |        | <p><b>IN PROGRESS</b></p> <p>The Assistant Human Resources Director classification and salary range is scheduled for Council approval on 7/21/15;</p> <p>Recruitment will begin in August, 2015.</p> |
| 31    | Contract with a benefits vendor to assist in administering the benefits program.                                                                                      | <ul style="list-style-type: none"> <li>Draft and issue a request for proposals to assist City in administering its benefits programs.</li> <li>Review costs associated with retention of a benefits vendor with the City's finance department to determine the appropriate funding source.</li> <li>Negotiate contract for services</li> <li>Execute contract</li> </ul> | 12/15/15 | Human Resources Director |          |        | <p><b>IN PROGRESS</b></p> <p>RFP has been completed with a total of five proposals having been submitted. HR is presently reviewing the proposals and will select vendor by July 31, 2015.</p>       |
| 32    | Conduct an audit of all benefits programs to verify compliance with applicable laws; determine operational and financial impacts of current administrative processes. | <ul style="list-style-type: none"> <li>Issue RFP to retain benefits consultant to conduct compliance audit.</li> <li>Review findings and present it to City Council.</li> <li>Implement changes necessary to bring benefits programs in compliance with applicable law.</li> </ul>                                                                                       | 10/15/15 | Human Resources Director |          |        | <p><b>IN PROGRESS</b></p> <p>RFP for Benefits broker has been completed. Audit of compliance with Affordable Care Act by Segal scheduled for 1<sup>st</sup> quarter of FY 15-16.</p>                 |
|       | Contract with an actuary to analyze issues related to CalPERS and Carman Override                                                                                     | <ul style="list-style-type: none"> <li>Retain actuarial consultant to develop analysis.</li> <li>Respond to information request from actuary.</li> <li>Negotiate changes with bargaining units as necessary.</li> </ul>                                                                                                                                                  | 12/15/15 | Chief Financial Officer  |          |        | <p><b>COMPLETED</b></p> <p>Actuary has completed the CalPers and Carman Override analysis, which resulted in the determination of appropriate percentage rates to be charged to Carman Override.</p> |



City of Oxnard's Organizational Assessment:  
Six-Month Implementation Action Plan

Priority 1A Items

| REC # | RECOMMENDATION                                                                                                                                                                                           | IMPLEMENTATION STEPS                                                                                                                                                                                                                                             | TIMELINE | LEAD STAFF <sup>1</sup>                                                          | COMMENTS | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                                                                                                                                                     |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------------------------------------------------------------------------|----------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 34    | Review the City's compliance with obligations under its existing retirement plans and under applicable law to provide a Social Security alternative to employees not eligible under the City's programs. | <ul style="list-style-type: none"> <li>• Retain tax counsel to review tax compliance.</li> <li>• Retain benefit consultant to create alternative social security plan, if necessary.</li> <li>• Negotiate changes with bargaining units as necessary.</li> </ul> | 10/15/15 | Chief Financial Officer (w/ support by City Attorney & Human Resources Director) |          |        | <b>IN PROGRESS</b><br><br><u>Completed:</u> Review of compliance with Social Security Program complete;<br><br>Will schedule closed session discussion with Council on 7/21/15;<br><br>Recommendation pending City Council review and approval. |
| 35    | Review the Employee Thrift Plan with the assistance of tax counsel and a benefits consultant.                                                                                                            | <ul style="list-style-type: none"> <li>• Retain tax counsel to review tax compliance</li> <li>• Negotiate changes with bargaining units as necessary.</li> </ul>                                                                                                 | 10/15/15 | Human Resources Director                                                         |          |        | <b>IN PROGRESS</b><br><br>Review Employee Thrift Plan completely and recommendation pending City Council review and approval.                                                                                                                   |
| 36    | Audit the City's compliance with the Affordable Care Act and the City's original authorization, including cost implications.                                                                             | <ul style="list-style-type: none"> <li>• Retain benefits consultant to review City's compliance with the Affordable Care Act.</li> <li>• Review City Council authority.</li> </ul>                                                                               | 12/15/15 | Human Resources Director                                                         |          |        | <b>IN PROGRESS</b><br><br>Audit of compliance with Affordable Care Act by Segal scheduled for 1 <sup>st</sup> quarter of FY 15-16.                                                                                                              |
|       | Develop a Citywide policy for controlling access to the payroll systems.                                                                                                                                 | <ul style="list-style-type: none"> <li>• Draft policy for department heads to request modifications to payroll.</li> <li>• Prohibit access to payroll system by employees outside the Finance department.</li> </ul>                                             | 10/15/15 | Chief Financial Officer                                                          |          |        | <b>IN PROGRESS</b>                                                                                                                                                                                                                              |

City of Oxnard's Organizational Assessment:  
Six-Month Implementation Action Plan

Priority 1A Items

| REC #     | RECOMMENDATION                                                                                                              | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | TIMELINE | LEAD STAFF <sup>1</sup>  | COMMENTS                                                                                                                                                                                                                     | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                                                                |
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| 38        | Establish a standard procedure for reporting employee separation from City service and establish a position control system. | <ul style="list-style-type: none"> <li>• Draft procedure for departments to report employee separations to Human Resources Department and Payroll</li> <li>• Distribute procedure to department heads</li> <li>• Conduct training session with department heads to ensure compliance with procedure</li> <li>• Retain consultant to develop position control system</li> <li>• Work with consultant to develop position control system</li> <li>• Present position control system to City Council as part of allocated positions in budget process.</li> </ul> | 12/15/15 | Human Resources Director | <ul style="list-style-type: none"> <li>• Chief Financial Officer has a supporting role.</li> <li>• HR, Finance and service departments to utilize position control system to manage staffing level going forward.</li> </ul> |        | IN PROGRESS                                                                                                                                                |
| 116<br>39 | Implement a standard practice for City Council approval of benefits.                                                        | <ul style="list-style-type: none"> <li>• Develop procedure for drafting agenda items related to approval of benefits</li> <li>• Draft procedure and disseminate to HR and Finance staff, along with Department Heads</li> </ul>                                                                                                                                                                                                                                                                                                                                | 12/15/15 | Human Resources Director |                                                                                                                                                                                                                              |        | IN PROGRESS<br><br>All salary and benefit changes to be conducted through meet and confer process with final approval by City Council adopting resolution. |

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

July 21, 2015





## Guide to the Implementation Action Plan

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

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

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

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

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



City of Oxnard's Organizational Assessment:  
One Year Implementation Action Plan

Priority 1B

| REC #                                   | RECOMMENDATION                                                                                                                                              | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                                                       | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS                                                                                                                                                                                                                                                                        | STATUS | PROGRESS TO DATE/NEXT STEPS                                         |
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| <b>City Services and Budget Process</b> |                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                            |          |                         |                                                                                                                                                                                                                                                                                 |        |                                                                     |
| 1                                       | Develop a multi-year plan to evaluate community conditions and needs, and associated service levels to address those needs, including capital master plans. | <ul style="list-style-type: none"> <li>Develop list of community conditions for evaluation.</li> <li>Identify a process to get input from the public in addition to Council priorities.</li> <li>Identify budget resources.</li> <li>Identify alternatives to address unfunded needs.</li> <li>Conduct follow-up community meetings to present options.</li> <li>Incorporate priorities in the budget document.</li> </ul> | 06/30/16 | City Manager            | <ul style="list-style-type: none"> <li>This can be further addressed in phases 2 and 3 as we understand the capacity and needs of the City.</li> <li>This work product will provide the information to take the City's budget process to a best management practice.</li> </ul> |        |                                                                     |
| 2                                       | Incorporate City Council goals and priorities in the budget planning process and articulate how the budget incorporates the Council's goals.                | <ul style="list-style-type: none"> <li>Conduct Council workshop to identify goals that realistically reflect the constrained capacity of organization.</li> <li>Add to discussions with departments for budget development.</li> <li>Address in specific section in the budget document.</li> </ul>                                                                                                                        | 6/30/16  | City Manager            | <ul style="list-style-type: none"> <li>Chief Finance Officer has a key-supporting role.</li> </ul>                                                                                                                                                                              |        | <b>IN PROGRESS</b><br><br>Council Retreat planned for October, 2015 |

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

| REC # | RECOMMENDATION                                                                                                                                                                                                                                                         | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                                                                                                             | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                                                                                                                                               |
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| 3     | Ensure City Council has a thorough understanding of the condition of their City and the organization's financial condition, along with areas of concern, e.g., negative fund balances, negative operating position as part of the annual budget review and monitoring. | <ul style="list-style-type: none"> <li>Highlight all negative fund balances, operating positions and deferred investments (e.g. fleet, IT, CIP).</li> <li>Conduct a workshop with City Council prior to finalizing budget document.</li> <li>Identify key concerns from departments and from City Council.</li> <li>Develop a response/plan to address each concern.</li> <li>Establish a process to provide routine updates to City Council (quarterly or mid-year).</li> </ul> | 5/15/16  | City Manager            |          |        | <p><b>IN PROGRESS</b></p> <p>Began identification of condition of City's financial condition during the development of the FY 15/16 budget process;</p> <p>Will continue the discussion during the development of the FY 16/17 Budget</p> |

## Financial Management Policies

|   |                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                  |         |                         |                                                                                                      |  |                                                                       |
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| 4 | Move the Development Services Department budget into its own fund and fund operations with user fees. Other than the General Plan cost center, fees should fund Development Services. | <ul style="list-style-type: none"> <li>Create Development Services fund.</li> <li>Determine appropriate fees to support General Plan updates.</li> <li>Compare fee structures in peer agencies and set competitive fees in Oxnard.</li> <li>Present fees to City Council for approval.</li> <li>Post fees on City website.</li> <li>Create system to update annually.</li> </ul> | 4/15/16 | Chief Financial Officer | <ul style="list-style-type: none"> <li>This may also ameliorate the General Fund deficit.</li> </ul> |  | This will be coordinated with the FY 16-17 budget development process |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-------------------------|------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------|

| REC # | RECOMMENDATION                                                                                                                                                            | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS                                                                                                                                                                                                                                                                  | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| 5     | Prepare a comprehensive financial assessment of the Environmental Resources, Golf Fund, Performing Arts Center Fund, benefit assessment and development impact fee funds. | <ul style="list-style-type: none"> <li>Review all balance sheets, operating statements, and budget and develop plans to address negative fund balances and operating positions.</li> <li>Evaluate all costs associated with each fund and ensure proper allocation.</li> <li>Assess adequacy of revenues and fund balance.</li> <li>Identify alternatives for more cost-effective delivery methods.</li> <li>Determine impacts for alternatives to increase fees or reduce service levels.</li> <li>Present recommendations for fee increases, reduced service levels or General Fund subsidies to City Council for approval.</li> </ul> | 03/15/16 | Chief Financial Officer | <ul style="list-style-type: none"> <li>Given their potential impact on the General Fund and the apparent negative fund balances, this is a top priority.</li> <li>The benefit assessments and development impact fee reviews are candidates for contract help.</li> </ul> |        | <p><b>IN PROGRESS</b></p> <p>Both the Golf and PACC are on the priority performance audit list of the new internal audit program being proposed to Council; The City has contracted with a firm to methodically review the Benefit Assessment program with a scheduled Council Workshop in September; City staff is reviewing the City's Development Impact Fee s. Staff is also currently reviewing the finances and operations of the golf fund. It will include a meeting with the Golf operator to evaluate options for reducing the general fund subsidy.</p> |



City of Oxnard's Organizational Assessment:  
One Year Implementation Action Plan

Priority 1B

| REC # | RECOMMENDATION                                                                                                 | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                                          | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS                                                                                                                          | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                                                                                                                                                                                                                              |
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| 6     | Review golf operations to ensure the fund is adequately paying for costs associated with recycled water usage. | <ul style="list-style-type: none"> <li>Confirm appropriate method for allocating costs for water usage.</li> <li>Assess adequacy of revenues to pay costs.</li> <li>Determine if there are more cost-effective methods for water usage.</li> <li>Determine if additional revenues are required and impact on fees.</li> <li>Present to City Council for approval if it requires a policy decision.</li> </ul> | 04/15/16 | Chief Financial Officer | <ul style="list-style-type: none"> <li>Given its potential impact on the General Fund subsidy, this is a top priority.</li> </ul> |        | <p><b>IN PROGRESS</b></p> <p>Staff is currently reviewing the finances and operations of the golf fund. It will include a meeting with the Golf operator to evaluate options for reducing the general fund subsidy.</p>                                                                                                  |
| 7     | Account for all City resources, liabilities and deferred investments in the budget                             | <ul style="list-style-type: none"> <li>Include details on all resources in the budget, including fund balances</li> <li>Include all maintenance, investment deferrals and implications in the budget document</li> </ul>                                                                                                                                                                                      | 03/15/16 | Chief Financial Officer |                                                                                                                                   |        | <p><b>IN PROGRESS</b></p> <p>The FY 15/16 Budget included details on fund balances, most liabilities and some investment deferrals, and other critical financial information;</p> <p>The FY 16/17 Budget will include all other liabilities and deferred investments once Master Plans are completed in other areas.</p> |

| REC # | RECOMMENDATION                                                                                                                                                                                                                           | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS                                                                                                                                                                                                  | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                                                                                              |
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| 8     | Create an annual user fee review and adoption process that revolves around Council policy direction on what fees should fully recover the cost of services and what services might be subsidized by the General Fund and at what levels. | <ul style="list-style-type: none"> <li>Identify and list all user charges for services offered to the public.</li> <li>Determine actual direct/indirect cost for providing each service at the most reasonable activity level.</li> <li>Determine which fees benefit the greater general public vs. discrete users and compare fees with surrounding agencies and/or service market.</li> <li>Determine appropriate level(s) for subsidies, if any from the General Fund.</li> <li>Present fees and subsidy levels to City Council for adoption.</li> <li>Post fees on City website.</li> <li>Create system to update annually.</li> </ul> | 04/15/16 | Chief Financial Officer | This is a priority 1 due to its potential benefit to the anticipated General Fund budget deficit. This may be coordinated with other recommendations which need to be completed before this is finalized. |        | IN PROGRESS<br><br>An RFP (user fee request) for proposal has been issued to acquire the necessary resources to complete this task on time , and a contract will be issued in September. |
| 9     | Update internal service fund (ISF) charges annually to reflect expected operating costs.                                                                                                                                                 | <ul style="list-style-type: none"> <li>Identify all internal service funds and fee-based services;</li> <li>Identify all direct/indirect costs and replacement fund strategies;</li> <li>Develop ISF rates to adequately cover costs including and fund balance targets.</li> </ul>                                                                                                                                                                                                                                                                                                                                                        | 04/15/16 | Chief Financial Officer | Contract candidate for initial work. Staff can update annually.                                                                                                                                           |        | IN PROGRESS<br><br>The RFP mentioned in the item above also includes addressing this item                                                                                                |



| REC #                                                | RECOMMENDATION                                                                                                                                                                    | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                               | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS                                                                                                                                                                                                 | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                  |
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| 10                                                   | Update the Indirect Cost Allocation Plan for internal indirect cost recovery and develop a Federal A-87 compliant plan to recover indirect costs on grants.                       | <ul style="list-style-type: none"> <li>Identify how the City should best allocate costs to cost centers (i.e. direct charge vs. inclusion in indirect allocation methods).</li> <li>Develop indirect rates that can be used internally and A-87 compliant rates that can be used for grants.</li> <li>Create system for annual updates.</li> </ul> | 4/15/16  | Chief Financial Officer | This should precede recommendations 14 and 17.                                                                                                                                                           |        | IN PROGRESS<br><br>The RFP mentioned in the item above also includes addressing this item                    |
| <b>Financial Management Policy and Practice Gaps</b> |                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                    |          |                         |                                                                                                                                                                                                          |        |                                                                                                              |
| 11                                                   | Clarify that City Council's "Capital Improvement Program Policies Section II A5", covers all facilities and parks, in addition to utility infrastructure and improvements.        | <ul style="list-style-type: none"> <li>Revise language in the policy to include all facilities and parks.</li> <li>Present to City Council for approval.</li> </ul>                                                                                                                                                                                | 03/15/16 | Chief Financial Officer | This policy requires master plans for most capital categories.                                                                                                                                           |        | This will be completed when the Financial Management Policies are reviewed as part of other recommendations. |
| 12                                                   | Add a category with requisite policies to the Financial Management Policies entitled Asset Management.                                                                            | <ul style="list-style-type: none"> <li>Revise policies to include asset management</li> <li>Present to City Council for approval.</li> </ul>                                                                                                                                                                                                       | 04/15/16 | Chief Financial Officer | This would add fleet and IT replacement needs to the capital programs in place.                                                                                                                          |        | This will be completed when the Financial Management Policies are reviewed as part of other recommendations. |
|                                                      | Prepare and present an overview of the City's collection efforts for accounts receivable and the billing and collection activities in Treasury to ensure they comply with policy. | <ul style="list-style-type: none"> <li>Review and document all current practices and identify those that are not in compliance with policies i.e. areas where we can do more for collections.</li> <li>Establish program proposals and dates to achieve compliance.</li> </ul>                                                                     | 1/15/16  | Chief Financial Officer | This should be done in conjunction with departments that are involved in collections. Current Financial Management Policy says staff will take all cost-effective actions available to collect revenues. |        |                                                                                                              |

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| REC # | RECOMMENDATION                                                                                                                                                                                                                                             | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                                                                                                                                 |
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| 14    | Clarify procedures for capital improvement projects to require background information about the overall condition of the City's investment in infrastructure, the impacts of deferring investments and the relative need for each project-funding request. | <ul style="list-style-type: none"> <li>• Prepare standard operating procedures for the types of information to be included in each project-funding request (e.g. condition of asset, is it a repair or replacement, etc.).</li> <li>• Develop and maintain timely master plans for equipment and facilities.</li> </ul>             | 6/30/16  | Assistant City Manager  |          |        | This will be completed as part of the FY 16-17 Budget Process.                                                                                                                                                              |
| 15    | Require staff in the department receiving the grant to coordinate with Finance to ensure proper accounting systems are put in place to satisfy grantor requirements.                                                                                       | <ul style="list-style-type: none"> <li>• Ensure guidelines developed in other recommendations include information regarding all departments' responsibilities.</li> <li>• Prepare a list of requirements specifically related to Finance Department review and monitoring.</li> <li>• Communicate requirements to staff.</li> </ul> | 01/15/16 | Chief Financial Officer |          |        |                                                                                                                                                                                                                             |
| 16    | Prepare an annual assessment of debt loads as part of the budget review process and include accrued leave balances in this evaluation.                                                                                                                     | <ul style="list-style-type: none"> <li>• Determine annual accrued leave balances for use in assessment of debt loads.</li> <li>• Prepare debt load assessment for each debt category and discuss with City Council.</li> <li>• Include this information in the budget document.</li> </ul>                                          | 2/15/16  | Chief Financial Officer |          |        | IN PROGRESS<br><br>This will be included in each annual budget process starting in FY-16-17. To the extent that staff proposes a debt issue before then, the topic of "debt loads" will be addressed at that point in time. |



| REC #                                                           | RECOMMENDATION                                                                                                                                                                         | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                                                                                                                                                                                                                                                     |
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| <b>Financial Health of the General Fund and Measure O Funds</b> |                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |          |                         |          |        |                                                                                                                                                                                                                                                                                                                                                 |
| 17                                                              | Conduct a workshop on key drivers of budget deficits and trends, focusing on understanding and determining options to manage these trends to improve the financial health of the City. | <ul style="list-style-type: none"> <li>Review status of all funds that directly or indirectly impact the General Fund.</li> <li>Update long-range projections to illustrate the long-term impact of current deficits.</li> <li>Identify major cost categories and explain how Council and management can manage trends.</li> <li>Identify alternatives for addressing the deficit (e.g., revenue increases, service level reductions, cost of business reductions, privatization, etc.).</li> <li>Illustrate financial trends; discuss impacts of financial fluctuations over time.</li> <li>Present information to the City Council.</li> <li>Obtain City Council concurrence on acceptable strategies.</li> </ul> | 02/15/16 | Chief Financial Officer |          |        | <p><b>IN PROGRESS</b></p> <p>Several workshops were completed with the City Council as part of discussing the long range financial forecast in preparation for FY 15/16 Budget adoption;</p> <p>The FY 2016/17 Budget process will be kicked off with a more extensive Council workshop covering each item mentioned in this recommendation</p> |
|                                                                 |                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |          |                         |          |        |                                                                                                                                                                                                                                                                                                                                                 |



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| REC # | RECOMMENDATION                                                                                                                                        | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                                                                                                 | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS                                                                                                                                                                                                                                                                | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                                                                                                                          |
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| 18    | Reevaluate the reliance of the City on Measure O funds and develop a strategy to address short- and long-term impacts on the City's budget.           | <ul style="list-style-type: none"> <li>• Prepare analysis of current use of Measure O Funds focusing on ongoing commitments vs. one-time.</li> <li>• Prepare projections of both cost categories and assess the impact the sunset of Measure O funds has on operations.</li> <li>• Evaluate if there are available Measure O funds to address the General Fund needs.</li> <li>• Present to City Council and obtain concurrence on acceptable strategies.</li> </ul> | 3/15/16  | Chief Financial Officer | <ul style="list-style-type: none"> <li>• Measure O Funds sunset 2028.</li> <li>• Normally this would be a priority 2 item, but to the extent that Measure O funds can be re-programmed to address the General Fund current needs, it becomes a top priority.</li> </ul> |        | <p><b>IN PROGRESS</b></p> <p><u>Completed:</u> During the FY 15/16 Budget process, recommendations were made re: use of Measure O Funds. Measure O funds were used to address the General Fund needs via a loan;</p> |
| 19    | Add a mid-level management position to the Finance Department to assist in addressing the recommendations in this report and to stabilize operations. | <ul style="list-style-type: none"> <li>• Identify the work program for the position.</li> <li>• Prepare job description; determine appropriate qualifications to support required operations.</li> <li>• Determine if the City has internal capacity to conduct the search or if outside assistance is required.</li> <li>• Conduct search and identify qualified candidates. Select candidate and fill position.</li> </ul>                                         | 04/15/16 | Chief Financial Officer | <ul style="list-style-type: none"> <li>• This position is critical in assisting in the implementation of the priority items under Finance and Human Resources.</li> </ul>                                                                                               |        | <p>This will be completed when new CFO is appointed.</p>                                                                                                                                                             |

| REC #                       | RECOMMENDATION                                                                             | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                                                                                                     | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS | STATUS | PROGRESS TO DATE/NEXT STEPS |
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| <b>Purchasing Practices</b> |                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |          |                         |          |        |                             |
| 20                          | Review and clarify policies for using credit cards and penalties if policies are violated. | <ul style="list-style-type: none"> <li>Review existing policies to ensure they reflect current safeguards for credit card use and protections.</li> <li>Review example policies from peer organizations.</li> <li>Draft revisions that outline appropriate use of City credit cards.</li> <li>Draft penalties for violations and include in the policy.</li> <li>Present to City Council for approval.</li> <li>Provide training to staff on appropriate use.</li> </ul> | 05/15/16 | Chief Financial Officer |          |        |                             |
| 21                          | Include contract management practices as part of routine internal audits.                  | <ul style="list-style-type: none"> <li>Develop criteria for audits.</li> <li>Establish schedule for conducting audits.</li> </ul>                                                                                                                                                                                                                                                                                                                                        | 06/15/16 | Chief Financial Officer |          |        |                             |

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| REC #                   | RECOMMENDATION                                                                                                                                                      | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                                                                                          | TIMELINE | LEAD STAFF <sup>1</sup>  | COMMENTS                                                                                                                                                                                                                                         | STATUS | PROGRESS TO DATE/NEXT STEPS                                                          |
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| 22                      | Reinstate the safety position for the Workers' Compensation Program.                                                                                                | <ul style="list-style-type: none"> <li>Identify work program for safety position.</li> <li>Prepare job description; determine appropriate qualifications to manage safety program requirements in Oxnard.</li> <li>Determine if the City has the internal capacity to conduct search or is outside assistance is required.</li> <li>Conduct search and select desired candidate.</li> <li>Develop safety program geared towards the highest risks.</li> </ul> | 01/15/16 | Human Resources Director |                                                                                                                                                                                                                                                  |        | IN PROGRESS<br><br>Assigning safety officer duties to worker's compensation manager. |
| 23                      | Develop or participate in available training programs that assist in preventing liability claims such as sexual harassment, hostile work environments, ethics, etc. | <ul style="list-style-type: none"> <li>Prioritize training programs based on risk exposure.</li> <li>Identify resources specializing in selected training programs.</li> <li>Prepare training schedule.</li> <li>Communicate requirements to participate in training.</li> <li>Develop guidelines for participating in training.</li> </ul>                                                                                                                   | 06/15/16 | Human Resources Director | <ul style="list-style-type: none"> <li>While Human Resources Director is generally responsible for training, the Finance Department manages the liability program and is responsible for the performance and funding of that program.</li> </ul> |        |                                                                                      |
| Treasury and Accounting |                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                               |          |                          |                                                                                                                                                                                                                                                  |        |                                                                                      |
|                         | Identify all cash handling points in the City and schedule audits on a rotating basis.                                                                              | <ul style="list-style-type: none"> <li>Develop guidelines for auditing cash handling procedures.</li> <li>Establish and communicate schedule for audits.</li> </ul>                                                                                                                                                                                                                                                                                           | 01/15/16 | Chief Financial Officer  | <ul style="list-style-type: none"> <li>City Treasurer should support this process.</li> </ul>                                                                                                                                                    |        | This will be addressed as part of the new Internal Audit program                     |



| REC # | RECOMMENDATION                                                                                                                                                  | IMPLEMENTATION STEPS                                                                                                                                                                                                           | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS                                                                                                                          | STATUS | PROGRESS TO DATE/NEXT STEPS |
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| 25    | Form an Investment Review Committee with at least one member appointed from outside the City organization.                                                      | <ul style="list-style-type: none"> <li>Reconstitute the Investment Committee with assistance from the Chief Financial Officer.</li> <li>Select outside representative with investment experience.</li> </ul>                   | 01/15/16 | City Treasurer          | <ul style="list-style-type: none"> <li>The City currently has an Investment Committee on the books but it is inactive.</li> </ul> |        |                             |
| 26    | Review all posting errors and reconciling items from past cash reconciliations to inform how the accounting for cash and investments can improve in the future. | <ul style="list-style-type: none"> <li>Assign a work team to review errors and past reconciliations to identify common/recurring problems.</li> <li>Develop plan for timely reconciliation of accounts and ledgers.</li> </ul> | 01/15/16 | Chief Financial Officer |                                                                                                                                   |        | IN PROGRESS                 |

#### Public Information Office

|     |                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                               |          |                    |                                                                                                                                                             |  |             |
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| 130 | Conduct a workload analysis of the Citywide Public Information Office functions to determine the level of support needed and opportunities to streamline the program and identify cost savings. | <ul style="list-style-type: none"> <li>Determine if City has internal capacity to conduct a review of program.</li> <li>Develop schedule for start and completion of study.</li> <li>Conduct study, schedule interviews with key stakeholders e.g. neighborhoods to review desired outcomes, functions, processes and alternatives</li> </ul> | 04/15/16 | Asst. City Manager | <p>This is a priority due to potential savings to the General Fund.</p> <p>This analysis will commence once the PIO Community Affairs Manager is hired.</p> |  | IN PROGRESS |
| 27  | Evaluate the neighborhood support needs, service delivery options and appropriate placement of the function.                                                                                    | <ul style="list-style-type: none"> <li>Identify support needs for current neighborhood services.</li> <li>Assess options for providing support based on service delivery needs.</li> <li>Reaffirm current structure or develop new structure given expected outcomes.</li> </ul>                                                              | 04/15/16 | Asst. City Manager |                                                                                                                                                             |  | IN PROGRESS |

| REC #                         | RECOMMENDATION                                                                                                                                                                                                                                                                                                                                  | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                                                                                                                                               |
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| <b>Information Technology</b> |                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |          |                         |          |        |                                                                                                                                                                                                                                           |
| 29                            | Create an Information Technology Director position with department head status.                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>Identify work program for IT position.</li> <li>Prepare job description; determine appropriate qualifications to manage information service requirements in Oxnard.</li> <li>Create job description for department head.</li> <li>Determine if the City has the internal capacity to conduct search or is outside assistance is required.</li> <li>Conduct search and select desired candidate.</li> </ul>                                        | 01/15/16 | City Manager            |          |        | <p><b>IN PROGRESS</b></p> <p>Included an IT Director position in FY 15/16 Budget;</p> <p>IT Director Classification and Salary Range is scheduled for Council consideration on 7/21/15;</p> <p>Recruitment will begin in August, 2015</p> |
| 30                            | Develop a governance structure comprised of an executive committee and a technical committee as follows: 1) City department heads that will provide advice on Citywide Information Technology priorities, and 2) department liaisons serving as a technical committee to ensure the department head priorities are implemented and coordinated. | <ul style="list-style-type: none"> <li>Identify the members of the technology governance advisory committee, to be appointed by the City Manager.</li> <li>Designate chair of the committee (i.e. IT Director) and prepare a written charge to the Committee about its role.</li> <li>Develop schedule for the technology governance advisory committee meetings (e.g., quarterly, monthly).</li> <li>Create user committees as needed to address specific technology issues.</li> </ul> | 2/1/16   | IT Director             |          |        |                                                                                                                                                                                                                                           |

| REC #                                 | RECOMMENDATION                                                                          | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                                 |
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| <b>Asset Management – Water</b>       |                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |          |                         |          |        |                                                                                                                             |
| 31                                    | Review water accumulated impact fees to ensure they are used consistent with state law. | <ul style="list-style-type: none"> <li>• Evaluate sources and collection dates for all impact fees on deposit.</li> <li>• Ensure compliance with state law on timing for the use of fees.</li> <li>• Evaluate all eligible costs associated with the fund and develop plans for timely use of these funds.</li> </ul>                                                                                                                                                                                                                                                                                                                              | 01/15/16 | Chief Financial Officer |          |        |                                                                                                                             |
| <b>Asset Management – Storm water</b> |                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |          |                         |          |        |                                                                                                                             |
| 32                                    | Complete and present the Storm water Master Plan to the Council in 2015.                | <ul style="list-style-type: none"> <li>• Complete the master plan to assess the capital and related operating needs of the system.</li> <li>• Develop multi-year pro forma operating statements that address operating and capital costs of master plan, including bond coverages and user fee implications.</li> <li>• Evaluate and present a dedicated funding source as part of this master plan</li> <li>• Create status report regarding the components of the master plan.</li> <li>• Schedule City Council workshop to present status.</li> <li>• Revise master plan and work program in accordance with City Council direction.</li> </ul> | 01/15/16 | Utilities Director      |          |        | <b>IN PROGRESS</b><br><br>Last update to Utilities Task Force in April 2015<br>Draft CIP plan will be complete Sep 30, 2015 |



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| REC #                                       | RECOMMENDATION                                                                                                                                                                                          | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                          | TIMELINE | LEAD STAFF <sup>1</sup>  | COMMENTS                                      | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                                  |
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| 33                                          | Review the accumulated impact fees for storm water and develop a plan for their timely use consistent with state law.                                                                                   | <ul style="list-style-type: none"> <li>Evaluate sources and collection dates for all impact fees on deposit. Ensure compliance with state law.</li> <li>Evaluate all eligible costs associated with the fund and develop plans for their timely use.</li> </ul>               | 04/15/16 | Chief Financial Officer  |                                               |        |                                                                                                                              |
| 34                                          | Review the condition of the Workers' Compensation Fund and its expected operating results for this fiscal year.                                                                                         | <ul style="list-style-type: none"> <li>Review the financial position of the fund and develop strategy to achieve acceptable fund balance goals for that fund, given accrued liabilities.</li> <li>Develop multi-year funding plan to reduce negative fund balance.</li> </ul> | 01/15/16 | Human Resources Director |                                               |        |                                                                                                                              |
| <b>Payroll and Human Resources Controls</b> |                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                               |          |                          |                                               |        |                                                                                                                              |
| 35                                          | Review the performance of the Public Agency Retirement Services system on an annual basis, at minimum with involvement of Finance and Human Resources.                                                  | <ul style="list-style-type: none"> <li>Schedule annual meetings with PARS and the actuary to ensure proper budgeting of ARC, etc.</li> <li>Prepare a joint annual report from Finance and Human Resources and provide to City Manager's Office.</li> </ul>                    | 01/15/16 | Human Resources Director |                                               |        |                                                                                                                              |
|                                             | Affirm the proper role for Finance/Payroll as the final "check and balance" ensuring that employees are properly compensated consistent with City Council authorization and pursuant to IRS guidelines. | <ul style="list-style-type: none"> <li>Document the proper roles of the Finance and Human Resources staff.</li> <li>Both directors should document and study key processes, decisions, work products and clarify roles for each department.</li> </ul>                        | 01/15/16 | Chief Financial Officer  | Finance and Human Resources have a joint role |        | <b>IN PROGRESS</b><br>Preliminary discussions between HR/Fin have taken place; Work will continue when new CFO is appointed. |



| REC #                      | RECOMMENDATION                                                                                                                                     | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                                                                                                                                                                                                                                                                                                                   |
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| Office of the City Manager |                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |          |                         |          |        |                                                                                                                                                                                                                                                                                                                                                                                                               |
|                            |                                                                                                                                                    | <ul style="list-style-type: none"> <li>Reaffirm what CM needs from organization generally and what he needs from senior managers specifically.</li> <li>Develop agreements amongst senior management for shared values, mutual expectations, expected behaviors and professional standards.</li> <li>Document skill sets, professional standards and behaviors expected of each level of the organization: executive, mid-level, and supervisory and line staff.</li> <li>Create professional development programs available to all employees with opportunities for special assignments, internal and/or external training, peer networking/professional association participation, cost reimbursement for education, etc.</li> <li>Provide room in performance evaluations to discuss employee's development needs towards meeting mutual goals, again this is a two-way conversation.</li> </ul> |          |                         |          |        |                                                                                                                                                                                                                                                                                                                                                                                                               |
|                            | Create and fund a formal professional development program that defines and rewards the desired traits and behaviors of middle and senior managers. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 03/15/16 | City Manager            |          |        | <p><b>IN PROGRESS</b></p> <p>Planning a Mid-Managers Workshop in September on Adaptive Change. Will reconfigure the E-Board by August to conduct a Senior Staff retreat; Will complete an internal One-to-One Coaching Program and make available to all employees using senior staff and other executives around d CA; will utilize Cal-ICMA Webinars on various topics and make available to employees;</p> |

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| 38    | Restructure the General Services and Environmental Resources Divisions into a Public Works Department. | <ul style="list-style-type: none"> <li>Identify all program/project components of both divisions.</li> <li>Determine an organizational structure that consolidates like functions.</li> <li>Create job description for department head.</li> <li>Determine if the City has the internal capacity to conduct search or is outside assistance is required.</li> <li>Conduct search and select desired candidate.</li> <li>Merge divisions into a Public Works Department.</li> </ul>                   | 01/15/16 | Asst. City Manager      | Coordinate with other restructuring Recommendation                                                                                                                    |        | IN PROGRESS                 |
| 39    | Restructure the Recreation and Library Divisions into a Cultural or Community Services Department.     | <ul style="list-style-type: none"> <li>Identify all program/project components of both divisions.</li> <li>Determine an organizational structure that consolidates like functions.</li> <li>Create job description for department head.</li> <li>Determine if the City has the internal capacity to conduct search or is outside assistance is required.</li> <li>Conduct search and select desired candidate.</li> <li>Merge divisions into a Cultural or Community Services Department.</li> </ul> | 01/15/16 | Asst. City Manager      | <p>Coordinate with other restructuring recommendation.</p> <p>Will go to Council with proposed new classification and salary range once restructure is evaluated.</p> |        | IN PROGRESS                 |

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| 40    | Restructure the Utilities Department by moving the Streets Capital and Major Maintenance Program and General Services Division to a newly created Public Works Department. | <ul style="list-style-type: none"> <li>Identify all program/project components of the department and the divisions.</li> <li>Determine an organizational structure that consolidates like functions.</li> <li>Merge divisions into the Public Works Department.</li> </ul> | 01/15/16 | Asst. City Manager      |          |        | IN PROGRESS                 |



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| 41    | Conduct a joint workshop with City Council representatives and appropriate City staff to address mutual needs, perceptions, current challenges and expectations for the future. | <ul style="list-style-type: none"> <li>Identify facilitator for the workshop.</li> <li>Determine who from the City Council will participate.</li> <li>Establish criteria for which staff will participate.</li> <li>Prepare agenda for the workshop and obtain concurrence from participants on process and issues for discussion.</li> <li>Set agreed upon process for ongoing discussions, if necessary.</li> </ul> | 01/15/16 | City Manager            | This was intended to discuss Council needs of staff, the current and upcoming challenges of the City and for staff to share their experiences of City Council meetings. This will inform training needs. |        | IN PROGRESS<br><br>Council Retreat planned for October, 2015. |
| 42    | Create and conduct training for staff members who make presentations to City Council.                                                                                           | <ul style="list-style-type: none"> <li>Establish criteria for who will/should receive training.</li> <li>Include training and achievement levels in professional development plans and performance evaluations.</li> </ul>                                                                                                                                                                                            | 3/15/16  | Assistant City Manager  |                                                                                                                                                                                                          |        | IN PROGRESS                                                   |

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| REC # | RECOMMENDATION                                                                                                | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                                               | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS | STATUS | PROGRESS TO DATE/NEXT STEPS |
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| 43    | Conduct a customer service survey to improve business practices in the internal service departments.          | <ul style="list-style-type: none"> <li>Define quality customer service in accordance with BMP's.</li> <li>Develop the survey process to measure desired outcomes</li> <li>Establish a time frame for conducting a survey to provide optimal input on budget/ policy issues.</li> <li>Develop a reporting process to share results with staff and the City Manager.</li> </ul>                                      | 3/15/16  | City Manager            |          |        | IN PROGRESS                 |
| 44    | Provide ethics training customized to each level of the organization (managers, supervisors, and line staff). | <ul style="list-style-type: none"> <li>Prioritize training programs based on risk exposure.</li> <li>Identify resources specializing in selected training programs.</li> <li>Prepare training schedule.</li> <li>Communicate requirements to participate in training.</li> <li>Develop guidelines for participating in training.</li> <li>Include ethics component in employee performance evaluations.</li> </ul> | 4/15/16  | City Manager            |          |        | IN PROGRESS                 |

City of Oxnard's Organizational Assessment:  
One Year Implementation Action Plan

Priority 1B

| REC # | RECOMMENDATION                                                                         | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                                                                                                               | TIMELINE | LEAD STAFF <sup>1</sup>  | COMMENTS                                                                         | STATUS | PROGRESS TO DATE/NEXT STEPS |
|-------|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------|----------------------------------------------------------------------------------|--------|-----------------------------|
| 45    | Provide training to employees on customer service best practices.                      | <ul style="list-style-type: none"> <li>Identify best practices in customer service and communicate expectations to staff.</li> <li>Determine if the City has the internal capacity to create training opportunities for employees.</li> <li>Identify resources specializing in selected training programs.</li> <li>Prepare training schedule.</li> <li>Communicate requirements to participate in training.</li> <li>Develop guidelines for participating in training.</li> </ul> | 4/15/15  | City Manager             | Department directors should be involved in the development of training programs. |        | IN PROGRESS                 |
| 46    | Create a process for engaging employees in constructive ongoing dialogue about ethics. | <ul style="list-style-type: none"> <li>Solicit ideas from employees on ongoing dialogue.</li> <li>Establish a process and schedule for routine discussions.</li> </ul>                                                                                                                                                                                                                                                                                                             | 4/15/15  | Human Resources Director |                                                                                  |        | IN PROGRESS                 |



| REC #                                                                      | RECOMMENDATION                                                               | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS                                                                                                                                                        | STATUS | PROGRESS TO DATE/NEXT STEPS |
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| <b>Managing for Results</b>                                                |                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |          |                         |                                                                                                                                                                 |        |                             |
| 47                                                                         | Incorporate customer service training into employee performance evaluations. | <ul style="list-style-type: none"> <li>Develop criteria for appropriate customer service in accordance with best management practices.</li> <li>Revise/create system for training and development of customer service focused discussion amongst staff.</li> <li>Communicate expectations to employees and how results will be measured and evaluated. Ask employees to identify barriers to good service.</li> <li>Discuss customer service as part of the annual evaluations with employees.</li> </ul> | 3/15/16  | Asst. City Manager      | <ul style="list-style-type: none"> <li>Each department should be required to develop "good customer service" criteria for their respective programs.</li> </ul> |        |                             |
| <b>Human Resources Department and Programs Organizational Audit (RSHS)</b> |                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |          |                         |                                                                                                                                                                 |        |                             |
| 48                                                                         | Fund the full cost of retiree medical benefits.                              | <ul style="list-style-type: none"> <li>Conduct updated actuarial valuation.</li> <li>Using updated valuation, determine the Actuarial Required Contribution.</li> <li>Confer with Finance to determine the most appropriate way to fund cost.</li> </ul>                                                                                                                                                                                                                                                  | 01/15/16 | Chief Financial Officer |                                                                                                                                                                 |        | IN PROGRESS                 |



City of Oxnard's Organizational Assessment:  
One Year Implementation Action Plan

Priority 1B

| REC # | RECOMMENDATION                                                                                        | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                 | TIMELINE | LEAD STAFF <sup>1</sup>  | COMMENTS | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                                                                                                              |
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| 49    | Review and update all personnel-related policies and procedures.                                      | <ul style="list-style-type: none"> <li>Review 150 City policies and /or ordinances.</li> <li>Work with affected departments to update policies and procedures.</li> <li>Revise as appropriate.</li> <li>Negotiate changes with bargaining units as necessary.</li> </ul>                                                                                                             | 04/15/16 | Human Resources Director |          |        | <p><b>IN PROGRESS</b></p> <p>RSHS has completed the review of all personnel related policies. Human Resources to review and finalize.</p>                                                                |
| 50    | Ensure the City is accurately reporting unemployment statistics for all classifications of employees. | <ul style="list-style-type: none"> <li>Review state law requirements for reporting unemployment statistics</li> <li>Develop process for communication between payroll and Human Resources in order to collect the information that needs to be reported</li> <li>Identify the appropriate position who will be responsible for reporting information to the state</li> </ul>         | 01/15/16 | Human Resources Director |          |        |                                                                                                                                                                                                          |
| 51    | Analyze the staffing requirements for the Employee Benefits Program.                                  | <ul style="list-style-type: none"> <li>Evaluate the appropriate staffing level for the City's benefit staff</li> <li>Obtain approval for additional staffing as needed.</li> <li>Review and update benefits policies</li> <li>Negotiate changes with bargaining units as necessary.</li> <li>Evaluate options for using outside vendor to conduct benefit administration.</li> </ul> | 01/15/16 | Human Resources Director |          |        | <p><b>IN PROGRESS</b></p> <p><u>Completed:</u> A Senior Benefits Coordinator position was included in the FY 15/16 Budget;</p> <p><u>Completed:</u> Benefits Manager hired and began work on 7/6/15.</p> |

City of Oxnard's Organizational Assessment:  
One Year Implementation Action Plan

Priority 1B

| REC #     | RECOMMENDATION                                                                                                                                                                                        | IMPLEMENTATION STEPS                                                                                                                                                                                                                                           | TIMELINE | LEAD STAFF <sup>1</sup>                                        | COMMENTS                                                                                     | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                                                                                                                                                                             |
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| 52        | Conduct an audit of the implementation of the Public Agency Retirement Services and a review of the City's calculation of services credit, actuary cost requirements and future funding requirements. | <ul style="list-style-type: none"> <li>Retain benefits consultant to conduct independent audit on all aspects of PARS Plan (i.e. plan requirements, past service calculation and funding).</li> </ul>                                                          | 04/15/16 | Human Resources Director w/ support by Chief Financial Officer |                                                                                              |        |                                                                                                                                                                                                                                                                         |
| 53<br>142 | Develop consistent policies and practices for compensation practices among bargaining units.                                                                                                          | <ul style="list-style-type: none"> <li>Review current MOUs to determine current practices</li> <li>Evaluate which policies and procedures should be consistent among bargaining units</li> <li>Negotiate changes with bargaining units as necessary</li> </ul> | 6/15/16  | Human Resources Director                                       | This is related to the classification and compensation study noted in other recommendations. |        | <p><b>IN PROGRESS</b></p> <p>The City has received responses to our RFP to complete the large job classification and compensation project. A proposed contract, along with project parameters will be sent to Council for review and approval in the next 2 months.</p> |

City of Oxnard's Organizational Assessment:  
One Year Implementation Action Plan

Priority 1B

| REC # | RECOMMENDATION                                                                                                                    | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | TIMELINE | LEAD STAFF <sup>1</sup>  | COMMENTS                                                                                                                                           | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                                        |
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| 54    | Create an internal audit program in the City and conduct a high-level evaluation of the key internal control systems of the City. | <ul style="list-style-type: none"> <li>Conduct competitive process to acquire independent internal audit expertise.</li> <li>Select preferred resource and develop internal audit program.</li> <li>Develop criteria for audit priorities.</li> <li>Set up tip line for employee concerns.</li> <li>Establish a City Council subcommittee to work with the City Manager and the auditor.</li> <li>Adopt internal audit work plan, including how the subcommittee will communicate to the full Council.</li> </ul> | 01/15/16 | Asst. City Manager       | <ul style="list-style-type: none"> <li>Contract candidate for desired independence and acquiring broader skill sets inherent in a firm.</li> </ul> |        | IN PROGRESS<br><br>An agenda item for council consideration re: the creation of an internal audit program is scheduled for 7/21/15 |
| 55    | Conduct an independent audit of the workers' compensation program to improve practices and identify ways for reducing costs.      | <ul style="list-style-type: none"> <li>Conduct RFP process and select outside expertise.</li> <li>Evaluate all practices to ensure conformance with best practices.</li> <li>Evaluate reserve levels.</li> <li>Develop a plan for corrective action as necessary.</li> </ul>                                                                                                                                                                                                                                      | 04/15/16 | Human Resources Director |                                                                                                                                                    |        |                                                                                                                                    |



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

July 21, 2015

## Guide to the Implementation Action Plan

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

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

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

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

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



| REC #                                                | RECOMMENDATION                                                                                                                        | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                               | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS                                                                                                                                                                                                   | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                                                                                                                                                                            |
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| <b>Financial Management Policies</b>                 |                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                    |          |                         |                                                                                                                                                                                                            |        |                                                                                                                                                                                                                                                                        |
| 1                                                    | Examine development impact fee rates now and every three to five years to ensure fee revenues cover the cost of operations.           | <ul style="list-style-type: none"> <li>Determine cost estimates for addressing development-related impacts, typically found in General Plan and CIP.</li> <li>Establish fees to cover costs.</li> <li>Present fees to City Council for approval.</li> <li>Establish timetable for periodic reviews.</li> <li>Post fees on City website.</li> </ul> | 07/15/16 | Chief Financial Officer | <ul style="list-style-type: none"> <li>Fees should ensure appropriate fund balances, and proper allocation of debt service for outstanding debt and capital needs.</li> </ul>                              |        | This will be an extensive project requiring the inventorying of all growth fees, their history, justification and development of a new calculation based on current master plans, the General Plan, etc. The City will be acquiring outside assistance on this effort. |
| <b>Financial Management Policy and Practice Gaps</b> |                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                    |          |                         |                                                                                                                                                                                                            |        |                                                                                                                                                                                                                                                                        |
| 2                                                    | Ensure the Capital Improvement Program process and documents explicitly affirm compliance with Capital Improvement Program Policy A5. | <ul style="list-style-type: none"> <li>Revise CIP documents to assure compliance with policy.</li> <li>Highlight areas of non-compliance.</li> <li>Establish dates to achieve compliance.</li> </ul>                                                                                                                                               | 7/15/16  | Chief Financial Officer | The actual reference to this policy in the CIP is easily completed — priority 1b. The development of master plans for facilities and possibly a new one for Parks will take time — priority 2 (12 months). |        | Part of this item is a 1b item and can be addressed in 2015, but part is going to take longer and require a new master plan for facilities and a review of the parks master plan.                                                                                      |

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



| REC #                       | RECOMMENDATION                                                                                 | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS | STATUS | PROGRESS TO DATE/NEXT STEPS |
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| <b>Purchasing Practices</b> |                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |          |                         |          |        |                             |
| 3                           | Conduct mandatory training for all department staff involved in purchasing goods and services. | <ul style="list-style-type: none"> <li>Develop formal training on purchasing procedures based on revised City policies and procedures.</li> <li>Establish schedule for routine/periodic refresher training.</li> <li>Develop process for training staff newly assigned between formal training sessions.</li> </ul>                                                                                                                                                                                                      | 07/15/16 | Chief Financial Officer |          |        |                             |
| 4                           | Review and update purchasing policies.                                                         | <ul style="list-style-type: none"> <li>Convene representatives from Finance and operating departments to review existing purchasing policies.</li> <li>Review example policies from peer organizations as necessary.</li> <li>Draft revisions to policies that require updates.</li> <li>Establish schedule for reviewing policies to keep them updated (e.g., 2-3 years).</li> <li>Present to City Council for approval.</li> <li>Incorporate and maintain all policies in one document – Purchasing Manual.</li> </ul> | 01/15/17 | Chief Financial Officer |          |        |                             |

| REC #                                 | RECOMMENDATION                                                                                                                                      | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS | STATUS | PROGRESS TO DATE/NEXT STEPS |
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| <b>Purchasing Limits of Authority</b> |                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |          |                         |          |        |                             |
| 5                                     | Review purchasing activity across departments that share the same vendor and/or the same goods or services and streamline into one master contract. | <ul style="list-style-type: none"> <li>• Ensure stronger policies on master contracts are included other recommendations.</li> <li>• Survey departments to create a complete list of City vendors with multiple contracts for similar scope of services.</li> <li>• Assess feasibility of consolidating contracts for cost efficiency and compliance with purchasing policies.</li> <li>• Manage competitive process to seek master contracts with best pricing.</li> <li>• Submit consolidated contracts to City Council for approval in accordance with policies.</li> </ul> | 07/15/16 | Chief Financial Officer |          |        |                             |
| 6                                     | Prequalify vendors and develop contracts for work that must be directed from the field with short turnaround times.                                 | <ul style="list-style-type: none"> <li>• Survey departments to identify services required by field staff.</li> <li>• Create guidelines and procedures to prequalify vendors.</li> <li>• Issue requests for bids or RFQ for required services.</li> <li>• Submit qualified vendors to City Manager or City Council for approval.</li> </ul>                                                                                                                                                                                                                                     | 07/15/16 | Chief Financial Officer |          |        |                             |

| REC # | RECOMMENDATION                                                                    | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                           | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS | STATUS | PROGRESS TO DATE/NEXT STEPS |
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| 7     | Develop performance goals and measures for timely payment of invoices to vendors. | <p>Identify best practices for processing payments and invoices.</p> <ul style="list-style-type: none"> <li>• Develop surveys to assess satisfaction/ feedback from vendors.</li> <li>• Review survey responses to evaluate responses and improve customer service.</li> </ul> | 07/15/16 | Chief Financial Officer |          |        |                             |

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

Priority 2

| REC # | RECOMMENDATION                                                                                                                                                                                         | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS                                                                                           | STATUS | PROGRESS TO DATE/NEXT STEPS |
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| 8     | Revise the change order threshold levels to a standard percent of the contract costs delegated to the city manager to 10% of the original contract or 10% but not to exceed a specified dollar amount. | <ul style="list-style-type: none"> <li>• Ensure recommendations have been fully implemented to ensure there are processes in place for internal controls.</li> <li>• Ensure recommendations 34 and 35 have been fully implemented such that all policies are up-to-date.</li> <li>• Analyze the impacts of current practices and the pros and cons of alternatives.</li> <li>• Draft revised policy and procedures.</li> <li>• Present to City Council for approval.</li> <li>• Establish a process to provide periodic mandatory training to all staff responsible for projects that involve change orders.</li> </ul> | 01/15/17 | Chief Financial Officer |                                                                                                    |        |                             |
| 9     | Review all non-personnel-related expenditures and determine the extent these activities do not go through the purchasing control process and evaluate for risk exposure.                               | <ul style="list-style-type: none"> <li>• Conduct a department-by-department review of non-personnel expenditures and document what transactions are subject to what internal control process.</li> <li>• Prescribe corrective actions for policies or practices to properly manage risk.</li> </ul>                                                                                                                                                                                                                                                                                                                     | 01/15/17 | Chief Financial Officer | This project will inform possible updates in the Purchasing policies found in other recommendation |        |                             |



| REC #                      | RECOMMENDATION                                                                                                    | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS                                                            | STATUS | PROGRESS TO DATE/NEXT STEPS |
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| 10                         | Increase the purchasing levels of authority for the purchasing agent/city manager to \$50,000.                    | <ul style="list-style-type: none"> <li>Review peer data and best practices to ensure the City are in line with standard practices.</li> <li>Draft revisions to current levels of authority.</li> <li>Present to City Council for approval.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                        | 12/15/15 | Chief Financial Officer |                                                                     |        | IN PROGRESS                 |
| <b>Contract Management</b> |                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |          |                         |                                                                     |        |                             |
| 11                         | Develop a contract management manual to detail appropriate procedures for administering and monitoring contracts. | <ul style="list-style-type: none"> <li>Ensure Recommendation 34 has been completed.</li> <li>Determine if the City has the internal capacity to conduct an evaluation.</li> <li>Assign staff to either conduct the internal review or prepare the RFQ to solicit outside expertise.</li> <li>Develop schedule for start and completion of the evaluation, by department.</li> <li>Identify best practices for contract management to pinpoint components of administering contracts.</li> <li>Identify standardized/technology tools to assist with procedures.</li> <li>Develop a manual to clearly state procedures for administering and monitoring contracts.</li> </ul> | 07/15/16 | Chief Financial Officer | This would be a candidate for review by the Internal Audit program. |        |                             |

| REC #                          | RECOMMENDATION                                                                                                                                                                                | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                     | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS                                                                                                                                                                                        | STATUS | PROGRESS TO DATE/NEXT STEPS |
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| 12                             | Revise the review and approval process through an electronic routing form and check sheet that is forwarded to key reviewers.                                                                 | <ul style="list-style-type: none"> <li>Requires other recommendations to be complete prior to implementation.</li> <li>Create standards/guidelines for approval and routing sequence.</li> <li>Test process on selected contracts to ensure process meets predetermined standards/guidelines.</li> </ul> | 10/15/16 | Chief Financial Officer | <ul style="list-style-type: none"> <li>Once policies and systems are in place e.g. Purchasing and Contract Management, this more efficient process could take the place of the CCRC.</li> </ul> |        |                             |
| <b>Treasury and Accounting</b> |                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                          |          |                         |                                                                                                                                                                                                 |        |                             |
| 13                             | Allocate resources to the treasurer to create an enforcement officer position (or contract for the service) whose responsibility is to ensure the City is getting all the revenues it is due. | <ul style="list-style-type: none"> <li>Include authorization in the budget.</li> <li>Evaluate in-house vs. contract model.</li> <li>Identify the work program for the position or contract</li> <li>Conduct search/competitive process and identify preferred candidates/firms.</li> </ul>               | 07/15/16 | Chief Financial Officer | This will likely generate additional funds in support of the General Fund.                                                                                                                      |        |                             |



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

Priority 2

| REC # | RECOMMENDATION                                                                                                                                 | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS                                                                                                                                                          | STATUS | PROGRESS TO DATE/NEXT STEPS |
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| 14    | Document processes that lead to creation of accounts receivable from departments and all subsequent activity supporting the collection effort. | <ul style="list-style-type: none"> <li>• Ensure all policies and procedural guidelines related to accounts receivable are current.</li> <li>• Survey/interview departments to verify accounts receivable practices.</li> <li>• Compare practices with policies and guidelines and assign proper placement of responsibility.</li> <li>• Issue policies and guidelines to all departments and provide training to appropriate staff.</li> <li>• Complete review of current accounts receivable balances and determine who is lead on collecting outstanding balances</li> </ul> | 07/15/16 | Chief Financial Officer | Departments that generate accounts receivable should support this process. Use as a training opportunity<br>Need to coordinate with other treasury recommendation |        |                             |

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

Priority 2

| REC # | RECOMMENDATION                                                                     | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                                                                                          | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS                                                                                                                                                                            | STATUS | PROGRESS TO DATE/NEXT STEPS |
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| 15    | Audit all outstanding accounts receivable and report to the City Council annually. | <ul style="list-style-type: none"> <li>Apply updated policy and approach to current accounts receivable balances</li> <li>Audit in accordance with Bad Debt Policy</li> <li>Create annual reporting process/schedule.</li> </ul>                                                                                                                                                                                                                              | 01/15/17 | Chief Financial Officer |                                                                                                                                                                                     |        |                             |
| 16    | Create a new "Bad Debt Policy" for review and approval by the City Council.        | <ul style="list-style-type: none"> <li>Obtain examples of similar policies in peer agencies.</li> <li>Identify industry best practices.</li> <li>Draft policy to address issues in Oxnard.</li> <li>Present policy to City Council for approval.</li> <li>Apply updated policy and approach to current accounts receivable balances</li> <li>Report to City Council with a recommendation for the rationale to write off uncollectable receivables</li> </ul> | 07/15/16 | Chief Financial Officer | Coordinate with other recommendations. By implementing bad debt policy it puts the spotlight on collection practices and the rationale why AR was not collected in the first place. |        |                             |

| REC #                                    | RECOMMENDATION                                                                                                                                                                    | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                                                       | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS                                                                                                                                                                                                                                                                        | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                                                   |
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| <b>Office of the City Manager</b>        |                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                            |          |                         |                                                                                                                                                                                                                                                                                 |        |                                                                                                                                               |
| 17                                       | Examine the opportunities and benefits of consolidating all or most Information Technology staff in one department after the new Information Technology Department proves itself. | <ul style="list-style-type: none"> <li>Survey departments to identify needs, gather input on departments' specific needs vs. more general technology support.</li> <li>Schedule reviews by governance committee for further recommendations.</li> </ul>                                                                                                                                                                    | 07/15/16 | IT Director             | <ul style="list-style-type: none"> <li>This should be pursued after stabilizing the IT environment and confidence has been developed through the implementation of other IT recommendations. NexLevel, the author of the IT master plan should be able to help here.</li> </ul> |        | IN PROGRESS<br><br>IT Master Plan underway; IT Director Position approval scheduled for 7/21/15, and recruitment will commence shortly after. |
| <b>Asset Management – Fleet Services</b> |                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                            |          |                         |                                                                                                                                                                                                                                                                                 |        |                                                                                                                                               |
| 18                                       | Conduct a comprehensive fleet management review to increase efficiencies and cost savings.                                                                                        | <ul style="list-style-type: none"> <li>Prepare the RFP to solicit outside expertise.</li> <li>Develop schedule for start and completion of the evaluation.</li> <li>Conduct analysis to review assets, industry best practices, and options for increasing efficiencies and cost savings.</li> <li>Create plan for implementing recommendations.</li> <li>Present to City Manager or City Council for approval.</li> </ul> | 12/15/17 | Public Works Director   |                                                                                                                                                                                                                                                                                 |        |                                                                                                                                               |



| REC # | RECOMMENDATION                                                                                                   | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | TIMELINE | LEAD STAFF <sup>1</sup>                                 | COMMENTS | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                                                  |
|-------|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------------------------------------------------------|----------|--------|----------------------------------------------------------------------------------------------------------------------------------------------|
| 19    | Develop multi-year master plans for the management and replacement of fleet vehicles and information technology. | <ul style="list-style-type: none"> <li>• Determine if the City has the internal capacity to conduct an evaluation.</li> <li>• Assign staff to either conduct the internal review or acquire outside expertise.</li> <li>• Develop schedule for start and completion of the evaluation.</li> <li>• Research best practices for amortization/ replacement of fleet vehicles.</li> <li>• Research best practices for amortization/ replacement of information technology equipment.</li> <li>• Draft master plans that include replacement schedules and funding requirements.</li> <li>• Identify revenue sources/shortfalls for replacements.</li> <li>• Reconcile the preferred schedules with the available resources.</li> <li>• Present to City Council for approval as part of budget process.</li> </ul> | 12/15/16 | Public Works Director (With support from Fleet Manager) |          |        | IN PROGRESS<br><br>The Information Technology Master Plan item is a 1a item and is scheduled to be presented to Council on October 13, 2015. |

| REC #                                     | RECOMMENDATION                                                                                                                    | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                                                                                                     | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS                                                                                            | STATUS | PROGRESS TO DATE/NEXT STEPS                                         |
|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------------|-----------------------------------------------------------------------------------------------------|--------|---------------------------------------------------------------------|
| 20                                        | Develop a take-home vehicle policy that determines when it is in the City's best interest to allow vehicles to be taken home.     | <ul style="list-style-type: none"> <li>• Review examples from peer organizations to identify best practices.</li> <li>• Analyze cost/benefit of a take-home vehicle policy, including alternatives.</li> <li>• Draft a policy with guidelines on who is allowed to take home vehicles and under what circumstances.</li> <li>• Present to City Council for approval.</li> <li>• Solicit requests for take-home use from departments and apply new guidelines.</li> </ul> | 12/15/16 | City Manager            |                                                                                                     |        | Will be addressed as part of the Fleet Master Plan discussed above. |
| Asset Management – Information Technology |                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |          |                         |                                                                                                     |        |                                                                     |
| 21                                        | Create a graduated stipend policy based on usage in lieu of issuing cell phones to minimize management of the cell phone program. | <ul style="list-style-type: none"> <li>• Review examples from peer organizations to identify best practices.</li> <li>• Draft a policy with guidelines on who is allowed to receive stipends and level of stipend.</li> <li>• Accept and review stipend applications and apply new policy.</li> <li>• Present to City Council for approval.</li> </ul>                                                                                                                   | 07/15/16 | IT Director             | <ul style="list-style-type: none"> <li>• Subject to review and approval by City Manager.</li> </ul> |        |                                                                     |

| REC #                                           | RECOMMENDATION                                                                                                                                                 | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | TIMELINE | LEAD STAFF <sup>1</sup>  | COMMENTS                        | STATUS | PROGRESS TO DATE/NEXT STEPS |
|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------|---------------------------------|--------|-----------------------------|
| <b>Asset Management – Facilities Management</b> |                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |          |                          |                                 |        |                             |
| 22                                              | Develop a Facilities Master Plan, with a priority listing of rehabilitative projects and associated costs.                                                     | <ul style="list-style-type: none"> <li>Identify City facility needs 1 to 20 years into the future.</li> <li>Include all future costs of owning, operating, maintaining the facilities.</li> <li>Conduct regular infrastructure inspections and include maintenance costs in CIP.</li> <li>Project future costs out 1 to 5 years in the CIP, based on established criteria (e.g. risk of failure or to operations, etc.).</li> <li>Identify revenue and funding sources and unfunded or underfunded priorities.</li> </ul> | 07/15/16 | General Services Manager | This should guide future CIP's. |        |                             |
| <b>Asset Management – Parks</b>                 |                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |          |                          |                                 |        |                             |
| 23                                              | Update the Parks Master Plan and/or conduct a comprehensive workshop on progress made to date so the Council understands the current state of the park system. | <ul style="list-style-type: none"> <li>Review the master plan to assess the need for updates.</li> <li>Create status report regarding the components of the master plan.</li> <li>Schedule City Council workshop to present status.</li> <li>Revise master plan and work program in accordance with City Council direction.</li> </ul>                                                                                                                                                                                    | 07/15/16 | General Services Manager |                                 |        |                             |



| REC #                                        | RECOMMENDATION                                                         | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                                                                                                            |
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| <b>Asset Management – Water</b>              |                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |          |                         |          |        |                                                                                                                                                                                                        |
| 24                                           | Complete the Water Master Plan and report to Council in 2015.          | <ul style="list-style-type: none"> <li>Review and update the master plan to assess capital and related operating needs of system.</li> <li>Create status report regarding the components of the master plan.</li> <li>Develop multi-year pro forma operating statements that address operating and capital costs of master plan, including appropriate bond coverages and user fee implications.</li> <li>Schedule City Council workshop to present status.</li> <li>Revise master plan and work program in accordance with City Council direction.</li> </ul> | 12/15/16 | Utilities Director      |          |        | <p><b>IN PROGRESS</b></p> <p>Last update provided to Utilities Task Force in April 2015;</p> <p>UTF Meeting held July 16, 2015</p> <p>Draft CIP plan for rate study will be complete July 30, 2015</p> |
| <b>Asset Management – Streets and Alleys</b> |                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |          |                         |          |        |                                                                                                                                                                                                        |
| 25                                           | Develop an updated Street Master Plan with funding strategies in 2015. | <ul style="list-style-type: none"> <li>Review and update master plan for streets.</li> <li>Identify desired performance levels from system.</li> <li>Identify funding needs and strategy to address performance goals.</li> <li>Create status report regarding the components of the master plan.</li> <li>Schedule City Council workshop to present status.</li> <li>Revise master plan and work program in accordance with City Council direction.</li> </ul>                                                                                                | 07/15/16 | Public Works Director   |          |        |                                                                                                                                                                                                        |

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

Priority 2

| REC #             | RECOMMENDATION                                                                                                                                                                                                                                      | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                                             | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS                                                                                                                           | STATUS | PROGRESS TO DATE/NEXT STEPS |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------------------|
| 26                | Evaluate and pursue a strategy with neighboring residences to fund rehabilitation of the alley system.                                                                                                                                              | <ul style="list-style-type: none"> <li>• Ensure needs are identified and quantified in Street Master Plan.</li> <li>• Develop funding options to address unfunded liability.</li> <li>• Develop civic engagement strategy with neighboring landowners and incorporate into implementation plan.</li> </ul>                                                                                                       | 01/15/17 | Utilities Director      |                                                                                                                                    |        |                             |
| Grants Management |                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                  |          |                         |                                                                                                                                    |        |                             |
| 27                | Review and revise the grant policy to give clear guidance on linking grants to City goals and priorities, performing a cost/ benefit analysis, considering ongoing commitments after the grant has ended, and requiring recovery of overhead costs. | <ul style="list-style-type: none"> <li>• Review examples from peer agencies to identify best practices.</li> <li>• Obtain and review grants management best practices from professional organizations.</li> <li>• Revise policy to incorporate best practices.</li> <li>• Develop specific guidelines that outline conditions for applying for grants and details to be provided for decision-making.</li> </ul> | 07/15/16 | Chief Financial Officer | <ul style="list-style-type: none"> <li>• Guidelines should include a checklist of all reviewers and monitoring reviews.</li> </ul> |        |                             |

| REC #                | RECOMMENDATION                                                           | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS                                                                                                                                                                                                                                                                                                           | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                                                                                                                                                                                                                        |
|----------------------|--------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Managing for Results |                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |                         |                                                                                                                                                                                                                                                                                                                    |        |                                                                                                                                                                                                                                                                                                                    |
| 28                   | Develop a multi-year plan to implement a system for managing by results. | <ul style="list-style-type: none"> <li>• Solicit and accept applications from departments to beta test the development of performance measures to monitor and improve service levels in departments.</li> <li>• Develop and implement a training program for selected departmental staff.</li> <li>• Determine appropriate outcome measures as indicators of program performance.</li> <li>• Create systems to capture, report and analyze metrics.</li> <li>• Develop report formats relevant to each level of the organization, the Council and the public.</li> <li>• Determine the reporting period for program reports and executive level reports.</li> <li>• Perform trial runs with the reports to ensure users understand them</li> <li>• Integrate the use of management reports/results into evaluating managerial performance and isolating barriers to success.</li> </ul> | 10/15/16 | Asst. City Manager      | <ul style="list-style-type: none"> <li>• The first phases of this is accomplished through other recommendations (i.e. developing Council goals and a new performance evaluation/management system).</li> <li>• The ultimate goal is to use the metrics in the regular work of managing City operations.</li> </ul> |        | <p><b>IN PROGRESS</b></p> <p>The FY 16-17 Performance Based Budget Process will begin identifying performance measurements by department and establishing a tracking system.</p> <p>Meetings with individual departments will begin in September 2015, to begin identifying specific performance measurements.</p> |



| REC #                                                                      | RECOMMENDATION                                                                                                                                                                                         | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                                       | TIMELINE | LEAD STAFF <sup>1</sup>  | COMMENTS | STATUS | PROGRESS TO DATE/NEXT STEPS |
|----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------|----------|--------|-----------------------------|
| 29                                                                         | Create a performance evaluation system designed to reinforce professional and ethical behaviors and to assist employees who may not understand how the new direction will help the City be successful. | <ul style="list-style-type: none"> <li>Create specific employee evaluation and performance management guidelines and criteria. Note, this will be different for various levels of the organization</li> <li>Develop career development plans for each employee with stated expectations and criteria for evaluation and discussion of barriers to success. This should be a two-way discussion.</li> </ul> | 01/15/17 | Human Resources Director |          |        |                             |
| <b>Human Resources Department and Programs Organizational Audit (RSHS)</b> |                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                            |          |                          |          |        |                             |
| 30                                                                         | Train employees on Human Resource issues and maintain appropriate records.                                                                                                                             | <ul style="list-style-type: none"> <li>Determine the appropriate group to provide training</li> <li>Schedule training with Human Resources staff</li> <li>Develop plan for ongoing training to ensure continued development of Human Resources staff</li> </ul>                                                                                                                                            | 07/15/16 | Human Resources Director |          |        |                             |
| 31                                                                         | Provide broader access to personnel materials                                                                                                                                                          | <ul style="list-style-type: none"> <li>Determine appropriate personnel materials to place on intra and/or internet sites</li> <li>Coordinate with IT to determine implementation process and timeline for materials to be place on intra and/or internet sites</li> </ul>                                                                                                                                  | 07/15/16 | Human Resources Director |          |        |                             |

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

Priority 2

| REC # | RECOMMENDATION                                                                                                                         | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | TIMELINE | LEAD STAFF <sup>1</sup>  | COMMENTS | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                                                                    |
|-------|----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------|----------|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 32    | Conduct a workload analysis of each Human Resources function to determine organizational structure and cost to rebuild the department. | <ul style="list-style-type: none"> <li>Conduct a time study for each position.</li> <li>Conduct desk audit for each position.</li> <li>Conduct survey of mandated vs. non-mandated services currently offered.</li> <li>Conduct analysis of appropriate staffing need for City.</li> <li>Recommend organizational structure.</li> <li>Conduct cost analysis of recommended organizational structure.</li> <li>Obtain approval of additional staff allocation and funding.</li> </ul> | 12/15/16 | Human Resources Director |          |        | <p><b>IN PROGRESS</b></p> <p>Phase 1 of the reorganization has been approved by City Council for FY 15-16.</p> <p>Phase 2 will be implemented in FY 16-17.</p> |
| 33    | Review compliance with Fair Labor Standards Act and rules                                                                              | <ul style="list-style-type: none"> <li>Issue RFP to retain consultant to conduct study</li> <li>Conduct a Citywide review of paid hours and overtime policies and practices</li> <li>Develop modified procedures to ensure FLSA compliance, if necessary</li> <li>Negotiate changes to City memoranda of understanding to ensure FLSA compliance</li> </ul>                                                                                                                          | 07/15/16 | Human Resources Director |          |        |                                                                                                                                                                |

| REC # | RECOMMENDATION                                                                                                           | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                                        | TIMELINE | LEAD STAFF <sup>1</sup>  | COMMENTS | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                                                                                                                                                                             |
|-------|--------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------|----------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 34    | Conduct a review of the City's classification and compensation program and determine if classifications are appropriate. | <ul style="list-style-type: none"> <li>Evaluate the appropriate staffing level for the City's classification and compensation staff as part of other recommendations</li> <li>Review current policies related to classification.</li> <li>Issue RFP to retain consultant to conduct citywide classification and compensation program.</li> <li>Negotiate necessary changes with employee groups.</li> </ul> | 07/15/16 | Human Resources Director |          |        | <p><b>IN PROGRESS</b></p> <p>The City has received responses to our RFP to complete the large job classification and compensation project. A proposed contract, along with project parameters will be sent to Council for review and approval in the next 2 months.</p> |





**COUNCILMAN BERT PERELLO'S  
THREE-POINT FY 16 BUDGET ADOPTION POLICY  
GOVERNANCE OVERSIGHT PERFORMANCE ACTION PLAN  
(June 23, 2015 City Council Meeting)**

Mayor Flynn and City Council Colleagues.

The City Manager's FY 16 Recommended Budget that is before the Council for adoption tonight is the first major step in the City's long, hard, journey back to credible fiscal discipline, effective municipal governance, and transparent financial performance management required to support the delivery of vital city services needed to ensure the public health, safety and welfare of the city's 200,000-plus residents.

But it is also true that the City Manager's budget includes a series of *UNRESOLVED* fiscal policy issues that *MUST* be resolved effectively by the City Council during the next twelve months. And it is equally true that as the elected representatives of the people of Oxnard it is the Council's sworn duty to oversee the City Manager's efforts with a clear eye, a truly sustainable fiscal course, and with a firm, fiscally-disciplined, governance oversight hand.

Accordingly, I am prepared to support the City Manager's recommended budget with the **INCLUSION** of the following City budget oversight performance measures that I believe are required to ensure the preservation of vital municipal services that the public health, safety and welfare of the city's residents need, expect and demand.

1. **Special City Council Meetings Every Six Weeks:** Meeting agendas devoted *SOLELY* to the Council's Adoption of Corrective Policy Actions Required to Address and Resolve the Following Outstanding Budget Issues:
  - a. Carman Override Retirement Funding Shortfalls
  - b. PERS/PARS/LBE/Social Security Contribution Challenges and Opportunities
  - c. 50-50 City-Employee Cost-Sharing of Pension Fund Actuarial Contributions
  - d. "Plan B" if Expected \$4 Million in Employee Concessions Fail to Materialize
  - e. Fiscally-Disciplined Resolution of Golf and PAC Fund Deficits
  - f. Status of Current Workers Compensation and Liability Insurance Fund Unfunded Actuarial Liabilities
  - g. Assessment Districts' Operational Deficits Resolution Action Plan

- h. Enterprise Funds (Water, Wastewater, Environmental Resources) Capital Improvement Plan, Debt Service Management and Rate Setting Actions
  - i. Evaluation of the Cost-Benefits of City Participation in Regional Public Service Partnership Solutions (i.e. Police and Fire Training, SWAT Teams, Human Resource Organizational Development, Public Works Heavy Equipment Sharing, Cooperative Fleet Purchasing, etc..)
  - j. Short, Medium and Long Term City Financial Management Discipline Measures Required to Lift the General Fund Undesignated Reserve Balance From the City Manager's Recommended 8% Minimum Reserve Level to at Least Two Months of the General Fund's Structural Revenues and Expenses Recommended by the Government Finance Officers Association, and Eventually the Council's Higher 18% Reserve Policy Target
2. **Establishment of a Special City Budget-Balancing Stabilization Account Funded by the \$4 Million in Successor Agency Loan Repayment Proceeds.** The \$4 Million would be placed in a budget lock-box, reserved *SOLELY* for City Council designations. At the Council's direction, this account could be used to help fund potential budget-balancing corrective actions resulting from one or more of above-listed Council budget issue resolution work sessions listed above.
3. **Monthly General Fund Reserve Performance Management Dashboard:** The Dashboard would report the Council's Progress in credibly resolving the outstanding FY 16 Budget Policy Issues listed above, as well as *CONFIRM* whether the results of those actions move the City's General Fund Undesignated Balance (i.e. General Fund Operating Reserve) *UP* or *DOWN!* The Dashboard would be presented monthly to the City Council during the third week of the month, and posted-on City's website no later than seven calendar days before that City Council meeting.

Mr. Mayor and fellow City Council colleagues, while it is true that this City Council and City Manager Nyhoff inherited countless fiscally reckless decisions made by past City Councils and City Managers, it is equally true that it falls to the five of us to tackle such serious municipal finance challenges now – proactively, firmly, and effectively! Therefore, City Council colleagues, in my judgment, it is time for us to begin to implement Performance-Based Budget Oversight Governance Measures, just as it is time for the City Manager and all City departments to institute Performance-Based Adopted Budget Financial Management Measures.

Accordingly Mr. Mayor, I move adoption of the City Manager's FY 16 Recommended Budget, with the inclusion of the above-mentioned City Council Budget Oversight Governance Performance Measures.



**Recommendation 50.** Allocate resources to the treasurer to create an enforcement officer position (or contract for the service) whose responsibility is to ensure the City is getting all the revenues it is due. The position or contract will likely pay for itself and more.

**Recommendation 51.** Document processes that lead to creation of accounts receivable from departments and all subsequent activity supporting the collection effort. This effort's primary goal is assigning appropriate responsibilities and accountabilities between departments to ensure successful collection of monies due the City. The City may want to consider contract assistance to complete this task in a timely manner.

**Recommendation 52.** Create a new "Bad Debt Policy" for review and approval by the City Council.

**Recommendation 53.** Audit all outstanding accounts receivable and report to the City Council annually.

**Recommendation 54.** Identify all cash handling points in the City and schedule audits on a rotating basis. Whenever a City department wishes to add a cash handling point in the City, finance should review procedures for proper internal controls.

**Recommendation 55.** Form an Investment Review Committee with at least one member appointed from outside the City organization.

**Recommendation 56.** Review all posting errors and reconciling items from past cash reconciliations to inform how the accounting for cash and investments can improve in the future.

### Internal Controls

In the broadest sense, internal controls represent all the activities in place to ensure the City accomplishes its objectives while managing risk. The more common understanding of internal controls is ensuring City Council policies, city manager guidelines, and state, federal and city laws are complied with. Internal controls ensure good ethical and business practices are followed and that City resources are protected. The New



York State Controller's Internal Control Standards provide a good benchmark for this topic. A copy of these standards can be accessed at [http://www.osc.state.ny.us/agencies/ictf/docs/intcontrol\\_std.pdf](http://www.osc.state.ny.us/agencies/ictf/docs/intcontrol_std.pdf).

There are numerous concerns that Oxnard has a high-risk environment. This was a concern of the District Attorney's report and it is Management Partners' concern, given our analysis. Management Partners' concern is based on:

- The amount of turnover in senior management,
- The lack of strong expectations from the City Manager's Office in past administrations,
- Limited professional development,
- Limited or no performance evaluations,
- Relatively modest staffing levels in the support functions of the City (e.g., human resources, finance, etc.),
- The decentralized contract administrative process,
- The purchasing process described in this report,
- The limited benefit employee (LBE) program and the lack of position control, and
- The lack of accountability found in the budget document and non-conformance with City Council policy.

Given the 2012 District Attorney investigation and the City's concerns of not repeating such an experience, along with the risk factors above, the City would benefit from an in-depth, comprehensive internal audit program whose work product would be reported to a City Council committee.

Some cities use contractors to do this work. An outside firm can be selected quickly and effectively address the needs of the City. A contracted model is preferable to an in-house one, ensuring independence from every aspect including the organizational culture. The internal auditor would work with the city manager and jointly propose a work plan to a City Council committee.

It is important that some objective criteria be used for determining audit priorities to avoid the politicization of the program. The internal auditor can also support a tip line where people can confidentially report concerns for investigations. The selected firm should complete a high-level evaluation of internal controls and then propose an ongoing internal audit program. Internally, the city manager would identify one staff member to be the internal control officer to ensure the internal auditor

complies with national auditing standards of independence. The internal control officer should be responsible for the actual redesign and maintenance of the internal controls. Candidates for this role include the chief financial officer or assistant city manager.

Management Partners has identified potential candidates for internal audits. These include:

- Cash handling,
- Collections,
- Payroll (note the issues in the Renee Sloan report),
- Contract administration,
- Benefits administration,
- Credit card usage,
- Travel reimbursement,
- Use of limited benefit employees,
- Purchasing and payment administration and other partnerships with financial implications such as the Police Athletic League arrangement, and
- City Corp, because of their separate accounting, human resource and payroll systems and partial funding by the City's General Fund.

**Recommendation 57. Create an internal audit program in the City and conduct a high-level evaluation of the key internal control systems of the City.** The program will enable staff to focus on improving processes to reduce risk for the future (e.g., purchasing, contract administration, cash handling, payroll, benefits administration).

**Recommendation 58. Appoint an internal control officer for the City.** The position would have responsibility for ensuring a proper internal control environment is developed and maintained.

### **Payroll and Human Resources Internal Controls**

The RSHS report covering human resources has identified issues in greater depth than this analysis, including deficiencies beyond just human resources. Many overlap into the finance/payroll area. In most local governments, the fair, legally compliant, consistent and accurate payment of compensation is a shared responsibility between human resources and finance. In fact, one is typically a check and balance to the

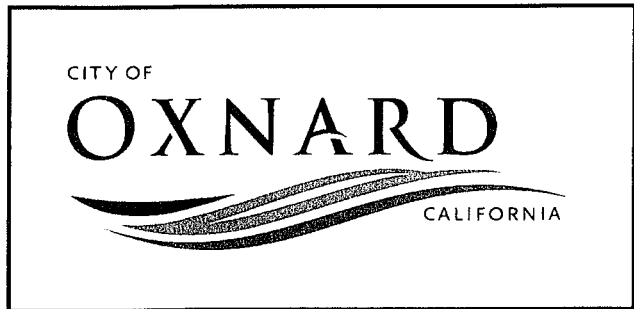
***On July 15, 2015, Councilmember Bert Perello submitted the attached "Three-Point City Council Oversight Action Plan" document and requested it be included as part of the agenda.***

***Because this document was received after the agenda item had already been processed, no reference is made to this version of the document in the agenda item.***



Tim B. Flynn, Mayor  
(805) 340-1922

Bert E. Perello, Member of the City Council  
(805) 240-6194



## July 21, 2015 City Council Meeting

### Subject: FY 16 Adopted Budget Three-Point City Council Oversight Action Plan

**Recommendation:** That the City Council review, discuss, and adopt the following FY 16 Adopted Budget Oversight Action Plan in open public session during tonight's City Council meeting.

Fellow Members of the Oxnard City Council:

On June 23, 2015, during the City Council's consideration of the adoption of the City Manager's Recommended FY 16 City Budget documents, Councilman Perello presented a three-point action plan that included a structured budget oversight road-map whereby members of the Oxnard City Council could systematically address outstanding fiscal policy issues contained in the then recommended, and now adopted FY 16 Budget.

While the City Council did not vote to incorporate Councilman Perello's three-point action plan into the final adopted FY 16 budget documents, remarks from various Councilmembers indicated broad, general agreement that the critical budget assumption and fiscal policy issues contained in that plan should be proactively resolved by the City Council systematically. Further, Mayor Flynn agreed to schedule Council consideration and possible adoption of Councilman Perello's three-point action plan during one of the City Council meetings in July as a prelude to the City Manager's launch of performance based budgeting for the City in September 2015.

This letter transmits Councilmember Perello's three point action plan for Council review, discussion, and adoption during tonight's council meeting.

1. **Adopted Budget Oversight Fiscal Policy Issues Resolution Schedule:** During the next twelve month period, the Council would commit to a firm schedule of regular and/or special Council work session meetings every six weeks or so with a structured agenda devoted *ONLY* to the Council's adoption of corrective fiscal policy actions required to resolve the following outstanding budget fiscal policy issues deemed critical to the continuation of a balanced, FY 16 adopted budget during the current fiscal year:
  - a. Carman Override Retirement Funding Shortfalls
  - b. PERS/PARS/LBE/Social Security Contribution Challenges and Opportunities
  - c. 50-50 City-Employee Cost-Sharing of Pension Fund Actuarial Contributions
  - d. "Plan B" if Expected \$4 Million in Employee Concessions Fail to Materialize
  - e. Fiscally-Disciplined Resolution of Golf and PAC Fund Deficits

- f. Status of Current Workers Compensation and Liability Insurance Fund Unfunded Actuarial Liabilities
- g. Assessment Districts' Operational Deficits Resolution Action Plan
- h. Enterprise Funds (Water, Wastewater, Environmental Resources) Capital Improvement Plan, Debt Service Management and Rate Setting Actions
- i. Evaluation of the Cost-Benefits of City Participation in Regional Public Service Partnership Solutions (i.e. Police and Fire Training, SWAT Teams, HR Organizational Development Training, Public Works Heavy Equipment Sharing, Cooperative Fleet Purchasing, etc..)
- j. Short, Medium and Long Term City Financial Management Discipline Measures Required to Lift the General Fund Undesignated Reserve Balance From the City Manager's Recommended 8% Minimum Reserve Level to at Least Two Months of the General Fund's Structural Revenues and Expenses as Recommended by the Government Finance Officers Association, and Eventually the Council's Higher 18% Reserve Policy Target.

We believe that by adopting a structured budget review meeting schedule this fiscal year we will focus the Council, City Management, staff, and the public, on systematically resolving the outstanding fiscal policy issues contained in the FY 16 adopted budget document. During each of those meetings, we expect that outstanding budget policy issues will be framed clearly by the City Manager, informed with adequate and advance preparation by appropriate City staff, considered by the Council in public session, and ultimately resolved by Council majority-approved motions documenting the resolution of each of the above important outstanding budget issues for the public record.

2. **Council's "Lock-Box" Designation of \$4 Million in Successor Agency General Fund Loan Repayment Proceeds:** Consider the pros and cons of the Council's "lock-box," designation of \$4 Million in Successor Agency General Fund Loan Repayment Proceeds scheduled for receipt by the City in FY 16 (i.e. approximately \$2 Million on July 1, 2015 and \$2 Million on or about January 1, 2016.) At the Council's direction, funds in this account could be used to help fund potential budget-adjustment corrective actions resulting from the decisions reached during the Council budget issue work sessions listed above.
3. **Monthly General Fund Reserve Performance Vital Signs Indicator:** The indicator would graphically depict the Council's Progress in credibly resolving the outstanding FY 16 Budget Policy Issues listed above, as well as *CONFIRM* whether the results of those actions move the City's General Fund Undesignated Balance (i.e. General Fund Operating Reserve) *UP* or *DOWN*! The Vital Signs indicator would be presented monthly to the City Council during the third week of the month, and posted-on City's website no later than seven calendar days before that City Council meeting.

The City's FY 16 Budget adopted during the June 23<sup>rd</sup> Council meeting was an important first step in the City's long, hard, journey back to credible fiscal discipline, effective municipal governance, and transparent financial performance management required to support the delivery of vital city services needed to ensure the public health, safety and welfare of the city's 200,000-plus residents.

However, we are all aware that there remain a good number of serious and yet unresolved fiscal policy issues contained in the adopted FY 16 City Budget. Accordingly, as the duly elected representatives of the people of Oxnard, we believe that it is both prudent and necessary for the Council to commit to a disciplined, structured, and systematic budget oversight process. A process where we all work together to resolve ALL of the outstanding fiscal policy issues contained in the City's adopted FY 16 budget responsibly, verifiably, and in a timely manner. We seek and welcome Council member comments and feedback on this proposed budget oversight action plan and would welcome suggestions to improve it.

It has been said that, "*..To govern is to steer!..*" If that is so, then the Council's ultimate adoption of this three-point budget oversight action plan, either as proposed or as refined by Council majority-support approval motions, will provide clear evidence that the Council is firmly committed to exercising proactive, 'due-diligence' oversight of budget policy implementation efforts by the City Manager and his Senior Team, with a fiscally-clear eye, a fiscally-sustainable true-course, and with a firm, fiscally-disciplined, governance oversight hand.

Accordingly, we request that the City Council review, discuss and consider adoption of this FY 16 Adopted Budget Oversight Action Plan in open public session during tonight's Council meeting. And by so doing, we believe that together we will proactively and responsibly advance the Council's public commitment to ensure the preservation of vital municipal services that the public health, safety and welfare of the city's residents need, expect and demand.

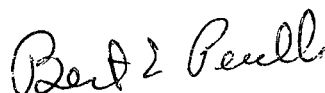
And finally, we will give the City Manager, city staff, employee organizations, bond-holders and credit-rating agencies a clear and unmistakable governance signal that it is a top-priority for this City Council to ensure that the City's adopted FY 16 budget remains balanced and fiscally-sound, and that the City of Oxnard's fiscal-house stays in good order.

Respectfully,

**Tim B. Flynn, Mayor**



**Bert E. Perello, Councilmember**







Meeting Date: 07/21/2015

|                                                  |                                                        |
|--------------------------------------------------|--------------------------------------------------------|
| <b>ACTION</b>                                    | <b>TYPE OF ITEM</b>                                    |
| <input type="checkbox"/> Approved Recommendation | <input type="checkbox"/> Info/Consent                  |
| <input type="checkbox"/> Ord. No(s). _____       | <input type="checkbox"/> Report                        |
| <input type="checkbox"/> Res. No(s). _____       | <input type="checkbox"/> Public Hearing (Info/consent) |
| <input type="checkbox"/> Other _____             | <input type="checkbox"/> Other _____                   |

Prepared By: J. Tabin Cosio *TC*Agenda Item No. *L-2*Reviewed By: City Manager *JM* City Attorney *ET* Finance *JNC* Other (Specify) \_\_\_\_\_

DATE: July 21, 2015

TO: City Council

FROM: J. Tabin Cosio, Director of Human Resources *TC*

**SUBJECT: Amendments to Resolution No. 14, 836 Authorizing Full-Time Equivalent Positions and Resolution No. 14,837 Authorizing Changes to Section XII of the Personnel Rules and Regulations. No Additional Budget Appropriations Required.**

**RECOMMENDATION:**

That City Council:

1. Authorize the Mayor to execute an amendment to Resolution No. 14,836 authorizing the addition of five (5) new full-time equivalent positions and to reclassify two (2) job titles; and
2. Authorize the Mayor to execute an amendment to Resolution No. 14,837 authorizing changes to Section XII of the Personnel Rules and Regulations to set the salary ranges for three (3) newly created job classifications.

**BACKGROUND:**

On June 23, 2015, the City Council adopted the FY 2015-16 budget that was developed and recommended by the City Manager. The FY 2015-16 budget reduced staffing levels from a previous full-time equivalent (FTE) count of 1279.00 to 1,217.75 through the elimination of vacant positions. The adopted FY 2015-16 budget included further personnel cost reductions through employee attrition and layoffs that would occur by September 30, 2015.

The elimination and addition of positions was presented to City Council over the course of several hearings including the departmental budget workshops held on May 26 and May 28, the City Manager's budget message on June 9 and June 16, and the formal budget recommendation on June 23, which City Council formally adopted. The adopted budget included funding for new positions that were to be presented for approval by City Council at a date corresponding to Human Resources completing a staffing analysis.



Therefore, City Council's approval of the recommended staffing changes does not result in the need for additional budget appropriations. All positions listed as additions or reclassifications have been budgeted in the FY 2015-16 budget. This action simply amends the resolution authorizing full-time equivalent positions.

## **DISCUSSION:**

### **1 – Organizational Assessment**

On March 17, 2015, the City Manager presented to your Council a report on the organizational assessment of the City of Oxnard that was completed by Management Partners and Renne Sloan Holtzman Sakai. That assessment included approximately 130 detailed recommendations needed to improve and mitigate the overall operational and cultural deficiencies within the City. Several of the recommendations in the organizational assessment related to the need for the corporate leadership, subject matter expertise and augmentation of key staff within several City departments and agencies.

The City Manager has convened an Organizational Assessment Team that meets on a weekly basis with the purpose of prioritizing, tracking and ensuring progress of the implementation of the various recommendations. Several recommendations have already been successfully completed, many more are in progress. This report and request furthers the advancement of high priority recommendations by establishing key personnel that were vacant or not at the appropriate level resulting in operational deficiencies.

#### **City Manager's Office**

The Management Partners report recommended the addition of a second assistant city manager position to provide for an effective and high quality executive team that will free up the city manager to address more immediate organizational and community issues.

An additional recommendation was to evaluate the Public Information Officer (PIO) program to determine appropriate staffing levels and whether the present PIO model could be streamlined and centralized to leverage and make better use of city resources.

The City Manager's Office is requesting the following staffing changes:

| Job Title                                    | Full Time Equivalents |           |          |
|----------------------------------------------|-----------------------|-----------|----------|
|                                              | Add                   | Delete    | Change   |
| Assistant City Manager                       | 1                     | 0         | 1        |
| Public Relations & Community Affairs Manager | 1                     | 0         | 1        |
| Public Information Officer                   | 0                     | -1        | -1       |
| <b>Net Change to FTE Count</b>               | <b>2</b>              | <b>-1</b> | <b>1</b> |

The two new requested positions were first presented to your Council during the June 9, 2015 budget hearing. In that presentation, it was explained that the funding for the two new positions would be made available through the elimination of the three positions, the Public Information Officer, two (2) Deputy City Managers and other budget reductions within the City Manager's Office. The two Deputy City Manager positions will be eliminated effective October 1, 2015 in accordance with the adopted FY 2015-16 budget.

The new Public Relations & Community Affairs Manager classification will be designated a "confidential management" position covered by the Salary Resolution No. 14,721 with a salary range of \$80,328 to \$132,747 (MC66).

***Financial Impact:***

There is no additional funding required for the establishment of the two (2) new positions as the funding was included as part of the City Manager's FY 2015/2016 budget.

Department of Human Resources

The number of deficiencies cited in the assessment report related to Human Resources is numerous, but the root cause of many can be directly linked to insufficient staffing and lack of general human resource knowledge. The director of human resources began on April 13 and has worked as part of the Organization Assessment team to implement corrective action to address many of the issues.

The Department of Human Resources is requesting the following staffing changes:

| Job Title                             | Full Time Equivalents |           |          |
|---------------------------------------|-----------------------|-----------|----------|
|                                       | Add                   | Delete    | Change   |
| Assistant Director of Human Resources | 1                     | 0         | 1        |
| Sr. Human Resources Coordinator       | 2                     | 0         | 2        |
| Human Resources Technician            | 3                     | 0         | 3        |
| Human Resources Manager               | 0                     | -1        | -1       |
| Employee Relations Coordinator        | 0                     | -1        | -1       |
| <b>Net Change to FTE Count</b>        | <b>6</b>              | <b>-2</b> | <b>4</b> |

The new classification of Assistant Director of Human Resources will be designated a "confidential management" position covered by the Salary Resolution No. 14,721 with a salary range of \$96,030 to \$145,500 (MC67).

***Financial Impact:***

There is no additional funding required for the establishment of the six (6) new positions as the funding was included as part of the Department of Human Resources' FY 2015/2016 budget.

Information Services

The Management Partners report found that compared to it peer cities, Oxnard was below average in the number of I.T. employees and expenditures for a city its size. Further, the last I.T. master plan completed six years ago recommended staff additions though in actuality, staff has been lost. The lack of both staff and a governance structure has resulted in a department that consistently fails to meet department expectations. Lastly, an I.T. master plan is presently under way and will need leadership to guide it through completion.

The City Manager's Office is requesting for the following staffing change:

| Job Title                       | Full Time Equivalents |           |          |
|---------------------------------|-----------------------|-----------|----------|
|                                 | Add                   | Delete    | Change   |
| Information Technology Director | 1                     | 0         | 1        |
| Systems Administrator           | 0                     | -1        | -1       |
| <b>Net Change to FTE Count</b>  | <b>1</b>              | <b>-1</b> | <b>0</b> |

The new classification of Information Technology Director will be designated an at-will "top management" position covered by the Salary Resolution No. 14,721 with a salary range of \$118,498 to \$162,934 (E-6).

***Financial Impact:***

There is no additional funding required for the establishment of the one (1) new position. The funding for the new director position was included in the Information Systems Department's FY 2015/2016 budget and paid for, in large part, by eliminating the Systems Administrator position.

**2 – Other Staffing Issues**

Police Department

The Police Department Business Office performs complex accounting support for City Payroll and Accounts Receivable. Presently, the work is being completed by employees within the classification of Account Clerk II. These positions require detailed knowledge of the City's purchasing, accounts receivable and payroll processes that is gained through experience. In 2014, Human Resources conducted a reclassification review which included a job analysis questionnaire and a desk audit of duties performed. Upon completion of the review, it was determined by Human Resources that the duties required to be performed by the two incumbent employees was more aligned with and at the level of an Account Clerk III.

The Police Department is requesting for the following staffing changes:

| Job Title                      | Full Time Equivalents |           |          |
|--------------------------------|-----------------------|-----------|----------|
|                                | Add                   | Delete    | Change   |
| Account Clerk III              | 2                     | 0         | 2        |
| Account Clerk II               | 0                     | -2        | -2       |
| <b>Net Change to FTE Count</b> | <b>2</b>              | <b>-2</b> | <b>0</b> |

***Financial Impact:***

The estimated annual cost of reclassifying the two positions is \$5,200 (less than 0.01%) and will be absorbed within the existing FY 2015-16 budget through managed efficiencies of operational costs. Therefore, no additional funding will be requested for FY 2015-16. The Police Department will be required to budget these two positions at the higher level and increased costs for fiscal years beyond 2015-16.

**SUMMARY AND RECOMMENDATION:**

Your Council's approval of the proposed staffing changes will result in an increase to the overall full time equivalent count from 1217.75 to 1222.75. The proposed staffing changes will not require additional budget appropriations as all of the recommended changes were either included in the adopted FY 2015-16 budget or will be absorbed within the existing budget appropriations of the respective department/agency. Therefore, our office recommends for your City Council to authorize the Mayor to execute an amendment to Resolution No. 14,836 authorizing the addition of five (5) new full-time equivalent positions and to reclassify two (2) job titles; and authorize the Mayor to execute an amendment to Resolution No. 14,837 authorizing changes to Section XII of the Personnel Rules and Regulations to set the salary ranges for three (3) newly created job classifications.

**Attachments:**

- #1 – Amendment to Resolution No. 14,836 Authorizing Full-Time Equivalent Positions
- #2 – Amendment to Resolution No. 14,837 Authorizing Changes to Section XII of the Personnel Rules and Regulations
- #3 – Classification and Salary Schedule for Top Management
- #4 – Classification and Salary Schedule for Confidential Management

## CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD AMENDING RESOLUTION NO. 14,836 AUTHORIZING FULL-TIME EQUIVALENT POSITIONS IN ACCORDANCE WITH THE OPERATING BUDGET FOR THE 2015-2016 FISCAL YEAR

WHEREAS, staff has recommended amendments to Resolution No. 14,836 authorizing full-time positions in the City service; and

WHEREAS, the City Council has reviewed the amendments and finds that they are 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. 14,836 shall remain in force with the following amendments, effective June 23, 2015.

| CLASSIFICATION TITLE                             | ADOPTED<br>RESOLUTION<br>14,836 | AMENDED<br>RESOLUTION<br>14,836 | CHANGES     |
|--------------------------------------------------|---------------------------------|---------------------------------|-------------|
| <b>CITY MANAGER</b>                              |                                 |                                 |             |
| City Manager                                     |                                 |                                 |             |
| Administrative Assistant (C)                     | 2                               | 2                               | 0           |
| Assistant City Manager                           | .80                             | 1.60                            | .80         |
| City Manager                                     | 1                               | 1                               | 0           |
| Deputy City Manager                              | 1.35                            | 1.35                            | 0           |
| Executive Assistant I/II                         | .70                             | .70                             | 0           |
| <b>TOTAL</b>                                     | <b>5.85</b>                     | <b>6.65</b>                     | <b>.80</b>  |
| <b>Public Information</b>                        |                                 |                                 |             |
| Outreach/Education Specialist                    | 2                               | 2                               | 0           |
| Public Information Officer                       | 1                               | 0                               | -1          |
| Public Relations & Community Affairs Manager     | 0                               | 1                               | 1           |
| <b>TOTAL</b>                                     | <b>3</b>                        | <b>3</b>                        | <b>0</b>    |
| <b>Enterprise Information Systems Management</b> |                                 |                                 |             |
| Deputy City Manager                              | .03                             | .03                             | 0           |
| Information Technology Director                  | 0                               | 1                               | 1           |
| Network Services Coordinator                     | 1                               | 1                               | 0           |
| Programmer Analyst                               | 1                               | 1                               | 0           |
| Systems Administrator                            | 1                               | 0                               | -1          |
| <b>TOTAL</b>                                     | <b>3.03</b>                     | <b>3.03</b>                     | <b>0</b>    |
| <b>HUMAN RESOURCES</b>                           |                                 |                                 |             |
| Human Resources                                  |                                 |                                 |             |
| Administrative Secretary I/II (C)                | 2                               | 2                               | 0           |
| Assistant City Manager                           | .20                             | .40                             | .20         |
| Assistant Director of Human Resources            | 0                               | 1                               | 1           |
| Employee Relations Coordinator (C)               | 1                               | 0                               | -1          |
| Human Resources Director                         | 1                               | 1                               | 0           |
| Human Resources Manager                          | 1                               | 0                               | -1          |
| Human Resources Technician (C)                   | 1                               | 4                               | 3           |
| Senior Benefits Coordinator (C)                  | 1                               | 1                               | 0           |
| Senior Human Resources Coordinator (C)           | 1                               | 3                               | 2           |
| <b>TOTAL</b>                                     | <b>8.20</b>                     | <b>12.40</b>                    | <b>4.20</b> |
| <b>POLICE</b>                                    |                                 |                                 |             |
| Police Support Services                          |                                 |                                 |             |

| CLASSIFICATION TITLE                  | ADOPTED<br>RESOLUTION<br>14,836 | AMENDED<br>RESOLUTION<br>14,836 | CHANGES  |
|---------------------------------------|---------------------------------|---------------------------------|----------|
| Account Clerk I/II                    | 2                               | 0                               | -2       |
| Account Clerk III                     | 0                               | 2                               | 2        |
| Administrative Assistant (C)          | 1                               | 1                               | 0        |
| Administrative Services Assistant (C) | 2                               | 2                               | 0        |
| Assistant Police Chief                | 1                               | 1                               | 0        |
| Community Affairs Manager             | 1                               | 1                               | 0        |
| Computer Network Engineer III         | 2                               | 2                               | 0        |
| Data Entry Operator I/II              | 3.25                            | 3.25                            | 0        |
| Grants Specialist I/II                | 1                               | 1                               | 0        |
| Office Assistant I/II                 | 1                               | 1                               | 0        |
| Police Chief                          | 1                               | 1                               | 0        |
| Police Commander                      | 2                               | 2                               | 0        |
| Police Financial Manager              | 1                               | 1                               | 0        |
| Police Records Manager                | 1                               | 1                               | 0        |
| Police Records Supervisor             | 1                               | 1                               | 0        |
| Police Records Technician I/II        | 15.75                           | 15.75                           | 0        |
| Police Records Technician III         | 2                               | 2                               | 0        |
| Police Sergeant                       | 4                               | 4                               | 0        |
| Police Word Processor I/II            | 7.50                            | 7.50                            | 0        |
| Police Word Processor III             | 1                               | 1                               | 0        |
| Programmer Analyst                    | 2                               | 2                               | 0        |
| Property & Evidence Custodian         | 1                               | 1                               | 0        |
| Public Safety Info Tech Manager       | 1                               | 1                               | 0        |
| <b>TOTAL</b>                          | <b>54.50</b>                    | <b>54.50</b>                    | <b>0</b> |

City-Wide Total 1,217.75 1,222.75

PASSED AND ADOPTED this 21st day of July, 2015, by the following vote:

AYES:

NOES:

ABSENT:

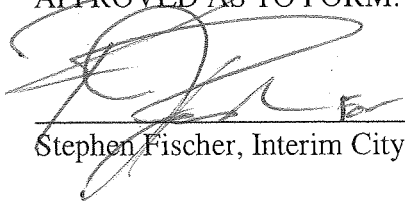
ABSTAIN:

\_\_\_\_\_  
Tim Flynn, Mayor

ATTEST:

\_\_\_\_\_  
Daniel Martinez, City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Stephen Fischer, Interim City Attorney

ATTACHMENT 1  
PAGE 2 OF 2



**CITY COUNCIL OF THE CITY OF OXNARD**  
**RESOLUTION NO. \_\_\_\_\_**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD**  
**APPROVING CHANGES IN SECTION XII OF THE PERSONNEL RULES AND**  
**REGULATIONS**

WHEREAS, the City Manager has submitted for the consideration of the City Council of the City of Oxnard an updated Classification and Salary Schedule; 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 Section XII of the Personnel Rules and Regulations shall remain in force and effect and is amended as set forth in the attached Classification and Salary Schedule.

PASSED AND ADOPTED on this 21<sup>st</sup> day of July, 2015, by the following vote:

AYES:

NOES:

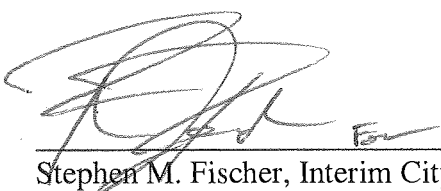
ABSENT:

\_\_\_\_\_  
Tim Flynn, Mayor

ATTEST:

\_\_\_\_\_  
Daniel Martinez, Secretary Designate

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Stephen M. Fischer, Interim City Attorney

ATTACHMENT 2  
PAGE 1 OF 5

| Class Title                                         | Salary Range | Class Title                                | Salary Range |
|-----------------------------------------------------|--------------|--------------------------------------------|--------------|
| Account Clerk I                                     | A 14         | City Manager                               | E 13         |
| Account Clerk II                                    | A 20         | City Surveyor                              | M 34         |
| Account Clerk III                                   | A 27         | City Treasurer                             | E 3          |
| Accountant I                                        | A 63         | Civil Engineer                             | A 97         |
| Accountant II                                       | A 80         | Code Compliance Inspector I                | B 96.00      |
| Accounting Manager                                  | M 48         | Code Compliance Inspector II               | B 106.00     |
| Accounting Technician                               | A 45         | Code Compliance Manager                    | M 40         |
| Accounting Technician (C)                           | C 67         | Communications Training Coordinator        | P 76         |
| Administrative Assistant                            | A 61         | Community Affairs Manager                  | M 38         |
| Administrative Assistant (C)                        | C 70         | Community Facilities Manager               | M 48         |
| Administrative Legal Assistant (C)                  | C 70         | Community Outreach & Production Specialist | M 22         |
| Administrative Legal Secretary I                    | C 25         | Community Service Officer                  | A 34         |
| Administrative Legal Secretary II                   | C 35         | Community Services Manager                 | M 29         |
| Administrative Legal Secretary III                  | C 50         | Compliance Services Manager                | M 29         |
| Administrative Secretary I                          | A 12         | Computer Network Engineer I                | A 32         |
| Administrative Secretary I (Conf)                   | C 15         | Computer Network Engineer II               | A 49         |
| Administrative Secretary II                         | A 19         | Computer Network Engineer III              | A 78         |
| Administrative Secretary II (Conf)                  | C 30         | Computer Operator                          | A 49         |
| Administrative Secretary III                        | A 26         | Construction & Maintenance Engineer        | M 66         |
| Administrative Secretary III (Conf)                 | C 40         | Construction Inspector I                   | B 104.50     |
| Administrative Services Assistant (C)               | C 70         | Construction Inspector II                  | B 114.50     |
| Administrative Technician                           | A 36         | Construction Project Coordinator           | A 61         |
| Administrative Technician (C)                       | C 60         | Construction Project Manager               | M 29         |
| Animal Safety Officer                               | B 74.00      | 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 Arts Supervisor                   | M 11         |
| Assistant Fire Chief                                | P 52         | CUPA Coordinator                           | M 44         |
| Assistant Planner                                   | A 69         | Custodial Supervisor                       | M 14         |
| Assistant Police Chief                              | P 56         | Custodian                                  | B 48.00      |
| Assistant Traffic Design Engineer                   | A 93         | Customer Service Accounting Technician     | A 45         |
| Assistant Traffic Engineer                          | A 93         | Customer Service Representative I          | A 14         |
| Associate Planner                                   | A 83         | Customer Service Representative II         | A 20         |
| Associate Traffic Design Engineer                   | A 97         | Data Entry Operator I                      | A 14         |
| Battalion Chief                                     | P 51         | Data Entry Operator II                     | A 20         |
| Budget Manager                                      | M 62         | Deputy Building Official                   | M 74         |
| Building Inspector I                                | B 104.50     | Deputy City Attorney I                     | M 48         |
| Building Inspector II                               | B 114.50     | Deputy City Attorney II                    | M 62         |
| Buyer                                               | A 40         | Deputy City Manager                        | E 8          |
| Chemist                                             | A 72         | Deputy Housing Director                    | M 66         |
| Chief Financial Officer                             | E 8          | Design & Construction Services Manager     | M 83         |
| Chief Operator                                      | M 32         | Development Services Director              | E 9          |
| City Attorney                                       | E 12         | Development Services Manager               | M 87         |
| City Clerk                                          | E 3          | Disaster Preparedness Coordinator          | M 44         |
| City Council Member                                 | Ordinance    | Drafting/Graphics Technician I             | A 41         |
|                                                     |              | Drafting/Graphics Technician II            | A 57         |

| Class Title                                   | Salary Range | Class Title                             | Salary Range |
|-----------------------------------------------|--------------|-----------------------------------------|--------------|
| 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 Electrician                 | B 89.00      |
| Geographic Information Systems Technician III | A 78         | Maintenance Plumber                     | B 88.00      |
| Graffiti Action Coordinator                   | B 99.00      | Maintenance Services Manager            | M 85         |
| Grants Coordinator                            | M 36         | Maintenance Worker Trainee              | B 45.00      |
| Grants Specialist I                           | A 63         | Management Accountant/Auditor           | M 29         |
| Grants Specialist II                          | A 80         | Management Analyst I                    | M 14         |
| Groundsworker I                               | B 60.00      | Management Analyst II                   | M 22         |
| Groundsworker II                              | B 70.00      | Management Analyst III                  | M 29         |

| Class Title                                  | Salary Range | Class Title                                  | Salary Range |
|----------------------------------------------|--------------|----------------------------------------------|--------------|
| Mayor                                        | Ordinance    | Public Safety Dispatcher I                   | P 49.00      |
| Meter Reader                                 | B 70.00      | Public Safety Dispatcher II                  | P 59.00      |
| Meter Repair Worker                          | B 75.00      | Public Safety Dispatcher III                 | P 76.00      |
| Missing Persons Specialist                   | A 34         | Public Safety Information Technology Manager | M 62         |
| MRF Dispatcher                               | B 74.00      | Public Works Construction Projects Manager   | M 38         |
| MRF Machinery Operator                       | B 79.00      | Public Works Director                        | E 10         |
| MRF Mechanic                                 | B 89.00      | Purchasing Clerk                             | A 20         |
| Neighborhood Services Coordinator            | A 61         | Recreation Supervisor                        | M 19         |
| Network Services Coordinator                 | M 14         | Recreation/Human Services Coordinator        | A 42         |
| Office Assistant I                           | A 10         | Recreation/Human Services Leader III         | A 21         |
| Office Assistant I (Conf)                    | C 10         | Recycling Manager                            | M 36         |
| Office Assistant II                          | A 15         | Recycling/Marketing Manager                  | M 36         |
| Office Assistant II (Conf)                   | C 20         | Rehabilitation Construction Specialist I     | B 101.00     |
| Outreach/Education Specialist                | A 61         | Rehabilitation Construction Specialist II    | B 111.00     |
| Paralegal                                    | C 75         | Rehabilitation Loan Assistant                | A 33         |
| Parks Maintenance Supervisor                 | M 14         | Rehabilitation Loan Specialist               | A 74         |
| Parks Manager                                | M 44         | Resident Services Assistant                  | A 59         |
| Performing Arts Center Manager               | M 48         | Resident Services Coordinator                | A 74         |
| Permit Technician                            | A 55         | Revenue Collection Technician                | A 45         |
| Plan Check Engineer                          | A 97         | Safety Specialist (C)                        | C 72         |
| Planning & Environmental Services Manager    | M 81         | Senior Administrative Legal Secretary        | C 65         |
| Plans Examiner I                             | A 66         | Senior Administrative Secretary              | A 35         |
| Plans Examiner II                            | A 81         | Senior Administrative Secretary (C)          | C 55         |
| Plumbing & Mechanical Inspector              | B 126.50     | Senior Animal Safety Officer                 | B 84.00      |
| Police Chief                                 | E 11         | Senior Benefits Coordinator (C)              | C 75         |
| Police Commander                             | P 55         | Senior Civil Engineer                        | A 99         |
| Police Finance/Grants Manager                | M 62         | Senior Code Compliance Inspector             | B 116.00     |
| Police Officer I                             | P 91.00      | Senior Construction Inspector                | B 124.50     |
| Police Officer II                            | P 91.00      | Senior Custodian                             | B 58.00      |
| Police Officer III                           | P 99.00      | Senior Customer Service Representative       | A 27         |
| Police Records Manager                       | M 40         | Senior Engineering Technician                | A 76         |
| Police Records Supervisor                    | M 11         | Senior Engineering Technician/Survey Chief   | A 76         |
| Police Records Technician I                  | A 11         | Senior Facilities Maintenance Worker         | B 99.00      |
| Police Records Technician II                 | A 17         | Senior Fleet Services Mechanic               | B 109.00     |
| Police Records Technician III                | A 24         | Senior Groundsworker                         | B 80.00      |
| Police Sergeant                              | P 106.00     | Senior Housing Maintenance Worker            | B 92.00      |
| Police Service Officer                       | P 72.00      | Senior Housing Specialist                    | A 74         |
| Police Word Processor I                      | A 23         | Senior Human Resources Coordinator           | C 75         |
| Police Word Processor II                     | A 30         | Senior Meter Reader                          | B 80.00      |
| Police Word Processor III                    | A 38         | Senior Meter Repair Worker                   | B 85.00      |
| Power Production Operator I                  | B 85.25      | Senior Planner                               | M 32         |
| Power Production Operator II                 | B 95.25      | Senior Plans Examiner                        | A 87         |
| Principal Planner                            | M 44         | Senior Police Service Officer                | P 77.00      |
| Programmer Analyst                           | A 86         | Senior Street Maintenance Worker             | B 86.00      |
| Project Manager                              | M 40         | Senior Traffic Service Assistant             | A 16         |
| Property & Evidence Custodian                | A 68         | Senior Tree Trimmer                          | B 86.00      |
| Public Information Officer                   | M 38         | Senior Wastewater Collections Operator       | B 86.00      |
| Public Relations & Community Affairs Manager | M 66         | Senior Wastewater Environmental Specialist   | B 116.00     |
| Public Safety Communications Manager         | M 66         | Senior Wastewater Mechanic                   | B 104.00     |

| Class Title                        | Salary Range | Class Title                               | Salary Range |
|------------------------------------|--------------|-------------------------------------------|--------------|
| Senior Wastewater Operator         | B 105.25     | Utilities Director                        | E 10         |
| Senior Water Distribution Operator | B 80.00      | Victim Services Specialist                | A 59         |
| Senior Water Treatment Operator    | B 106.00     | Wastewater Collections Operator I         | B 69.00      |
| Sex Registrant Specialist          | A 34         | Wastewater Collections Operator II        | B 79.00      |
| Solid Waste Compliance Specialist  | B 94.00      | Wastewater Collections Supervisor         | M 19         |
| Solid Waste Equipment Operator II  | B 74.00      | Wastewater Environmental Specialist       | B 111.00     |
| Solid Waste Transfer Operator      | B 84.00      | Wastewater Maintenance Manager            | M 32         |
| Sorter                             | B 48.00      | Wastewater Maintenance Supervisor         | M 19         |
| Source Control Inspector II        | B 100.50     | Wastewater Mechanic I                     | B 89.00      |
| Source Control Technician          | B 99.00      | Wastewater Mechanic II                    | B 99.00      |
| Street Maintenance Worker I        | B 59.00      | Wastewater Operations Manager             | M 32         |
| Street Maintenance Worker II       | B 69.00      | Wastewater Operator I                     | B 82.00      |
| Streets Manager                    | M 44         | Wastewater Operator II                    | B 92.00      |
| Supervising Building Inspector     | M 40         | Wastewater Operator III                   | B 97.00      |
| Supervising Civil Engineer         | M 74         | Wastewater Operator-In-Training           | B 67.00      |
| Systems Administrator              | M 62         | Wastewater Superintendent                 | M 66         |
| Systems Analyst I                  | M 29         | Water Conservation/Outreach Coordinator   | B 114.50     |
| Systems Analyst II                 | M 40         | Water Conservation/Outreach Technician    | B 59.00      |
| Systems Analyst III                | M 51         | Water Distribution Operator I             | B 64.00      |
| Technical Services Manager         | M 44         | Water Distribution Operator II            | B 74.00      |
| Tire Repairer                      | B 61.00      | Water Regulatory Compliance Coordinator   | B 114.50     |
| Traffic Engineer                   | M 59         | Water Regulatory Compliance Technician I  | B 94.00      |
| Traffic Safety Maintenance Worker  | B 69.00      | Water Regulatory Compliance Technician II | B 104.00     |
| Traffic Service Assistant I        | A 13         | Water Resources Manager                   | M 66         |
| Traffic Service Assistant II       | A 18         | Water Treatment Operator I                | B 86.00      |
| Traffic Signal Repairer I          | B 79.00      | Water Treatment Operator II               | B 91.00      |
| Traffic Signal Repairer II         | B 89.00      | Water Treatment Operator III              | B 96.00      |
| Traffic Signal Technician          | B 112.00     | Word Processor I                          | A 23         |
| Transport Operator                 | B 99.00      | Word Processor II                         | A 30         |
| Treasury Supervisor                | M 11         | Word Processor III                        | A 38         |
| Treatment Plant Electrician        | B 99.00      | Workers' Compensation Manager             | M 48         |
| Tree Trimmer I                     | B 66.00      | Workers' Compensation Specialist (C)      | C 69         |
| Tree Trimmer II                    | B 76.00      |                                           |              |

**CLASSIFICATIONS AND SALARY RANGES  
T SCHEDULE (TOP MANAGEMENT)**

| CLASSIFICATION TITLE            | SALARY RANGE | HOURLY |         |         | BI-WEEKLY |          |           | MONTHLY   |           |           | ANNUAL     |            |            |
|---------------------------------|--------------|--------|---------|---------|-----------|----------|-----------|-----------|-----------|-----------|------------|------------|------------|
|                                 |              | BOTTOM | CP      | TOP     | BOTTOM    | CP       | TOP       | BOTTOM    | CP        | TOP       | BOTTOM     | CP         | TOP        |
| Assistant City Manager          | E-11         | 80,859 | 100,752 | 111,182 | 6,468.78  | 8,060.22 | 8,894.58  | 14,015.69 | 17,463.82 | 19,271.58 | 168,188.26 | 209,565.81 | 231,259.01 |
| Chief Financial Officer         | E-8          | 63,567 | 79,206  | 89,102  | 5,085.37  | 6,336.48 | 7,128.16  | 11,018.31 | 13,729.04 | 15,444.36 | 132,219.72 | 164,748.51 | 185,332.27 |
| City Attorney                   | E-12         | -      | -       | 105,769 | -         | -        | 8,461.54  | -         | -         | 18,333.33 | -          | -          | 219,999.94 |
| City Clerk                      | E-3          | 49,685 | 61,909  | 68,317  | 3,974.87  | 4,952.75 | 5,465.44  | 8,612.22  | 10,730.96 | 11,841.78 | 103,346.59 | 128,771.50 | 142,101.32 |
| City Manager                    | E-13         | -      | -       | 131,062 | -         | -        | 10,485.03 | -         | -         | 22,717.57 | -          | -          | 272,610.83 |
| City Treasurer                  | E-3          | 49,685 | 61,909  | 68,317  | 3,974.87  | 4,952.75 | 5,465.44  | 8,612.22  | 10,730.96 | 11,841.78 | 103,346.59 | 128,771.50 | 142,101.32 |
| Deputy City Manager             | E-8          | 63,567 | 79,206  | 87,404  | 5,085.37  | 6,336.48 | 6,992.39  | 11,018.31 | 13,729.04 | 15,150.18 | 132,219.72 | 164,748.51 | 181,802.14 |
| Development Services Director   | E-9          | 66,711 | 82,962  | 91,728  | 5,336.95  | 6,636.99 | 7,338.31  | 11,563.39 | 14,380.14 | 15,899.68 | 138,760.68 | 172,561.70 | 190,796.15 |
| Economic Development Director   | E-6          | 56,970 | 70,847  | 78,333  | 4,557.62  | 5,667.81 | 6,266.64  | 9,874.83  | 12,280.25 | 13,577.72 | 118,498.02 | 147,363.01 | 162,932.64 |
| Fire Chief                      | E-10         | 69,43  | 86,51   | 95,469  | 5,554.58  | 6,921.12 | 7,637.56  | 12,034.93 | 14,995.75 | 16,548.04 | 144,419.18 | 179,949.06 | 198,576.49 |
| Housing Director                | E-6          | 56,970 | 70,847  | 78,333  | 4,557.62  | 5,667.81 | 6,266.71  | 9,874.84  | 12,280.25 | 13,577.87 | 118,498.07 | 147,363.02 | 162,934.45 |
| Human Resources Director        | E-8          | 63,567 | 79,206  | 87,404  | 5,085.37  | 6,336.48 | 6,992.39  | 11,018.31 | 13,729.04 | 15,150.18 | 132,219.72 | 164,748.51 | 181,802.14 |
| Library Director                | E-6          | 56,970 | 70,847  | 78,333  | 4,557.62  | 5,667.81 | 6,266.71  | 9,874.84  | 12,280.25 | 13,577.87 | 118,498.07 | 147,363.02 | 162,934.45 |
| Police Chief                    | E-11         | 80,859 | 100,752 | 111,182 | 6,468.78  | 8,060.22 | 8,894.58  | 14,015.69 | 17,463.82 | 19,271.58 | 168,188.26 | 209,565.81 | 231,259.01 |
| Public Works Director           | E-10         | 69,43  | 86,51   | 95,469  | 5,554.58  | 6,921.12 | 7,637.56  | 12,034.93 | 14,995.75 | 16,548.04 | 144,419.18 | 179,949.06 | 198,576.49 |
| Information Technology Director | E-6          | 56,970 | 70,847  | 78,333  | 4,557.62  | 5,667.81 | 6,266.71  | 9,874.84  | 12,280.25 | 13,577.87 | 118,498.07 | 147,363.02 | 162,934.45 |
| Utilities Director              | E-10         | 69,432 | 86,514  | 95,469  | 5,554.58  | 6,921.12 | 7,637.56  | 12,034.93 | 14,995.75 | 16,548.04 | 144,419.18 | 179,949.06 | 198,576.49 |



**CLASSIFICATIONS AND SALARY RANGES**  
**"MC" SCHEDULE (CONFIDENTIAL MANAGEMENT EMPLOYEES)**

| CLASSIFICATION TITLE                     | SALARY RANGE | HOURLY   |         |         | BI WEEKLY |          |          | MONTHLY  |           |           |
|------------------------------------------|--------------|----------|---------|---------|-----------|----------|----------|----------|-----------|-----------|
|                                          |              | BOTTOM   | CP      | TOP     | BOTTOM    | CP       | TOP      | BOTTOM   | CP        | TOP       |
| Law Office Manager                       | M19          | 25.8867  | 34.5155 | 43.4486 | 2,070.94  | 2,761.24 | 3,475.89 | 4,487.03 | 5,982.69  | 7,531.09  |
| Management Analyst III                   | M29          | 29.2277  | 38.9702 | 48.7942 | 2,338.22  | 3,117.62 | 3,903.54 | 5,066.13 | 6,754.83  | 8,457.66  |
| Deputy City Attorney I                   | M48          | 34.1625  | 45.5498 | 56.6896 | 2,733.00  | 3,643.98 | 4,535.17 | 5,921.50 | 7,895.30  | 9,826.20  |
| Workers Compensation Manager             | M48          | 34.1625  | 45.5498 | 56.6896 | 2,733.00  | 3,643.98 | 4,535.17 | 5,921.50 | 7,895.30  | 9,826.20  |
| Deputy City Attorney II                  | M62          | 37.5777  | 50.1035 | 65.0188 | 3,006.22  | 4,008.28 | 5,201.50 | 6,513.47 | 8,684.61  | 11,269.93 |
| Human Resources Manager                  | M66          | 38.6196  | 51.4928 | 63.8211 | 3,089.57  | 4,119.42 | 5,105.69 | 6,694.06 | 8,925.42  | 11,062.32 |
| Public Relations & Community Affairs Mgr | M66          | 38.6196  | 51.4928 | 63.8211 | 3,089.57  | 4,119.42 | 5,105.69 | 6,694.06 | 8,925.42  | 11,062.32 |
| Assistant Director of Human Resources    | M67          | 46.16827 | 61.5577 | 69.9519 | 3,693.46  | 4,924.62 | 5,596.15 | 8,002.50 | 10,670.00 | 12,125.00 |
| 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 |



Meeting Date: 7/21/2015

| ACTION                                           | TYPE OF ITEM                               |
|--------------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Approved Recommendation | <input type="checkbox"/> Info/Consent      |
| <input type="checkbox"/> Ord. No(s). _____       | <input checked="" type="checkbox"/> Report |
| <input type="checkbox"/> Res. No(s). _____       | <input type="checkbox"/> Public Hearing    |
| <input type="checkbox"/> Other _____             | <input type="checkbox"/> Other             |

Prepared By: Christopher Williamson, AICP *CW* Agenda Item No. *L-3*Reviewed By: City Manager *JM* City Attorney *JA* Finance *MM* Other (Specify) \_\_\_\_\_

DATE: June 15, 2015

TO: City Council

FROM: *for* Ashley Golden, Interim Development Services Director *Christopher Williamson*  
Development Services Department

**SUBJECT:** Ordinance adopting a temporary waiver of encroachment and related fees for residential turf removal and drought tolerant replacement projects consistent with city guidelines and determining that the project is exempt from the California Environmental Quality Act pursuant to Section 15304.

## RECOMMENDATION

Approve the first reading by title only and subsequent adoption of an ordinance adopting a temporary waiver of encroachment and related fees for residential turf removal and drought tolerant replacement projects consistent with city guidelines.

## DISCUSSION

Unprecedented drought conditions continue in California with 2014 being the third driest in 119 years on record. In March 2015, the State Water Resources Control Board re-adopted and expanded the 2014 emergency urban water conservation regulations. In April 2015, Governor Brown expanded upon his previously issued drought emergency declarations by imposing an additional five percent reduction statewide in water usage, bringing the total statewide reduction to 25 per cent. Since 2014, the City of Oxnard has implemented water conservation measures to ensure consistency with the State regulations. These measures were updated in May 2015. With a proactive public outreach program, the City of Oxnard's Water Resources Division hopes to encourage the efficient use of its water resources and raise community awareness regarding the importance of water conservation.

Many homeowners have volunteered to replace turf within the City-owned parkway in front of their homes with drought-resistant landscaping and drip irrigation as a means to conserve water. Oxnard City Code section 19-220 requires that an encroachment permit be issued for work in a City-owned parkway to prevent damage to city sidewalks, damage or access to underground utilities, and/or damage to city street trees and/or their roots. The proposed code amendment waives the encroachment fee (\$63.39), document imaging (\$2.74), and Permit Center surcharge (\$4.45) for one year so as to encourage homeowners to replace parkway turf with city-approved alternative drought-resistant landscaping (Attachment 2). Collection of the fees will resume in one year unless extended by the City Council.

## **ENVIRONMENTAL REVIEW**

The California Environmental Quality Act (CEQA) provides an exemption pursuant to CEQA Guidelines (14 CCR section 15000 et seq.), Section 15304 (class 4), for minor alterations to landscaping that do not affect sensitive resources. The fee suspension will encourage changes to the environment. However, parkways are fully urban land areas planted with turf and/or small ornamental plants and the replacement with drought-tolerant landscaping is an environmental benefit.

## **FINANCIAL IMPACT**

The encroachment and related fees total \$70.58; this amount may increase by small amounts in each subsequent fiscal year. Based on expressed homeowner interest over the past year, staff expects to issue about 50 parkway turf replacement encroachment permits in FY 2015/2016 for a total of \$3,529.00 in foregone cost recovery.

CW/CW

Attachments: 1 Ordinance Amendment  
2 Residential Parkway Landscaping Guidelines

ORDINANCE OF THE CITY OF OXNARD

UNCODIFIED ORDINANCE NO. \_\_\_\_\_

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OXNARD  
ADOPTING A TEMPORARY WAIVER OF ENCROACHMENT PERMIT  
FEES FOR TURF REMOVAL AND DROUGHT TOLERANT  
REPLACEMENT PROJECTS WITHIN THE PARKWAY PORTION OF THE  
RIGHT-OF-WAY IN AREAS ZONED FOR RESIDENTIAL USE AND  
DETERMINING THAT THE PROJECT IS EXEMPT FROM THE  
CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO  
SECTION 15061 (B)(3)

.....

WHEREAS, Southern California is a semi-arid region and is largely dependent upon imported water supplies; and

WHEREAS, a growing population, environmental concerns, and other factors in other parts of the State and western United States, make the region highly susceptible to year-to-year variation in available water supplies; and

WHEREAS, the City of Oxnard can encourage better water efficiency through landscape design, installation, maintenance, and management practices; and

WHEREAS, incentive-based water use efficiency programs are actively implemented within the City of Oxnard; and

WHEREAS, the City of Oxnard has adopted the Residential Parkway Landscape Guidelines, which present options of widely available, drought tolerant, and aesthetically pleasing plants to replace turf within parkways, created in cooperation with landscape architects and the Development Services, General Services, and Utilities Departments; and

WHEREAS, the City of Oxnard desires to encourage replacing parkway turf with water efficient landscape design by temporarily waiving the encroachment permit and related fees when parkway adjoining homeowners agree to replace parkway turf at their expense with one of the Residential Parkway Landscape Guidelines options; and

WHEREAS, the California Environmental Quality Act (CEQA) projects a Class 4 Exemption (Guidelines Section 15304) for which have minor alterations in the condition of land, such as landscaping, that do not affect sensitive resources.

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

**Part 1.** The City Council hereby finds that the adoption of this ordinance is exempt from review under the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines (14 CCR section 15000 et seq.), Section 15304 (class 4), for minor alterations to landscaping that do not affect sensitive resources.

**Part 2.** Notwithstanding subsection (A) of Section 19-220 of the Oxnard City Code, an applicant for an encroachment permit shall not have to pay the fees set forth in subsection (A) of Section 19-220 of the Oxnard City Code or any related document imaging or permit center surcharge if the applicant owns property in fee, which is immediately adjacent to the parkway portion of the right-of-way in an area zoned for residential use, and the applicant is proposing to remove existing turf, shrubs and/or plants, but not trees, from the parkway portion of the right-of-way and replacing said turf, shrubs and/or plants with landscaping that complies with the Residential Parkway Landscaping Guidelines prepared by, and periodically updated, by city staff. Nothing contained herein shall be construed to exempt an applicant from obtaining a permit pursuant to section 19-206 of the Oxnard City Code.

**Part 3.** This ordinance shall automatically sunset and be of no further effect on the first anniversary of the effective date of its adoption. Immediately thereafter, subsection (A) of Section 19-220 of the Oxnard City Code shall apply to all applicants for an encroachment permit without further action of the City Council.

**Part 4.** If any section, subsection, phrase, or clause of this ordinance is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each section, subsection, phrase or clause thereof irrespective of the fact that any one or more sections, subsections, phrases, or clauses be declared unconstitutional.

**Part 5.** Within 15 days after passage, the City Clerk shall cause this ordinance to be published one time in a newspaper of general circulation published and circulated in the City. Ordinance No. \_\_\_\_\_ was first read on \_\_\_\_\_, and finally adopted on \_\_\_\_\_, to become effective thirty (30) days thereafter.

[SIGNATURES ON FOLLOWING PAGE]

Ordinance No. XXX

Temporary waiver of encroachment fees to plant drought tolerant plants within the parkway

Page 3 of 3

PASSED AND ADOPTED this \_\_\_\_th day of July, 2015 by the following vote:

AYES:

NOES:

ABSENT:

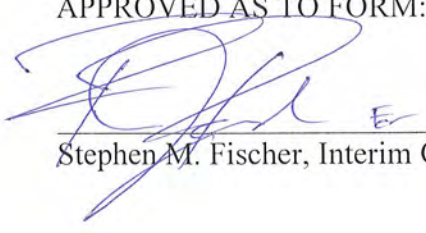
ABSTAIN:

\_\_\_\_\_  
Tim Flynn, Mayor

ATTEST:

\_\_\_\_\_  
Daniel Martinez, City Clerk

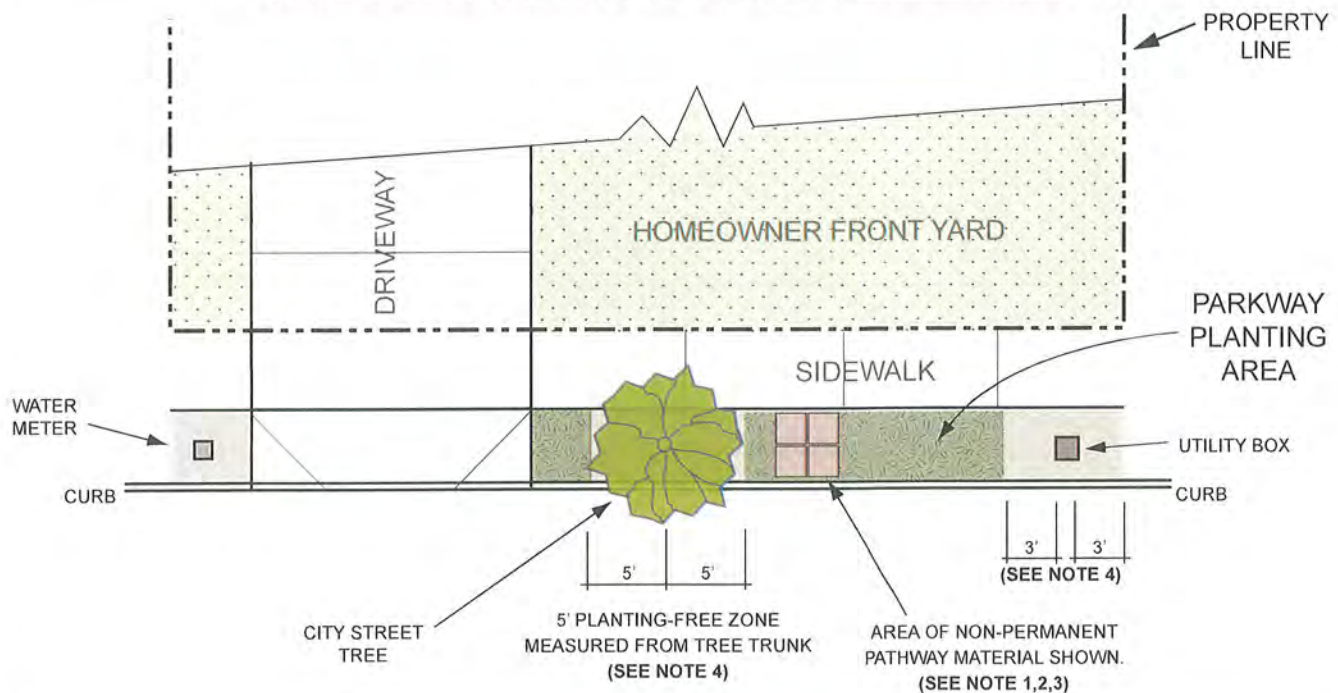
APPROVED AS TO FORM:

  
\_\_\_\_\_  
Stephen M. Fischer, Interim City Attorney



# RESIDENTIAL PARKWAY LANDSCAPE GUIDELINES

## SAMPLE RESIDENTIAL PARKWAY EXHIBIT



### NOTES:

1. Pathway material must be non-permanent (no poured in place concrete) so that removal and replacement is possible.
2. Examples of non-permanent Pathway materials are: 2" thick concrete pavers, flagstones, and decomposed concrete/granite. (See following page for details).
3. Curb to sidewalk paths should be a minimum 3'-0" wide and set at least 20' away from another sidewalk path. Pathway and mulch should not exceed 25% of total parkway area.
4. Pathways and plants must be at least 5-feet away from street tree trunks and 3-feet away from utility boxes, cable boxes, transformers, or street lights that may be present in parkway.
5. See 'Approved Parkway Coverings' on following page for list of approved coverings not requiring a permit.
6. An **Encroachment Permit** is required for **ALL** parkway modifications including those allowed by this guide.
7. Homeowner is responsible for the maintenance of their parkway area. The City is not responsible for damage of parkway area modifications and may disturb parkway areas when conducting maintenance work.

# APPROVED PARKWAY COVERINGS:

## Vegetation



'UC Verde' Buffalo Grass

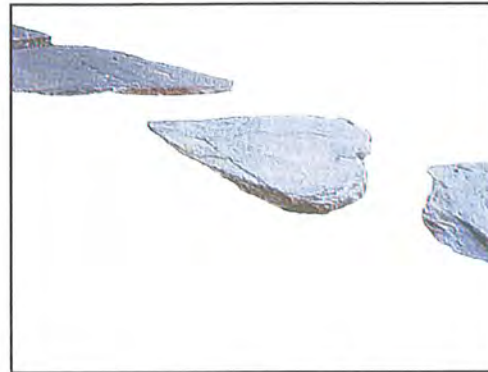


Dymondia margaretae

## Pathways



Concrete pavers



Flagstone

## Mulch

### ES-2 MULCH

ES-2 MULCH is multi-purpose, dark colored, 100% recycled wood mulch used as a top dressing for all plant material, making it ideal for cooling the root zone, reducing moisture loss, controlling erosion and preventing weed growth. ES-2 is perfect for all orchard applications and public works as it is Environmentally Safe (ES) and meets California Department of Transportation specifications. Uniform in size ranging from minus to 3", 99% contaminant free. ES-2 Mulch is an environmentally sound, all purpose way to improve virtually any top dressing application.

| Application Rate |                 |                 |                  |
|------------------|-----------------|-----------------|------------------|
|                  | 100 SQUARE FEET | 500 SQUARE FEET | 1000 SQUARE FEET |
| 2" DEPTH         | 6.2 CUBIC YARDS | 3.1 CUBIC YARDS | 6.2 CUBIC YARDS  |
| 4" DEPTH         | 1.2 CUBIC YARDS | 6 CUBIC YARDS   | 12 CUBIC YARDS   |
| 6" DEPTH         | 1.8 CUBIC YARDS | 9.2 CUBIC YARDS | 18 CUBIC YARDS   |

**Agromin**  
Premium Soil Products  
www.agromin.com • 1-800-AGROMIN • (1-800-267-6846)

Agromin ES-2 Mulch



Decomposed concrete/granite









Meeting Date: 07/21/15

| ACTION                                           | TYPE OF ITEM                                           |
|--------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Approved Recommendation | <input checked="" type="checkbox"/> Info/Consent       |
| <input type="checkbox"/> Ord. No(s). _____       | <input checked="" type="checkbox"/> Report             |
| <input type="checkbox"/> Res. No(s). _____       | <input type="checkbox"/> Public Hearing (Info/consent) |
| <input type="checkbox"/> Other _____             | <input type="checkbox"/> Other _____                   |

Prepared By: Dean Yamamoto  Agenda Item No. L-4  
Reviewed By: City Manager  City Attorney  Finance  Other (Specify) \_\_\_\_\_

**DATE:** July 7, 2015

**TO:** City Council

**FROM:** Michael Henderson, General Services Director   
General Services Department

**SUBJECT:** Proposed Dog Park in the RiverPark Community Facilities District #5 (CFD)

## RECOMMENDATION

That City Council:

1. Approve the design of the proposed dog park in the RiverPark area.
2. Authorize the appropriation of \$126,436 from the RiverPark Community Facilities District No. 5 (CFD5) fund balance for the construction of the dog park.

## DISCUSSION

On October 9, 2014 the RiverPark Neighborhood Council held a meeting to discuss the possibility of establishing a dog park in the RiverPark community. The vote was 30-yes, 1-no and 1-abstained. The Neighborhood Council designated a Dog Park Committee and City staff met with them on two occasions to discuss the process, possible locations, design elements, funding, etc.

On January 28, 2015 City staff made a presentation to the Parks, Recreation and Community Services Commission and the concept was approved to go forward to Council by a vote of 6-0.

On April 14, 2015 City Council voted to approve this concept and approve the appropriation of design money.

City staff met with the Dog Park Committee again on multiple occasions and the Neighborhood Council held a community meeting on Saturday, May 23, at the proposed dog park site at Windrow Park to enable residents that could not make the weekday evening Neighborhood Council Meetings to ask questions and give feedback.

On June 23, 2015 at the RiverPark Neighborhood Council monthly meeting, the dog park was on the agenda for discussion and vote. The vote was 68 in favor and 58 against.

On June 24, 2015 City Staff made a presentation to the Parks, Recreation and Community Services Commission and dog park design and construction was approved to go forward to Council by a 6-0 vote.

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## **FINANCIAL IMPACT**

There is sufficient fund balance in Fund 174 (CFD#5) to appropriate to the RiverPark Dog Park (Project 155701).

MH/DY

Attachment #1- Proposed Dog Park Design  
#2- Request for Budget Appropriation





## REQUEST FOR BUDGET APPROPRIATION

Department: General Services  
Project/Program \_\_\_\_\_  
Manager: Dean Yamamoto

Date: July 21, 2015  
Phone: 8074

**Reason for Appropriation:**

To provide funding for the construction of a dog park

**Accounts and Descriptions**

**AMOUNT**

Fund: **174-CFD #5-RIVERPARK MAINT.FD**

**Expenditures/Transfers Out**

**RIVERPARK DOG PARK (PROJECT NO. 155701)**

174-5737-805.82-01      CONTRACTS & SERVICES / SVCS-ARCHITECTURE/ENGR'G      126,436

Sub-total Expenditures      126,436

Net Change to Fund Balance      (126,436)

Net Appropriation Change      126,436

**Approvals**

Department Director

Chief Financial Officer

City Manager

ATTACHMENT NO. 2  
PAGE 1 OF 1

BA# (Finance Use Only) \_\_\_\_\_

BA Doc# (Finance Use Only) \_\_\_\_\_

Revised : 2/23/2012

REQUIRES CITY COUNCIL AUTHORIZATION

| ACTION                                           | TYPE OF ITEM                                           |
|--------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Approved Recommendation | <input checked="" type="checkbox"/> Info/Consent       |
| <input type="checkbox"/> Ord. No(s). _____       | <input type="checkbox"/> Report                        |
| <input type="checkbox"/> Res. No(s). _____       | <input type="checkbox"/> Public Hearing (Info/consent) |
| <input type="checkbox"/> Other _____             | <input type="checkbox"/> Other _____                   |

Prepared By: Michael Henderson *MA* Agenda Item No. L-5

Reviewed By: City Manager \_\_\_\_\_ City Attorney *PT* Finance *mm* Other (Specify) \_\_\_\_\_

**DATE:** June 30, 2015

**TO:** City Council

**FROM:** Michael Henderson, Director *MA*  
General Services Department

**SUBJECT:** Reprogram CDBG Funds to the Campus Park Gymnasium North Wing Interior Remodel Balance from Completed Projects

## RECOMMENDATION

That City Council approve a budget appropriation reprogramming \$35,000 of CDBG funding to the Campus Park Gymnasium Project No. 137401 for the completion of remodel of the Gym North Wing.

## DISCUSSION

When CDBG funded projects have been completed, remaining funds are available for reprogramming to eligible projects. There is a remaining unused fund balance that has been generated since July 1, 2014. These funds can only be used on projects that were identified in the Action Plan approved by City Council July, 2014, and Campus Park Gymnasium is one of those projects.

The City's General Services Department is requesting \$35,000 of available funds for completion of the remodel of the North Wing of the Gymnasium building located at Campus Park. The requirement to install a complete fire alarm system required that reductions be found to cover the cost and remain within the contract amount. Staff, architect and contractor worked to value engineer the project work scope and identify areas to reduce cost. These included the elimination of electrically operable windows to manual; one new interior wall was removed and the method of finishing the concrete flooring was revised to cover that cost.

## FINANCIAL IMPACT

Campus Park Gymnasium Project (137401) currently has appropriations in the amount of \$1,511,600 from CDBG for the design and remodel of the North Wing. Expenditures on the project to date, including all encumbrances is \$1,482,585.31 with the remaining \$29,014.69 needed for construction management and contingencies. Installation of the fire alarm system, estimated to be \$35,000 led to the listed cost reductions. Additional CDBG funds in the amount of \$35,000 are recommended for reprogramming to this project to cover the cost to finish the concrete flooring per the plan design.

MH/pcf

Subject-Reprogram CDBG Funds  
July 21, 2015  
Page 2

Attachment #1 – Revised Project Scope of Services  
#2 – Special Budget Appropriations

**EXHIBIT A-1****SCOPE OF SERVICES****ADDITIONAL SCOPE OF SERVICES****June 30, 2015**

The Revised Scope of Services for the Campus Park Gym North Wing Tenant Improvements will consist of the following in the 2015-2016 Fiscal Year:

The Campus Park Gym North Wing Tenant Improvements Contract A-7737 was awarded to SBS Corporation, Inc. in the amount of \$1,257,828.78 on December 16, 2014. Under this contract was the interior work to make the rough open space into useable program spaces to be used for both youth and senior citizens. This will be done by adding walls to create areas that are to be used for class space, study space, dance and exercise space; office space for staff; restrooms for both staff and public; heating system; electrical system and lighting fixtures; new utilities –gas, electric, sewer and water; wall and floor finishes; new operable windows; new roof; and address ADA access and pad along the south wall of the space. A fire alarm system was required to be included in the contract scope to enable certificate of occupancy for the space. It was the project management understanding that the addition of emergency lighting, signage and fire extinguishers met the requirements but once the contract was awarded it was confirmed that a complete Fire Alarm System had to be included in order for the space to receive the certificate. To achieve that work, which would include the design by a licensed certified firm and the installation of system was quoted to cost approximately \$35,000.00. Staff, Designer and Contractor worked to reduce and value engineer the project to free up this amount within the awarded contract. The roofing material was substituted for a lower cost material that still met quality, serviceability and warranty requirements; interior wall was eliminated and one space remained larger open area; the window operators were made manual instead of electric; the concrete floor finish was revised from plan to be less costly by use of a lower cost filler and coating product but still provide a satisfactory finish.

The receipt of an additional \$35,000.00 would help cover the cost of one eliminated item to allow the original design of the concrete floor finishes to be installed and more of the project plan design put in place.

ATTACHMENT NO. 1PAGE 1 OF 1

# REQUEST FOR BUDGET APPROPRIATION

Department: General Services  
Project/Program  
Manager: Michael Henderson

Date: July 21, 2015  
Phone: 7821

**Reason for Appropriation:**

Re-program of CDBG program income to Campus Park Gym North Wing Improvements (Project 137401) for concrete flooring in the space

**Accounts and Descriptions**

**AMOUNT**

Fund **285 - CDBG Entitlement**

**Revenues/Transfers In**

|                   |                                      |               |
|-------------------|--------------------------------------|---------------|
| 285-5139-531-7206 | FEDERAL & STATE SOURCES / CDBG GRANT | <u>35,000</u> |
|                   | Sub-total Revenues                   | <u>35,000</u> |

**Expenditures/Transfers In**

**CAMPUS PARK GYM (PROJECT NO. 137401)**

|                   |                                            |               |
|-------------------|--------------------------------------------|---------------|
| 285-7465-826-8605 | CAPITAL OUTLAY / IMPROV NOT BUILD-MAJOR RE | <u>35,000</u> |
|                   | Sub-total Expenditures                     | <u>35,000</u> |

**Net Change to Fund Balance** 0

**Approvals**

Department Director

Chief Financial Officer

City Manager

ATTACHMENT NO. 2

PAGE 1 OF 1



Meeting Date: 7/21/2015

| ACTION                                           | TYPE OF ITEM                                           |
|--------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Approved Recommendation | <input checked="" type="checkbox"/> Info/Consent       |
| <input type="checkbox"/> Ord. No(s). _____       | <input type="checkbox"/> Report                        |
| <input type="checkbox"/> Res. No(s). _____       | <input type="checkbox"/> Public Hearing (Info/consent) |
| <input type="checkbox"/> Other _____             | <input type="checkbox"/> Other _____                   |

Prepared By: Ken Klopman, Office of Youth Safety *KK* Agenda Item No. L-6Reviewed By: City Manager *JK* City Attorney *SMF* Finance *MM* Other (Specify) \_\_\_\_\_**DATE:** July 8, 2015**TO:** City Council

**FROM:** Grace Magistrale-Hoffman, Deputy City Manager *GMH*  
 Jeri Williams, Chief of Police *JWB*  
 Terrel Harrison, Interim Recreation Superintendent *TH*

**SUBJECT:** Resolution of the City Council of the City of Oxnard in Support of the "My Brother's Keeper" (MBK) Initiative and Accepting the "MBK Community Challenge".

## RECOMMENDATION

That City Council adopt a resolution pledging the City's commitment and formal support of President Obama's "My Brother's Keeper" Initiative and accepting the "MBK Community Challenge" to collaboratively address persistent opportunity gaps faced by boys and young men of color and to ensure that all young people can reach their full potential.

## DISCUSSION

In February 2014, President Obama launched the "My Brother's Keeper" initiative to address persistent opportunity gaps faced by boys and young men of color and to ensure that all young people can reach their full potential. The initiative seeks to organize and capitalize on the commitment of community leaders in order to reach that goal.

The Administration has issued a challenge to cities, towns, and counties across the U.S. to become MBK Communities that implement a coherent "cradle-to-college-and-career" strategy for improving life outcomes for all young people to ensure that they can reach their full potential, regardless of who they are, where they are from, or the circumstances into which they are born.

The MBK Community Challenge represents a call-to-action for all members of our communities, our Mayors, and our City and County executives in particular, as they sit at the intersection of many vital forces and structural components needed to enact sustainable change through policy, programs, and partnerships.



## **FINANCIAL IMPACT**

As a call-to-action, rather than a new program, and as a targeted effort to convene leaders, identify effective strategies, and to work together to accomplish a shared goal of improving outcomes for young people, there is no direct financial impact in adopting this resolution.

**Attachment #1 – Resolution of the City Council of the City of Oxnard in Support of the “My Brother’s Keeper” (MBK) Initiative and Accepting the “MBK Community Challenge”**

**CITY COUNCIL OF THE CITY OF OXNARD**

**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD  
IN SUPPORT OF THE "MY BROTHER'S KEEPER" (MBK) INITIATIVE  
AND ACCEPTING THE "MBK COMMUNITY CHALLENGE"**

WHEREAS, President Obama's "My Brother's Keeper" (MBK) initiative was launched to address persistent opportunity gaps faced by boys and young men of color, and to ensure that all young people can reach their full potential;

WHEREAS, the MBK Initiative seeks to bring together leaders, organizations, and people everywhere to work to improve the life outcomes of young people in America by doing what is smart for our youth, our economic future, and our entire community;

WHEREAS, President Obama issued the MBK Community Challenge encouraging and calling to action communities to build robust plans and implement coherent cradle-to-college-and-career strategies for improving the life outcomes of all young people to ensure that they can reach their full potential, regardless of who they are, where they come from, or the circumstances into which they are born;

WHEREAS, the six goals of the MBK Community Challenge are to:

- Ensure our youth enter school cognitively, physically, socially, and emotionally ready;
- Ensure our children read at grade level by third grade;
- Ensure our youth graduate from high school and are prepared for college and/or career pathways;
- Ensure our youth complete post-secondary education or training to enter the workforce;
- Ensure all youth out of school are employed; and
- Ensure all youth remain safe from violent crime.

WHEREAS, the MBK Community challenge encourages communities to focus on at least two of the six goals and to conduct a policy review and form recommendations for action to address these issues as well as to launch a plan of action, next steps, and a timetable for review;

WHEREAS, the City of Oxnard is committed to identifying and implementing policies and strategies that are proven to work; forging and fostering action-oriented partnerships; and to closely tracking both progress/successes and challenges;

WHEREAS, the City of Oxnard recognizes that empowering all our youth, including boys and young men of color, is an investment in our shared future, and our collective prosperity;

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

To pledge its commitment and support of the "My Brother's Keeper" Initiative to build on the use of proven tools throughout the community to expand opportunity for young people and ensure that they can reach their full potential, and accepts the "MBK Community Challenge" joining communities across the country to implement strategies that will put boys and young men of color and other youth on the path to success by working with community partners to ensure that young people who are willing to work hard have an opportunity to get ahead and reach their full potential.

PASSED AND ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2015, by the following vote:

AYES:

NOES:

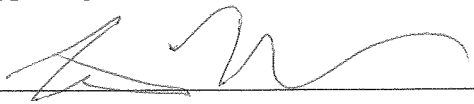
ABSENT:

\_\_\_\_\_  
Tim Flynn, Mayor

ATTEST:

\_\_\_\_\_  
Daniel Martinez, City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Stephen Fischer, City Attorney



Meeting Date: 7/21/2015

|                                                  |                                                        |
|--------------------------------------------------|--------------------------------------------------------|
| <b>ACTION</b>                                    | <b>TYPE OF ITEM</b>                                    |
| <input type="checkbox"/> Approved Recommendation | <input type="checkbox"/> Info/Consent                  |
| <input type="checkbox"/> Ord. No(s). _____       | <input checked="" type="checkbox"/> Report             |
| <input type="checkbox"/> Res. No(s). _____       | <input type="checkbox"/> Public Hearing (Info/consent) |
| <input type="checkbox"/> Other _____             | <input type="checkbox"/> Other _____                   |

Prepared By: Cynthia Daniels *cd* Agenda Item No. L-7Reviewed By: City Manager *SM* City Attorney *PT* Finance *mm* Other *J. Williams, Police***DATE:** July 8, 2015**TO:** City Council**FROM:** Greg Nyhoff, City Manager**SUBJECT:** Response to Grand Jury Report Titled "Final Report Countywide Bicycle Safety"  
Dated June 1, 2015

## RECOMMENDATION

That City Council authorize the Mayor, the City Manager, and the Police Chief to respond, on behalf of the City Council, to the Grand Jury report titled "Final Report Countywide Bicycle Safety" dated June 1, 2015, in the form included as Attachment 1.

## DISCUSSION

The Ventura County Civil Grand Jury recently published a report on bicycle safety within the county. The City is required to respond to certain findings and recommendations in the Grand Jury report. The Grand Jury report can be viewed on line at: [http://vcportal.ventura.org/GDJ/docs/reports/2014-15/Countywide\\_Bicycle\\_Safety-06.01.15.pdf](http://vcportal.ventura.org/GDJ/docs/reports/2014-15/Countywide_Bicycle_Safety-06.01.15.pdf).

The Grand Jury reviewed bicycle safety within the County of Ventura and the cities within the county. The report concludes more should be done to reduce the number of deaths and injuries caused by collisions. In Oxnard, the Grand Jury considered bicycle deaths and ways the City can enhance bicyclists' safety through education, enforcement, and licensing. The Grand Jury believes education should concentrate on school-age children through public events like bicycle rodeos, bicycle rallies, and other educational activities. The Grand Jury report emphasizes that enforcing existing traffic laws and educating the public (both motor vehicle drivers and bicyclists) are key to improving safety for bicyclists. Adult bicyclists don't wear helmets as often as children. Adult bicyclists involved in collisions are more likely to survive if they wear a helmet. The Grand Jury commends the City of Oxnard Police Department for establishing bike rodeos and other educational programs, and for pursuing grant funding and applying it to enforcing bicycle laws.

As is normally the case, the City is required to respond by September 1 to certain findings and recommendations presented in the Grand Jury report. A draft of the response is presented as Attachment #1.

Grand Jury Responses for Bicycle Safety  
July 8, 2015  
Page 2

## **FINANCIAL IMPACT**

None.

CD

Attachment #1 - Responses to Grand Jury Report titled "Final Report Countywide Bicycle Safety"  
Dated June 1, 2015

## Response to Grand Jury Report Form

Report Title: Final Report Countywide Bicycle Safety

Report Date: June 1, 2015

Response by: Greg Nyhoff  
Jeri Williams

Title: City of Oxnard Manager  
Title: Police Chief

### FINDINGS

- I (we) agree with the findings numbered: FI-02, FI-08, FI-10, FI-11

- I (we) disagree wholly or partially with the findings numbered: FI-01, FI-03, FI-05  
Statement specifying any portions of the findings that are disputed; include an explanation of the reasons therefor.

FI-01: The City of Oxnard does not have an ordinance requiring a license or registration for bicycles, therefore, Oxnard Police Department is not required to enforce a law for bicycle licenses. The Oxnard Police Department does enforce helmet laws. Furthermore, the Department believes an educational partnership with local schools offers better incentives to encourage school age children to wear helmets.

FI-03: The City of Oxnard partially disagrees with Finding FI-03's statement that bicycle helmet laws for children are not routinely enforced. See the response to FI-01 above.

FI-05: We do not have information to confirm the statement that motor vehicle driver error is the most prevalent cause of bicycle deaths and injuries.

### RECOMMENDATIONS

- Recommendations numbered R-01 and R-03 have been implemented.

The Oxnard City Council encouraged its law enforcement personnel to increase enforcement of bicycle and related motor vehicle laws at its meeting of July 21, 2015. As the Grand Jury report noted, the Oxnard Police Department has established bicycle rodeos for children and other educational programs, and pursues grants funding and applies it to enforcing bicycle safety laws. The City has received two State grants to pay overtime for police officers to enforce bicycle and pedestrian safety laws.

- Recommendation numbered R-04 has not yet been implemented, but will be implemented in the future.



Time frame for the implementation: Within 90 days, the City of Oxnard will use its public access channel on public television to publish information to educate the motor vehicle-driving public and bicyclists about their responsibility to know and obey bicycle-related laws.

- Recommendation numbered R-02 will not be implemented because it is not warranted or is not reasonable.

The City of Oxnard does not have the staff resources to support a bicycle advisory commission or committee. The City of Oxnard performs outreach to local bicycle advocates, bicycle groups, and receives comments and suggestions from bicycle advocates as part of its bicycle planning efforts at the City Council Transportation Policy Committee, the Planning Commission, and City Council at their regularly scheduled meetings. The City of Oxnard uses its professional staff to identify bikeway needs described in the 2030 General Plan, Oxnard Bicycle and Pedestrian Facilities Master Plan (2011), Santa Clara River Trail Master Plan (2011), and Oxnard Boulevard Bicycle Facility Project Report (2004), among other documents. The City is using these documents to implement the recommendations for improvements for bicycle travel and safety.

The City of Oxnard's professional staff serves as liaisons between other agencies and the community through such public groups as the Ventura County Transportation Commission's (VCTC) technical advisory committee. The City's staff is participating in the regional bicycle wayfinding effort to hire a consultant at VCTC and fund a plan for bicycle wayfinding signs.

Through the permit process, developers are required to install bicycle facilities as part of new construction where appropriate. The City of Oxnard applies for federal, State, and other funding sources such as the Safe Routes to Schools and Congestion Mitigation Air Quality Improvement grants advertised through the Ventura County Transportation Commission and the California Department of Transportation (Caltrans) to design and build bicycle facilities. Within the last 10 years, the City of Oxnard has spent several million dollars for bicycle facility plans and improvements through its capital improvement program.

The City has several professional staff members who ride bicycles for work and recreation. These staff members offer perspective as users of the bikeways and needs for improvements. It is the City's policy to install bikeway facilities where appropriate whenever streets are resurfaced. Registering or licensing bicycles is not a cost-effective use of limited staff resources. Private companies are available to register bicycles and facilitate the return of stolen or lost bicycles.

Date:

Signed:

Tim Flynn, Mayor

ATTEST:

Daniel Martinez, City Clerk

Date:

Signed:

Greg Nyhoff, City Manager

Date:

7-1-15

Signed:

Jeri Williams, Police Chief

Number of pages attached: 0





| ACTION                                           | TYPE OF ITEM                                           |
|--------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Approved Recommendation | <input type="checkbox"/> Info/Consent                  |
| <input type="checkbox"/> Ord. No(s). _____       | <input checked="" type="checkbox"/> Report             |
| <input type="checkbox"/> Res. No(s). _____       | <input type="checkbox"/> Public Hearing (Info/consent) |
| <input type="checkbox"/> Other _____             | <input type="checkbox"/> Other _____                   |

Prepared By: Daniel Rydberg, P.E., Interim Utilities Director *DR* Agenda Item No. L-8

Reviewed By: City Manager *[Signature]* City Attorney *[Signature]* Finance *[Signature]* Utilities *DR*

**DATE:** July 1, 2015

**TO:** City Council

**FROM:** Daniel Rydberg, P.E., Interim Utilities Director *DR*  
Utilities

**SUBJECT:** Second Amendment to Agreement for Professional Services with Aquatic Bioassay and Consulting Laboratories, Inc. (Agreement No. A-7620)

## RECOMMENDATION

That City Council approve and authorize the Mayor to execute a Second Amendment to Agreement No. A-7620 with Aquatic Bioassay and Consulting Laboratories, Inc., in the amount of \$459,788 for a total amount of \$1,122,167 for receiving water monitoring services and to extend the expiration date to July 1, 2016.

## DISCUSSION

On November 5, 2013, the City Council approved Agreement No. A-7620 for receiving water monitoring services in the amount \$211,098 for the first nine-month period, and provided for an option to renew for five (5) additional one-year terms at approximately \$450,000 per year. The annual costs are for basic services excluding special studies required by the Los Angeles Regional Water Quality Control Board. A First Amendment to the Agreement for FY14-15 was approved by City Council on July 8, 2015 in the amount of \$451,281. This Second Amendment is in the amount of \$459,788 and extends the expiration date to July 1, 2016.

The Oxnard Wastewater Treatment Plant discharges treated wastewater to the Pacific Ocean via an ocean outfall structure. This discharge is regulated by both federal and state laws, and is permitted by the California Regional Water Quality Control Board via a National Pollutant Discharge Elimination System (NPDES) permit. The permit requires the City to monitor the quality of the treated wastewater, as well as monitor the Pacific Ocean in the vicinity of the outfall structure (Santa Clara River Mouth to Point Mugu). The ocean monitoring includes both chemical and biological sampling & analyses.

The City's NPDES permit requires that the City utilize only laboratories which are certified by the California Environmental Laboratories Accreditation Program (ELAP). In the State of California, there are 605 ELAP-certified laboratories. Of the 605 total laboratories, there are 102 located in the six coastal counties surrounding Oxnard (Los Angeles, Orange, Ventura, San Diego, San Luis Obispo, Santa Barbara). Staff researched the 102 companies, in order to establish a list of proposers that may be able to meet the sampling requirements in Oxnard's permit. Of the 102 laboratories researched and contacted, 21 expressed interest in the City's request for proposals.

**Second Amendment to Agreement for Professional Services with Aquatic Bioassay and Consulting Laboratories, Inc. (Agreement No. A-7620)**

July 1, 2015

Page 2

On August 15, 2013, the City issued a request for proposals for receiving water monitoring services to the 21 companies, advertised in the Ventura County Star, and posted on the City's website. Only Aquatic Bioassay & Consulting Laboratories, Incorporated (ABC Laboratories) responded to the City's request for proposals.

**FINANCIAL IMPACT**

Funds are available in the Wastewater Treatment Operating Account Number 621-6201-842-8210 to cover the cost of expenses.

Attachment #1 - Second Amendment to Agreement No. A-7620

SECOND AMENDMENT TO AGREEMENT FOR CONSULTING SERVICES

This Second Amendment ("Second Amendment") to the Agreement for Consulting Services ("Agreement") is made and entered into in the County of Ventura, State of California, this 14<sup>th</sup> day of July, 2015, by and between the City of Oxnard, a municipal corporation ("City"), and Aquatic Bioassay & Consulting Laboratories, Inc. ("Consultant"). This Second Amendment amends the Agreement entered into on October 22, 2013, by City and Consultant. The Agreement previously has been amended on July 8, 2014, by a First Amendment.

City and Consultant agree as follows:

1. In Section 12 of the Agreement, the phrase "Five (5) one-year extensions beginning July 1, 2014" is deleted and replaced with the phrase "Three (3) one-year extensions beginning July 1, 2016."
2. Section 14a of the Agreement is amended to read as follows: "City agrees to pay Consultant in an amount not to exceed \$1,122,167 for services provided under this Agreement until June 20, 2016 at rates provided in Exhibit B attached hereto and incorporated by this reference in full herein"
3. Exhibit A and A-1 are supplemented with Exhibit A2, attached hereto, and incorporated herein by reference.
4. As so amended, the Agreement remains in full force and effect.

CITY OF OXNARD

CONSULTANT

\_\_\_\_\_  
Tim Flynn, Mayor

\_\_\_\_\_  
Thomas Mikel, Aquatic Bioassay and  
Consulting Laboratories, Inc.

ATTEST:

APPROVED AS TO INSURANCE:

\_\_\_\_\_  
Daniel Martinez, City Clerk

\_\_\_\_\_  
Risk Manager

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

\_\_\_\_\_  
Stephen M. Fischer, Interim City Attorney

\_\_\_\_\_  
Greg Nyhoff, City Manager

APPROVED AS TO CONTENT:

\_\_\_\_\_  
Dan Rydberg, P.E., Interim Utilities Director

ATTACHMENT NO. 1  
PAGE 1 OF 13



EXHIBIT A2

| Budget Year               | Program                                                | Task Total                          | 2015-2016 Budget | Comments                                                                                                                                                                                            |
|---------------------------|--------------------------------------------------------|-------------------------------------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2015 - 2016               | Task 1 Receiving Water Monitoring                      | \$ 82,804<br>\$ 49,721<br>\$ 41,861 | \$ 174,386       | (4) Qtrly surveys in August, November, February, May<br>Bacti and ocean acidification analyses; 54 each per quarterly survey<br>(4) Qtrly rpts; Annual Report; Data Management & Analysis; Regional |
|                           | Task 2 Benthic Sediments Monitoring                    | \$ 21,257<br>\$ 24,470<br>\$ 56,957 | \$ 102,684       | August and September<br>NPDES specified constituents: (7) stations<br>Bight Regional Meetings, program management                                                                                   |
|                           | Task 3 Fish & Macroinvertebrate Monitoring             | \$ 30,840<br>\$ 22,204<br>\$ 14,402 | \$ 67,446        | Population Trawls + Bagged Mussels<br>NPDES specified constituents: (15) composite samples<br>Bight Regional Meetings, program management                                                           |
|                           | Task 4 Seafood Safety Monitoring                       | \$ 41,310<br>\$ 6,610<br>\$ 7,997   | \$ 55,916        | Years 2,3 and 5 of the permit<br>NPDES specified constituents: (15) composite samples<br>Bight Regional Meetings, program management                                                                |
|                           | Task 5 Special Studies<br>Mussel array & Effluent CECs | \$ 1,326<br>\$ 34,345<br>\$ -       | \$ 35,671        | Equipment, mussels, boat day<br>CEC analyses w/ 3% laboratory adjustment.<br>Included in pricing above                                                                                              |
|                           | Task 6 Kelp Bed Monitoring                             | \$ 8,364                            | \$ 8,364         | Annual Meeting; document review; aerial fly over costs                                                                                                                                              |
|                           | Task 7 Annual Outfall & Diffuser Inspection            | \$ 10,669<br>\$ 2,611<br>\$ 2,040   | \$ 15,320        | September to October annually<br>Video review and preparation<br>Program Management                                                                                                                 |
| TOTAL 2015 to 2016 Budget |                                                        |                                     | \$ 459,788       |                                                                                                                                                                                                     |





# CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
6/30/2015

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<br><b>ISU INS SERV - BC ENV BROKERAGE</b><br>1037 Suncast Ln Ste 103<br>El Dorado Hills, CA 95762                      | CONTACT NAME:<br>PHONE (A/C No. Ext): <b>(916) 939-1080</b> FAX (A/C No.): <b>(916) 939-1085</b><br>E-MAIL:<br>ADDRESS:                                                                                    |
| INSURED<br><b>AQUATIC BIOASSAY &amp; CONSULTING LABS, INC.</b><br><b>ABC LABS</b><br>29 NORTH OLIVE STREET<br>VENTURA, CA 93001 | INSURER(S) AFFORDING COVERAGE<br>INSURER A: <b>LIBERTY SURPLUS INS. CORP. # 10725</b><br>INSURER B: <b>SENTINEL INSURANCE CO. #11000</b> <b>AT</b><br>INSURER C:<br>INSURER D:<br>INSURER E:<br>INSURER F: |

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                                                                                      | ADDL INSD | SUBR WVD | POLICY NUMBER                       | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                                                              |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|-------------------------------------|-------------------------|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> CONT. POLLUTION<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: |           |          | UVEDE104729114                      | 07/29/14                | 07/29/15                | EACH OCCURRENCE \$ <b>2,000,000</b><br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100,000</b><br>MED EXP (Any one person) \$ <b>10,000</b><br>PERSONAL & ADV INJURY \$ <b>2,000,000</b><br>GENERAL AGGREGATE \$ <b>2,000,000</b><br>PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b> |
| B        | AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO<br>ALL OWNED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS<br><input type="checkbox"/> SCHEDULED AUTOS<br>NON-OWNED AUTOS                                                                                                                                                              |           |          | 57 UEC U06851 SC                    | 07/29/14                | 07/29/15                | COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b><br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$                                                                                                                    |
| A        | UMBRELLA LIAB<br>EXCESS LIAB<br>DED <input type="checkbox"/> RETENTION \$                                                                                                                                                                                                                                                                                              |           |          | UMEDE104730114<br>OVER PRIM/AUTO/WC | 07/29/14                | 07/29/15                | EACH OCCURRENCE \$ <b>5,000,000</b><br>AGGREGATE \$ <b>5,000,000</b>                                                                                                                                                                                                                |
|          | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                                                                                                 | Y/N       | N/A      |                                     |                         |                         | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/><br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$                                                                                                                    |
| A        | PROF. LIAB.<br>CLAIMS MADE                                                                                                                                                                                                                                                                                                                                             |           |          | UVEDE104729114<br>RETRO: 07/29/04   | 07/29/14                | 07/29/15                | \$ <b>2,000,000</b> OCCURRENCE<br>\$ <b>2,000,000</b> AGGREGATE                                                                                                                                                                                                                     |

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

RE: REFERENCE NO. A-6892

THE CITY OF OXNARD, ITS CITY COUNCIL, OFFICERS, EMPLOYEES, AGENTS AND VOLUNTEERS HAVE BEEN NAMED AS ADDITIONAL INSURED WITH RESPECT TO THE GENERAL AND AUTO LIABILITY. PRIMARY COVERAGE APPLIES. SEVERABILITY OF INTEREST APPLIES. 30 DAY CANCELLATION APPLIES. (BLANKET ENDORSEMENTS ATTACHED)

## CERTIFICATE HOLDER

## CANCELLATION

CITY OF OXNARD  
ATTN: RISK MANAGER  
300 W. THIRD STREET, SUITE 302  
OXNARD, CA 90303

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

AUTHORIZED REPRESENTATIVE

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## LIU Environmental Advantage™



### LIBERTY SURPLUS INSURANCE CORPORATION

(A New Hampshire Stock Insurance Company, hereinafter the "Company")

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

#### ADDITIONAL INSURED / PRIMARY COVERAGE ENDORSEMENT

Effective Date: 07/29/14

Expiration Date: 07/29/15

Policy Number: UVEDE104729114

Issued To: AQUATIC BIOASSAY & CONSULTING LAB

It is hereby agreed that the following is included as an Additional Insured as respects Coverages A, B and D but only as respects liability arising out of "your work" for the Additional Insured by or for you.

#### Additional Insured:

Blanket where required by written contract.

This does not apply to "bodily injury", "property damage" or "environmental damage" arising out of the sole negligence or wilful misconduct of, or for defects in design furnished by, the Additional Insured.

As respects the coverage afforded the Additional Insured, this insurance is primary and non-contributory, and our obligations are not affected by any other insurance carried by such Additional Insured whether primary, excess, contingent, or on any other basis.

This endorsement does not increase the company's limits of liability as specified in the Declarations of this policy.

All other terms, conditions and exclusions shall remain the same.



E-UV-49 (08/08)

**LIBERTY SURPLUS INSURANCE CORPORATION**

(A New Hampshire Stock Insurance Company, hereinafter the "Company")

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED - OWNERS, LESSEES  
OR CONTRACTORS - COMPLETED OPERATIONS**

Effective Date: 07/29/14

Expiration Date: 07/29/15

Policy Number: UVEDE104729114

Endorsement No.: 002

Issued To: AQUATIC BIOASSAY & CONSULTING LABS

**SCHEDULE**

**Name Of Person or Organization:**

Blanket where required by written contract.

**Location and Description of Completed Operations:**

Blanket where required by written contract for all work performed by or on behalf of the Named Insured.

It is hereby agreed that the following is included:

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

- A. Section II - Who Is An Insured is amended as respects Coverage A and B only, to include as an insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

In the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

- B. Section II - Who Is An Insured is amended as respects Coverage D only, to include as an insured the person(s) or organization(s) shown in the Schedule, but solely with respect to "loss" arising from "pollution conditions" caused by "covered operations" performed by you and not covered for any "loss" arising from the additional insured(s) scheduled in this endorsement.

- C. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

1. This insurance does not apply to "bodily injury" or "property damage" occurring after:
  - a. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or

**LIU Environmental Advantage™**



**LIBERTY SURPLUS INSURANCE CORPORATION**

(A New Hampshire Stock Insurance Company, hereinafter the "Company")

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**WAIVER OF SUBROGATION**

Effective Date: 07/29/14

Expiration Date: 07/29/15

Policy Number: UVEDE104729114

Issued To: AQUATIC BIOASSAY & CONSULTING LAB

It is hereby agreed that, **SECTION V - CONDITIONS**, item 14, **Subrogation** is modified as follows:

**SCHEDULE**

**Name of Person or Organization:**

Blanket where required by written contract.

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

The Subrogation Condition (Section V - Conditions) is amended by the addition of the following:

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization. This waiver applies only to the person or organization shown in the Schedule above.

All other terms, conditions and exclusions shall remain the same.



E-UV-15 (08/08)

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## COMMERCIAL AUTOMOBILE BROAD FORM ENDORSEMENT

This endorsement modifies insurance provided under the following:

### BUSINESS AUTO COVERAGE FORM

To the extent that the provisions of this endorsement provide broader benefits to the "insured" than other provisions of the Coverage Form, the provisions of this endorsement apply.

#### 1. BROAD FORM INSURED

##### A. Subsidiaries and Newly Acquired or Formed Organizations

The Named Insured shown in the Declarations is amended to include:

- (1) Any legal business entity other than a partnership or joint venture, formed as a subsidiary in which you have an ownership interest of more than 50% on the effective date of the Coverage Form. However, the Named Insured does not include any subsidiary that is an "insured" under any other automobile policy or would be an "insured" under such a policy but for its termination or the exhaustion of its Limit of Insurance.
- (2) Any organization that is acquired or formed by you and over which you maintain majority ownership. However, the Named Insured does not include any newly formed or acquired organization:
  - (a) That is a partnership or joint venture,
  - (b) That is an "insured" under any other policy,
  - (c) That has exhausted its Limit of Insurance under any other policy, or
  - (d) 180 days or more after its acquisition or formation by you, unless you have given us notice of the acquisition or formation.

Coverage does not apply to "bodily injury" or "property damage" that results from an "accident" that occurred before you formed or acquired the organization.

##### B. Employees as Insureds

Paragraph A.1. - WHO IS AN INSURED - of SECTION II - LIABILITY COVERAGE is amended to add:

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

##### C. Lessors as Insureds

Paragraph A.1. - WHO IS AN INSURED - of Section II - Liability Coverage is amended to add:

- e. The lessor of a covered "auto" while the "auto" is leased to you under a written agreement if:
  - (1) The agreement requires you to provide direct primary insurance for the lessor and
  - (2) The "auto" is leased without a driver.

Such a leased "auto" will be considered a covered "auto" you own and not a covered "auto" you hire.

##### D. Additional Insured If Required by Contract

- (1) Paragraph A.1. - WHO IS AN INSURED - of Section II - Liability Coverage is amended to add:

- f. When you have agreed, in a written contract or written agreement, that a person or organization be added as an additional insured on your business auto policy, such person or organization is an "insured", but only to the extent such person or organization is liable for "bodily injury" or "property damage" caused by the conduct of an "insured" under paragraphs a. or b. of Who Is An Insured with regard to the ownership, maintenance or use of a covered "auto."



The insurance afforded to any such additional insured applies only if the "bodily injury" or "property damage" occurs:

- (1) During the policy period, and
- (2) Subsequent to the execution of such written contract, and
- (3) Prior to the expiration of the period of time that the written contract requires such insurance be provided to the additional insured.

(2) How Limits Apply

If you have agreed in a written contract or written agreement that another person or organization be added as an additional insured on your policy, the most we will pay on behalf of such additional insured is the lesser of:

- (a) The limits of insurance specified in the written contract or written agreement; or
- (b) The Limits of Insurance shown in the Declarations.

Such amount shall be a part of and not in addition to Limits of Insurance shown in the Declarations and described in this Section.

(3) Additional Insureds Other Insurance

If we cover a claim or "suit" under this Coverage Part that may also be covered by other insurance available to an additional insured, such additional insured must submit such claim or "suit" to the other insurer for defense and indemnity.

However, this provision does not apply to the extent that you have agreed in a written contract or written agreement that this insurance is primary and non-contributory with the additional insured's own insurance.

(4) Duties in The Event Of Accident, Claim, Suit or Loss

If you have agreed in a written contract or written agreement that another person or organization be added as an additional insured on your policy, the additional insured shall be required to comply with the provisions in LOSS CONDITIONS 2. - DUTIES IN THE EVENT OF ACCIDENT, CLAIM, SUIT OR LOSS - OF SECTION IV - BUSINESS AUTO CONDITIONS, in the same manner as the Named Insured.

**E. Primary and Non-Contributory if Required by Contract**

Only with respect to insurance provided to an additional insured in 1.D. - Additional Insured If Required by Contract, the following provisions apply:

(3) Primary Insurance When Required By Contract

This insurance is primary if you have agreed in a written contract or written agreement that this insurance be primary. If other insurance is also primary, we will share with all that other insurance by the method described in Other Insurance 5.d.

(4) Primary And Non-Contributory To Other Insurance When Required By Contract

If you have agreed in a written contract or written agreement that this insurance is primary and non-contributory with the additional insured's own insurance, this insurance is primary and we will not seek contribution from that other insurance.

Paragraphs (3) and (4) do not apply to other insurance to which the additional insured has been added as an additional insured.

When this insurance is excess, we will have no duty to defend the insured against any "suit" if any other insurer has a duty to defend the insured against that "suit". If no other insurer defends, we will undertake to do so, but we will be entitled to the insured's rights against all those other insurers.

When this insurance is excess over other insurance, we will pay only our share of the amount of the loss, if any, that exceeds the sum of:

- (1) The total amount that all such other insurance would pay for the loss in the absence of this insurance; and
- (2) The total of all deductible and self-insured amounts under all that other insurance.

We will share the remaining loss, if any, by the method described in Other Insurance 5.d.

**2. AUTOS RENTED BY EMPLOYEES**

Any "auto" hired or rented by your "employee" on your behalf and at your direction will be considered an "auto" you hire.

The OTHER INSURANCE Condition is amended by adding the following:

If an "employee's" personal insurance also applies on an excess basis to a covered "auto" hired or rented by your "employee" on your behalf and at your direction, this insurance will be primary to the "employee's" personal insurance.

### 3. AMENDED FELLOW EMPLOYEE EXCLUSION

EXCLUSION 5. - FELLOW EMPLOYEE - of SECTION II - LIABILITY COVERAGE does not apply if you have workers' compensation insurance in-force covering all of your "employees".

Coverage is excess over any other collectible insurance.

### 4. HIRED AUTO PHYSICAL DAMAGE COVERAGE

If hired "autos" are covered "autos" for Liability Coverage and if Comprehensive, Specified Causes of Loss, or Collision coverages are provided under this Coverage Form for any "auto" you own, then the Physical Damage Coverages provided are extended to "autos" you hire or borrow, subject to the following limit.

The most we will pay for "loss" to any hired "auto" is:

- (1) \$100,000;
- (2) The actual cash value of the damaged or stolen property at the time of the "loss"; or
- (3) The cost of repairing or replacing the damaged or stolen property,

whichever is smallest, minus a deductible. The deductible will be equal to the largest deductible applicable to any owned "auto" for that coverage. No deductible applies to "loss" caused by fire or lightning. Hired Auto Physical Damage coverage is excess over any other collectible insurance. Subject to the above limit, deductible and excess provisions, we will provide coverage equal to the broadest coverage applicable to any covered "auto" you own.

We will also cover loss of use of the hired "auto" if it results from an "accident", you are legally liable and the lessor incurs an actual financial loss, subject to a maximum of \$1000 per "accident".

This extension of coverage does not apply to any "auto" you hire or borrow from any of your "employees", partners (if you are a partnership), members (if you are a limited liability company), or members of their households.

### 5. PHYSICAL DAMAGE - ADDITIONAL TEMPORARY TRANSPORTATION EXPENSE COVERAGE

Paragraph A.4.a. of SECTION III - PHYSICAL DAMAGE COVERAGE is amended to provide a limit of \$50 per day and a maximum limit of \$1,000.

### 6. LOAN/LEASE GAP COVERAGE

Under SECTION III - PHYSICAL DAMAGE COVERAGE, in the event of a total "loss" to a covered "auto", we will pay your additional legal obligation for any difference between the actual cash value of the "auto" at the time of the "loss" and the "outstanding balance" of the loan/lease.

"Outstanding balance" means the amount you owe on the loan/lease at the time of "loss" less any amounts representing taxes; overdue payments; penalties, interest or charges resulting from overdue payments; additional mileage charges; excess wear and tear charges; lease termination fees; security deposits not returned by the lessor; costs for extended warranties, credit life Insurance, health, accident or disability insurance purchased with the loan or lease; and carry-over balances from previous loans or leases.

### 7. AIRBAG COVERAGE

Under Paragraph B. EXCLUSIONS - of SECTION III - PHYSICAL DAMAGE COVERAGE, the following is added:

The exclusion relating to mechanical breakdown does not apply to the accidental discharge of an airbag.

### 8. ELECTRONIC EQUIPMENT - BROADENED COVERAGE

a. The exceptions to Paragraphs B.4 - EXCLUSIONS - of SECTION III - PHYSICAL DAMAGE COVERAGE are replaced by the following:

Exclusions 4.c. and 4.d. do not apply to equipment designed to be operated solely by use of the power from the "auto's" electrical system that, at the time of "loss", is:

- (1) Permanently installed in or upon the covered "auto";
- (2) Removable from a housing unit which is permanently installed in or upon the covered "auto";
- (3) An integral part of the same unit housing any electronic equipment described in Paragraphs (1) and (2) above; or

- (4) Necessary for the normal operation of the covered "auto" or the monitoring of the covered "auto's" operating system.

b. Section III – Version CA 00 01 03 10 of the Business Auto Coverage Form, Physical Damage Coverage, Limit of Insurance, Paragraph C.2 and Version CA 00 01 10 01 of the Business Auto Coverage Form, Physical Damage Coverage, Limit of Insurance, Paragraph C are each amended to add the following:

\$1,500 is the most we will pay for "loss" in any one "accident" to all electronic equipment (other than equipment designed solely for the reproduction of sound, and accessories used with such equipment) that reproduces, receives or transmits audio, visual or data signals which, at the time of "loss", is:

- (1) Permanently installed in or upon the covered "auto" in a housing, opening or other location that is not normally used by the "auto" manufacturer for the installation of such equipment;
- (2) Removable from a permanently installed housing unit as described in Paragraph 2.a. above or is an integral part of that equipment; or
- (3) An integral part of such equipment.

c. For each covered "auto", should loss be limited to electronic equipment only, our obligation to pay for, repair, return or replace damaged or stolen electronic equipment will be reduced by the applicable deductible shown in the Declarations, or \$250, whichever deductible is less.

#### **9. EXTRA EXPENSE - BROADENED COVERAGE**

Under Paragraph A. - COVERAGE - of SECTION III - PHYSICAL DAMAGE COVERAGE, we will pay for the expense of returning a stolen covered "auto" to you.

#### **10. GLASS REPAIR - WAIVER OF DEDUCTIBLE**

Under Paragraph D. - DEDUCTIBLE - of SECTION III - PHYSICAL DAMAGE COVERAGE, the following is added:

No deductible applies to glass damage if the glass is repaired rather than replaced.

#### **11. TWO OR MORE DEDUCTIBLES**

Under Paragraph D. - DEDUCTIBLE - of SECTION III - PHYSICAL DAMAGE COVERAGE, the following is added:

If another Hartford Financial Services Group, Inc. company policy or coverage form that is not an automobile policy or coverage form applies to the same "accident", the following applies:

- (1) If the deductible under this Business Auto Coverage Form is the smaller (or smallest) deductible, it will be waived;
- (2) If the deductible under this Business Auto Coverage Form is not the smaller (or smallest) deductible, it will be reduced by the amount of the smaller (or smallest) deductible.

#### **12. AMENDED DUTIES IN THE EVENT OF ACCIDENT, CLAIM, SUIT OR LOSS**

The requirement in LOSS CONDITIONS 2.a. - DUTIES IN THE EVENT OF ACCIDENT, CLAIM, SUIT OR LOSS - of SECTION IV - BUSINESS AUTO CONDITIONS that you must notify us of an "accident" applies only when the "accident" is known to:

- (1) You, if you are an individual;
- (2) A partner, if you are a partnership;
- (3) A member, if you are a limited liability company; or
- (4) An executive officer or insurance manager, if you are a corporation.

#### **13. UNINTENTIONAL FAILURE TO DISCLOSE HAZARDS**

If you unintentionally fail to disclose any hazards existing at the inception date of your policy, we will not deny coverage under this Coverage Form because of such failure.

#### **14. HIRED AUTO - COVERAGE TERRITORY**

Paragraph e. of GENERAL CONDITIONS 7. - POLICY PERIOD, COVERAGE TERRITORY - of SECTION IV - BUSINESS AUTO CONDITIONS is replaced by the following:

- e. For short-term hired "autos", the coverage territory with respect to Liability Coverage is anywhere in the world provided that if the "insured's" responsibility to pay damages for "bodily injury" or "property damage" is determined in a "suit," the "suit" is brought in the United States of America, the territories and possessions of the United States of America, Puerto Rico or Canada or in a settlement we agree to.

#### **15. WAIVER OF SUBROGATION**

TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US - of SECTION IV - BUSINESS AUTO CONDITIONS is amended by adding the following:

We waive any right of recovery we may have against any person or organization with whom you have a written contract that requires such waiver because of payments we make for damages under this Coverage Form.

**16. RESULTANT MENTAL ANGUISH COVERAGE**

The definition of "bodily injury" in SECTION V-DEFINITIONS is replaced by the following:

"Bodily injury" means bodily injury, sickness or disease sustained by any person, including mental anguish or death resulting from any of these.

**17. EXTENDED CANCELLATION CONDITION**

Paragraph 2. of the COMMON POLICY CONDITIONS - CANCELLATION - applies except as follows:

If we cancel for any reason other than nonpayment of premium, we will mail or deliver to the first Named Insured written notice of cancellation at least 60 days before the effective date of cancellation.

**18. HYBRID, ELECTRIC, OR NATURAL GAS VEHICLE PAYMENT COVERAGE**

In the event of a total loss to a "non-hybrid" auto for which Comprehensive, Specified Causes of Loss, or Collision coverages are provided under this Coverage Form, then such Physical Damage Coverages are amended as follows:

- a. If the auto is replaced with a "hybrid" auto or an auto powered solely by electricity or natural gas, we will pay an additional 10%, to a maximum of \$2,500, of the "non-hybrid" auto's actual cash value or replacement cost, whichever is less,
- b. The auto must be replaced and a copy of a bill of sale or new lease agreement received by us within 60 calendar days of the date of "loss,"

- c. Regardless of the number of autos deemed a total loss, the most we will pay under this Hybrid, Electric, or Natural Gas Vehicle Payment Coverage provision for any one "loss" is \$10,000.

For the purposes of the coverage provision,

- a. A "non-hybrid" auto is defined as an auto that uses only an internal combustion engine to move the auto but does not include autos powered solely by electricity or natural gas.
- b. A "hybrid" auto is defined as an auto with an internal combustion engine and one or more electric motors; and that uses the internal combustion engine and one or more electric motors to move the auto, or the internal combustion engine to charge one or more electric motors, which move the auto.

**19. VEHICLE WRAP COVERAGE**

In the event of a total loss to an "auto" for which Comprehensive, Specified Causes of Loss, or Collision coverages are provided under this Coverage Form, then such Physical Damage Coverages are amended to add the following:

In addition to the actual cash value of the "auto", we will pay up to \$1,000 for vinyl vehicle wraps which are displayed on the covered "auto" at the time of total loss. Regardless of the number of autos deemed a total loss, the most we will pay under this Vehicle Wrap Coverage provision for any one "loss" is \$5,000. For purposes of this coverage provision, signs or other graphics painted or magnetically affixed to the vehicle are not considered vehicle wraps.



AQUAT-3

OP ID: JB

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/30/2014

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).

|                                                                                                                           |                                                |                                    |
|---------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|------------------------------------|
| <b>PRODUCER</b><br>Associated Insurance Services,<br>600 Hampshire Rd., #150<br>Westlake Village, CA 91361<br>Tim McClain | <b>CONTACT NAME:</b> Jennifer Kight            |                                    |
|                                                                                                                           | <b>PHONE (A/C, No, Ext):</b> 805-495-4634      | <b>FAX (A/C, No):</b> 805-494-0781 |
|                                                                                                                           | <b>E-MAIL:</b> jennifer@insureservice.com      |                                    |
|                                                                                                                           | <b>ADDRESS:</b> jennifer@insureservice.com     |                                    |
|                                                                                                                           | <b>INSURER(S) AFFORDING COVERAGE</b>           | <b>NAIC #</b>                      |
|                                                                                                                           | <b>INSURER A:</b> Zurich American Ins. Company | 27855 A                            |
|                                                                                                                           | <b>INSURER B:</b>                              |                                    |
|                                                                                                                           | <b>INSURER C:</b>                              |                                    |
|                                                                                                                           | <b>INSURER D:</b>                              |                                    |
|                                                                                                                           | <b>INSURER E:</b>                              |                                    |
|                                                                                                                           | <b>INSURER F:</b>                              |                                    |

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

| INSR LTR | TYPE OF INSURANCE                                                                              | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                        |
|----------|------------------------------------------------------------------------------------------------|-----------|----------|---------------|-------------------------|-------------------------|-----------------------------------------------|
|          | <b>COMMERCIAL GENERAL LIABILITY</b>                                                            |           |          |               |                         |                         |                                               |
|          | <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR                            |           |          |               |                         |                         | EACH OCCURRENCE \$                            |
|          |                                                                                                |           |          |               |                         |                         | DAMAGE TO RENTED PREMISES (Ea occurrence) \$  |
|          |                                                                                                |           |          |               |                         |                         | MED EXP (Any one person) \$                   |
|          |                                                                                                |           |          |               |                         |                         | PERSONAL & ADV INJURY \$                      |
|          |                                                                                                |           |          |               |                         |                         | GENERAL AGGREGATE \$                          |
|          |                                                                                                |           |          |               |                         |                         | PRODUCTS - COM/OP AGG \$                      |
|          |                                                                                                |           |          |               |                         |                         | \$                                            |
|          | <b>GEN'L AGGREGATE LIMIT APPLIES PER:</b>                                                      |           |          |               |                         |                         |                                               |
|          | <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC |           |          |               |                         |                         |                                               |
|          | <b>OTHER:</b>                                                                                  |           |          |               |                         |                         |                                               |
|          | <b>AUTOMOBILE LIABILITY</b>                                                                    |           |          |               |                         |                         |                                               |
|          | <input type="checkbox"/> ANY AUTO                                                              |           |          |               |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$        |
|          | <input type="checkbox"/> ALL OWNED AUTOS                                                       |           |          |               |                         |                         | BODILY INJURY (Per person) \$                 |
|          | <input type="checkbox"/> HIRED AUTOS                                                           |           |          |               |                         |                         | BODILY INJURY (Per accident) \$               |
|          |                                                                                                |           |          |               |                         |                         | PROPERTY DAMAGE (Per accident) \$             |
|          |                                                                                                |           |          |               |                         |                         | \$                                            |
|          | <b>UMBRELLA LIAB</b>                                                                           |           |          |               |                         |                         | EACH OCCURRENCE \$                            |
|          | <b>EXCESS LIAB</b>                                                                             |           |          |               |                         |                         | AGGREGATE \$                                  |
|          | <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$                             |           |          |               |                         |                         | \$                                            |
| A        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>                                           |           |          |               |                         |                         |                                               |
|          | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)                    | Y/N       |          |               |                         |                         | X PER STATUTE <input type="checkbox"/> OTH-ER |
|          | If yes, describe under DESCRIPTION OF OPERATIONS below                                         | Y         | N/A      | 9658747-04    | 01/05/2015              | 01/05/2016              | E.L. EACH ACCIDENT \$ 1,000,000               |
|          |                                                                                                |           |          |               |                         |                         | E.L. DISEASE - EA EMPLOYEE \$ 1,000,000       |
|          |                                                                                                |           |          |               |                         |                         | E.L. DISEASE - POLICY LIMIT \$ 1,000,000      |

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

## CERTIFICATE HOLDER

## CANCELLATION

CITYOFO

City of Oxnard  
Attn: Risk Manager  
Ref: A-6892  
300 W 3rd St Ste 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

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**WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT—  
CALIFORNIA**

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

The additional premium for this endorsement shall be 100 % of the California workers' compensation premium otherwise due on such remuneration.

**Schedule****Person or Organization****Job Description****BLANKET WAIVER OF  
OUR RIGHTS TO  
RECOVER FROM OTHERS**







| ACTION                                           | TYPE OF ITEM                                           |
|--------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Approved Recommendation | <input type="checkbox"/> Info/Consent                  |
| <input type="checkbox"/> Ord. No(s). _____       | <input checked="" type="checkbox"/> Report             |
| <input type="checkbox"/> Res. No(s). _____       | <input type="checkbox"/> Public Hearing (Info/consent) |
| <input type="checkbox"/> Other _____             | <input type="checkbox"/> Other _____                   |

Prepared By: Daniel Rydberg, P.E., Interim Utilities Director *DM* Agenda Item No. L-9  
 Reviewed By: City Manager *JM* City Attorney *SMT* Finance *MM* Utilities *DM*

**DATE:** July 8, 2015

**TO:** City Council

**FROM:** Daniel Rydberg, P.E., Interim Utilities Director *DM*  
Utilities

**SUBJECT:** Sixth Amendment to the Consulting Agreement with Carollo Engineers, Inc.  
for the Recycled Water Retrofit Project (Agreement No. A-7338)

## RECOMMENDATION

That City Council:

1. Approve and authorize the Mayor to execute a Sixth Amendment to the Consulting Services Agreement with Carollo Engineers, Inc. (Agreement No. A-7338), to increase the total by \$804,585 for a total contract value of \$6,139,109.
2. Approve a Budget Appropriation in the amount of \$650,000 to appropriate funds from the Water Operating Fund to Project 116503 to complete funding for the Amendment.

## DISCUSSION

The Sixth Amendment, in the amount of \$804,585, includes additional needed investigations/documentation for the recycled water customers, pipelines, and facilities for Indirect Potable Reuse (IPR) permitting. This includes environmental document development and meetings for the Aquifer Storage and Recovery (ASR) Well at the Campus Park. (The IPR wells environmental document is already covered in the existing retrofit contract). Consultant will develop a draft and final Engineer's Report for Indirect Potable Reuse.

Work includes preparation of an Engineer's Report for City parks sites, and other public sites such as schools. In addition, the Sixth Amendment includes funds for design development to retrofit recycled water sites. This amendment also provides for additional grant writing and applications support for various Public Works facilities, the Advanced Water Purification Facility, and the recycled water program. These grants consist of local, state, and/or federal application packages that usually have general, technical, environmental, and funding requirements.

**Sixth Amendment to the Consulting Agreement with Carollo Engineers, Inc. for the Recycled Water Retrofit Project (Agreement No. A-7338)**

July 8, 2015

Page 2

There is currently sufficient funding in the project to cover \$154,585 of the cost of the amendment. An appropriation of \$650,000 is necessary to provide complete funding for the amendment.

**FINANCIAL IMPACT**

There is sufficient Water Operating fund balance to appropriate to Project 116503, Recycled Water Retrofits to complete funding for the Amendment.

Attachment #1 - Sixth Amendment to Agreement No. A-7338

#2 - Budget Appropriation

**SIXTH AMENDMENT TO AGREEMENT FOR CONSULTING SERVICES**

This Sixth Amendment ("Sixth Amendment") to the Agreement for Consulting Services ("Agreement") is made and entered into in the County of Ventura, State of California, this 14th day of July, 2015, by and between the City of Oxnard, a municipal corporation ("City"), and Carollo Engineers, Inc. ("Consultant"). This Sixth Amendment amends the Agreement entered into on July 27, 2010, by City and Consultant. The Agreement previously has been amended on September 11, 2012, by a First Amendment, on February 13, 2013, by a Second Amendment, on July 31, 2013, by a Third Amendment, on January 28, 2014, by a Fourth Amendment, on July 22, 2014, by a Fifth Amendment.

City and Consultant agree as follows:

1. In Section 12 of the Agreement, the date "July 31, 2015" is deleted and replaced with the date "July 31, 2016."
2. In Section 14a of the Agreement, the figure "\$5,334,524" is deleted and replaced with the figure "\$6,139,109."
3. Exhibits A, A1, A2, A3, A4, and A5 are supplemented by Exhibit A6, attached hereto, and incorporated herein by reference.
4. Consultant agrees that the execution of this Sixth Amendment by the City and the performance of the obligations hereunder by either party shall not be construed as and are not a waiver of any claims City may now have or which may have against Consultant related to the Agreement of the project described in the Agreement. All such claims and potential claims are expressly reserved by the City.
5. As so amended, the Agreement remains in full force and effect.

CITY OF OXNARD

CONSULTANT

\_\_\_\_\_  
Tim Flynn, Mayor

\_\_\_\_\_  
Steve McDonald, Senior Vice President,  
Carollo Engineers, Inc.

ATTEST:

APPROVED AS TO INSURANCE:

\_\_\_\_\_  
Daniel Martinez, City Clerk

\_\_\_\_\_  
Risk Manager

APPROVED AS TO FORM:

APPROVED AS TO AMOUNT:

\_\_\_\_\_  
Stephen M. Fischer, Interim City Attorney

\_\_\_\_\_  
Greg Nyhoff, City Manager

APPROVED AS TO CONTENT:

\_\_\_\_\_  
Daniel Rydberg, P.E., Interim Utilities Director

**EXHIBIT A6**  
**City of Oxnard**  
**Recycled Water Retrofit Program**  
**Design Contract Amendment**  
**SCOPE OF WORK**

Task 0    Project management/MEETINGS (Increase by \$38,160)  
The increased effort is to account for the added scope efforts and timeline extension.

Task 1    Preliminary Investigations (Increase by \$469,425)

Sub Task 1.1 – Includes additional needed investigations/documentation for the recycled water customers, pipelines, and facilities. This effort is for Indirect Potable Reuse (IPR) permitting, or permitting the new discharge site w the Regional Water Quality Control Board (RWQCB). A new Report of Waste Discharge (ROWD), including and anti-degradation analysis, will be required for the new Aquifer Storage & Recovery (ASR) well to be installed for recycled water IPR. A ROWD is required by the RWQCB for any site that wastewater effluent is allowed to discharge to. The OWTP already has a ROWD for the exiting outfall, but a new one is required for the ASR injection/extraction well. Much of the work can be pulled from the IPR permit report, which Carollo is currently completing as part of Amendment 5. The IPR permit report is due to the California Division of Drinking Water (Ca DDW). This effort is the added effort needed to complete the ROWD requirements, coordinate with the Los Angeles (LA) RWQCB, and gain Board approval.

Includes the analytical laboratory testing and lab coordination needed for the IPR permit report. The Ca DDW requires testing of the Oxnard Advanced Water Purification Facility (AWPF) product water be tested and meet certain parameters before injection into the aquifer occurs. Three (3) rounds of testing are budgeted herein.

Includes environmental documentation that is assumed to be needed, at the Addendum level, to account for changes from the original GREAT program EIR. This could be required to disconnect and reconnect each of the use sites, namely schools and parks, to recycled water

Sub Task 1.2 – Includes the conversions planning efforts, as needed by the Ca DDW namely the Recycled Water Engineer's Report(s). This effort was previously completed for the River Ridge Golf Course, the River Park Development, and the New Indy Paper Company. This effort will now be completed for the City parks sites and the other public sites such as schools that are planned to be added to the system, off of the existing backbone. One (1) combined report is assumed for the City sites and separate reports are assumed for the public sites such as schools. For budgeting purposes four (4) public reports have been assumed.

Sub Task 1.3 – Includes public outreach support for the reuse program.

Task 2 Design Development (increase by \$250,000)

Sub Task 2.1 – Includes design development for recycled water sites. Carollo will review the City standard recycled water design information, including standard details and specifications, and develop standard details that can be used for all recycled water site conversions, whether conducted in house or by outside contractors. Carollo will use the City standards as a base along with the Ca DDW requirements. The details to be checked and developed will include: pipe materials, signage/labels, quick coupling disconnects, valves, valve box covers, and appurtenances. Also includes design support services for recycled water retrofits as needed.

Task 3 BID PHASE ASSISTANCE (NONE)

Task 4 ENGINEERING SERVICES DURING CONSTRUCTION (NONE)

Task 5 FUNDING (INCREASE BY \$47,000)

Support the City with grant and loan applications for the projects related to Prop 1 funding, SRF loans and grants, and others.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/26/2015

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                                                                           | Risk Strategies Company<br>2040 Main Street, Suite 450<br>Irvine, CA 92614 | CONTACT NAME:                                  | Risk Strategies Company   |                |
|                                                                                    |                                                                            | PHONE (A/C, No, Ext):                          | 949-242-9240              | FAX (A/C, No): |
|                                                                                    |                                                                            | E-MAIL ADDRESS:                                | syong@risk-strategies.com |                |
|                                                                                    |                                                                            | INSURER(S) AFFORDING COVERAGE                  |                           | NAIC #         |
| www.risk-strategies.com                                                            | CA DOI License No. 0F06675                                                 | INSURER A: Hanover Insurance Company           |                           | 22292 A        |
| INSURED                                                                            |                                                                            | INSURER B:                                     |                           |                |
| Carollo Engineers, Inc.<br>2700 Ygnacio Valley Road, #300<br>Walnut Creek CA 94598 |                                                                            | INSURER C: Massachusetts Bay Insurance Company |                           | 22306 A        |
|                                                                                    |                                                                            | INSURER D: Continental Casualty Company        |                           | 20443 A        |
|                                                                                    |                                                                            | INSURER E:                                     |                           |                |
|                                                                                    |                                                                            | INSURER F:                                     |                           |                |

## COVERAGES

CERTIFICATE NUMBER: 25314285

REVISION NUMBER:

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

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                                                                                     | ADDL INSD                                                          | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                                  |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|----------|---------------|-------------------------|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> Deductible \$0<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: | <input checked="" type="checkbox"/>                                |          | ZHF894489204  | 12/31/2014              | 12/31/2015              | EACH OCCURRENCE \$ \$1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ \$1,000,000<br>MED EXP (Any one person) \$ \$25,000<br>PERSONAL & ADV INJURY \$ \$1,000,000<br>GENERAL AGGREGATE \$ \$2,000,000<br>PRODUCTS - COMP/OP AGG \$ \$2,000,000 |
| C        | AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS<br><input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> NON-OWNED AUTOS                                                                                                | <input checked="" type="checkbox"/>                                |          | ADFA48696300  | 12/31/2014              | 12/31/2015              | COMBINED SINGLE LIMIT (Ea accident) \$ \$1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>Ded: Comp/Collision \$ \$1,000                                                           |
|          | UMBRELLA LIAB<br>EXCESS LIAB<br>DED RETENTION \$                                                                                                                                                                                                                                                                                                                      |                                                                    |          |               |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$<br>Deductible: \$                                                                                                                                                                                                    |
| C        | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                                                                                                | <input type="checkbox"/> Y / <input checked="" type="checkbox"/> N | N / A    | WDF895749906  | 12/31/2014              | 12/31/2015              | <input checked="" type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTH-ER<br>Deductible: \$0<br>E.L. EACH ACCIDENT \$ \$1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ \$1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ \$1,000,000           |
| D        | Professional Liability<br>Unlimited Prior Acts                                                                                                                                                                                                                                                                                                                        |                                                                    |          | AEH288354410  | 7/4/2015                | 7/4/2016                | Each Claim: \$1,000,000<br>Aggregate: \$1,000,000<br>Deductible: \$400,000                                                                                                                                                                              |

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

Projects as on file with the insured including but not limited to: Engineering Construction Services for the Recycled Water Retrofit Program. Carollo Project #: 8533A.10. City of Oxnard, its City Council, officers, employees, agents and volunteers are included as additional insureds with respects to General & Auto Liability and these policies are Primary & Non-Contributory.

## CERTIFICATE HOLDER

## CANCELLATION

|                                                                                       |                                                                                                                                                                |
|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| City of Oxnard<br>Attn: Risk Manager<br>300 W. Third St., Ste. 302<br>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<br><br>Michael Christian                                                                                                             |

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ACORD 25 (2014/01)

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ATTACHMENT NO. 1

## Architects and Engineers

*The following policy language is from Commercial General Liability Coverage Forms*

The following are mandatory forms on the policy identified on the Certificate of Insurance:

### **421-0080(01 03) COMMERCIAL GENERAL LIABILITY SPECIAL BROADENING ENDORSEMENT**

#### **• Additional Insured by Contract, Agreement or Permit**

Under Section II-Who Is An insured, Paragraph 4.is added as follows:

4. a. Any person or organization with whom you agreed, because of a written contract, written agreement or permit to provide Insurance Is an insured, but only with respect to:

- (1) "Your work" for the additional Insured(s) at the location designated in the contract, agreement or permit; or
- (2) Premises you own, rent, lease or occupy.

This Insurance applies on a primary basis if that is required by the written contract, written agreement or permit.

- b. This provision does not apply:

- (1) Unless the written contract or written agreement has been executed or permit has been issued prior to the "bodily injury", "property damage", "personal injury" or "advertising injury".

- (2) To any person or organization Included as an Insured by an endorsement Issued by us and made part of this Coverage Part.

- (3) To any person or organization included as an insured under item 2 of this endorsement

- (4) To any lessor of equipment:

- (a) After the equipment lease expires; or

- (b) If the "bodily injury", "property damage", "personal injury" or "advertising injury" arises out of sole negligence of the lessor.

- (5) To any:

- (a) Owners or other interests from whom land has been leased which takes place after the lease for the land expires; or

- (b) Managers or lessors of premises if:

- (i) The occurrence takes place after you cease to be a tenant in that premises; or

(ii) The "bodily injury", "property damage", "personal injury" or "advertising injury" arises out of structural alterations, new construction or demolition operations performed by or on behalf of the manager or lessor.

#### **• Aggregate Limit Per location**

- (1) Under Section III - Limits of Insurance the General Aggregate Limit applies separately to each of your "locations Owned by or rented to you.

- (2) Under Section V - Definitions, definition 23. is added as follows:

23. "Location" means premises involving the same or connecting lots or premises whose connection is interrupted only by a street, roadway, waterway or right-of-way of a railroad.

### **CG 2503(05 09) DESIGNATED CONSTRUCTION PROJECT(S) GENERAL AGGREGATE LIMIT**

#### **• Aggregate Limit of Insurance (Per Project)**

COMMERCIAL GENERAL LIABILITY COVERAGE PART

#### **SCHEDULE**

Designated Construction Projects:

Your projects away from premises owned by or rented to you

- A. For all sums which the Insured becomes legally obligated to pay as damages caused by "occurrences" under Section I - Coverage A, and for all medical expenses caused by accidents under Section I - Coverage C, which can be attributed only to ongoing operations at a single designated construction project shown in the Schedule above:

1. A separate Designated Construction Project General Aggregate Limit applies to each designated construction project, and that Limit is equal to the amount of the General Aggregate Limit shown in the Declarations.
2. The Designated Construction Project General Aggregate Limit is the most we will pay for the sum of all damages under Coverage A, except damages because of "bodily injury" or "property damage" included in the "products-completed operations hazard", and for medical expenses under Coverage C regardless of the number of:

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**ATTACHMENT NO. 1**  
**PAGE 5 OF 11**

- a. Insured's;
  - b. Claims made or "suits" brought; or
  - c. Persons or organizations making claims or bringing "suits".
3. Any payments made under Coverage A for damages or under Coverage C for medical expenses shall reduce the Designated Construction Project General Aggregate limit for that designated construction project. Such payments shall not reduce the General Aggregate Limit shown in the Declarations nor shall they reduce any other Designated Construction Project General Aggregate Limit for any other designated construction project shown in the Schedule above.
4. The limits shown in the Declarations for Each Occurrence, Damage to Premises Rented to You and Medical Expense continue to apply. However, instead of being subject to the General Aggregate limit shown in the Declarations, such limits will be subject to the applicable Designated Construction Project General Aggregate Limit.
- B. For all sums which the Insured becomes legally obligated to pay as damages caused by "occurrences" under Section 1 – Coverage A, and for all medical expenses caused by accidents under Section II – Coverage C, which cannot be attributed only to ongoing operations at a single designated construction project show in the Schedule above:
- 1. Any payments made under Coverage A for damages or under Coverage C for medical expenses shall reduce the amount available under the General Aggregate limit or the Products-completed Operations Aggregate Limit, whichever is applicable; and
  - 2. Such payments shall not reduce any Designated Construction Project General Aggregate Limit.
- C. When coverage for liability arising out of the "products-completed operations hazard" is provided, any payments for damages because of "bodily injury" or "property damage" included in the products-completed operations hazard" will reduce the Products-completed Operations Aggregate Limit, and not reduce the General Aggregate Limit nor the Designated Construction Project General Aggregate Limit.
- D. If the applicable designated construction project has been abandoned, delayed, or abandoned and then restarted, or if the authorized contracting parties deviate from plans, blueprints, designs, specifications or time tables, the project will still be deemed to be the same construction project.
- E. The provisions of Section III – Limits Of Insurance not otherwise modified by this endorsement shall continue to apply as stipulated.

**421-0452 (06 07) OTHER INSURANCE-PRIMARY AND NON-CONTRIBUTORY (ADDITIONAL INSURED)**

**• Additional Insured by Contract, Agreement or Permit Amended-Primary & Non-Contributory**

The following is added to Section IV – Commercial General Liability Conditions

**4. Other Insurance**

**a. Additional Insured's**

If you agree in a written contract, written agreement or permit that the insurance provided to any person or organization included as an Additional Insured under Section II – Who is An Insured, is primary and non-contributory, the following applies:

If other valid and collectable insurance is available to the Additional Insured for a loss we cover under Coverages A or B of this Coverage Part, our obligations are limited as follows:

**1. Primary Insurance**

This insurance is primary to other insurance that is available to the Additional Insured which covers the Additional Insured as a Named Insured. We will not seek contribution from any other insurance available to the Additional Insured except:

- I. For the sole negligence of the Additional insured;
- II. When the Additional Insured is an Additional Insured under another primary liability policy; or
- III. When 2. below applies.

If this insurance is primary, our obligations are not affected unless any of the other insurance is also primary. Then, we will share with all that other insurance by the method described in 3. below.

**2. Excess Insurance**

This insurance is excess over:

- (1) All of the other insurance, whether primary, excess, contingent or on any other basis:

- (a) That is fire, Extended Coverage, Builder's Risk, Installation Risk or similar coverage for "your work";
- (b) That is Fire insurance for premises rented to the Additional Insured or temporarily occupied by the Additional Insured with permission of the owner;
- (c) That is insurance purchased by the Additional Insured to cover the Additional Insured's liability as a tenant for "property damage" to premises rented to the Additional Insured or temporarily occupied by the Additional Insured with permission of the owner; or
- (d) If the loss arises out of the maintenance or use of aircraft, "autos" or watercraft to the extent not subject to Exclusion g. of Section I – Coverage A – Bodily Injury And Property Damage Liability.

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ATTACHMENT NO. 1

PAGE 6 OF 11

When this insurance is excess, we will have no duty under Coverages A or B to defend the insured against any "suit" if any other insurer has a duty to defend the insured against that "suit". If no other insurer defends, we will undertake to do so, but we will be entitled to the Insured's rights against all those other insurers.

When this insurance is excess over other Insurance, we will pay only our share of the amount of the loss, if any, that exceeds the sum of:

- 1) The total amount that all such other insurance would pay for the loss in the absence of this Insurance; and
- 2) The total of all deductible and self-insured amounts under all that other Insurance.

We will share the remaining loss, if any, with any other Insurance that is not described in this Excess Insurance provision and was not bought specifically to apply in excess of the Limits of Insurance shown in the Declarations of this Coverage Part.

3. Method Of Sharing

If all of the other Insurance permits contribution by equal shares, we will follow this method also under this approach each Insurer contributes equal amounts until it has paid its applicable limit of Insurance or none of the loss remains, whichever comes first.

If any of the other Insurance does not permit contribution by equal shares, we will contribute by limits. Under this method, each Insurer's share is based on the ratio of its applicable limit of Insurance to the total applicable limits of insurance of all insurers.

**CG0001 (12 07) COMMERCIAL GENERAL LIABILITY COVERAGE FORM**

• **Separation of Insured's**

Except with respect to the Limits of Insurance, and any rights or duties specifically assigned in this Coverage Part to the first Named Insured, this Insurance applies:

- a. As if each Named Insured were the only Named Insured; and
- b. Separately to each insured against whom claim is made or "suit" is brought.

**CG 2404 (05 09) WAIVER OF TRANSFER OF RIGHTS OF RECOVERY TO US**

• **Waiver of Subrogation**

COMMERCIAL GENERAL LIABILITY COVERAGE PART  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

**SCHEDULE**

Name Of Person Or Organization:

Persons or organizations with whom you have a written contract executed prior to the "bodily injury" or "property damage," that requires you to waive your rights of recovery

The following is added to Paragraph 8. Transfer Of Rights Of Recovery Against Others To Us of Section IV - Conditions:

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard". This waiver applies only to the person or organization shown in the Schedule above.



Authorized Representative

12/31/2014  
Policy NO. ZHF894489204

Name Insured: Carollo Engineers, Inc.

Additional Insured: Any person or organization with whom the named insured agreed in a written contract to name as additional insured.

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

This Notice does not form a part of the insurance contract.

No coverage is provided by this Notice, nor can it be construed to replace any provisions of the policy (including its endorsements). If there is any conflict between this Notice and the policy (including its endorsements), the provisions of the policy (including its endorsements) shall prevail.

Includes copyrighted material of Insurance Service Offices, Inc., with its permission

ATTACHMENT NO. 1  
PAGE 7 OF 11

Insureds Name: Carollo Engineers, Inc.  
POLICY NUMBER: ZHF894489204  
Effective Date: 12/31/2014

COMMERCIAL GENERAL LIABILITY  
CG 20 10 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - OWNERS, LESSEES OR  
CONTRACTORS SCHEDULED PERSON OR  
ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

| Named Of Additional Insured Person(s)<br>Or Organizations                                             | Location(s) of Covered Operations           |
|-------------------------------------------------------------------------------------------------------|---------------------------------------------|
| Blanket where required by written contract.                                                           | Projects as on file with the named insured. |
| Information required to complete the Schedule, if not shown above, will be shown in the Declarations. |                                             |

A. Section II - Who is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

INSURED: Carollo Engineers, Inc.  
POLICY NUMBER: ZHF894489204  
EFFECTIVE DATE: 12/31/2014

COMMERCIAL GENERAL LIABILITY  
CG 20 37 07 04

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – OWNERS, LESSEES OR  
CONTRACTORS - COMPLETED OPERATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

| <b>Name of Additional Insured Person(s)<br/>Or Organization(s):</b>                                    | <b>Location(s) Of Covered Operations</b> |
|--------------------------------------------------------------------------------------------------------|------------------------------------------|
| WHERE REQUIRED BY WRITTEN CONTRACT                                                                     | WHERE REQUIRED BY WRITTEN CONTRACT       |
| Information required to complete this Schedule, if not shown above, will be shown in the Declarations. |                                          |

**Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" caused, in whole or in part, by "your work" at the location

designated and described in the schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard."



THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## BLANKET ADDITIONAL INSURED – PRIMARY AND NON-CONTRIBUTORY

This endorsement modifies insurance provided under the following:

### BUSINESS AUTO COVERAGE FORM

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

**Additional Insured if Required by Contract**

If you agree in a written contract, written agreement or written permit that a person or organization be added as an additional "insured" under this Coverage Part, such person or organization is an "insured"; but only to the extent that such person or organization qualifies as an "insured" under paragraph A.1.c. of this Section.

If you agree in a written contract, written agreement or written permit that a person or organization be added as an additional "insured" under this Coverage Part, the most we will pay on behalf of such additional "insured" is the lesser of:

- (1) The Limits of Insurance for liability coverage specified in the written contract, written agreement or written permit; or
- (2) The Limits of Insurance for Liability Coverage shown in the Declarations applicable to this Coverage Part.

Such amount shall be part of and not in addition to the Limits of Insurance shown in the Declarations applicable to this Coverage Part. Regardless of the number of covered "autos", "insureds", premiums paid, claims made or vehicles involved in the "accident", the most we will pay for the total of all damages and "covered pollution cost or expense" combined resulting from any one "accident" is the Limit of Insurance for Liability Coverage shown in the Declarations.

**B. The following is added to SECTION IV – BUSINESS AUTO CONDITIONS, Paragraph B. General Conditions, subparagraph 5. Other Insurance:**

**Primary and Non-Contributory**

If you agree in a written contract, written agreement or written permit that the insurance provided to a person or organization who qualifies as an additional "insured" under SECTION II – LIABILITY COVERAGE, Paragraph A.1. Who Is An Insured, subparagraph Additional Insured if Required by Contract is primary and non-contributory, the following applies:

The liability coverage provided by this Coverage Part is primary to any other insurance available to the additional "insured" as a Named Insured. We will not seek contribution from any other insurance available to the additional "insured" except:

- (1) For the sole negligence of the additional "insured"; or
- (2) For negligence arising out of the ownership, maintenance or use of any "auto" not owned by the additional "insured" or by you, unless that "auto" is a "trailer" connected to an "auto" owned by the additional "insured" or by you; or
- (3) When the additional "insured" is also an additional "insured" under another liability policy.

**C. This endorsement will apply only if the "accident" occurs:**

1. During the policy period;
2. Subsequent to the execution of the written contract or written agreement or the issuance of the written permit; and
3. Prior to the expiration of the period of time that the written contract, written agreement or written permit requires such insurance to be provided to the additional "insured".

**D. Coverage provided to an additional "insured" will not be broader than coverage provided to any other "insured" under this Coverage Part.**

ALL OTHER TERMS, CONDITIONS, AND EXCLUSIONS REMAIN UNCHANGED.

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY

**WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT – CA**

**This endorsement changes the policy to which it is attached effective on the inception date of the policy unless otherwise stated.**

**This endorsement effective on 12/31/2014 at 12:01 am standard times  
forms a part of Policy No. WDF895749906**

**of the** Massachusetts Bay Insurance Company

**issued to:** Carollo Engineers, Inc.

**Premium (if any) \$** \_\_\_\_\_



**Authorized Representative**

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us)

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

The additional premium for this endorsement shall be 2.000% of the California workers' compensation premium otherwise due on such remuneration.

**Schedule**

**Person or Organization**

ANY PERSON OR ORGANIZATION WITH WHOM YOU AGREE IN WRITING TO WAIVE YOUR RIGHT TO RECOVER AGAINST THEM. YOU MUST AGREE TO THIS WAIVER PRIOR TO THE DATE OF LOSS

**Job Description: Projects as on file with the insured**

WC 252 040 84

## REQUEST FOR BUDGET APPROPRIATION

Department: Utilities  
Project/Program  
Manager: Dan Rydberg, P.E.

Date: July 21, 2015

Phone: 385-8280

**Reason for Adjustment:**

Appropriate funds from Water Operating Fund to fund Retrofit Agreement, Amendment #6 to complete projects to bring recycled water to customers.

**Accounts and Descriptions**

**AMOUNT**

Fund: **601 Water Operating Fund**

**Expenditures/Transfers Out**

**116503 - Recycled Water Retrofit**

601-6551-821.82-09 Professional Services 650,000

Sub-total Expenditures 650,000

**Net Change to Fund Balance (650,000)**

**Net Appropriation Change (650,000)**

**Approvals**

Department Director

Chief Financial Officer

City Manager

  
  
\_\_\_\_\_

REQUIRES CITY COUNCIL AUTHORIZATION

BA# (Finance Use Only) \_\_\_\_\_

BA Doc# (Finance Use Only) \_\_\_\_\_

Revised : 2/23/2012



Meeting Date: 7/21/15

| ACTION                                           | TYPE OF ITEM                                            |
|--------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Approved Recommendation | <input type="checkbox"/> Info/Consent                   |
| <input type="checkbox"/> Ord. No(s). _____       | <input type="checkbox"/> Report                         |
| <input type="checkbox"/> Res. No(s). _____       | <input type="checkbox"/> Public Hearing (Info/consent)  |
| <input type="checkbox"/> Other _____             | <input checked="" type="checkbox"/> Other Study Session |

Prepared By: Douglas Spondello, Senior Planner

Agenda Item No.

Q-1

Reviewed By: City Manager

City Attorney

Finance

Other (Specify)

**DATE:** July 8, 2015**TO:** City Council**FROM:** Ashley Golden, Interim Development Services Director  
Development Services Department

**SUBJECT:** Pre-Application Review (PZ No. 15-600-01) of a request for: 1) Annexation to the City of Oxnard; 2) a General Plan Amendment changing the land use designation from School to Residential Medium; 3) Preliminary Zoning Designation of Garden Apartment Planned Development (R-3-PD); 4) a Special Use Permit to allow construction of 228 residential, multi-family units (20-100% affordable); 5) a Density Bonus Permit to allow for a maximum density of 24 units per acre; and 6) a Tentative Subdivision Map for condominiums on a 9.9-acre property located at 2714 East Vineyard Avenue (APN 145-0-232-010) and owned by the Rio School District. Filed By: Jordan Marshall on behalf of Aldersgate Investments, LLC.

## RECOMMENDATION

That City Council review and provide preliminary comments on a pre-application.

## DISCUSSION

The pre-application process allows City Council members an opportunity to make individual comments concerning the proposal. The Council's preliminary comments may be helpful for the applicant to refine the proposal or to determine whether entitlements should be pursued for the proposal. Comments provided by the Council on this pre-application do not constitute a decision or endorsement of the proposal. In accordance with State Law, *no formal direction or decision-making will take place until such time as a formal application has been filed and has undergone appropriate environmental review and evaluation for consistency with adopted City plans and policies.*

### Background:

The property is located within the El Rio Neighborhood of the County of Ventura (*El Rio/Del Norte Area Plan*), east of Vineyard Avenue and immediately north of the Vineyard and Ventura Shopping Center (Vallarta Market). The site is improved with a vacated elementary school, which the Rio School District utilizes portions of for temporary operations and transportation. The Rio School District designated the property as surplus in 2013. The Applicant, Aldersgate Investments, LLC responded to

a request for proposals and now has an option to buy and development the property. The following table summarizes the land uses and zoning designation of the site and adjacent properties.

| LOCATION     | JURISDICTION             | GENERAL PLAN                                                                                                     | ZONING and AREA PLAN                                                                                                             | EXISTING LAND USE          |
|--------------|--------------------------|------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| Project Site | County of Ventura        | Existing Community – Urban Reserve (County)<br><br>School (City)                                                 | Rural Exclusive 20,000 sf min lot size (County)<br><br>El Rio/Del Norte Area Plan: Urban Residential 1-2 units per acre (County) | Former elementary school   |
| North        | County of Ventura        | Commercial Planned Development and Rural Exclusive (County)<br><br>Commercial General and Residential Low (City) | Commercial Planned Development (County)<br><br>El Rio/Del Norte Area Plan: Commercial (County)                                   | Commercial and Residential |
| South        | City of Oxnard           | Commercial General                                                                                               | General Commercial Planned Development (C-2-PD)                                                                                  | Shopping Center            |
| East         | County of Ventura        | Existing Community – Urban Reserve (County)<br><br>Residential Low (City)                                        | Residential High Density (20 units per acre) (County)<br><br>Area Plan Designation: Urban Residential 20 units per acre (County) | Commercial Nursery         |
| West         | City of Oxnard/Cal-Trans | Right of Way                                                                                                     | Right of Way                                                                                                                     | Vineyard Avenue            |

### Description of the Proposal

The proposal includes the annexation to the City of Oxnard of 9.9-acres of property located at 2714 East Vineyard Avenue (currently owned by the Rio School District), a general plan amendment to include this property within City limits and change the land use designation from School to Residential Medium, a pre-zoning of the land to Garden Apartment Planned Development (R-3-PD), and other necessary entitlements (special use permit, tentative subdivision map, and density bonus) to develop 228 multi-family residential condominiums (19 twelve-plex buildings), proposed to be 20-100% affordable. The project is referred to as “Rio Urbana”.

The Applicant, Aldersgate Investments, LLC, was the developer of Vista Urbana, a 156-unit affordable housing project in RiverPark and has indicated that the subject project, Rio Urbana, would be designed to mimic the layout and architecture of Vista Urbana.

Development Services staff has reviewed the conceptual proposal and identified the following standards applicable to the projects and well as items for consideration:

- Project shall be designed to comply with the development standards applicable to the R-3-PD zone and attached unit developments.
- Project should plan an internal pedestrian connection for residents to Shopping Center south of the project site.
- Avoid repetition in building siting and design. Provide unique treatments and features to individualize the buildings and centralize the common open space, amenities, and rental office.

- A Density Bonus Application to allow 24 units per acre, up from 18 units per acre under the R-3 zoning, would allow the developer to use State Density Bonus parking ratios and request development concessions based upon the level and percentage of affordable units.
- The Utilities Department is updating the Water Neutral Policy. This project will be subject to that policy.
- A recycled water line is anticipated near Vineyard Avenue to serve RiverPark. This project may be required to extend that line to serve the property.
- Annexation request should include Rio School Road, which Staff recommends to be vacated and incorporated into site planning for the development or a private road to be maintained by the development. Additional information will be necessary to determine who is served by the road.
- Project will require dedication along Vineyard Avenue frontage to accommodate widening and relocation or undergrounding of the utility lines. Cal-Trans will have to review and approve any roadway modifications.
- Residential units will result in additional demand for parks space. Project will comply with Code Chapter 15, Division 2 Contribution of Park Sites (Quimby Fee).
- Developer will be required to comply with the city's Community Workshop policy and be required to present the project to adjacent residents and El Rio/Del Norte Municipal Advisory Council.
- The project is within the Historic Enhancement and Revitalization of Oxnard (HERO) Redevelopment Project Area.

## **FINANCIAL IMPACT**

None.

DJS

Attachment #1 Vicinity and Aerial Maps  
#2 Conceptual Plans  
#3 Pre-Application Letter from Jordan Marshall, Aldersgate Investment, LLC



# Vicinity Map









RIO DISTRICT PROPERTY  
 VINEYARD AVE OXNARD CA

RIO SITE PLAN  
 1"=50.00'

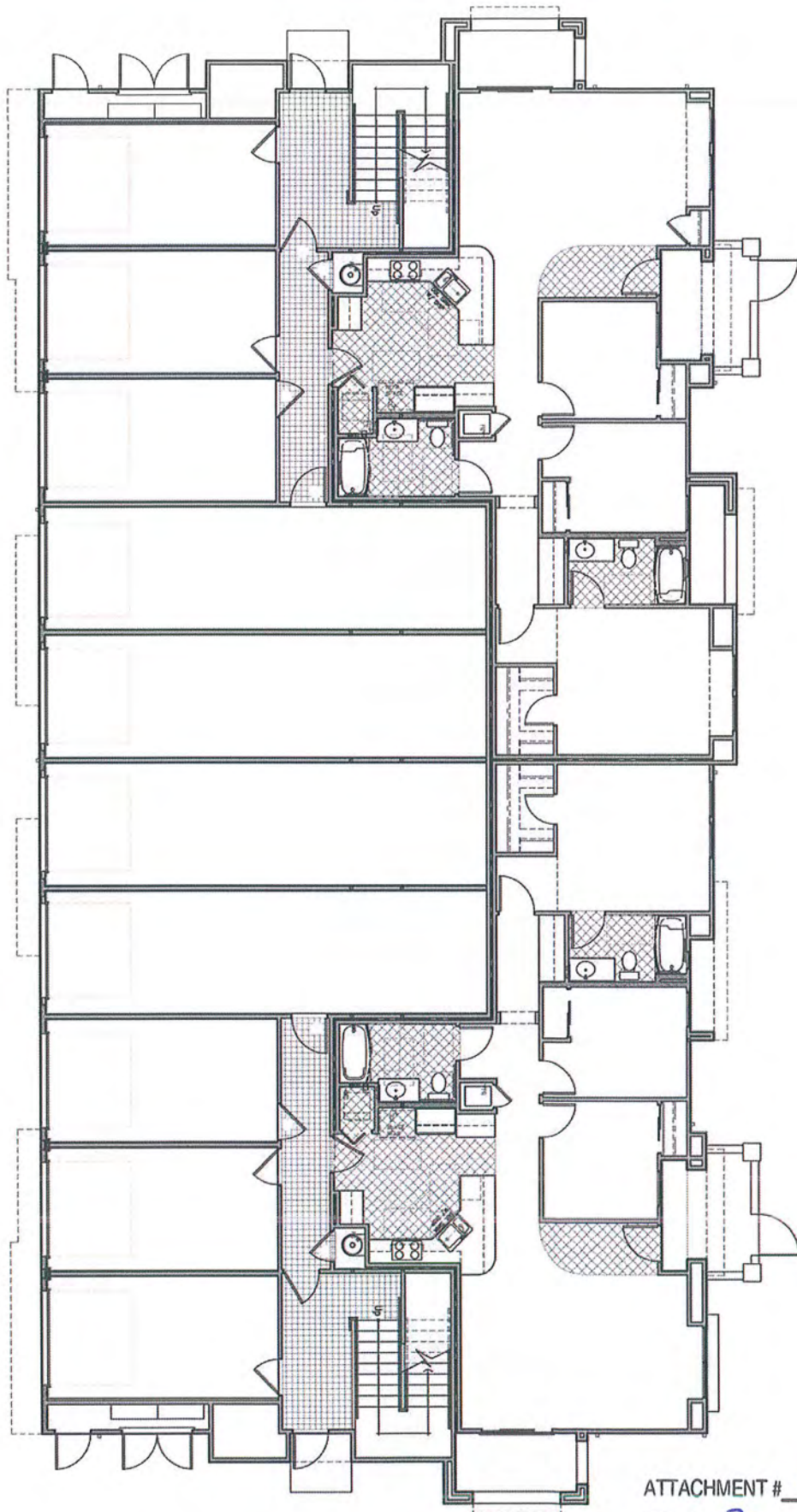
SITE PLAN A1

APRIL 28, 2015



|                   |                |            |  |
|-------------------|----------------|------------|--|
| SITE ANALYSIS:    |                |            |  |
| SITE AREA         | 9.9 ACRES      |            |  |
| TOTAL BUILDING    | 19             |            |  |
| UNITS / BLDG      | 12             |            |  |
| TOTAL UNITS       | 228 (23.0 DUA) |            |  |
| BUILD'G FOOTPRINT | 129,314 SF     | 2.96 AC    |  |
| PAVED AREA        | 161,338 SF     | 3.70 AC    |  |
| LANDSCAPE AREA    | 140,592 SF     | 3.24 AC    |  |
| PARKING:          |                |            |  |
| OPEN SPACE        | 67             |            |  |
| DRIVEWAY GUEST    | 30             |            |  |
| GARAGE            | 256            |            |  |
| TOTAL PARKING     | 353            |            |  |
|                   | (1.6 /UNIT)    |            |  |
| OPEN SPACE        |                |            |  |
| TOTAL             | (2.54 AC)      | 110,682 SF |  |

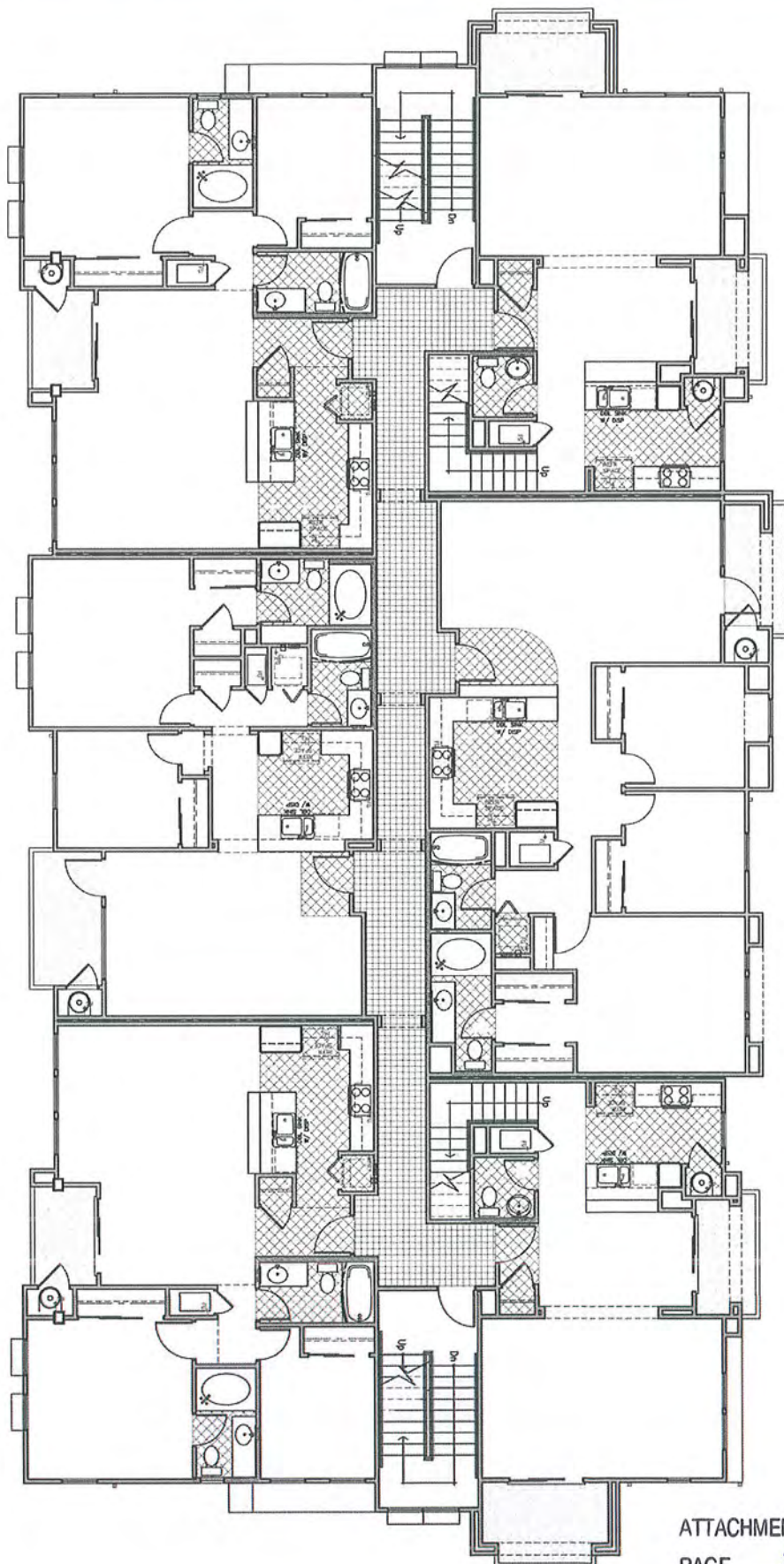
FIRST FLOOR



ATTACHMENT # 2  
PAGE 2 OF 5

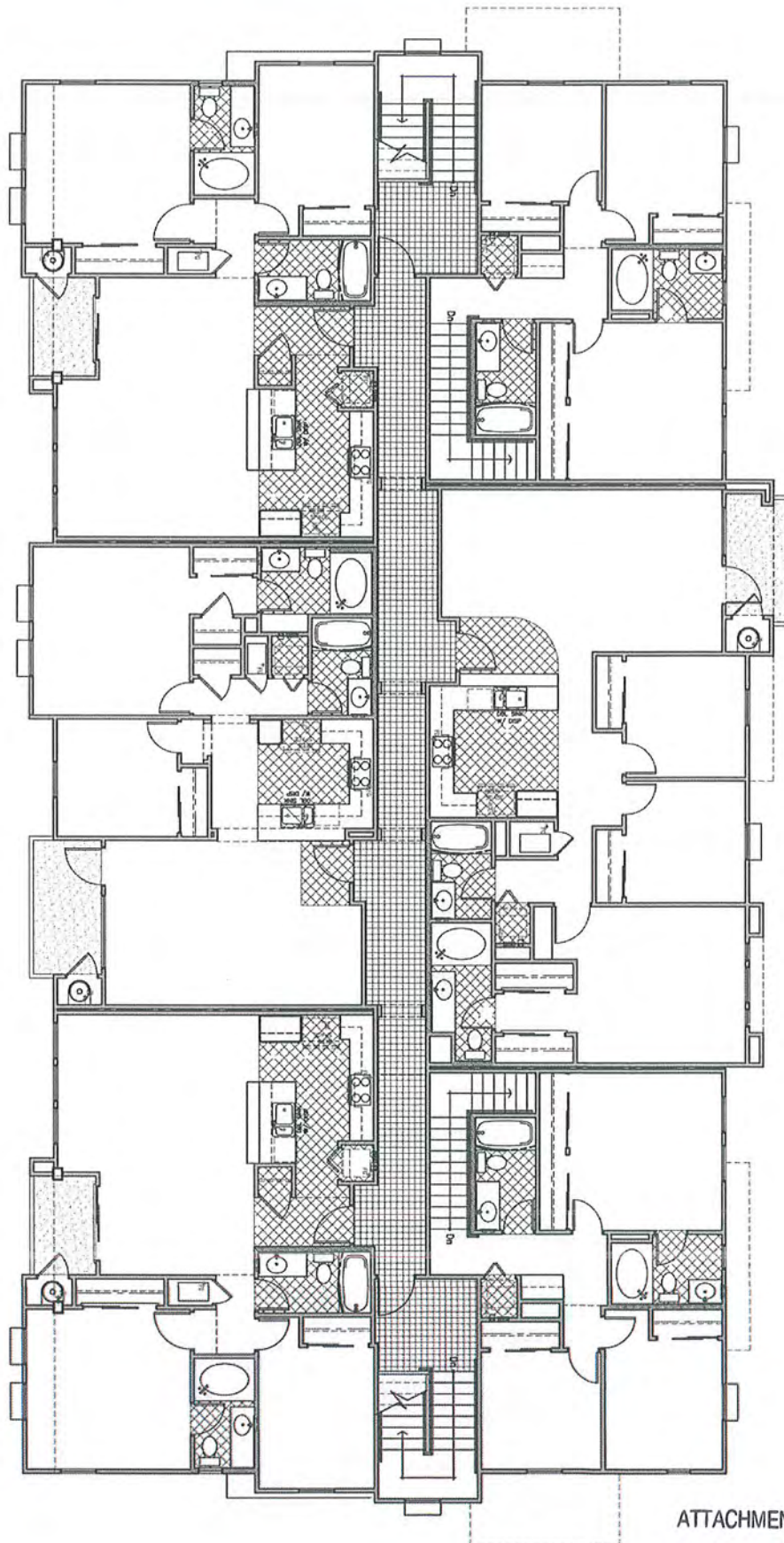


# SECOND FLOOR



ATTACHMENT # 2  
PAGE 3 OF 5

THRID FLOOR



ATTACHMENT # 2  
PAGE 4 OF 5





LEFT SIDE



COURTYARD ELEVATION

## Aldersgate Investment LLC

300 E. Esplanade Drive, Ste 1550  
Oxnard, CA 93036

Phone: 805-988-4114 \* Fax: 805-988-4116

E-mail: jordan@aldersgatehome.com

May 29, 2015

RE: Pre-Application Request

To whom it may concern:

Aldersgate Investment is requesting a pre-application review of a 228 multi-family condo project located at 2714 Vineyard Ave. Oxnard, CA. 93036. The proposed project may have a significant impact on the City's roads, sewer, and water system and by definition the developer is required to submit a pre-application with the City.

If you should have any questions, please don't hesitate to call me.

Thank you,



Jordan Marshall  
Aldersgate Investment LLC.  
Project Manager

ATTACHMENT # 3  
PAGE 1 OF 1

