

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

December 8, 2015

**5:00 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

1. SUBJECT: Presentation of Employee of the Fourth Quarter.
2. SUBJECT: Swearing in of New Fire Chief Bryan Brice.

#### 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).

## 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 Attorney Department

1. **SUBJECT:** Resolution Reversing Planning Commission's Approval of Planning and Zoning Permit No. 14-510-03 (Special Use Permit-Alcohol Sales) to Allow an Existing 76,639 Square Foot Wal-Mart, Located at 2701 Saviers Road to sell Beer, Wine and Liquor for Off-site Consumption (ABC Type 21) Within the Store. (001)

**RECOMMENDATION:** Adopt a resolution reversing the Planning Commission's approval of Planning and Zoning Permit No. 14-510-03 (Special Use Permit-Alcohol) to allow an existing 76,639 square foot Wal-Mart, located at 2701 Saviers Road to sell beer, wine and liquor for off-site consumption (ABC Type 21) within the store.

Legislative Body: CC

Contact: Ashley Golden

Phone: 385-7858

## City Manager Department

2. **SUBJECT:** Agreements for City Council Review. (007)

**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

Finance Department

3. **SUBJECT:** Budget Appropriation – Westport Community Facilities District No. 2. (011)

**RECOMMENDATION:** Approve a budget appropriation in the amount of \$238,342 for Community Facilities District (CFD) No. 2 (Westport) and recognize additional revenue in the amount of \$21,521 based on actual special tax levy being collected from the Ventura County Secured Tax Roll in FY 2015-16.

Legislative Body: CC

Contact: Joseph Lillio

Phone: 385-7475

4. **SUBJECT:** Budget Appropriation – Seabridge Community Facilities District No. 4. (039)

**RECOMMENDATION:** Approve a budget appropriation in the amount of \$168,851 for Community Facilities District (CFD) No 4 (Seabridge) and recognize additional revenue in the amount of \$1,899 based on actual special tax levy being collected from the Ventura County Secured Tax Roll in FY 2015-16.

Legislative Body: CC

Contact: Joseph Lillio

Phone: 385-7475



5. SUBJECT: Budget Appropriation – RiverPark Community Facilities District No. 5. (059)

RECOMMENDATION: Approve a budget appropriation in the amount of \$557,370 for Community Facilities District (CFD) No 5 (RiverPark) and recognize additional revenue in the amount of \$586,697 to reflect the actual special tax levy being collected from the Ventura County Secured Tax Roll in FY 2015-16.

Legislative Body: CC

Contact: Joseph Lillio

Phone: 385-7475

Fire Department

6. SUBJECT: Authorization to Submit a Grant Application to the Federal Emergency Management Agency (FEMA) for \$241,250 in Assistance to Firefighters Grant Program (AFG) Grant Funds for Wildland Fire Training and Equipment. (089)

RECOMMENDATION: Adopt a resolution authorizing: 1) The City Manager to submit a grant application to the FEMA Assistance to Firefighters Grant program in the amount of \$241,250 for the purpose of purchasing Wildland Fire Equipment and Training; 2) The City Manager or designee to execute the grant agreement if grant funds are awarded to the City; 3) The Chief Financial Officer or designee to submit financial reports and grant claims, approve special budget appropriations for the use of the grant funds and perform all other required financial actions; and 4) The Fire Chief or designee to submit non-financial reports.

Legislative Body: CC

Contact: Jeri Williams

Phone: 385-7624

General Services Department

7. SUBJECT: Authorization for City Manager to Execute Written Consent and Land Use Application for Modification Under the Second Amendment to the Rooftop Lease Agreement (A-5300). (093)

RECOMMENDATION: 1) Authorize the City Manager or his designee to provide written consent to AT&T's proposal to make minor modifications to its wireless communications facility located on the roof of the Administrative Building located at 300 West Third Street if the Planning Manager approves or conditionally approves AT&T's application; and 2) Authorize the City Manager or his designee to execute the associated Land Use Application on behalf of the City.

Legislative Body: CC

Contact: Todd Housley

Phone: 385-8055

J. PUBLIC HEARINGS – 6:15 P.M.

Housing Department

1. SUBJECT: First Amendment to FY2013-18 Consolidated Plan and the FY2015-16 Annual Action Plan for the City of Oxnard. (101)

RECOMMENDATION: 1) Conduct a public hearing to receive comments on the proposed first amendment to FY2013-18 Consolidated Plan and the FY2015-16 Annual Action Plan; 2) Authorize the City Manager to submit the Council approved Substantial Amendment to the FY 2013-2018 Consolidated Plan and the FY 2015-2016 Annual Action Plan to the U.S. Department of Housing and Urban Development (HUD) for approval; 3) Approve the appropriation of \$10,000.00 in Community Development Block (CDBG) Grant funding for the Winter Warming Shelter and

the cancellation of the Journeymen Apprentice Program; and 4) Authorize the Chief Financial Officer to approve the special budget appropriation of \$500 into Fund 285 (CDBG Entitlement) and transfer within this Fund \$9,500 from Account 5110 (Journeyman Apprentice) to Account 5309 (Transitional Living Center), to fund the Winter Warming Shelter with \$10,000.

Legislative Body: CC

Contact: Arturo Casillas

Phone: 385-8041

K. APPOINTMENT ITEMS

L. REPORTS

Finance Department

1. SUBJECT: Agreements with NBS for Maintenance Assessment Districts and Budget Appropriation (131)

RECOMMENDATION: 1) Approve and authorize the City Manager to execute a three-year Agreement with NBS (7281-15-FN) in the amount of \$202,200 for administration of the City's Maintenance Assessment Districts; 2) Approve and authorize the City Manager to execute a First Amendment to Agreement with NBS (7117-FN-15) to add \$35,000 for a total of \$135,000 to continue to provide for additional services associated with resolving issues within the City's Maintenance Assessment Districts; and 3) Approve the appropriation of funds in the amount of \$222,400 from the Maintenance Assessment Districts to pay for various services provided by NBS and RegisConnect.

Legislative Body: CC

Contact: Joseph Lillio

Phone: 385-7475

General Services Division

2. SUBJECT: Blanket Purchase Order for MacValley Oil Company to Deliver Gasoline and Diesel to Various City Sites for Period January 1, 2016-December 31, 2016. (163)

RECOMMENDATION: Approve and authorize the Mayor to sign a blanket purchase order (No. 5640) for MacValley Oil Company to deliver gasoline and diesel to various City sites in an amount not to exceed \$514,000. This blanket purchase order is for the period from January 1, 2016, to December 31, 2016.

Legislative Body: CC

Contact: Todd Housley

Phone: 385-8055

3. SUBJECT: Blanket Purchase Order for Sawyer Petroleum to Deliver Bio-diesel to the Wastewater Treatment Plant for Period January 1, 2016-December 31, 2016. (167)

RECOMMENDATION: Approve and authorize the City Manager to sign a blanket purchase order (No. 5641) for Sawyer Petroleum to deliver bio-diesel to the Wastewater Treatment Plant located at 6001 Perkins Road in an amount not to exceed \$50,000. This blanket purchase order is for the period from January 1, 2016, to December 31, 2016.

Legislative Body: CC

Contact: Todd Housley

Phone: 385-8055

4. SUBJECT: Blanket Purchase Order for Silvas Oil Company to Deliver Lubricants and Antifreeze to Various City Sites for Period January 1, 2016-December 31, 2016. (171)

RECOMMENDATION: Approve and authorize the City Manager to sign a blanket purchase order (No. 5639) for Silvas Oil Company to deliver lubricants and antifreeze to various City sites in an amount not to exceed \$150,000. This blanket purchase order is for the period from January 1, 2016, to December 31, 2016.

Legislative Body: CC

Contact: Todd Housley

Phone: 385-8055

Public Works Department

5. SUBJECT: Approval of Lowest Responsible Responsive Bid and Authorization to Issue and Execute a Contract for Project Specification No. UD15-29 Water Systems Non-Scheduled Emergency Work or Scheduled Urgent Work. (175)

RECOMMENDATION: Award Contract to the lowest responsible responsive bidder, Sam Hill & Sons, Incorporated, (A-7833) for Project Specification No. UD15-29 Water Systems Non-Scheduled Emergency Work or Scheduled Urgent Work to the City's water and recycled water systems for the period of January 1, 2016 through December 31, 2018 for a total contract amount not to exceed \$1,800,000 and authorize the purchasing agent to execute the contract upon receipt of final documents.

Legislative Body: CC

Contact: Daniel Rydberg

Phone: 385-8281

City Manager Department

6. SUBJECT: Organization Assessment: Status Update on the Implementation Action Plan's for the 128 Recommendations. (217)

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

Legislative Body: CC

Contact: Maria Hurtado

Phone: 385-7430

Finance Department

7. SUBJECT: Review of Proposed New Internal Audit Program and Request for Proposal (RFP). (289)

RECOMMENDATION: 1) Review and approve the proposed Internal Audit Program Charter; 2) Review and approve the proposed Request For Proposals for Internal Audit Program services; and 3) Authorize an appropriation in the amount of \$100,000 from the one-time Successor Agency Residual pass-through Loan Payment.

Legislative Body: CC

Contact: Joseph Lillio

Phone: 385-7475

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**

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

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

**CC** On the advice of the Interim City Attorney, pursuant to Government Code section 54956.9(d)(2), based on existing facts and circumstances, there is significant exposure to litigation against the City in one potential case relating to the City's public work contract with Security Paving Company, Inc. (Specification No. PW03-19).

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

**R. ADJOURNMENT**



**CITY COUNCIL  
AGENDA REPORT**

**TYPE OF ITEM: Info/Consent**

**AGENDA ITEM NO.: I-1**

**DATE:** December 8, 2015

**TO:** City Council

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

**FROM:** Ashley Golden, Development Services Director *ag*  
Development Services Department

**SUBJECT:** Resolution reversing Planning Commission's Approval of Planning and Zoning Permit No. 14-510-03 (Special Use Permit-Alcohol Sales) to allow an existing 76,639 square foot Wal-Mart, located at 2701 Saviers Road to sell beer, wine, and liquor for off-site consumption (ABC Type 21) within the store.

**CONTACT:** Juan Martinez, Associate Planner  
juan.martinez@ci.oxnard.ca.us, 385-7556

**RECOMMENDATION**

Adopt a resolution reversing the Planning Commission's approval of Planning and Zoning Permit No. 14-510-03 (Special Use Permit – Alcohol) to allow an existing 76,639 square foot Wal-Mart, located at 2701 Saviers Road to sell beer, wine, and liquor for off-site consumption (ABC Type 21) within the store.

**BACKGROUND**

The City Council conducted a public hearing on December 1, 2015, to consider Planning and Zoning Permit No. 14-510-03 (Special Use Permit – Alcohol Sales). After consideration of all oral and written evidence upon close of the public hearing, the City Council voted to deny Planning and Zoning Permit No. 14-510-03 (Special Use Permit – Alcohol Sales). The attached Resolution codifies the Council's decision.

**FINANCIAL IMPACT**

There is no financial impact.

**ATTACHMENTS**

Attachment No. 1 – City of Oxnard Resolution Reversing Approval of PZ 14-510-03 (SUP)

CITY COUNCIL OF THE CITY OF OXNARD  
RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD REVERSING THE PLANNING COMMISSION'S APPROVAL OF PLANNING AND ZONING PERMIT NO. 14-510-03 (SPECIAL USE PERMIT-ALCOHOL) TO ALLOW AN EXISTING 76,639 SQUARE FOOT WAL-MART, LOCATED AT 2701 SAVIERS ROAD TO SELL BEER, WINE, AND LIQUOR FOR OFF-SITE CONSUMPTION (ABC TYPE 21) WITHIN THE STORE. FILED BY BRENT MCMANIGAL ON BEHALF OF WAL-MART STORES, INC AND THE PROPERTY OWNER, 550 EAST HOSPITALITY LANE, SUITE 300, SAN BERNARDINO, CALIFORNIA 92408.

WHEREAS, on January 15, 2014, Brent McManigal on behalf of Wal-Mart Stores, Inc. and the property owner (the "**Applicant**" and/or "**Permittee**") submitted a request to allow an existing Wal-Mart located at 2701 Saviers Road to sell beer, wine, and liquor for off-site consumption (ABC-Type 21) and allow authorized alcoholic beverage manufacturers, winegrowers and wholesalers ("**Tasting Coordinator**") to conduct "Instructional Tasting Event(s)" within the store (ABC Type 86) - APN 203-0-320-435; and

WHEREAS, on October 1, 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. 14-510-03 (Special Use Permit) to allow an existing Wal-Mart located at 2701 Saviers Road to sell beer, wine, and liquor for off-site consumption (ABC-Type 21) and allow a Tasting Coordinator to conduct "Instructional Tasting Event(s)" within the store (ABC Type 86) (the "**Project**") in accordance with Sections 16-530 through 16-553 of the Oxnard City Code; and

WHEREAS, after review of the entire record before the Planning Commission and all written and oral evidence presented on October 1, 2015, the Planning Commission voted to revise the Project and Planning and Zoning Permit No. 14-510-03 (Special Use Permit) to only allow the sale of beer, wine, and liquor for off-site consumption (ABC-Type 21); and

WHEREAS, the City Council of the City of Oxnard ("**City Council**") has considered a Notice of Requesting Review of the Planning Commission's decision to approve the Project, filed on October 19, 2015, by Councilmember, Bert E. Perello and has carefully reviewed the decision of the Planning Commission; and

WHEREAS, all persons wishing to testify in connection with the proposed Project were heard and the City Council conducted a comprehensive review of the Project; and

WHEREAS, it is appropriate for the City Council to consider the interest of City residents and interested parties in reaching a decision whether to grant or deny the Project and the opinions of these individuals may constitute substantial evidence to support a particular finding the City Council is required to make; and

WHEREAS, all other legal prerequisites to the adoption of this Resolution have occurred.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL 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:

**The proposed use will result in or add to an undue concentration of establishments selling alcoholic beverages at retail within 1,000 feet of the location for which the special use permit is applied.**

City Council Resolution No. 11,896 provides that there is a presumption that an undue concentration will result or be added to if the establishment for which the special use permit is applied will be located less than 350 feet from another establishment of the same type. The proposed Project seeks a California Alcoholic Beverage Control (ABC) Type-21 license, which is an off-sale license that allows for the sale of beer, wine and distilled spirits for consumption off the premises. The Police Department Report dated September 22, 2015 states that there is at least one other Type-21 license within 350 feet of the proposed Project. Within 1,000 feet of the proposed Project there are three Type-21 licenses and two Type-48 licenses. In light of this and pursuant to the terms of Resolution No. 11,896, there is a presumption of undue concentration.

City Council Resolution No. 11,896 also provides that a presumption may be rebutted by a preponderance of the evidence, based on the facts of the particular case. Here, there is insufficient evidence to rebut the presumption of undue concentration. On the contrary, the Police Department Report states that the average number of Part I and II crimes within the Applicant's reporting district and all other reporting districts within 1,000 feet of the Project is 202. This is 62 percent higher than the average crime rate in citywide and is considered significant. Under Section 23958.4 of the Business and Professions Code, an applicant's premises are considered to be located in an area of "undue concentration" when the applicant's crime reporting district has a 20 percent greater number of reported crimes. No evidence was submitted to establish lower crime rates for the reporting district for which the proposed Project is located. On the contrary, members of the public made the following assertions regarding crime:

Dr. Cesar Morales: Dr. Morales submitted a letter dated November 18, 2015 and expresses concern that the area already experiences crime levels above City averages. During the public hearing, Dr. Morales reiterates that the area already exceeds crime levels that are higher than the City average.

Ms. Nancy Pederson: Ms. Pederson states that a higher concentration of alcohol is strongly related to violence regardless of the economic, age, or ethnic characteristics of a neighborhood. Ms. Pederson also states that the City has alarming statistics related to DUIs.

Ms. Francine Castanon: Ms. Castanon states that there is an overconcentration and that the proposed Project is adjacent to a Methadone clinic.

Based on the evidence presented during public testimony, the City Council finds that the proposed Project will result in or add to an undue concentration of establishments selling alcoholic beverages at retail within 1,000 feet of the location for which the special use permit is applied and no evidence was submitted to establish lower crime rates for the reporting district for which the proposed Project is located – evidence necessary to rebut the presumption of “undue concentration.”

SECTION 2. Based on the findings set forth herein, the City Council hereby reverses the Planning Commission’s approval of Planning and Zoning Permit 14-510-03 (Special Use Permit - Alcohol) and therefore denies the Project.

SECTION 3. Based on the City Council’s denial of the Project, the Project is not subject to the California Environmental Quality Act (CEQA) pursuant to Sections 15061(b)(4) and 15270(a) of the State CEQA Guidelines.

SECTION 4. The decision of the City Council shall be final upon adoption of this Resolution as set forth in Section 16-551 of the Oxnard City Code.

SECTION 5. The City Clerk is hereby directed to mail a copy of this Resolution to the Applicant and the Planning Commission pursuant to Section 16-550 of the Oxnard City Code within ten (10) days of the adoption of this Resolution.

**[SIGNATURES ON FOLLOWING PAGE]**



PASSED AND ADOPTED by the City Council of the City of Oxnard on the 7th day of  
December 2015, by the following vote:

AYES:

NOES:

ABSENT:

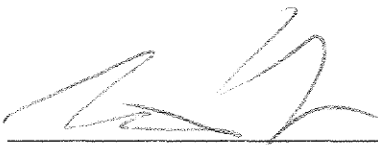
ABSTAIN:

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

ATTEST:

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

APPROVED AS TO FORM:



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





**CITY COUNCIL  
AGENDA REPORT**

**TYPE OF ITEM: Info/Consent**

**AGENDA ITEM NO.: I-2**

**DATE:** December 8, 2015

**TO:** City Council

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

A handwritten signature in cursive script, likely belonging to Greg Nyhoff, the City Manager.

**SUBJECT:** Agreements for City Council Review

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

**RECOMMENDATION**

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

**BACKGROUND**

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

**FINANCIAL IMPACT**

Funding information is included on the attached list.

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

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

## City Manager Contract List for 12/08/2015

| Item | Type               | Department/Contact                                                    | Vendor/Agreement Number                                        | Description/Purpose                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Amount    |
|------|--------------------|-----------------------------------------------------------------------|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| A    | Original Agreement | Development Services<br>Cynthia Daniels                               | Jan-Pro Cleaning Systems-Central Coast<br>Agreement No. A-7846 | Custodial services agreement for the Oxnard Transit Center and 4 affiliated parking lots<br><br>Custodial services for the Oxnard Transit Center and 4 affiliated parking lots. Request for Bids No. (RFB) No. RFB-CM-R15-18 (R) issued by Purchasing on April 17, 2015. Two addendums were issued. Bids were opened on May 14, 2015. The Purchasing Division's Buyer solicited bids from 25 vendors. The City received 14 bids, of which 7 bids were responsive. All Control Cleaning (ACC), the current vendor, was awarded the contract on June 11, 2015. ACC notified the City it would no longer provide services as of November 15. ACC notified the City on November 12 that it would be willing to provide services for an additional two months while the City obtains another provider. The staff considers ACC to be in breach of the contract. The next responsive bidder on the bid list was United Maintenance Services (UMS) from Los Angeles. UMS declined to provide the services. Staff recommends approving a trade services agreement for one year with Jan-Pro Cleaning Systems—Central Coast. The RFB provides a one year contract, with two one-year renewals by mutual agreement. The original bid has been adjusted for the living wage policy that changed the hourly rate on July 1, 2015. The original bid of \$12,527 per month (a total of \$150,324) was adjusted to \$12,622.26 per month (a total of \$151,467.12) through June 30, 2016 to comply with the living wage policy. The amount may be adjusted on July 1, 2016 as required by the City's living wage | \$151,467 |
| 8    |                    | 385-7871                                                              |                                                                | Total Contract Amount: \$151,467<br>Current FY Amount: \$82,045<br>FundingSource: Transportation Development Act                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |
| B    | Original Agreement | General Services - Parks Division<br>Pat Friend for-Michael Henderson | Ventura County Probation Agency<br>Agreement No. 7203-15-CM    | Agreement for Work Release Labor<br><br>Over the past six years the City has used the County of Ventura Work Release Program with low level offenders to supplement the City crews that maintain the Oxnard Community Facilities District (CFD) #5-RiverPark and at College Park. Each crew, consisting of 8-12 individuals, comes with its own transportation and supervision. The County pays for all medical treatment and provides worker's compensation coverage as required. The cost is \$550 per crew. Currently, there are funds budgeted in CFD #5-\$150,000 and College Park Measure O-\$30,000 for Fiscal Year 2015-2016 to cover these costs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | \$180,000 |
|      |                    | 385-7821                                                              |                                                                | Total Contract Amount: \$180,000<br>Current FY Amount: \$180,000<br>FundingSource: CFD #5/College Park Measure O                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |

ATTACHMENT  
PAGE 1 OF 2

## City Manager Contract List for 12/08/2015

| Item | Type      | Department/Contact                    | Vendor/Agreement Number                                   | Description/Purpose                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Amount                              |
|------|-----------|---------------------------------------|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| C    | Amendment | General Services<br>Michael Henderson | Natural Green Landscape, Inc.<br>Agreement No. 6565-14-CM | <b>Tree Replacement and Irrigation Repairs</b><br><br>This second amendment provides additional services for irrigation repairs and replacement and tree plantings at Seabridge (Community Facilities District No. 4). The community has requested these improvements. The funds are available in the District's budget.<br><br>On January 21, 2014 a Request for Bid (RFB) was issued for landscape services to seven vendors. Three vendors submitted bids. Natural Green Landscape, Inc., was the lowest responsible bidder. This is the second of a three-year agreement. | \$76,236                            |
|      |           | 385-7950                              | Amendment 2                                               | <b>Total Contract Amount: \$363,156</b><br><b>FundingSource: Seabridge CFD#4</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Current FY Amount: \$219,696</b> |

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ATTACHMENT 1  
PAGE 2 OF 2





**CITY COUNCIL  
AGENDA REPORT**

**TYPE OF ITEM: Info/Consent**

**AGENDA ITEM NO.: I-3**

**DATE:** December 8, 2015

**TO:** City Council

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

A handwritten signature in dark ink, appearing to be "G Nyhoff".

**FROM:** Joseph Lillio, Chief Financial Officer  
Finance Department

A handwritten signature in dark ink, appearing to be "J Lillio".

**SUBJECT:** Budget Appropriation – Westport Community Facilities District No. 2

**CONTACT:** Michael More, Financial Services Manager  
[mike.more@ci.oxnard.ca.us](mailto:mike.more@ci.oxnard.ca.us), (805) 385-7480

**RECOMMENDATION**

That City Council approve a budget appropriation in the amount of \$238,342 for Community Facilities District (CFD) No. 2 (Westport) and recognize additional revenue in amount of \$21,521 based on actual special tax levy being collected from the Ventura County Secured Tax Roll in FY 2015-16.

**BACKGROUND**

On June 23, 2015, City Council approved Resolution No. 14,843 setting the special tax rates within CFD No. 2 (Westport). In conjunction with the approval of this resolution, City Council approved the tax levies and related expenditure items for CFD No. 2 (Westport).

A budget adjustment is necessary to appropriate the accurate revenue and expenditure amounts relating to the special tax levy for FY 2015-16. The FY 2015-16 adopted budget was based on estimates completed in May 2015, while the actual Council-approved CFD No. 2 tax levy was finalized in June 2015. Attachment No. 2 is the Council-approved agenda report and resolution for the tax levy for CFD No. 2 (Westport).

The following table summarizes the net adjustments to the budget for CFD No. 2 (Westport):

Budget Appropriation – Westport Community Facilities District No. 2

December 8, 2015

Page 2

| Community Facilities District   | FY 2015-16<br>Adopted Budget | FY 2015-16<br>Projected Budget | FY 2015-16<br>Budget Adjustment |
|---------------------------------|------------------------------|--------------------------------|---------------------------------|
| CFD No. 2 - Westport            |                              |                                |                                 |
| Revenues                        | \$ 430,943                   | \$ 452,464                     | \$ 21,521                       |
| Expenditures                    | \$ 441,647                   | \$ 679,989                     | \$ 238,342                      |
| Appropriation from Fund Balance |                              |                                | \$ 216,821                      |

The budget adjustment for CFD No. 2 (Attachment No. 1): (i) balances the revenues and expenditures and (ii) brings the expenditure budget into alignment with the tax levy amount approved by City Council on June 23, 2015. As of June 30, 2015, there are sufficient funds of \$1,582,219 in fund balance to cover the requested expenditure appropriation of \$238,342.

### FINANCIAL IMPACT

There will be no cost to the City's General Fund from approval of the attached budget appropriation. All maintenance, service and administrative costs are included in the amount to be collected by the special taxes, which are levied on properties located in CFD No. 2.

### ATTACHMENTS

Attachment #1 – Budget Adjustment

Attachment #2 – CFDs 1&2 Agenda Report to City Council (06/23/2015)



# REQUEST FOR BUDGET APPROPRIATION

Department: Finance  
 Project/Program  
 Manager: Mike More

Date: December 8, 2015  
 Phone: (805) 385-7480

**Reason for Appropriation:**

To adjust special tax revenue and expenditures for CFD No. 2 (Westport).

**Accounts and Descriptions**

**AMOUNT**

Fund: **CFD #2-Westport Maint. FD (175)**

**Revenues/Transfers In**

**Assessment District (1901)**

|                   |                           |        |
|-------------------|---------------------------|--------|
| 175-1901-591-7561 | SPEC. ASSESSMENT REVENUES | 21,521 |
|                   | Sub-total Revenues        | 21,521 |

**Expenditures/Transfers Out**

**Community Patrol (2101)**

|                   |                          |        |
|-------------------|--------------------------|--------|
| 175-2101-802-8209 | SVCS-OTHER PROF/CONTRACT | 10,479 |
|-------------------|--------------------------|--------|

**Inland Waterways (3108)**

|                   |                          |         |
|-------------------|--------------------------|---------|
| 175-3108-803-8209 | SVCS-OTHER PROF/CONTRACT | 165,882 |
|-------------------|--------------------------|---------|

**Street Landscaping (5702)**

|                   |                          |       |
|-------------------|--------------------------|-------|
| 175-5702-805-8209 | SVCS-OTHER PROF/CONTRACT | 3,706 |
|-------------------|--------------------------|-------|

**Storm Water Quality MGT (1602)**

|                   |                          |         |
|-------------------|--------------------------|---------|
| 175-6102-804-8451 | SERVICES FROM OTHER PROG | 58,275  |
|                   | Sub-total Expenditures   | 238,342 |

|                                   |                  |
|-----------------------------------|------------------|
| <b>Net Change to Fund Balance</b> | <b>(216,821)</b> |
|-----------------------------------|------------------|

|                                 |                |
|---------------------------------|----------------|
| <b>Net Appropriation Change</b> | <b>238,342</b> |
|---------------------------------|----------------|

**Approvals**

|                         |                   |
|-------------------------|-------------------|
| Department Director     | <u>Joseph Loo</u> |
| Chief Financial Officer | <u>Joseph Loo</u> |
| City Manager            | _____             |

ATTACHMENT NO. 1  
 PAGE 1 OF 1

| 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: Michael More, Financial Services Manager MM Agenda Item No. L-4

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

**DATE:** May 1, 2014

**TO:** City Council

**FROM:** DM Dave Millican, Interim Chief Financial Officer  
Finance Department

**SUBJECT:** Special Tax Levy for Community Facilities Districts No. 1 and No. 2 (Westport at Mandalay Bay)

## RECOMMENDATION

That City Council acting as the legislative body of Community Facilities District (CFD) No. 1 and of Community Facilities District (CFD) No. 2:

1. Adopt a resolution setting a special tax rate within CFD No. 1 (Westport at Mandalay Bay) for FY 2015-2016.
2. Adopt a resolution setting a special tax rate within CFD No. 2 (Westport at Mandalay Bay) for FY 2015-2016.

## DISCUSSION

### CFD No. 1 Special Tax

On October 3, 2000, City Council adopted Resolution No. 11,823 (the "CFD No. 1 Resolution of Formation") establishing CFD No. 1. On October 24, 2000, City Council adopted Ordinance No. 2541 which was amended by Ordinance No. 2591 adopted on February 5, 2002, to levy a special tax sufficient to pay principal, interest, other periodic costs and administrative expenses with respect to the bonds of CFD No. 1. In each fiscal year thereafter, the Government Code requires the City Council to adopt a resolution levying the special tax rate for that fiscal year. Resolution No. 12,082 established a Revised Rate and Method for CFD No. 1. The total amount of special taxes for CFD No. 1 for FY 2015-2016 is \$613,985.

### CFD No. 2 Special Tax

On October 3, 2000, City Council adopted Resolution No. 11,825 (the "CFD No. 2 Resolution of Formation") establishing CFD No. 2. On October 24, 2000, City Council adopted Ordinance No. 2542,

ATTACHMENT NO. 2  
PAGE 1 OF 24

which was amended by Ordinance No. 2592 adopted on February 5, 2002, to levy a special tax sufficient to pay costs of the services and incidental expenses relating to the maintenance of CFD No. 2. In each fiscal year thereafter, the Government Code requires the City Council to adopt a resolution levying the special tax rate for that fiscal year. Resolution No. 12,082 established a Revised Rate and Method for CFD No. 2. The total amount of special taxes for CFD No. 2 for FY 2015-2016 is \$429,989.

The following represents a breakdown of the tax levy for the most recent and upcoming fiscal years:

| Description                | Actual Levy<br>FY 14-15 | Projected Levy<br>FY 15-16 |
|----------------------------|-------------------------|----------------------------|
| Administration             | \$ 4,795                | \$ 4,858                   |
| Channel Maintenance        | 30,600                  | 30,600                     |
| Channel Repairs            | 0                       | 165,250                    |
| Landscape/Park Maintenance | 214,940                 | 239,314                    |
| Harbor Patrol              | 178,131                 | 181,692                    |
| Storm Drain Maintenance    | 15,130                  | 58,275                     |
| Less: Tax Levy Credit      | <u>0</u>                | <u>(250,000)</u>           |
| Total                      | \$ 443,596              | \$ 429,989                 |

The maximum allowable tax for CFD No. 2 for FY 2015-16 is \$581,413. The Projected Levy for FY 15-16 of \$429,991 represents a 3.0% decrease from the taxes levied in Fiscal Year 2014-15, after taking into account a credit of \$250,000, reducing the Fund Balance to an estimated \$1,360,000. Staff is in the process of conducting a reserve fund study to determine an appropriate amount to retain for future repairs.

## FINANCIAL IMPACT

There will be no cost to the City's General Fund from approval of the resolutions levying the special taxes for CFD No. 1 and CFD No. 2 for FY 2015-2016. Debt service costs and all administrative costs are included in the amount to be collected by the special taxes, which are levied against properties located in CFD No. 1 and CFD No. 2.

MJM

- Attachment # 1 - Resolution levying the special tax for CFD No. 1 for FY 2015-2016 (Westport at Mandalay Bay)  
Attachment # 2 - Resolution levying the special tax for CFD No. 2 for FY 2015-2016 (Westport at Mandalay Bay)

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

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
OXNARD ACTING AS THE LEGISLATIVE BODY OF  
COMMUNITY FACILITIES DISTRICT NO. 1 (WESTPORT AT  
MANDALAY BAY) OF THE CITY OF OXNARD AUTHORIZING  
THE LEVY OF SPECIAL TAXES WITHIN COMMUNITY  
FACILITIES DISTRICT NO. 1 (WESTPORT AT MANDALAY  
BAY) FOR THE FISCAL YEAR 2015-2016

WHEREAS, the City Council of the City of Oxnard (the "City") previously established Community Facilities District No. 1 (Westport at Mandalay Bay) of the City of Oxnard ("CFD No. 1") pursuant to the terms and provisions of the Mello-Roos Community Facilities Act of 1982, as amended, commencing with Government Code Section 53311 (the "Act"); and

WHEREAS, the City Council of the City, acting as the legislative body of CFD No. 1, is authorized pursuant to Resolution No. 11,823 (the "Resolution of Formation") and Resolution No. 12,082, establishing a Revised Rate and Method as described in Resolution No. 12,082, and Ordinance No. 2541 adopted by the City Council on October 24, 2000, as amended by Ordinance No. 2591 adopted on February 5, 2002 (the "Ordinance"), to levy a special tax sufficient to pay certain costs of the Services and Incidental Expenses (as defined in the Resolution of Formation); and

WHEREAS, it is now necessary and appropriate that this City Council levy and collect the special taxes for the Fiscal Year 2015-2016 for the purpose specified in the Resolution of Formation and the Ordinance, by the adoption of a resolution as specified by the Act and the Ordinance; and

WHEREAS, the assessments are in conformance with Proposition 218; and

WHEREAS, the special taxes being levied hereunder are at the same rate or at a lower rate than provided by the Ordinance;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OXNARD, ACTING IN ITS CAPACITY AS THE LEGISLATIVE BODY OF COMMUNITY FACILITIES DISTRICT NO. 1 (WESTPORT AT MANDALAY BAY), DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. The above recitals are true and correct.

SECTION 2. The special tax is imposed without regard to property valuation and is levied in compliance with the Act and the Ordinance.

SECTION 3. In accordance with the Act and the Ordinance, there is hereby levied upon the parcels within the District which are not otherwise exempt from taxation under the Act or the Ordinance special taxes for the Fiscal Year 2015-2016 at the special tax rates set forth in the report prepared by NBS Government Finance Group for CFD No. 1 entitled "City of Oxnard Community Facilities District No. 1 (Westport at Mandalay Bay) Fiscal Year 2015-2016 Levy" (the "Report"), attached hereto as Exhibit A and made a part hereof, which special tax rates do not exceed the maximum special tax rates set forth in the Ordinance. After adoption of this Resolution, the Chief

Financial Officer of the City, or his or her designee, may make any necessary modifications to these special taxes to correct any errors, omissions or inconsistencies in the listing or categorization of parcels to be taxed or in the amount to be charged to any category of parcels; provided, however, that any such modifications shall not result in an increase in the special tax applicable to any category of parcels and is made prior to the submission of the tax rolls to the Ventura County Auditor.

SECTION 4. All of the collections of the special tax shall be used only as provided for in the Act and the Resolution of Formation. The special tax shall be levied only so long as needed to accomplish the purposes described in the Resolution of Formation.

SECTION 5. The special tax shall be collected in the same manner as ordinary ad valorem taxes are collected and shall be subject to the same penalties and the same procedure and sale in cases of delinquency as provided for ad valorem taxes except as such procedure may be modified by law and by this City Council.

SECTION 6. The Chief Financial Officer is hereby authorized and directed to transmit a certified copy of this Resolution and the Report to the Ventura County Auditor, together with other supporting documentation as may be required to place said special taxes on the secured property tax roll for the Fiscal Year 2015-2016, and to perform all other acts which are required by the Act, the Ordinance, or by law in order to accomplish the purpose of this Resolution.

APPROVED AND ADOPTED on this \_\_\_\_ day of \_\_\_\_\_, 2015 by the following vote:

AYES:

NOES:

ABSENT:

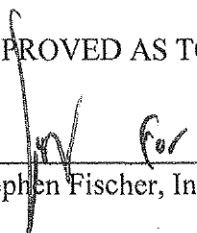
ABSTAIN:

\_\_\_\_\_  
Tim Flynn  
Mayor of the City Council of the City of Oxnard,  
acting on behalf of Community Facilities District  
No. 1 (Westport at Mandalay Bay) of the City of  
Oxnard

ATTEST:

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

APPROVED AS TO FORM:

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

ATTACHMENT NO. 2  
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## EXHIBIT A

CITY OF OXNARD  
COMMUNITY FACILITIES DISTRICT NO. 1  
(WESTPORT AT MANDALAY BAY)  
FISCAL YEAR 2015-2016 LEVY

| Parcel No.    | Owner                              | Levy Amount |
|---------------|------------------------------------|-------------|
| 188-0-170-015 | SO HENRY H                         | \$3,957.40  |
| 188-0-170-025 | TUGADE ISABELO A & NENITA B        | 3,957.40    |
| 188-0-170-035 | LEDONNE ROSE MARIE & CONTE CHRIS M | 3,957.40    |
| 188-0-170-045 | ELLIS LAWRENCE D                   | 3,957.40    |
| 188-0-170-055 | ALVES KASIDY W & FELICIA TR        | 3,957.40    |
| 188-0-170-065 | TRAN RANDY & HELEN & TRAN MY A     | 3,957.40    |
| 188-0-170-075 | KANN DANIEL & DANA                 | 3,957.40    |
| 188-0-170-085 | KEHR JAMES J                       | 3,957.40    |
| 188-0-170-095 | DONOVAN MARK S & DEEANNA TR        | 3,957.40    |
| 188-0-170-105 | FOGELMAN JEFFREY C & DEBORAH J     | 3,957.40    |
| 188-0-170-115 | SCHULMAN JOSEPH H & BARBARA TR     | 3,957.40    |
| 188-0-170-125 | LI J & N TR                        | 3,957.40    |
| 188-0-170-135 | NGUYEN KHOI D TR & TRAN SUSAN H TR | 3,957.40    |
| 188-0-170-145 | PANZERA WILLIAM J TRUST            | 3,957.40    |
| 188-0-170-225 | KELLER WERNER E & AUDREY M TR      | 3,753.26    |
| 188-0-170-235 | MERCADANTE TR                      | 3,753.26    |
| 188-0-170-245 | SETTANI DAVID TR                   | 3,753.26    |
| 188-0-170-295 | STEUR PETER & PATRICIA B           | 1,837.20    |
| 188-0-170-305 | FAHEY JOHN W & CYNTHIA D           | 1,837.20    |
| 188-0-170-315 | PRITIKIN CARY & KAREN R            | 1,837.20    |
| 188-0-170-325 | MANION LAWRENCE & LEONOR TR        | 1,837.20    |
| 188-0-170-335 | RACINE SCOTT & WENDY               | 1,837.20    |
| 188-0-170-345 | MENDOZA FERNANDO                   | 1,837.20    |
| 188-0-170-355 | EICHLER FRANK L & LAMORE DOLORES B | 1,837.20    |
| 188-0-170-365 | IWAUAJOKU JOSEPH & FUSSELL S TR    | 1,837.20    |
| 188-0-170-375 | SHELBURNE BRUCE & KATHY            | 1,837.20    |
| 188-0-170-385 | SHERLOCK MINOR TR                  | 1,837.20    |
| 188-0-170-395 | LEE MARK & LEANN                   | 1,837.20    |
| 188-0-170-405 | VIELLIEU BENJAMIN L & SHARON K     | 1,837.20    |
| 188-0-170-415 | MITSUYASU RONALD & SHARON TR       | 1,837.20    |
| 188-0-180-015 | TRUONG RICHARD & MONA FAM TR       | 3,753.26    |
| 188-0-180-025 | KAFROUNI GEORGE & DENISE P TR      | 2,950.64    |
| 188-0-180-035 | GONTMAHER KONSTANTIN & VERA        | 2,950.64    |
| 188-0-180-045 | CLEMEN DENISE E                    | 2,950.64    |
| 188-0-180-055 | GOODMAN SHEPARD G & RONNI J        | 2,950.64    |
| 188-0-180-065 | TUSINSKI WALTER J & MARCIA TR      | 2,950.64    |
| 188-0-180-075 | PARMENTER JOHN P & WENDY I         | 2,950.64    |
| 188-0-180-085 | HESS JOHN A & BENJAMIN S L TR      | 2,950.64    |
| 188-0-180-095 | HOUPPT WILLIAM P & DIANE D         | 2,950.64    |
| 188-0-180-105 | GOODMAN SHEPARD G & RONNI J TR     | 2,950.64    |
| 188-0-180-115 | LESHAY FAMILY TR                   | 2,950.64    |
| 188-0-180-125 | HOLZHAUER ALLEN G & MARY L         | 3,957.40    |
| 188-0-180-135 | AVERSANO JOHN & VICTORIA           | 3,957.40    |
| 188-0-180-145 | PILLONS ANDRE L & DEBRA S TR       | 3,957.40    |
| 188-0-180-155 | GONTMAHER KONSTANTIN & VERA        | 3,753.26    |
| 188-0-180-165 | GILLIN PHILIP H & JOYCE S TR       | 2,950.64    |
| 188-0-180-175 | SHOAR MICHAEL M & KHATAMI HOORA    | 2,950.64    |
| 188-0-180-185 | GANNER ALLEN D & MARGARET TR       | 2,950.64    |

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# EXHIBIT A

## CITY OF OXNARD COMMUNITY FACILITIES DISTRICT NO. 1 (WESTPORT AT MANDALAY BAY) FISCAL YEAR 2015-2016 LEVY

| Parcel No.    | Owner                                  | Levy Amount |
|---------------|----------------------------------------|-------------|
| 188-0-180-195 | MCKINNEY JOHN T & JANE M TR            | 2,950.64    |
| 188-0-180-315 | DEFNET PROPERTIES LLC                  | 1,837.20    |
| 188-0-180-325 | NEWCOMER MICHAEL & MELISSA             | 1,837.20    |
| 188-0-180-335 | AREVALO RAQUEL                         | 1,837.20    |
| 188-0-180-345 | RIGONAN LARRY M                        | 1,837.20    |
| 188-0-180-355 | BOGEN MICHAEL & PAMELA                 | 1,837.20    |
| 188-0-180-365 | TRANG TUNG & WANG INGRID TR            | 1,837.20    |
| 188-0-180-375 | COMIA TR                               | 1,837.20    |
| 188-0-180-385 | PATTERSON RALPH A & NANCY R            | 1,837.20    |
| 188-0-180-395 | TERRELL DELBERT M & KELLY L            | 1,837.20    |
| 188-0-180-405 | STERN ARKADY                           | 1,837.20    |
| 188-0-180-415 | FITCH PATSY A                          | 1,837.20    |
| 188-0-180-425 | CLOW PATRICIA & RECKLEY STEVEN R       | 1,837.20    |
| 188-0-180-435 | POLICARPIO ANDREW F & ADMIRAL TR       | 1,837.20    |
| 188-0-180-445 | CAMARGO CARLOS & TRACY                 | 1,837.20    |
| 188-0-180-455 | STEIN MARC & SYLVIA T                  | 1,837.20    |
| 188-0-180-465 | SUKAY JEFFREY D & VANESSA TR           | 1,837.20    |
| 188-0-180-475 | NORMAN ALEX J & MARGARET L TR          | 1,837.20    |
| 188-0-180-485 | CHACON DRUANA                          | 1,837.20    |
| 188-0-180-495 | MINYARD KEN & JACQUELINE C TR          | 1,837.20    |
| 188-0-180-505 | MARTINEZ ALBERTO SR & CHRISTY          | 1,837.20    |
| 188-0-180-515 | DAVID DENISE M                         | 1,837.20    |
| 188-0-191-015 | MEEROVITSCH RAFAIL TR                  | 3,957.40    |
| 188-0-191-025 | MEEROVITSCH RAFAIL TR                  | 3,753.26    |
| 188-0-191-035 | YI CHAE P                              | 3,753.26    |
| 188-0-191-045 | LEE DAVID J & JAN M TR                 | 3,753.26    |
| 188-0-191-065 | KEVIN NEWBURG TR                       | 3,753.26    |
| 188-0-191-085 | CLAUSEN TRUST                          | 3,753.26    |
| 188-0-191-095 | ENGLE DANIEL R & PAQUITA I             | 3,753.26    |
| 188-0-191-105 | WILSON GRAHAM R & JUNE R TR            | 3,753.26    |
| 188-0-191-115 | EXLON ENTERPRISE TR & ANGELES ENTERPRI | 3,753.26    |
| 188-0-191-125 | FEINSTEIN JAMES R & GAYLE M TR         | 3,753.26    |
| 188-0-191-135 | NGUYEN NO VAN & TRUONG HOA THI         | 3,753.26    |
| 188-0-191-145 | MARTIN JASON & MONICA TR ET AL         | 3,957.40    |
| 188-0-191-155 | WILK JAMES J & BARBARA A TR            | 3,957.40    |
| 188-0-191-165 | FEINSTEIN JAMES R & GAYLE M            | 3,753.26    |
| 188-0-191-175 | WAZANA YOEL & OFELIA                   | 3,753.26    |
| 188-0-191-185 | SANDNES RICHARD TR & SANDNESS MARIAN T | 3,753.26    |
| 188-0-191-195 | GIBRALTER INVESTORS LLC                | 3,957.40    |
| 188-0-191-205 | HUEBNER GLENN & JANET                  | 3,957.40    |
| 188-0-191-215 | SANGSTER BRANT & PRIDIE JOY            | 3,753.26    |
| 188-0-191-225 | SAIN VIJAY                             | 3,753.26    |
| 188-0-191-235 | NEFTIN SAMUEL                          | 3,753.26    |
| 188-0-191-245 | LAVENDER ENTERPRISES TR & LEONID SHNEY | 3,753.26    |
| 188-0-191-255 | COPE KRYSTAL C & COPE KELLEY N         | 3,753.26    |
| 188-0-191-265 | CONNELL DAVID M & ELIZABETH TR         | 3,753.26    |
| 188-0-191-275 | NICHOLS DAVID E & REBECCA L TR         | 3,753.26    |
| 188-0-191-295 | SHAO LISHENG & CHEN QING               | 3,753.26    |

ATTACHMENT NO. 2  
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# EXHIBIT A

## CITY OF OXNARD COMMUNITY FACILITIES DISTRICT NO. 1 (WESTPORT AT MANDALAY BAY) FISCAL YEAR 2015-2016 LEVY

| Parcel No.    | Owner                                    | Levy Amount |
|---------------|------------------------------------------|-------------|
| 188-0-191-305 | JONES INCOME TR                          | 3,753.26    |
| 188-0-191-325 | EPIX MGMT LLC                            | 3,957.40    |
| 188-0-192-015 | POPOGO USA CORP                          | 3,957.40    |
| 188-0-192-025 | LURIE ROBERT H & DEBORAH J               | 2,950.64    |
| 188-0-192-035 | VASINDA JOHN & MARY                      | 2,950.64    |
| 188-0-192-045 | SHERMAN ARTHUR D & JENNIFER TR           | 2,950.64    |
| 188-0-192-055 | ALLEN PAUL M & CATHERINE B               | 2,950.64    |
| 188-0-192-065 | SEA COVE HOME LLC                        | 2,950.64    |
| 188-0-192-075 | LILLY TERRY D & MARYANN TR               | 2,950.64    |
| 188-0-192-085 | JUNKER DENNIS L & MARJORIE TR            | 2,950.64    |
| 188-0-192-095 | NEWTON SCOTT D & SUSAN C TR              | 2,950.64    |
| 188-0-192-105 | GRASSI FERNANDO J & KAREN TR             | 2,950.64    |
| 188-0-192-115 | WATKINS CRAIG S & ADRIENNE C             | 2,950.64    |
| 188-0-192-125 | HILL GREGORY                             | 2,950.64    |
| 188-0-192-135 | SINGER DON & RETA TR                     | 2,950.64    |
| 188-0-192-145 | PECK SAMUEL & SUSAN C                    | 2,950.64    |
| 188-0-192-155 | MARCHBANKS ANGELA T TR                   | 2,950.64    |
| 188-0-192-165 | NGUYEN NGOC V & TRAN J TR                | 3,753.26    |
| 188-0-192-175 | DEWITT LAWRENCE J & JANET R TR           | 3,753.26    |
| 188-0-192-185 | TONIN BRUNO JR EXEM TR ET AL             | 2,950.64    |
| 188-0-192-195 | CHEN PETER & LING H T TR                 | 2,950.64    |
| 188-0-192-205 | WAZANA YOEL & OFELIA                     | 3,957.40    |
| 188-0-192-215 | J & L GEMS INC                           | 3,753.26    |
| 188-0-192-225 | GREEN RICHARD M & HELEN B TR             | 3,753.26    |
| 188-0-192-235 | MORRIS MARC TR                           | 3,753.26    |
| 188-0-192-245 | HANSEN NEVILLE SURV TR                   | 3,753.26    |
| 188-0-192-255 | MILLER MARGRET ANN TRUST                 | 3,753.26    |
| 188-0-192-265 | RUDIN BARRY C & DRORIT TR                | 3,753.26    |
| 188-0-200-025 | GREENBERG EARLE L & PAMELA TR            | 1,336.14    |
| 188-0-200-035 | MCKINNEY JOHN T & JANE M TR              | 1,336.14    |
| 188-0-200-045 | AGUAYO LOUIE E & ILLONA B                | 1,336.14    |
| 188-0-200-055 | SHERWYN ANNA TR ET AL                    | 1,336.14    |
| 188-0-200-065 | FERNANDEZ MARGARITA L                    | 1,336.14    |
| 188-0-200-075 | SHARIATMADARI FARZIN                     | 1,336.14    |
| 188-0-200-085 | TRAUB DANIEL L & SYLVIE                  | 1,336.14    |
| 188-0-200-095 | JAGO BRIAN P & JANICE M                  | 1,336.14    |
| 188-0-200-105 | HILL STEPHEN J & SUSAN M                 | 1,336.14    |
| 188-0-200-115 | DEFNET PROPERTIES LLC                    | 1,336.14    |
| 188-0-200-125 | DEFNET PROPERTIES LLC                    | 1,336.14    |
| 188-0-200-135 | GATES GERALD A TRUST                     | 1,336.14    |
| 188-0-200-145 | WU CHENG CHIN & SHU YI W                 | 1,336.14    |
| 188-0-200-155 | MERAMBLE JON D & CAROLYN M               | 1,336.14    |
| 188-0-200-165 | KIMBALL RICHARD D & MADIGAN-KIMBALL PATI | 1,336.14    |
| 188-0-200-175 | GIRARD GARY S TRUST & FIGUEROA-GIRARD C  | 1,336.14    |
| 188-0-200-185 | PRYOR JEFFREY & BAN                      | 1,336.14    |
| 188-0-200-195 | DEFNET PROPERTIES LLC                    | 1,336.14    |
| 188-0-200-205 | KIM MARY B                               | 1,336.14    |
| 188-0-200-215 | OROURKE CHRIS J & ROBIN B TR             | 1,336.14    |

ATTACHMENT NO. 2  
PAGE 8 OF 24

## EXHIBIT A

CITY OF OXNARD  
COMMUNITY FACILITIES DISTRICT NO. 1  
(WESTPORT AT MANDALAY BAY)  
FISCAL YEAR 2015-2016 LEVY

| Parcel No.    | Owner                                   | Levy Amount |
|---------------|-----------------------------------------|-------------|
| 188-0-200-225 | BORNSTEIN DOUGLAS A TR & CASTLE VALERIE | 1,336.14    |
| 188-0-200-235 | QUON MICHAEL G & JACQUELINE T           | 1,336.14    |
| 188-0-200-245 | SWEZY DUMONT L & JANA H                 | 1,336.14    |
| 188-0-200-255 | VILLAREAL-SHREVE REBECCA TR             | 1,336.14    |
| 188-0-200-265 | GREEN FAMILY TR                         | 1,336.14    |
| 188-0-200-275 | SMITH JAMES K                           | 1,336.14    |
| 188-0-200-285 | OXFORD JOHN & SANDRA                    | 1,336.14    |
| 188-0-200-295 | HAUN JAMES R & PATRIZIA M               | 1,336.14    |
| 188-0-200-305 | MARTINEZ RONALD & VICKI                 | 1,336.14    |
| 188-0-200-315 | DINKLER HEIDI C                         | 1,336.14    |
| 188-0-200-325 | VOSS DANIEL J JR TR                     | 1,336.14    |
| 188-0-200-335 | WARSCHAW ARTHUR J                       | 1,336.14    |
| 188-0-200-345 | CLAUSEN ALF TRUST                       | 1,336.14    |
| 188-0-200-355 | LANAGAN DAVID B                         | 1,336.14    |
| 188-0-200-365 | SANDOVAL BENITA R & SANDOVAL JESUS R JR | 1,336.14    |
| 188-0-200-375 | LEWIS GWENDOLYN K                       | 1,336.14    |
| 188-0-200-385 | BLOCK STAN M & ANNETTE N TR             | 1,336.14    |
| 188-0-200-395 | PERMEN LARRY & GAMBER PAMELA            | 1,336.14    |
| 188-0-200-405 | LEVI URI & MILLA TR                     | 1,336.14    |
| 188-0-200-415 | HONIKMAN TERENCE C & JANE I TR          | 1,336.14    |
| 188-0-200-425 | FAN FERNANDO & SHANNA L                 | 1,336.14    |
| 188-0-200-435 | VOSS DANIEL J JR TR                     | 1,336.14    |
| 188-0-200-445 | SCHEIBE SCOTT D & BRENDA R              | 1,336.14    |
| 188-0-200-455 | SMITH LAWRENCE S & OLIVIA               | 1,336.14    |
| 188-0-200-465 | WILSON PHIL W & REBECCA G TR            | 1,336.14    |
| 188-0-200-475 | LATIMER POLLIE L TR                     | 1,336.14    |
| 188-0-200-485 | NADEL ROGER S & DEBORAH A TR            | 1,336.14    |
| 188-0-200-495 | BEAKES PHILLIP N & DEVIDA NIKKEA B      | 1,336.14    |
| 188-0-200-505 | FAAS ERIC TR & DIBERNARDO KRISTIN TR    | 1,336.14    |
| 188-0-200-515 | CARTER JOHN F & ANDREA P                | 1,336.14    |
| 188-0-200-525 | DUBA REIKO K                            | 1,336.14    |
| 188-0-200-535 | ROMO RICHARD M & MARIANNE P TR          | 1,336.14    |
| 188-0-200-545 | WEHR DENNIS C                           | 1,336.14    |
| 188-0-200-555 | CRILLY ELEANOR                          | 1,336.14    |
| 188-0-200-565 | ZINDROSKI ALBERT & LISA                 | 1,336.14    |
| 188-0-200-575 | PIZANO DANIEL C & JANINE C              | 1,336.14    |
| 188-0-200-585 | GOLDENWEST CAPITAL LLC                  | 1,336.14    |
| 188-0-200-595 | RAIL RANDY T & DORIAN J                 | 1,336.14    |
| 188-0-210-015 | GASTOUNIOTIS C S-G TR                   | 1,336.14    |
| 188-0-210-025 | SUJANANI SUNITA                         | 1,336.14    |
| 188-0-210-035 | WILSON RICHARD H                        | 1,336.14    |
| 188-0-210-045 | LEWIS JONATHAN G                        | 1,336.14    |
| 188-0-210-055 | BENCHARIT SITTIPORN-R C TR              | 1,336.14    |
| 188-0-210-065 | ABBOTT CRISPIN P & HAMILTON LAURIE K    | 1,336.14    |
| 188-0-210-075 | DIHHL ENTERPRISES LLC                   | 1,336.14    |
| 188-0-210-085 | SCHOONOVER STEVEN D TR & EADS PEGGY TI  | 1,336.14    |
| 188-0-210-095 | TOBAN TRUST                             | 1,336.14    |
| 188-0-210-105 | RODGERS CRAIG J                         | 1,336.14    |

ATTACHMENT NO. 2  
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# EXHIBIT A

## CITY OF OXNARD COMMUNITY FACILITIES DISTRICT NO. 1 (WESTPORT AT MANDALAY BAY) FISCAL YEAR 2015-2016 LEVY

| Parcel No.    | Owner                                    | Levy Amount |
|---------------|------------------------------------------|-------------|
| 188-0-210-115 | SONI AUNALI T & RASHIDA A TR             | 1,336.14    |
| 188-0-210-125 | ARNOLD WILLIAM D TR                      | 1,336.14    |
| 188-0-210-135 | HUIZINGA BRYON S & ERIN W                | 1,336.14    |
| 188-0-210-145 | MELNICK PETER R & LAINI M TR             | 1,336.14    |
| 188-0-210-155 | STECKEN KRISTE                           | 1,336.14    |
| 188-0-210-165 | PEARCE DANIEL B & SUZANNE                | 1,336.14    |
| 188-0-210-175 | KLAMN ZACKERY & DEFREITAS JENNIFER M     | 1,336.14    |
| 188-0-210-185 | STEINKE C R SEP PROP TR                  | 1,336.14    |
| 188-0-210-195 | ORNELAZ STEVE                            | 1,336.14    |
| 188-0-210-205 | JCP TR                                   | 1,336.14    |
| 188-0-210-215 | BROWN MONIQUE M                          | 1,336.14    |
| 188-0-210-225 | BOLANOS CARLOS A & BODIL                 | 1,336.14    |
| 188-0-210-235 | ENGELKING HENRY & JULIA L                | 1,336.14    |
| 188-0-210-245 | JACOBSON JOHN M. & VICTORIA TR           | 1,336.14    |
| 188-0-210-255 | RUSHING RICHARD & MICHELE                | 1,336.14    |
| 188-0-210-265 | HENRY JACK D JR & LORI L                 | 1,336.14    |
| 188-0-210-275 | STEMPLER ROBERT H & MIRIAM               | 1,336.14    |
| 188-0-210-285 | CHAPMAN BRUCE G & HIBNER KRISTIN C       | 1,336.14    |
| 188-0-210-295 | CDM PAINTING & DECORATING LTD & 11319-17 | 1,336.14    |
| 188-0-210-305 | LANGEN RALF & CHEN JEANNIE TR            | 1,336.14    |
| 188-0-220-015 | TRADEWINDS COMM CTR LLC                  | 2,063.70    |
| 188-0-220-035 | PETERSON DANA                            | 1,136.64    |
| 188-0-220-045 | CONTRERAS FRANK TR & SHERWYN ANNA C T    | 1,136.64    |
| 188-0-220-055 | PRENTICE JOHN & MELODY TR                | 1,136.64    |
| 188-0-220-065 | ALKHALIFA ZEYAD ALI M                    | 1,136.64    |
| 188-0-220-075 | STEPHANIAN ERICK & SUSAN K               | 1,136.64    |
| 188-0-220-085 | FULLER HARRIS J & PEARL TR               | 1,136.64    |
| 188-0-220-095 | DEL TORTO JOSEPH K & BARBARA A           | 1,136.64    |
| 188-0-220-105 | CHERTOK BILL & PATTI TR                  | 1,136.64    |
| 188-0-220-115 | VICTALINO ANTONIO & HASSEBROCK CHRISTIN  | 1,136.64    |
| 188-0-220-125 | CHRISTENSEN DON                          | 1,136.64    |
| 188-0-220-135 | PEREZ HECTOR & GONZALEZ LUZ TR           | 1,136.64    |
| 188-0-220-145 | C&L KNIGHT ENTERPRISES LLC               | 1,136.64    |
| 188-0-220-155 | HOOS HOWARD J & IRENE J FAM TR           | 1,136.64    |
| 188-0-220-165 | FRAZIER VICTOR D TR                      | 1,136.64    |
| 188-0-220-175 | BAILEY ROBERT E & CHRISTINA              | 1,136.64    |
| 188-0-220-185 | MCKNIGHT THOMAS J & LA NELL TR           | 1,136.64    |
| 188-0-220-195 | MCCOUBREY SHARON TR                      | 1,136.64    |
| 188-0-220-205 | WALSH MARTIN J & ELLEN P TR              | 1,136.64    |
| 188-0-220-215 | BIZZELLE JAMES C III & MAAS GREGORY W    | 1,136.64    |
| 188-0-220-225 | ZAKARIAN HRAIR TR                        | 1,136.64    |
| 188-0-220-235 | WHELAN JOHN A                            | 1,136.64    |
| 188-0-220-245 | HAGEN DAVID & BRAMSON JANET              | 1,136.64    |
| 188-0-220-255 | DEMBSKY AMIT & ELISA E TR                | 1,136.64    |
| 188-0-220-265 | PRITSKER KEITH W & ELLEN                 | 1,136.64    |
| 188-0-220-275 | GORELIK MICHAEL & ANNA                   | 1,136.64    |
| 188-0-220-285 | MADIGAN REBECCA S                        | 1,136.64    |
| 188-0-220-295 | AMBROSE MARK M & ANN W                   | 1,136.64    |

ATTACHMENT NO. 2  
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# EXHIBIT A

## CITY OF OXNARD COMMUNITY FACILITIES DISTRICT NO. 1 (WESTPORT AT MANDALAY BAY) FISCAL YEAR 2015-2016 LEVY

| Parcel No.    | Owner                                   | Levy Amount |
|---------------|-----------------------------------------|-------------|
| 188-0-220-305 | LINDSAY MICHAEL H                       | 1,136.64    |
| 188-0-220-315 | TOCCHINI DANIEL F & AMY A TR            | 1,136.64    |
| 188-0-220-325 | CRISPIN WILLIAM J & KYOKO N             | 1,136.64    |
| 188-0-220-335 | DOMENAND TR                             | 1,136.64    |
| 188-0-220-345 | MENDIBURU STEVEN R & MONICA S           | 1,136.64    |
| 188-0-220-355 | FEDERAL NATIONAL MTG ASSN               | 1,136.64    |
| 188-0-220-365 | DAVIS DARLTON C & LAURA A TR            | 1,136.64    |
| 188-0-220-375 | GIASI LISA M                            | 1,136.64    |
| 188-0-220-385 | BORK KENNETH R & YOSHIE                 | 1,136.64    |
| 188-0-220-395 | REYES ALBERTO D & GLORIA D              | 1,136.64    |
| 188-0-220-405 | MORTON SHIRLEE                          | 1,136.64    |
| 188-0-220-415 | JAGASIA LAVINA                          | 1,136.64    |
| 188-0-220-425 | COZA PROPERTIES LLC                     | 1,136.64    |
| 188-0-220-435 | FAIRLY SUZAN L                          | 1,136.64    |
| 188-0-220-445 | GARCIA MARK S                           | 1,136.64    |
| 188-0-220-455 | PAP MARK A & JONES CINDY M              | 1,136.64    |
| 188-0-220-465 | WESTPORT VILLAGE PARTNERS LLC           | 1,387.94    |
| 188-0-220-475 | WESTPORT VILLAGE PARTNERS LLC           | 1,463.56    |
| 188-0-220-485 | WESTPORT VILLAGE PARTNERS LLC           | 1,521.30    |
| 188-0-220-495 | WESTPORT VILLAGE PARTNERS LLC           | 731.44      |
| 188-0-220-505 | WESTPORT VILLAGE PARTNERS LLC           | 756.86      |
| 188-0-220-515 | WESTPORT VILLAGE PARTNERS LLC           | 731.44      |
| 188-0-220-525 | WESTPORT VILLAGE PARTNERS LLC           | 731.44      |
| 188-0-220-535 | WESTPORT VILLAGE PARTNERS LLC           | 543.08      |
| 188-0-230-015 | GAUER HAROLD                            | 1,136.64    |
| 188-0-230-025 | NEW RODEO INV CORP ET AL                | 1,136.64    |
| 188-0-230-035 | REISS JACK I & JOSEPHINE P              | 1,136.64    |
| 188-0-230-045 | ARIAZ ANGEL D & PASTORELO-ARIAZ ELITA V | 1,136.64    |
| 188-0-230-055 | SHAWCROSS JOHN                          | 1,136.64    |
| 188-0-230-065 | AGUILA ORLANDO & YOLANDA                | 1,136.64    |
| 188-0-230-075 | DOMINGUEZ OSCAR A TR & HAYNES MICHAEL I | 1,136.64    |
| 188-0-230-085 | SHAWCROSS JOHN                          | 1,136.64    |
| 188-0-230-095 | SHAWCROSS JOHN                          | 1,136.64    |
| 188-0-230-105 | VEJAR DENNIS C                          | 1,136.64    |
| 188-0-230-115 | TIMMINS CRAIG S & JAMIE L               | 1,136.64    |
| 188-0-230-125 | AZAR MITRA TR                           | 1,136.64    |
| 188-0-230-135 | MCCLURE HOWARD J & LETICIA              | 1,136.64    |
| 188-0-230-145 | K-S TR                                  | 1,136.64    |
| 188-0-230-155 | SHAWCROSS JOHN                          | 1,136.64    |
| 188-0-230-165 | FERNANDEZ H & VELASQUEZ R TR            | 1,136.64    |
| 188-0-230-175 | UYEDA JAMES H                           | 1,136.64    |
| 188-0-230-185 | GONZALEZ RENE & GARNER CLARA M          | 1,136.64    |
| 188-0-230-195 | SPEER JEFFREY D & MARSHA H TR           | 1,136.64    |
| 188-0-230-205 | DENT DIANE TR                           | 1,136.64    |
| 188-0-230-215 | JOHNSTON TOM & JOSEPHINE                | 1,136.64    |
| 188-0-230-225 | SANDNES RICHARD & MARIAN TR             | 1,136.64    |
| 188-0-230-235 | TABERDAR ALLEN TR                       | 1,136.64    |
| 188-0-230-245 | BIZZELLE JAMES C III & MAAS GREGORY W   | 1,136.64    |

ATTACHMENT NO. 2  
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**EXHIBIT A**

**CITY OF OXNARD  
COMMUNITY FACILITIES DISTRICT NO. 1  
(WESTPORT AT MANDALAY BAY)  
FISCAL YEAR 2015-2016 LEVY**

| <b>Parcel No.</b> | <b>Owner</b>                             | <b>Levy Amount</b>  |
|-------------------|------------------------------------------|---------------------|
| 188-0-230-255     | SWOR KATHLEEN L TR                       | 1,136.64            |
| 188-0-230-265     | SHIANG MICHAEL E & CONNIE M              | 1,136.64            |
| 188-0-230-275     | OSTERLOH DARREN F TR                     | 1,136.64            |
| 188-0-230-285     | BARNES W MITCHELL-C F FAM TR             | 1,136.64            |
| 188-0-230-295     | EBIZADEH ELHAM TR                        | 1,136.64            |
| 188-0-230-305     | WETZEL TERRY P TR & DESIDERIO JULIE A TR | 1,136.64            |
| 188-0-230-315     | YUAN CHESTER C TR                        | 1,136.64            |
| 188-0-230-325     | TUMACDER FRANKLIN & TERESITA C           | 1,136.64            |
| 188-0-230-335     | DEHDASHTY ALI & BENHARASH VIDA           | 1,136.64            |
| 188-0-230-345     | GOLDWATER TERRY                          | 1,136.64            |
| 188-0-230-355     | DAVIS DANIEL C & CATHERINE S             | 1,136.64            |
| 188-0-230-365     | CUSACK TIMOTHY & JANET                   | 1,136.64            |
| 188-0-230-375     | ESCUETA CRISTINA D                       | 1,136.64            |
| 188-0-230-385     | SOLOMON DUANE & ESTHER                   | 1,136.64            |
| 188-0-230-395     | NEILSON MICHAEL & BRENDA TR              | 1,136.64            |
| 188-0-230-405     | BLAYDES SOONJA SURV TR                   | 1,136.64            |
| 188-0-230-415     | FOLCKE FRANCES L                         | 1,136.64            |
| 188-0-230-425     | MITCHELL GERALD B & IDA G TR             | 1,136.64            |
| 188-0-230-435     | SCHREY THOMAS E & PATRICIA A             | 1,136.64            |
| 188-0-230-445     | SCHWEITZER WILLIAM J TR & CALDERON-SCHI  | 1,136.64            |
| 188-0-230-455     | HAVAS MICHAEL & MAGGI                    | 1,136.64            |
| 188-0-230-465     | WHITESAILS MARINA BUS CTR                | 5,166.12            |
| <b>Total</b>      | <b>310 Parcels</b>                       | <b>\$613,984.62</b> |

ATTACHMENT NO. 2  
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STATE OF CALIFORNIA     )  
                                      )  
COUNTY OF VENTURA     )     ss.

I, Daniel Martinez, City Clerk of the City Council of the City of Oxnard, do hereby certify that the above and foregoing is a full, true and correct copy of RESOLUTION NO. \_\_\_\_\_ of said City Council, and that the same has not been amended or repealed.

DATED: \_\_\_\_\_, 2015

\_\_\_\_\_  
City Clerk of the City Council of the City of Oxnard

(SEAL)

ATTACHMENT NO.   2    
PAGE   18   OF   24

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

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
OXNARD ACTING AS THE LEGISLATIVE BODY OF  
COMMUNITY FACILITIES DISTRICT NO. 2 (WESTPORT AT  
MANDALAY BAY) OF THE CITY OF OXNARD AUTHORIZING  
THE LEVY OF SPECIAL TAXES WITHIN COMMUNITY  
FACILITIES DISTRICT NO. 2 (WESTPORT AT MANDALAY  
BAY) FOR THE FISCAL YEAR 2015-2016

WHEREAS, the City Council of the City of Oxnard (the "City") previously established Community Facilities District No. 2 (Westport at Mandalay Bay) of the City of Oxnard ("CFD No. 2") pursuant to the terms and provisions of the Mello-Roos Community Facilities Act of 1982, as amended, commencing with Government Code Section 53311 (the "Act"); and

WHEREAS, the City Council of the City, acting as the legislative body of CFD No. 2, is authorized pursuant to Resolution No. 11,825 (the "Resolution of Formation") and Resolution No. 12,082, establishing a Revised Rate and Method as described in Resolution No. 12,082, and Ordinance No. 2542 adopted by the City Council on October 24, 2000, as amended by Ordinance No. 2592 adopted on February 5, 2002 (the "Ordinance"), to levy a special tax sufficient to pay certain costs of the Services and Incidental Expenses (as defined in the Resolution of Formation); and

WHEREAS, it is now necessary and appropriate that this City Council levy and collect the special taxes for the Fiscal Year 2015-2016 for the purpose specified in the Resolution of Formation and the Ordinance, by the adoption of a resolution as specified by the Act and the Ordinance; and

WHEREAS, the assessments are in conformance with Proposition 218; and

WHEREAS, the special taxes being levied hereunder are at the same rate or at a lower rate than provided by the Ordinance;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OXNARD, ACTING IN ITS CAPACITY AS THE LEGISLATIVE BODY OF COMMUNITY FACILITIES DISTRICT NO. 2 (WESTPORT AT MANDALAY BAY), DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. The above recitals are true and correct.

SECTION 2. The special tax is imposed without regard to property valuation and is levied in compliance with the Act and the Ordinance.

SECTION 3. In accordance with the Act and the Ordinance, there is hereby levied upon the parcels within CFD No. 2 which are not otherwise exempt from taxation under the Act or the Ordinance special taxes for the Fiscal Year 2015-2016 at the special tax rates set forth in the report prepared by NBS Government Finance Group for CFD No. 2 entitled "City of Oxnard Community Facilities District No. 2 (Westport at Mandalay Bay) Fiscal Year 2015-2016 Levy" (the "Report"), attached hereto as Exhibit A and made a part hereof, which special tax rates do not exceed the maximum special tax rates set forth in the Ordinance. After adoption of this Resolution, the Chief

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PAGE 14 OF 24

Financial Officer of the City, or designee, may make any necessary modifications to these special taxes to correct any errors, omissions or inconsistencies in the listing or categorization of parcels to be taxed or in the amount to be charged to any category of parcels; provided, however, that any such modifications shall not result in an increase in the special tax applicable to any category of parcels and is made prior to the submission of the tax rolls to the Ventura County Auditor.

SECTION 4. All of the collections of the special tax shall be used only as provided for in the Act and the Resolution of Formation. The special tax shall be levied only so long as needed to accomplish the purposes described in the Resolution of Formation.

SECTION 5. The special tax shall be collected in the same manner as ordinary ad valorem taxes are collected and shall be subject to the same penalties and the same procedure and sale in cases of delinquency as provided for ad valorem taxes except as such procedure may be modified by law and by this City Council.

SECTION 6. The Chief Financial Officer is hereby authorized and directed to transmit a certified copy of this Resolution and the Report to the Ventura County Auditor, together with other supporting documentation as may be required to place said special taxes on the secured property tax roll for the Fiscal Year 2015-2016, and to perform all other acts which are required by the Act, the Ordinance, or by law in order to accomplish the purpose of this Resolution.



APPROVED AND ADOPTED on this \_\_\_\_ day of \_\_\_\_\_, 2015 by the following vote:

AYES:

NOES:

ABSENT:

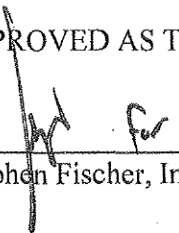
ABSTAIN:

\_\_\_\_\_  
Tim Flynn  
Mayor of the City Council of the City of Oxnard,  
acting on behalf of Community Facilities District No.  
2 (Westport at Mandalay Bay) of the City of Oxnard

ATTEST:

\_\_\_\_\_  
Daniel Martinez  
City Clerk of the City of Oxnard

APPROVED AS TO FORM:

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

ATTACHMENT NO. 2  
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**EXHIBIT A**

**CITY OF OXNARD  
COMMUNITY FACILITIES DISTRICT NO. 2  
(WESTPORT AT Mandalay Bay)  
FISCAL YEAR 2015-2016 LEVY**

| <b>Parcel No.</b> | <b>Owner</b>                       | <b>Levy Amount</b> |
|-------------------|------------------------------------|--------------------|
| 188-0-170-015     | SO HENRY H                         | \$2,699.46         |
| 188-0-170-025     | TUGADE ISABELO A & NENITA B        | 2,699.46           |
| 188-0-170-035     | LEDONNE ROSE MARIE & CONTE CHRIS M | 2,699.46           |
| 188-0-170-045     | ELLIS LAWRENCE D                   | 2,699.46           |
| 188-0-170-055     | ALVES KASIDY W & FELICIA TR        | 2,699.46           |
| 188-0-170-065     | TRAN RANDY & HELEN & TRAN MY A     | 2,699.46           |
| 188-0-170-075     | KANN DANIEL & DANA                 | 2,699.46           |
| 188-0-170-085     | KEHR JAMES J                       | 2,699.46           |
| 188-0-170-095     | DONOVAN MARK S & DEEANNA TR        | 2,699.46           |
| 188-0-170-105     | FOGELMAN JEFFREY C & DEBORAH J     | 2,699.46           |
| 188-0-170-115     | SCHULMAN JOSEPH H & BARBARA TR     | 2,699.46           |
| 188-0-170-125     | LI J & N TR                        | 2,699.46           |
| 188-0-170-135     | NGUYEN KHOI D TR & TRAN SUSAN H TR | 2,699.46           |
| 188-0-170-145     | PANZERA WILLIAM J TRUST            | 2,699.46           |
| 188-0-170-215     | PHILLIPS THOMAS II & HARRIET       | 2,557.36           |
| 188-0-170-225     | KELLER WERNER E & AUDREY M TR      | 2,557.36           |
| 188-0-170-235     | MERCADANTE TR                      | 2,557.36           |
| 188-0-170-245     | SETTANI DAVID TR                   | 2,557.36           |
| 188-0-170-295     | STEUR PETER & PATRICIA B           | 1,247.08           |
| 188-0-170-305     | FAHEY JOHN W & CYNTHIA D           | 1,247.08           |
| 188-0-170-315     | PRITIKIN CARY & KAREN R            | 1,247.08           |
| 188-0-170-325     | MANION LAWRENCE & LEONOR TR        | 1,247.08           |
| 188-0-170-335     | RACINE SCOTT & WENDY               | 1,247.08           |
| 188-0-170-345     | MENDOZA FERNANDO                   | 1,247.08           |
| 188-0-170-355     | EICHLER FRANK L & LAMORE DOLORES B | 1,247.08           |
| 188-0-170-365     | IWAUAJOKU JOSEPH & FUSSELL S TR    | 1,247.08           |
| 188-0-170-375     | SHELBURNE BRUCE & KATHY            | 1,247.08           |
| 188-0-170-385     | SHERLOCK MINOR TR                  | 1,247.08           |
| 188-0-170-395     | LEE MARK & LEANN                   | 1,247.08           |
| 188-0-170-405     | VIELLIEU BENJAMIN L & SHARON K     | 1,247.08           |
| 188-0-170-415     | MITSUYASU RONALD & SHARON TR       | 1,247.08           |
| 188-0-180-015     | TRUONG RICHARD & MONA FAM TR       | 2,557.36           |
| 188-0-180-025     | KAFROUNI GEORGE & DENISE P TR      | 1,998.66           |
| 188-0-180-035     | GONTMAHER KONSTANTIN & VERA        | 1,998.66           |
| 188-0-180-045     | CLEMEN DENISE E                    | 1,998.66           |
| 188-0-180-055     | GOODMAN SHEPARD G & RONNI J        | 1,998.66           |
| 188-0-180-065     | TUSINSKI WALTER J & MARCIA TR      | 1,998.66           |
| 188-0-180-075     | PARMENTER JOHN P & WENDY I         | 1,998.66           |
| 188-0-180-085     | HESS JOHN A & BENJAMIN S L TR      | 1,998.66           |
| 188-0-180-095     | HOUPPT WILLIAM P & DIANE D         | 1,998.66           |
| 188-0-180-105     | GOODMAN SHEPARD G & RONNI J TR     | 1,998.66           |
| 188-0-180-115     | LESHAY FAMILY TR                   | 1,998.66           |
| 188-0-180-125     | HOLZHAUER ALLEN G & MARY L         | 2,699.46           |
| 188-0-180-135     | AVERSANO JOHN & VICTORIA           | 2,699.46           |
| 188-0-180-145     | PILLONS ANDRE L & DEBRA S TR       | 2,699.46           |
| 188-0-180-155     | GONTMAHER KONSTANTIN & VERA        | 2,557.36           |
| 188-0-180-165     | GILLIN PHILIP H & JOYCE S TR       | 1,998.66           |
| 188-0-180-175     | SHOAR MICHAEL M & KHATAMI HOORA    | 1,998.66           |

ATTACHMENT NO. 2  
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# EXHIBIT A

## CITY OF OXNARD COMMUNITY FACILITIES DISTRICT NO. 2 (WESTPORT AT MANDALAY BAY) FISCAL YEAR 2015-2016 LEVY

| Parcel No.    | Owner                                  | Levy Amount |
|---------------|----------------------------------------|-------------|
| 188-0-180-185 | GANNER ALLEN D & MARGARET TR           | 1,998.66    |
| 188-0-180-195 | MCKINNEY JOHN T & JANE M TR            | 1,998.66    |
| 188-0-180-315 | DEFNET PROPERTIES LLC                  | 1,247.08    |
| 188-0-180-325 | NEWCOMER MICHAEL & MELISSA             | 1,247.08    |
| 188-0-180-335 | AREVALO RAQUEL                         | 1,247.08    |
| 188-0-180-345 | RIGONAN LARRY M                        | 1,247.08    |
| 188-0-180-355 | BOGEN MICHAEL & PAMELA                 | 1,247.08    |
| 188-0-180-365 | TRANG TUNG & WANG INGRID TR            | 1,247.08    |
| 188-0-180-375 | COMIA TR                               | 1,247.08    |
| 188-0-180-385 | PATTERSON RALPH A & NANCY R            | 1,247.08    |
| 188-0-180-395 | TERRELL DELBERT M & KELLY L            | 1,247.08    |
| 188-0-180-405 | STERN ARKADY                           | 1,247.08    |
| 188-0-180-415 | FITCH PATSY A                          | 1,247.08    |
| 188-0-180-425 | CLOW PATRICIA & RECKLEY STEVEN R       | 1,247.08    |
| 188-0-180-435 | POLICARPIO ANDREW F & ADMIRAL TR       | 1,247.08    |
| 188-0-180-445 | CAMARGO CARLOS & TRACY                 | 1,247.08    |
| 188-0-180-455 | STEIN MARC & SYLVIA T                  | 1,247.08    |
| 188-0-180-465 | SUKAY JEFFREY D & VANESSA TR           | 1,247.08    |
| 188-0-180-475 | NORMAN ALEX J & MARGARET L TR          | 1,247.08    |
| 188-0-180-485 | CHACON DRUANA                          | 1,247.08    |
| 188-0-180-495 | MINYARD KEN & JACQUELINE C TR          | 1,247.08    |
| 188-0-180-505 | MARTINEZ ALBERTO SR & CHRISTY          | 1,247.08    |
| 188-0-180-515 | DAVID DENISE M                         | 1,247.08    |
| 188-0-191-015 | MEEROVITSCH RAFAIL TR                  | 2,699.46    |
| 188-0-191-025 | MEEROVITSCH RAFAIL TR                  | 2,557.36    |
| 188-0-191-035 | YI CHAE P                              | 2,557.36    |
| 188-0-191-045 | LEE DAVID J & JAN M TR                 | 2,557.36    |
| 188-0-191-055 | SCHWALBACH JON R JR & DINA             | 2,557.36    |
| 188-0-191-065 | KEVIN NEWBURG TR                       | 2,557.36    |
| 188-0-191-075 | MARCUS ARMAND G & MARSHA L TR          | 2,557.36    |
| 188-0-191-085 | CLAUSEN TRUST                          | 2,557.36    |
| 188-0-191-095 | ENGLE DANIEL R & PAQUITA I             | 2,557.36    |
| 188-0-191-105 | WILSON GRAHAM R & JUNE R TR            | 2,557.36    |
| 188-0-191-115 | EXLON ENTERPRISE TR & ANGELES ENTERPRI | 2,557.36    |
| 188-0-191-125 | FEINSTEIN JAMES R & GAYLE M TR         | 2,557.36    |
| 188-0-191-135 | NGUYEN NO VAN & TRUONG HOA THI         | 2,557.36    |
| 188-0-191-145 | MARTIN JASON & MONICA TR ET AL         | 2,699.46    |
| 188-0-191-155 | WILK JAMES J & BARBARA A TR            | 2,699.46    |
| 188-0-191-165 | FEINSTEIN JAMES R & GAYLE M            | 2,557.36    |
| 188-0-191-175 | WAZANA YOEL & OFELIA                   | 2,557.36    |
| 188-0-191-185 | SANDNES RICHARD TR & SANDNESS MARIAN T | 2,557.36    |
| 188-0-191-195 | GIBRALTER INVESTORS LLC                | 2,699.46    |
| 188-0-191-205 | HUEBNER GLENN & JANET                  | 2,699.46    |
| 188-0-191-215 | SANGSTER BRANT & PRIDIE JOY            | 2,557.36    |
| 188-0-191-225 | SAIN VIJAY                             | 2,557.36    |
| 188-0-191-235 | NEFTIN SAMUEL                          | 2,557.36    |
| 188-0-191-245 | LAVENDER ENTERPRISES TR & LEONID SHNEY | 2,557.36    |
| 188-0-191-255 | COPE KRYSTAL C & COPE KELLEY N         | 2,557.36    |

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# EXHIBIT A

## CITY OF OXNARD COMMUNITY FACILITIES DISTRICT NO. 2 (WESTPORT AT MANDALAY BAY) FISCAL YEAR 2015-2016 LEVY

| Parcel No.    | Owner                          | Levy Amount |
|---------------|--------------------------------|-------------|
| 188-0-191-265 | CONNELL DAVID M & ELIZABETH TR | 2,557.36    |
| 188-0-191-275 | NICHOLS DAVID E & REBECCA L TR | 2,557.36    |
| 188-0-191-285 | WOLPERT RICHARD & JENNY        | 2,557.36    |
| 188-0-191-295 | SHAO LISHENG & CHEN QING       | 2,557.36    |
| 188-0-191-305 | JONES INCOME TR                | 2,557.36    |
| 188-0-191-315 | ORTEGA ENRIQUE F               | 2,557.36    |
| 188-0-191-325 | EPIX MGMT LLC                  | 2,699.46    |
| 188-0-192-015 | POPOGO USA CORP                | 2,699.46    |
| 188-0-192-025 | LURIE ROBERT H & DEBORAH J     | 1,998.66    |
| 188-0-192-035 | VASINDA JOHN & MARY            | 1,998.66    |
| 188-0-192-045 | SHERMAN ARTHUR D & JENNIFER TR | 1,998.66    |
| 188-0-192-055 | ALLEN PAUL M & CATHERINE B     | 1,998.66    |
| 188-0-192-065 | SEA COVE HOME LLC              | 1,998.66    |
| 188-0-192-075 | LILLY TERRY D & MARYANN TR     | 1,998.66    |
| 188-0-192-085 | JUNKER DENNIS L & MARJORIE TR  | 1,998.66    |
| 188-0-192-095 | NEWTON SCOTT D & SUSAN C TR    | 1,998.66    |
| 188-0-192-105 | GRASSI FERNANDO J & KAREN TR   | 1,998.66    |
| 188-0-192-115 | WATKINS CRAIG S & ADRIENNE C   | 1,998.66    |
| 188-0-192-125 | HILL GREGORY                   | 1,998.66    |
| 188-0-192-135 | SINGER DON & RETA TR           | 1,998.66    |
| 188-0-192-145 | PECK SAMUEL & SUSAN C          | 1,998.66    |
| 188-0-192-155 | MARCHBANKS ANGELA T TR         | 1,998.66    |
| 188-0-192-165 | NGUYEN NGOC V & TRAN J TR      | 2,557.36    |
| 188-0-192-175 | DEWITT LAWRENCE J & JANET R TR | 2,557.36    |
| 188-0-192-185 | TONIN BRUNO JR EXEM TR ET AL   | 1,998.66    |
| 188-0-192-195 | CHEN PETER & LING H T TR       | 1,998.66    |
| 188-0-192-205 | WAZANA YOEL & OFELIA           | 2,699.46    |
| 188-0-192-215 | J & L GEMS INC                 | 2,557.36    |
| 188-0-192-225 | GREEN RICHARD M & HELEN B TR   | 2,557.36    |
| 188-0-192-235 | MORRIS MARC TR                 | 2,557.36    |
| 188-0-192-245 | HANSEN NEVILLE SURV TR         | 2,557.36    |
| 188-0-192-255 | MILLER MARGRET ANN TRUST       | 2,557.36    |
| 188-0-192-265 | RUDIN BARRY C & DRORIT TR      | 2,557.36    |
| 188-0-192-275 | WOLF DAVID & SUN TONG          | 2,557.36    |
| 188-0-200-025 | GREENBERG EARLE L & PAMELA TR  | 893.68      |
| 188-0-200-035 | MCKINNEY JOHN T & JANE M TR    | 893.68      |
| 188-0-200-045 | AGUAYO LOUIE E & ILLONA B      | 893.68      |
| 188-0-200-055 | SHERWYN ANNA TR ET AL          | 893.68      |
| 188-0-200-065 | FERNANDEZ MARGARITA L          | 893.68      |
| 188-0-200-075 | SHARIATMADARI FARZIN           | 893.68      |
| 188-0-200-085 | TRAUB DANIEL L & SYLVIE        | 893.68      |
| 188-0-200-095 | JAGO BRIAN P & JANICE M        | 893.68      |
| 188-0-200-105 | HILL STEPHEN J & SUSAN M       | 893.68      |
| 188-0-200-115 | DEFNET PROPERTIES LLC          | 893.68      |
| 188-0-200-125 | DEFNET PROPERTIES LLC          | 893.68      |
| 188-0-200-135 | GATES GERALD A TRUST           | 893.68      |
| 188-0-200-145 | WU CHENG CHIN & SHU YI W       | 893.68      |
| 188-0-200-155 | MERAMBLE JON D & CAROLYN M     | 893.68      |

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# EXHIBIT A

## CITY OF OXNARD COMMUNITY FACILITIES DISTRICT NO. 2 (WESTPORT AT MANDALAY BAY) FISCAL YEAR 2015-2016 LEVY

| Parcel No.    | Owner                                    | Levy Amount |
|---------------|------------------------------------------|-------------|
| 188-0-200-165 | KIMBALL RICHARD D & MADIGAN-KIMBALL PATI | 893.68      |
| 188-0-200-175 | GIRARD GARY S TRUST & FIGUEROA-GIRARD C  | 893.68      |
| 188-0-200-185 | PRYOR JEFFREY & BAN                      | 893.68      |
| 188-0-200-195 | DEFNET PROPERTIES LLC                    | 893.68      |
| 188-0-200-205 | KIM MARY B                               | 893.68      |
| 188-0-200-215 | OROURKE CHRIS J & ROBIN B TR             | 893.68      |
| 188-0-200-225 | BORNSTEIN DOUGLAS A TR & CASTLE VALERIE  | 893.68      |
| 188-0-200-235 | QUON MICHAEL G & JACQUELINE T            | 893.68      |
| 188-0-200-245 | SWEZY DUMONT L & JANA H                  | 893.68      |
| 188-0-200-255 | VILLAREAL-SHREVE REBECCA TR              | 893.68      |
| 188-0-200-265 | GREEN FAMILY TR                          | 893.68      |
| 188-0-200-275 | SMITH JAMES K                            | 893.68      |
| 188-0-200-285 | OXFORD JOHN & SANDRA                     | 893.68      |
| 188-0-200-295 | HAUN JAMES R & PATRIZIA M                | 893.68      |
| 188-0-200-305 | MARTINEZ RONALD & VICKI                  | 893.68      |
| 188-0-200-315 | DINKLER HEIDI C                          | 893.68      |
| 188-0-200-325 | VOSS DANIEL J JR TR                      | 893.68      |
| 188-0-200-335 | WARSCHAW ARTHUR J                        | 893.68      |
| 188-0-200-345 | CLAUSEN ALF TRUST                        | 893.68      |
| 188-0-200-355 | LANAGAN DAVID B                          | 893.68      |
| 188-0-200-365 | SANDOVAL BENITA R & SANDOVAL JESUS R JR  | 893.68      |
| 188-0-200-375 | LEWIS GWENDOLYN K                        | 893.68      |
| 188-0-200-385 | BLOCK STAN M & ANNETTE N TR              | 893.68      |
| 188-0-200-395 | PERMEN LARRY & GAMBER PAMELA             | 893.68      |
| 188-0-200-405 | LEVI URI & MILLA TR                      | 893.68      |
| 188-0-200-415 | HONIKMAN TERENCE C & JANE I TR           | 893.68      |
| 188-0-200-425 | FAN FERNANDO & SHANNA L                  | 893.68      |
| 188-0-200-435 | VOSS DANIEL J JR TR                      | 893.68      |
| 188-0-200-445 | SCHEIBE SCOTT D & BRENDA R               | 893.68      |
| 188-0-200-455 | SMITH LAWRENCE S & OLIVIA                | 893.68      |
| 188-0-200-465 | WILSON PHIL W & REBECCA G TR             | 893.68      |
| 188-0-200-475 | LATIMER POLLIE L TR                      | 893.68      |
| 188-0-200-485 | NADEL ROGER S & DEBORAH A TR             | 893.68      |
| 188-0-200-495 | BEAKES PHILLIP N & DEVIDA NIKKEA B       | 893.68      |
| 188-0-200-505 | FAAS ERIC TR & DIBERNARDO KRISTIN TR     | 893.68      |
| 188-0-200-515 | CARTER JOHN F & ANDREA P                 | 893.68      |
| 188-0-200-525 | DUBA REIKO K                             | 893.68      |
| 188-0-200-535 | ROMO RICHARD M & MARIANNE P TR           | 893.68      |
| 188-0-200-545 | WEHR DENNIS C                            | 893.68      |
| 188-0-200-555 | CRILLY ELEANOR                           | 893.68      |
| 188-0-200-565 | ZINDROSKI ALBERT & LISA                  | 893.68      |
| 188-0-200-575 | PIZANO DANIEL C & JANINE C               | 893.68      |
| 188-0-200-585 | GOLDENWEST CAPITAL LLC                   | 893.68      |
| 188-0-200-595 | RAIL RANDY T & DORIAN J                  | 893.68      |
| 188-0-210-015 | GASTOUNIOTIS C S-G TR                    | 893.68      |
| 188-0-210-025 | SUJANANI SUNITA                          | 893.68      |
| 188-0-210-035 | WILSON RICHARD H                         | 893.68      |
| 188-0-210-045 | LEWIS JONATHAN G                         | 893.68      |

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# EXHIBIT A

## CITY OF OXNARD COMMUNITY FACILITIES DISTRICT NO. 2 (WESTPORT AT MANDALAY BAY) FISCAL YEAR 2015-2016 LEVY

| Parcel No.    | Owner                                     | Levy Amount |
|---------------|-------------------------------------------|-------------|
| 188-0-210-055 | BENCHARIT SITTIPORN-R C TR                | 893.68      |
| 188-0-210-065 | ABBOTT CRISPIN P & HAMILTON LAURIE K      | 893.68      |
| 188-0-210-075 | DIHHL ENTERPRISES LLC                     | 893.68      |
| 188-0-210-085 | SCHOONOVER STEVEN D TR & EADS PEGGY TI    | 893.68      |
| 188-0-210-095 | TOBAN TRUST                               | 893.68      |
| 188-0-210-105 | RODGERS CRAIG J                           | 893.68      |
| 188-0-210-115 | SONI AUNALI T & RASHIDA A TR              | 893.68      |
| 188-0-210-125 | ARNOLD WILLIAM D TR                       | 893.68      |
| 188-0-210-135 | HUIZINGA BRYON S & ERIN W                 | 893.68      |
| 188-0-210-145 | MELNICK PETER R & LAINI M TR              | 893.68      |
| 188-0-210-155 | STECKEN KRISTE                            | 893.68      |
| 188-0-210-165 | PEARCE DANIEL B & SUZANNE                 | 893.68      |
| 188-0-210-175 | KLAMN ZACKERY & DEFREITAS JENNIFER M      | 893.68      |
| 188-0-210-185 | STEINKE C R SEP PROP TR                   | 893.68      |
| 188-0-210-195 | ORNELAZ STEVE                             | 893.68      |
| 188-0-210-205 | JCP TR                                    | 893.68      |
| 188-0-210-215 | BROWN MONIQUE M                           | 893.68      |
| 188-0-210-225 | BOLANOS CARLOS A & BODIL                  | 893.68      |
| 188-0-210-235 | ENGELKING HENRY & JULIA L                 | 893.68      |
| 188-0-210-245 | JACOBSON JOHN M & VICTORIA TR             | 893.68      |
| 188-0-210-255 | RUSHING RICHARD & MICHELE                 | 893.68      |
| 188-0-210-265 | HENRY JACK D JR & LORI L                  | 893.68      |
| 188-0-210-275 | STEMPLER ROBERT H & MIRIAM                | 893.68      |
| 188-0-210-285 | CHAPMAN BRUCE G & HIBNER KRISTIN C        | 893.68      |
| 188-0-210-295 | CDM PAINTING & DECORATING LTD & 11319-17; | 893.68      |
| 188-0-210-305 | LANGEN RALF & CHEN JEANNIE TR             | 893.68      |
| 188-0-220-015 | TRADEWINDS COMM CTR LLC                   | 1,397.58    |
| 188-0-220-035 | PETERSON DANA                             | 754.80      |
| 188-0-220-045 | CONTRERAS FRANK TR & SHERWYN ANNA C T     | 754.80      |
| 188-0-220-055 | PRENTICE JOHN & MELODY TR                 | 754.80      |
| 188-0-220-065 | ALKHALIFA ZEYAD ALI M                     | 754.80      |
| 188-0-220-075 | STEPHANIAN ERICK & SUSAN K                | 754.80      |
| 188-0-220-085 | FULLER HARRIS J & PEARL TR                | 754.80      |
| 188-0-220-095 | DEL TORTO JOSEPH K & BARBARA A            | 754.80      |
| 188-0-220-105 | CHERTOK BILL & PATTI TR                   | 754.80      |
| 188-0-220-115 | VICTALINO ANTONIO & HASSEBROCK CHRISTIN   | 754.80      |
| 188-0-220-125 | CHRISTENSEN DON                           | 754.80      |
| 188-0-220-135 | PEREZ HECTOR & GONZALEZ LUZ TR            | 754.80      |
| 188-0-220-145 | C&L KNIGHT ENTERPRISES LLC                | 754.80      |
| 188-0-220-155 | HOOS HOWARD J & IRENE J FAM TR            | 754.80      |
| 188-0-220-165 | FRAZIER VICTOR D TR                       | 754.80      |
| 188-0-220-175 | BAILEY ROBERT E & CHRISTINA               | 754.80      |
| 188-0-220-185 | MCKNIGHT THOMAS J & LA NELL TR            | 754.80      |
| 188-0-220-195 | MCCOUBREY SHARON TR                       | 754.80      |
| 188-0-220-205 | WALSH MARTIN J & ELLEN P TR               | 754.80      |
| 188-0-220-215 | BIZZELLE JAMES C III & MAAS GREGORY W     | 754.80      |
| 188-0-220-225 | ZAKARIAN HRAIR TR                         | 754.80      |
| 188-0-220-235 | WHELAN JOHN A                             | 754.80      |

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# EXHIBIT A

## CITY OF OXNARD COMMUNITY FACILITIES DISTRICT NO. 2 (WESTPORT AT MANDALAY BAY) FISCAL YEAR 2015-2016 LEVY

| Parcel No.    | Owner                                   | Levy Amount |
|---------------|-----------------------------------------|-------------|
| 188-0-220-245 | HAGEN DAVID & BRAMSON JANET             | 754.80      |
| 188-0-220-255 | DEMSKY AMIT & ELISA E TR                | 754.80      |
| 188-0-220-265 | PRITSKER KEITH W & ELLEN                | 754.80      |
| 188-0-220-275 | GORELIK MICHAEL & ANNA                  | 754.80      |
| 188-0-220-285 | MADIGAN REBECCA S                       | 754.80      |
| 188-0-220-295 | AMBROSE MARK M & ANN W                  | 754.80      |
| 188-0-220-305 | LINDSAY MICHAEL H                       | 754.80      |
| 188-0-220-315 | TOCCHINI DANIEL F & AMY A TR            | 754.80      |
| 188-0-220-325 | CRISPIN WILLIAM J & KYOKO N             | 754.80      |
| 188-0-220-335 | DOMENAND TR                             | 754.80      |
| 188-0-220-345 | MENDIBURU STEVEN R & MONICA S           | 754.80      |
| 188-0-220-355 | FEDERAL NATIONAL MTG ASSN               | 754.80      |
| 188-0-220-365 | DAVIS DARLTON C & LAURA A TR            | 754.80      |
| 188-0-220-375 | GIASI LISA M                            | 754.80      |
| 188-0-220-385 | BORK KENNETH R & YOSHIE                 | 754.80      |
| 188-0-220-395 | REYES ALBERTO D & GLORIA D              | 754.80      |
| 188-0-220-405 | MORTON SHIRLEE                          | 754.80      |
| 188-0-220-415 | JAGASIA LAVINA                          | 754.80      |
| 188-0-220-425 | COZA PROPERTIES LLC                     | 754.80      |
| 188-0-220-435 | FAIRLY SUZAN L                          | 754.80      |
| 188-0-220-445 | GARCIA MARK S                           | 754.80      |
| 188-0-220-455 | PAP MARK A & JONES CINDY M              | 754.80      |
| 188-0-220-465 | WESTPORT VILLAGE PARTNERS LLC           | 939.96      |
| 188-0-220-475 | WESTPORT VILLAGE PARTNERS LLC           | 991.16      |
| 188-0-220-485 | WESTPORT VILLAGE PARTNERS LLC           | 1,030.26    |
| 188-0-220-495 | WESTPORT VILLAGE PARTNERS LLC           | 495.34      |
| 188-0-220-505 | WESTPORT VILLAGE PARTNERS LLC           | 512.56      |
| 188-0-220-515 | WESTPORT VILLAGE PARTNERS LLC           | 495.34      |
| 188-0-220-525 | WESTPORT VILLAGE PARTNERS LLC           | 495.34      |
| 188-0-220-535 | WESTPORT VILLAGE PARTNERS LLC           | 367.78      |
| 188-0-230-015 | GAUER HAROLD                            | 754.80      |
| 188-0-230-025 | NEW RODEO INV CORP ET AL                | 754.80      |
| 188-0-230-035 | REISS JACK I & JOSEPHINE P              | 754.80      |
| 188-0-230-045 | ARIAZ ANGEL D & PASTORELO-ARIAZ ELITA V | 754.80      |
| 188-0-230-055 | SHAWCROSS JOHN                          | 754.80      |
| 188-0-230-065 | AGUILA ORLANDO & YOLANDA                | 754.80      |
| 188-0-230-075 | DOMINGUEZ OSCAR A TR & HAYNES MICHAEL I | 754.80      |
| 188-0-230-085 | SHAWCROSS JOHN                          | 754.80      |
| 188-0-230-095 | SHAWCROSS JOHN                          | 754.80      |
| 188-0-230-105 | VEJAR DENNIS C                          | 754.80      |
| 188-0-230-115 | TIMMINS CRAIG S & JAMIE L               | 754.80      |
| 188-0-230-125 | AZAR MITRA TR                           | 754.80      |
| 188-0-230-135 | MCCLURE HOWARD J & LETICIA              | 754.80      |
| 188-0-230-145 | K-S TR                                  | 754.80      |
| 188-0-230-155 | SHAWCROSS JOHN                          | 754.80      |
| 188-0-230-165 | FERNANDEZ H & VELASQUEZ R TR            | 754.80      |
| 188-0-230-175 | UYEDA JAMES H                           | 754.80      |
| 188-0-230-185 | GONZALEZ RENE & GARNER CLARA M          | 754.80      |

ATTACHMENT NO. 2  
PAGE 22 OF 31

# EXHIBIT A

## CITY OF OXNARD COMMUNITY FACILITIES DISTRICT NO. 2 (WESTPORT AT Mandalay Bay) FISCAL YEAR 2015-2016 LEVY

| Parcel No.    | Owner                                    | Levy Amount         |
|---------------|------------------------------------------|---------------------|
| 188-0-230-195 | SPEER JEFFREY D & MARSHA H TR            | 754.80              |
| 188-0-230-205 | DENT DIANE TR                            | 754.80              |
| 188-0-230-215 | JOHNSTON TOM & JOSEPHINE                 | 754.80              |
| 188-0-230-225 | SANDNES RICHARD & MARIAN TR              | 754.80              |
| 188-0-230-235 | TABERDAR ALLEN TR                        | 754.80              |
| 188-0-230-245 | BIZZELLE JAMES C III & MAAS GREGORY W    | 754.80              |
| 188-0-230-255 | SWOR KATHLEEN L TR                       | 754.80              |
| 188-0-230-265 | SHIANG MICHAEL E & CONNIE M              | 754.80              |
| 188-0-230-275 | OSTERLOH DARREN F TR                     | 754.80              |
| 188-0-230-285 | BARNES W MITCHELL-C F FAM TR             | 754.80              |
| 188-0-230-295 | EBIZADEH ELHAM TR                        | 754.80              |
| 188-0-230-305 | WETZEL TERRY P TR & DESIDERIO JULIE A TR | 754.80              |
| 188-0-230-315 | YUAN CHESTER C TR                        | 754.80              |
| 188-0-230-325 | TUMACDER FRANKLIN & TERESITA C           | 754.80              |
| 188-0-230-335 | DEHDASHTY ALI & BENHARASH VIDA           | 754.80              |
| 188-0-230-345 | GOLDWATER TERRY                          | 754.80              |
| 188-0-230-355 | DAVIS DANIEL C & CATHERINE S             | 754.80              |
| 188-0-230-365 | CUSACK TIMOTHY & JANET                   | 754.80              |
| 188-0-230-375 | ESCUETA CRISTINA D                       | 754.80              |
| 188-0-230-385 | SOLOMON DUANE & ESTHER                   | 754.80              |
| 188-0-230-395 | NEILSON MICHAEL & BRENDA TR              | 754.80              |
| 188-0-230-405 | BLAYDES SOONJA SURV TR                   | 754.80              |
| 188-0-230-415 | FOLCKE FRANCES L                         | 754.80              |
| 188-0-230-425 | MITCHELL GERALD B & IDA G TR             | 754.80              |
| 188-0-230-435 | SCHREY THOMAS E & PATRICIA A             | 754.80              |
| 188-0-230-445 | SCHWEITZER WILLIAM J TR & CALDERON-SCHI  | 754.80              |
| 188-0-230-455 | HAVAS MICHAEL & MAGGI                    | 754.80              |
| 188-0-230-465 | WHITESAILS MARINA BUS CTR                | 3,498.64            |
| <b>Total</b>  | <b>316 Parcels</b>                       | <b>\$429,988.98</b> |



STATE OF CALIFORNIA     )  
                                      )  
COUNTY OF VENTURA     )     ss.

I, DANIEL MARTINEZ, City Clerk of the City Council of the City of Oxnard, do hereby certify that the above and foregoing is a full, true and correct copy of RESOLUTION NO. \_\_\_\_\_ of said City Council, and that the same has not been amended or repealed.

DATED: \_\_\_\_\_, 2015

\_\_\_\_\_  
City Clerk of the City Council of the City of Oxnard

(SEAL)

ATTACHMENT NO. 2  
PAGE 24 OF 24





**CITY COUNCIL  
AGENDA REPORT**

**TYPE OF ITEM: Info/Consent**

**AGENDA ITEM NO.: I-4**

**DATE:** December 8, 2015

**TO:** City Council

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

**FROM:** Joseph Lillio, Chief Financial Officer  
Finance Department

**SUBJECT:** Budget Appropriation – Seabridge Community Facilities District No. 4

**CONTACT:** Michael More, Financial Services Manager  
[mike.more@ci.oxnard.ca.us](mailto:mike.more@ci.oxnard.ca.us), (805) 385-7480

**RECOMMENDATION**

That City Council approve a budget appropriation in the amount of \$168,851 for Community Facilities District (CFD) No 4 (Seabridge) and recognize additional revenue in the amount of \$1,899 based on actual special tax levy being collected from the Ventura County Secured Tax Roll in FY 2015-16.

**BACKGROUND**

On June 23, 2015, City Council approved Resolution No. 14,845 setting the special tax rates within CFD No. 4 (Seabridge). In conjunction with the approval of this resolution, City Council approved the tax levies and related expenditure items for CFD No. 4 (Seabridge).

A budget adjustment is necessary to appropriate the accurate revenue and expenditure amounts relating to the special tax levy for FY 2015-16. The FY 2015-16 adopted budget was based on estimates from May 2015, while the actual Council-approved CFD No. 4 tax levy was finalized in June 2015. Attachment No. 2 is the Council-approved agenda report and resolution for the tax levy for CFD No. 4 (Seabridge).

The following table summarizes the net adjustments to the budget for CFD No. 4 (Seabridge):

| Community Facilities District          | FY 2015-16<br>Adopted Budget | FY 2015-16<br>Projected Budget | FY 2015-16<br>Budget Adjustment |
|----------------------------------------|------------------------------|--------------------------------|---------------------------------|
| <b>CFD No. 4 - Seabridge</b>           |                              |                                |                                 |
| <b>Revenues</b>                        | \$ 1,178,633                 | \$ 1,180,532                   | \$ 1,899                        |
| <b>Expenditures</b>                    | \$ 1,394,383                 | \$ 1,563,234                   | \$ 168,851                      |
| <b>Appropriation from Fund Balance</b> |                              |                                | \$ 166,952                      |

The budget adjustment for CFD No. 4 (Attachment No. 1): (i) balances the revenues and expenditures and (ii) brings the expenditure budget into alignment with the tax levy amount approved by City Council on June 23, 2015. As of June 30, 2015, there are sufficient funds of \$2,889,883 in fund balance to cover the requested expenditure appropriation of \$168,851.

## FINANCIAL IMPACT

There will be no cost to the City's General Fund from approval of the attached budget appropriation. All maintenance, service and administrative costs are included in the amount to be collected by the special taxes, which are levied on properties located in CFD No. 4.

## ATTACHMENTS

Attachment #1 – Budget Adjustment

Attachment #2 – CFDs 3&4 Agenda Report to City Council (06/23/2015)

# REQUEST FOR BUDGET APPROPRIATION

Department: Finance  
 Project/Program  
 Manager: Mike More

Date: November 2, 2015  
 Phone: (805) 385-7480

**Reason for Appropriation:**

To adjust special assessment tax revenue for CFD No. 4.

**Accounts and Descriptions**

**AMOUNT**

**Fund: CFD #4-Seabridge Maint. FD (173)**

**Revenues/Transfers In**

**Assessment District (1901)**

|                   |                           |       |
|-------------------|---------------------------|-------|
| 173-1901-591-7551 | SPEC. ASSESSMENT REVENUES | 1,899 |
|                   | Sub-total Revenues        | 1,899 |

**Expenditures/Transfers Out**

**Administration (1901)**

|                   |                          |         |
|-------------------|--------------------------|---------|
| 173-1901-805-8209 | SERVICES OTHER PROF/CONT | (1,304) |
|-------------------|--------------------------|---------|

**CRIMINAL INVEST/ANALYSIS (2102)**

|                   |                          |          |
|-------------------|--------------------------|----------|
| 173-2102-802-8209 | SVCS-OTHER PROF/CONTRACT | 165,335  |
| 173-2102-802-8003 | OVERTIME                 | (24,412) |
| 173-2102-802-8305 | MAINTENANCE SERV-OTHER   | (3,471)  |

**Inland Waterways (3108)**

|                   |                          |          |
|-------------------|--------------------------|----------|
| 173-3108-803-8209 | SVCS-OTHER PROF/CONTRACT | (92,976) |
|-------------------|--------------------------|----------|

**Street Landscaping (5702)**

|                   |                       |        |
|-------------------|-----------------------|--------|
| 173-5702-805-8104 | SUPPLIES-SHOP & FIELD | 44,191 |
|-------------------|-----------------------|--------|

**STORM WATER FLOOD CONTROL (6107)**

|                   |                      |        |
|-------------------|----------------------|--------|
| 173-6107-804-8451 | SVCS FROM OTHER PROG | 81,488 |
|-------------------|----------------------|--------|

|                        |         |
|------------------------|---------|
| Sub-total Expenditures | 168,851 |
|------------------------|---------|

|                            |           |
|----------------------------|-----------|
| Net Change to Fund Balance | (166,952) |
|----------------------------|-----------|

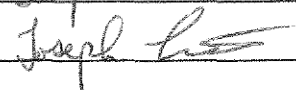
|                          |         |
|--------------------------|---------|
| Net Appropriation Change | 168,851 |
|--------------------------|---------|

**Approvals**

Department Director



Chief Financial Officer



City Manager

\_\_\_\_\_

ATTACHMENT NO. 1  
 PAGE 1 OF 1

Meeting Date: 06/23/2015

| 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 (Info/consent) |
| <input type="checkbox"/> Other _____             | <input type="checkbox"/> Other _____                   |

Prepared By: Michael More, Financial Services Manager *MM* Agenda Item No. L-5Reviewed By: City Manager *JM* City Attorney *JAP* Finance *JD* Other (Specify) \_\_\_\_\_

DATE: June 1, 2015

TO: City Council

FROM: *DM* Dave Millican, Interim Chief Financial Officer  
Finance Department

SUBJECT: Special Tax Levy for Community Facilities Districts No. 3 and No. 4 (Seabridge at Mandalay Bay)

**RECOMMENDATION**

That City Council acting as the legislative body of Community Facilities District (CFD) No. 3 and Community Facilities District (CFD) No. 4:

1. Adopt a resolution setting a special tax rate within CFD No. 3 (Seabridge at Mandalay Bay) for FY 2015-16.
2. Adopt a resolution setting a special tax rate within CFD No. 4 (Seabridge at Mandalay Bay) for FY 2015-16.

**DISCUSSION****CFD No. 3 Special Tax**

On December 14, 2004, City Council adopted Resolution No. 12,737 (the "Resolution of Formation") establishing CFD No. 3 and Ordinance No. 2676 to levy a special tax sufficient to pay principal, interest, and other periodic costs and administrative expenses with respect to the bonds of CFD No. 3. In each fiscal year thereafter, the Government Code requires the City Council to adopt a resolution levying the special tax rate for that fiscal year. The total amount of special taxes for CFD No. 3 for FY 2015-16 is \$1,745,438.

**CFD No. 4 Special Tax**

On December 14, 2004, City Council adopted Resolution No. 12,739 (the "Resolution of Formation") establishing CFD No. 4 and Ordinance No. 2677 to levy a special tax sufficient to pay certain costs of Services and Incidental Expenses relating to the maintenance of CFD No. 4. In each fiscal year

ATTACHMENT NO. 2  
PAGE 1 OF 17

Special Tax Levy for Community Facilities Districts No. 3 and No. 4 (Seabridge at Mandalay Bay)

June 1, 2015

Page 2

thereafter, the Government Code requires the City Council to adopt a resolution levying the special tax rate for that fiscal year. The total amount of special taxes for CFD No. 4 for FY 2015-16 is \$1,180,532.

The following represents a breakdown of the tax levy for the most recent and upcoming fiscal years:

| Description                     | Actual Levy<br>FY 14-15 | Projected Levy<br>FY 15-16 |
|---------------------------------|-------------------------|----------------------------|
| Administration                  | \$ 57,392               | \$ 57,560                  |
| Channel Maintenance             | 40,000                  | 29,606                     |
| Channel Repairs                 | 0                       | 0                          |
| Landscape/Park Maintenance      | 213,907                 | 241,770                    |
| Harbor Patrol                   | 630,149                 | 719,520                    |
| Police                          | 0                       | 85,128                     |
| Storm Drain Maintenance Accrual | 45,100                  | 46,948                     |
| <b>Total</b>                    | <b>\$ 986,548</b>       | <b>\$1,180,532</b>         |

The maximum allowable tax for CFD No. 4 for FY 2015-16 is \$1,621,241.66. The Projected Levy for FY 15-16 of \$1,180,532 represents a \$193,985 increase over the taxes levied in Fiscal Year 2014-15. The increase in the Projected Levy for FY 15-16 is primarily attributed to (a) additional costs associated with Harbor Patrol services, (b) provision to add Police overtime for enhanced patrols on holidays and peak season weekends, and (c) increased operational and utilities costs associated with landscape/park maintenance.

The expenditure budget for CFD No. 4 to be included in the City's FY 15-16 Annual Budget will be as follows:

|                                         |                    |
|-----------------------------------------|--------------------|
| Administration                          | \$ 57,560          |
| Channel Maintenance                     | 29,206             |
| Channel Repairs                         | 272,250            |
| Landscape/Park Maintenance              | 271,770            |
| Harbor Patrol                           | 719,520            |
| Police                                  | 85,128             |
| Storm Drain Maintenance                 | 127,800            |
| Less: Tax Levy Credit from Reserve Fund | <u>(382,702)</u>   |
| <b>Total</b>                            | <b>\$1,180,532</b> |

The expenditure budget for Channel Repairs includes the need to provide capital project funding for design, permits, and project costs to dredge the channels and also to conduct a seawall condition assessment. The budget for Landscape/Park Maintenance includes amounts necessary for replacement of various lighting fixtures, playground equipment, and landscape materials. The Storm Drain Maintenance budget includes the total amount necessary to replace storm drain filtration devices in the community.

A reserve fund credit of \$382,702 is being provided to offset some of the costs associated with capital repair and replacement in CFD 4. A reserve fund study prepared by Penfield & Smith in October 2014 concluded that an appropriate reserve fund level is approximately \$2.6 million. Providing the reserve fund credit of \$382,702 will reduce the reserve fund to this level.

## FINANCIAL IMPACT

There will be no cost to the City's General Fund from approval of the resolutions levying the special taxes for CFD No. 3 and CFD No. 4 for FY 2015-16. Debt service costs and all administrative costs are included in the amount to be collected by the special taxes, which are levied against properties located in CFD No. 3 and CFD No. 4.

MJM

## Attachments

- # 1 - Resolution levying the special tax for CFD No. 3 for FY 2015-16 (Seabridge at Mandalay Bay)
- # 2 - Resolution levying the special tax for CFD No. 4 for FY 2015-16 (Seabridge at Mandalay Bay)



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

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
OXNARD ACTING AS THE LEGISLATIVE BODY OF  
COMMUNITY FACILITIES DISTRICT NO. 3 (SEABRIDGE AT  
MANDALAY BAY) OF THE CITY OF OXNARD AUTHORIZING  
THE LEVY OF SPECIAL TAXES WITHIN COMMUNITY  
FACILITIES DISTRICT NO. 3 (SEABRIDGE AT MANDALAY  
BAY) FOR THE FISCAL YEAR 2015-2016

WHEREAS, the City Council of the City of Oxnard (the "City") previously established Community Facilities District No. 3 (Seabridge at Mandalay Bay) of the City of Oxnard ("CFD No. 3") pursuant to the terms and provisions of the Mello-Roos Community Facilities Act of 1982, as amended, commencing with Government Code Section 53311 (the "Act"); and

WHEREAS, the City Council of the City, acting as the legislative body of CFD No. 3, is authorized pursuant to Resolution No. 12,737 (the "Resolution of Formation") and Ordinance No. 2676 adopted by the City Council on December 14, 2004, (the "Ordinance") to levy a special tax sufficient to pay principal, interest, other periodic costs and administrative expenses with respect to bonds of CFD No. 3 (the "Bonds") and to pay certain costs of the Public Improvements and Incidental Expenses (as defined in the Resolution of Formation); and

WHEREAS, it is now necessary and appropriate that this City Council provide for the levy and collection of the special taxes for the Fiscal Year 2015-2016 for the purpose specified in the Resolution of Formation and the Ordinance, by the adoption of a resolution as specified by the Act and the Ordinance; and

WHEREAS, the assessments are in conformance with Proposition 218; and

WHEREAS, the special taxes being levied hereunder are at the same rate or at a lower rate than provided by the Ordinance;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OXNARD, ACTING IN ITS CAPACITY AS THE LEGISLATIVE BODY OF COMMUNITY FACILITIES DISTRICT NO. 3 (SEABRIDGE AT MANDALAY BAY), DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. The above recitals are true and correct.

SECTION 2. The special tax is imposed without regard to property valuation and is levied in compliance with the Act and the Ordinance.

SECTION 3. In accordance with the Act and the Ordinance, there is hereby levied upon the parcels within the District which are not otherwise exempt from taxation under the Act or the Ordinance special taxes for the Fiscal Year 2015-2016 at the special tax rates set forth in the report prepared by NBS Government Finance Group for CFD No. 3 entitled "City of Oxnard Community Facilities District No. 3 (Seabridge at Mandalay Bay) Fiscal Year 2015-2016 Levy" (the "Report") attached hereto as Exhibit A and made a part hereof, which special tax rates do not exceed the

maximum special tax rates set forth in the Ordinance. After adoption of this Resolution, the Chief Financial Officer of the City, or designee, may make any necessary modifications to these special taxes to correct any errors, omissions or inconsistencies in the listing or categorization of parcels to be taxes or in the amount to be charged to any category of parcels; provided, however, that any such modifications shall not result in an increase in the special tax applicable to any category of parcels and is made prior to the submission of the tax rolls to the Ventura County Auditor.

SECTION 4. All of the collections of the special tax shall be used only as provided for in the Act and the Resolution of Formation. The special tax shall be levied only so long as needed to accomplish the purposes described in the Resolution of Formation.

SECTION 5. The special tax shall be collected in the same manner as ordinary ad valorem taxes are collected and shall be subject to the same penalties and the same procedure and sale in cases of delinquency as provided for ad valorem taxes except as such procedure has been modified by law and this City Council as set forth in the Indenture Between CFD No. 3 and Wells Fargo Bank, National Association, as Fiscal Agent dated as of October 1, 2005.

SECTION 6. As a cumulative remedy, if any amount levied as a special tax for payment of bond interest or principal, together with any penalties and other charges accruing under this Resolution, are not paid when due, the City Council may, not later than four years after the due date of the last installment of principal on the Bonds, order that the same be collected by an action brought in the superior court to foreclose the lien of such special tax.

SECTION 7. The Chief Financial Officer is hereby authorized and directed to transmit a certified copy of this Resolution and the Report to the Ventura County Auditor, together with other supporting documentation as may be required to place said special taxes on the secured property tax roll for the Fiscal Year 2015-2016, and to perform all other acts which are required by the Act, the Ordinance, or by law in order to accomplish the purpose of this Resolution.

APPROVED AND ADOPTED this \_\_\_ day of \_\_\_\_, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Tim Flynn

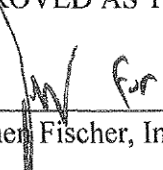
Mayor of the City Council of the City of Oxnard,  
acting on behalf of Community Facilities District No. 3  
(Seabridge at Mandalay Bay) of the City of Oxnard

ATTEST:

\_\_\_\_\_  
Daniel Martinez  
City Clerk of the City of Oxnard

(SEAL)

APPROVED AS TO FORM:

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

## EXHIBIT A

**CITY OF OXNARD  
COMMUNITY FACILITIES DISTRICT NO. 3  
(SEABRIDGE AT MANDALAY BAY)  
FISCAL YEAR 2015-2016 LEVY**

| Parcel No.    | Owner                                 | Levy Amount | Parcel No.    | Owner                               | Levy Amount |
|---------------|---------------------------------------|-------------|---------------|-------------------------------------|-------------|
| 188-0-241-015 | NEWMAN DAVID J & LAURA Z              | \$3,328.80  | 188-0-292-065 | ROSCH GEORGE W III & JOANNA TR      | \$3,036.96  |
| 188-0-241-025 | FOSTER WENDY J TR                     | 3,328.80    | 188-0-292-075 | RIVERA DIEGO E                      | 3,328.80    |
| 188-0-241-035 | KEEN LORRIE L D TR ET AL              | 3,036.96    | 188-0-292-085 | PAUL BRYAN                          | 3,328.80    |
| 188-0-241-055 | BARNES ROBERT K & JOAN M TR           | 3,328.80    | 188-0-292-095 | G-J BRIERLEY TR                     | 3,036.96    |
| 188-0-241-065 | SILLEN CONNIE L TR                    | 3,328.80    | 188-0-292-105 | SUMMERS FRANKIE                     | 3,328.80    |
| 188-0-241-075 | HAY JOEL W TR & KATOUIZ TOUBI TR      | 3,328.80    | 188-0-292-115 | WILCOX BRIAN L & HOLLEY-WILCOX PAME | 3,036.96    |
| 188-0-241-085 | HAY JOEL W & KATOUIZ TOUBI TR         | 3,328.80    | 188-0-292-125 | PATTON PATRICK S & LISA L           | 3,328.80    |
| 188-0-241-095 | FABIAN DAVID A & BEVINS-FABIAN BARB/  | 3,328.80    | 188-0-292-135 | FISS MICHAEL S & KRISTEN H TR       | 3,328.80    |
| 188-0-241-105 | CHAPPELL ROBERT B & ROXANA A          | 3,328.80    | 188-0-292-145 | DIAMOND ALAN & MELANIE              | 3,328.80    |
| 188-0-241-115 | CHANCER JOSHUA B & MIA M V            | 3,328.80    | 188-0-292-155 | BOLDT CARL R JR                     | 3,328.80    |
| 188-0-241-125 | LEBOEUF OSCAR W JR & BES MARIA D      | 3,036.96    | 188-0-292-165 | PRILLHART KIMBERLY L TR             | 3,036.96    |
| 188-0-241-135 | MOY KENNETH L & PATRICIA S TR         | 3,328.80    | 188-0-292-175 | FRISSELLA CHRIS & NAOMI W           | 3,328.80    |
| 188-0-241-145 | CULOTTA JOHN M TR                     | 3,036.96    | 188-0-292-185 | TERRANOVA JOSEPH T & SHARON TR      | 3,328.80    |
| 188-0-241-155 | NEUMANN CHARLES P & KAY F             | 3,328.80    | 188-0-292-195 | FOSTER DAVID & GEORGIA & HALE CELE  | 3,328.80    |
| 188-0-241-165 | MA SHIRLEY M & MA QUEN Y              | 3,328.80    | 188-0-292-205 | MCINALLY THOMAS C & LAUREN TR       | 3,328.80    |
| 188-0-241-175 | LAMBERT MICHAEL R & LISA R TR         | 3,328.80    | 188-0-293-015 | LE QUAN T                           | 3,036.96    |
| 188-0-241-185 | SHIN MYONG C & EUN S & SHIN JENNIFE   | 3,036.96    | 188-0-293-025 | SARKAR APARNA                       | 3,328.80    |
| 188-0-241-195 | WILLIAMS TEMPLE W III TR & FINKLE CYN | 3,328.80    | 188-0-293-035 | ORTMANN DALE                        | 3,328.80    |
| 188-0-241-205 | FRIEDMAN SHIRIN                       | 3,036.96    | 188-0-293-045 | ZARDOUZ BIJAN & NIAZMAND M TR       | 3,036.96    |
| 188-0-241-215 | KIRSHTNER ERNEST R TR                 | 3,328.80    | 188-0-293-055 | ORTMANN DALE A                      | 3,328.80    |
| 188-0-241-225 | BAILEY DALE H & DOROTHY J             | 3,328.80    | 188-0-293-065 | ARENSON CAROL TR                    | 3,328.80    |
| 188-0-241-235 | RAND STEVEN B & DONNA M L             | 3,328.80    | 188-0-293-075 | HOLLER JOHN J & GERI A              | 3,328.80    |
| 188-0-241-245 | WALLENGREN CHERYL A TR                | 3,036.96    | 188-0-293-085 | HALVERSON WILLIAM & MARIA           | 3,036.96    |
| 188-0-241-255 | NIELSEN STEVEN B & LINDA C TR         | 3,328.80    | 188-0-293-095 | NEWBY TODD D & MARIANNE             | 3,328.80    |
| 188-0-241-265 | AHLQUIST RONALD & CONSTANCE           | 3,036.96    | 188-0-293-105 | FARRELL MICHAEL & KAREN             | 3,328.80    |
| 188-0-241-275 | LAM RAYMOND L & JUNE W TR             | 3,036.96    | 188-0-293-115 | KENNEDY GREGORY L                   | 3,036.96    |
| 188-0-241-285 | WILSON GRAHAM R & JUNE R TR           | 3,328.80    | 188-0-293-125 | SCHNEIDER HAROLD N & MARSHA C       | 3,328.80    |
| 188-0-242-015 | VASSANTACHART PRAKOB B-H S            | 3,036.96    | 188-0-293-135 | RANSHAW MICHAEL E & SHARON          | 3,328.80    |
| 188-0-242-025 | REIMERS JOHN W & CYNTHIA J            | 3,328.80    | 188-0-293-145 | BREA CARLOS & PATRICIA A            | 3,036.96    |
| 188-0-242-035 | CHATENEVER ROBERT & ARLEEN TR         | 3,036.96    | 188-0-293-155 | SCHULTZ LEO TR                      | 3,328.80    |
| 188-0-242-045 | ZAKS STANLEY J & VIVIAN C TR          | 3,328.80    | 188-0-293-165 | ZARDOUZ BIJAN & NIAZMAND M TR       | 3,328.80    |
| 188-0-242-055 | JARRETT CARL R & JANICE L TR          | 3,328.80    | 188-0-293-175 | REBER GEORGE W JR & NORMA TR        | 3,328.80    |
| 188-0-242-065 | CAEN HERVE                            | 3,328.80    | 188-0-293-185 | TANAKA JASON & RAFFAELLI ROBB       | 3,328.80    |
| 188-0-242-075 | SHIN DO B & YEONG H TR                | 3,036.96    | 188-0-293-195 | SCALFARO FRANK T & MARLENE TR       | 3,328.80    |
| 188-0-242-085 | TOLMACHOFF WAYNE & DIANA TR           | 3,328.80    | 188-0-293-205 | ROSENBERGER DONALD L & MARY K       | 3,036.96    |
| 188-0-242-095 | GOMEZ WILLIAM A & CANDICE M           | 3,328.80    | 188-0-293-215 | CAO CHARLES                         | 3,328.80    |
| 188-0-242-105 | WEISER ISAAC & MARGARET TR            | 3,328.80    | 188-0-293-225 | JACKSON DENIS A & LESLI K           | 3,328.80    |
| 188-0-242-115 | BARKER HOMESTEAD LLC                  | 3,328.80    | 188-0-293-235 | STEMBRIDGE SYDNEY R TR              | 3,328.80    |
| 188-0-242-125 | ROMINGER RICHARD S                    | 3,036.96    | 188-0-293-245 | COTSIS SOPHOCLES & CARLA R          | 3,328.80    |
| 188-0-242-135 | LEVY ITAMAR                           | 3,328.80    | 188-0-293-255 | SKUPIEN AARON A & TERESA A TR       | 3,328.80    |
| 188-0-242-145 | KIM GORDON & SUZANNE ET AL            | 3,328.80    | 188-0-293-265 | HONG KHANH T & LYNN TR              | 3,036.96    |
| 188-0-242-155 | GERSTEL MARC J & CLARICE              | 3,328.80    | 188-0-293-275 | APPLE HAL C & SOPHIA K TR           | 3,328.80    |
| 188-0-242-165 | HUCKESTEIN GORDON                     | 3,036.96    | 188-0-300-015 | VAKOVSKY PATRICIA TR A              | 4,455.20    |
| 188-0-242-175 | SALPERTO ANDREW & WESNER-SALPER       | 3,328.80    | 188-0-300-025 | KELLEHER WILLIAM C & CARRIE TR      | 4,090.60    |
| 188-0-242-185 | MORENO GEORGE & EILEEN TR             | 3,036.96    | 188-0-300-035 | LITNETSKY YAKOV & MARIA             | 4,455.20    |
| 188-0-242-195 | CLAGGETT MICHAEL A & LISA M           | 3,328.80    | 188-0-300-045 | HABERSTROH ALFRED E-U L TR          | 4,455.20    |
| 188-0-242-205 | TROWBRIDGE JERRY W & KAREN TR         | 3,036.96    | 188-0-300-055 | LEE HWA I & LISA H                  | 4,090.60    |
| 188-0-242-215 | SINGH PARMJIT D                       | 3,328.80    | 188-0-300-065 | TODERAN DUANE F TR                  | 4,455.20    |
| 188-0-242-225 | ZHANG JUSTIN ET AL                    | 3,328.80    | 188-0-300-075 | KOH SANDRA S TR                     | 4,090.60    |
| 188-0-242-235 | ENGELHARDT JOHN C & MARY K            | 3,036.96    | 188-0-300-085 | COPPER DAVID M & SANCHEZ RICHARD E  | 4,455.20    |
| 188-0-242-245 | KIM SANG W & MYUNG H TR               | 3,036.96    | 188-0-300-095 | GOLDMAN GARY N TR                   | 4,455.20    |
| 188-0-242-255 | ALVAREZ JOHN A & JULIE E              | 3,328.80    | 188-0-300-105 | GRAY GREGORY E & MARTIN JULIANNE Y  | 4,455.20    |
| 188-0-242-265 | AART LLC                              | 3,328.80    | 188-0-300-115 | BEBOUT DANNY & JUDY                 | 4,090.60    |
| 188-0-242-275 | COOLEY MARK H JR & DIANA D TR         | 3,036.96    | 188-0-300-125 | ERIKSSON LEONARD & KELLY E TR       | 4,455.20    |
| 188-0-242-285 | LIMA WINSTON & SALLY                  | 3,328.80    | 188-0-300-135 | BETHARDS JOHN D & TODD CYNTHIA A    | 4,455.20    |
| 188-0-243-015 | SMITH SCOTT R & TANYA K               | 3,036.96    | 188-0-300-145 | SILVER OAK HOLDINGS LLC             | 4,455.20    |
| 188-0-243-025 | BALDWIN ROBERT JR & JANICE TR         | 3,328.80    | 188-0-300-155 | MUNGICAL RENATO V & ELIZABETH O     | 4,090.60    |
| 188-0-243-035 | SLAVIN NEIL M                         | 3,036.96    | 188-0-300-165 | HANCOCK DAVID                       | 4,455.20    |
| 188-0-243-045 | BURUM JEFFREY D                       | 3,328.80    | 188-0-300-175 | K J M FAMILY TR                     | 4,455.20    |
| 188-0-243-055 | ROUSS JEFFREY L & SYLVIA A            | 3,328.80    | 188-0-300-185 | SUSAN NODAR PER RES TR              | 4,455.20    |
| 188-0-243-065 | LIU JIM & HONG                        | 3,328.80    | 188-0-300-195 | MELLMAN LOU E & NATASHA TR          | 4,455.20    |
| 188-0-243-075 | JONES JOAN                            | 3,036.96    | 188-0-300-205 | KOHAN BIJAN & SHIRIN                | 4,455.20    |
| 188-0-243-095 | MCDERMED RICHARD W & AMAKI JULIA A    | 3,328.80    | 188-0-300-215 | CHOPRA SANJIV & RENU M TR           | 4,090.60    |
| 188-0-243-105 | SAVETSILO TAI                         | 3,328.80    | 188-0-300-225 | HENRY DAVID A                       | 4,455.20    |
| 188-0-243-115 | PHILLIPS PAUL P & BARBARA R           | 3,328.80    | 188-0-300-235 | KRAMER E-E TR                       | 4,455.20    |
| 188-0-243-125 | SADDIK GEORGE N & MARIA S             | 3,036.96    | 188-0-300-245 | EKJ INVESTMENT REAL ESTATE          | 4,455.20    |

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## EXHIBIT A

**CITY OF OXNARD  
COMMUNITY FACILITIES DISTRICT NO. 3  
(SEABRIDGE AT MANDALAY BAY)  
FISCAL YEAR 2015-2016 LEVY**

| Parcel No.    | Owner                                | Levy Amount | Parcel No.    | Owner                                  | Levy Amount |
|---------------|--------------------------------------|-------------|---------------|----------------------------------------|-------------|
| 188-0-243-135 | KHDLRLARIAN ARUTYOUN                 | 3,328.80    | 188-0-300-255 | EKJ INVESTMENT REAL ESTATE             | 4,455.20    |
| 188-0-243-145 | YANG CHIA Y & BECKY & YANG DAVID & L | 3,036.96    | 188-0-300-265 | DELEO RICHARD                          | 4,455.20    |
| 188-0-243-155 | CHALDRANIAN ARMEN TR                 | 3,328.80    | 188-0-300-275 | FULLER RUSSELL E & JEANNIE G           | 4,455.20    |
| 188-0-243-165 | COSTANZO RALPH A & JANE              | 3,036.96    | 188-0-300-285 | HIRANAKA PAUL K & CHANA TR             | 4,090.60    |
| 188-0-243-175 | WU MARCO & WU MIRIAM                 | 3,328.80    | 188-0-300-295 | KINNEY WILLIAM B & CHEN LILY L         | 4,455.20    |
| 188-0-243-185 | WOLF DAVID JR & SUN TONG             | 3,036.96    | 188-0-300-305 | SAMALYA MHAYSE G & TANJA               | 4,455.20    |
| 188-0-243-195 | HYUN SUNG OK                         | 3,328.80    | 188-0-300-315 | LEVIS JOSEPH R & MARY P                | 4,090.60    |
| 188-0-243-205 | MACK STANLEY D & ANDERSON DEBRA /    | 3,036.96    | 188-0-300-325 | HONG DALE & GRACE C                    | 4,455.20    |
| 188-0-243-215 | VON GUNTEN TRENT & HEATHER TR        | 3,328.80    | 188-0-300-335 | GALLINOT GARY F & DEBRA J TR           | 4,455.20    |
| 188-0-243-225 | FELICETTA JAMES V & SUSAN M          | 3,036.96    | 188-0-300-345 | LITINETSKY YAKOV & MARIA TR            | 4,090.60    |
| 188-0-243-235 | HIGGINS MICHAEL C & SHARON TR        | 3,328.80    | 188-0-300-355 | PISARENKO CLAUDIA ET AL                | 4,455.20    |
| 188-0-243-245 | FARRELL MICHAEL J & ROBINETT MEARA   | 3,328.80    | 188-0-300-365 | KAYE IRV G                             | 4,455.20    |
| 188-0-243-255 | DIAMOND HARVEY & MARTHA J            | 3,328.80    | 188-0-300-375 | CIRILLO MICHAEL A & LUANNE A           | 4,455.20    |
| 188-0-243-265 | MUHLITNER BRET & ERIKA               | 3,036.96    | 188-0-300-385 | EKJ INVESTMENT REAL ESTATE             | 4,455.20    |
| 188-0-243-275 | SANTOS OMAR-R TR ET AL               | 3,328.80    | 188-0-300-395 | HARRIS GLENN & GINA                    | 4,455.20    |
| 188-0-243-285 | SOLIS ELEAZAR                        | 3,328.80    | 188-0-300-405 | FORSTER KEVIN & KIRKWOOD LYNNE         | 4,455.20    |
| 188-0-243-295 | CHESLER RONALD B & LOIS S            | 3,036.96    | 188-0-300-415 | NI DAOSHING ET AL                      | 4,455.20    |
| 188-0-243-305 | CHANDLER GARY & CHERYL               | 3,328.80    | 188-0-300-425 | YOUNG WINSTON B & JOANNE L TR          | 4,090.60    |
| 188-0-244-015 | BEAL RICHARD M & ELIZABETH H         | 3,839.78    | 188-0-300-435 | 130 S MCCADDEN PL LLC                  | 4,090.60    |
| 188-0-244-025 | KUSHEN KIRK S & LYNETTE TR           | 4,090.60    | 188-0-300-445 | 130 S MCCADDEN PL LLC                  | 4,455.20    |
| 188-0-244-035 | TANK EVELYN R & TANK DENNIS L        | 4,090.60    | 188-0-310-045 | SEABRIDGE PARTNERS LP & SEABRIDGE      | 21,043.48   |
| 188-0-244-045 | VON GUNTEN TRENT & HEATHER TR        | 4,090.60    | 188-0-310-055 | D R HORTON LA HOLDING CO               | 128,985.52  |
| 188-0-244-055 | KENDALL SHEILA S TR                  | 3,839.78    | 188-0-320-015 | KOSHKAKARYAN ARUTYUN                   | 1,919.88    |
| 188-0-244-065 | FRIDRICH PAUL TR                     | 3,839.78    | 188-0-320-025 | BAUMWOHL DAVID S                       | 2,379.58    |
| 188-0-244-075 | SMITH ROBERT J & UI CHIN TR          | 4,090.60    | 188-0-320-035 | SHUCK DAVID C & ELIZABETH A            | 1,919.88    |
| 188-0-244-085 | KANETA LESTER H TR & KANETA MARIAN   | 4,090.60    | 188-0-320-045 | SCHOCK MARK R & CHRISTINA W            | 1,919.88    |
| 188-0-244-095 | LAKE JOHN W & SHEILA G TR            | 3,839.78    | 188-0-320-055 | KALLER STEVEN & JANET E                | 2,379.58    |
| 188-0-244-105 | JLO PARTNERS LLC                     | 4,090.60    | 188-0-320-065 | STEADMAN BRYAN L & CAROL A             | 1,919.88    |
| 188-0-244-115 | COHN DOV & SHEILA E TR               | 3,839.78    | 188-0-320-075 | HUGHES GREGG B                         | 1,919.88    |
| 188-0-244-125 | CHOPRA RAJESHWAR & ANEETA            | 4,090.60    | 188-0-320-085 | BUGBEE DAVID S & KRISTEN A             | 1,919.88    |
| 188-0-244-135 | FLEMING FRED J & WENDY B TR          | 4,090.60    | 188-0-320-095 | DERN GEORGE FAMILY TR                  | 1,919.88    |
| 188-0-244-145 | MUTHIAH MUTHUSAMY & RADHA U          | 3,839.78    | 188-0-320-105 | PARKER HERMAN                          | 2,379.58    |
| 188-0-244-155 | MCGREW COLLEEN H TR ET AL            | 4,090.60    | 188-0-320-115 | JAMES GERLD L & SUSAN J                | 1,919.88    |
| 188-0-244-165 | PARK JUM KYO MIN TR                  | 4,090.60    | 188-0-320-125 | KINCAID RALPH E & MARLENE L TR         | 1,919.88    |
| 188-0-244-175 | ANDERSON PAUL R                      | 4,090.60    | 188-0-320-135 | FRISSELLA JOHN & LINDA TR              | 2,379.58    |
| 188-0-244-185 | EDRICK ALAN I                        | 3,839.78    | 188-0-320-145 | NEFF JOE W & KAREN R                   | 1,919.88    |
| 188-0-244-195 | HERSON MICHAEL & PATRICIA TR         | 4,090.60    | 188-0-320-155 | REID PHILIP & GLORIA A TR & REID JEFFR | 1,919.88    |
| 188-0-244-205 | STRIKER RONALD S                     | 4,090.60    | 188-0-320-165 | O BRIEN VANESSA                        | 2,379.58    |
| 188-0-244-215 | ANTAKI J & MEDAWAR M TR              | 4,090.60    | 188-0-320-175 | BURT RICHARD A & VICKI R TR            | 1,919.88    |
| 188-0-245-015 | OPPENHEIM BRUCE-J HARRISON           | 3,839.78    | 188-0-320-185 | ANDRE RICHARD A & PATRICIA TR          | 1,919.88    |
| 188-0-245-025 | BAINES RICHARD & FRANCES & 160 FULF  | 4,090.60    | 188-0-320-195 | HARARY MARTIN K & FREIDA TR            | 2,379.58    |
| 188-0-245-035 | VICHIT-VADAKAN LIVING TR             | 4,090.60    | 188-0-320-205 | HAAS WALTER & LYNETTE TR               | 1,919.88    |
| 188-0-245-045 | RUBIN DAVID L & SHERI L TR           | 3,839.78    | 188-0-320-215 | THOMAS CLIVE L                         | 1,919.88    |
| 188-0-245-055 | LIANG KAI L & DAPHNE D               | 4,090.60    | 188-0-320-225 | COHEN STEPHEN C                        | 1,919.88    |
| 188-0-245-065 | FARRELL MICHAEL J & SUSAN            | 3,839.78    | 188-0-320-235 | ORMAN MICHAEL I & MARYANN TR           | 1,919.88    |
| 188-0-245-075 | KAO YIN J & WEIWEI L TR              | 4,090.60    | 188-0-320-245 | LUBETKIN JEFF N TR                     | 2,379.58    |
| 188-0-245-085 | MALLOUK PAUL M & NATALIE A           | 3,839.78    | 188-0-320-255 | SALKE TARANEH R IRREV FAM TR & ELZE    | 1,919.88    |
| 188-0-245-095 | GREENSTEIN IVY A TR                  | 4,090.60    | 188-0-320-265 | KAGAWA JON M & TERI L TR               | 1,919.88    |
| 188-0-250-065 | D R HORTON LA HOLDING CO             | 84,312.94   | 188-0-320-275 | AVANCENA JAIME L & ROSALINE TR         | 2,379.58    |
| 188-0-250-075 | ROIC CALIFORNIA LLC                  | 14,544.66   | 188-0-320-285 | BARICKMAN PAUL & VIRGINIA A TR         | 1,919.88    |
| 188-0-250-205 | ROIC CALIFORNIA LLC LESSOR & DR HOF  | 622.74      | 188-0-320-295 | REID JEFFREY & RIEKO                   | 1,919.88    |
| 188-0-250-225 | ROIC CALIFORNIA LLC                  | 10,870.42   | 188-0-320-305 | MARLUNA HOUSING LLC                    | 2,379.58    |
| 188-0-250-285 | ROIC CALIFORNIA LLC LESSOR & VONS C  | 33,750.30   | 188-0-320-315 | BEACH EDNA R                           | 1,919.88    |
| 188-0-260-035 | BANNERMAN BRETT & DEBRA TR           | 4,455.20    | 188-0-320-325 | JEWETT KEITH & ANAHID                  | 1,919.88    |
| 188-0-260-045 | FEINSTEIN JAMES R & GAYLE M          | 4,090.60    | 188-0-320-335 | MANLEY JOHN & SHARON                   | 2,379.58    |
| 188-0-260-055 | MEKPONGSATORN SURAPOL ET AL          | 4,455.20    | 188-0-320-345 | MATTHEWS ANTHONY                       | 1,919.88    |
| 188-0-260-065 | HAYDEN KENNETH E & PATRICIA TR       | 4,090.60    | 188-0-320-355 | LEVENSTEIN KENNETH & DIANA TR          | 1,919.88    |
| 188-0-260-075 | RANDOM PROPERTIES LLC                | 4,455.20    | 188-0-320-365 | MASLO TED & JANINA TR                  | 1,919.88    |
| 188-0-260-085 | BECKER MICHAEL A & TAMMELLA TR       | 4,455.20    | 188-0-320-375 | BAILEY JAMES R & JULIET L              | 1,919.88    |
| 188-0-260-095 | BLOXBERG ROGER S TR                  | 4,090.60    | 188-0-320-385 | BLOOM CHERISSE                         | 2,379.58    |
| 188-0-260-105 | CLUPHF GEORGE & VONJA                | 4,090.60    | 188-0-320-395 | SIEGEL LINDA Z                         | 1,919.88    |
| 188-0-260-115 | SABOL WILLIAM L & DIANE E TR         | 4,455.20    | 188-0-320-405 | OPARIN ALEXANDER                       | 1,919.88    |
| 188-0-260-125 | GREENSTEIN IVY A TR                  | 4,455.20    | 188-0-320-415 | JONES PHILIP G & BRENDA L TR           | 2,379.58    |
| 188-0-260-135 | BRIGHT STAR TR                       | 4,455.20    | 188-0-320-425 | TERANISHI SARAH S                      | 1,919.88    |
| 188-0-260-145 | CERVANTES LAWRENCE & JUANA TR        | 4,090.60    | 188-0-330-015 | FELDEISEN JOSEPH G & BAYS SHARON S     | 1,919.88    |
| 188-0-271-015 | GLATT MARTIN & TINA                  | 3,813.68    | 188-0-330-025 | KELLER DONNA M TR                      | 2,379.58    |

ATTACHMENT NO. 2  
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## EXHIBIT A

**CITY OF OXNARD  
COMMUNITY FACILITIES DISTRICT NO. 3  
(SEABRIDGE AT Mandalay Bay)  
FISCAL YEAR 2015-2016 LEVY**

| Parcel No.    | Owner                                | Levy Amount | Parcel No.    | Owner                              | Levy Amount |
|---------------|--------------------------------------|-------------|---------------|------------------------------------|-------------|
| 188-0-271-025 | ZARDOUZ BIJAN PENSION TR             | 3,328.80    | 188-0-330-035 | BYRD BRENT A & KAREN S             | 1,919.88    |
| 188-0-271-035 | CHANG CHIN & PENG SHAOMIN S          | 3,813.68    | 188-0-330-045 | CHANG JEFFREY K                    | 1,919.88    |
| 188-0-271-045 | MI HORIZON LLC                       | 3,813.68    | 188-0-330-055 | CURTIS ALAN E & MARY E             | 2,379.58    |
| 188-0-271-065 | MANION LAWRENCE & LEONOR TR          | 3,328.80    | 188-0-330-065 | YARBROW SYLVIE & YARBROW BRITTAN   | 1,919.88    |
| 188-0-271-075 | PASSALAUQUA CHRISTOPHER-P            | 3,813.68    | 188-0-330-075 | YABLAN KEVIN F & BARBARA J TR      | 1,919.88    |
| 188-0-271-085 | BASILE GAETANO                       | 3,813.68    | 188-0-330-085 | SOROKA EUGENE & KARINA             | 1,919.88    |
| 188-0-271-095 | FLORES-SARUTTI RAUL E & MILLAN-FLOF  | 3,328.80    | 188-0-330-095 | BRENNER TERRY & DENZEL             | 1,919.88    |
| 188-0-271-105 | RHEE BONG K & SUNG O TR ET AL        | 3,813.68    | 188-0-330-105 | VOSSSEN BART                       | 2,379.58    |
| 188-0-271-115 | TANAWONG NARONG & VICHAI RATTANA     | 3,813.68    | 188-0-330-115 | HARTLAND PROPERTIES LP             | 1,919.88    |
| 188-0-271-125 | GAPPER ROBERT C & MARIKA I           | 3,813.68    | 188-0-330-125 | GONG RE HOLDINGS LLC               | 1,919.88    |
| 188-0-271-135 | DJ LIVING TRUST & JOE & DIANAS TRUST | 3,328.80    | 188-0-330-135 | QUINLAN JAMES H & JACQUELINE L     | 2,379.58    |
| 188-0-271-145 | FAITH WILLIAM E & MARTHA N           | 3,328.80    | 188-0-330-145 | GOODMAN DANIEL C & HELENE L        | 1,919.88    |
| 188-0-271-155 | ODONELL SHIRLEY                      | 3,813.68    | 188-0-330-155 | CONTIS JANE L TR                   | 1,919.88    |
| 188-0-271-165 | MAAS ANTHONY R & PAMELA J            | 3,328.80    | 188-0-330-165 | PENA ROBERT L & PILAR Y TR         | 2,379.58    |
| 188-0-271-175 | HUCKESTEIN WILLIMA & SHANNON         | 3,328.80    | 188-0-330-175 | VASSANTACHART PRAKOB & HASSADI     | 1,919.88    |
| 188-0-271-185 | KALLEN HARVEY TR                     | 3,813.68    | 188-0-330-185 | JABBARI KAMRAN & DEBRA G TR        | 1,919.88    |
| 188-0-271-195 | CHEW GARY D & KIYOKO F               | 3,328.80    | 188-0-330-195 | COLE CHARLES D TR & COLE MARJORIE  | 2,379.58    |
| 188-0-271-205 | HADLOW JOHN W                        | 3,813.68    | 188-0-330-205 | ROSSO NORBERTO & BEATRICE          | 1,919.88    |
| 188-0-271-215 | KALLEN HARVEY TR                     | 3,813.68    | 188-0-330-215 | ROBERTSON HEIDI W TR               | 1,919.88    |
| 188-0-271-225 | WHEAT ROBERT C TR                    | 3,328.80    | 188-0-330-225 | RODRIGUES DAVID S & ROBERTA        | 1,919.88    |
| 188-0-271-235 | TURMELL MARK J & MARIYA              | 3,813.68    | 188-0-330-235 | CRAFT CAROL A TR                   | 1,919.88    |
| 188-0-271-245 | VASSANTACHART PRAKOB & HUSSADI       | 3,813.68    | 188-0-330-245 | SEDLAK BURTON H & ARLENE AB TR     | 2,379.58    |
| 188-0-271-255 | ABBOTT CRISPIN & LAURIE              | 3,328.80    | 188-0-330-255 | COLAK MUSTAFA & DENISE             | 1,919.88    |
| 188-0-271-265 | HADLOW JOHN W                        | 3,813.68    | 188-0-330-265 | HEATON NELSINE P                   | 1,919.88    |
| 188-0-271-275 | ROSEMAN STEVEN A & ROSEMAN EMILIA    | 3,328.80    | 188-0-330-275 | ANDERSON ROBERT D & GAYLENE TR     | 2,379.58    |
| 188-0-271-285 | YEH JOHN & GINA                      | 3,813.68    | 188-0-330-285 | TAYLOR BILL & ABRAHAM J J TR       | 1,919.88    |
| 188-0-271-295 | MEYERS DAVID L & BARBARA J TR        | 3,813.68    | 188-0-330-295 | BRAUN DOUGLAS J & ARLENE M TR      | 1,919.88    |
| 188-0-272-015 | REYNEVELD WILLY & KRISTI             | 4,455.20    | 188-0-330-305 | NIENSON STANLEY & BEVERLY TR       | 2,379.58    |
| 188-0-272-025 | HORTON GARY R & CARRIE M TR          | 4,455.20    | 188-0-330-315 | OLESON ROBERT C & KATHLEEN G       | 1,919.88    |
| 188-0-272-035 | CHATENEVER ROBERT & ARLEEN TR        | 4,090.60    | 188-0-330-325 | WALKER JOHN T & BELLE B            | 1,919.88    |
| 188-0-272-045 | REHDER RANDALL J & TERESA C TR       | 4,455.20    | 188-0-330-335 | ERIKSSON LEONARD & KELLY E TR      | 2,379.58    |
| 188-0-272-055 | MOODY DONALD S & BERNICE TR          | 4,090.60    | 188-0-330-345 | ZAREBA VIRGINIA TR                 | 1,919.88    |
| 188-0-272-065 | BEKERIAN SAMUEL I & HENAZ            | 4,455.20    | 188-0-330-355 | SEARLE HOWARD & THELMA TR          | 1,919.88    |
| 188-0-272-075 | GLOGOW ROBERT TR                     | 4,090.60    | 188-0-330-365 | RENZI FRANK A & MARY A TR          | 1,919.88    |
| 188-0-272-085 | MAYBERRY DELBERT N & CINDY M         | 4,455.20    | 188-0-330-375 | PONIK WAYNE D & PATRICIA A TR      | 1,919.88    |
| 188-0-272-095 | WAKER LARRY & WALKER ALICE TR        | 4,455.20    | 188-0-330-385 | KING EUGENE T & LANI               | 2,379.58    |
| 188-0-272-105 | DE ARRUDA GIOVANNA L Z               | 4,455.20    | 188-0-330-395 | RODRIGUEZ CATHERINE D              | 1,919.88    |
| 188-0-272-115 | NADEL ROGER S & DEBORAH A TR         | 4,090.60    | 188-0-330-405 | COOPER SCOTT & GEENA               | 1,919.88    |
| 188-0-272-205 | SEABRIDGE PARTNERS LP & SEABRIDGE    | 23,681.72   | 188-0-330-415 | ORLIKOFF MICHAEL TR                | 2,379.58    |
| 188-0-280-015 | GONZALEZ ALFREDO                     | 1,640.16    | 188-0-330-425 | FANGMAN MICHAEL P TR               | 1,919.88    |
| 188-0-280-025 | COHEN EVA                            | 1,640.16    | 188-0-340-015 | MATTINA JOHN C & KENDALL E         | 2,379.58    |
| 188-0-280-035 | STRAUSER CHRISTOPHER L               | 1,919.88    | 188-0-340-025 | BALDINGER ALLAN L & ANNE M         | 1,919.88    |
| 188-0-280-045 | OZDY ANDREW & DORE TR                | 1,640.16    | 188-0-340-035 | KRAUSE RONALD V & MARIANNE         | 1,919.88    |
| 188-0-280-055 | FISHER CRAIG SR                      | 1,640.16    | 188-0-340-045 | GERGES RAMEZ & MARY                | 2,379.58    |
| 188-0-280-065 | DALL SCOTT R & DEBRA A               | 1,919.88    | 188-0-340-055 | LOWE LOUIS T & AVIS L TR           | 1,919.88    |
| 188-0-280-075 | MCKEOWN JAMES P                      | 1,919.88    | 188-0-340-065 | WITKOWSKI ROBERT S & MONA M        | 1,919.88    |
| 188-0-280-085 | DAVIS JAMES A & SHEILA R             | 1,919.88    | 188-0-340-075 | SEGUNDO AGOURA BEACH LLC           | 2,379.58    |
| 188-0-280-095 | JOAQUIN CHRISTOPHER D & DONNA        | 1,919.88    | 188-0-340-085 | VALAZZA LINDA E TR                 | 1,919.88    |
| 188-0-280-105 | SCHWARTZ STEVEN J ET AL              | 1,640.16    | 188-0-340-095 | MINDESS RALPH W TR                 | 1,919.88    |
| 188-0-280-115 | KNEIZEH ESSA G & GEORGETTE TR        | 1,640.16    | 188-0-340-105 | MINTZ GARY A & JANE H              | 2,379.58    |
| 188-0-280-125 | NISHINO ALAN K & AKIKO K             | 1,919.88    | 188-0-340-115 | BRION ALGER L & MARIA G TR         | 1,919.88    |
| 188-0-280-135 | JOKANOVIC MIRKO D & ELIZABETH        | 1,640.16    | 188-0-340-125 | EKEBERG ERIC E & ELIZABETH J       | 1,919.88    |
| 188-0-280-145 | WHITE JEFFREY R TR                   | 1,640.16    | 188-0-340-135 | SCHEER ALBERTA B SURV TR           | 1,919.88    |
| 188-0-280-155 | TAYLOR RONALD D & MARY N             | 1,640.16    | 188-0-340-145 | MCGUIRE RICHARD W & LAURA          | 1,919.88    |
| 188-0-280-165 | MALBON JEFFERSON M & MALBON PATR     | 1,640.16    | 188-0-340-155 | CARLOZZI MARK & DIANA M            | 2,379.58    |
| 188-0-280-175 | PRICE TED & JUDY                     | 1,919.88    | 188-0-340-165 | DAVIS JOHN E & VALERIE L TR        | 1,919.88    |
| 188-0-280-185 | SIMMONS WILLIAM J & BARBARA M        | 1,640.16    | 188-0-340-175 | MARTIN ALLEN & PAULA               | 1,919.88    |
| 188-0-280-195 | TRESIERRAS GLORIA J TR               | 1,640.16    | 188-0-340-185 | CASSANEGO MICHAEL & LINDA TR       | 2,379.58    |
| 188-0-280-205 | LEVY GREG S & BRENDA S               | 1,919.88    | 188-0-340-195 | STRONG TREVOR J & ROSET TR         | 1,919.88    |
| 188-0-280-215 | GRIBBLE DEREK & ILEEN TR             | 1,919.88    | 188-0-340-205 | D M A HOLDINGS LP                  | 1,919.88    |
| 188-0-280-225 | HODGINS BRADLEY T & KATHY J          | 1,919.88    | 188-0-340-215 | HANDLERS MICHAEL D TR & HANDLERS B | 2,379.58    |
| 188-0-280-235 | VORDALE DANIEL R & VORDALE DANIEL I  | 1,919.88    | 188-0-340-225 | GREY HOWARD & MARCIA TR            | 1,919.88    |
| 188-0-280-245 | ROMINE SCOTT E & PENNY L TR          | 1,640.16    | 188-0-340-235 | GROSSMAN GLENN D & DEENA R TR      | 1,919.88    |
| 188-0-280-255 | SULLIVAN JOSEPH L TR                 | 1,640.16    | 188-0-340-245 | STEINBERG STANLEY & STEINBERG-ASHI | 2,379.58    |
| 188-0-280-265 | DEPENBROK KIM K SEP PROP TR          | 1,919.88    | 188-0-340-255 | MCELVANT DANIEL S & JENNIFER       | 1,919.88    |
| 188-0-280-275 | ZIEMBA ADOLPH J JR & DENISE TR       | 1,640.16    | 188-0-340-265 | HOLGUIN GUADALUPE R                | 1,919.88    |

ATTACHMENT NO. 2  
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## EXHIBIT A

**CITY OF OXNARD  
COMMUNITY FACILITIES DISTRICT NO. 3  
(SEABRIDGE AT MANDALAY BAY)  
FISCAL YEAR 2015-2016 LEVY**

| Parcel No.    | Owner                              | Levy Amount | Parcel No.    | Owner                              | Levy Amount           |
|---------------|------------------------------------|-------------|---------------|------------------------------------|-----------------------|
| 188-0-280-285 | WIGGINS BRIAN S & ANGIE TR         | 1,640.16    | 188-0-340-275 | KADO RONALD A & CYNTHIA S TR       | 1,919.88              |
| 188-0-280-295 | MARTINEZ JOE III                   | 1,640.16    | 188-0-340-285 | SREDEN BARRY & MAXINE TR           | 1,919.88              |
| 188-0-280-305 | SHEN YONG & LIU BENJAMIN           | 1,640.16    | 188-0-340-295 | MARCUS LANCE E & MARGARET TR       | 2,379.58              |
| 188-0-280-315 | LEE DAVID D & STEPHANIE H          | 1,919.88    | 188-0-340-305 | KAIFER DUANE & SHEILA              | 1,919.88              |
| 188-0-280-325 | SEXTON PAULINE B TR                | 1,640.16    | 188-0-340-315 | PATEL MAYUR N & JYOTIKA M TR       | 1,919.88              |
| 188-0-280-335 | CARR LEWIS C & JOAN W              | 1,640.16    | 188-0-340-325 | CASSIER MARTIN B                   | 2,379.58              |
| 188-0-280-345 | SMITH JAMES W & DARLENE TR         | 1,919.88    | 188-0-340-335 | CHANSUE EKKTET & WANIDA            | 1,919.88              |
| 188-0-280-355 | SHARPE KRISTIN J                   | 1,919.88    | 188-0-340-345 | HOPKINS GARY J & MARY R            | 1,919.88              |
| 188-0-280-365 | HILDEBRAND FREDERICK-V TR          | 1,919.88    | 188-0-340-355 | ZIEMBA ADOLPH JR & DENISE TR       | 2,379.58              |
| 188-0-280-375 | CLAYTON MORGAN E & GLORIA A TR     | 1,919.88    | 188-0-340-365 | ALBERT NABIL & MAGDA N             | 1,919.88              |
| 188-0-280-385 | MADERA CARDINAL PROP LLC           | 1,640.16    | 188-0-340-375 | SLAGEL BRIAN                       | 1,919.88              |
| 188-0-280-395 | HUNT ROGER S & ANITA M             | 1,640.16    | 188-0-340-385 | GONG GORDON & LILIAN               | 2,379.58              |
| 188-0-280-405 | KURRASCH-JACOBSON ANNE L           | 1,919.88    | 188-0-340-395 | SVATKO JAMES E & PERATT KAREN L    | 1,919.88              |
| 188-0-280-415 | JOKANOVIC MIRKO & ELIZABETH        | 1,640.16    | 188-0-340-405 | TREVINO ROBERT M & CATHY N TR      | 1,919.88              |
| 188-0-280-425 | YAMAKA MARK S & AILENE             | 1,640.16    | 188-0-340-415 | SMIDDERKS GARY & MARY              | 1,919.88              |
| 188-0-280-435 | WU DAVID C                         | 1,640.16    | 188-0-340-425 | CASSIRER FRANCIS C TR              | 1,919.88              |
| 188-0-280-445 | STUART DAVID M & ANNE M TR         | 1,640.16    | 188-0-350-065 | PINA FERDINAND A                   | 1,382.80              |
| 188-0-280-455 | SCOTT SAMANTHA D ET AL             | 1,919.88    | 188-0-350-075 | JAMES JONATHAN M                   | 1,640.16              |
| 188-0-280-465 | JAMAL NICOLE                       | 1,640.16    | 188-0-350-085 | RASMUSSEN JAMES S & JEANNE T       | 1,640.16              |
| 188-0-280-475 | MITCHELL GEORGE                    | 1,640.16    | 188-0-350-095 | ROSE HUGH & DONNA                  | 1,640.16              |
| 188-0-280-485 | GRIBBLE DEREK & ILEEN TR           | 1,919.88    | 188-0-350-105 | HOLLAND-SIE TR                     | 1,640.16              |
| 188-0-280-495 | COTIS SOPHOCLES & CARLA R          | 1,919.88    | 188-0-350-115 | BERGER ROBERT B                    | 1,382.80              |
| 188-0-280-505 | SIMMONS SANDRA J                   | 1,919.88    | 188-0-350-125 | SALAZAR EDGAR R                    | 1,382.80              |
| 188-0-280-515 | SPRINGER SCOTT A & ANN E           | 1,919.88    | 188-0-350-135 | BJELKE JANET C TR                  | 1,640.16              |
| 188-0-280-525 | BROOKLEY JESS G & DEBORAH D        | 1,640.16    | 188-0-350-145 | HERNANDEZ DEXTER A                 | 1,640.16              |
| 188-0-280-535 | KING PAUL M TR                     | 1,640.16    | 188-0-350-155 | BARKER GARRY T-F RACHEL TR         | 1,640.16              |
| 188-0-280-545 | TOLLER GARY D & APRIL K            | 1,919.88    | 188-0-350-165 | FILICE GARY W & DEBORAH A TR       | 1,640.16              |
| 188-0-280-555 | NEER ROBERT E II & MORSE PAUL C    | 1,640.16    | 188-0-350-175 | CONSTANTINO RICK D & KATHY TR      | 1,382.80              |
| 188-0-280-565 | ARIAZ DAVID & ELITA                | 1,640.16    | 188-0-350-235 | ARIAZ A & PASTORELO ARIAS E TR     | 1,919.88              |
| 188-0-291-025 | ROBERTSON HAROLD & DIANA TR        | 4,455.20    | 188-0-350-245 | DZIAK KRISTINE                     | 1,640.16              |
| 188-0-291-035 | MEYERS DAVID L & BARBARA J TR      | 4,455.20    | 188-0-350-255 | CORTEZ ALEJANDRO & CORTEZ MARIBEL  | 1,919.88              |
| 188-0-291-045 | GERLACH DANIEL J TR                | 4,455.20    | 188-0-350-265 | CLEMONS SAMUEL & CLEMONS PATRICK   | 1,919.88              |
| 188-0-291-055 | KUMMER BERNARD & PARNIAN TR        | 4,455.20    | 188-0-350-275 | SARMIENTO MARIA J                  | 1,919.88              |
| 188-0-291-065 | HUCKESTEIN DIETER & CECILIA TR     | 4,455.20    | 188-0-350-285 | BUTLER ROBERT A                    | 1,919.88              |
| 188-0-291-075 | STEVENS KATHLEEN M TR              | 4,090.60    | 188-0-350-295 | HARRYMAN RENEE                     | 1,640.16              |
| 188-0-291-085 | FEINSTEIN JAMES R & GAYLE M TR     | 4,455.20    | 188-0-350-305 | GOSS ABIGAIL                       | 1,640.16              |
| 188-0-291-095 | RASMUSSEN CHARLES A-P J TR         | 4,455.20    | 188-0-350-315 | PERLINE MARC N & ANA C             | 1,919.88              |
| 188-0-291-105 | WALI DEEPIKA                       | 4,455.20    | 188-0-350-325 | SHIMADA HIROYUKI TR & AOYAMA CHISA | 1,919.88              |
| 188-0-291-115 | HSR TR                             | 4,455.20    | 188-0-350-335 | WOLF BERNICE E TR                  | 1,919.88              |
| 188-0-291-125 | ELHOUTY KAMIES                     | 4,455.20    | 188-0-350-345 | FILICE GARY W & DEBORAH A TR       | 1,919.88              |
| 188-0-291-135 | BLAICH JACOB & ESTHER TR           | 4,455.20    | 188-0-350-355 | DIAMOND HARVEY & MARTHA J          | 1,640.16              |
| 188-0-291-145 | BERNSTEIN SCOTT D TR               | 4,090.60    | 188-0-350-365 | POTTS JEREMY R                     | 1,919.88              |
| 188-0-291-155 | RIZZOTTI ANTHONY B & DASCALOS JANE | 4,455.20    | 188-0-350-375 | CORTEZ CARLOS M                    | 1,382.80              |
| 188-0-291-165 | KALLEN HARVEY                      | 4,455.20    | 188-0-350-385 | O KEEFFE P & YOUNG SANDRA TR       | 1,382.80              |
| 188-0-291-175 | KALLEN HARVEY                      | 4,455.20    | 188-0-350-395 | CHANJAMSRI SOUN & WIMOL            | 1,382.80              |
| 188-0-291-185 | GORDON ROBERT W & LISA TR          | 4,090.60    | 188-0-350-405 | PFEIFER DANIEL E TR                | 1,382.80              |
| 188-0-292-015 | NEVITT JEFFREY D & ANTOINETTE      | 3,328.80    | 188-0-350-415 | HOMETOWN VENTURES LLC              | 1,640.16              |
| 188-0-292-025 | NEWMARK REBECCA A                  | 3,036.96    | 188-0-350-425 | SHARIF MOHAMMED & TARANEH          | 1,919.88              |
| 188-0-292-035 | DEGNER DONALD L & GLADYS M TR      | 3,328.80    | 188-0-350-435 | KREBS GEORGE                       | 1,919.88              |
| 188-0-292-045 | BIERMAN ARTHUR W JR TR             | 3,328.80    | 188-0-350-445 | FLORES ERNESTO R & RENTERIA BARBAI | 1,919.88              |
| 188-0-292-055 | JUELS SHIRLEY A                    | 3,328.80    | 188-0-350-455 | WOLPERT-MALDONADO TR               | 1,919.88              |
|               |                                    |             | <b>Total</b>  | <b>498 Parcels</b>                 | <b>\$1,745,437.50</b> |

STATE OF CALIFORNIA     )  
                                      )  
COUNTY OF VENTURA     )     ss.

I, DANIEL MARTINEZ, City Clerk of the City Council of the City of Oxnard, do hereby certify that the above and foregoing is a full, true and correct copy of RESOLUTION NO. \_\_\_\_\_ of said City Council, and that the same has not been amended or repealed.

DATED: \_\_\_\_\_, 2015

\_\_\_\_\_  
City Clerk of the City Council of the City of Oxnard

(SEAL)



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

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
OXNARD ACTING AS THE LEGISLATIVE BODY OF  
COMMUNITY FACILITIES DISTRICT NO. 4 (SEABRIDGE AT  
MANDALAY BAY) OF THE CITY OF OXNARD AUTHORIZING  
THE LEVY OF SPECIAL TAXES WITHIN COMMUNITY  
FACILITIES DISTRICT NO. 4 (SEABRIDGE AT MANDALAY  
BAY) FOR THE FISCAL YEAR 2015-2016

WHEREAS, the City Council of the City of Oxnard (the "City") previously established Community Facilities District No. 4 (Seabridge at Mandalay Bay) of the City of Oxnard ("CFD No. 4") pursuant to the terms and provisions of the Mello-Roos Community Facilities Act of 1982, as amended, commencing with Government Code Section 53311 (the "Act"); and

WHEREAS, the City Council of the City, acting as the legislative body of CFD No. 4, is authorized pursuant to Resolution No. 12,739 (the "Resolution of Formation") and Ordinance No. 2677 adopted by the City Council on December 14, 2004, (the "Ordinance") to levy a special tax sufficient to pay certain costs of the Services and Incidental Expenses (as defined in the Resolution of Formation); and

WHEREAS, it is now necessary and appropriate that this City Council provide for the levy and collection of the special taxes for the Fiscal Year 2015-2016 for the purpose specified in the Resolution of Formation and the Ordinance, by the adoption of a resolution as specified by the Act and the Ordinance; and

WHEREAS, the assessments are in conformance with Proposition 218; and

WHEREAS, the special taxes being levied hereunder are at the same rate or at a lower rate than provided by the Ordinance;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OXNARD, ACTING IN ITS CAPACITY AS THE LEGISLATIVE BODY OF COMMUNITY FACILITIES DISTRICT NO. 4 (SEABRIDGE AT MANDALAY BAY), DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. The above recitals are true and correct.

SECTION 2. The special tax is imposed without regard to property valuation and is levied in compliance with the Act and the Ordinance.

SECTION 3. In accordance with the Act and the Ordinance, there is hereby levied upon the parcels within the District which are not otherwise exempt from taxation under the Act or the Ordinance special taxes for the Fiscal Year 2015-2016 at the special tax rates set forth in the report prepared by NBS Government Finance Group for CFD No. 4 entitled "City of Oxnard Community Facilities District No. 4 (Seabridge at Mandalay Bay) Fiscal Year 2015-2016 Levy" (the "Report") attached hereto as Exhibit A and made a part hereof, which special tax rates do not exceed the maximum special tax rates set forth in the Ordinance. After adoption of this Resolution, the Chief

## EXHIBIT A

**CITY OF OXNARD  
COMMUNITY FACILITIES DISTRICT NO. 4  
(SEABRIDGE AT MANDALAY BAY)  
FISCAL YEAR 2015-2016 LEVY**

| Parcel No.    | Owner                                 | Levy Amount | Parcel No.    | Owner                               | Levy Amount |
|---------------|---------------------------------------|-------------|---------------|-------------------------------------|-------------|
| 188-0-241-015 | NEWMAN DAVID J & LAURA Z              | \$2,229.04  | 188-0-292-055 | JUELS SHIRLEY A                     | \$2,229.04  |
| 188-0-241-025 | FOSTER WENDY J TR                     | 2,229.04    | 188-0-292-065 | ROSCH GEORGE W III & JOANNA TR      | 2,037.10    |
| 188-0-241-035 | KEEN LORRIE L D TR ET AL              | 2,037.10    | 188-0-292-075 | RIVERA DIEGO E                      | 2,229.04    |
| 188-0-241-045 | CHOW MARVIN & JULIA L TR              | 2,229.04    | 188-0-292-085 | PAUL BRYAN                          | 2,229.04    |
| 188-0-241-055 | BARNES ROBERT K & JOAN M TR           | 2,229.04    | 188-0-292-095 | G-J BRIERLEY TR                     | 2,037.10    |
| 188-0-241-065 | SILLEN CONNIE L TR                    | 2,229.04    | 188-0-292-105 | SUMMERS FRANKIE                     | 2,229.04    |
| 188-0-241-075 | HAY JOEL W TR & KATOUIZ TOUBI TR      | 2,229.04    | 188-0-292-115 | WILCOX BRIAN L & HOLLEY-WILCOX PAME | 2,037.10    |
| 188-0-241-085 | HAY JOEL W & KATOUIZ TOUBI TR         | 2,229.04    | 188-0-292-125 | PATTON PATRICK S & LISA L           | 2,229.04    |
| 188-0-241-095 | FABIAN DAVID A & BEVINS-FABIAN BARB/  | 2,229.04    | 188-0-292-135 | FISS MICHAEL S & KRISTEN H TR       | 2,229.04    |
| 188-0-241-105 | CHAPPELL ROBERT B & ROXANA A          | 2,229.04    | 188-0-292-145 | DIAMOND ALAN & MELANIE              | 2,229.04    |
| 188-0-241-115 | CHANCER JOSHUA B & MIA M V            | 2,229.04    | 188-0-292-155 | BOLDT CARL R JR                     | 2,229.04    |
| 188-0-241-125 | LEBOEUF OSCAR W JR & BES MARIA D      | 2,037.10    | 188-0-292-165 | PRILLHART KIMBERLY L TR             | 2,037.10    |
| 188-0-241-135 | MOY KENNETH L & PATRICIA S TR         | 2,229.04    | 188-0-292-175 | FRISSELLA CHRIS & NAOMI W           | 2,229.04    |
| 188-0-241-145 | CULOTTA JOHN M TR                     | 2,037.10    | 188-0-292-185 | TERRANOVA JOSEPH T & SHARON TR      | 2,229.04    |
| 188-0-241-155 | NEUMANN CHARLES P & KAY F             | 2,229.04    | 188-0-292-195 | FOSTER DAVID & GEORGIA & HALE CELES | 2,229.04    |
| 188-0-241-165 | MA SHIRLEY M & MA QUEN Y              | 2,229.04    | 188-0-292-205 | MCINALLY THOMAS C & LAUREN TR       | 2,229.04    |
| 188-0-241-175 | LAMBERT MICHAEL R & LISA R TR         | 2,229.04    | 188-0-293-015 | LE QUAN T                           | 2,037.10    |
| 188-0-241-185 | SHIN MYONG C & EUN S & SHIN JENNIFEI  | 2,037.10    | 188-0-293-025 | SARKAR APARNA                       | 2,229.04    |
| 188-0-241-195 | WILLIAMS TEMPLE W III TR & FINKLE CYN | 2,229.04    | 188-0-293-035 | ORTMANN DALE                        | 2,229.04    |
| 188-0-241-205 | FRIEDMAN SHIRIN                       | 2,037.10    | 188-0-293-045 | ZARDOUZ BIJAN & NIAZMAND M TR       | 2,037.10    |
| 188-0-241-215 | KIRSHTNER ERNEST R TR                 | 2,229.04    | 188-0-293-055 | ORTMANN DALE A                      | 2,229.04    |
| 188-0-241-225 | BAILEY DALE H & DOROTHY J             | 2,229.04    | 188-0-293-065 | ARENSON CAROL TR                    | 2,229.04    |
| 188-0-241-235 | RAND STEVEN B & DONNA M L             | 2,229.04    | 188-0-293-075 | HOLLER JOHN J & GERI A              | 2,229.04    |
| 188-0-241-245 | WALLENGREN CHERYL A TR                | 2,037.10    | 188-0-293-085 | HALVERSON WILLIAM & MARIA           | 2,037.10    |
| 188-0-241-255 | NIELSEN STEVEN B & LINDA C TR         | 2,229.04    | 188-0-293-095 | NEWBY TODD D & MARIANNE             | 2,229.04    |
| 188-0-241-265 | AHLQUIST RONALD & CONSTANCE           | 2,037.10    | 188-0-293-105 | FARRELL MICHAEL & KAREN             | 2,229.04    |
| 188-0-241-275 | LAM RAYMOND L & JUNE W TR             | 2,037.10    | 188-0-293-115 | KENNEDY GREGORY L                   | 2,037.10    |
| 188-0-241-285 | WILSON GRAHAM R & JUNE R TR           | 2,229.04    | 188-0-293-125 | SCHNEIDER HAROLD N & MARSHA C       | 2,229.04    |
| 188-0-242-015 | VASSANTACHART PRAKOB B-H S            | 2,037.10    | 188-0-293-135 | RANSHAW MICHAEL E & SHARON          | 2,229.04    |
| 188-0-242-025 | REIMERS JOHN W & CYNTHIA J            | 2,229.04    | 188-0-293-145 | BREA CARLOS & PATRICIA A            | 2,037.10    |
| 188-0-242-035 | CHATENEVER ROBERT & ARLEEN TR         | 2,037.10    | 188-0-293-155 | SCHULTZ LEO TR                      | 2,229.04    |
| 188-0-242-045 | ZAKS STANLEY J & VIVIAN C TR          | 2,229.04    | 188-0-293-165 | ZARDOUZ BIJAN & NIAZMAND M TR       | 2,229.04    |
| 188-0-242-055 | JARRETT CARL R & JANICE L TR          | 2,229.04    | 188-0-293-175 | REBER GEORGE W JR & NORMA TR        | 2,229.04    |
| 188-0-242-065 | CAEN HERVE                            | 2,229.04    | 188-0-293-185 | TANAKA JASON & RAFFAELLI ROBB       | 2,229.04    |
| 188-0-242-075 | SHIN DO B & YEONG H TR                | 2,037.10    | 188-0-293-195 | SCALFARO FRANK T & MARLENE TR       | 2,229.04    |
| 188-0-242-085 | TOLMACHOFF WAYNE & DIANA TR           | 2,229.04    | 188-0-293-205 | ROSENBERGER DONALD L & MARY K       | 2,037.10    |
| 188-0-242-095 | GOMEZ WILLIAM A & CANDICE M           | 2,229.04    | 188-0-293-215 | CAO CHARLES                         | 2,229.04    |
| 188-0-242-105 | WEISER ISAAC & MARGARET TR            | 2,229.04    | 188-0-293-225 | JACKSON DENIS A & LESLI K           | 2,229.04    |
| 188-0-242-115 | BARKER HOMESTEAD LLC                  | 2,229.04    | 188-0-293-235 | STEMBRIDGE SYDNEY R TR              | 2,229.04    |
| 188-0-242-125 | ROMINGER RICHARD S                    | 2,037.10    | 188-0-293-245 | COTSIS SOPHOCLES & CARLA R          | 2,229.04    |
| 188-0-242-135 | LEVY ITAMAR                           | 2,229.04    | 188-0-293-255 | SKUPIEN AARON A & TERESA A TR       | 2,229.04    |
| 188-0-242-145 | KIM GORDON & SUZANNE ET AL            | 2,229.04    | 188-0-293-265 | HONG KHANH T & LYNN TR              | 2,037.10    |
| 188-0-242-155 | GERSTEL MARC J & CLARICE              | 2,229.04    | 188-0-293-275 | APPLE HAL C & SOPHIA K TR           | 2,229.04    |
| 188-0-242-165 | HUCKESTEIN GORDON                     | 2,037.10    | 188-0-300-015 | VAKOVSKY PATRICIA TR A              | 2,971.44    |
| 188-0-242-175 | SALPERTO ANDREW & WESNER-SALPER       | 2,229.04    | 188-0-300-025 | KELLEHER WILLIAM C & CARRIE TR      | 2,731.52    |
| 188-0-242-185 | MORENO GEORGE & EILEEN TR             | 2,037.10    | 188-0-300-035 | LITINETSKY YAKOV & MARIA            | 2,971.44    |
| 188-0-242-195 | CLAGGETT MICHAEL A & LISA M           | 2,229.04    | 188-0-300-045 | HABERSTROH ALFRED E-U L TR          | 2,971.44    |
| 188-0-242-205 | TROWBRIDGE JERRY W & KAREN TR         | 2,037.10    | 188-0-300-055 | LEE HWA I & LISA H                  | 2,731.52    |
| 188-0-242-215 | SINGH PARMJIT D                       | 2,229.04    | 188-0-300-065 | TODERAN DUANE F TR                  | 2,971.44    |
| 188-0-242-225 | ZHANG JUSTIN ET AL                    | 2,229.04    | 188-0-300-075 | KOH SANDRA S TR                     | 2,731.52    |
| 188-0-242-235 | ENGELHARDT JOHN C & MARY K            | 2,037.10    | 188-0-300-085 | COPPER DAVID M & SANCHEZ RICHARD E  | 2,971.44    |
| 188-0-242-245 | KIM SANG W & MYUNG H TR               | 2,037.10    | 188-0-300-095 | GOLDMAN GARY N TR                   | 2,971.44    |
| 188-0-242-255 | ALVAREZ JOHN A & JULIE E              | 2,229.04    | 188-0-300-105 | GRAY GREGORY E & MARTIN JULIANNE Y  | 2,971.44    |
| 188-0-242-265 | AART LLC                              | 2,229.04    | 188-0-300-115 | BEBOU DANNY & JUDY                  | 2,731.52    |
| 188-0-242-275 | COOLEY MARK H JR & DIANA D TR         | 2,037.10    | 188-0-300-125 | ERIKSSON LEONARD & KELLY E TR       | 2,971.44    |
| 188-0-242-285 | LIMA WINSTON & SALLY                  | 2,229.04    | 188-0-300-135 | BETHARDS JOHN D & TODD CYNTHIA A    | 2,971.44    |
| 188-0-243-015 | SMITH SCOTT R & TANYA K               | 2,037.10    | 188-0-300-145 | SILVER OAK HOLDINGS LLC             | 2,971.44    |
| 188-0-243-025 | BALDWIN ROBERT JR & JANICE TR         | 2,229.04    | 188-0-300-155 | MUNGICAL RENATO V & ELIZABETH O     | 2,731.52    |
| 188-0-243-035 | SLAVIN NEIL M                         | 2,037.10    | 188-0-300-165 | HANCOCK DAVID                       | 2,971.44    |
| 188-0-243-045 | BURUM JEFFREY D                       | 2,229.04    | 188-0-300-175 | K J M FAMILY TR                     | 2,971.44    |
| 188-0-243-055 | ROUSS JEFFREY L & SYLVIA A            | 2,229.04    | 188-0-300-185 | SUSAN NODAR PER RES TR              | 2,971.44    |
| 188-0-243-065 | LIU JIM & HONG                        | 2,229.04    | 188-0-300-195 | MELLMAN LOU E & NATASHA TR          | 2,971.44    |
| 188-0-243-075 | JONES JOAN                            | 2,037.10    | 188-0-300-205 | KOHAN BIJAN & SHIRIN                | 2,971.44    |
| 188-0-243-085 | MUNSON ARTHUR H & ROBIN F             | 2,229.04    | 188-0-300-215 | CHOPRA SANJIV & RENU M TR           | 2,731.52    |
| 188-0-243-095 | MCDERMED RICHARD W & AMAKI JULIA A    | 2,229.04    | 188-0-300-225 | HENRY DAVID A                       | 2,971.44    |
| 188-0-243-105 | SAVETSILA TAI                         | 2,229.04    | 188-0-300-235 | KRAMER E-E TR                       | 2,971.44    |

ATTACHMENT NO. 2PAGE 13 OF 17

## EXHIBIT A

**CITY OF OXNARD**  
**COMMUNITY FACILITIES DISTRICT NO. 4**  
**(SEABRIDGE AT MANDALAY BAY)**  
**FISCAL YEAR 2015-2016 LEVY**

| Parcel No.    | Owner                                | Levy Amount | Parcel No.    | Owner                                  | Levy Amount |
|---------------|--------------------------------------|-------------|---------------|----------------------------------------|-------------|
| 188-0-243-115 | PHILLIPS PAUL P & BARBARA R          | 2,229.04    | 188-0-300-245 | EKJ INVESTMENT REAL ESTATE             | 2,971.44    |
| 188-0-243-125 | SADDIK GEORGE N & MARIA S            | 2,037.10    | 188-0-300-255 | EKJ INVESTMENT REAL ESTATE             | 2,971.44    |
| 188-0-243-135 | KHDLARIAN ARUTYOUN                   | 2,229.04    | 188-0-300-265 | DELEO RICHARD                          | 2,971.44    |
| 188-0-243-145 | YANG CHIA Y & BECKY & YANG DAVID & I | 2,037.10    | 188-0-300-275 | FULLER RUSSELL E & JEANNIE G           | 2,971.44    |
| 188-0-243-155 | CHALDRANIAN ARMEN TR                 | 2,229.04    | 188-0-300-285 | HIRANAKA PAUL K & CHANA TR             | 2,731.52    |
| 188-0-243-165 | COSTANZO RALPH A & JANE              | 2,037.10    | 188-0-300-295 | KINNEY WILLIAM B & CHEN LILY L         | 2,971.44    |
| 188-0-243-175 | WU MARCO & WU MIRIAM                 | 2,229.04    | 188-0-300-305 | SAMALYA MHAYSE G & TANJA               | 2,971.44    |
| 188-0-243-185 | WOLF DAVID JR & SUN TONG             | 2,037.10    | 188-0-300-315 | LEVIS JOSEPH R & MARY P                | 2,731.52    |
| 188-0-243-195 | HYUN SUNG OK                         | 2,229.04    | 188-0-300-325 | HONG DALE & GRACE C                    | 2,971.44    |
| 188-0-243-205 | MACK STANLEY D & ANDERSON DEBRA /    | 2,037.10    | 188-0-300-335 | GALLINOT GARY F & DEBRA J TR           | 2,971.44    |
| 188-0-243-215 | VON GUNTEN TRENT & HEATHER TR        | 2,229.04    | 188-0-300-345 | LITINETSKY YAKOV & MARIA TR            | 2,731.52    |
| 188-0-243-225 | FELICETTA JAMES V & SUSAN M          | 2,037.10    | 188-0-300-355 | PISARENKO CLAUDIA ET AL                | 2,971.44    |
| 188-0-243-235 | HIGGINS MICHAEL C & SHARON TR        | 2,229.04    | 188-0-300-365 | KAYE IRV G                             | 2,971.44    |
| 188-0-243-245 | FARRELL MICHAEL J & ROBINETT MEARA   | 2,229.04    | 188-0-300-375 | CIRILLO MICHAEL A & LUANNE A           | 2,971.44    |
| 188-0-243-255 | DIAMOND HARVEY & MARTHA J            | 2,229.04    | 188-0-300-385 | EKJ INVESTMENT REAL ESTATE             | 2,971.44    |
| 188-0-243-265 | MUHLITNER BRET & ERIKA               | 2,037.10    | 188-0-300-395 | HARRIS GLENN & GINA                    | 2,971.44    |
| 188-0-243-275 | SANTOS OMAR-R TR ET AL               | 2,229.04    | 188-0-300-405 | FORSTER KEVIN & KIRKWOOD LYNNE         | 2,971.44    |
| 188-0-243-285 | SOLIS ELEAZAR                        | 2,229.04    | 188-0-300-415 | NI DAOSHING ET AL                      | 2,971.44    |
| 188-0-243-295 | CHESLER RONALD B & LOIS S            | 2,037.10    | 188-0-300-425 | YOUNG WINSTON B & JOANNE L TR          | 2,731.52    |
| 188-0-243-305 | CHANDLER GARY & CHERYL               | 2,229.04    | 188-0-300-435 | 130 S MCCADDEN PL LLC                  | 2,731.52    |
| 188-0-244-015 | BEAL RICHARD M & ELIZABETH H         | 2,565.84    | 188-0-300-445 | 130 S MCCADDEN PL LLC                  | 2,971.44    |
| 188-0-244-025 | KUSHEN KIRK S & LYNETTE TR           | 2,731.52    | 188-0-310-045 | SEABRIDGE PARTNERS LP & SEABRIDGE      | 14,221.14   |
| 188-0-244-035 | TANK EVELYN R & TANK DENNIS L        | 2,731.52    | 188-0-310-055 | D R HORTON LA HOLDING CO               | 87,622.98   |
| 188-0-244-045 | VON GUNTEN TRENT & HEATHER TR        | 2,731.52    | 188-0-320-015 | KOSHKAKARYAN ARUTYUN                   | 1,301.02    |
| 188-0-244-055 | KENDALL SHEILA S TR                  | 2,565.84    | 188-0-320-025 | BAUMWOHL DAVID S                       | 1,603.42    |
| 188-0-244-065 | FRIDRICH PAUL TR                     | 2,565.84    | 188-0-320-035 | SHUCK DAVID C & ELIZABETH A            | 1,301.02    |
| 188-0-244-075 | SMITH ROBERT J & UI CHIN TR          | 2,731.52    | 188-0-320-045 | SCHOCK MARK R & CHRISTINA W            | 1,301.02    |
| 188-0-244-085 | KANETA LESTER H TR & KANETA MARIAN   | 2,731.52    | 188-0-320-055 | KALLER STEVEN & JANET E                | 1,603.42    |
| 188-0-244-095 | LAKE JOHN W & SHEILA G TR            | 2,565.84    | 188-0-320-065 | STEADMAN BRYAN L & CAROL A             | 1,301.02    |
| 188-0-244-105 | JLO PARTNERS LLC                     | 2,731.52    | 188-0-320-075 | HUGHES GREGG B                         | 1,301.02    |
| 188-0-244-115 | COHN DOV & SHEILA E TR               | 2,565.84    | 188-0-320-085 | BUGBEE DAVID S & KRISTEN A             | 1,301.02    |
| 188-0-244-125 | CHOPRA RAJESHWAR & ANEETA            | 2,731.52    | 188-0-320-095 | DERN GEORGE FAMILY TR                  | 1,301.02    |
| 188-0-244-135 | FLEMING FRED J & WENDY B TR          | 2,731.52    | 188-0-320-105 | PARKER HERMAN                          | 1,603.42    |
| 188-0-244-145 | MUTHIAH MUTHUSAMY & RADHA U          | 2,565.84    | 188-0-320-115 | JAMES GERLD L & SUSAN J                | 1,301.02    |
| 188-0-244-155 | MCGREW COLLEEN H TR ET AL            | 2,731.52    | 188-0-320-125 | KINCAID RALPH E & MARLENE L TR         | 1,301.02    |
| 188-0-244-165 | PARK JUM KYO MIN TR                  | 2,731.52    | 188-0-320-135 | FRISSELLA JOHN & LINDA TR              | 1,603.42    |
| 188-0-244-175 | ANDERSON PAUL R                      | 2,731.52    | 188-0-320-145 | NEFF JOE W & KAREN R                   | 1,301.02    |
| 188-0-244-185 | EDRICK ALAN I                        | 2,565.84    | 188-0-320-155 | REID PHILIP & GLORIA A TR & REID JEFFR | 1,301.02    |
| 188-0-244-195 | HERSON MICHAEL & PATRICIA TR         | 2,731.52    | 188-0-320-165 | O BRIEN VANESSA                        | 1,603.42    |
| 188-0-244-205 | STRIKER RONALD S                     | 2,731.52    | 188-0-320-175 | BURT RICHARD A & VICKI R TR            | 1,301.02    |
| 188-0-244-215 | ANTAKI J & MEDAWAR M TR              | 2,731.52    | 188-0-320-185 | ANDRE RICHARD A & PATRICIA TR          | 1,301.02    |
| 188-0-245-015 | OPPENHEIM BRUCE-J HARRISON           | 2,565.84    | 188-0-320-195 | HARARY MARTIN K & FREIDA TR            | 1,603.42    |
| 188-0-245-025 | BAINES RICHARD & FRANCES & 160 FULF  | 2,731.52    | 188-0-320-205 | HAAS WALTER & LYNETTE TR               | 1,301.02    |
| 188-0-245-035 | VICHIT-VADAKAN LIVING TR             | 2,731.52    | 188-0-320-215 | THOMAS CLIVE L                         | 1,301.02    |
| 188-0-245-045 | RUBIN DAVID L & SHERI L TR           | 2,565.84    | 188-0-320-225 | COHEN STEPHEN C                        | 1,301.02    |
| 188-0-245-055 | LIANG KAI L & DAPHNE D               | 2,731.52    | 188-0-320-235 | ORMAN MICHAEL I & MARYANN TR           | 1,301.02    |
| 188-0-245-065 | FARRELL MICHAEL J & SUSAN            | 2,565.84    | 188-0-320-245 | LUBETKIN JEFF N TR                     | 1,603.42    |
| 188-0-245-075 | KAO YIN J & WEIWEI L TR              | 2,731.52    | 188-0-320-255 | SALKE TARANEH R IRREV FAM TR & ELZE    | 1,301.02    |
| 188-0-245-085 | MALLOUK PAUL M & NATALIE A           | 2,565.84    | 188-0-320-265 | KAGAWA JON M & TERI L TR               | 1,301.02    |
| 188-0-245-095 | GREENSTEIN IVY A TR                  | 2,731.52    | 188-0-320-275 | AVANCENA JAIME L & ROSALINE TR         | 1,603.42    |
| 188-0-250-065 | D R HORTON LA HOLDING CO             | 57,062.12   | 188-0-320-285 | BARICKMAN PAUL & VIRGINIA A TR         | 1,301.02    |
| 188-0-250-075 | ROIC CALIFORNIA LLC                  | 9,829.18    | 188-0-320-295 | REID JEFFREY & RIEKO                   | 1,301.02    |
| 188-0-250-205 | ROIC CALIFORNIA LLC LESSOR & DR HOF  | 420.86      | 188-0-320-305 | MARLUNA HOUSING LLC                    | 1,603.42    |
| 188-0-250-225 | ROIC CALIFORNIA LLC                  | 7,346.22    | 188-0-320-315 | BEACH EDNA R                           | 1,301.02    |
| 188-0-250-285 | ROIC CALIFORNIA LLC LESSOR & VONS C  | 22,808.38   | 188-0-320-325 | JEWETT KEITH & ANAHID                  | 1,301.02    |
| 188-0-260-035 | BANNERMAN BRETT & DEBRA TR           | 2,971.44    | 188-0-320-335 | MANLEY JOHN & SHARON                   | 1,603.42    |
| 188-0-260-045 | FEINSTEIN JAMES R & GAYLE M          | 2,731.52    | 188-0-320-345 | MATTHEWS ANTHONY                       | 1,301.02    |
| 188-0-260-055 | MEKPONGSATORN SURAPOL ET AL          | 2,971.44    | 188-0-320-355 | LEVENSTEIN KENNETH & DIANA TR          | 1,301.02    |
| 188-0-260-065 | HAYDEN KENNETH E & PATRICIA TR       | 2,731.52    | 188-0-320-365 | MASLO TED & JANINA TR                  | 1,301.02    |
| 188-0-260-075 | RANDOM PROPERTIES LLC                | 2,971.44    | 188-0-320-375 | BAILEY JAMES R & JULIET L              | 1,301.02    |
| 188-0-260-085 | BECKER MICHAEL A & TAMMELLA TR       | 2,971.44    | 188-0-320-385 | BLOOM CHERISSE                         | 1,603.42    |
| 188-0-260-095 | BLOXBERG ROGER S TR                  | 2,731.52    | 188-0-320-395 | SIEGEL LINDA Z                         | 1,301.02    |
| 188-0-260-105 | CLUPHF GEORGE & VONJA                | 2,731.52    | 188-0-320-405 | OPARIN ALEXANDER                       | 1,301.02    |
| 188-0-260-115 | SABOL WILLIAM L & DIANE E TR         | 2,971.44    | 188-0-320-415 | JONES PHILIP G & BRENDA L TR           | 1,603.42    |
| 188-0-260-125 | GREENSTEIN IVY A TR                  | 2,971.44    | 188-0-320-425 | TERANISHI SARAH S                      | 1,301.02    |
| 188-0-260-135 | BRIGHT STAR TR                       | 2,971.44    | 188-0-330-015 | FELDEISEN JOSEPH G & BAYS SHARON S     | 1,301.02    |

## EXHIBIT A

**CITY OF OXNARD**  
**COMMUNITY FACILITIES DISTRICT NO. 4**  
**(SEABRIDGE AT MANDALAY BAY)**  
**FISCAL YEAR 2015-2016 LEVY**

| Parcel No.    | Owner                                | Levy Amount | Parcel No.    | Owner                               | Levy Amount |
|---------------|--------------------------------------|-------------|---------------|-------------------------------------|-------------|
| 188-0-260-145 | CERVANTES LAWRENCE & JUANA TR        | 2,731.52    | 188-0-330-025 | KELLER DONNA M TR                   | 1,603.42    |
| 188-0-271-015 | GLATT MARTIN & TINA                  | 2,548.62    | 188-0-330-035 | BYRD BRENT A & KAREN S              | 1,301.02    |
| 188-0-271-025 | ZARDOUZ BIJAN PENSION TR             | 2,229.04    | 188-0-330-045 | CHANG JEFFREY K                     | 1,301.02    |
| 188-0-271-035 | CHANG CHIN & PENG SHAOMIN S          | 2,548.62    | 188-0-330-055 | CURTIS ALAN E & MARY E              | 1,603.42    |
| 188-0-271-045 | MI HORIZON LLC                       | 2,548.62    | 188-0-330-065 | YARBROW SYLVIE & YARBROW BRITTAN    | 1,301.02    |
| 188-0-271-055 | GLUSKOTER ARTHUR H-P L TR            | 2,548.62    | 188-0-330-075 | YABLAN KEVIN F & BARBARA J TR       | 1,301.02    |
| 188-0-271-065 | MANION LAWRENCE & LEONOR TR          | 2,229.04    | 188-0-330-085 | SOROKA EUGENE & KARINA              | 1,301.02    |
| 188-0-271-075 | PASSALAUQUA CHRISTOPHER-P            | 2,548.62    | 188-0-330-095 | BRENNER TERRY & DENZEL              | 1,301.02    |
| 188-0-271-085 | BASILE GAETANO                       | 2,548.62    | 188-0-330-105 | VOSSER BART                         | 1,603.42    |
| 188-0-271-095 | FLORES-SARUTTI RAUL E & MILLAN-FLOF  | 2,229.04    | 188-0-330-115 | HARTLAND PROPERTIES LP              | 1,301.02    |
| 188-0-271-105 | RHEE BONG K & SUNG O TR ET AL        | 2,548.62    | 188-0-330-125 | GONG RE HOLDINGS LLC                | 1,301.02    |
| 188-0-271-115 | TANAWONG NARONG & VICHAIATTANA       | 2,548.62    | 188-0-330-135 | QUINLAN JAMES H & JACQUELINE L      | 1,603.42    |
| 188-0-271-125 | GAPPER ROBERT C & MARIKA I           | 2,548.62    | 188-0-330-145 | GOODMAN DANIEL C & HELENE L         | 1,301.02    |
| 188-0-271-135 | DJ LIVING TRUST & JOE & DIANAS TRUST | 2,229.04    | 188-0-330-155 | CONTIS JANE L TR                    | 1,301.02    |
| 188-0-271-145 | FAITH WILLIAM E & MARTHA N           | 2,229.04    | 188-0-330-165 | PENA ROBERT L & PILAR Y TR          | 1,603.42    |
| 188-0-271-155 | ODONELL SHIRLEY                      | 2,548.62    | 188-0-330-175 | VASSANTACHART PRAKOB & HASSADI      | 1,301.02    |
| 188-0-271-165 | MAAS ANTHONY R & PAMELA J            | 2,229.04    | 188-0-330-185 | JABBARI KAMRAN & DEBRA G TR         | 1,301.02    |
| 188-0-271-175 | HUCKESTEIN WILLIMA & SHANNON         | 2,229.04    | 188-0-330-195 | COLE CHARLES D TR & COLE MARJORIE M | 1,603.42    |
| 188-0-271-185 | KALLEN HARVEY TR                     | 2,548.62    | 188-0-330-205 | ROSSO NORBERTO & BEATRICE           | 1,301.02    |
| 188-0-271-195 | CHEW GARY D & KIYOKO F               | 2,229.04    | 188-0-330-215 | ROBERTSON HEIDI W TR                | 1,301.02    |
| 188-0-271-205 | HADLOW JOHN W                        | 2,548.62    | 188-0-330-225 | RODRIGUES DAVID S & ROBERTA         | 1,301.02    |
| 188-0-271-215 | KALLEN HARVEY TR                     | 2,548.62    | 188-0-330-235 | CRAFT CAROL A TR                    | 1,301.02    |
| 188-0-271-225 | WHEAT ROBERT C TR                    | 2,229.04    | 188-0-330-245 | SEDLAK BURTON H & ARLENE AB TR      | 1,603.42    |
| 188-0-271-235 | TURMELL MARK J & MARIYA              | 2,548.62    | 188-0-330-255 | COLAK MUSTAFA & DENISE              | 1,301.02    |
| 188-0-271-245 | VASSANTACHART PRAKOB & HUSSADI       | 2,548.62    | 188-0-330-265 | HEATON NELSINE P                    | 1,301.02    |
| 188-0-271-255 | ABBOTT CRISPIN & LAURIE              | 2,229.04    | 188-0-330-275 | ANDERSON ROBERT D & GAYLENE TR      | 1,603.42    |
| 188-0-271-265 | HADLOW JOHN W                        | 2,548.62    | 188-0-330-285 | TAYLOR BILL & ABRAHAM J J TR        | 1,301.02    |
| 188-0-271-275 | ROSEMAN STEVEN A & ROSEMAN EMILIA    | 2,229.04    | 188-0-330-295 | BRAUN DOUGLAS J & ARLENE M TR       | 1,301.02    |
| 188-0-271-285 | YEH JOHN & GINA                      | 2,548.62    | 188-0-330-305 | NISENSEN STANLEY & BEVERLY TR       | 1,603.42    |
| 188-0-271-295 | MEYERS DAVID L & BARBARA J TR        | 2,548.62    | 188-0-330-315 | OLESON ROBERT C & KATHLEEN G        | 1,301.02    |
| 188-0-272-015 | REYNEVELD WILLY & KRISTI             | 2,971.44    | 188-0-330-325 | WALKER JOHN T & BELLE B             | 1,301.02    |
| 188-0-272-025 | HORTON GARY R & CARRIE M TR          | 2,971.44    | 188-0-330-335 | ERIKSSON LEONARD & KELLY E TR       | 1,603.42    |
| 188-0-272-035 | CHATENEVER ROBERT & ARLEEN TR        | 2,731.52    | 188-0-330-345 | ZAREBA VIRGINIA TR                  | 1,301.02    |
| 188-0-272-045 | REHDER RANDALL J & TERESA C TR       | 2,971.44    | 188-0-330-355 | SEARLE HOWARD & THELMA TR           | 1,301.02    |
| 188-0-272-055 | MOODY DONALD S & BERNICE TR          | 2,731.52    | 188-0-330-365 | RENZI FRANK A & MARY A TR           | 1,301.02    |
| 188-0-272-065 | BEKERIAN SAMUEL I & HENAZ            | 2,971.44    | 188-0-330-375 | PONIK WAYNE D & PATRICIA A TR       | 1,301.02    |
| 188-0-272-075 | GLOGOW ROBERT TR                     | 2,731.52    | 188-0-330-385 | KING EUGENE T & LANI                | 1,603.42    |
| 188-0-272-085 | MAYBERRY DELBERT N & CINDY M         | 2,971.44    | 188-0-330-395 | RODRIGUEZ CATHERINE D               | 1,301.02    |
| 188-0-272-095 | WAKER LARRY & WALKER ALICE TR        | 2,971.44    | 188-0-330-405 | COOPER SCOTT & GEENA                | 1,301.02    |
| 188-0-272-105 | DE ARRUDA GIOVANNA L Z               | 2,971.44    | 188-0-330-415 | ORLIKOFF MICHAEL TR                 | 1,603.42    |
| 188-0-272-115 | NADEL ROGER S & DEBORAH A TR         | 2,731.52    | 188-0-330-425 | FANGMAN MICHAEL P TR                | 1,301.02    |
| 188-0-272-205 | SEABRIDGE PARTNERS LP & SEABRIDGE    | 16,004.06   | 188-0-340-015 | MATTINA JOHN C & KENDALL E          | 1,603.42    |
| 188-0-280-015 | GONZALEZ ALFREDO                     | 1,115.42    | 188-0-340-025 | BALDINGER ALLAN L & ANNE M          | 1,301.02    |
| 188-0-280-025 | COHEN EVA                            | 1,115.42    | 188-0-340-035 | KRAUSE RONALD V & MARIANNE          | 1,301.02    |
| 188-0-280-035 | STRAUSER CHRISTOPHER L               | 1,301.02    | 188-0-340-045 | GERGES RAMEZ & MARY                 | 1,603.42    |
| 188-0-280-045 | OZDY ANDREW & DORE TR                | 1,115.42    | 188-0-340-055 | LOWE LOUIS T & AVIS L TR            | 1,301.02    |
| 188-0-280-055 | FISHER CRAIG SR                      | 1,115.42    | 188-0-340-065 | WITKOWSKI ROBERT S & MONA M         | 1,301.02    |
| 188-0-280-065 | DALL SCOTT R & DEBRA A               | 1,301.02    | 188-0-340-075 | SEGUNDO AGOURA BEACH LLC            | 1,603.42    |
| 188-0-280-075 | MCKEOWN JAMES P                      | 1,301.02    | 188-0-340-085 | VALAZZA LINDA E TR                  | 1,301.02    |
| 188-0-280-085 | DAVIS JAMES A & SHEILA R             | 1,301.02    | 188-0-340-095 | MINDESS RALPH W TR                  | 1,301.02    |
| 188-0-280-095 | JOAQUIN CHRISTOPHER D & DONNA        | 1,301.02    | 188-0-340-105 | MINTZ GARY A & JANE H               | 1,603.42    |
| 188-0-280-105 | SCHWARTZ STEVEN J ET AL              | 1,115.42    | 188-0-340-115 | BRION ALGER L & MARIA G TR          | 1,301.02    |
| 188-0-280-115 | KNEIZEH ESSA G & GEORGETTE TR        | 1,115.42    | 188-0-340-125 | EKEBERG ERIC E & ELIZABETH J        | 1,301.02    |
| 188-0-280-125 | NISHINO ALAN K & AKIKO K             | 1,301.02    | 188-0-340-135 | SCHIEER ALBERTA B SURV TR           | 1,301.02    |
| 188-0-280-135 | JOKANOVIC MIRKO D & ELIZABETH        | 1,115.42    | 188-0-340-145 | MCGUIRE RICHARD W & LAURA           | 1,301.02    |
| 188-0-280-145 | WHITE JEFFREY R TR                   | 1,115.42    | 188-0-340-155 | CARLOZZI MARK & DIANA M             | 1,603.42    |
| 188-0-280-155 | TAYLOR RONALD D & MARY N             | 1,115.42    | 188-0-340-165 | DAVIS JOHN E & VALERIE L TR         | 1,301.02    |
| 188-0-280-165 | MALBON JEFFERSON M & MALBON PATR     | 1,115.42    | 188-0-340-175 | MARTIN ALLEN & PAULA                | 1,301.02    |
| 188-0-280-175 | PRICE TED & JUDY                     | 1,301.02    | 188-0-340-185 | CASSANEGO MICHAEL & LINDA TR        | 1,603.42    |
| 188-0-280-185 | SIMMONS WILLIAM J & BARBARA M        | 1,115.42    | 188-0-340-195 | STRONG TREVOR J & ROSET TR          | 1,301.02    |
| 188-0-280-195 | TRESIERRAS GLORIA J TR               | 1,115.42    | 188-0-340-205 | D M A HOLDINGS LP                   | 1,301.02    |
| 188-0-280-205 | LEVY GREG S & BRENDA S               | 1,301.02    | 188-0-340-215 | HANDLERS MICHAEL D TR & HANDLERS B  | 1,603.42    |
| 188-0-280-215 | GRIBBLE DEREK & ILEEN TR             | 1,301.02    | 188-0-340-225 | GREY HOWARD & MARCIA TR             | 1,301.02    |
| 188-0-280-225 | HODGINS BRADLEY T & KATHY J          | 1,301.02    | 188-0-340-235 | GROSSMAN GLENN D & DEENA R TR       | 1,301.02    |
| 188-0-280-235 | VORDALE DANIEL R & VORDALE DANIEL I  | 1,301.02    | 188-0-340-245 | STEINBERG STANLEY & STEINBERG-ASHI  | 1,603.42    |
| 188-0-280-245 | ROMINE SCOTT E & PENNY L TR          | 1,115.42    | 188-0-340-255 | MCCLVANT DANIEL S & JENNIFER        | 1,301.02    |

ATTACHMENT NO. 2PAGE 15 OF 17

## EXHIBIT A

**CITY OF OXNARD  
COMMUNITY FACILITIES DISTRICT NO. 4  
(SEABRIDGE AT MANDALAY BAY)  
FISCAL YEAR 2015-2016 LEVY**

| Parcel No.    | Owner                              | Levy Amount | Parcel No.     | Owner                              | Levy Amount           |
|---------------|------------------------------------|-------------|----------------|------------------------------------|-----------------------|
| 188-0-280-255 | SULLIVAN JOSEPH L TR               | 1,115.42    | 188-0-340-265  | HOLGUIN GUADALUPE R                | 1,301.02              |
| 188-0-280-265 | DEPENBROK KIM K SEP PROP TR        | 1,301.02    | 188-0-340-275  | KADO RONALD A & CYNTHIA S TR       | 1,301.02              |
| 188-0-280-275 | ZIEMBA ADOLPH J JR & DENISE TR     | 1,115.42    | 188-0-340-285  | SREDEN BARRY & MAXINE TR           | 1,301.02              |
| 188-0-280-285 | WIGGINS BRIAN S & ANGIE TR         | 1,115.42    | 188-0-340-295  | MARCUS LANCE E & MARGARET TR       | 1,603.42              |
| 188-0-280-295 | MARTINEZ JOE III                   | 1,115.42    | 188-0-340-305  | KAIFER DUANE & SHEILA              | 1,301.02              |
| 188-0-280-305 | SHEN YONG & LIU BENJAMIN           | 1,115.42    | 188-0-340-315  | PATEL MAYUR N & JYOTIKA M TR       | 1,301.02              |
| 188-0-280-315 | LEE DAVID D & STEPHANIE H          | 1,301.02    | 188-0-340-325  | CASSIER MARTIN B                   | 1,603.42              |
| 188-0-280-325 | SEXTON PAULINE B TR                | 1,115.42    | 188-0-340-335  | CHANSUE EKKTET & WANIDA            | 1,301.02              |
| 188-0-280-335 | CARR LEWIS C & JOAN W              | 1,115.42    | 188-0-340-345  | HOPKINS GARY J & MARY R            | 1,301.02              |
| 188-0-280-345 | SMITH JAMES W & DARLENE TR         | 1,301.02    | 188-0-340-355  | ZIEMBA ADOLPH JR & DENISE TR       | 1,603.42              |
| 188-0-280-355 | SHARPE KRISTIN J                   | 1,301.02    | 188-0-340-365  | ALBERT NABIL & MAGDA N             | 1,301.02              |
| 188-0-280-365 | HILDEBRAND FREDERICK-V TR          | 1,301.02    | 188-0-340-375  | SLAGEL BRIAN                       | 1,301.02              |
| 188-0-280-375 | CLAYTON MORGAN E & GLORIA A TR     | 1,301.02    | 188-0-340-385  | GONG GORDON & LILIAN               | 1,603.42              |
| 188-0-280-385 | MADERA CARDINAL PROP LLC           | 1,115.42    | 188-0-340-395  | SVATKO JAMES E & PERATT KAREN L    | 1,301.02              |
| 188-0-280-395 | HUNT ROGER S & ANITA M             | 1,115.42    | 188-0-340-405  | TREVINO ROBERT M & CATHY N TR      | 1,301.02              |
| 188-0-280-405 | KURRASCH-JACOBSON ANNE L           | 1,301.02    | 188-0-340-415  | SMIDDERKS GARY & MARY              | 1,301.02              |
| 188-0-280-415 | JOKANOVIC MIRKO & ELIZABETH        | 1,115.42    | 188-0-340-425  | CASSIRER FRANCIS C TR              | 1,301.02              |
| 188-0-280-425 | YAMAKA MARK S & AILENE             | 1,115.42    | 188-0-350-065  | PINA FERDINAND A                   | 947.02                |
| 188-0-280-435 | WU DAVID C                         | 1,115.42    | 188-0-350-075  | JAMES JONATHAN M                   | 1,115.42              |
| 188-0-280-445 | STUART DAVID M & ANNE M TR         | 1,115.42    | 188-0-350-085  | RASMUSSEN JAMES S & JEANNE T       | 1,115.42              |
| 188-0-280-455 | SCOTT SAMANTHA D ET AL             | 1,301.02    | 188-0-350-095  | ROSE HUGH & DONNA                  | 1,115.42              |
| 188-0-280-465 | JAMAL NICOLE                       | 1,115.42    | 188-0-350-105  | HOLLAND-SIE TR                     | 1,115.42              |
| 188-0-280-475 | MITCHELL GEORGE                    | 1,115.42    | 188-0-350-115  | BERGER ROBERT B                    | 947.02                |
| 188-0-280-485 | GRIBBLE DEREK & ILEEN TR           | 1,301.02    | 188-0-350-125  | SALAZAR EDGAR R                    | 947.02                |
| 188-0-280-495 | COTSIS SOPHOCLES & CARLA R         | 1,301.02    | 188-0-350-135  | BJELKE JANET C TR                  | 1,115.42              |
| 188-0-280-505 | SIMMONS SANDRA J                   | 1,301.02    | 188-0-350-145  | HERNANDEZ DEXTER A                 | 1,115.42              |
| 188-0-280-515 | SPRINGER SCOTT A & ANN E           | 1,301.02    | 188-0-350-155  | BARKER GARRY T-F RACHEL TR         | 1,115.42              |
| 188-0-280-525 | BROOKLEY JESS G & DEBORAH D        | 1,115.42    | 188-0-350-165  | FILICE GARY W & DEBORAH A TR       | 1,115.42              |
| 188-0-280-535 | KING PAUL M TR                     | 1,115.42    | 188-0-350-175  | CONSTANTINO RICK D & KATHY TR      | 947.02                |
| 188-0-280-545 | TOLLER GARY D & APRIL K            | 1,301.02    | 188-0-350-235  | ARIAZ A & PASTORELO ARIAZ E TR     | 1,301.02              |
| 188-0-280-555 | NEER ROBERT E II & MORSE PAUL C    | 1,115.42    | 188-0-350-245  | DZIAK KRISTINE                     | 1,115.42              |
| 188-0-280-565 | ARIAZ DAVID & ELITA                | 1,115.42    | 188-0-350-255  | CORTEZ ALEJANDRO & CORTEZ MARIBEL  | 1,301.02              |
| 188-0-291-025 | ROBERTSON HAROLD & DIANA TR        | 2,971.44    | 188-0-350-265  | CLEMONS SAMUEL & CLEMONS PATRICK   | 1,301.02              |
| 188-0-291-035 | MEYERS DAVID L & BARBARA J TR      | 2,971.44    | 188-0-350-275  | SARMIENTO MARIA J                  | 1,301.02              |
| 188-0-291-045 | GERLACH DANIEL J TR                | 2,971.44    | 188-0-350-285  | BUTLER ROBERT A                    | 1,301.02              |
| 188-0-291-055 | KUMMER BERNARD & PARNIAN TR        | 2,971.44    | 188-0-350-295  | HARRYMAN RENEE                     | 1,115.42              |
| 188-0-291-065 | HUCKESTEIN DIETER & CECILIA TR     | 2,971.44    | 188-0-350-305  | GOSS ABIGAIL                       | 1,115.42              |
| 188-0-291-075 | STEVENS KATHLEEN M TR              | 2,731.52    | 188-0-350-315  | PERLINE MARC N & ANA C             | 1,301.02              |
| 188-0-291-085 | FEINSTEIN JAMES R & GAYLE M TR     | 2,971.44    | 188-0-350-325  | SHIMADA HIROYUKI TR & AOYAMA CHISA | 1,301.02              |
| 188-0-291-095 | RASMUSSEN CHARLES A-P J TR         | 2,971.44    | 188-0-350-335  | WOLF BERNICE E TR                  | 1,301.02              |
| 188-0-291-105 | WALI DEEPIKA                       | 2,971.44    | 188-0-350-345  | FILICE GARY W & DEBORAH A TR       | 1,301.02              |
| 188-0-291-115 | HSR TR                             | 2,971.44    | 188-0-350-355  | DIAMOND HARVEY & MARTHA J          | 1,115.42              |
| 188-0-291-125 | ELHOUTY KAMIES                     | 2,971.44    | 188-0-350-365  | POTTS JEREMY R                     | 1,301.02              |
| 188-0-291-135 | BLAICH JACOB & ESTHER TR           | 2,971.44    | 188-0-350-375  | CORTEZ CARLOS M                    | 947.02                |
| 188-0-291-145 | BERNSTEIN SCOTT D TR               | 2,731.52    | 188-0-350-385  | O KEEFFE P & YOUNG SANDRA TR       | 947.02                |
| 188-0-291-155 | RIZZOTTI ANTHONY B & DASCALOS JANE | 2,971.44    | 188-0-350-395  | CHANJAMSRI SOUN & WIMOL            | 947.02                |
| 188-0-291-165 | KALLEN HARVEY                      | 2,971.44    | 188-0-350-405  | PFEIFER DANIEL E TR                | 947.02                |
| 188-0-291-175 | KALLEN HARVEY                      | 2,971.44    | 188-0-350-415  | HOMETOWN VENTURES LLC              | 1,115.42              |
| 188-0-291-185 | GORDON ROBERT W & LISA TR          | 2,731.52    | 188-0-350-425  | SHARIF MOHAMMED & TARANEH          | 1,301.02              |
| 188-0-292-015 | NEVITT JEFFREY D & ANTOINETTE      | 2,229.04    | 188-0-350-435  | KREBS GEORGE                       | 1,301.02              |
| 188-0-292-025 | NEWMARK REBECCA A                  | 2,037.10    | 188-0-350-445  | FLORES ERNESTO R & RENTERIA BARBAI | 1,301.02              |
| 188-0-292-035 | DEGNER DONALD L & GLADYS M TR      | 2,229.04    | 188-0-350-455  | WOLPERT-MALDONADO TR               | 1,301.02              |
| 188-0-292-045 | BIERMAN ARTHUR W JR TR             | 2,229.04    |                |                                    |                       |
|               |                                    |             | <b>Totals:</b> | <b>501 Parcels</b>                 | <b>\$1,180,531.98</b> |

ATTACHMENT NO. 2  
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STATE OF CALIFORNIA     )  
                                      )  
COUNTY OF VENTURA     )     ss.

I, DANIEL MARTINEZ, City Clerk of the City Council of the City of Oxnard, do hereby certify that the above and foregoing is a full, true and correct copy of RESOLUTION NO. \_\_\_\_\_ of said City Council, and that the same has not been amended or repealed.

DATED: \_\_\_\_\_, 2015

\_\_\_\_\_  
City Clerk of the City Council of the City of Oxnard

(SEAL)



**CITY COUNCIL  
AGENDA REPORT**

**TYPE OF ITEM: Info/Consent**

**AGENDA ITEM NO.: I-5**

**DATE:** December 8, 2015

**TO:** City Council

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

**FROM:** Joseph Lillio, Chief Financial Officer *JL*  
Finance Department

**SUBJECT:** Budget Appropriation – RiverPark Community Facilities District No. 5

**CONTACT:** Michael More, Financial Services Manager  
[mike.more@ci.oxnard.ca.us](mailto:mike.more@ci.oxnard.ca.us), (805) 385-7480

**RECOMMENDATION**

That City Council approve a budget appropriation in the amount of \$557,370 for Community Facilities District (CFD) No 5 (RiverPark) and recognize additional revenue in the amount of \$586,697 to reflect the actual special tax levy being collected from the Ventura County Secured Tax Roll in FY 2015-16.

**BACKGROUND**

On June 23, 2015, City Council approved Resolution No. 14,841 setting the special tax rates within CFD No. 5 (RiverPark). In conjunction with the approval of this resolution, City Council approved the tax levies and related expenditure items for CFD No. 5 (RiverPark).

A budget adjustment is necessary to appropriate the accurate revenue and expenditure amounts relating to the special tax levy for FY 2015-16. The FY 2015-16 adopted budget was based on estimated tax assessment completed in May 2015, while the actual Council-approved CFD No. 5 tax levy was finalized in later part of June 2015. Attachment No. 2 is the Council-approved agenda report and resolution for the tax levy for CFD No. 5 (RiverPark).

The following table summarizes the net adjustments to the budget for CFD No. 5 (RiverPark):

| Community Facilities District | FY 2015-16<br>Adopted Budget | FY 2015-16<br>Projected Budget | FY 2015-16<br>Budget Adjustment |
|-------------------------------|------------------------------|--------------------------------|---------------------------------|
| CFD No. 5 - RiverPark         |                              |                                |                                 |
| Revenues                      | \$ 4,420,981                 | \$ 5,007,678                   | \$ 586,697                      |
| Expenditures                  | \$ 4,450,308                 | \$ 5,007,678                   | \$ 557,370                      |

The budget adjustment for CFD No. 5 (Attachment No. 1): (i) balances the revenues and expenditures and (ii) brings the expenditure budget into alignment with the tax levy amount approved by City Council on June 23, 2015.

### FINANCIAL IMPACT

There will be no cost to the City's General Fund from approval of the attached budget appropriation. All maintenance, service and administrative costs are included in the amount to be collected by the special taxes, which are levied on properties located in CFD No. 5.

### ATTACHMENTS

Attachment #1 – Budget Adjustment

Attachment #2 – CFD 5 Agenda Report to City Council (06/23/2015)



# REQUEST FOR BUDGET APPROPRIATION

Department: Finance  
 Project/Program  
 Manager: Mike More

Date: November 2, 2015  
 Phone: (805) 385-7480

**Reason for Appropriation:**

To adjust special tax revenue and expenditures for CFD No. 5 based on finalized assessment on June 2015

Accounts and Descriptions

AMOUNT

Fund: CFD #5-Riverpark Maint. FD (174)

**Revenues/Transfers In**

**Assessment District (1901)**

|                    |                           |         |
|--------------------|---------------------------|---------|
| 174-1901-591-7561  | SPEC. ASSESSMENT REVENUES | 586,697 |
| Sub-total Revenues |                           | 586,697 |

**Expenditures/Transfers Out**

**Assesment District (1901)**

|                   |                          |        |
|-------------------|--------------------------|--------|
| 174-1901-805-8209 | SVCS-OTHER PROF/CONTRACT | 13,282 |
| 174-1901-805-8451 | SVCS FROM OTHER PROG     | 527    |

**Community Patrol (2101)**

|                   |                          |        |
|-------------------|--------------------------|--------|
| 174-2101-806-8606 | MACHINERY & EQUPT. - NEW | 92,207 |
|-------------------|--------------------------|--------|

**Fire Station #6 -Riverpark (2216)**

|                   |                          |           |
|-------------------|--------------------------|-----------|
| 174-2216-808-8701 | TRANSFER TO GENERAL FUND | (149,475) |
|-------------------|--------------------------|-----------|

**Street Landscaping (5702)**

|                   |                          |         |
|-------------------|--------------------------|---------|
| 174-5702-805-8002 | DIRECT LABOR-TEMPORARY   | 458,530 |
| 174-5702-805-8209 | SVCS-OTHER PROF/CONTRACT | 92,299  |

**STORM WATER FLOOD CONTROL (6107)**

|                   |                      |        |
|-------------------|----------------------|--------|
| 174-6107-804-8451 | SVCS FROM OTHER PROG | 50,000 |
|-------------------|----------------------|--------|

|                        |         |
|------------------------|---------|
| Sub-total Expenditures | 557,370 |
|------------------------|---------|

|                            |        |
|----------------------------|--------|
| Net Change to Fund Balance | 29,327 |
|----------------------------|--------|

|                          |         |
|--------------------------|---------|
| Net Appropriation Change | 557,370 |
|--------------------------|---------|

**Approvals**

Department Director

Chief Financial Officer

City Manager

*Joseph P. [Signature]*  
*Joseph [Signature]*

| 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: Michael More, Financial Services Manager *mm* Agenda Item No. L-3

Reviewed By: City Manager *JM* City Attorney *JB* Finance *JP* Other (Specify) \_\_\_\_\_

**DATE:** June 9, 2015

**TO:** City Council

**FROM:** Dave Millican, Interim Chief Financial Officer  
Finance Department

**SUBJECT:** Special Tax Levy for Community Facilities District No. 5 (Riverpark) and Agreement for Billing of Direct Assessments

## RECOMMENDATION

That City Council:

1. Acting as the legislative body of Community Facilities District (CFD) No. 5, adopt a resolution setting a special tax rate within CFD No. 5 (Riverpark) for FY 2015-16, and
2. Authorize the City Manager to execute an Agreement for Billing of Direct Assessments with the Ventura County Auditor-Controller to provide the service of placement of direct assessments on the Ventura County Secured Tax Roll.

## DISCUSSION

On September 13, 2005, City Council adopted Resolution No. 12,936 (the "Resolution of Formation") establishing CFD No. 5. On September 20, 2005, City Council adopted Ordinance No. 2701 to levy a special tax sufficient to pay costs of the Services, Improvements, and Incidental Expenses set forth in Exhibit A attached to the Resolution of Formation and defined therein. Thereafter, in each fiscal year, the Government Code requires the City Council to adopt a resolution levying the special tax rate for that fiscal year.

CFD No. 5 is authorized to pay for any and all types of services authorized pursuant to Government Code Section 53313, which includes the following:

- Maintenance of parks, parkways, and open space
- Recreation program services, library services, maintenance services for elementary and secondary school sites and structures, and the operation and maintenance of museums and cultural facilities
- Flood and storm protection services
- Ongoing administrative fees

ATTACHMENT NO. 2  
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Special Tax Levy for Community Facilities District No. 5 (Riverpark)

June 9, 2015

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- Police protection services
- Fire protection and suppression services
- Ambulance and paramedic services
- Local park, recreation, parkway, and open-space facilities

The following represents a breakdown of the tax levy for the most recent and upcoming fiscal years:

| Description                | Current<br>FY 14-15 | Projected<br>FY 15-16 |
|----------------------------|---------------------|-----------------------|
| Administration             | \$ 62,571           | \$ 66,071             |
| Fire                       | 1,400,000           | 1,400,000             |
| Landscape/Park Maintenance | 2,098,553           | 3,008,325             |
| Police                     | 0                   | 470,000               |
| Storm Drain Maintenance    | 0                   | 50,000                |
| Prior Year Adjustment*     | <u>0</u>            | <u>13,282</u>         |
| Total                      | \$3,561,124         | \$5,007,678           |

\* Prior year adjustment related to overpayment by APN 132-0-100-295

The Resolution of Formation authorizes annual adjustments to the maximum special tax rates based upon the Consumer Price Index (CPI) with a floor of 2% and a cap of 5% annually. In prior years, due to the economic downturn, total CFD 5 taxes had been reduced from a high of \$4,111,241 in FY 10-11. The taxes can be increased up to the maximum special tax rate at any time. The current maximum allowable tax including all cumulative CPI adjustments under the Resolution of Formation is \$6,008,817.

The total amount of special taxes for CFD No. 5 for FY 2015-16 is \$5,007,678. This represents a \$1,446,554 increase over Fiscal Year 2014-15. The reason for the increase is: (a) funding needed for the operation of a police storefront in The Collection and additional patrols in RiverPark area, (b) the need to maintain additional landscape and park areas accepted by the City from the developer, and (c) the need to provide for maintenance and replacement of storm drain filters.

The following chart details the tax rate by property type in FY 14-15 and the proposed increase in FY 15-16:

Special Tax Levy for Community Facilities District No. 5 (Riverpark)

June 9, 2015

Page 3

| Development Status | Land Use Class | Land Use        | Description      | Residential Floor Area | Per                            | 14/15 Actual Rate | 15/16 Estimated Rate | % Increase |
|--------------------|----------------|-----------------|------------------|------------------------|--------------------------------|-------------------|----------------------|------------|
| Developed          | 1              | Residential     | SFR Attached     | < 1,400                | Unit                           | \$1,606.10        | \$1,638.22           | 2.00%      |
| Developed          | 2              | Residential     | SFR Attached     | 1,400-1,699            | Unit                           | 1,974.20          | 2,013.68             | 2.00%      |
| Developed          | 3              | Residential     | SFR Attached     | 1,700-1,999            | Unit                           | 2,160.42          | 2,203.64             | 2.00%      |
| Developed          | 4              | Residential     | SFR Attached     | 2,000-2,199            | Unit                           | 2,535.78          | 2,586.50             | 2.00%      |
| Developed          | 5              | Residential     | SFR Attached     | >= 2,200               | Unit                           | 2,722.00          | 2,776.44             | 2.00%      |
| Developed          | 6              | Residential     | SFR Detached     | < 1,750                | Unit                           | 2,354.28          | 2,401.36             | 2.00%      |
| Developed          | 7              | Residential     | SFR Detached     | 1,750-2,099            | Unit                           | 2,667.94          | 2,721.30             | 2.00%      |
| Developed          | 8              | Residential     | SFR Detached     | 2,100-2,299            | Unit                           | 2,902.30          | 2,960.34             | 2.00%      |
| Developed          | 9              | Residential     | SFR Detached     | 2,300-2,799            | Unit                           | 3,348.36          | 3,415.32             | 2.00%      |
| Developed          | 10             | Residential     | SFR Detached     | >= 2,800               | Unit                           | N/A               | N/A                  | N/A        |
| Developed          | 11             | Residential     | Affordable Units | N/A                    | Unit                           | 584.74            | 596.42               | 2.00%      |
| Developed          | 12             | Residential     | High Density     | N/A                    | Unit                           | 581.99            | 593.62               | 2.00%      |
| Developed          | 13             | Non-Residential | Non-Residential  | N/A                    | Building Permit Square Footage | 0.1707            | 0.1741               | 2.00%      |
| Undeveloped        |                | Undeveloped     | Undeveloped      | N/A                    | Acre                           | 850.01            | 12,465.96            | 1366.57%   |

With the exception of the Undeveloped Property land use classification, there is an increase in the tax rate of 2% for Fiscal Year 2015-16, which is consistent with prior years' increases pursuant to the requirements contained in the rate and method of apportionment ("RMA") for CFD No. 5. Pursuant to the special tax formula in the RMA, developed property is first levied up to 100% of their maximum special tax to meet the annual special tax requirement. If additional funds are needed, then undeveloped property is levied up to 100% of their maximum special tax to meet the remainder of the annual special tax requirement. The tax on undeveloped property has been levied as high as \$15,645 per acre in Fiscal Year 2007-08. The maximum allowable undeveloped property tax rate for Fiscal Year 2015-16 is \$25,595.72 per acre.

CFD No. 5 has an estimated fund balance of \$3,513,112. This fund balance is being retained to finance future capital projects including but not limited to: (i) the construction of a maintenance yard on real property leased from the Rio School District, (ii) the construction of a dog park, and (iii) additional replacement of storm drain filtration devices.

The attached Agreement for Billing of Direct Assessments (Attachment No. 2) is a new agreement required by the County of Ventura for a continuation of services related to the inclusion of the City's special taxes and special assessments on the Ventura County tax bills. In absence of this arrangement, the City would have to bill property owners directly for special taxes/assessments. This agreement is applicable to all assessment districts, Community Facilities Districts and other special assessments administered by the City.

## FINANCIAL IMPACT

There will be no cost to the City's General Fund from approval of the resolution levying the special taxes for CFD No. 5 for FY 2015-16. All maintenance, service, and administrative costs are included in the amount to be collected by the special taxes, which are levied on properties located in CFD No. 5.

Special Tax Levy for Community Facilities District No. 5 (Riverpark)  
June 9, 2015  
Page 4

MJM

Attachments

- # 1 - Resolution levying the special tax for CFD No. 5 for FY 2015-16 (Riverpark)
- # 2 – Agreement for Billing of Direct Assessments

ATTACHMENT NO. 2  
PAGE 4 OF 24

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

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
OXNARD ACTING AS THE LEGISLATIVE BODY OF  
COMMUNITY FACILITIES DISTRICT NO. 5 (RIVERPARK) OF  
THE CITY OF OXNARD AUTHORIZING THE LEVY OF  
SPECIAL TAXES WITHIN COMMUNITY FACILITIES  
DISTRICT NO. 5 (RIVERPARK) FOR THE FISCAL YEAR 2015-  
2016

WHEREAS, the City Council of the City of Oxnard (the "City") previously established Community Facilities District No. 5 (RiverPark) of the City of Oxnard ("CFD No. 5") pursuant to the terms and provisions of the Mello-Roos Community Facilities Act of 1982, as amended, commencing with Government Code Section 53311 (the "Act"); and

WHEREAS, this City Council of the City (this "City Council"), acting as the legislative body of CFD No. 5, is authorized pursuant to Resolution No. 12,936, adopted by this City Council on September 13, 2005 (the "Resolution of Formation"), and Ordinance No. 2701, adopted by this City Council on September 20, 2005 (the "Ordinance"), to levy a special tax sufficient to pay costs of the Services, Improvements, and Incidental Expenses set forth in Exhibit A attached to the Resolution of Formation in accordance with the provisions of the Rate and Method of Apportionment for City of Oxnard Community Facilities District No. 5 (RiverPark) (the "Rate and Method"), a copy of which is attached to the Resolution of Formation as Exhibit B; and

WHEREAS, it is now necessary and appropriate that this City Council, acting as the legislative body of CFD No. 5, levy and collect the special taxes for Fiscal Year 2015-2016 for the purposes specified in the Resolution of Formation and the Ordinance, by the adoption of a resolution as specified by the Act and the Ordinance; and

WHEREAS, the assessments are in conformance with Proposition 218; and

WHEREAS, the special taxes being levied hereunder are at the same rate or at a lower rate than provided by the Ordinance;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OXNARD, ACTING IN ITS CAPACITY AS THE LEGISLATIVE BODY OF COMMUNITY FACILITIES DISTRICT NO. 5 (RIVERPARK), DOES HEREBY FIND, RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1. The foregoing recitals, and each of them, are true and correct.

SECTION 2. The special tax is imposed without regard to property valuation and is levied in compliance with the Act and the Ordinance.

SECTION 3. In accordance with the Act, the Ordinance, and the Rate and Method, there is hereby levied upon the parcels within CFD No. 5 that are not otherwise exempt from taxation under the Act or the Ordinance special taxes for the Fiscal Year 2015-2016 at the special tax rates set forth in the exhibit entitled "City of Oxnard Community Facilities District No. 5 (RiverPark) Fiscal Year

2015-2016 Levy", attached hereto as Exhibit A and made a part hereof by this reference, which special tax rates do not exceed the maximum special tax rates set forth in the Ordinance and the Rate and Method. After adoption of this Resolution, the Chief Financial Officer of the City, or his or her designee, may make any necessary modifications to these special taxes to correct any errors, omissions, or inconsistencies in the listing or categorization of parcels to be taxed or in the amount to be charged to any category of parcels; provided, however, that any such modifications shall not result in an increase in the special tax applicable to any category of parcels and is made prior to the submission of the tax rolls to the Ventura County Auditor.

SECTION 4. All of the collections of the special tax shall be used only as provided for in the Act and the Resolution of Formation. The special tax shall be levied only so long as needed to accomplish the purposes described in the Resolution of Formation.

SECTION 5. The special tax shall be collected in the same manner as ordinary *ad valorem* taxes are collected and shall be subject to the same penalties and the same procedure and sale in cases of delinquency as provided for *ad valorem* taxes except as such procedure may be modified by law and by this City Council.

SECTION 6. The Chief Financial Officer is hereby authorized and directed to transmit a certified copy of this Resolution and Exhibit A to the Ventura County Auditor, together with other supporting documentation as may be required to place said special taxes on the secured property tax roll for the Fiscal Year 2015-2016, and to perform all other acts that are required by the Act, the Ordinance, the Rate and Method, or by law in order to accomplish the purpose of this Resolution.

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.]

SECTION 7. This Resolution shall take effect from and after its date of adoption.

APPROVED AND ADOPTED this \_\_\_ day of \_\_\_\_\_, 2015, by the following vote:

AYES:

NOES:

ABSENT:

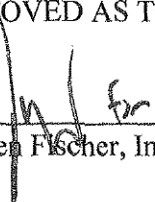
ABSTAIN:

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

ATTEST:

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

APPROVED AS TO FORM:

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



## EXHIBIT A

**CITY OF OXNARD**  
**COMMUNITY FACILITIES DISTRICT NO. 5**  
**(RIVERPARK)**  
**FISCAL YEAR 2015-2016 LEVY**

| Parcel No.    | Owner                                | Levy Amount | Parcel No.    | Owner                                 | Levy Amount |
|---------------|--------------------------------------|-------------|---------------|---------------------------------------|-------------|
| 132-0-033-025 | RIVERPARK MYRTLE LLC                 | \$14,182.14 | 133-0-110-365 | STANDARD PACIFIC CORP                 | \$2,401.36  |
| 132-0-033-035 | RIVERPARK MYRTLE LLC                 | 724.24      | 133-0-110-375 | CASTNER DARREN A                      | 2,721.30    |
| 132-0-033-045 | RIVERPARK MYRTLE LLC                 | 612.12      | 133-0-110-385 | JONES MATTIE C                        | 2,721.30    |
| 132-0-033-055 | RIVERPARK A LLC                      | 2,199.08    | 133-0-110-395 | RIVERPARK B LLC                       | 4,651.00    |
| 132-0-033-065 | RIVERPARK MYRTLE LLC                 | 842.76      | 133-0-120-015 | CORONA RIVERPARK LLC                  | 1,603.88    |
| 132-0-033-075 | RIVERPARK A LLC                      | 1,027.12    | 133-0-120-025 | CORONA RIVERPARK LLC                  | 1,099.54    |
| 132-0-100-265 | RIVERPARK A LLC                      | 18,108.90   | 133-0-120-035 | CORONA RIVERPARK LLC                  | 1,099.54    |
| 132-0-100-275 | SHEA PROPERTIES II                   | 52,146.04   | 133-0-120-045 | CORONA RIVERPARK LLC                  | 1,099.54    |
| 132-0-100-285 | SHEA PROPERTIES II                   | 20,937.42   | 133-0-120-055 | CORONA RIVERPARK LLC                  | 1,099.54    |
| 132-0-100-295 | RIVERPARK LANDING LLC                | 0.00        | 133-0-120-065 | CORONA RIVERPARK LLC                  | 1,099.54    |
| 132-0-100-305 | RIVERPARK LANDING LLC                | 39,636.26   | 133-0-120-075 | HAZLETT CINDY                         | 2,721.30    |
| 132-0-100-315 | RIVERPARK LANDING LLC                | 39,636.26   | 133-0-120-085 | DUNN CHRISTOPHER                      | 3,415.32    |
| 132-0-100-325 | RIVERPARK HOTEL II LLC               | 13,694.92   | 133-0-120-095 | MURILLO ANTHONY & MORALES DAVID JR    | 3,415.32    |
| 132-0-110-015 | RIVERPARK A LLC                      | 133,812.52  | 133-0-120-105 | EDNANY BAHAD & ESM ZAD SARA           | 2,721.30    |
| 132-0-110-155 | E D LLC                              | 56,250.56   | 133-0-120-115 | JIMENEZ JESUS M & GLORIA A            | 3,415.32    |
| 132-0-110-175 | RIVERPARK A LLC                      | 2,825.88    | 133-0-120-125 | BUCIO JAIME & SOFIA                   | 2,721.30    |
| 132-0-110-315 | RIVERPARK POINTE LLC                 | 63,874.94   | 133-0-120-135 | BAELLY PAUL                           | 3,415.32    |
| 132-0-110-335 | CAPRI/KW SERENADE LLC                | 237,452.00  | 133-0-120-145 | MEDINA VINCENT & CLAUDIA C            | 3,415.32    |
| 132-0-120-015 | RIVERPARK B LLC                      | 7,064.72    | 133-0-120-155 | CORONA RIVERPARK LLC                  | 1,075.84    |
| 132-0-131-025 | LOZANO SONIA A                       | 2,721.30    | 133-0-120-165 | CORONA RIVERPARK LLC                  | 2,307.06    |
| 132-0-131-035 | RAMIREZ LUIS E                       | 2,721.30    | 133-0-120-175 | VO THOMAS & NGUYEN KELLY              | 3,415.32    |
| 132-0-131-045 | ZHANG JIANZHONG & SUN JINGZHU        | 2,401.36    | 133-0-120-185 | DAPROZA PILAR N F                     | 2,721.30    |
| 132-0-131-055 | MOORE TIMOTHY                        | 2,401.36    | 133-0-120-195 | TRIEU PHUOC T & HUYNH NHI T           | 3,415.32    |
| 132-0-131-065 | SANTOS RENATO E & PATRICIA P         | 2,721.30    | 133-0-120-205 | RAMBARAN DEOLAL & DAN-RAMBARAN MA     | 3,415.32    |
| 132-0-131-075 | CEJA SINDY & FONSECA CHRISTINE       | 2,721.30    | 133-0-120-215 | POTES JONATHAN C & JULIE A            | 2,721.30    |
| 132-0-131-085 | BRIDGMAN RICHARD G & KALA S TR       | 2,721.30    | 133-0-120-225 | NGUYEN SHAWN D & JENNIFER T           | 2,721.30    |
| 132-0-131-095 | SERGEANT DEXTER                      | 2,721.30    | 133-0-120-235 | CORONA RIVERPARK LLC                  | 1,094.26    |
| 132-0-131-105 | BAI XIWEI & LIU MEI                  | 2,401.36    | 133-0-120-245 | CORONA RIVERPARK LLC                  | 1,094.26    |
| 132-0-131-115 | CHU BEIFEI                           | 2,401.36    | 133-0-120-255 | CORONA RIVERPARK LLC                  | 1,094.26    |
| 132-0-131-125 | SERGEANT DEXTER                      | 2,721.30    | 133-0-120-265 | CORONA RIVERPARK LLC                  | 1,094.26    |
| 132-0-131-135 | BECK JOSEPH P & YO SUJIN             | 2,721.30    | 133-0-120-275 | CORONA RIVERPARK LLC                  | 1,282.58    |
| 132-0-132-025 | LUNN ROBERT & CHERYL                 | 2,721.30    | 133-0-120-285 | CORONA RIVERPARK LLC                  | 1,693.42    |
| 132-0-132-035 | RUSSELL JAMES & ROXANNE C            | 2,721.30    | 133-0-120-295 | CORONA RIVERPARK LLC                  | 1,057.40    |
| 132-0-132-045 | PRESTON WENDY L & PEN-HUNG RYAN      | 2,401.36    | 133-0-120-305 | CORONA RIVERPARK LLC                  | 1,057.40    |
| 132-0-132-055 | HULL ROBERTO                         | 2,401.36    | 133-0-120-315 | CORONA RIVERPARK LLC                  | 1,057.40    |
| 132-0-132-065 | SULLIVAN J & HATCHELL S D TR         | 2,721.30    | 133-0-120-325 | CORONA RIVERPARK LLC                  | 1,746.10    |
| 132-0-132-075 | NELSON HEE & SOOK A & ROSS JUSTIN C  | 2,721.30    | 133-0-120-335 | CORONA RIVERPARK LLC                  | 1,570.96    |
| 132-0-133-015 | PELLEGRINO JOHN D & MOLLY C          | 2,721.30    | 133-0-120-345 | CORONA RIVERPARK LLC                  | 1,100.86    |
| 132-0-133-025 | KOHLI PAWAN & SHRUTI                 | 3,415.32    | 133-0-120-355 | CORONA RIVERPARK LLC                  | 1,100.86    |
| 132-0-133-035 | MEJIA RICARDO & MARIA D S            | 3,415.32    | 133-0-120-365 | CORONA RIVERPARK LLC                  | 1,100.86    |
| 132-0-133-045 | MILLER ADAM R & MARIA R & SCOTT JOYC | 3,415.32    | 133-0-120-375 | CORONA RIVERPARK LLC                  | 1,100.86    |
| 132-0-133-055 | PATTISON GARY L & SHARON A           | 2,721.30    | 133-0-120-385 | CORONA RIVERPARK LLC                  | 1,100.86    |
| 132-0-133-065 | LEGASPI ALMA M & LEGASPI ALMELD R    | 3,415.32    | 133-0-120-395 | CORONA RIVERPARK LLC                  | 1,100.86    |
| 132-0-133-075 | PHAM THONG Q                         | 2,721.30    | 133-0-120-405 | CORONA RIVERPARK LLC                  | 1,100.86    |
| 132-0-133-085 | SONG NAN                             | 3,415.32    | 133-0-120-415 | CORONA RIVERPARK LLC                  | 1,100.86    |
| 132-0-133-095 | BLANK PURSUANT & CA GC625421         | 3,415.32    | 133-0-120-425 | CORONA RIVERPARK LLC                  | 1,100.86    |
| 132-0-133-105 | COUEY CLARICE M                      | 3,415.32    | 133-0-120-435 | CORONA RIVERPARK LLC                  | 1,100.86    |
| 132-0-133-115 | RUIZ ERIC A & FLORES NADINE N        | 2,721.30    | 133-0-120-445 | CORONA RIVERPARK LLC                  | 1,441.92    |
| 132-0-133-125 | LIN KAI KUANG & ANNE                 | 3,415.32    | 133-0-120-545 | CORDES ALLISON J                      | 1,638.22    |
| 132-0-133-135 | YO CHONG & KEE O                     | 3,415.32    | 133-0-120-555 | YANG RENYI                            | 2,013.68    |
| 132-0-133-145 | YANG VICTOR M & MARIA E L            | 2,721.30    | 133-0-120-565 | SANCHEZ BRANDIE M                     | 1,638.22    |
| 132-0-133-155 | SCHULTZE MICHAEL A & LORI L          | 3,415.32    | 133-0-120-575 | DANGOL SUROJ & YAMUNA                 | 1,638.22    |
| 132-0-133-165 | TAN SOPHAL & SAVORAK O               | 3,415.32    | 133-0-120-585 | RICHINS CHRISTOPHER J & OLESIA        | 2,013.68    |
| 132-0-133-175 | BLANK PURSUANT & CA GC625421         | 3,415.32    | 133-0-120-595 | O BRICE                               | 1,638.22    |
| 132-0-133-185 | SIPES MARC A                         | 3,415.32    | 133-0-120-605 | SCHWIEGER JEREMY & CYNTHIA A          | 1,638.22    |
| 132-0-133-195 | NGUYEN ETHAN M & ASHLEY C            | 2,721.30    | 133-0-120-615 | CANCINO EVERARDO JR & CANCINO LUIS    | 2,013.68    |
| 132-0-133-205 | MITTER SANJAY & BIMLA                | 3,415.32    | 133-0-120-625 | ADAIR GARY & TERESA                   | 1,638.22    |
| 132-0-133-215 | MCGUIGAN DEAN K                      | 3,415.32    | 133-0-120-635 | DUGAS ANTHONY M & DANIELLE T          | 2,013.68    |
| 132-0-133-225 | MUNOZ STEVE & ELSA P                 | 2,721.30    | 133-0-120-645 | PANIAGUA SYLVIA                       | 2,013.68    |
| 132-0-133-235 | PORTER SCOTT                         | 3,415.32    | 133-0-120-655 | ERRINGTON DARIN & SHANNON             | 1,638.22    |
| 132-0-133-245 | TOLENTINO SHERWIN & JESSICA          | 3,415.32    | 133-0-120-665 | AASEN BRIAN M                         | 1,638.22    |
| 132-0-133-255 | BENSON JOHN A & MEENA                | 3,415.32    | 133-0-120-675 | HELSLEY CRAIG A & KATHRYN L TR & HELS | 2,013.68    |
| 132-0-133-265 | MEDEIROS BRYANT A                    | 2,721.30    | 133-0-120-685 | FERGUSON SANDI                        | 1,638.22    |
| 132-0-134-015 | ESTRADA MARICELA G                   | 2,721.30    | 133-0-120-695 | MORALES DAVID III & ELIZABETH         | 1,638.22    |

## EXHIBIT A

**CITY OF OXNARD**  
**COMMUNITY FACILITIES DISTRICT NO. 5**  
**(RIVERPARK)**  
**FISCAL YEAR 2015-2016 LEVY**

| Parcel No.    | Owner                              | Levy Amount | Parcel No.    | Owner                                 | Levy Amount |
|---------------|------------------------------------|-------------|---------------|---------------------------------------|-------------|
| 132-0-134-025 | FOLEY CHRISTOPHER M & FOLEY STEPHE | 2,721.30    | 133-0-120-705 | BERNAL MATTHEW J & REGINA M           | 2,013.68    |
| 132-0-134-035 | ROBLEDO RAFAEL JR & FRANCISCA      | 2,401.36    | 133-0-120-715 | ZABLODIL DANA J                       | 1,638.22    |
| 132-0-134-045 | LANDEROS HILDA M                   | 2,401.36    | 133-0-120-725 | VANDERHOEK ROBERT & VILMA             | 1,638.22    |
| 132-0-134-055 | GARCIA MIGUEL T & LAURA M          | 2,721.30    | 133-0-120-735 | MORRIS BRIAN & DRAKE CRYSTAL          | 2,013.68    |
| 132-0-134-065 | DURAN-AGANON MICHELLE N            | 2,721.30    | 133-0-120-745 | CAZARES JESUS                         | 1,638.22    |
| 132-0-134-085 | JOYCE JOSEPH D & KRISTEN C         | 2,203.64    | 133-0-120-755 | WHITE JENNIFER L                      | 1,638.22    |
| 132-0-134-095 | BONHOMME-CAHN ADRIANA              | 2,013.68    | 133-0-120-765 | MENDOZA LEONARDO D & OSIRIS           | 2,013.68    |
| 132-0-134-105 | KUZNETSKY RONALD M TR              | 2,013.68    | 133-0-120-775 | BOYD ERIC D                           | 1,638.22    |
| 132-0-134-115 | SODERSTEDT ROGER W & MONICA A      | 2,013.68    | 133-0-120-785 | MARCHBANKS WALTER & NGUYEN JACQUE     | 1,638.22    |
| 132-0-134-125 | GOMEZ MICHAEL & GOMEZ YVONNE C     | 2,013.68    | 133-0-120-795 | JIMENEZ RICHARD J JR                  | 1,638.22    |
| 132-0-134-135 | BARRETT FRANCES A                  | 2,203.64    | 133-0-120-805 | SHIELDS RONALD II ET AL               | 2,013.68    |
| 132-0-134-145 | LUNA RAQUEL                        | 2,203.64    | 133-0-130-015 | GARRETT BRENDAN & JENNIFER            | 2,013.68    |
| 132-0-135-015 | BASCH DAVID A & JANICE E           | 2,721.30    | 133-0-130-025 | SPT REAL ESTATE SUB III LLC           | 2,203.64    |
| 132-0-135-025 | THORPE JOSHUA S & TANYA            | 2,721.30    | 133-0-130-035 | MEDRANO MICHAEL S & JONNELL           | 2,203.64    |
| 132-0-135-035 | ISAAC SAMMY & ENRIQUITA            | 2,401.36    | 133-0-130-045 | GIRON ANTONIO A & MICHELLE L          | 2,203.64    |
| 132-0-135-045 | CARATACHEA MAXIMO F & LLAMAS SANDF | 2,401.36    | 133-0-130-055 | HUCKANS DANIEL R                      | 2,203.64    |
| 132-0-135-055 | SMITH LILIANA                      | 2,721.30    | 133-0-130-065 | WEATHERS MICAH J & MARY A H           | 2,203.64    |
| 132-0-135-065 | NGUYEN MINH Q & HO YEN H           | 2,721.30    | 133-0-130-075 | CARMONA EFREN & VASQUEZ NICHELLE C    | 2,203.64    |
| 132-0-135-075 | WELBOURN LAURA                     | 2,721.30    | 133-0-130-085 | KUEHN DEBORAH E                       | 2,013.68    |
| 132-0-135-085 | BARROS JOSHUA J & RUTH G           | 2,721.30    | 133-0-130-095 | FIESTA ERICKSON C                     | 2,013.68    |
| 132-0-135-095 | BANGALORE SARAVANAN D & SREENIVAS  | 2,401.36    | 133-0-130-105 | TOLENTINO SHERWIN C & TOLENTINO SHE   | 2,203.64    |
| 132-0-135-105 | KNABENBAUER DANIEL & CHONG AMY     | 2,401.36    | 133-0-130-115 | CHU JENNIFER ET AL                    | 2,203.64    |
| 132-0-135-115 | BECKER RICHARD & KATHERINE TR      | 2,721.30    | 133-0-130-125 | VOSHELL TOM A & MEGAN T               | 2,203.64    |
| 132-0-135-125 | RAMIREZ MICHAEL                    | 2,721.30    | 133-0-130-135 | BURG ERIC C & BRENDA J                | 2,203.64    |
| 132-0-135-145 | HERNANDEZ EDWARD & MEGHAN V        | 2,203.64    | 133-0-130-145 | ADELMAN ROBERT D & HESTER JESSE E &   | 2,203.64    |
| 132-0-135-155 | GARCIA JOSE A & MANRIQUE MARTHA S  | 2,013.68    | 133-0-130-155 | CLARY SANDRA D                        | 2,203.64    |
| 132-0-135-165 | THYAGARAJAN ADITYA & RENUKA        | 2,013.68    | 133-0-130-165 | MCCAFFREY ROBERTA A                   | 2,013.68    |
| 132-0-135-175 | LANDE ERIK & KATE                  | 2,013.68    | 133-0-130-175 | VILLA JOE A & RACHEL                  | 1,638.22    |
| 132-0-135-185 | ASAFA MORIAMO & SHITTU ATINUKE     | 2,013.68    | 133-0-130-185 | SOARES BRIAN J & STACEY C             | 2,203.64    |
| 132-0-135-195 | TIPTON JAMES P                     | 2,203.64    | 133-0-130-195 | MARTINI DAVID J & BEVERLY J           | 2,203.64    |
| 132-0-135-205 | ARNAUD JOHN B & KRISTEN E          | 2,203.64    | 133-0-130-205 | GONZALEZ LISETH                       | 2,203.64    |
| 132-0-140-015 | KO FEI LIN & CHANG YU PING         | 3,415.32    | 133-0-130-215 | DEJESUS MIGUEL A & ANTONIO DOLORES    | 2,203.64    |
| 132-0-140-025 | AYARS JAMES & JEAN S               | 2,960.34    | 133-0-130-225 | LAZIER KATHERINE                      | 1,638.22    |
| 132-0-140-035 | LAM WILLIAM & VO VAN T             | 2,960.34    | 133-0-130-235 | DASHEVSKY PAUL                        | 1,638.22    |
| 132-0-140-045 | DE VEGA ESPERANZA M & GONZAGA VINC | 2,960.34    | 133-0-130-245 | HOPHAN JOSEPH R & MARIE A             | 2,203.64    |
| 132-0-140-055 | HARRISON TERREL & HELEN            | 2,960.34    | 133-0-130-255 | RODRIGUEZ JOSE A                      | 2,203.64    |
| 132-0-140-065 | FILLON BENJAMIN & VIVIAN B         | 2,960.34    | 133-0-130-265 | DUVAL ENRICK S & MONA G               | 2,203.64    |
| 132-0-140-075 | COX MICHAEL & REYNA                | 3,415.32    | 133-0-130-275 | SCOTT HEATHER TR                      | 2,203.64    |
| 132-0-140-085 | ERDMANN DEBRA                      | 2,960.34    | 133-0-130-285 | THOREN JENNIFER                       | 1,638.22    |
| 132-0-140-095 | JONES SHUN T & YOSHIE K            | 2,960.34    | 133-0-130-295 | PERRY JESSICA                         | 2,013.68    |
| 132-0-140-105 | VEGA OTTO & RUIZ BERTHA            | 3,415.32    | 133-0-130-305 | HOGAN RICHARD C JR & MAURA A          | 2,203.64    |
| 132-0-140-115 | JIMENEZ ALONZO & CRYSTAL           | 2,960.34    | 133-0-130-315 | LOPEZ JENNIFER R                      | 2,203.64    |
| 132-0-140-125 | TARLETON MICHAEL A & DARLENE A     | 3,415.32    | 133-0-130-325 | CREPS ROBERT A & ELSINA C             | 2,203.64    |
| 132-0-140-135 | TAMAI GLORIA ET AL                 | 2,960.34    | 133-0-130-335 | SINGH BHOPINDER & DORA A              | 2,203.64    |
| 132-0-140-145 | GAHLAWAT PARVEEN ET AL             | 3,415.32    | 133-0-130-345 | RICHARD & ANITA GREEN PART            | 2,203.64    |
| 132-0-140-155 | NEFF SHAUN & COURTNI               | 2,960.34    | 133-0-130-355 | BESIREVIC SALIH & ORSOLIC INES        | 2,203.64    |
| 132-0-140-165 | HONG HOSUK TR                      | 2,960.34    | 133-0-130-365 | BROWN MARTHA C                        | 2,013.68    |
| 132-0-140-175 | DIAZ JOSE E & ROSA                 | 2,960.34    | 133-0-130-375 | PATTI ELAINE T TR                     | 2,013.68    |
| 132-0-140-185 | MORE2LIFE AT RIVERPARK LLC         | 3,415.32    | 133-0-130-385 | WEISNER ADAM & JENNIFER               | 2,203.64    |
| 132-0-140-195 | DOSS JUSTIN R                      | 3,415.32    | 133-0-130-395 | ORTUNO JEAN P                         | 2,203.64    |
| 132-0-140-215 | NOBRIGA JEFF & MIRANDA             | 2,721.30    | 133-0-130-405 | CHAU SIV                              | 2,203.64    |
| 132-0-140-225 | YUHBA JORGE & HELEN ET AL          | 3,415.32    | 133-0-130-415 | LISSO GUILLERMO F & LEONY-LASSO ILIAI | 2,203.64    |
| 132-0-140-235 | LEE JERRY & AMY W                  | 3,415.32    | 133-0-130-425 | TURNER JOSEPH D                       | 2,203.64    |
| 132-0-140-245 | MARTIN BLAIR R & SARA              | 3,415.32    | 133-0-130-435 | LILLO ERIC A & CHRISTINE A            | 2,203.64    |
| 132-0-140-255 | NESBIT WILLIAM & CANDICE           | 2,721.30    | 133-0-130-445 | CHANDLER CORINNE E                    | 2,013.68    |
| 132-0-140-265 | BYARS JOSHUA E & INEZ M            | 3,415.32    | 133-0-130-455 | DUNSON MICAH & PHOEBE                 | 2,013.68    |
| 132-0-140-275 | MIKHAIL AMIRA & KHALIL MICHAEL     | 3,415.32    | 133-0-130-465 | CREPS ROBERT A & ELSINA C TR          | 2,203.64    |
| 132-0-140-285 | ALDER MICHAEL & RUTH               | 2,721.30    | 133-0-130-475 | LETOURNEAU NICHOLAS A & DEBORAH       | 2,203.64    |
| 132-0-140-295 | TELLEZ MICHAEL J & GABRIELA        | 3,415.32    | 133-0-130-485 | HALKO DUSTIN D & KRISTIN A            | 2,203.64    |
| 132-0-140-305 | ASAWESNA CHOLNUSORN                | 3,415.32    | 133-0-130-495 | O CONNOR THOMAS W & DEBOER-O CONN     | 2,203.64    |
| 132-0-140-315 | YOUNG WEI & LI                     | 2,721.30    | 133-0-130-505 | BROWN MAURICE G & ANGELA P            | 2,013.68    |
| 132-0-140-325 | SMITH NIMMI                        | 3,415.32    | 133-0-130-515 | EGGETT GLADE D                        | 2,013.68    |
| 132-0-140-345 | GUZMAN ALMA C & CERVANTES MARIA    | 3,415.32    | 133-0-130-525 | KIEN THA K                            | 2,203.64    |
| 132-0-140-355 | GORDILLO JOSHUA & SYLIVA           | 2,721.30    | 133-0-130-535 | MEREDITH JOHN R & ANN                 | 2,203.64    |

## EXHIBIT A

CITY OF OXNARD  
COMMUNITY FACILITIES DISTRICT NO. 5  
(RIVERPARK)  
FISCAL YEAR 2015-2016 LEVY

| Parcel No.    | Owner                                | Levy Amount | Parcel No.    | Owner                                 | Levy Amount |
|---------------|--------------------------------------|-------------|---------------|---------------------------------------|-------------|
| 132-0-140-365 | DGENK LLC                            | 3,415.32    | 133-0-130-545 | LEMONS MICHAEL C & BELINDA            | 2,203.64    |
| 132-0-140-375 | HARVEY KATHLEEN M & TERRAL           | 3,415.32    | 133-0-130-555 | TAKAHARA DANIEL & ANICE               | 2,203.64    |
| 132-0-140-385 | NEWSTAT JOSHUA & FREYA               | 3,415.32    | 133-0-130-565 | RIBEIRO CHRISTOPHER J & ASHLEY        | 2,013.68    |
| 132-0-140-395 | MANWANI KALANWANTI                   | 2,721.30    | 133-0-130-575 | VILLAVICENCIO RUDY & CAROLINA         | 2,013.68    |
| 132-0-140-405 | STEWART LEROY S JR & TESSA           | 3,415.32    | 133-0-130-585 | CARRENO ALEJANDRO & MARIA C G         | 2,203.64    |
| 132-0-140-415 | GUIZAR LAURENA & GUIZAR JOSE C & MAI | 3,415.32    | 133-0-130-595 | MERCADO PAULINE & KENNEY CHRISTINE    | 2,203.64    |
| 132-0-140-425 | CARRILLO RONNIE & DEBORAH A          | 2,721.30    | 133-0-130-605 | KEITH TERENCE D                       | 2,203.64    |
| 132-0-140-435 | TAPIA SERGIO & SONIA                 | 3,415.32    | 133-0-130-615 | SIMEONE JAMES & AMY                   | 2,203.64    |
| 132-0-140-445 | VALENZUELA JOSE                      | 3,415.32    | 133-0-130-625 | POTTER BRANDON L                      | 2,203.64    |
| 132-0-140-455 | OPPENHEIMER MATT                     | 3,415.32    | 133-0-130-635 | WISEMAN KENNETH & LORI                | 2,013.68    |
| 132-0-140-465 | HETTENA DANIEL J & MELISSA L         | 2,721.30    | 133-0-140-015 | WREN-FONTANA COLLEEN B                | 2,013.68    |
| 132-0-140-475 | NEVAREZ ANTHONY                      | 3,415.32    | 133-0-140-025 | PEREZ JOSE A                          | 2,013.68    |
| 132-0-140-485 | LE VAN ET AL                         | 3,415.32    | 133-0-140-035 | GREEN ASHLEY                          | 2,013.68    |
| 132-0-140-495 | VERGEL JENNIFER S                    | 2,721.30    | 133-0-140-045 | CORIA RONNIE Q & JEANETTE J           | 2,013.68    |
| 132-0-140-505 | MONTOYA JOSE                         | 3,415.32    | 133-0-140-055 | BRONSON CHRISTOPHER J                 | 1,638.22    |
| 132-0-140-515 | CHANG SANDY H                        | 2,203.64    | 133-0-140-065 | ARIZA JOSE D                          | 2,203.64    |
| 132-0-140-525 | BRZEZINSKI KENNETH L & MARY E        | 2,013.68    | 133-0-140-075 | VICTORIA JOHN P R & COOPER-VICTORIA E | 2,203.64    |
| 132-0-140-535 | SOLIZ JESS & LETICIA                 | 2,013.68    | 133-0-140-085 | DE LEON JONATHAN G & FRYER CHELSEY    | 1,638.22    |
| 132-0-140-545 | GANGADHAR AVINASH & PATEL SAPANA     | 2,013.68    | 133-0-140-095 | EPINO REEZA                           | 2,013.68    |
| 132-0-140-555 | FATE CHAD & RENEE                    | 2,013.68    | 133-0-140-105 | QUICK JUDY R                          | 2,013.68    |
| 132-0-140-565 | MIKHAIL NOURA A                      | 2,203.64    | 133-0-140-115 | STOWERS TIM & STOWERS BENNIE & GISE   | 2,013.68    |
| 132-0-140-575 | MATTHEWS GREGORY S                   | 2,203.64    | 133-0-140-125 | VAIL LAWRENCE C & VALENTINA R & GONZ  | 2,013.68    |
| 132-0-140-585 | PARDINES STEVEN & JEANETE            | 2,013.68    | 133-0-140-135 | MODGLIN DANIEL P & ADRIANA            | 1,638.22    |
| 132-0-140-595 | GALLEGOS ANTHONY G & KATHLEEN        | 2,013.68    | 133-0-140-145 | FERRITTO JOHN II                      | 2,203.64    |
| 132-0-140-605 | BARRAGAN FRANCISCO M                 | 2,013.68    | 133-0-140-155 | BECKER JOSEPH                         | 2,203.64    |
| 132-0-140-615 | HERRING JAMES D & SANDRA             | 2,013.68    | 133-0-140-165 | O BRIEN MICHAEL                       | 1,638.22    |
| 132-0-140-625 | TONG TAO                             | 2,013.68    | 133-0-140-175 | GAZAU DARREN E & HANNAH R             | 2,013.68    |
| 132-0-140-635 | SIPES MARC                           | 2,203.64    | 133-0-140-185 | DOMINGO ALVIN & ORCULLO-DOMINGO JO    | 2,013.68    |
| 132-0-150-035 | MAHAN CELINDA L                      | 2,401.36    | 133-0-140-195 | BENSON JOHN A & MEENA                 | 2,013.68    |
| 132-0-150-045 | LU YUEFENG & CAI XIAOHONG            | 2,721.30    | 133-0-140-205 | DENNIS COLLEEN M & KOGER NICOLE       | 2,013.68    |
| 132-0-150-055 | VANKEULEN HENDRIK & VANKEULEN CASI   | 2,401.36    | 133-0-140-215 | SOKOLOWSKI BRYAN E & ASHLEIGH         | 2,013.68    |
| 132-0-150-065 | TO IRWIN H & DOMINICA                | 2,401.36    | 133-0-140-225 | HOGSTAD GRECILDA L                    | 2,013.68    |
| 132-0-150-075 | GARCIA JAIME & SURYADI SYLVIA        | 2,721.30    | 133-0-140-235 | PERILLO JOSEPH J & JILL M             | 2,203.64    |
| 132-0-150-085 | ZHENG PENG                           | 2,401.36    | 133-0-140-245 | AGANINTA EDIBER S                     | 1,638.22    |
| 132-0-150-095 | MELGOZA MARTIN                       | 2,401.36    | 133-0-140-255 | SHERMAN TIMOTHY D & SHANNON L         | 1,638.22    |
| 132-0-150-105 | MENDOZA ARTHUR K & THELMA R          | 2,401.36    | 133-0-140-265 | SHORT AIDAN & LOPEZ DIANA             | 2,203.64    |
| 132-0-150-115 | DAVID MARIAVENUS L                   | 2,401.36    | 133-0-140-275 | REYNOSO JANETTE J                     | 2,013.68    |
| 132-0-150-125 | HILL BRIAN & KARRY                   | 2,401.36    | 133-0-140-285 | BYERLY STEVEN E & DANA L              | 2,013.68    |
| 132-0-150-135 | LOPEZ ISRAEL R & ROCHA REBECCA       | 2,721.30    | 133-0-140-295 | CASTILLO EDUARDO & FORD TRICIA A      | 2,013.68    |
| 132-0-150-145 | MERCURIO ALESSANDRO P III & BJORK KF | 2,721.30    | 133-0-140-305 | RING CHRISITAN M                      | 2,013.68    |
| 132-0-150-155 | GONZALEZ RYAN O                      | 2,401.36    | 133-0-140-315 | AHMED MOHAMED & JOHNSON AMANDA J      | 2,203.64    |
| 132-0-150-165 | HERNANDEZ BERNARDO                   | 2,721.30    | 133-0-140-325 | BACON GARY A & JULIE A                | 1,638.22    |
| 132-0-150-175 | VALENZUELA EVELIA                    | 2,721.30    | 133-0-140-335 | MIKKELSON ANDREW L                    | 1,638.22    |
| 132-0-150-185 | SALDANA SHEILA S                     | 2,401.36    | 133-0-140-345 | PASKIN ALLAN & TAYLOR L               | 2,203.64    |
| 132-0-150-205 | GARCIA TOMAS H                       | 2,401.36    | 133-0-140-355 | CONANT THOMAS E & HOLLY               | 2,013.68    |
| 132-0-150-215 | CARBAJAL EFRAIN & RUVALCABA TERESA   | 2,721.30    | 133-0-140-365 | TELLEZ VALENTIN & MARIEDELLE          | 2,013.68    |
| 132-0-150-225 | GUTIERREZ ALYSSA N                   | 2,721.30    | 133-0-140-375 | BLANCHE PATRICK Y                     | 2,013.68    |
| 132-0-150-235 | RODRIGUEZ FRANCISCO A & RODRIGUEZ    | 2,401.36    | 133-0-140-385 | CHU MIKE & CHU TIMOTHY                | 2,013.68    |
| 132-0-150-245 | BAEZA EDWARD & TEENA A               | 2,721.30    | 133-0-140-395 | RICHARDSON KYLE ET AL                 | 2,013.68    |
| 132-0-150-255 | BERNAL DANILO & MARIA E D L          | 2,721.30    | 133-0-140-405 | GILBERT NORMAN W                      | 2,013.68    |
| 132-0-150-265 | TENA LUIS A & DIAZ DASY              | 2,721.30    | 133-0-140-415 | NUNEZ ALEXANDRIA C                    | 1,638.22    |
| 132-0-150-275 | CHINN JEAN & PARK                    | 2,401.36    | 133-0-140-425 | BUSH BRIAN B & MARY K                 | 2,203.64    |
| 132-0-150-285 | SINSUAN RODRIGO C JR & JUDITH        | 2,401.36    | 133-0-140-435 | DAVIS KENNETH J & JULIE A             | 2,203.64    |
| 132-0-150-295 | SUTHERLAND RYAN & RACHEL             | 2,721.30    | 133-0-140-445 | MORALES AXEL M                        | 1,638.22    |
| 132-0-150-305 | BATRA JASPREET & DHARAMJEET          | 2,721.30    | 133-0-140-455 | VASSO RICHARD L & ALISHA              | 2,013.68    |
| 132-0-150-315 | DAINKO MATTHEW L                     | 2,721.30    | 133-0-140-465 | PEREZ RAMIRO H & MARICRUZ             | 2,013.68    |
| 132-0-150-325 | MARTINEZ JOSE A JR                   | 2,401.36    | 133-0-140-475 | MCCULLUM MONIQUE A                    | 2,013.68    |
| 132-0-150-335 | CHANG CESAR G & PINEDA EMILIA        | 2,721.30    | 133-0-140-485 | GONZALEZ JAIME D                      | 2,013.68    |
| 132-0-150-345 | VAKILIAN NADER & MAHNAZ N            | 2,721.30    | 133-0-140-495 | RUSSELL DUSTIN & HOFFMAN JAIMIE       | 1,638.22    |
| 132-0-150-355 | AVELAR FERNANDO & ALICIA A           | 2,401.36    | 133-0-140-505 | LUANGPHINITH CHOUMP & BERTA LASZLO    | 2,203.64    |
| 132-0-150-365 | ROUTHIER DAVID & STEPHANIE           | 2,203.64    | 133-0-140-515 | MERCADO GUS I & ETHEL R               | 2,203.64    |
| 132-0-150-375 | SUNG RACHEL I                        | 2,013.68    | 133-0-140-525 | MARTIN CASEY                          | 1,638.22    |
| 132-0-150-385 | RAMESH AHUJA G & GELANI MADHUBALA    | 2,013.68    | 133-0-140-535 | MARCHESE JOHN J & SARAH TR            | 2,013.68    |
| 132-0-150-395 | O BRIEN MARGARET & SHULMAN JEFFREY   | 2,013.68    | 133-0-140-545 | LAM DANNY Q                           | 2,013.68    |

## EXHIBIT A

**CITY OF OXNARD  
COMMUNITY FACILITIES DISTRICT NO. 5  
(RIVERPARK)  
FISCAL YEAR 2015-2016 LEVY**

| Parcel No.    | Owner                                | Levy Amount | Parcel No.    | Owner                                 | Levy Amount |
|---------------|--------------------------------------|-------------|---------------|---------------------------------------|-------------|
| 132-0-150-405 | MONTES MONICA J                      | 2,013.68    | 133-0-140-555 | WESTBERG STEVEN G & CAROLYN S         | 2,013.68    |
| 132-0-150-415 | CARBONE LORI & PAI EDWIN             | 2,203.64    | 133-0-140-565 | RIVAS JOSEPH & WHITNEY & GUEVARA WII  | 2,013.68    |
| 132-0-150-425 | LOW JOHN                             | 2,203.64    | 133-0-140-575 | PARRA THOMAS A                        | 2,013.68    |
| 132-0-150-435 | UYESATO ANDREW                       | 2,203.64    | 133-0-140-585 | HUFFMAN JOHN W JR & TRACY L           | 2,013.68    |
| 132-0-150-445 | MOHAMED AMER & MICHELLE D TR         | 2,013.68    | 133-0-140-595 | FREOW MONICA R                        | 2,013.68    |
| 132-0-150-455 | WAX MIKKEL & SHARON W H TR           | 2,013.68    | 133-0-140-605 | YIN DARRYL & BAXENDALE KATHRYN A      | 2,013.68    |
| 132-0-150-465 | CALAMBA DOMINADOR X TR ET AL         | 2,013.68    | 133-0-140-615 | MERA EDUARDO & MARTHA B & MERA COR    | 1,638.22    |
| 132-0-150-475 | BAUTISTA DANIEL                      | 2,013.68    | 133-0-140-625 | RODRIGUEZ GONZALO U & PAMELA D        | 2,203.64    |
| 132-0-150-485 | LOZANO SANDRA & RAMIREZ VANESSA N    | 2,013.68    | 133-0-140-635 | SHIRLEY JAMES B & CHACON IVAN & TENIL | 2,203.64    |
| 132-0-150-495 | JOHNSON KIRK & JULIE                 | 2,203.64    | 133-0-140-645 | MARTIN MICHAEL L & JODI L             | 1,638.22    |
| 132-0-170-125 | SWIFT EVADNE M                       | 2,586.50    | 133-0-140-655 | BROWN AIMEE                           | 2,013.68    |
| 132-0-170-135 | LIN KAI K & ANNE                     | 2,586.50    | 133-0-140-665 | LEMIEUX KELLY                         | 2,013.68    |
| 132-0-170-145 | AVILA RUBY R & MARTINEZ RIGOBERTO A  | 2,586.50    | 133-0-140-675 | FOSTER LINDA TR                       | 2,013.68    |
| 132-0-170-155 | HANSON MARK J & YIN MANITA           | 2,586.50    | 133-0-140-685 | COLEMAN RUSSELL                       | 2,013.68    |
| 132-0-170-165 | LUNA CHARLIE & LISA M                | 2,586.50    | 133-0-140-695 | YANG KEVIN & ZHAO JIA                 | 1,638.22    |
| 132-0-170-175 | LODWICK LYLE C & MARY A              | 2,586.50    | 133-0-140-705 | CHU JENNIFER & CHU TIMOTHY            | 2,203.64    |
| 132-0-170-185 | TSAI ERIC                            | 2,586.50    | 133-0-140-715 | MORENO RICARDO E                      | 1,638.22    |
| 132-0-170-195 | CZERWINSKI MACIEK S & AMANDA J       | 2,586.50    | 133-0-140-725 | EMELO RICHARD J & LISA M              | 2,203.64    |
| 132-0-170-205 | RANKEL CLAUDIA                       | 2,586.50    | 133-0-140-735 | RATINOFF EDWARD & MARISA              | 2,013.68    |
| 132-0-170-215 | KAWAGUCHI JEFFREY & ZAMORA DARLEN    | 2,586.50    | 133-0-140-745 | FISHEL STEVEN M & JIDAPA              | 2,013.68    |
| 132-0-170-225 | KUBANET MICHAEL K & KARI T           | 2,586.50    | 133-0-140-755 | IKEMOTO JENNIFER K                    | 2,013.68    |
| 132-0-170-235 | DOUTHIT MAIA B TR                    | 2,586.50    | 133-0-140-765 | FELTON DANIEL & ALLISON               | 2,013.68    |
| 132-0-170-245 | VALDELLON ZENAIDA B                  | 2,013.68    | 133-0-140-775 | WALDROUP GREGORY L                    | 2,013.68    |
| 132-0-170-255 | MURILLO RICHARD L TR                 | 2,203.64    | 133-0-140-785 | GAETOS SHARON D                       | 2,203.64    |
| 132-0-170-265 | LEAHY STEVEN P & TALIA J D           | 2,586.50    | 133-0-140-795 | HADLEY BRYCE S & ERICA                | 2,203.64    |
| 132-0-170-275 | MICHEL JULIO & MARTHA                | 2,586.50    | 133-0-140-805 | HERNANDEZ CHRISTINA                   | 2,203.64    |
| 132-0-170-285 | SLUSAR RAYMOND M                     | 2,203.64    | 133-0-140-815 | CRAWFORD DANIEL K & HUANG SHUYU       | 2,203.64    |
| 132-0-170-295 | GONZALEZ NADIA M & GONZALEZ JOSE L   | 2,203.64    | 133-0-140-825 | MCKEE MELVILLE R & ERICA              | 2,203.64    |
| 132-0-170-305 | STASZEWSKI JEROME W & BRIDGIT        | 2,586.50    | 133-0-140-835 | BOORA SUDHEER                         | 2,013.68    |
| 132-0-170-315 | MACAULAY AMBER & DUCHARME DAVID J    | 2,013.68    | 133-0-150-015 | VALERIO LUZ                           | 2,203.64    |
| 132-0-170-325 | WU ANDY & MATELA RUBY                | 2,203.64    | 133-0-150-025 | ROSS MARIA O                          | 2,203.64    |
| 132-0-170-335 | HARRISON TAMMY M                     | 2,586.50    | 133-0-150-035 | LARSON DONALD                         | 1,638.22    |
| 132-0-170-345 | TSAI EDWARD M & CHEN WINNIE W        | 2,586.50    | 133-0-150-045 | CONTI MICHAEL K & KAUB KAYLENE M      | 2,203.64    |
| 132-0-170-355 | HARWICH KEELY A                      | 2,203.64    | 133-0-150-055 | CARR BRIAN & LEWMAN SADIE             | 2,203.64    |
| 132-0-170-365 | MAH MEEN K & KYONG L                 | 2,013.68    | 133-0-150-065 | STAGE RANDY                           | 1,638.22    |
| 132-0-170-375 | BLANCO JORGE S & CONSOLACION         | 2,586.50    | 133-0-150-075 | AYALA-SANCHEZ GILBERT & AYALA SONIA   | 1,638.22    |
| 132-0-170-385 | FREEMAN SHEA A & ALICIA TR           | 2,586.50    | 133-0-150-085 | GRIFFITH WAYNE & DONNA                | 2,203.64    |
| 132-0-170-395 | SHIPP CHRISTIAN                      | 2,586.50    | 133-0-150-095 | REYES MANUEL A & DEBORAH J            | 2,203.64    |
| 132-0-170-405 | VALENZUELA ANTHONY R & MELISSA       | 2,586.50    | 133-0-150-105 | LANG ROBERT J & AILYN B               | 1,638.22    |
| 132-0-170-415 | LOCKWOOD SAMANTHA E                  | 2,586.50    | 133-0-150-115 | JAMBA TERRENCE & WOOLLEY DEBRA        | 2,203.64    |
| 132-0-170-425 | HWANG KYU S & YOUNG Z                | 2,586.50    | 133-0-150-125 | DOMINGUEZ SCOTT                       | 2,203.64    |
| 132-0-170-435 | AHLUWALIA MUKESH K & SONIA           | 2,586.50    | 133-0-150-135 | DE LOS REYES DENA M                   | 2,203.64    |
| 132-0-170-445 | HARVEY TERRAL B & ANNE               | 2,586.50    | 133-0-150-145 | LIM JOHN & MELISSA A                  | 2,203.64    |
| 132-0-170-455 | BRUDZINSKI DAVID & REMY A            | 2,586.50    | 133-0-150-155 | TORRES PABLO & BRIDGE-TORRES CAMBF    | 1,638.22    |
| 132-0-170-465 | LI JIA                               | 2,586.50    | 133-0-150-165 | HERNANDEZ MERWIN J & SOFIA L          | 2,203.64    |
| 132-0-170-475 | MONFORT ROBERTO S                    | 2,586.50    | 133-0-150-175 | LIPPMAN RHONDA J                      | 2,203.64    |
| 132-0-170-485 | DIDOMIZIO CHRISTOPHER & VILLAVICENC  | 2,586.50    | 133-0-150-185 | SMITH JAMI                            | 1,638.22    |
| 132-0-170-495 | WAGNER WILLIAM TR                    | 2,586.50    | 133-0-150-195 | TEJADA ADRIAN M                       | 1,638.22    |
| 132-0-170-505 | ESQUIVEL JOSE M                      | 2,586.50    | 133-0-150-205 | RANUCCI RICCARDO & GIOVANNA           | 2,203.64    |
| 132-0-170-515 | BECERRA-GUZMAN NORMA                 | 2,013.68    | 133-0-150-215 | KOBASHIKAWA DANA K                    | 2,203.64    |
| 132-0-170-525 | COOK SARA                            | 2,203.64    | 133-0-150-225 | MUNYON JACOB & KATHRYN                | 2,203.64    |
| 132-0-170-535 | PACE JOHN B TR                       | 2,586.50    | 133-0-150-235 | THOMPSON SUSAN W                      | 2,203.64    |
| 132-0-170-545 | PENG SHENGJI & LIMING                | 2,586.50    | 133-0-150-245 | SPICKLER JOSEPH E                     | 1,638.22    |
| 132-0-170-555 | BENNET RICHARD H                     | 2,203.64    | 133-0-150-255 | BELL JAMES & LAURA                    | 2,203.64    |
| 132-0-170-565 | RODRIGUEZ GERARDO                    | 2,013.68    | 133-0-150-265 | MIYATA YUKIHIRO & ESTHER W TR         | 2,203.64    |
| 132-0-170-575 | ATHERTON ENTERPRISES INC             | 2,586.50    | 133-0-150-275 | SHEPHERD JASON K                      | 1,638.22    |
| 132-0-170-585 | HASKELL DEBBIE                       | 2,586.50    | 133-0-150-285 | FELICE CHRISTINE                      | 1,638.22    |
| 132-0-170-595 | PEREDES JESUS & DIONICIA & LOPEZ ANI | 2,586.50    | 133-0-150-295 | SCHMEECKLE THEODORE & JANICE          | 2,203.64    |
| 132-0-170-605 | FRENA COLETTE                        | 2,586.50    | 133-0-150-305 | BRONAUGH FAITH                        | 2,203.64    |
| 132-0-170-615 | LODWICK LYLE C & MARY A & TOVAR JOHI | 2,586.50    | 133-0-150-315 | KWONG JASON                           | 1,638.22    |
| 132-0-170-625 | COVEY MEEGON A & MICHAEL A           | 2,586.50    | 133-0-150-325 | YASUDA DENISE                         | 2,203.64    |
| 132-0-170-635 | HANSEN SUSANNE                       | 2,586.50    | 133-0-150-335 | BURNS JOSIAH L & AMANDA L             | 2,203.64    |
| 132-0-170-645 | ALVARADO MANUEL JR & ERICA P         | 2,586.50    | 133-0-170-015 | SONGER DAVID W & VANESSA T            | 2,960.34    |
| 132-0-170-655 | BALOGUN YUSUF A                      | 2,586.50    | 133-0-170-025 | KAPRELIAN MEKO J & JENNIFER           | 2,960.34    |

## EXHIBIT A

**CITY OF OXNARD**  
**COMMUNITY FACILITIES DISTRICT NO. 5**  
**(RIVERPARK)**  
**FISCAL YEAR 2015-2016 LEVY**

| Parcel No.    | Owner                                | Levy Amount | Parcel No.    | Owner                               | Levy Amount |
|---------------|--------------------------------------|-------------|---------------|-------------------------------------|-------------|
| 132-0-170-665 | WION CHRISTINA M                     | 2,586.50    | 133-0-170-035 | RITCHEY ROBERT                      | 2,721.30    |
| 132-0-170-675 | CASTRO ROMULO C & MARIA T E          | 2,586.50    | 133-0-170-045 | WEBSTER BRIAN                       | 2,401.36    |
| 132-0-180-175 | ORTIZ-AVILA VERONICA                 | 2,013.68    | 133-0-170-055 | DAVIS JASON J & LERMA ROSE M        | 2,401.36    |
| 132-0-180-185 | FONSECA GERARDO G & ELIZABETH        | 596.42      | 133-0-170-065 | UY HECTOR Y & PRAXEDES J            | 2,721.30    |
| 132-0-180-195 | JUAREZ GUMARO I & RAMIREZ VERONICA   | 596.42      | 133-0-170-075 | VASQUEZ REGGIE & VERONICA C         | 2,721.30    |
| 132-0-180-205 | DUARTE CECELIA                       | 596.42      | 133-0-170-085 | BATES RYAN C & SOCORRO              | 2,721.30    |
| 132-0-180-215 | GUTIERREZ LETICIA H                  | 596.42      | 133-0-170-095 | HALL RONALD L & BREEN-HALL JUDITH M | 2,721.30    |
| 132-0-180-225 | SALINAS RAUL P                       | 2,013.68    | 133-0-170-105 | SHANG XIAOHUI & ZHONG HUI           | 2,401.36    |
| 132-0-180-235 | DESORTE JASON K                      | 2,013.68    | 133-0-170-115 | YEH GEORGE ET AL                    | 2,401.36    |
| 132-0-180-245 | SANCHEZ SALVADOR & LETICIA           | 596.42      | 133-0-170-125 | SANDOVAL OSCAR J                    | 2,721.30    |
| 132-0-180-255 | DOMINGUEZ THERESA A                  | 596.42      | 133-0-170-135 | LINSKY AARON A                      | 2,721.30    |
| 132-0-180-265 | ANGELES OLGA R                       | 596.42      | 133-0-170-145 | CHABAN ROBERTA & CHABAN YVONNE      | 2,721.30    |
| 132-0-180-275 | RAMOS DAVID H                        | 596.42      | 133-0-170-155 | PARE TERENCE                        | 2,721.30    |
| 132-0-180-285 | LEE LIANG-CHIN-DO & LI C             | 2,013.68    | 133-0-170-165 | SUBRAMANI RAJESH K & SRIDHARAN SUJA | 2,401.36    |
| 132-0-180-295 | PIMENTEL RUBEN D & ROSA M            | 596.42      | 133-0-170-175 | STANDARD PACIFIC CORP               | 2,401.36    |
| 132-0-180-305 | MEDRANO MONICA A                     | 596.42      | 133-0-170-185 | STANDARD PACIFIC CORP               | 2,721.30    |
| 132-0-180-315 | ROBERTS BRIAN & ROBERTS SARAH        | 2,013.68    | 133-0-170-195 | PAGAN AARON & CARLOCK JEAN          | 2,721.30    |
| 132-0-180-325 | SAKILAYAN JANICE                     | 596.42      | 133-0-170-205 | GALLAGHER RYAN P & SARAH M          | 2,721.30    |
| 132-0-180-335 | VILLAFANA DANIEL & IRENE G           | 596.42      | 133-0-170-215 | HODGSON GORDON C & LINDA H          | 2,401.36    |
| 132-0-180-345 | DREILING JEFFREY M & SARAH M         | 596.42      | 133-0-170-225 | MASTERS RICHARD J & JUDY R          | 2,721.30    |
| 132-0-180-355 | ALCANTAR JOSE M & CARDENAS NOEMI M   | 596.42      | 133-0-170-235 | MENDOZA ANTHONY & KRISTIN           | 2,721.30    |
| 132-0-180-365 | THOMAS CHRISTINE N                   | 2,013.68    | 133-0-170-245 | BARRETT JOHN C                      | 2,401.36    |
| 132-0-180-375 | LIBAO REMIGIO L & GRACELYN H         | 596.42      | 133-0-170-255 | OLSON JEFFERY C                     | 2,401.36    |
| 132-0-180-385 | SAN JUAN JOSEPH G & VERONICA R       | 596.42      | 133-0-170-265 | WILLIAMS EARL & SHALEN              | 2,721.30    |
| 132-0-180-395 | CARROLL MATTHEW J & LINDA C          | 596.42      | 133-0-170-275 | BELL DAVID A & KERRY LYNN           | 2,721.30    |
| 132-0-180-405 | DELGADO JOSE M & MARIA E             | 596.42      | 133-0-170-285 | MANALO DANTE C JR                   | 2,401.36    |
| 132-0-180-415 | SALINAS SYLVIA R                     | 2,013.68    | 133-0-170-295 | BOYLE STEVEN & ANGELA               | 2,721.30    |
| 132-0-180-425 | NUNEZ JAMES R & OFELIA               | 596.42      | 133-0-170-305 | AGUILAR ERNESTO P JR                | 2,721.30    |
| 132-0-180-435 | MORALES BENITO & GARCIA-MORALES PA   | 596.42      | 133-0-170-315 | CHUNG JUNE O & JUNG SUL             | 2,401.36    |
| 132-0-180-445 | HASER BARBARA TR                     | 596.42      | 133-0-170-325 | MARIN REXCEL F & JOY G              | 2,401.36    |
| 132-0-180-455 | KRESS NICOLE S                       | 596.42      | 133-0-170-335 | CARL BRADLEY & CYNTHIA S            | 2,721.30    |
| 132-0-180-465 | FONG RONALD C                        | 2,013.68    | 133-0-170-345 | GHATTAS NANCY                       | 2,721.30    |
| 132-0-180-475 | PARDINI ERIC                         | 596.42      | 133-0-170-355 | POWERS JOSUA D & ALLEN-POWERS TIFF/ | 2,721.30    |
| 132-0-180-485 | VERAN ENRIQUE II & ROWENA            | 596.42      | 133-0-170-365 | THOMPSON MARK D & MONIKA A          | 2,721.30    |
| 132-0-180-495 | PANGILINAN ROMEO N & ELIZABETH       | 596.42      | 133-0-170-375 | WILLIAMS MICHAEL J & CHEUNG MANCHI  | 2,401.36    |
| 132-0-180-505 | UELTSCHI MEGAN C                     | 596.42      | 133-0-170-385 | STEGMAN ANDREA L & STEGMAN DAVID W  | 2,401.36    |
| 132-0-180-515 | EARDLEY RYAN S & MELISSA S & ERB FLO | 2,013.68    | 133-0-170-395 | GUYETTE RICHARD W                   | 2,960.34    |
| 132-0-180-525 | ORENSHEIN JONATHAN & DAPHNE          | 2,013.68    | 133-0-170-405 | STRACK STEPHEN M & LYNNANNETTE      | 2,721.30    |
| 132-0-180-535 | GOMEZ FRANCISCO J & BLANDINA N       | 596.42      | 133-0-170-415 | COGSWELL GEORGE III & CLAUDIA       | 2,960.34    |
| 132-0-180-545 | SANCHEZ HUMBERTO & DELIA             | 596.42      | 133-0-170-425 | LODICO DONALD P JR & TERA A         | 2,721.30    |
| 132-0-180-555 | MAGANA JOSE A & BEATRIS A            | 596.42      | 133-0-170-435 | LAM MICHELLE H                      | 2,401.36    |
| 132-0-180-565 | ESPEJO NICANOR & MYRNA               | 596.42      | 133-0-170-445 | BONHAM TERESA J                     | 2,401.36    |
| 132-0-180-575 | ZIERHUT PETER T & MARIA G            | 2,013.68    | 133-0-170-455 | REYNOLDS JOHN C                     | 2,721.30    |
| 132-0-180-585 | GOMEZ JAIME L JR                     | 2,013.68    | 133-0-170-465 | SHEA MATTHEW R & LAGESSE NICOLE D   | 2,960.34    |
| 132-0-180-595 | GUTIERREZ JOSE M & CRUZ D            | 596.42      | 133-0-170-475 | CHAVEZ JOHNNY F & ANGELIQUE M       | 2,960.34    |
| 132-0-180-605 | ROQUE JOSEPH P & MARYANN B           | 596.42      | 133-0-170-485 | CRUZ ANGELO C & JENALYN C           | 2,721.30    |
| 132-0-180-615 | RAMOS ERNESTO & MARIA C              | 596.42      | 133-0-170-495 | MERCADO-PEREZ ELIEZER & FIGUEROA-VE | 2,401.36    |
| 132-0-180-625 | LUQUIN JOSE A & VERONICA C           | 596.42      | 133-0-170-505 | CHQUITO ADRIANA & CHQUITO ISMAEL &  | 2,401.36    |
| 132-0-180-635 | MORGAN DOUGLAS E & SUSAN A           | 2,013.68    | 133-0-170-515 | ROSENTHAL JOSEPH D & JENNIFER       | 2,721.30    |
| 132-0-180-645 | SCHAEFER ASHLEY                      | 2,013.68    | 133-0-170-525 | MANSUR ROSELLE                      | 2,721.30    |
| 132-0-180-655 | GUERRERO ANGEL & HERNANDEZ LYDIA     | 596.42      | 133-0-170-535 | SHOEMATE BRADY & KATHY              | 2,721.30    |
| 132-0-180-665 | BELARMINO ROWENA U                   | 596.42      | 133-0-170-545 | VILLANUEVA RAUL O & CECILIA F       | 2,721.30    |
| 132-0-180-675 | BAEZ JUAN M & OROZCO HORTENCIA B     | 596.42      | 133-0-180-015 | CORONA RIVERPARK LLC                | 1,257.56    |
| 132-0-180-685 | ARTEAGA ENRIQUE & ANA M              | 596.42      | 133-0-180-025 | CORONA RIVERPARK LLC                | 1,099.54    |
| 132-0-180-695 | CAMACHO VICENTE B & MONICA M         | 2,013.68    | 133-0-180-035 | CORONA RIVERPARK LLC                | 1,099.54    |
| 132-0-180-705 | CHOI BYONG O                         | 2,013.68    | 133-0-180-045 | CORONA RIVERPARK LLC                | 1,099.54    |
| 132-0-180-715 | TORRES RODOLFO C & LOPEZ MARIA J     | 596.42      | 133-0-180-055 | CORONA RIVERPARK LLC                | 1,099.54    |
| 132-0-180-725 | MUSE PAUL A TR                       | 596.42      | 133-0-180-065 | CORONA RIVERPARK LLC                | 1,099.54    |
| 132-0-180-735 | RIVERA MATTHEW A                     | 596.42      | 133-0-180-075 | CORONA RIVERPARK LLC                | 1,099.54    |
| 132-0-180-745 | QUINONES JOEL                        | 596.42      | 133-0-180-085 | CORONA RIVERPARK LLC                | 1,099.54    |
| 132-0-180-755 | SWIFT GLORIA A                       | 2,013.68    | 133-0-180-095 | CORONA RIVERPARK LLC                | 1,310.22    |
| 132-0-180-765 | QUAN JUSTIN K                        | 2,013.68    | 133-0-180-105 | CORONA RIVERPARK LLC                | 1,272.04    |
| 132-0-180-775 | GARCIA JOSE D & CLAUDIA M            | 596.42      | 133-0-180-115 | CORONA RIVERPARK LLC                | 1,099.54    |
| 132-0-180-785 | VICTORIA ELIZABETH & VICTORIA RAMIRO | 596.42      | 133-0-180-125 | CORONA RIVERPARK LLC                | 1,099.54    |

ATTACHMENT NO. 2  
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## EXHIBIT A

**CITY OF OXNARD**  
**COMMUNITY FACILITIES DISTRICT NO. 5**  
**(RIVERPARK)**  
**FISCAL YEAR 2015-2016 LEVY**

| Parcel No.    | Owner                              | Levy Amount | Parcel No.    | Owner                               | Levy Amount |
|---------------|------------------------------------|-------------|---------------|-------------------------------------|-------------|
| 132-0-190-015 | RODRIGUEZ ALBERT & SYLVIA          | 596.42      | 133-0-180-135 | CORONA RIVERPARK LLC                | 1,099.54    |
| 132-0-190-025 | DOMINGUEZ FELIPE & MONTEJANO YANIR | 596.42      | 133-0-180-145 | CORONA RIVERPARK LLC                | 1,099.54    |
| 132-0-190-035 | ESPINOZA VICTOR M & DORIAN N       | 2,013.68    | 133-0-180-155 | CORONA RIVERPARK LLC                | 1,099.54    |
| 132-0-190-045 | HERNANDEZ JOSE R & JUANA M R       | 596.42      | 133-0-180-165 | CORONA RIVERPARK LLC                | 1,099.54    |
| 132-0-190-055 | TORRES MARIA                       | 596.42      | 133-0-180-175 | CORONA RIVERPARK LLC                | 1,099.54    |
| 132-0-190-065 | THERRIEN CHRISTINA M               | 596.42      | 133-0-180-185 | CORONA RIVERPARK LLC                | 1,451.14    |
| 132-0-190-075 | WARNER TAMA K                      | 596.42      | 133-0-180-195 | CORONA RIVERPARK LLC                | 1,746.10    |
| 132-0-190-085 | ROBINETT LAYLA E                   | 596.42      | 133-0-180-205 | CORONA RIVERPARK LLC                | 1,057.40    |
| 132-0-190-095 | GONZALEZ RAFAEL & VALDES MARIA C   | 596.42      | 133-0-180-215 | CORONA RIVERPARK LLC                | 1,057.40    |
| 132-0-190-105 | MUNOZ SALVADOR & OFELIA            | 596.42      | 133-0-180-225 | CORONA RIVERPARK LLC                | 1,057.40    |
| 132-0-190-115 | CORTEZ PEDRO A                     | 596.42      | 133-0-180-235 | CORONA RIVERPARK LLC                | 1,750.04    |
| 132-0-190-125 | DIMAS PEDRO & THUYLINH NGUYEN      | 596.42      | 133-0-180-245 | CORONA RIVERPARK LLC                | 1,868.40    |
| 132-0-190-135 | PARKER CAMERON M & JESSICA M       | 596.42      | 133-0-180-255 | CORONA RIVERPARK LLC                | 1,096.90    |
| 132-0-190-145 | VALDEZ GERARDO & VELASQUEZ MARIA   | 596.42      | 133-0-180-265 | CORONA RIVERPARK LLC                | 1,094.26    |
| 132-0-190-155 | RAMIREZ MICHAEL P & AUDREY A       | 596.42      | 133-0-180-275 | CORONA RIVERPARK LLC                | 1,094.26    |
| 132-0-190-165 | RODRIGUEZ ALEJANDRA & HERNANDEZ FI | 596.42      | 133-0-180-285 | CORONA RIVERPARK LLC                | 1,094.26    |
| 132-0-190-175 | SANCHEZ SUZANNA                    | 596.42      | 133-0-180-295 | CORONA RIVERPARK LLC                | 1,094.26    |
| 132-0-190-185 | PREMIER AMERICA CREDIT UNION       | 2,013.68    | 133-0-180-305 | CORONA RIVERPARK LLC                | 1,095.58    |
| 132-0-190-195 | RIVERA RIGOBERTO                   | 596.42      | 133-0-180-315 | CORONA RIVERPARK LLC                | 1,095.58    |
| 132-0-190-205 | CUNNINGHAM DAREK A & REGINA M      | 596.42      | 133-0-180-325 | CORONA RIVERPARK LLC                | 1,090.32    |
| 132-0-190-215 | NGUYEN SEAN TOAN & HO PHUONG DUNC  | 596.42      | 133-0-180-335 | CORONA RIVERPARK LLC                | 1,094.26    |
| 132-0-190-225 | HERNANDEZ GUILLERMO                | 596.42      | 133-0-180-345 | CORONA RIVERPARK LLC                | 1,094.26    |
| 132-0-190-235 | GARCIA MARICELA R                  | 596.42      | 133-0-180-355 | CORONA RIVERPARK LLC                | 1,095.58    |
| 132-0-190-245 | GONZALEZ LORENA & GONZALEZ GUILLEF | 596.42      | 133-0-180-365 | CORONA RIVERPARK LLC                | 1,091.64    |
| 132-0-190-255 | MENCHACA JOSE L & ZAMORA MARIA L   | 596.42      | 133-0-180-375 | CORONA RIVERPARK LLC                | 1,094.26    |
| 132-0-190-265 | ALTHOF GARRETT                     | 596.42      | 133-0-180-385 | CORONA RIVERPARK LLC                | 1,094.26    |
| 132-0-190-275 | REYES ADRIAN ET AL                 | 596.42      | 133-0-180-395 | CORONA RIVERPARK LLC                | 1,617.04    |
| 132-0-190-285 | MENDOZA PETER & BRENDA             | 596.42      | 133-0-180-405 | MOISES RIZA A                       | 2,721.30    |
| 132-0-190-295 | CARDONA EYMARD & NATIVIDAD         | 596.42      | 133-0-180-415 | ROBLEDO RONNA L                     | 2,721.30    |
| 132-0-190-305 | GOODEN CHRISTOPHER & NIKOLE        | 596.42      | 133-0-180-425 | BERRY ALISHA L                      | 2,721.30    |
| 132-0-190-315 | VOYTEK RONALD                      | 2,013.68    | 133-0-180-435 | JAMISON MICHAEL T                   | 2,721.30    |
| 132-0-190-325 | STEVENSON DAVID & VELASQUEZ CAROL  | 596.42      | 133-0-180-445 | GONZALEZ ISRAEL & NICOLETTE N       | 2,401.36    |
| 132-0-190-335 | HARDING CLINTON & KATHLEEN         | 596.42      | 133-0-180-455 | PINEDO ERICKA S                     | 2,401.36    |
| 132-0-190-345 | RAYMUNDO ARVIE & MAY               | 2,013.68    | 133-0-180-465 | QIAN RONGJI ET AL                   | 2,721.30    |
| 132-0-190-355 | RUBY SAMUEL E & JILLIAN G          | 596.42      | 133-0-180-475 | ATKINSON DAVID L & MARCI B          | 2,721.30    |
| 132-0-190-365 | RUIZ MAYTE                         | 596.42      | 133-0-180-485 | SPEARS MARK & CARVALHO JULIANE G    | 2,721.30    |
| 132-0-190-375 | SANCHEZ JIMMY & CORRALES DE SANCHE | 596.42      | 133-0-180-495 | LOY DAVID W & MOLLY M               | 2,721.30    |
| 132-0-190-385 | SMITH ROSEANN M                    | 596.42      | 133-0-180-505 | SORIANO ROBERT                      | 2,401.36    |
| 132-0-190-395 | STEWART MICHAEL & AMANDA           | 596.42      | 133-0-180-515 | TORRES WALTER J & MARY              | 2,401.36    |
| 132-0-190-405 | EVANS ARIANNE K                    | 596.42      | 133-0-180-525 | DONOVAN KAREN                       | 2,721.30    |
| 132-0-200-015 | BROWN BRIAN & GRANO CHRISTINA      | 2,203.64    | 133-0-180-535 | ESQUIVEL JORGE I A & VALERIE O      | 2,721.30    |
| 132-0-200-025 | BENCIVENGA MARK                    | 2,013.68    | 133-0-180-555 | DORN CARL W                         | 1,638.22    |
| 132-0-200-035 | FANDINO JOAQUIN & LINDA            | 2,013.68    | 133-0-180-565 | LIERA ALEJANDRO                     | 2,013.68    |
| 132-0-200-045 | GOMEZ RENATO ET AL                 | 2,013.68    | 133-0-180-575 | GOANA JOE A & RUIZ JACQUELINE       | 2,013.68    |
| 132-0-200-055 | CRUZ DANIEL J                      | 2,203.64    | 133-0-180-585 | BURDETTE SIERRA & SMEDLEY NICHOLAS  | 1,638.22    |
| 132-0-200-065 | CHILDRESS MICHAEL R                | 2,013.68    | 133-0-180-595 | CASTELLANOS LETICIA                 | 2,013.68    |
| 132-0-200-075 | MURPHY KAVAN & BRIDGET             | 2,013.68    | 133-0-180-605 | FISCHER MORMAN M & JOAN L           | 1,638.22    |
| 132-0-200-085 | ORTIZ LARRY & LONGBINE CHERIE      | 2,013.68    | 133-0-180-615 | HOURIEH JOSEPH M                    | 1,638.22    |
| 132-0-200-095 | CERVANTES EMMANUEL J               | 596.42      | 133-0-180-625 | ARROYO RICHARD G & ARROYO MICHAEL / | 2,013.68    |
| 132-0-200-105 | CAMPOS FRANCISCO D A & ROSA L      | 596.42      | 133-0-180-635 | CHU MIKE & YUKARI                   | 1,638.22    |
| 132-0-200-115 | GONZALEZ CESAR & CARRIZALES ADRIEN | 596.42      | 133-0-180-645 | SANDOVAL GREG J                     | 1,638.22    |
| 132-0-200-125 | NAVARRO ANTONIO C & GLORIA F       | 596.42      | 133-0-180-655 | GUERRERO RODRIGO & GUERRERO ELIZAI  | 2,013.68    |
| 132-0-200-135 | GARCIA VAIRO & ALEJANDRA           | 596.42      | 133-0-180-665 | MCALLISTER PAUL J                   | 1,638.22    |
| 132-0-200-145 | DOMINGUEZ EVERARDO G & IMELDA      | 596.42      | 133-0-180-675 | TSUI CHENYU                         | 1,638.22    |
| 132-0-200-155 | ESCALA ERIC E & HELEN Y            | 596.42      | 133-0-180-685 | TAYLOR STEPHANIE A                  | 2,013.68    |
| 132-0-200-165 | WALLACE MICHAEL J                  | 2,013.68    | 133-0-180-695 | BARSELOU ROBERT G & MICHELLE C      | 2,013.68    |
| 132-0-200-175 | RODRIGUEZ BALDEMAR V               | 596.42      | 133-0-180-705 | KARIUKI HUMPHREY G & KURIA MARGARET | 1,638.22    |
| 132-0-200-185 | LEYVA JUAN J & LLAMAS-LEYVA ROCIO  | 596.42      | 133-0-180-715 | LEE HAEJIN                          | 2,013.68    |
| 132-0-200-195 | NEAT MICHAEL J                     | 596.42      | 133-0-180-725 | NELSON SCOTT D                      | 1,638.22    |
| 132-0-200-205 | QUINTANA JOE B & MONICA R          | 596.42      | 133-0-180-735 | NELSON SCOTT A & MICHELLE M         | 2,013.68    |
| 132-0-200-215 | TORRES SALVADOR & MARIA G          | 596.42      | 133-0-180-745 | MORGAN CRAIG A & WATSON-MORGAN WE   | 1,638.22    |
| 132-0-200-225 | LOPEZ ARTURO ET AL                 | 596.42      | 133-0-180-755 | DUTTWEILER DEANNA R                 | 2,013.68    |
| 132-0-200-235 | MENDEZ IVAN G                      | 2,203.64    | 133-0-180-765 | DUDLEY MICHAEL L                    | 1,638.22    |
| 132-0-200-245 | DELL KEVIN                         | 2,013.68    | 133-0-180-775 | TULLO FRANK VATTACHMENT NO 2        | 2,013.68    |

## EXHIBIT A

**CITY OF OXNARD  
COMMUNITY FACILITIES DISTRICT NO. 5  
(RIVERPARK)  
FISCAL YEAR 2016-2016 LEVY**

| Parcel No.    | Owner                               | Levy Amount | Parcel No.    | Owner                               | Levy Amount |
|---------------|-------------------------------------|-------------|---------------|-------------------------------------|-------------|
| 132-0-200-255 | ROSALLES HECTOR M                   | 2,013.68    | 133-0-180-785 | FRUSH CAMDEN S & AVELAR GARRET M    | 2,013.68    |
| 132-0-200-265 | BELANGER CORY & MERLYN              | 2,013.68    | 133-0-180-795 | TAYLOR JOSHUA & CARRIE L            | 1,638.22    |
| 132-0-200-275 | BRADY TERENCE                       | 2,203.64    | 133-0-180-805 | WIEMERS ANDREW G                    | 2,013.68    |
| 132-0-200-285 | CASILLAS MICHAEL & CASILLAS MARIA T | 2,013.68    | 133-0-180-815 | LONTINE BEAU J                      | 1,638.22    |
| 132-0-200-295 | EBELL TYLER J                       | 2,013.68    | 133-0-220-015 | SCHMIDT RAYMOND R & BRENDA J        | 2,203.64    |
| 132-0-200-305 | DAHIYA KARAM                        | 2,013.68    | 133-0-220-025 | DUTZY REBECCA S                     | 2,203.64    |
| 132-0-200-455 | LEGASPI MARIA L                     | 1,638.22    | 133-0-220-035 | MUSIAL ANDRZEJ M & KOWALIK ZOFIA    | 1,638.22    |
| 132-0-200-465 | MAROTTA GINA A TR                   | 1,638.22    | 133-0-220-045 | SILVA LORENA                        | 1,638.22    |
| 132-0-200-475 | MAGNUSSON RON L                     | 1,638.22    | 133-0-220-055 | FRANKLIN HENRY & HUYNH-FRANKLIN MAI | 2,203.64    |
| 132-0-200-485 | LOPEZ JUAN C T & TORRES MARIA G     | 2,013.68    | 133-0-220-065 | ADAMS MATTHEW A & WITT HAYLEY K     | 2,203.64    |
| 132-0-200-495 | LUJAN CHRISTOPHER J                 | 2,013.68    | 133-0-220-075 | STUREK ALIN & JILLIAN               | 2,203.64    |
| 132-0-200-505 | SERRATA MICHAEL JR & ANA            | 2,203.64    | 133-0-220-085 | NORDELLA CHRISTOPHER & JILLIAN      | 2,203.64    |
| 132-0-200-515 | HECKMANN ANGELA                     | 2,013.68    | 133-0-220-095 | SALSEDO MAXINE M                    | 1,638.22    |
| 132-0-200-525 | ZINN BRIAN C & CARR-ZINN ANGELA L   | 1,638.22    | 133-0-220-105 | MAY MARGARET S TR                   | 1,638.22    |
| 132-0-200-535 | ALVARADO RUBEN & BARARITA           | 1,638.22    | 133-0-220-115 | SEMERAU ROBERT J & CHRISTINA M      | 2,203.64    |
| 132-0-200-545 | MANIPOD VANIA D                     | 1,638.22    | 133-0-220-125 | MUELLER DOUGLAS L                   | 2,203.64    |
| 132-0-200-555 | HO MELYSSA                          | 2,013.68    | 133-0-220-135 | HADD DONALD A & CHRISTINE           | 2,203.64    |
| 132-0-200-565 | SHOKAT MUHAMMAD                     | 2,013.68    | 133-0-220-145 | AMARO DANIEL A & BARNHART CHARISSA  | 2,203.64    |
| 132-0-200-575 | TUTORA JOHN R & RUNNING-TUTORA LAU  | 2,013.68    | 133-0-220-155 | MARSHALL ROBERT & REBECCA           | 1,638.22    |
| 132-0-200-585 | BAIDA DARRON                        | 2,203.64    | 133-0-220-165 | FONG JEFFERSON                      | 1,638.22    |
| 132-0-210-345 | NG STEPHEN                          | 1,638.22    | 133-0-220-175 | CARPENTER KAAL                      | 2,203.64    |
| 132-0-210-355 | MCKENZIE SANDRA                     | 1,638.22    | 133-0-220-185 | PULISIC MATTHEW & CATHERINE         | 2,203.64    |
| 132-0-210-365 | FALCON ARMANDO & EDNA               | 1,638.22    | 133-0-220-195 | SHAHEED JAMEEL & ENJOLI             | 2,203.64    |
| 132-0-210-375 | ADAP JACQUELINE                     | 1,638.22    | 133-0-220-205 | MORGAN MICHAEL & JULIET             | 2,203.64    |
| 132-0-210-385 | GUALTIERI ANDREW                    | 1,638.22    | 133-0-220-215 | CASTELLANO JOHN & DOLORES D         | 1,638.22    |
| 132-0-210-395 | HOFMANN JARED                       | 1,638.22    | 133-0-220-225 | NEWELL WADE B                       | 1,638.22    |
| 132-0-210-405 | WHITELEY TROY                       | 1,638.22    | 133-0-220-235 | ARCEO CESAR R & ZAVALA YOLANDA      | 2,203.64    |
| 132-0-210-415 | WU DAVID L                          | 1,638.22    | 133-0-220-245 | PROBERT MICHAEL & BETH              | 2,203.64    |
| 132-0-210-425 | AKINDELE GAFAYAT                    | 1,638.22    | 133-0-220-255 | INGRAM LISA                         | 2,203.64    |
| 132-0-210-435 | PAYMANI ALI & HEJAZI SHIVA          | 1,638.22    | 133-0-220-265 | JO JAMES U & JOOWON TR              | 2,203.64    |
| 132-0-210-445 | ZOUZOUNIS DARREN                    | 1,638.22    | 133-0-220-275 | DUFFNER JOHN                        | 1,638.22    |
| 132-0-210-455 | GIBSON LEROY A III                  | 1,638.22    | 133-0-220-285 | PAUL KRISTOPHER C & WENDY           | 1,638.22    |
| 132-0-210-465 | KARAMOOZ MAHDIA D & MICHELLE        | 1,638.22    | 133-0-220-295 | MANZANO ANGEL JR TR                 | 2,203.64    |
| 132-0-210-475 | MINCE DAVID & SHELLEY               | 1,638.22    | 133-0-220-305 | MENGA ROBERT                        | 2,203.64    |
| 132-0-210-485 | SCHOLL OSCAR                        | 1,638.22    | 133-0-220-315 | JANESS ELAINA                       | 2,203.64    |
| 132-0-210-495 | EDQUILANG RYAN A & ELANOR           | 2,013.68    | 133-0-220-325 | TORRES ERIBERTO F & MONARRES LETICI | 2,203.64    |
| 132-0-210-505 | PETTIT WILLIAM F & COURTNEY L       | 1,638.22    | 133-0-220-335 | STEWART JARED D & HEIDI             | 1,638.22    |
| 132-0-210-515 | MONREAL TOM & NEYRA                 | 1,638.22    | 133-0-220-345 | RATINOFF EDWARD & MARISA            | 1,638.22    |
| 132-0-210-525 | SHEN LIANG & CAI JIAO               | 1,638.22    | 133-0-220-355 | ARREOLA IRMA & GOMEZ FLORA          | 2,203.64    |
| 132-0-210-535 | GONZALES SALVADOR M                 | 2,013.68    | 133-0-220-365 | ORTIZ MARK A & TRISHA C             | 2,203.64    |
| 132-0-210-545 | RONCES HUGO                         | 1,638.22    | 133-0-220-375 | CHRISTIANSSEN DOUGLAS-R             | 2,013.68    |
| 132-0-210-555 | CHAIRES ALEJANDRO L & NIKKI R       | 1,638.22    | 133-0-220-385 | DEMPSEY DANIEL & BETH A             | 2,586.50    |
| 132-0-210-565 | KOCH JONATHAN A                     | 1,638.22    | 133-0-220-395 | ANSPAUGH ROGER L & MARIBEL B        | 2,203.64    |
| 132-0-210-575 | LIMON JOSE L                        | 1,638.22    | 133-0-220-405 | NORTHCROSS CHARLES & KATHLEEN       | 2,203.64    |
| 132-0-210-585 | CEGLIA ANTOINETTE T                 | 1,638.22    | 133-0-220-415 | PECORARI GIACOMO P                  | 2,586.50    |
| 132-0-210-595 | HARTLEY JOHN & SHEANNA M            | 1,638.22    | 133-0-220-425 | RIDEAUX CARL M & DARLENE R          | 2,013.68    |
| 132-0-210-605 | MATEO JOSHUA V & AMY                | 1,638.22    | 133-0-220-435 | ALCALA GILBERT & DARLENE            | 2,203.64    |
| 132-0-210-615 | PACHECO ERIC                        | 1,638.22    | 133-0-220-445 | CALDWELL REED & NORMAN-CALDWELL JJ  | 2,586.50    |
| 132-0-210-625 | EISENHauer FELIX & TARA ET AL       | 1,638.22    | 133-0-220-455 | QUIN JEFFREY H & MARY J             | 2,013.68    |
| 132-0-210-635 | TOOHEY ELIZABETH                    | 1,638.22    | 133-0-220-465 | PAINTER SUSAN E TR                  | 2,013.68    |
| 132-0-210-645 | GREEN JORDAN & CHRISTA & CLEGG TOD  | 1,638.22    | 133-0-220-475 | BARBER STEPHEN E & HOLLY N          | 2,586.50    |
| 132-0-210-655 | VALLENDER MICHAEL S TR              | 1,638.22    | 133-0-220-485 | LEGAUX SEAN G & MANSKY KRISTIN M    | 2,203.64    |
| 132-0-230-185 | SONATA AT RIVERPARK PART LP         | 18,518.42   | 133-0-220-495 | REGAN WILLIAM B                     | 2,013.68    |
| 132-0-230-195 | OXNARD DEV SITE I LLC               | 66,486.56   | 133-0-220-505 | PHAIL PAUL & TOFFEL ERICA           | 2,586.50    |
| 132-0-230-205 | OXNARD DEV SITE I LLC               | 66,486.56   | 133-0-220-515 | HERBERT JAMES K & CAROL S           | 2,203.64    |
| 132-0-230-215 | TEMPO APARTMENTS DEV CO LP          | 139,503.04  | 133-0-220-525 | AGS MERIDIAN LLC                    | 2,203.64    |
| 132-0-251-015 | CHU MIKE & YUKARI                   | 2,013.68    | 133-0-220-535 | NEWTON RANDY & SORAYA               | 2,586.50    |
| 132-0-251-025 | KEMPNER SHARON                      | 2,013.68    | 133-0-220-545 | SHIRICHENA CHRISTIAN & KUDZAI       | 2,013.68    |
| 132-0-251-035 | MONROY FRANKLIN & RAMIREZ BRENY V   | 2,013.68    | 133-0-220-555 | KLECKNER ETHAN C & KREMSDORF TESS I | 2,203.64    |
| 132-0-251-045 | RAYA JEHOVA                         | 2,013.68    | 133-0-220-565 | GILL STEVEN                         | 2,586.50    |
| 132-0-251-055 | ILAGAN ADRIAN & JOILERIN            | 2,013.68    | 133-0-220-575 | DREBEN DEBRA                        | 2,013.68    |
| 132-0-251-065 | LAGOMARSINO DANELL M                | 2,013.68    | 133-0-220-595 | SMITH WILLIAM O & BERYL C           | 2,203.64    |
| 132-0-251-075 | LOPEZ FELIPE D                      | 2,013.68    | 133-0-220-605 | BARLETT CHARLES & CAROL             | 2,586.50    |

## EXHIBIT A

**CITY OF OXNARD**  
**COMMUNITY FACILITIES DISTRICT NO. 5**  
**(RIVERPARK)**  
**FISCAL YEAR 2015-2016 LEVY**

| Parcel No.    | Owner                                     | Levy Amount | Parcel No.    | Owner                              | Levy Amount |
|---------------|-------------------------------------------|-------------|---------------|------------------------------------|-------------|
| 132-0-251-085 | BANZON JEAN                               | 2,013.68    | 133-0-220-615 | VALVERDE SHIRLEY & ORTIZ MICHAEL A | 2,013.68    |
| 132-0-251-095 | CULVERSON GARY L & CULVERSON DENIS        | 2,013.68    | 133-0-220-625 | HARBISON KEVIN B                   | 2,013.68    |
| 132-0-251-105 | CROSS JEREMIAH C & KARIN                  | 2,013.68    | 133-0-220-635 | SMITH JEREMY Y & SMITH ROBERT S TR | 2,586.50    |
| 132-0-251-115 | RAMOS AIDA N                              | 2,013.68    | 133-0-220-645 | VODILA NATHANAEAL J & TANYA P      | 2,203.64    |
| 132-0-251-125 | TSUJIMOTO TAKUYA & YURI                   | 2,013.68    | 133-0-230-015 | FREEMAN AARON D                    | 2,013.68    |
| 132-0-251-135 | SOWTER NEAL                               | 2,013.68    | 133-0-230-025 | WILLIAMS RICKY L & JOESPHINE V     | 2,203.64    |
| 132-0-251-145 | RAMIREZ JEFF A & BRENDA C                 | 2,013.68    | 133-0-230-035 | NEVAREZ MARGIE & NEVAREZ CARMEN L  | 2,203.64    |
| 132-0-251-155 | HUANG ERIC                                | 2,013.68    | 133-0-230-045 | FRENCH WILLIAM IV                  | 2,203.64    |
| 132-0-251-165 | WOJTAL MARK P & LANI                      | 2,013.68    | 133-0-230-055 | CHAMPION WILLIAM & DELEVIE JACK    | 2,203.64    |
| 132-0-251-175 | ESCOBEDO ALBERT E                         | 2,013.68    | 133-0-230-065 | SAUTERNE LLC                       | 2,203.64    |
| 132-0-251-185 | LAFRICAN ROBIN                            | 2,013.68    | 133-0-230-075 | BANUELOS JOSEPHINE                 | 2,013.68    |
| 132-0-251-195 | ARELLANO ARTHUR & RAINA                   | 2,013.68    | 133-0-230-085 | LEONARDO GLORIA G                  | 2,776.44    |
| 132-0-251-205 | RHODES BILL J & JACLYN M                  | 2,013.68    | 133-0-230-095 | BEARD GLYNN D & STEPPE TERESA L    | 2,586.50    |
| 132-0-251-215 | MCQUILLAN FRANCIS X & KELLY SUSAN L       | 2,013.68    | 133-0-230-105 | ELMER DEAN P & PEREZ MONICA D      | 2,586.50    |
| 132-0-251-225 | MCHANAY MICHAEL & APRIL IRR TR            | 2,013.68    | 133-0-230-115 | BRADFORD RICHARD C & MINDAMORA     | 2,586.50    |
| 132-0-251-235 | FAST UNDERCAR INC                         | 2,013.68    | 133-0-230-125 | TU JOHN H                          | 2,586.50    |
| 132-0-251-245 | EVANS PAMELA                              | 2,013.68    | 133-0-230-135 | MOFFA JULIA S                      | 2,776.44    |
| 132-0-251-255 | PULS PETRA                                | 2,013.68    | 133-0-230-145 | HARPER ROLAND                      | 2,776.44    |
| 132-0-251-265 | PIERCE PATRIC A                           | 2,013.68    | 133-0-230-155 | LECLAIR DAVID M & GEYLA            | 2,586.50    |
| 132-0-251-275 | QUINTANA CYNTHIA                          | 2,013.68    | 133-0-230-165 | KLINEFELTER MATTHEW & KRISTIE      | 2,586.50    |
| 132-0-251-285 | THIBODO JAMES S & PAMELA L TR             | 2,013.68    | 133-0-230-175 | RUHMEL JAMES R & MCINTYRE ROBYN M  | 2,776.44    |
| 132-0-251-295 | FLORES PAUL M & MYNATT JASON E            | 2,013.68    | 133-0-230-185 | SAADATI MICHAEL & VICTORIA         | 2,013.68    |
| 132-0-251-305 | CHAMBERS PATRICK S & VERONICA             | 2,013.68    | 133-0-230-195 | MEZA MATTHEW J & PELHAM KATHLEEN B | 2,203.64    |
| 132-0-251-315 | MONTOYA LORI & ISAAC ENCARNACION          | 2,013.68    | 133-0-230-205 | GONZALES MANUEL & MALIG HANNAH L   | 2,203.64    |
| 132-0-251-325 | LAKEVIEW LOAN SERVICING LLC               | 2,776.44    | 133-0-230-215 | FAULKNER SHANE & CASSANDRA         | 2,203.64    |
| 132-0-251-335 | BAKER TERRENCE & BAKER JERE J             | 2,776.44    | 133-0-230-225 | ALLADI KRISHNASWAMY & VANI         | 2,203.64    |
| 132-0-251-345 | MADRID UN SUK                             | 2,776.44    | 133-0-230-235 | SPENCE SEAN                        | 2,013.68    |
| 132-0-251-355 | MCWORTER KATHY                            | 2,776.44    | 133-0-230-245 | BIRDSONG JAMES K & ROBIN S         | 2,013.68    |
| 132-0-251-365 | FISHER SETHARD                            | 2,586.50    | 133-0-230-255 | KHAN RASHIDAH M                    | 2,203.64    |
| 132-0-251-375 | DANGANAN JENNY                            | 2,203.64    | 133-0-230-265 | BARBER ERIC M                      | 2,203.64    |
| 132-0-251-385 | DESAI JAYMIT R & DESAI ROHIT & JYOTI      | 2,203.64    | 133-0-230-275 | WINSLETT DANNY                     | 2,203.64    |
| 132-0-251-395 | KO FEI & LIN & CHANG YU & PING            | 2,586.50    | 133-0-230-285 | HANLON ROBERT S & AUNDREA          | 2,203.64    |
| 132-0-251-405 | SIFUENTES DOMINGO JR                      | 2,203.64    | 133-0-230-295 | BANKS GLENDA                       | 2,203.64    |
| 132-0-251-415 | KANJI DAVENDRA & PREMVATI                 | 2,203.64    | 133-0-230-305 | GILBERT TRUDY                      | 2,203.64    |
| 132-0-251-425 | JOHNSON NORMA S                           | 2,586.50    | 133-0-230-315 | MAZO DIEGO & CARUSO TATIANA        | 2,013.68    |
| 132-0-251-435 | PHAM VINCENT A                            | 2,586.50    | 133-0-230-325 | KANEKO RANDY M & CAROLYN L         | 2,013.68    |
| 132-0-251-445 | ANDERSON TYLER                            | 2,203.64    | 133-0-230-335 | VOLPE CARL F                       | 2,203.64    |
| 132-0-251-455 | BERHANE YONATAN & FESSHAZION SARA         | 2,586.50    | 133-0-230-345 | MCDANIEL SHAUN & CARRIE            | 2,203.64    |
| 132-0-251-465 | VORHIS AARON & SARAH                      | 2,586.50    | 133-0-230-355 | MOHAN ROGER A & DOROTHEA M         | 2,203.64    |
| 132-0-251-475 | BANALES MARTIN & PRADO BRENDA             | 2,203.64    | 133-0-230-365 | CHIOURN MOULINE                    | 2,203.64    |
| 132-0-251-485 | GARZON MARIA A                            | 2,586.50    | 133-0-230-375 | CRUZ HECTOR & CHIZU                | 2,013.68    |
| 132-0-251-495 | AVLIA JESUS & CRAIG SAMANTHA E            | 2,586.50    | 133-0-230-385 | MILLS JORDAN & SUZANNE             | 2,776.44    |
| 132-0-251-505 | SANTANA AMANDA                            | 2,203.64    | 133-0-230-395 | MENDEZ EDMUNDO TR                  | 2,586.50    |
| 132-0-251-515 | MAYER MARK & MOONEY JENNIFER L            | 2,203.64    | 133-0-230-405 | COCCIA CYNTHIA D                   | 2,586.50    |
| 132-0-251-525 | DERAS CARLOS & MARIBEL                    | 2,586.50    | 133-0-230-415 | MILLER BARTON D                    | 2,586.50    |
| 132-0-251-535 | KRISCHER GORDON E & SHARON TR             | 2,586.50    | 133-0-230-425 | NICHOLS CARMEN                     | 2,586.50    |
| 132-0-251-545 | GIGLIO JESSE & AMY                        | 2,203.64    | 133-0-230-435 | BARRETT J CHRISTOPHER              | 2,776.44    |
| 132-0-251-555 | MILLER STEPHAN J & KELLI J                | 2,586.50    | 133-0-241-015 | AGS LAND HOLDINGS I LP             | 2,721.30    |
| 132-0-251-565 | AHMED MOHAMED & JOHNSON AMANDA            | 2,586.50    | 133-0-241-025 | AGS LAND HOLDINGS I LP             | 2,401.36    |
| 132-0-251-575 | GONZALEZ ELIZABETH                        | 2,203.64    | 133-0-241-035 | AGS LAND HOLDINGS I LP             | 2,721.30    |
| 132-0-251-585 | OROZCODIAZ SERGIO E                       | 2,586.50    | 133-0-241-045 | AGS LAND HOLDINGS I LP             | 2,721.30    |
| 132-0-251-595 | NOJADERA ALLAN & GERALDINE                | 2,586.50    | 133-0-241-055 | AGS LAND HOLDINGS I LP             | 2,401.36    |
| 132-0-251-605 | PILLADO LORETTA M                         | 2,203.64    | 133-0-241-065 | AGS LAND HOLDINGS I LP             | 2,721.30    |
| 132-0-251-615 | CLARK MICHAEL & KATHARINE                 | 2,203.64    | 133-0-241-075 | AGS LAND HOLDINGS I LP             | 2,401.36    |
| 132-0-251-625 | VIRI AQUILINO G & ZENAIIDA T & VIRI JAY M | 2,586.50    | 133-0-241-085 | AGS LAND HOLDINGS I LP             | 1,111.40    |
| 132-0-251-635 | JOSE KALANI G & KANJI SATIVA G            | 2,586.50    | 133-0-241-095 | AGS LAND HOLDINGS I LP             | 2,073.98    |
| 132-0-251-645 | THRIFT KRISTI D                           | 2,586.50    | 133-0-241-105 | ELACORA RIVERPARK LLC              | 1,744.78    |
| 132-0-251-655 | ABELSON ADELE                             | 2,586.50    | 133-0-241-115 | ELACORA RIVERPARK LLC              | 1,169.34    |
| 132-0-251-665 | AGS MARKET STREET LLC                     | 2,586.50    | 133-0-241-125 | ELACORA RIVERPARK LLC              | 1,115.34    |

ATTACHMENT NO. 2  
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## EXHIBIT A

**CITY OF OXNARD  
COMMUNITY FACILITIES DISTRICT NO. 5  
(RIVERPARK)  
FISCAL YEAR 2015-2016 LEVY**

| Parcel No.    | Owner                                | Levy Amount | Parcel No.    | Owner                  | Levy Amount |
|---------------|--------------------------------------|-------------|---------------|------------------------|-------------|
| 132-0-251-675 | AGS MARKET STREET LLC                | 2,586.50    | 133-0-241-135 | ELACORA RIVERPARK LLC  | 1,135.10    |
| 132-0-251-685 | ARAUJO MANUEL & LYDIA V              | 2,586.50    | 133-0-241-145 | ELACORA RIVERPARK LLC  | 1,452.44    |
| 132-0-252-015 | GASPERIK DAVID & PETERSON DANA J     | 2,013.68    | 133-0-241-155 | ELACORA RIVERPARK LLC  | 1,768.48    |
| 132-0-252-025 | FOLEY CHRISTOPHER                    | 2,013.68    | 133-0-241-165 | ELACORA RIVERPARK LLC  | 2,721.30    |
| 132-0-252-035 | TUMBEIRO BETH Y                      | 2,013.68    | 133-0-241-175 | ELACORA RIVERPARK LLC  | 2,721.30    |
| 132-0-252-045 | ROWDEN MELISSA A                     | 2,013.68    | 133-0-241-185 | ELACORA RIVERPARK LLC  | 2,721.30    |
| 132-0-252-055 | LEWIS W MORSE & CONNIE L             | 2,013.68    | 133-0-241-195 | ELACORA RIVERPARK LLC  | 2,401.36    |
| 132-0-252-065 | CRUZ NICHOLAS L & DUNLAP SARA        | 2,013.68    | 133-0-241-205 | ELACORA RIVERPARK LLC  | 2,721.30    |
| 132-0-252-075 | MUNOZ ANABEL H                       | 2,013.68    | 133-0-241-215 | ELACORA RIVERPARK LLC  | 2,401.36    |
| 132-0-252-085 | CHAI KENICHI                         | 2,013.68    | 133-0-241-225 | ELACORA RIVERPARK LLC  | 2,721.30    |
| 132-0-252-095 | ROJAS ANNE H TR                      | 2,013.68    | 133-0-242-015 | AGS LAND HOLDINGS I LP | 1,060.04    |
| 132-0-252-105 | MINNOCK JAMES & KRISTEL              | 2,013.68    | 133-0-242-025 | AGS LAND HOLDINGS I LP | 1,247.02    |
| 132-0-252-115 | THROCKMORTON RICHARD & PHYLLIS       | 2,013.68    | 133-0-242-035 | ELACORA RIVERPARK LLC  | 1,182.50    |
| 132-0-252-125 | ACEVES ANDRES D & DELEON KELLY       | 2,013.68    | 133-0-242-045 | ELACORA RIVERPARK LLC  | 1,049.50    |
| 132-0-252-135 | HOYLE MARK B                         | 2,013.68    | 133-0-242-055 | ELACORA RIVERPARK LLC  | 1,120.62    |
| 132-0-252-145 | SELLING WILLIAM B                    | 2,013.68    | 133-0-243-015 | ELACORA RIVERPARK LLC  | 2,721.30    |
| 132-0-252-155 | DOYLE GWYNNETH L                     | 2,013.68    | 133-0-243-025 | ELACORA RIVERPARK LLC  | 2,721.30    |
| 132-0-252-165 | SANCHEZ JESS N & CRISANTA J          | 2,013.68    | 133-0-243-035 | ELACORA RIVERPARK LLC  | 2,401.36    |
| 132-0-252-175 | DOUGLASS BRUCE                       | 2,013.68    | 133-0-243-045 | ELACORA RIVERPARK LLC  | 2,721.30    |
| 132-0-252-185 | PEREZ OSCAR & PAUL-PEREZ FRANCINE    | 2,013.68    | 133-0-243-055 | ELACORA RIVERPARK LLC  | 2,401.36    |
| 132-0-252-195 | ISHIKAWA YUKO TR                     | 2,013.68    | 133-0-243-065 | ELACORA RIVERPARK LLC  | 2,401.36    |
| 132-0-252-205 | WALSH RYAN F & KATHRYN               | 2,013.68    | 133-0-243-085 | ELACORA RIVERPARK LLC  | 2,401.36    |
| 132-0-252-215 | MIRANDA JAIME A & NATALLY            | 2,013.68    | 133-0-243-095 | ELACORA RIVERPARK LLC  | 2,401.36    |
| 132-0-252-225 | PORTER MELISSA                       | 2,013.68    | 133-0-243-105 | ELACORA RIVERPARK LLC  | 2,478.24    |
| 132-0-252-235 | HERRERA ANGEL V                      | 2,013.68    | 133-0-243-115 | AGS LAND HOLDINGS I LP | 1,481.42    |
| 132-0-252-245 | CHU MIKE & YUKARI & CHU TIMOTHY      | 2,013.68    | 133-0-243-125 | AGS LAND HOLDINGS I LP | 1,481.42    |
| 132-0-252-255 | MESSER GLEN & ANGELA                 | 2,013.68    | 133-0-243-135 | AGS LAND HOLDINGS I LP | 1,481.42    |
| 132-0-252-265 | SMITH AMY E TR                       | 2,013.68    | 133-0-243-145 | AGS LAND HOLDINGS I LP | 1,481.42    |
| 132-0-252-275 | DAIGLER GARY D                       | 2,013.68    | 133-0-243-155 | AGS LAND HOLDINGS I LP | 1,481.42    |
| 132-0-252-285 | PEARCE SHANNON L                     | 2,013.68    | 133-0-243-165 | AGS LAND HOLDINGS I LP | 1,464.30    |
| 132-0-252-295 | TARANGO BARBARA                      | 2,013.68    | 133-0-244-015 | ELACORA RIVERPARK LLC  | 1,420.84    |
| 132-0-252-305 | MCMAHAN TORY & BEENA                 | 2,013.68    | 133-0-244-025 | ELACORA RIVERPARK LLC  | 2,960.34    |
| 132-0-252-315 | MARTINEZ CARLOS & GARCIA YOLANDA     | 2,013.68    | 133-0-244-035 | ELACORA RIVERPARK LLC  | 3,415.32    |
| 132-0-252-325 | WILLIAMS KENNA L                     | 2,013.68    | 133-0-244-045 | ELACORA RIVERPARK LLC  | 2,721.30    |
| 132-0-252-335 | WELLING DONALD R                     | 2,013.68    | 133-0-244-055 | AGS LAND HOLDINGS I LP | 1,534.08    |
| 132-0-252-345 | SOLITAIRE JAMES & MONICA             | 2,013.68    | 133-0-244-065 | AGS LAND HOLDINGS I LP | 1,480.10    |
| 132-0-252-355 | OOSTDYK AARON J & HARMONY            | 2,013.68    | 133-0-244-075 | AGS LAND HOLDINGS I LP | 1,480.10    |
| 132-0-252-365 | LOOBY JOHN J & MATTSOON-LOOBY KRISTI | 2,013.68    | 133-0-244-085 | AGS LAND HOLDINGS I LP | 1,480.10    |
| 132-0-252-375 | KNIGHT BRANDON & BROOKE              | 2,013.68    | 133-0-245-015 | ELACORA RIVERPARK LLC  | 1,468.24    |
| 132-0-252-385 | GUERRERO RICHARD & ELAINE            | 2,013.68    | 133-0-245-025 | ELACORA RIVERPARK LLC  | 1,468.24    |
| 132-0-252-395 | GRUBER STEVEN M & ESTHER M           | 2,013.68    | 133-0-245-035 | ELACORA RIVERPARK LLC  | 1,468.24    |
| 132-0-252-405 | RODRIGUEZ LUZ & RODRIGUEZ SANDRA     | 2,013.68    | 133-0-245-045 | ELACORA RIVERPARK LLC  | 1,468.24    |
| 132-0-252-415 | HUFF WANDA                           | 2,013.68    | 133-0-245-055 | ELACORA RIVERPARK LLC  | 1,468.24    |
| 132-0-252-425 | CHU MIKE & YUKARI                    | 2,013.68    | 133-0-245-065 | ELACORA RIVERPARK LLC  | 1,468.24    |
| 132-0-252-435 | BOHMAN TIFFANY E & MELVILLE DONNA    | 2,013.68    | 133-0-245-075 | ELACORA RIVERPARK LLC  | 1,416.90    |
| 132-0-252-445 | PEREZ MARCO A & PEREZ NICOLAS A      | 2,013.68    | 133-0-245-085 | AGS LAND HOLDINGS I LP | 1,416.90    |
| 132-0-252-455 | GRAY DANIEL P & TRICIA               | 2,013.68    | 133-0-245-095 | AGS LAND HOLDINGS I LP | 1,416.90    |
| 132-0-252-465 | BOUCHAN MARIA T & OZUNA GABRIEL      | 2,013.68    | 133-0-245-105 | AGS LAND HOLDINGS I LP | 1,416.90    |
| 132-0-252-475 | RICHARDSON JEFFREY R                 | 2,586.50    | 133-0-245-115 | AGS LAND HOLDINGS I LP | 1,416.90    |
| 132-0-252-485 | MACMAHON DANNY & MACMAHON JEREMI     | 2,203.64    | 133-0-245-125 | AGS LAND HOLDINGS I LP | 1,416.90    |
| 132-0-252-495 | WRIGHT JOHN P & TODD ELIZABETH K     | 2,203.64    | 133-0-245-135 | AGS LAND HOLDINGS I LP | 1,850.12    |
| 132-0-252-505 | ALCOVA JIMMY P & ESTELA              | 2,586.50    | 133-0-245-145 | ELACORA RIVERPARK LLC  | 2,070.04    |
| 132-0-252-515 | SALTEE JOHN E JR & REBECCA TR        | 2,586.50    | 133-0-245-155 | ELACORA RIVERPARK LLC  | 1,416.90    |
| 132-0-252-525 | MCCALL COLLEEN J TR                  | 2,203.64    | 133-0-245-165 | ELACORA RIVERPARK LLC  | 1,416.90    |
| 132-0-252-535 | CANTU JOHN & REBECCA                 | 2,586.50    | 133-0-245-175 | ELACORA RIVERPARK LLC  | 1,416.90    |
| 132-0-260-015 | WILLIAMS ROD R TR                    | 2,013.68    | 133-0-245-185 | ELACORA RIVERPARK LLC  | 1,416.90    |
| 132-0-260-025 | TSAI EDWARD M H & CHEN WINNIE W L    | 2,013.68    | 133-0-245-195 | ELACORA RIVERPARK LLC  | 1,416.90    |
| 132-0-260-035 | RIEHL CHRISTOPHER                    | 2,013.68    | 133-0-245-215 | ELACORA RIVERPARK LLC  | 1,470.88    |
| 132-0-260-045 | GAO VICTOR FENG & LEIGH FU           | 2,013.68    | 133-0-245-225 | ELACORA RIVERPARK LLC  | 1,470.88    |

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## EXHIBIT A

CITY OF OXNARD  
COMMUNITY FACILITIES DISTRICT NO. 5  
(RIVERPARK)  
FISCAL YEAR 2015-2016 LEVY

| Parcel No.    | Owner                                  | Levy Amount | Parcel No.    | Owner                  | Levy Amount |
|---------------|----------------------------------------|-------------|---------------|------------------------|-------------|
| 132-0-260-055 | CAHUANTZI JENIFFER & CAHUANTZI CRYSTAL | 2,013.68    | 133-0-245-235 | ELACORA RIVERPARK LLC  | 1,470.88    |
| 132-0-260-065 | CRUZ CYNTHIA G D L                     | 2,013.68    | 133-0-245-245 | ELACORA RIVERPARK LLC  | 1,416.90    |
| 132-0-260-075 | SHELTON LAUREL                         | 2,013.68    | 133-0-245-255 | ELACORA RIVERPARK LLC  | 1,416.90    |
| 132-0-260-085 | R L S W TR                             | 2,013.68    | 133-0-245-265 | ELACORA RIVERPARK LLC  | 1,416.90    |
| 132-0-260-095 | VASQUEZ ERIC V                         | 2,013.68    | 133-0-246-035 | ELACORA RIVERPARK LLC  | 1,485.36    |
| 132-0-260-105 | CAVALETTO ROLLIE L & NELL C TR         | 2,013.68    | 133-0-246-045 | ELACORA RIVERPARK LLC  | 1,485.36    |
| 132-0-260-115 | WISE ROBERT & YUKO                     | 2,013.68    | 133-0-246-055 | ELACORA RIVERPARK LLC  | 1,485.36    |
| 132-0-260-125 | BISWAS SUGATA & LAURA S                | 2,013.68    | 133-0-246-065 | ELACORA RIVERPARK LLC  | 1,485.36    |
| 132-0-260-135 | LIGETI CYNTHIA                         | 2,013.68    | 133-0-246-075 | ELACORA RIVERPARK LLC  | 1,485.36    |
| 132-0-260-145 | JUAREZ RICK                            | 2,013.68    | 133-0-246-085 | ELACORA RIVERPARK LLC  | 1,485.36    |
| 132-0-260-155 | LERETTE JARROD C & ROSANA              | 2,013.68    | 133-0-246-095 | ELACORA RIVERPARK LLC  | 1,485.36    |
| 132-0-260-165 | JONES CARLY                            | 2,013.68    | 133-0-246-105 | ELACORA RIVERPARK LLC  | 1,485.36    |
| 132-0-260-175 | VILLEGAS ROBERT A & MARIA T F          | 2,013.68    | 133-0-246-115 | ELACORA RIVERPARK LLC  | 1,485.36    |
| 132-0-260-185 | LEFEBVRE PAUL F & JAMOND ELIZABETH     | 2,013.68    | 133-0-246-125 | ELACORA RIVERPARK LLC  | 1,485.36    |
| 132-0-260-195 | LIBBRECHT BRUNO & CUEVA ELIZABETH      | 2,776.44    | 133-0-246-135 | ELACORA RIVERPARK LLC  | 1,485.36    |
| 132-0-260-205 | MITCHELL DAVID M JR & VEA JINGLE       | 2,776.44    | 133-0-246-145 | ELACORA RIVERPARK LLC  | 1,485.36    |
| 132-0-260-215 | WEY CHERYL                             | 2,776.44    | 133-0-251-015 | CORONA RIVER PARK LLC  | 1,755.32    |
| 132-0-260-225 | WEBER WILLIAM A TR                     | 2,776.44    | 133-0-251-025 | CORONA RIVER PARK LLC  | 1,472.20    |
| 132-0-260-235 | HERRERA ALAN & CHANDRA                 | 2,776.44    | 133-0-251-035 | CORONA RIVERPARK LLC   | 1,472.20    |
| 132-0-260-245 | ZOTOLA GLENN P & DIANA J TR            | 2,776.44    | 133-0-251-045 | CORONA RIVERPARK LLC   | 1,472.20    |
| 132-0-260-255 | JONES-CATHCART ANDREW-J                | 2,776.44    | 133-0-251-055 | CORONA RIVERPARK LLC   | 1,472.20    |
| 132-0-260-265 | NGUYEN TRUONG                          | 2,776.44    | 133-0-251-065 | CORONA RIVERPARK LLC   | 1,806.66    |
| 132-0-260-275 | HOSSETTER STEPHEN                      | 2,776.44    | 133-0-251-075 | ELACORA RIVERPARK LLC  | 2,721.30    |
| 132-0-260-285 | HA MATTHEW                             | 2,776.44    | 133-0-251-085 | ELACORA RIVERPARK LLC  | 2,721.30    |
| 132-0-260-295 | SIMMONS PAUL C & CHARLOTTE             | 2,776.44    | 133-0-251-095 | ELACORA RIVERPARK LLC  | 2,721.30    |
| 132-0-260-305 | ROMAR STEPHAN W JR & MASSOVICH ANI     | 2,776.44    | 133-0-251-105 | ELACORA RIVERPARK LLC  | 2,401.36    |
| 132-0-260-315 | DASSIA WAY LLC                         | 2,776.44    | 133-0-251-115 | ELACORA RIVERPARK LLC  | 2,721.30    |
| 132-0-260-355 | TALLMAN KIM                            | 2,776.44    | 133-0-251-125 | CORONA RIVERPARK LLC   | 1,859.34    |
| 132-0-260-365 | RIGONAN NESTOR M & CORVELITA S         | 2,776.44    | 133-0-251-135 | CORONA RIVERPARK LLC   | 1,473.52    |
| 132-0-260-375 | WICKMAN BERNARD R & MAXWELL-WICKMAN    | 2,776.44    | 133-0-251-145 | CORONA RIVERPARK LLC   | 1,473.52    |
| 132-0-260-385 | BURCHFIELD KI S TR                     | 2,776.44    | 133-0-251-155 | CORONA RIVERPARK LLC   | 1,473.52    |
| 132-0-260-395 | MENDOZA ROBERT                         | 2,776.44    | 133-0-251-165 | CORONA RIVER PARK LLC  | 1,473.52    |
| 132-0-260-405 | CAVALETTO GIOVANNI & JOCELESTE         | 2,776.44    | 133-0-251-175 | CORONA RIVER PARK LLC  | 1,842.22    |
| 132-0-260-415 | GONZALES JOE & CAROL                   | 2,776.44    | 133-0-251-185 | ELACORA RIVERPARK LLC  | 1,348.42    |
| 132-0-260-425 | HONEA CHARLES R                        | 2,776.44    | 133-0-251-195 | ELACORA RIVERPARK LLC  | 1,190.40    |
| 132-0-260-435 | MAIER CHRISTIE                         | 2,776.44    | 133-0-251-205 | ELACORA RIVERPARK LLC  | 1,191.72    |
| 132-0-260-445 | DAO MICHAEL                            | 2,776.44    | 133-0-251-215 | ELACORA RIVERPARK LLC  | 1,210.16    |
| 132-0-260-455 | LAWHEED SEAN & GRIFFITHS LINDSEY       | 2,776.44    | 133-0-251-225 | ELACORA RIVERPARK LLC  | 1,418.20    |
| 132-0-260-465 | DOZIER ORLANDO                         | 2,776.44    | 133-0-252-015 | AGS LAND HOLDINGS I LP | 1,461.66    |
| 132-0-260-475 | TAYLOR SIMON A & BETHANY J TR          | 2,776.44    | 133-0-252-025 | AGS LAND HOLDINGS I LP | 1,058.72    |
| 132-0-260-485 | WALSH ANN M                            | 2,776.44    | 133-0-252-035 | AGS LAND HOLDINGS I LP | 1,057.40    |
| 132-0-260-495 | KALLA JANOS M & ACKERMAN-KALLA LANI    | 2,776.44    | 133-0-252-045 | AGS LAND HOLDINGS I LP | 1,095.58    |
| 132-0-260-505 | RIVERPARK A LLC                        | 3,081.36    | 133-0-252-055 | AGS LAND HOLDINGS I LP | 1,066.62    |
| 132-0-260-515 | CORONA RIVERPARK LUMINARIA LLC         | 6,552.92    | 133-0-252-065 | AGS LAND HOLDINGS I LP | 1,054.76    |
| 132-0-260-525 | CORONA RIVERPARK LUMINARIA LLC         | 8,191.14    | 133-0-252-075 | AGS LAND HOLDINGS I LP | 1,060.04    |
| 132-0-260-535 | CORONA RIVERPARK LUMINARIA LLC         | 921.76      | 133-0-252-085 | AGS LAND HOLDINGS I LP | 1,058.72    |
| 132-0-260-545 | CORONA RIVERPARK LUMINARIA LLC         | 1,638.22    | 133-0-252-095 | AGS LAND HOLDINGS I LP | 1,082.42    |
| 132-0-271-015 | CORONA RIVERPARK LUMINARIA LLC         | 1,638.22    | 133-0-252-105 | AGS LAND HOLDINGS I LP | 1,062.66    |
| 132-0-271-025 | CORONA RIVERPARK LUMINARIA LLC         | 1,638.22    | 133-0-252-115 | AGS LAND HOLDINGS I LP | 1,057.40    |
| 132-0-271-035 | CORONA RIVERPARK LUMINARIA LLC         | 1,638.22    | 133-0-252-125 | AGS LAND HOLDINGS I LP | 1,060.04    |
| 132-0-271-045 | CORONA RIVERPARK LUMINARIA LLC         | 1,638.22    | 133-0-252-135 | ELACORA RIVERPARK LLC  | 1,058.72    |
| 132-0-271-055 | CORONA RIVERPARK LUMINARIA LLC         | 1,638.22    | 133-0-252-145 | ELACORA RIVERPARK LLC  | 1,066.62    |
| 132-0-271-065 | CORONA RIVERPARK LUMINARIA LLC         | 1,638.22    | 133-0-252-155 | ELACORA RIVERPARK LLC  | 1,062.66    |
| 132-0-271-075 | CORONA RIVERPARK LUMINARIA LLC         | 1,638.22    | 133-0-252-165 | ELACORA RIVERPARK LLC  | 1,054.76    |
| 132-0-271-085 | CORONA RIVERPARK LUMINARIA LLC         | 1,638.22    | 133-0-252-175 | ELACORA RIVERPARK LLC  | 1,054.76    |
| 132-0-271-095 | CORONA RIVERPARK LUMINARIA LLC         | 1,638.22    | 133-0-252-185 | ELACORA RIVERPARK LLC  | 1,063.98    |
| 132-0-271-105 | CORONA RIVERPARK LUMINARIA LLC         | 1,638.22    | 133-0-252-195 | ELACORA RIVERPARK LLC  | 1,056.08    |
| 132-0-271-115 | CORONA RIVERPARK LUMINARIA LLC         | 1,638.22    | 133-0-252-205 | ELACORA RIVERPARK LLC  | 1,053.46    |
| 132-0-271-125 | CORONA RIVERPARK LUMINARIA LLC         | 1,638.22    | 133-0-252-215 | ELACORA RIVERPARK LLC  | 1,050.82    |

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## EXHIBIT A

**CITY OF OXNARD  
COMMUNITY FACILITIES DISTRICT NO. 5  
(RIVERPARK)  
FISCAL YEAR 2015-2016 LEVY**

| Parcel No.    | Owner                               | Levy Amount | Parcel No.    | Owner                  | Levy Amount |
|---------------|-------------------------------------|-------------|---------------|------------------------|-------------|
| 132-0-271-135 | CORONA RIVERPARK LUMINARIA LLC      | 1,638.22    | 133-0-252-225 | ELACORA RIVERPARK LLC  | 1,052.14    |
| 132-0-271-145 | CORONA RIVERPARK LUMINARIA LLC      | 1,638.22    | 133-0-252-235 | ELACORA RIVERPARK LLC  | 1,402.40    |
| 132-0-271-155 | HAMILTON DENNIS A & VICTORIA A      | 2,013.68    | 133-0-252-245 | AGS LAND HOLDINGS I LP | 1,461.66    |
| 132-0-271-165 | MALEJEWSKI MARIUSZ & MALEJEWSKA EI  | 2,013.68    | 133-0-252-255 | AGS LAND HOLDINGS I LP | 1,199.62    |
| 132-0-271-175 | KARIJANTO MARTHA                    | 2,013.68    | 133-0-252-265 | AGS LAND HOLDINGS I LP | 1,179.86    |
| 132-0-271-185 | LUEVANO ANTHONY C & LISA A          | 2,013.68    | 133-0-252-275 | AGS LAND HOLDINGS I LP | 1,179.86    |
| 132-0-271-195 | LORENTZEN MARTIN G & SHARON TR      | 2,013.68    | 133-0-252-285 | AGS LAND HOLDINGS I LP | 1,356.32    |
| 132-0-271-205 | DIAZ ANTHONY                        | 2,013.68    | 133-0-253-015 | ELACORA RIVERPARK LLC  | 1,765.86    |
| 132-0-271-215 | PRADO JOSE M F                      | 2,013.68    | 133-0-253-025 | ELACORA RIVERPARK LLC  | 1,420.84    |
| 132-0-271-225 | CORONA RIVERPARK LUMINARIA LLC      | 1,638.22    | 133-0-253-035 | ELACORA RIVERPARK LLC  | 1,420.84    |
| 132-0-271-235 | CORONA RIVERPARK LUMINARIA LLC      | 1,638.22    | 133-0-253-045 | ELACORA RIVERPARK LLC  | 1,420.84    |
| 132-0-271-245 | CORONA RIVERPARK LUMINARIA LLC      | 1,638.22    | 133-0-253-055 | ELACORA RIVERPARK LLC  | 1,420.84    |
| 132-0-271-255 | CORONA RIVERPARK LUMINARIA LLC      | 1,638.22    | 133-0-253-065 | ELACORA RIVERPARK LLC  | 1,420.84    |
| 132-0-271-265 | CORONA RIVERPARK LUMINARIA LLC      | 1,638.22    | 133-0-253-075 | ELACORA RIVERPARK LLC  | 1,420.84    |
| 132-0-271-275 | CORONA RIVERPARK LUMINARIA LLC      | 1,638.22    | 133-0-253-085 | ELACORA RIVERPARK LLC  | 1,420.84    |
| 132-0-271-285 | GALLEGOS DELIA                      | 2,586.50    | 133-0-253-095 | AGS LAND HOLDINGS I LP | 1,480.10    |
| 132-0-271-295 | AISEMBERG JULIO & CARMEN            | 2,586.50    | 133-0-253-105 | AGS LAND HOLDINGS I LP | 1,480.10    |
| 132-0-271-305 | GAGUI DAISY A C                     | 2,586.50    | 133-0-253-115 | AGS LAND HOLDINGS I LP | 1,480.10    |
| 132-0-271-315 | MARSHALL ELISA M                    | 2,586.50    | 133-0-253-125 | AGS LAND HOLDINGS I LP | 1,480.10    |
| 132-0-271-325 | BATRA MANPREET S & PRAJAPATI AARTI  | 2,586.50    | 133-0-253-135 | AGS LAND HOLDINGS I LP | 1,480.10    |
| 132-0-271-335 | SERRY FARDAD M & MA LUCIA O         | 2,203.64    | 133-0-253-145 | AGS LAND HOLDINGS I LP | 1,480.10    |
| 132-0-271-345 | CASAS RAMON M & GLENNAN JENNIFER L  | 2,586.50    | 133-0-253-155 | AGS LAND HOLDINGS I LP | 1,817.20    |
| 132-0-271-355 | DAVIS JONATHAN M & ELAINE           | 2,586.50    | 133-0-254-015 | ELACORA RIVERPARK LLC  | 1,547.26    |
| 132-0-271-365 | CHINN RENEE L                       | 2,203.64    | 133-0-254-025 | ELACORA RIVERPARK LLC  | 1,468.24    |
| 132-0-271-375 | SHOWERS CASEY & MELISSA             | 2,203.64    | 133-0-254-035 | ELACORA RIVERPARK LLC  | 1,468.24    |
| 132-0-271-385 | LI RUNKAI                           | 2,586.50    | 133-0-254-045 | ELACORA RIVERPARK LLC  | 1,468.24    |
| 132-0-271-395 | FRYE SEAN & KEENE-FRYE TAMMY        | 2,586.50    | 133-0-254-055 | ELACORA RIVERPARK LLC  | 1,468.24    |
| 132-0-271-405 | WILMOT UNABETTE E                   | 2,203.64    | 133-0-254-065 | ELACORA RIVERPARK LLC  | 1,468.24    |
| 132-0-271-415 | TIETHOF JACK & SY ANITA TR          | 2,586.50    | 133-0-254-075 | ELACORA RIVERPARK LLC  | 1,416.90    |
| 132-0-271-425 | CASEY ALGAY G & LINDA               | 2,586.50    | 133-0-254-085 | ELACORA RIVERPARK LLC  | 1,416.90    |
| 132-0-271-435 | CAPRA ANTONIO                       | 2,203.64    | 133-0-254-095 | ELACORA RIVERPARK LLC  | 1,416.90    |
| 132-0-271-445 | GEISE ROBERT J & LOURDES            | 2,203.64    | 133-0-254-105 | ELACORA RIVERPARK LLC  | 1,416.90    |
| 132-0-271-455 | PEREZ FERNANDO S & YVETTE M         | 2,586.50    | 133-0-254-115 | ELACORA RIVERPARK LLC  | 1,416.90    |
| 132-0-271-465 | NICACIO BRENDA M                    | 2,586.50    | 133-0-254-125 | ELACORA RIVERPARK LLC  | 1,416.90    |
| 132-0-271-475 | FIGLIO DANIEL & CRISTINA C          | 2,203.64    | 133-0-254-135 | ELACORA RIVERPARK LLC  | 1,437.96    |
| 132-0-271-485 | ALBERT EDWARD A & CYNTHIA A         | 2,586.50    | 133-0-255-015 | ELACORA RIVERPARK LLC  | 1,485.36    |
| 132-0-271-495 | MEIFEI TR                           | 2,586.50    | 133-0-255-025 | ELACORA RIVERPARK LLC  | 1,485.36    |
| 132-0-271-505 | WEST BRETTON & CARLA & HARRIS DOUC  | 2,586.50    | 133-0-255-035 | ELACORA RIVERPARK LLC  | 1,485.36    |
| 132-0-271-515 | OCHOA CESAR & KELLY                 | 2,586.50    | 133-0-260-025 | ELACORA RIVERPARK LLC  | 2,721.30    |
| 132-0-271-525 | KUPERSTEIN PAUL D & KUPERSTEIN HELE | 2,203.64    | 133-0-260-035 | ELACORA RIVERPARK LLC  | 2,401.36    |
| 132-0-271-535 | KILGORE JOSEPH                      | 2,203.64    | 133-0-260-045 | ELACORA RIVERPARK LLC  | 2,721.30    |
| 132-0-271-545 | WANG JOHN L & SHINLAN C             | 2,586.50    | 133-0-260-055 | ELACORA RIVERPARK LLC  | 2,401.36    |
| 132-0-271-555 | KREISHER KYLE C                     | 2,586.50    | 133-0-260-065 | ELACORA RIVERPARK LLC  | 2,721.30    |
| 132-0-271-565 | SANCHEZ DANIEL                      | 2,203.64    | 133-0-260-075 | CORONA RIVERPARK LLC   | 1,680.26    |
| 132-0-271-575 | BOGUS MARVIN                        | 2,586.50    | 133-0-260-085 | CORONA RIVERPARK LLC   | 1,468.24    |
| 132-0-271-585 | MAKALINTAL ALLAN                    | 2,586.50    | 133-0-260-095 | CORONA RIVERPARK LLC   | 1,468.24    |
| 132-0-271-595 | MONGEON JAMES                       | 2,586.50    | 133-0-260-105 | CORONA RIVERPARK LLC   | 1,468.24    |
| 132-0-271-605 | ENNIS KIMBERLY                      | 2,586.50    | 133-0-260-115 | CORONA RIVER PARK LLC  | 1,468.24    |
| 132-0-271-615 | PENFIELD SCOTT & JAMIE              | 2,586.50    | 133-0-260-125 | CORONA RIVER PARK LLC  | 2,058.18    |
| 132-0-272-015 | CORONA RIVERPARK LUMINARIA LLC      | 1,638.22    | 133-0-260-135 | ELACORA RIVERPARK LLC  | 1,418.20    |
| 132-0-272-025 | CORONA RIVERPARK LUMINARIA LLC      | 1,638.22    | 133-0-260-145 | ELACORA RIVERPARK LLC  | 1,261.50    |
| 132-0-272-035 | CORONA RIVERPARK LUMINARIA LLC      | 1,638.22    | 133-0-260-155 | ELACORA RIVERPARK LLC  | 1,261.50    |
| 132-0-272-045 | CORONA RIVERPARK LUMINARIA LLC      | 1,638.22    | 133-0-260-165 | ELACORA RIVERPARK LLC  | 1,261.50    |
| 132-0-272-055 | CORONA RIVERPARK LUMINARIA LLC      | 1,638.22    | 133-0-260-175 | ELACORA RIVERPARK LLC  | 1,452.44    |
| 132-0-272-065 | CORONA RIVERPARK LUMINARIA LLC      | 1,638.22    | 133-0-260-185 | CORONA RIVER PARK LLC  | 1,955.46    |
| 132-0-272-075 | CORONA RIVERPARK LUMINARIA LLC      | 1,638.22    | 133-0-260-195 | CORONA RIVER PARK LLC  | 1,465.62    |
| 132-0-272-085 | CORONA RIVERPARK LUMINARIA LLC      | 1,638.22    | 133-0-260-205 | CORONA RIVERPARK LLC   | 1,465.62    |
| 132-0-272-095 | CORONA RIVERPARK LUMINARIA LLC      | 1,638.22    | 133-0-260-215 | CORONA RIVERPARK LLC   | 1,465.62    |
| 132-0-272-105 | CORONA RIVERPARK LUMINARIA LLC      | 1,638.22    | 133-0-260-225 | CORONA RIVERPARK LLC   | 1,465.62    |

ATTACHMENT NO. 2

## EXHIBIT A

CITY OF OXNARD  
COMMUNITY FACILITIES DISTRICT NO. 5  
(RIVERPARK)  
FISCAL YEAR 2015-2016 LEVY

| Parcel No.    | Owner                              | Levy Amount | Parcel No.    | Owner                 | Levy Amount |
|---------------|------------------------------------|-------------|---------------|-----------------------|-------------|
| 132-0-272-115 | CORONA RIVERPARK LUMINARIA LLC     | 1,638.22    | 133-0-260-235 | CORONA RIVERPARK LLC  | 1,929.14    |
| 132-0-272-125 | CORONA RIVERPARK LUMINARIA LLC     | 1,638.22    | 133-0-260-245 | ELACORA RIVERPARK LLC | 2,721.30    |
| 132-0-272-135 | CORONA RIVERPARK LUMINARIA LLC     | 1,638.22    | 133-0-260-255 | ELACORA RIVERPARK LLC | 2,401.36    |
| 132-0-272-145 | CORONA RIVERPARK LUMINARIA LLC     | 1,638.22    | 133-0-260-265 | ELACORA RIVERPARK LLC | 2,721.30    |
| 132-0-272-155 | CORONA RIVERPARK LUMINARIA LLC     | 1,638.22    | 133-0-260-275 | ELACORA RIVERPARK LLC | 2,721.30    |
| 132-0-272-165 | CORONA RIVERPARK LUMINARIA LLC     | 1,638.22    | 133-0-260-285 | ELACORA RIVERPARK LLC | 2,401.36    |
| 132-0-272-175 | CORONA RIVERPARK LUMINARIA LLC     | 1,638.22    | 133-0-260-295 | ELACORA RIVERPARK LLC | 2,721.30    |
| 132-0-272-185 | CORONA RIVERPARK LUMINARIA LLC     | 1,638.22    | 133-0-260-305 | ELACORA RIVERPARK LLC | 2,401.36    |
| 132-0-272-195 | CORONA RIVERPARK LUMINARIA LLC     | 1,638.22    | 133-0-260-315 | ELACORA RIVERPARK LLC | 2,721.30    |
| 132-0-272-205 | CORONA RIVERPARK LUMINARIA LLC     | 1,638.22    | 133-0-260-325 | ELACORA RIVERPARK LLC | 1,033.70    |
| 132-0-272-215 | CORONA RIVERPARK LUMINARIA LLC     | 1,638.22    | 133-0-260-335 | ELACORA RIVERPARK LLC | 1,129.82    |
| 132-0-272-225 | CORONA RIVERPARK LUMINARIA LLC     | 1,638.22    | 133-0-260-345 | CORONA RIVERPARK LLC  | 1,588.08    |
| 132-0-272-235 | CORONA RIVERPARK LUMINARIA LLC     | 1,638.22    | 133-0-260-355 | CORONA RIVERPARK LLC  | 1,440.60    |
| 132-0-272-245 | CORONA RIVERPARK LUMINARIA LLC     | 1,638.22    | 133-0-260-365 | CORONA RIVERPARK LLC  | 1,440.60    |
| 132-0-272-255 | CORONA RIVERPARK LUMINARIA LLC     | 1,638.22    | 133-0-260-375 | CORONA RIVERPARK LLC  | 1,440.60    |
| 132-0-272-265 | CORONA RIVERPARK LUMINARIA LLC     | 1,638.22    | 133-0-260-385 | CORONA RIVERPARK LLC  | 1,440.60    |
| 132-0-272-275 | CORONA RIVERPARK LUMINARIA LLC     | 1,638.22    | 133-0-260-395 | CORONA RIVERPARK LLC  | 1,440.60    |
| 132-0-272-285 | CORONA RIVERPARK LUMINARIA LLC     | 1,638.22    | 133-0-260-405 | CORONA RIVERPARK LLC  | 1,440.60    |
| 132-0-272-295 | CORONA RIVERPARK LUMINARIA LLC     | 1,638.22    | 133-0-260-415 | CORONA RIVERPARK LLC  | 1,440.60    |
| 132-0-272-305 | CORONA RIVERPARK LUMINARIA LLC     | 1,638.22    | 133-0-260-425 | CORONA RIVERPARK LLC  | 2,042.38    |
| 132-0-272-315 | CORONA RIVERPARK LUMINARIA LLC     | 1,638.22    | 133-0-260-435 | ELACORA RIVERPARK LLC | 1,470.88    |
| 132-0-272-325 | CORONA RIVERPARK LUMINARIA LLC     | 1,638.22    | 133-0-260-445 | ELACORA RIVERPARK LLC | 1,308.92    |
| 132-0-272-335 | CORONA RIVERPARK LUMINARIA LLC     | 1,638.22    | 133-0-260-455 | ELACORA RIVERPARK LLC | 1,306.28    |
| 132-0-272-345 | CORONA RIVERPARK LUMINARIA LLC     | 1,638.22    | 133-0-260-465 | ELACORA RIVERPARK LLC | 1,272.04    |
| 132-0-272-355 | CORONA RIVERPARK LUMINARIA LLC     | 13,105.84   | 133-0-260-475 | ELACORA RIVERPARK LLC | 1,440.60    |
| 132-0-272-375 | SHARMA MONISH                      | 2,586.50    | 133-0-260-485 | CORONA RIVERPARK LLC  | 2,067.40    |
| 132-0-272-385 | RANJBAR RAMIN & ARBABI SARA H      | 2,203.64    | 133-0-260-495 | CORONA RIVERPARK LLC  | 1,444.54    |
| 132-0-272-395 | ZHENG RENSHENG & YU WEI            | 2,586.50    | 133-0-260-505 | CORONA RIVERPARK LLC  | 1,444.54    |
| 132-0-272-405 | OLSEN BRIAN V & BREANNA            | 2,586.50    | 133-0-260-515 | CORONA RIVERPARK LLC  | 1,444.54    |
| 132-0-272-415 | WU TAO & CHEN WENJING              | 2,203.64    | 133-0-260-525 | CORONA RIVERPARK LLC  | 1,444.54    |
| 132-0-272-425 | IP RANDY                           | 2,203.64    | 133-0-260-535 | CORONA RIVERPARK LLC  | 1,444.54    |
| 132-0-272-435 | SPURGEON VANESSA                   | 2,586.50    | 133-0-260-545 | CORONA RIVERPARK LLC  | 1,444.54    |
| 132-0-272-445 | CORONA RIVERPARK LUMINARIA LLC     | 8,191.14    | 133-0-260-555 | CORONA RIVERPARK LLC  | 1,444.54    |
| 132-0-272-455 | CORONA RIVERPARK LUMINARIA LLC     | 11,467.60   | 133-0-260-565 | CORONA RIVERPARK LLC  | 1,698.70    |
| 132-0-280-015 | GUZMAN JESUS G & QUIROGA ELISABET  | 2,013.68    | 133-0-271-015 | CORONA RIVERPARK LLC  | 1,709.22    |
| 132-0-280-025 | MEDRANO MAYRA R                    | 2,013.68    | 133-0-271-025 | CORONA RIVERPARK LLC  | 1,444.54    |
| 132-0-280-035 | ROMERO JESS T & JENNIFER C         | 1,638.22    | 133-0-271-035 | CORONA RIVERPARK LLC  | 1,444.54    |
| 132-0-280-045 | UNIDAD DENNIS R                    | 1,638.22    | 133-0-271-045 | CORONA RIVERPARK LLC  | 1,444.54    |
| 132-0-280-055 | SCHNEIDER JON & RAMIREZ ARTHUR     | 2,013.68    | 133-0-271-055 | CORONA RIVERPARK LLC  | 1,444.54    |
| 132-0-280-065 | TSAI MENG & CHIA                   | 2,013.68    | 133-0-271-065 | CORONA RIVERPARK LLC  | 1,444.54    |
| 132-0-280-075 | MIKHAIL JONATHAN A & MARY L        | 2,013.68    | 133-0-271-075 | CORONA RIVERPARK LLC  | 1,444.54    |
| 132-0-280-085 | ROSAS JOSE                         | 2,013.68    | 133-0-271-085 | CORONA RIVERPARK LLC  | 1,444.54    |
| 132-0-280-095 | LOPEZ ARTHUR R & JODI TR           | 1,638.22    | 133-0-271-095 | CORONA RIVERPARK LLC  | 1,444.54    |
| 132-0-280-105 | RODRIGUEZ RAMON                    | 1,638.22    | 133-0-271-105 | CORONA RIVERPARK LLC  | 1,444.54    |
| 132-0-280-115 | DAVIDSON RICHARD & JOSETTE         | 2,013.68    | 133-0-271-115 | CORONA RIVERPARK LLC  | 1,444.54    |
| 132-0-280-125 | BAEZ RITA C                        | 2,013.68    | 133-0-271-125 | CORONA RIVERPARK LLC  | 1,444.54    |
| 132-0-280-135 | HALES NISSA ET AL                  | 2,013.68    | 133-0-271-135 | CORONA RIVERPARK LLC  | 1,444.54    |
| 132-0-280-145 | SOTO JOE & JULIE A                 | 2,013.68    | 133-0-271-145 | CORONA RIVERPARK LLC  | 1,444.54    |
| 132-0-280-155 | YU XIAO & SONG SHAOYUN             | 1,638.22    | 133-0-271-155 | CORONA RIVERPARK LLC  | 1,444.54    |
| 132-0-280-165 | ANDERSON DANITA S                  | 1,638.22    | 133-0-271-165 | CORONA RIVERPARK LLC  | 1,444.54    |
| 132-0-280-175 | PASKA MICHAEL & RICHARDSON HEATHEF | 2,013.68    | 133-0-271-175 | CORONA RIVERPARK LLC  | 1,746.10    |
| 132-0-280-185 | ROJAS ANNE H TR                    | 2,013.68    | 133-0-271-195 | CORONA RIVERPARK LLC  | 2,415.04    |
| 132-0-280-195 | BLANK PURSUANT & CA GC625421       | 2,013.68    | 133-0-271-205 | CORONA RIVERPARK LLC  | 1,739.52    |
| 132-0-280-205 | AMBRIZ RODRIGO & GUTIERREZ MARISOL | 2,013.68    | 133-0-271-215 | CORONA RIVERPARK LLC  | 1,535.40    |
| 132-0-280-215 | BOWEN STEVEN & CINDE               | 1,638.22    | 133-0-271-225 | CORONA RIVERPARK LLC  | 1,435.32    |
| 132-0-280-225 | CUILTY BRIAN J & ANNETTE           | 1,638.22    | 133-0-271-235 | CORONA RIVERPARK LLC  | 1,440.60    |
| 132-0-280-235 | MAGTIRA MARCOS V & ROSEMARIE A     | 2,013.68    | 133-0-271-245 | CORONA RIVERPARK LLC  | 1,440.60    |
| 132-0-280-245 | SOLDEVILLA RYAN & DESIREE          | 2,013.68    | 133-0-271-255 | CORONA RIVERPARK LLC  | 1,440.60    |
| 132-0-280-275 | CORONA RIVERPK PROMENADE LLC       | 7,303.84    | 133-0-271-265 | CORONA RIVERPARK LLC  | 1,440.60    |

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## EXHIBIT A

CITY OF OXNARD  
COMMUNITY FACILITIES DISTRICT NO. 5  
(RIVERPARK)  
FISCAL YEAR 2015-2016 LEVY

| Parcel No.    | Owner                              | Levy Amount | Parcel No.    | Owner                               | Levy Amount |
|---------------|------------------------------------|-------------|---------------|-------------------------------------|-------------|
| 132-0-280-305 | CORONA RIVERPK PROMENADE LLC       | 5,290.14    | 133-0-271-275 | CORONA RIVERPARK LLC                | 1,440.60    |
| 132-0-280-315 | CORONA RIVERPK PROMENADE LLC       | 5,290.14    | 133-0-271-285 | CORONA RIVERPARK LLC                | 1,440.60    |
| 132-0-280-325 | CORONA RIVERPK PROMENADE LLC       | 5,290.14    | 133-0-271-295 | CORONA RIVERPARK LLC                | 1,440.60    |
| 132-0-280-335 | CORONA RIVERPK PROMENADE LLC       | 5,290.14    | 133-0-271-305 | CORONA RIVERPARK LLC                | 1,440.60    |
| 132-0-290-015 | CORONA RIVERPK PROMENADE LLC       | 2,013.68    | 133-0-271-315 | CORONA RIVERPARK LLC                | 1,440.60    |
| 132-0-290-025 | CORONA RIVERPK PROMENADE LLC       | 1,638.22    | 133-0-271-325 | CORONA RIVERPARK LLC                | 1,440.60    |
| 132-0-290-035 | CORONA RIVERPK PROMENADE LLC       | 1,638.22    | 133-0-271-335 | CORONA RIVERPARK LLC                | 1,440.60    |
| 132-0-290-045 | CORONA RIVERPK PROMENADE LLC       | 1,638.22    | 133-0-271-345 | CORONA RIVERPARK LLC                | 1,644.70    |
| 132-0-290-055 | CORONA RIVERPK PROMENADE LLC       | 1,638.22    | 133-0-272-015 | CORONA RIVERPARK LLC                | 1,800.08    |
| 132-0-290-065 | CORONA RIVERPK PROMENADE LLC       | 2,013.68    | 133-0-272-025 | CORONA RIVERPARK LLC                | 1,465.62    |
| 132-0-290-075 | CHOU FRANKLIN F C & JENNY TR       | 2,013.68    | 133-0-272-035 | CORONA RIVERPARK LLC                | 1,456.40    |
| 132-0-290-085 | LINARES RAUL E & HERNANDEZ STEPHAN | 2,013.68    | 133-0-272-045 | CORONA RIVERPARK LLC                | 1,456.40    |
| 132-0-290-095 | MILTON BRIAN & BROOKE              | 1,638.22    | 133-0-272-055 | CORONA RIVERPARK LLC                | 1,456.40    |
| 132-0-290-105 | KAM SUNNY K                        | 1,638.22    | 133-0-272-065 | CORONA RIVERPARK LLC                | 1,456.40    |
| 132-0-290-115 | SPICER MICHAEL & ERICA             | 2,013.68    | 133-0-272-075 | CORONA RIVERPARK LLC                | 2,692.88    |
| 132-0-290-125 | COOMBES TODD G & HOLLY C           | 2,013.68    | 133-0-272-085 | ELACORA RIVERPARK LLC               | 2,138.50    |
| 132-0-290-135 | MISKEL KRISTINE M                  | 2,013.68    | 133-0-272-095 | ELACORA RIVERPARK LLC               | 1,046.86    |
| 132-0-290-145 | MARLOW DAVID & VANESSA & MACEN PET | 2,013.68    | 133-0-272-105 | ELACORA RIVERPARK LLC               | 1,046.86    |
| 132-0-290-155 | ROSE DAWN & ROSE CLETA             | 1,638.22    | 133-0-272-115 | ELACORA RIVERPARK LLC               | 1,040.28    |
| 132-0-290-165 | MUNSTER SCOTT & LINDA C            | 1,638.22    | 133-0-272-125 | ELACORA RIVERPARK LLC               | 1,033.70    |
| 132-0-290-175 | MCKARRELL JAMES & KATIE            | 2,013.68    | 133-0-272-135 | ELACORA RIVERPARK LLC               | 1,033.70    |
| 132-0-290-185 | MOORE JONATHAN                     | 2,013.68    | 133-0-272-145 | ELACORA RIVERPARK LLC               | 1,273.36    |
| 132-0-290-195 | CORONA RIVERPK PROMENADE LLC       | 2,013.68    | 133-0-272-155 | CORONA RIVERPARK LLC                | 2,603.34    |
| 132-0-290-205 | CORONA RIVERPK PROMENADE LLC       | 1,638.22    | 133-0-272-165 | CORONA RIVERPARK LLC                | 1,468.24    |
| 132-0-290-215 | CORONA RIVERPK PROMENADE LLC       | 1,638.22    | 133-0-272-175 | CORONA RIVERPARK LLC                | 1,468.24    |
| 132-0-290-225 | CORONA RIVERPK PROMENADE LLC       | 1,638.22    | 133-0-272-185 | CORONA RIVERPARK LLC                | 1,468.24    |
| 132-0-290-235 | CORONA RIVERPK PROMENADE LLC       | 1,638.22    | 133-0-272-195 | CORONA RIVERPARK LLC                | 1,468.24    |
| 132-0-290-245 | CORONA RIVERPK PROMENADE LLC       | 2,013.68    | 133-0-272-205 | CORONA RIVERPARK LLC                | 1,690.80    |
| 132-0-290-275 | CORONA RIVERPK PROMENADE LLC       | 10,580.30   | 133-0-272-215 | ELACORA RIVERPARK LLC               | 2,721.30    |
| 132-0-290-285 | CORONA RIVERPK PROMENADE LLC       | 3,651.92    | 133-0-272-225 | ELACORA RIVERPARK LLC               | 2,401.36    |
| 132-0-290-295 | CORONA RIVERPK PROMENADE LLC       | 7,303.84    | 133-0-272-235 | ELACORA RIVERPARK LLC               | 2,721.30    |
| 132-0-290-305 | CORONA RIVERPK PROMENADE LLC       | 6,928.38    | 133-0-272-245 | ELACORA RIVERPARK LLC               | 2,401.36    |
| 132-0-300-015 | CORONA RIVERPK PROMENADE LLC       | 21,160.60   | 133-0-272-255 | ELACORA RIVERPARK LLC               | 2,721.30    |
| 132-0-300-025 | CORONA RIVERPK PROMENADE LLC       | 10,580.30   | 133-0-273-015 | CORONA RIVERPARK LLC                | 1,955.46    |
| 132-0-300-045 | CORONA RIVERPK PROMENADE LLC       | 17,884.14   | 133-0-273-025 | CORONA RIVERPARK LLC                | 1,552.52    |
| 132-0-300-055 | CORONA RIVERPK PROMENADE LLC       | 14,607.68   | 133-0-273-035 | CORONA RIVERPARK LLC                | 1,552.52    |
| 132-0-310-105 | SOCM I LLC                         | 5,043.42    | 133-0-273-045 | CORONA RIVERPARK LLC                | 2,704.74    |
| 132-0-310-125 | SOCM I LLC                         | 38,964.68   | 133-0-273-055 | ELACORA RIVERPARK LLC               | 1,694.74    |
| 132-0-310-135 | SOCM I LLC                         | 37,555.68   | 133-0-273-065 | ELACORA RIVERPARK LLC               | 1,033.70    |
| 132-0-310-185 | SOCM I LLC                         | 7,464.00    | 133-0-273-075 | ELACORA RIVERPARK LLC               | 1,036.34    |
| 132-0-310-285 | SOCM I LLC                         | 6,261.22    | 133-0-273-085 | ELACORA RIVERPARK LLC               | 1,033.70    |
| 132-0-310-295 | SOCM I LLC                         | 1,363.72    | 133-0-273-095 | ELACORA RIVERPARK LLC               | 1,033.70    |
| 132-0-310-305 | SOCM I LLC                         | 11,593.14   | 133-0-273-105 | ELACORA RIVERPARK LLC               | 1,278.62    |
| 132-0-310-365 | SOCM I LLC                         | 115,401.66  | 133-0-273-115 | CORONA RIVERPARK LLC                | 2,799.56    |
| 132-0-310-375 | TARGET CORP                        | 25,412.14   | 133-0-273-125 | CORONA RIVERPARK LLC                | 1,768.48    |
| 132-0-320-035 | PASEO SANTA CLARA ASSOC L P        | 32,056.02   | 133-0-273-135 | CORONA RIVERPARK LLC                | 1,838.28    |
| 132-0-320-045 | PASEO DEL RIO ASSOC L P            | 39,179.58   | 133-0-273-145 | ELACORA RIVERPARK LLC               | 2,721.30    |
| 132-0-320-055 | PASEO DEL RIO ASSOC L P            | 11,872.60   | 133-0-273-155 | ELACORA RIVERPARK LLC               | 2,401.36    |
| 132-0-320-075 | ALDERSGATE INVESTMENT LLC          | 28,628.64   | 133-0-273-165 | ELACORA RIVERPARK LLC               | 2,721.30    |
| 132-0-330-015 | BLACK BRIAN                        | 596.42      | 133-0-273-175 | ELACORA RIVERPARK LLC               | 2,721.30    |
| 132-0-330-025 | HERNANDEZ LUIS A & RUVALCABA ESPER | 596.42      | 133-0-273-185 | ELACORA RIVERPARK LLC               | 2,401.36    |
| 132-0-330-035 | SCHENCK JEREMY T                   | 596.42      | 133-0-280-015 | PELCZAR DANIEL                      | 1,638.22    |
| 132-0-330-045 | EBDANE LUTHER M & AITA L I         | 596.42      | 133-0-280-025 | FEAVEL AUSTIN P TR                  | 2,203.64    |
| 132-0-330-055 | LOPEZ NORMA                        | 596.42      | 133-0-280-035 | SCHERMER MICHAEL TR                 | 2,203.64    |
| 132-0-330-065 | BARRAGAN STACY A L                 | 596.42      | 133-0-280-045 | DRIGGS TAMMY                        | 2,203.64    |
| 132-0-330-075 | GUERRERO MICAELA                   | 596.42      | 133-0-280-055 | STONOFF BRIAN                       | 2,203.64    |
| 132-0-330-085 | GARCIA ROBERT A                    | 596.42      | 133-0-280-065 | VEGA TINA & MARQUEZ LAURENCE & JOYC | 1,638.22    |
| 132-0-330-095 | ESCOBEDO ALVARO                    | 596.42      | 133-0-280-075 | BUFFON BRIAN                        | 1,638.22    |
| 132-0-330-105 | OJEDA DANIEL & ANA                 | 596.42      | 133-0-280-085 | SULAK JOSEPH                        | 2,203.64    |

ATTACHMENT NO. 2

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## EXHIBIT A

**CITY OF OXNARD**  
**COMMUNITY FACILITIES DISTRICT NO. 5**  
**(RIVERPARK)**  
**FISCAL YEAR 2015-2016 LEVY**

| Parcel No.    | Owner                              | Levy Amount | Parcel No.    | Owner                                 | Levy Amount |
|---------------|------------------------------------|-------------|---------------|---------------------------------------|-------------|
| 132-0-330-115 | LOPEZ CASSANDRA O                  | 596.42      | 133-0-280-095 | HE QUN                                | 2,203.64    |
| 132-0-330-125 | LOMELI ELIZABETH                   | 596.42      | 133-0-280-105 | CASE MICHAEL                          | 1,638.22    |
| 132-0-340-015 | MITCHELL ANGELA TR                 | 596.42      | 133-0-280-115 | LINDEN RENEE & LINDEN GEORGE R & MAF  | 2,203.64    |
| 132-0-340-025 | DIAZ SANDRA                        | 596.42      | 133-0-280-125 | LOVERRO LINDA A                       | 2,203.64    |
| 132-0-340-035 | LOPEZ ESTEVAN                      | 596.42      | 133-0-280-135 | MARTINEZ MANUEL & SLIVAR CRYSTAL      | 1,638.22    |
| 132-0-340-045 | AMBRIZ FERNANDO G                  | 596.42      | 133-0-280-145 | ZHU XIAOFENG                          | 2,203.64    |
| 132-0-340-055 | NUNEZ MONICA M                     | 596.42      | 133-0-280-155 | CRUZ ANTHONY & MEGAN I                | 2,203.64    |
| 132-0-340-065 | RAMIREZ ALVARO T & DE TAMAYO LAURA | 596.42      | 133-0-280-165 | KENNEY MICHAEL K                      | 1,638.22    |
| 132-0-340-075 | BERNARDO BERNARDETTE S             | 596.42      | 133-0-280-175 | GONZALES JACOB & GERRISH KELLY        | 2,203.64    |
| 132-0-340-085 | HERNANDEZ BERNICE S                | 596.42      | 133-0-280-185 | HOUSEHOLDER ETHEL                     | 2,203.64    |
| 132-0-340-095 | CALZADO ARISTEO M JR               | 596.42      | 133-0-280-195 | KIRKPATRICK BRETT A & NICOLE C        | 2,203.64    |
| 132-0-340-105 | CAMACHO ERIC                       | 596.42      | 133-0-280-205 | VALVERDE MANUEL G & GAYLE A           | 2,203.64    |
| 132-0-340-115 | JASSO ALICIA R                     | 596.42      | 133-0-280-215 | CURTIS SHANNON A                      | 1,638.22    |
| 132-0-340-125 | VALADEZ PEDRO & VALERIE M          | 596.42      | 133-0-280-225 | JEHLE SUSANA                          | 1,638.22    |
| 132-0-350-015 | VALENZUELA ALBERT J & BRAGG SAMANT | 596.42      | 133-0-280-235 | TORRES JAIME & KATHY                  | 2,203.64    |
| 132-0-350-025 | CEJA SAMUEL V JR & VAZQUEZ ALMA V  | 596.42      | 133-0-280-245 | MADRIAGA BERNARD & VANESSA            | 2,203.64    |
| 132-0-350-035 | FRANCO-IZAGUIRRE JESSICA           | 596.42      | 133-0-280-255 | DIAZ DIEGO A                          | 2,203.64    |
| 132-0-350-045 | MOTA RAYMOND & JUAREZ-MOTA MONIQL  | 596.42      | 133-0-280-265 | GOLDBERG MAUREEN                      | 2,586.50    |
| 132-0-350-055 | HERNANDEZ LAURENCE & ANGELA C      | 596.42      | 133-0-280-275 | HUBBARD MICHELLE B                    | 2,013.68    |
| 132-0-350-065 | GILDO ROBERTO L & LOPEZ MELANIA    | 596.42      | 133-0-280-285 | GARCIA ELENA M & GARCIA ROBERT R & M  | 2,013.68    |
| 132-0-350-075 | SARABIA ADOLFO O & QUIJADA IRMA G  | 596.42      | 133-0-280-295 | ROBINSON KYLE & NICOLE                | 2,586.50    |
| 132-0-350-085 | FLORES MARIA M M                   | 596.42      | 133-0-280-305 | HERNANDEZ DANIEL T & BEATRICE         | 2,203.64    |
| 132-0-350-095 | MANRIQUE FRANCISCO A M             | 596.42      | 133-0-280-315 | BEAS KENNETH J & CANALES DENISE A     | 2,203.64    |
| 132-0-350-105 | BRAVO ALVARO & CRISTINA            | 596.42      | 133-0-280-325 | FRENCH JOHN P                         | 2,586.50    |
| 132-0-350-115 | CANO ANGEL B                       | 596.42      | 133-0-280-335 | SAWYER BRYCE R & MARIA R              | 2,013.68    |
| 132-0-350-125 | FIGUEROA LAURA                     | 596.42      | 133-0-280-345 | HERME ALLEN G & LISA M                | 2,013.68    |
| 132-0-360-015 | ALDERSGATE INVESTMENT LLC          | 596.42      | 133-0-280-355 | PONCE JACKIE                          | 2,586.50    |
| 132-0-360-025 | CRUZ STEPHANIE V                   | 596.42      | 133-0-280-365 | KRANDA DANIEL                         | 2,203.64    |
| 132-0-360-035 | FONSECA SYLVIA                     | 596.42      | 133-0-280-375 | HSU TUNG & LEE & HSU ANDY             | 2,013.68    |
| 132-0-360-045 | ANGELES JOSE V & BLANCA            | 596.42      | 133-0-280-385 | STARN JOAN P TR                       | 2,586.50    |
| 132-0-360-055 | SOLIS MARIO A & HERNANDEZ DIANA    | 596.42      | 133-0-280-395 | STARN CARLY M                         | 2,203.64    |
| 132-0-360-065 | MENDOZA AGUSTIN E & LAURA P        | 596.42      | 133-0-280-405 | HALL PETER S & CRISTINA V             | 2,203.64    |
| 132-0-360-075 | BROOKS DONALD J                    | 596.42      | 133-0-280-415 | TAYLOR JAMES R & JANICE               | 2,586.50    |
| 132-0-360-085 | BLOCKSAGE DANA S                   | 596.42      | 133-0-280-425 | SMITH CAMERON M & SMITH HOXSIE Y & AI | 2,013.68    |
| 132-0-360-095 | TOLEDO JOSE A                      | 596.42      | 133-0-290-015 | DIPOMA JAMIE                          | 1,638.22    |
| 132-0-360-105 | FLORES NICOLE S                    | 596.42      | 133-0-290-025 | CROW JEREMY P & MOLLY J               | 2,013.68    |
| 132-0-360-115 | GONZALEZ ROCIO                     | 596.42      | 133-0-290-035 | CAROLLO JOSEPH                        | 1,638.22    |
| 132-0-360-125 | FLORES CECELIA                     | 596.42      | 133-0-290-045 | MONTANO JOSE L & CABRAL MARGARITA     | 2,013.68    |
| 132-0-370-015 | WOLF STEPHEN & BARBARA L           | 596.42      | 133-0-290-055 | BALLI DOMINIC & EMILY                 | 2,013.68    |
| 132-0-370-025 | VELASCO SANDRA O                   | 596.42      | 133-0-290-065 | GRAY ERIK                             | 1,638.22    |
| 132-0-370-035 | DURAN ANGEL & CLARICIA             | 596.42      | 133-0-290-075 | CASTRO TEODOMIRO R & GARCIA STEPHA    | 1,638.22    |
| 132-0-370-045 | MONTERROSA VERONICA R & MONTERRO   | 596.42      | 133-0-290-085 | MORENO GABRIEL & VERONICA             | 2,013.68    |
| 132-0-370-055 | VAHIDI DAVID K                     | 596.42      | 133-0-290-095 | YANG SHILIN & WU JING                 | 1,638.22    |
| 132-0-370-065 | DUNSON SHARON R                    | 596.42      | 133-0-290-105 | GLENN JUSTIN M                        | 1,638.22    |
| 132-0-370-075 | PRIBNOW EDWARD F                   | 596.42      | 133-0-290-115 | KIMBERLY-SAYA TR                      | 2,013.68    |
| 132-0-370-085 | DIGGS TONYA                        | 596.42      | 133-0-290-125 | ASLEMAND-HUEBNER AZITA                | 1,638.22    |
| 132-0-370-095 | GONZALES ABRIANNA                  | 596.42      | 133-0-290-135 | RUNYON CHARLES                        | 1,638.22    |
| 132-0-370-105 | CASAS JOHN A                       | 596.42      | 133-0-290-145 | JONES JOSHUA T & NICOLE L             | 2,013.68    |
| 132-0-370-115 | MEDINA GILBERTO A & TORRES JOANNE  | 596.42      | 133-0-290-155 | BRADLEY KEVIN B                       | 1,638.22    |
| 132-0-370-125 | URBINA ERIK I & DIANA              | 596.42      | 133-0-290-165 | MADERA CARLOS M                       | 2,013.68    |
| 132-0-380-015 | BARAJAS VIVIAN                     | 596.42      | 133-0-290-175 | SHTYRKOVA TATYANA A                   | 2,013.68    |
| 132-0-380-025 | AMBRIZ ALEXANDER                   | 596.42      | 133-0-290-185 | POLK JAMES                            | 1,638.22    |
| 132-0-380-035 | DE PERIO HANZ M & JOY S            | 596.42      | 133-0-290-195 | LETAIEF HASSINE                       | 1,638.22    |
| 132-0-380-045 | MONTANO GONZALO T                  | 596.42      | 133-0-290-205 | BOLLINGER JANET M                     | 2,013.68    |
| 132-0-380-055 | BLASINGAME ALEXANDER J & JAMIE     | 596.42      | 133-0-290-215 | NOONE KENNETH E                       | 1,638.22    |
| 132-0-380-065 | CORTEZ RAFAEL & MUNOZ MARISA R     | 596.42      | 133-0-290-225 | FELDE LINDA                           | 1,638.22    |
| 132-0-380-075 | SOTO EVAN R                        | 596.42      | 133-0-290-235 | GUTIERREZ ERNEST R III-G Y            | 2,013.68    |
| 132-0-380-085 | FIGUEROA ADAM G & SHELBY K         | 596.42      | 133-0-290-245 | BROWN DAVID A                         | 1,638.22    |
| 132-0-380-095 | WILLIAMS HANNAH E                  | 596.42      | 133-0-290-255 | JORDAN JOE E & WILLIAM NO. 2          | 2,013.68    |

## EXHIBIT A

CITY OF OXNARD  
COMMUNITY FACILITIES DISTRICT NO. 5  
(RIVERPARK)  
FISCAL YEAR 2015-2016 LEVY

| Parcel No.    | Owner                                 | Levy Amount | Parcel No.    | Owner                               | Levy Amount |
|---------------|---------------------------------------|-------------|---------------|-------------------------------------|-------------|
| 132-0-380-105 | GUTIERREZ ELVIS                       | 596.42      | 133-0-290-265 | MANSOORY ABDUL W                    | 2,586.50    |
| 132-0-380-115 | GARCIA STACY C                        | 596.42      | 133-0-290-275 | ELLIOT LYLE D                       | 2,203.64    |
| 132-0-380-125 | GOMEZ PAUL R & MACIAS CHRISTINE       | 596.42      | 133-0-290-285 | WADE CORBIN & HERRERA ERIN M        | 2,203.64    |
| 132-0-390-015 | LARIOS CARLOS A & TORAYA-LARIOS ALIC  | 596.42      | 133-0-290-295 | MARA MATTHEW G & ASHLEY D           | 2,586.50    |
| 132-0-390-025 | ROSARIO BLANCA E                      | 596.42      | 133-0-290-305 | BROOKS MARIA E                      | 2,013.68    |
| 132-0-390-035 | LUNA MARK A & FLORES-LUNA ANJELICA    | 596.42      | 133-0-290-315 | GORMAN DEBORAH A                    | 2,203.64    |
| 132-0-390-045 | QUALLS AARON J & RAMIREZ-QUALLS MAI   | 596.42      | 133-0-290-325 | MONJE STEVEN M                      | 2,586.50    |
| 132-0-390-055 | JACKSON KENDRA T                      | 596.42      | 133-0-290-335 | RODRIGUEZ RAY A                     | 2,013.68    |
| 132-0-390-065 | GRANADOS ERNEST                       | 596.42      | 133-0-290-345 | GIBBONS ADAM                        | 2,203.64    |
| 132-0-390-075 | LOPEZ SUSAN C                         | 596.42      | 133-0-290-355 | ROSE MARTIN J                       | 2,586.50    |
| 132-0-390-085 | SIMENTAL LUCIO A & VIRGINIA C         | 596.42      | 133-0-290-365 | OBERMAN MICHAEL J                   | 2,013.68    |
| 132-0-390-095 | RODRIGUEZ SERGIO & HERNANDEZ HUME     | 596.42      | 133-0-290-375 | HAVEN NANCY J                       | 2,203.64    |
| 132-0-390-105 | DELGADO LILIANA T                     | 596.42      | 133-0-290-385 | OWENS MARK L & MARIA A              | 2,586.50    |
| 132-0-390-115 | VARGAS SERGIO S                       | 596.42      | 133-0-290-395 | COCKERELL CHAD W & BATARSE PRISCILL | 2,013.68    |
| 132-0-390-125 | DREW KIMBERLY D                       | 596.42      | 133-0-290-405 | THWIN MIN & SHAR SANDAR T           | 2,203.64    |
| 132-0-400-015 | TRUJILLO JORGE                        | 596.42      | 133-0-290-415 | THOMPSON GARY A & NICKOLAS ANASTAS  | 2,586.50    |
| 132-0-400-025 | SANTANA JOSE A II & PANIAGUA GLADYS   | 596.42      | 133-0-290-425 | MORGAN ZACHARIAH & MAXINE           | 2,013.68    |
| 132-0-400-035 | BARRAGAN JACQUELINE M                 | 596.42      | 133-0-290-435 | BISHOP DEREK & COHN VERONICA        | 2,013.68    |
| 132-0-400-045 | ROREX CRYSTAL A                       | 596.42      | 133-0-290-445 | WHITE JAMES A JR                    | 2,586.50    |
| 132-0-400-055 | JOHNSON LANISHA N                     | 596.42      | 133-0-290-455 | VAN WYNGAARDT NICOLAAS J-M          | 2,203.64    |
| 132-0-400-065 | MADRIGAL FLORENTINO O & CERDA CARM    | 596.42      | 133-0-300-015 | HERNANDEZ JORGE A                   | 2,776.44    |
| 132-0-400-075 | BUSTILLOS MARCELINO J & LEONG COUR    | 596.42      | 133-0-300-025 | DOWNEN CRAIG T & KATHLEEN G TR      | 2,586.50    |
| 132-0-400-085 | CAMARILLO JAIME & HIGUERA DENISE      | 596.42      | 133-0-300-035 | WALSH DAVID                         | 2,586.50    |
| 132-0-400-095 | CHAVEZ SONIA                          | 596.42      | 133-0-300-045 | LOWRY DANIEL W                      | 2,776.44    |
| 132-0-400-105 | JOHNSON HOLLY F                       | 596.42      | 133-0-300-055 | WARRENDER JEFFREY M & DENISE N      | 2,776.44    |
| 132-0-400-115 | RAMOS VANESSA G                       | 596.42      | 133-0-300-065 | TONG TAO                            | 2,586.50    |
| 132-0-400-125 | ALVARADO EZEQUIEL                     | 596.42      | 133-0-300-075 | NUANES BRUCE P & ELIZABETH H        | 2,586.50    |
| 132-0-410-015 | LAWRENCE STEVEN & NICEL B             | 596.42      | 133-0-300-085 | SANGREN WAYNE B & JANET K           | 2,776.44    |
| 132-0-410-025 | KOO NANCY S                           | 596.42      | 133-0-300-095 | DOMINGUEZ MICHAEL & REBECCA         | 2,013.68    |
| 132-0-410-035 | CABILDO JANICE M D & ZARAGOZA JASON   | 596.42      | 133-0-300-105 | RENNIE JEREMY J & BRITTANIA E       | 2,013.68    |
| 132-0-410-045 | DOMINGUEZ WALDO O M                   | 596.42      | 133-0-300-115 | ANDERSON YVETTE                     | 2,013.68    |
| 132-0-410-055 | NEVAREZ ERNIE M & ANGELICA M          | 596.42      | 133-0-300-125 | GALICINAO ANGELITO R SR             | 2,013.68    |
| 132-0-410-065 | ELENES ISABEL B                       | 596.42      | 133-0-300-135 | DUSTMAN REBECCA                     | 1,638.22    |
| 132-0-410-075 | STILLEY MIKE W & STILLEY SHAHLA R     | 596.42      | 133-0-300-145 | POINTDEXTER WILLIE A JR             | 2,203.64    |
| 132-0-410-085 | CHAVEZ LETICIA T                      | 596.42      | 133-0-300-155 | HOPPER DOLORES G                    | 2,203.64    |
| 132-0-410-095 | RIVERA PAULA M                        | 596.42      | 133-0-300-165 | BROZIK GERALD                       | 1,638.22    |
| 132-0-410-105 | POESCHL DELIA                         | 596.42      | 133-0-300-175 | LACABE CLAUDIA                      | 2,013.68    |
| 132-0-410-115 | RODRIGUEZ CHRISTIAN                   | 596.42      | 133-0-300-185 | BUENROSTRO JOE & SHERRYL            | 2,013.68    |
| 132-0-410-125 | TAVERA LUIS E Z & ORTIZ LISETTE       | 596.42      | 133-0-300-195 | STEIN PETER G TR                    | 1,638.22    |
| 133-0-110-035 | LUK MANWAH & LYNN TR                  | 2,721.30    | 133-0-300-205 | BARNES MICHAEL B & BARNES JONATHAN  | 2,203.64    |
| 133-0-110-045 | JORGENSEN MICHAEL J & CASTRO EDUAF    | 2,721.30    | 133-0-300-215 | ZETA ROUMMEL M & AGUILAR PAULA A    | 2,013.68    |
| 133-0-110-055 | TENOLD RICHARD S & AMANDA S           | 2,401.36    | 133-0-300-225 | CALDERON LEONARDO & JAMIAH          | 2,013.68    |
| 133-0-110-065 | VILLA RALPH R & RAMIREZ VERONICA      | 2,401.36    | 133-0-300-235 | ALLISON DAVID N & ARIAS SUSAN L     | 2,013.68    |
| 133-0-110-075 | TISCARENO JASON & KATHERINE D & DUR   | 2,721.30    | 133-0-300-245 | ROCCO GAIL F TR                     | 2,203.64    |
| 133-0-110-085 | JOHNSON ASHLEE V ET AL                | 2,721.30    | 133-0-300-255 | NEVAREZ CAROLE                      | 2,203.64    |
| 133-0-110-095 | FROST DANIEL L                        | 2,721.30    | 133-0-300-265 | RICO DIEGO G & GALLEGOS ALEJANDRA P | 2,203.64    |
| 133-0-110-105 | ALLEN VAIKKO P II & THERRIEN-ALLEN AM | 2,721.30    | 133-0-300-275 | VALAIKA CHRISTOPHER A & SARAH P     | 2,203.64    |
| 133-0-110-115 | FOWLER JACOB & BREANNA I              | 2,401.36    | 133-0-300-285 | MCCORMICK KRISTY R                  | 2,203.64    |
| 133-0-110-125 | FORD AARON C & LOUISA C               | 2,401.36    | 133-0-300-295 | KART STUART L & SANDI L TR          | 2,013.68    |
| 133-0-110-135 | HORNSBY YVONNE                        | 2,721.30    | 133-0-300-305 | MURPHY RYAN                         | 2,013.68    |
| 133-0-110-145 | HARRIS KELLY C                        | 2,721.30    | 133-0-300-315 | LU SHU & CHEN & HUANG KAO & CHIH    | 2,013.68    |
| 133-0-110-155 | PINNARO ELAINE TR                     | 2,721.30    | 133-0-300-325 | GALLION DARYL                       | 1,638.22    |
| 133-0-110-165 | ACEVES JOSE O ET AL                   | 2,721.30    | 133-0-300-335 | GARRISON RICHARD J JR & CHERYL      | 2,203.64    |
| 133-0-110-175 | ROHDE JERAD M & NAKIA L               | 2,401.36    | 133-0-300-345 | KAPLOWITZ JEFFREY A & BERTHA        | 2,203.64    |
| 133-0-110-185 | MARSHALL ROBERT R & KELLY E           | 2,401.36    | 133-0-300-355 | SMITH WILLIAM E & COCHRAN KYLE M    | 1,638.22    |
| 133-0-110-195 | YEOMANS ARTHUR W JR & LINDSEY         | 2,721.30    | 133-0-300-365 | BUENCILLA MARIE K P                 | 2,013.68    |
| 133-0-110-205 | LEGASPI ALFONSO JR & ROMELIA & LEGA   | 2,721.30    | 133-0-300-375 | TOMENY CANDACE T F                  | 2,013.68    |
| 133-0-110-215 | PASCALE DAVIN M                       | 2,721.30    | 133-0-300-385 | MARKLEY MARY L                      | 2,013.68    |
| 133-0-110-225 | SALES ORLANDO V & ELENA               | 2,721.30    | 133-0-300-395 | MONTEVIRGEN ERIC F M & MERZA ELAINE | 2,013.68    |

## EXHIBIT A

CITY OF OXNARD  
COMMUNITY FACILITIES DISTRICT NO. 5  
(RIVERPARK)  
FISCAL YEAR 2015-2016 LEVY

| Parcel No.    | Owner                              | Levy Amount | Parcel No.     | Owner                         | Levy Amount           |
|---------------|------------------------------------|-------------|----------------|-------------------------------|-----------------------|
| 133-0-110-235 | STANDARD PACIFIC CORP              | 2,401.36    | 133-0-300-405  | CABANBAN RAFAEL B & GEMMA G   | 2,013.68              |
| 133-0-110-245 | STANDARD PACIFIC CORP              | 2,401.36    | 133-0-300-415  | BROWN ROBERT                  | 2,013.68              |
| 133-0-110-255 | STANDARD PACIFIC CORP              | 2,721.30    | 133-0-300-425  | CASTIDAD CATHERINE A          | 2,203.64              |
| 133-0-110-265 | STANDARD PACIFIC CORP              | 2,721.30    | 133-0-300-435  | JACKSON GREGORY L & AMY J     | 1,638.22              |
| 133-0-110-275 | STANDARD PACIFIC CORP              | 2,721.30    | 133-0-300-445  | HERNANDEZ RAYMOND M           | 2,776.44              |
| 133-0-110-285 | STANDARD PACIFIC CORP              | 2,721.30    | 133-0-300-455  | DETHLOFF JONATHON             | 2,586.50              |
| 133-0-110-295 | STANDARD PACIFIC CORP              | 2,401.36    | 133-0-300-465  | SANDIFER MICHAEL C & AUDREY N | 2,586.50              |
| 133-0-110-305 | STANDARD PACIFIC CORP              | 2,401.36    | 133-0-300-475  | SEELEY KENNETH                | 2,776.44              |
| 133-0-110-315 | STANDARD PACIFIC CORP              | 2,721.30    | 133-0-300-485  | PAPAY MARK A & JONI TR        | 2,776.44              |
| 133-0-110-325 | REEVE DOUGLAS & VANDERLAAN CRISTIN | 2,721.30    | 133-0-300-495  | CHU MIKE & YUKARI             | 2,586.50              |
| 133-0-110-335 | MELKONIAN MELKON S & MAHANA G      | 2,721.30    | 133-0-300-505  | TINWOODS INC                  | 2,586.50              |
| 133-0-110-345 | STANDARD PACIFIC CORP              | 2,721.30    | 133-0-300-515  | SCHNEBELEN PAUL R             | 2,776.44              |
| 133-0-110-355 | CHEN LICHANG                       | 2,401.36    | <b>Totals:</b> | <b>1,863 Parcels</b>          | <b>\$5,007,676.24</b> |



## City Manager's Office

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



Ventura County District - Zone(s) #: All

### AGREEMENT FOR BILLING OF DIRECT ASSESSMENTS

This agreement is made and entered into between the *Ventura County Auditor-Controller* and the *City of Oxnard* ("Agreement") to provide the service of placement of direct assessments on the Secured Tax Roll and distribution of collections to the City of Oxnard ("City").

#### I. PROPERTY TAX SERVICES

Ventura County will place direct assessments on the Secured Tax Roll and distribute collections to City at the same time and in the same manner as Ventura County property taxes are collected and distributed, and as authorized by law. City will adhere to the policies and procedures established by the Ventura County Auditor-Controller as outlined in the Direct Assessment Submission Letter.

#### II. FEES FOR SERVICES

For billing, collection, correction and administration of direct assessments, the Ventura County Auditor-Controller shall collect the following charges:

- A. A Direct Assessment Line Fee for the original submission will be charged in the amount of \$0.17 per assessment per parcel.
- B. For correction or removal of direct assessments requested City after extension of the tax roll, the Ventura County Auditor-Controller will collect \$13.00 per correction or removal. All corrections and removals must be submitted by the third Friday in February.
- C. An administration and collection fee shall be charged in an amount not to exceed one-fourth of 1 percent of amounts collected.
- D. Collection fees and charges herein provided are subject to adjustment by the County via resolution of the Board of Supervisors at its annual Countywide Rates and Fees public hearing. The Ventura County Auditor-Controller reserves the right to increase or decrease any charges herein provided, in proportion to

ATTACHMENT NO. 2  
PAGE 11 OF 26

any changes in costs incurred by the Auditor-Controller in providing the services described herein, provided that written notice of any increase or decrease in charges is given to City.

### **III. COLLECTION OF AUDITOR-CONTROLLER FEES**

Direct Assessment billing, correction and removal charges are deducted once a year, in the April Secured Apportionment. Collection and administrative fees are deducted from each Apportionment distribution.

### **IV. REQUESTS FOR INFORMATION AND ACCOUNTING SERVICES**

The Ventura County Auditor-Controller publishes a report of direct assessments levied for the tax year by parcel to the Auditor-Controller's website in January, May and July. Requests for information and accounting services beyond what is posted to the Website will be considered extended services and will be subject to additional charges and fees.

### **V. AUTHORITY FOR LEVY AND COMPLIANCE WITH LAW**

The authority for any levy, (i.e. resolution, ordinance or election), shall accompany requests for the levy of direct assessments. City warrants that the taxes, fees, or assessments imposed by City and collected pursuant to this Agreement comply with all requirements of state law, including but not limited to Articles XIIC and XIID of the California Constitution (Proposition 218).

City hereby releases and forever discharges Ventura County and its officers, agents and employees from any and all claims, demands, liabilities, costs and expenses, damages, causes of action, and judgments, in any manner arising out of City responsibilities and representations under this Agreement or other action taken by City in establishing a special tax, fee, or assessment and implementing collection of special taxes, fees, or assessments as contemplated in and/or pursuant to this Agreement.

City agrees to and shall defend, indemnify and hold harmless Ventura County and its officers, agents and employees ("indemnified parties") from any and all claims, demands, liabilities, costs and expenses, damages, causes of action and judgments, in any manner arising out of any of City responsibilities and representations under this Agreement, or other action taken by City in establishing a special tax, fee, or assessment and implementing collection of special taxes, fees, or assessments as contemplated in and/or pursuant to this Agreement.

If any judgment is entered against any indemnified party as a result of action taken to implement this Agreement, City agrees that Ventura County may offset the amount of any judgment paid by any indemnified party from any monies collected by Ventura County on City's behalf, including property taxes, special taxes, fees, or assessments. Ventura County may, but is not required to, notify City of its intent to implement any offset authorized by this paragraph.

## VI. TERMS OF AGREEMENT

Upon execution, this Agreement terminates, supersedes and replaces all prior agreements between Ventura County Auditor-Controller City pertaining to the collection of direct assessments. This Agreement shall continue from year to year and shall be subject to cancellation by either party by giving a thirty-day written notice of cancellation to the other party.

## VII. AUTHORITY

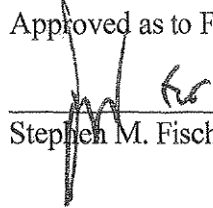
The above terms are accepted by City and the undersigned further certifies that he is authorized to sign this Agreement and bind the City to its terms.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Name: Greg Nyhoff

Approved as to Form:

Title: City Manager

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

\_\_\_\_\_  
**For Auditor-Controller Use Only**

Approved Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION MANAGER**

Approved Name: \_\_\_\_\_  
**(PRINT)**





**CITY COUNCIL  
AGENDA REPORT**

**TYPE OF ITEM: Info/Consent**

**AGENDA ITEM NO.: I-6**

**DATE:** December 8, 2015

**TO:** City Council

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

A handwritten signature in dark ink, appearing to be "G. Nyhoff", written over the "THROUGH:" line.

**FROM:** Jeri Williams, Interim Fire Chief

**SUBJECT:** Authorization to Submit a Grant Application to the Federal Emergency Management Agency (FEMA) for \$241,250 in Assistance to Firefighters Grant Program (AFG) Grant Funds for Wildland Fire Training and Equipment

**CONTACT:** Darwin Base, Interim Assistant Fire Chief  
Darwin.base@ci.oxnard.ca.us, 385-7704

**RECOMMENDATION**

That City Council adopt a resolution authorizing:

1. The City Manager to submit a grant application to the FEMA Assistance to Firefighters Grant program in the amount of \$241,250 for the purpose of purchasing Wildland Fire Equipment and Training;
2. The City Manager or designee to execute the grant agreement if grant funds are awarded to the City;
3. The Chief Financial Officer or designee to submit financial reports and grant claims, approve special budget appropriations for the use of the grant funds and perform all other required financial actions;
4. The Fire Chief or designee to submit non-financial reports.

## **BACKGROUND**

The City of Oxnard is eligible to submit a grant application to FEMA for consideration of federal funds totaling \$241,250. Fire Departments are eligible to apply to the FEMA Assistance to Firefighter Grants program to enhance their ability to protect the public and fire service personnel from fire and related hazards. FEMA grants are awarded on an annual basis. The grant funds will provide funding for all Oxnard Fire Department Suppression Personnel to attend Wildland Fire Training and Company Officers to attend advanced Wildland Fire Training as well as purchase necessary safety equipment for all Suppression Personnel, if awarded.

The Wildland Fire grant application is for \$241,250 and would provide funds to purchase equipment essential to safely fight wildland fires; the equipment to be purchased includes a jacket, pants, and helmet that is designed specifically for this wildland fires for each Suppression Personnel. The jacket and pants are made of a lighter fabric than those used for structure fires. The helmet is also made of a lighter material and has a wider brim than those currently issued. The specialty safety gear for wildland fires reduces the chance of fatigue and heat exhaustion.

The training is essential to bring Oxnard Fire Department to a similar level of training received by Ventura County Fire Protection personnel. This training will allow Oxnard Firefighters to operate in a safer manner within the dynamic wildland fire environment.

## **FINANCIAL IMPACT**

There is a cost share requirement of 10% for the grant, if awarded. The grant is for \$241,250 and the total cost share for the grant application would be \$21,932. The Fire Department would provide the \$21,932 cost share requirement for the Wildland Fire Training and Equipment through Fire Operating General Fund Training Account 101-2201-802.83-43 in the amount of \$13,160 and Fire General Fund Safety Supplies Account 101-2201-802.81-05 in the amount of \$8,772. The grant, if awarded, would be funded and the match will be provided in FY 2016-2017.

## **ATTACHMENTS**

Attachment No. 1 – Resolution

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO.

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

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

WHEREAS, the Fire Department has requested that City Council approve the submittal of an application to the Federal Emergency Management Agency (FEMA) for \$241,250 in Assistance to Firefighter Grant funds to be used for wildland fire equipment and training.

NOW, THEREFORE, the City Council of the City of Oxnard resolves to approve the submittal of a grant application by the City Manager for wildland fire equipment and training. The City Council further resolves that the City Manager or designee is authorized to execute grant agreements; the Chief Financial Officer or designee is authorized to submit financial reports and grant claims and approve special budget appropriations for the use of grant funds; and the Fire Chief or designee is authorized to submit non-financial reports.

PASSED AND ADOPTED THIS 8th day of December, 2015, by the following vote:

AYES:

NOES:

ABSENT:

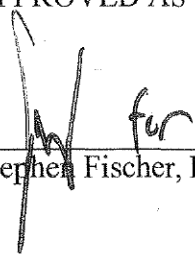
ABSTAIN:

\_\_\_\_\_  
Timothy Flynn, Mayor

ATTEST:

APPROVED AS TO FORM:

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

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

ATTACHMENT \_\_\_\_\_  
PAGE \_\_\_\_\_ OF \_\_\_\_\_







**CITY COUNCIL  
AGENDA REPORT**

**TYPE OF ITEM: Info Consent**

**AGENDA ITEM NO.: I-7**

**DATE:** December 8, 2015

**TO:** City Council

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

**FROM:** Michael Henderson, General Services Manager *M.H.*

**SUBJECT:** Authorization for City Manager to Execute Written Consent and Land Use Application for Modification Under the Second Amendment to the Rooftop Lease Agreement (A-5300)

**CONTACT:** Michael Henderson, General Services Manager  
Michael.Henderson@ci.oxnard.ca.us, 385-8099

**RECOMMENDATION**

That the City Council (i) authorize the City Manager or his designee to provide written consent to AT&T's proposal to make minor modifications to its wireless communications facility located on the roof of the Administrative Building located at 300 West Third Street if the Planning Manager approves or conditionally approves AT&T's application, and (ii) authorize the City Manager or his designee to execute the associated Land Use Application on behalf of the City.

**BACKGROUND**

The City entered into Option and Rooftop Lease Agreement (A-5300) in 1996 (the "**Agreement**"). The Agreement authorized New Cingular Wireless PCS LLC ("**AT&T**") to place wireless communications equipment on the roof of the Administrative Building located at 300 West Third Street. The Agreement was subsequently amended on August 1, 2006, by a First Amendment, and on April 7, 2015, by a Second Amendment.

The City has received a request from AT&T to make minor modifications to its existing wireless communications facility located on the roof of the Administrative Building. This minor modification involves adding a 16" x 16" electrical equipment cabinet to the existing rooftop equipment rack (Attachment #3). City staff is seeking Council authorization to consent to AT&T's proposal to make minor modifications to its wireless communications facility if the Planning Manager approves or

conditionally approves AT&T's application. Section 9 of the Agreement permits AT&T to make minor modifications to the existing facilities, but only with the prior written approval of the City. In addition, Section 16-488 of the Oxnard City Code authorizes the Planning Manager to approve or conditionally approve "[a] wireless communications facility on property owned, leased, or otherwise controlled by the city." Since prior administrative review is required, City staff is also required to obtain City Council authorization to allow the City Manager or his designee to provide written consent to AT&T's proposal to make the minor modifications. Specifically, this proposed action requests Council to authorize an amendment to the existing agreement to add additional equipment, and to authorize the City Manager or his designee to sign the consent for AT&T to pull permits on behalf of the City for installation of the additional equipment.

## **FINANCIAL IMPACT**

None.

## **ATTACHMENTS**

Attachment #1 – Land Use Application Form

Attachment #2 – Written Confirmation of Consent

Attachment #3 – Photograph of Existing Equipment Rack

## LAND USE APPLICATION FORM

APPLICATIONS ARE ACCEPTED BY APPOINTMENT ONLY - PLEASE TYPE OR WRITE LEGIBLY

### Type of Permit Requested

- |                                                                 |                                                          |                                                         |
|-----------------------------------------------------------------|----------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Annexation                             | <input type="checkbox"/> General Plan Amendment          | <input type="checkbox"/> Specific Plan Review/Amendment |
| <input type="checkbox"/> Coastal Admin Modification to CDP, DRP | <input type="checkbox"/> Lot Line Adjustment             | <input type="checkbox"/> Tentative Parcel Map           |
| <input type="checkbox"/> Coastal Development Permit (CDP)       | <input type="checkbox"/> Major Modification to SUP or PD | <input type="checkbox"/> Tentative Subdivision Map      |
| <input type="checkbox"/> CBD Design Review Permit               | <input type="checkbox"/> Minor Modification to SUP or PD | <input type="checkbox"/> Zone Change                    |
| <input type="checkbox"/> Development Design Review Permit (DDR) | <input type="checkbox"/> Planned Development Permit (PD) | <input type="checkbox"/> Zone Variance                  |
| <input type="checkbox"/> Final Parcel Map                       | <input type="checkbox"/> Pre-Application                 | <input type="checkbox"/> Other _____                    |
| <input type="checkbox"/> Final Subdivision Map                  | <input type="checkbox"/> Special Use Permit (SUP)        |                                                         |

### Description of Proposed Project

(Include type of development, number of residential units, number of affordable units/request for payment of in-lieu fee, parcel size, square feet of building area, etc. If this application is for a modification, describe the requested change. Attach more pages if required.)

Install (3) new RRU's and (1) XMU

### Property Information

Name of Project Central Oxnard  
(optional)

Property Location 300 West 3rd St., Oxnard, CA 93030

Assessor's Parcel Number(s) 202-0-092-170

Additional Info \_\_\_\_\_

Current Zoning 2C Proposed Zoning N/A

Current General Plan \_\_\_\_\_ Proposed GP \_\_\_\_\_

### Property Owner Information

Name City of Oxnard - Facilities Services Program

Address 1060 Pacific Ave. Bldg #3, Oxnard, CA 93030

Phone (805) 385-7578

Email \_\_\_\_\_

*I hereby certify that I am the owner of record of the subject project property(ies) described on this application and that I approve of the action requested herein.*

Signature \_\_\_\_\_

For additional property owners & properties, please use the back of this form and additional sheets if necessary.

### Designated Agent (Attorney-in-Fact)

#### Designation of Agent (Attorney-in-Fact)

I, \_\_\_\_\_  
(property owner)

hereby designate Cortel, LLC.  
(agent) as the Attorney-in-Fact for the Property Owner for all purposes of processing this application with the City of Oxnard.

Signature \_\_\_\_\_

For multiple property owners, use additional Land Use Application forms.

#### Primary Contact/Designated Agent (Attorney-in-Fact)

Name Melissa Francisco c/o Cortel, LLC

Address 19519 Jacob Ave., Cerritos, CA 90703

Tel (562) 972-5161

Fax \_\_\_\_\_

Signature \_\_\_\_\_

Email melissa.francisco@cortel-llc.com

#### Other Persons to be Notified

### OFFICE USE ONLY

| Fees        | Amount | Date Received   | Related / Concurrent Permits |
|-------------|--------|-----------------|------------------------------|
| Permit Fee  |        | Permit No.      |                              |
| Env. Fees   |        | Env Det./No.    |                              |
| Total       |        | Final Action    | Rec'd By                     |
| Verified By |        | Expiration Date | Assigned to:                 |





AT&T Mobility, LLC.  
1452 Edinger Ave., 3<sup>rd</sup> Floor  
Tustin, CA 92780

**Confirmation of Consent**

City of Oxnard  
300 West Third Street  
Oxnard, CA 93030

**Re: AT&T Site #: SBOV37 – Central Oxnard**  
**Site Address: 300 West 3<sup>rd</sup> Street Oxnard, CA 93030**

To Whom It May Concern:

Consent is hereby given for the maintenance and/or replacement of AT&T Mobility's communications equipment. The modifications include maintenance and upgrading of antennas and the associated equipment at the referenced wireless telecommunication facility. I/we understand that Cortel, Inc. will coordinate this work with the Landlord's appointed representative. Cortel, Inc. will give notification to such representative a minimum of 48 hours prior to commencing the work.

Approved (Signature): \_\_\_\_\_

Print Name & Title: \_\_\_\_\_

Date: \_\_\_\_\_

Property Contact for Construction  
Name & Phone number (if Applicable):

Michael Henderson (805) 385-8099

City of Oxnard  
300 West Third Street  
Oxnard, CA 93030

Re: **AT&T Site #: SBOV37 – Central Oxnard**  
**Site Address: 300 West 3<sup>rd</sup> Street Oxnard, CA93030**

Dear Sir or Madam:

I am writing you on behalf of AT&T Mobility Corporation. Currently, AT&T leases space from you at the above mentioned address for the operation of a wireless telecommunication facility. Our office has been asked to work with AT&T Mobility landlords to ensure seamless communication. As part of this process, we are sending you notification and request for consent for the pending modification. As a result of changes and improvements made in its technology, AT&T Mobility will be upgrading its communication equipment to ensure the successful, secure, and ongoing operation of its communication facilities.

The specific upgrade activity will involve maintenance, and/or upgrading of antennas and their associated equipment at the telecommunication site. This may include, but is not limited to, the replacing and addition of, remote radio units (RRU) and the installation of an XMU Radio.

Consistent with your lease agreement governing the referenced site, we are sending you notification of the anticipated site modifications. To assist us with the work to be done, we ask that you please return the enclosed "Confirmation of Consent" form to us within ten (10) days from the receipt of this letter. To help with the timely return of this form, we have provided a self-addressed pre-paid Fed Ex label.

9. Improvements; Utilities; Access.

a. Tenant shall have the right, at its expense, to install, construct, repair and maintain in the Premises the improvements, personal property and facilities relating thereto (the "Antenna Facilities"). The installation and construction of the Antenna Facilities shall be in accordance with the design set forth in the Governmental Approvals allowing such installation and construction. The design of the Antenna Facilities may not be substantially altered without the prior written approval of the Landlord, which approval shall not be unreasonably withheld. The Antenna Facilities shall remain the exclusive property of Tenant, and Tenant shall have the right to remove all or any portion of the Antenna Facilities or any portion thereof during the Lease term and following any termination of this Lease. Tenant shall repair any and all damages to the Premises or Property caused by any such removal.

AT&T Mobility and Cortel, Inc. appreciate your assistance in the continuing operation of this wireless communication facility. Thank you for your attention to this matter. If you need any further information or have questions, please call Jay Rodriguez at (818) 515-9743 or email me at [jay.rodriguez@cortel-llc.com](mailto:jay.rodriguez@cortel-llc.com).

Sincerely,  
On behalf of AT&T Mobility  
Jay Rodriguez  
Cortel, Inc.  
(818) 515-9743

Attachment No. 2  
Page 2 of 2



Attachment #3: Photograph of Existing Equipment Rack









**CITY COUNCIL  
AGENDA REPORT**

**TYPE OF ITEM: Public Hearing**

**AGENDA ITEM NO.: J-1**

**DATE:** December 8, 2015

**TO:** City Council

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

**FROM:** Arturo Casillas, Housing Director

**SUBJECT:** First Amendment to the FY 2013-2018 Consolidated Plan and the FY 2015-2016 Annual Action Plan for the City of Oxnard

**CONTACT:** Norma J. Owens, Grants Manager  
[norma.owens@ci.oxnard.ca.us](mailto:norma.owens@ci.oxnard.ca.us), 385-7959

Juliette Dang, Grants Coordinator   
[juliette.dang@ci.oxnard.ca.us](mailto:juliette.dang@ci.oxnard.ca.us), 385-7493

**RECOMMENDATIONS**

That the City Council:

1. Conduct a public hearing to receive comments on the proposed first amendment to the FY 2013-2018 Consolidated Plan and the FY 2015-2016 Annual Action Plan;
2. Authorize the City Manager to submit the Council approved Substantial Amendment to the FY 2013-2018 Consolidated Plan and the FY 2015-2016 Annual Action Plan to the U.S. Department of Housing and Urban Development (HUD) for approval.
3. Approve the appropriation of \$10,000 in Community Development Block (CDBG) Grant funding for the Winter Warming Shelter and the cancellation of the Journeymen Apprentice Program.
4. Authorize the Chief Financial Officer to approve the special budget appropriation of \$500 into Fund 285 (CDBG Entitlement) and transfer within this Fund \$9,500 from Account 5110 (Journeyman Apprentice) to Account 5309 (Transitional Living Center), to fund the Winter Warming Shelter with \$10,000.

**DISCUSSION**

As an entitlement city which receives federal funding under the Community Development Block Grant (CDBG) program, the HOME Investments Partnership Program, and the Emergency Solutions Grant

program, the City of Oxnard is required to adopt a Five-Year Consolidated Plan (ConPlan), along with an Annual Action Plan (AAP), setting forth goals and objectives to be achieved in the respective five-year and one-year periods. City Council approved the FY 2013-2018 ConPlan on June 11, 2013, and the FY 2015-16 AAP on April 28, 2015.

Based on the progress reported in the Consolidated Annual Performance and Evaluation Reports (CAPERs) for FY 2013-14 and FY 2014-15, staff has determined that certain goals and objectives and CDBG funding allocations were understated. The Department of Housing and Urban Development (HUD) recommends that ConPlan goals be revised to better reflect actual accomplishments, funding levels and expected outcomes during the five-year period. The mechanism to make such revisions is the plan amendment process, as outlined in the City's Citizen Participation Plan (Attachment 1), with sufficient public notification (Attachment 2).

The proposed plan amendments presented herein are based on recent performance, anticipated increased funding levels, revisions in levels of service of activities previously recommended by the Citizen Advisory Groups and approved by Council on April 28, 2015, and the addition of a new activity to assist the homeless during the approaching winter. The specific changes are noted in red in the First Amendment Package to HUD (Attachment 3).

A new proposed activity and funding designation for the ConPlan represents a relatively minor adjustment and relates to adding the Winter Warming Shelter (WWS) as a new activity, funded at \$10,000. Funding for this activity is being made available through cancellation of the Journeyman Apprentice Program (\$9,500), a program originally planned to be implemented at Oxnard Public Housing, but which failed to recruit enough residents that met the threshold entry criteria. An additional \$500 will be made available for the WWS through reprogrammed funds.

Based on a reduction of the CDBG grant by 17% by HUD in 2012, staff at the time estimated a reoccurring annual reduction in CDBG funding, which has not materialized. Consequently, instead of the original \$6,200,000 estimate of CDBG for the five-year ConPlan period, and based on the funding received during the first three years of the plan, staff is correcting the CDBG estimate to \$10,000,000 for the five-year period. This does not represent an actual increase in CDBG funding as, on an annual basis, the City has been receiving the increased amount for three years and has appropriated it through the Annual Plan implementation process. The change only conforms the five-year ConPlan to the amounts received during the first three years of the plan, and the amounts expected to be received during the remaining two years of the plan.

The estimated five-year amounts for the other two entitlement grant programs that comprise the ConPlan are \$3,250,000 for the HOME Investments Partnership Program, and \$900,000 for the Emergency Solutions Grant. Attachment 4 shows a comparison between the amounts previously approved in the ConPlan with the new recommended projections. All proposed CDBG changes are based on the current rate of funding compared to initial low estimates in the five-year ConPlan. If lesser funds are received, then adjustments will be made in the annual plans.

## **FINANCIAL IMPACT**

Adoption of the recommended action will have no financial impact on the City's General Fund. Cancelling the Journeymen Apprentice Program will allow \$9,500 in CDBG funds to be made available for the new Winter Warming Shelter activity. The proposed action will also add \$500 to the WWS from reprogrammed CDBG program income, bringing its total allocation of funds up to \$10,000.

## **ATTACHMENTS**

Attachment 1: - Citizen Participation Plan

Attachment 2: - Notice of 30 – Day Public Hearing

Attachment 3: - First Amendment Package for HUD

Attachment 4: - FY 2015-2016 Goal Summary Amendments

Attachment 5: - Special Budget Appropriation

# CITY OF OXNARD CITIZEN PARTICIPATION PLAN CONSOLIDATED PLAN

## Introduction

The U.S. Department of Housing and Urban Development (HUD) required a community receiving funding under Community Planning and Development formula grant programs to submit to HUD a multi-year Consolidated Plan and Annual Action Plan component. The Consolidated Plan is a program and funding implementation plan combined in one document, and states the City's objectives for housing and community planning and development. The formula grant programs include Community Development Block Grant (CDBG), including activities under Section 108, such as guaranteed loan funds, Emergency Shelter Grants (ESG), HOME Investment Partnerships (HOME), and Housing Opportunities for Persons With Aids (HOPWA). In addition, a community must have a Consolidated Plan approved by HUD before receiving funds under a variety of other programs including, but not limited to, the following: the HOPE Public Housing programs; Supportive Housing for the Elderly (Section 202); Single-Room Occupancy Housing (SRO); Shelter Plus Care; John Heinz Neighborhood Development; and, Lead-Based Paint Hazard Reduction.

An important component in the preparation of the Consolidated Plan is a Citizen Participation Plan (CP Plan), which must be adopted by City Council. The CP Plan must assure participation by all citizens will be encouraged including minorities, non-English speaking persons, and persons with mobility, visual, or hearing impairments. The CP Plan is also designed to specifically encourage participation in the development of the Consolidated Plan by low- and very-low income persons, especially in blighted areas, and by persons in areas proposed to receive CDBG funded programs.

The Oxnard CP Plan consists of the following elements:

### Public Outreach and Access

- Prior to the adoption of the Consolidated Plan by City Council the following information shall be made available to citizens, public agencies and other interested parties.
  - Amount of funds available for the proposed plan
  - Range of activities that may be undertaken
  - Activities and funds that will benefit person of low- and very-low income
  - Plans to minimize displacement of persons and to assist any persons displaced.
- A summary of the proposed Consolidated Plan shall be published in one or more newspapers of general, local circulation. The summary shall describe the contents and purpose of the plan and include a list of the locations where copies of the entire plan may be examined. At a minimum, copies of the plan shall be available for public review at the Oxnard Public Library and City Clerk's Office.
- The Consolidated Plan and amendments to the plan shall be made available for public comment for a minimum of 30 days prior to submission to HUD.

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2015

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OMB Control No: 2506-0117 (exp. 07/31/2015)

- The Consolidated Annual Performance and Evaluation Report (CAPER) shall be made available for public comment for a minimum of 15 days prior to submission to HUD.
- Citizens shall be notified of the availability and given a reasonable opportunity to examine the adopted Consolidated Plan, any amendments, and its CAPER.
- The Housing Director shall be notified about housing and community development plan activities relating to the Oxnard Housing Authority development and surrounding communities.
- The City shall provide citizens, public agencies, and other interested parties with reasonable and timely access to information and records relating to the City's Consolidated Plan and the City's use of assistance under the programs covered by the plan during the preceding multi-year or single year planning process.

#### **Public Hearings**

- The City shall hold a minimum of two public hearings per program (Fiscal) year. The purpose of the hearings is to obtain public comments, to address housing and community development needs, and to outline the development of proposed activities.

One of these hearings must be held prior to the time that a public notice is published inviting comments on the proposed Consolidated Plan.

The purpose of this initial hearing is to obtain the public comments on housing and community development needs, including priority non-housing community development needs. The second hearing shall be held prior to adoption of the Consolidated Plan and/or Annual Action Plan by the City Council.

- The first hearing may be held in facilities in or adjacent to low/moderate income neighborhoods or City Council Chambers. The second hearing presenting the Consolidated Plan shall be held in the City Council Chambers.
- The hearings shall be scheduled at times to ensure the maximum attendance by residents. Persons with disabilities needing special assistance to participate in the meetings shall contact the City Clerk's Office at least 72 hours prior to the meeting to mobility, visual or hearing impairments shall be accommodated. A Spanish language translator shall be provided at each hearing and other translators may be made available upon request.
- Notices of the hearings shall be sent to members of the Inter-Neighborhood Council Committee (INCC) and the presidents of the public housing tenant advisory councils.

#### **Technical Assistance**

The City shall provide, upon request, technical assistance to organizations and individuals representative of low- and moderate-income residents wishing to develop proposals for funding assistance under any of the programs covered by the Consolidated Plan. The City shall determine the level and type of assistance consistent with HUD policies and questions.

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2015

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OMB Control No: 2506-0117 (exp. 07/31/2015)

#### **Comments and Complaints**

- The City shall consider any comments or views of citizens received in writing or orally at the public hearings in preparing the final Consolidated Plan, amendment to the Plan, or CAPER.  
A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore, shall be attached to the final Consolidated Plan, amendment to the Plan, or CAPER.
- The City shall respond in a timely manner, within 15 days where practical, to all written complaints, grievances and requests for information about the Consolidated Plan.
- The City shall amend the Consolidated Plan when there is a substantial change, defined as follows:
  - A change of 25 percent of an annual grant amount; or
  - A change in an activity's address, where activity is defined as any program or project identified in the Annual Action Plan with an allocated dollar amount.

#### **Adoption of the CP Plan**

The City shall provide the public with a reasonable opportunity to comment on the original CP Plan and any amendments thereto, and shall make the CP Plan available. The CP Plan will be made available in other formats for persons with disabilities upon request.

Originally adopted by City Council on October 18, 1994. Modifications adopted by City Council on July 25, 2000.



# In the Superior Court of the State of California

IN AND FOR THE COUNTY OF VENTURA

## CERTIFICATE OF PUBLICATION

### TYPE OF NOTICE

CIUDAD DE OXNARD

AVISO DE REVISIÓN PÚBLICA 30 DÍAS

PRIMERA ENMIENDA DEL AÑO

FISCAL 2013-2018

STATE OF CALIFORNIA

COUNTY OF VENTURA

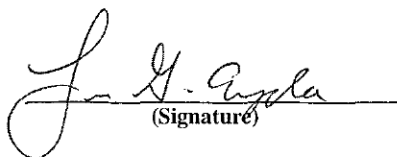
I Luis Ayala

hereby certify that Ventura County VIDA Newspaper, is a newspaper of general circulation within the provision of the Government Code of the State of California, printed and published in the County of Ventura, State of California; that I am the Principal Clerk of said newspaper; that the annexed clipping is a true printed copy and published in said newspaper on the following dates, to wit.

Nov 05, 2015

I certify under penalty of perjury that the foregoing is true and correct, at Oxnard, County of Ventura, State of California, on the

5th day of November 2015

  
(Signature)

### CIUDAD DE OXNARD AVISO DE REVISIÓN PÚBLICA 30 DÍAS PRIMERA ENMIENDA DEL AÑO FISCAL 2013-2018 PLAN CONSOLIDADO Y FY2015-16 PLAN DE ACCIÓN ANUAL

CON EL PRESENTE SE DA AVISO que la Ciudad ha preparado la primera enmienda sustancial de el Plan Consolidado de los años fiscales 2013-2018 cual fue aprobado por el Concejo Municipal el 11 de junio de 2013 y de el Plan de Acción Anual del año fiscal 2015-16 aprobado por el Consejo el 28 de abril de 2015.

ADEMÁS CON EL PRESENTE SE DA AVISO que la primera enmienda será presentada al Consejo de la Ciudad para su aprobación en la siguiente fecha:

FECHA: 08 de diciembre 2015  
UBICACIÓN: 305 West Third Street,  
Oxnard, CA 93030  
Sala del Consejo  
HORA: 6:00 PM, o tan pronto como sea posible.

En esta reunión, el Consejo recibirá los comentarios del público con respecto a las modificaciones de los objetivos y prioridades, así como la cantidad de logros establecidos en el Plan Consolidado para FY2013-2018. El Consejo también recibirá comentarios sobre la provisión de fondos CDBG para el Refugio de Invierno.

### COMENTARIOS PÚBLICOS

El periodo de revisión pública se iniciará el 9 de noviembre, 2015 y finalizará el 8 de diciembre de 2015. Las copias de las páginas modificadas del Plan Consolidado y el Plan de Acción Anual estarán disponibles para la revisión pública en los siguientes lugares:

Biblioteca Central de la Ciudad de Oxnard  
251 South A Street

Oficina del Secretario Municipal de la Ciudad de Oxnard  
305 West Third Street, Primer Piso

Ciudad de Oxnard Departamento de Vivienda  
435 South D Street

Todos los comentarios escritos relacionados con esta enmienda al Plan Consolidado necesitan ser presentados a la División de Gestión de Subvenciones del Departamento de Vivienda, antes de las 5:00 de la tarde, el 8 de diciembre de 2015.

Preguntas y comentarios escritos pueden ser dirigidos a:

Norma J. Owens, Gerente de Subvenciones  
Ciudad de Oxnard, Departamento de Vivienda  
435 South "D" Street  
Oxnard, CA 93030

CITY OF  
**OXNARD**  
CALIFORNIA

# Certificate of Publication

Ad #772752

In Matter of Publication of:

Public Notice

State of California)  
))§  
County of Ventura)

I, **Maria Rodriguez**, hereby certify that the **Ventura County Star Newspaper** has been adjudged a newspaper of general circulation by the Superior Court of California, County of Ventura within the provisions of the Government Code of the State of California, printed in the City of Camarillo, for circulation in the County of Ventura, State of California; that I am a clerk of the printer of said paper; that the annexed clipping is a true printed copy and publishing in said newspaper on the following dates to wit:

Nov. 08, 2015

I, Maria Rodriguez certify under penalty of perjury, that the foregoing is true and correct.

Dated this Nov. 09, 2015; in Camarillo, California, County of Ventura.



**Maria Rodriguez**  
(Signature)

**CITY OF OXNARD  
NOTICE OF 30-DAY PUBLIC REVIEW  
FIRST AMENDMENT OF THE FY 2013-2018 CONSOLIDATED PLAN  
AND FY2015-16 ANNUAL ACTION PLAN**

NOTICE IS HEREBY GIVEN that the City has prepared the First Substantial Amendment of the Fiscal Years 2013-2018 Consolidated Plan which was approved by the City Council on June 11, 2013 and the FY2015-16 Annual Action Plan approved by Council on April 28, 2015.

NOTICE IS HEREBY FURTHER GIVEN that the First Amendment will be presented to the City Council for approval on the following date:

|                  |                                                                                     |
|------------------|-------------------------------------------------------------------------------------|
| <b>DATE:</b>     | <b>December 8, 2015</b>                                                             |
| <b>LOCATION:</b> | <b>305 West Third Street, Oxnard<br/>California 93030<br/>City Council Chambers</b> |
| <b>TIME:</b>     | <b>6:00 PM, or as soon thereafter<br/>as possible.</b>                              |

At this meeting, the City Council will receive public comments regarding the amendments of the goals and priorities as well as accomplishment numbers stated in the Consolidated Plan for FY2013-2018. The Council will also receive comments on the provision of CDBG funding for the Winter Warming Shelter.

**PUBLIC COMMENTS**

The public review period will start on November 9, 2015 and end on December 8, 2015. Copies of the amended pages of the Consolidated Plan and the Annual Action Plan will be available for public review at the following locations:

**City of Oxnard Main Library**  
251 South "A" Street

**City of Oxnard City Clerk's Office**  
305 West Third Street, First Floor

**City of Oxnard Housing Department**  
435 South D Street

All written comments related to this Amended Consolidated Plan need to be submitted to the Grants Management Division of the Housing Department, **no later than 5:00 p.m., on December 8, 2015.**

Questions and written comments may be addressed to the following:

Norma J. Owens, Grants Manager  
City of Oxnard, Housing Department  
435 South "D" Street  
Oxnard, CA 93030

Publish: Nov. 8, 2015 Ad No. 772752

**CITY OF**  
**OXNARD**  
CALIFORNIA



# City of Oxnard

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Consolidated Plan for Fiscal Years 2013-2018

Annual Action Plan for Fiscal Years 2015-2016

FIRST AMENDMENT\*

Prepared by:

City of Oxnard - Housing Department - Grants Management

435 South D Street, Oxnard, California, 93030

\*CHANGES TO THE DOCUMENT ARE NOTED IN RED



## SP-25 Priority Needs - 91.21S(a)(2)

### Priority Needs

Table 1-Priority Needs Summary

|   |                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Priority Need Name          | Housing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|   | Priority Level              | High                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|   | Population                  | Extremely Low-income<br>Low-income                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|   | Geographic Areas Affected   | City-wide                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|   | Associated Goals            | Code Enforcement Effort<br>Help Achieve Homeownership<br>Help Achieve Housing Preservation<br>New Affordable Rental Housing Units<br>Planning and Administration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|   | Description                 | Based on the needs assessment identified by the City, additional affordable rental housing units are needs for low- and moderate-income (LMI) renters. Older rental housing units as well as the owner-occupied housing units will also benefit from rehabilitation activities in order to preserve the housing stock and to reduce the number of substandard housing units. The City has also identified that the First-Time Homebuyer program will benefit the LMI renters by providing an opportunity to improve their economic and housing conditions as well as to increase the number of minority homeowners. Code Enforcement costs (salaries and benefits of Code Compliance officers) will be incurred for inspections for code violations for both residential and commercial structures and the enforcement takes place in the low- and moderate-income areas (LMA). |
|   | Basis for Relative Priority | The Affordable Housing Division, with various housing programs, will provide the opportunity to reduce the lack of affordable housing by partnering with Community Housing Development Organizations (CHDOs) and by improving the housing opportunities of the residents through the First-Time Homebuyer program and providing better living conditions through the Owner-Occupied Housing Unit Rehabilitation effort.                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 2 | Priority Need Name          | Homeless                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|   | Priority Level              | High                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

|   |                                    |                                                                                                                                                                                                                                                                                                                                                                 |
|---|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | <b>Population</b>                  | Extremely Low-income<br>Families with Children<br>Chronic Homelessness<br>Individuals<br>Family with children<br>Mentally Ill<br>Veterans<br>Victims of Domestic Violence                                                                                                                                                                                       |
|   | <b>Geographic Areas Affected</b>   | City-wide                                                                                                                                                                                                                                                                                                                                                       |
|   | <b>Associated Goals</b>            | Planning and Administration<br>Public Services<br>Reduce homelessness                                                                                                                                                                                                                                                                                           |
|   | <b>Description</b>                 | Provide supportive housing and services for homeless persons and families: Assist homeless persons and families with emergency shelter, or moving from emergency shelter to housing. Over the next 5 years, the shelter service providers will assist 1000 persons with shelter services. Service providers will also assist 238 families with housing options. |
|   | <b>Basis for Relative Priority</b> | The City with its partners as services providers have identified gaps in the services available to homeless persons and families. These services include emergency housing, transitional and permanent housing, supportive services and case management to assist homeless people to become self-sufficient and ultimately permanently housed.                  |
| 3 | <b>Priority Need Name</b>          | Homeless Prevention/Rapid Re-Housing                                                                                                                                                                                                                                                                                                                            |
|   | <b>Priority Level</b>              | High                                                                                                                                                                                                                                                                                                                                                            |
|   | <b>Population</b>                  | Individuals<br>Families with Children                                                                                                                                                                                                                                                                                                                           |
|   | <b>Geographic Areas Affected</b>   | City-wide                                                                                                                                                                                                                                                                                                                                                       |
|   | <b>Associated Goals</b>            | Planning and Administration<br>Public Services                                                                                                                                                                                                                                                                                                                  |
|   | <b>Description</b>                 | Provide homeless prevention and rapid re-housing services to at-risk of becoming homeless persons and families. With the use of ESG and Continuum of Care (Coe) funds, service providers expect to place 290 homeless persons/households into housing via prevention and rapid re-housing programs.                                                             |

|   |                                    |                                                                                                                                                                                                                                                                                                                                                                                        |
|---|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | <b>Basis for Relative Priority</b> | The City will continue to identify and pursue available resources to assist at-risk of becoming homeless households to achieve self-sufficiency. The City will encourage and promote collaborative efforts with non-profits organizations, faith-based organizations, County of Ventura and other cities within Ventura County in developing strategies and in applications for funds. |
| 4 | <b>Priority Need Name</b>          | Housing and Supportive Services                                                                                                                                                                                                                                                                                                                                                        |
|   | <b>Priority Level</b>              | High                                                                                                                                                                                                                                                                                                                                                                                   |
|   | <b>Population</b>                  | Extremely Low-income<br>Low-income<br>Large Families<br>Families with Children<br>Elderly<br>Public Housing<br>Residents Chronic<br>Homelessness<br>Individuals<br>Families with Children<br>Elderly<br>Frail Elderly<br>Persons with Mental Disabilities                                                                                                                              |
|   | <b>Geographic Areas Affected</b>   | City-wide                                                                                                                                                                                                                                                                                                                                                                              |
|   | <b>Associated Goals</b>            | Code Enforcement Effort<br>Help Achieve Homeownership<br>Planning and Administration<br>Public Services                                                                                                                                                                                                                                                                                |

|          |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | <b>Description</b>                 | <p>Provide housing and supportive services to special needs population (elderly, disabled, persons and with mental problems, persons with AIDS/HIV) and youth at risk.</p> <p>The Oxnard Housing Authority designates developments or buildings for particular resident groups i.e., elderly and persons with disabilities. Currently the OHA has two buildings designated as senior/disabled housing. Palm Vista (100 units) and Plaza Vista (50 units).</p> <p>The Oxnard housing Authority currently has a set aside of seven (7) Section 8 Vouchers designated for families with AIDS/HIV).</p> <p>Recreation and Community Services provide low impact aerobics to participants 55 years old and over as well as indoor hockey, basketball and soccer for the disabled and a mentorship program for youth at risk through the Youth Development Program.</p> |
|          | <b>Basis for Relative Priority</b> | The City provides a variety of public and supportive services including but not limited to seniors, youth and veterans through the Rain Child Care Program, Oxnard public housing projects, After School Programs, PAL activities, Colonia Boxing and Colonia Gymnasium                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|          | <b>5</b>                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|          | <b>Priority Need Name</b>          | Job Development                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|          | <b>Priority Level</b>              | Low                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|          | <b>Population</b>                  | Extremely Low-income<br>Low-income                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|          | <b>Geographic Areas Affected</b>   | City-wide                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|          | <b>Associated Goals</b>            | Economic Development<br>Planning and Administration<br>Public Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|          | <b>Description</b>                 | Provide job development and job locators for the homeless persons. Service providers propose to create and/or place 310 homeless persons in positions of employment over the next 5 years.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|          | <b>Basis for Relative</b>          | Job development will create better economic opportunities to residents, thus will enhance the stabilization of their living environment and improve the accessibility of better housing conditions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>6</b> | <b>Priority Need Name</b>          | Public Facilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|          | <b>Priority Level</b>              | High                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

|   |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | <b>Population</b>                  | Low-income<br>Moderate-income                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|   | <b>Geographic Areas Affected</b>   | Low- and moderate-income Areas census tract neighborhoods                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|   | <b>Associated Goals</b>            | Infrastructure and Public Facilities<br>Planning and Administration<br>Public Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|   | <b>Description</b>                 | Enhance suitable living environment through new and improved public facilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|   | <b>Basis for Relative</b>          | Oxnard public facilities need improvements to be updated to ADA requirements as well as for safety reasons.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 7 | <b>Priority Need Name</b>          | Public Improvements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|   | <b>Priority Level</b>              | High                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|   | <b>Population</b>                  | Low-income                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|   | <b>Geographic Areas Affected</b>   | Low- and moderate-income Areas census tract neighborhoods                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|   | <b>Associated Goals</b>            | Infrastructure and Public Facilities<br>Planning and Administration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|   | <b>Description</b>                 | The City intends to improve the City's infrastructure, including streets and alleys, public parking lots, flood control system and sewage system. Currently, the Santa Clara River does not meet flood control conditions of the Federal Emergency Management Agency. Oxnard communities located in the deficient flood zone barriers along the Santa Clara River would face buying flood insurance and reduce property value unless the levee is upgraded to federal standards. In addition, the Public Works Department has identified the neighborhoods that qualified for CDBG funding and need street reconstruction which include, but not limited to as follows : Sierra Linda, College Estates, Pleasant Valley Estates, La Colonia, Five Points Northeast and Fremont North. |
|   | <b>Basis for Relative Priority</b> | The City has identified LMI areas within the City that require assistance to remove blight and provide opportunities for residents to maintain their health and safety. Provide funding to Public Works Department to reconstruct several residential LMI neighborhood alleys, public parking lots and driveways and to improve or reconstruct the flood control levee in the next five years.                                                                                                                                                                                                                                                                                                                                                                                        |

## **Narrative (Optional)**

The following needs are identified and will be addressed by the goals outlined in SP 45:

### **Housing Needs**

- Lack of rental affordable housing units for extremely and very low income households
- Housing Cost Burden for extremely and very low income people
- Housing Problems - The four housing problems identified by HUD are:

### **Homeless Needs**

- Supportive Services: essential services, case management, health care and mental care services
- Housing Services: Transitional Housing, Permanent Supportive Housing, Rapid Re-Housing and Shelter Services (for single fathers, single mothers, In-tact families and transition aged youth)
- Job Placement and Training

### **Non-Homeless Special Needs**

- Housing and supportive services for the elderly and frail elderly persons
- Housing and supportive services for mentally ill persons
- Housing and supportive services for substance abused persons
- Housing and supportive services for disabled persons

### **Non-Housing Community Development**

- Supportive services for transitional age youth
- Recreational services for at-risk youth
- Job training and placement for at-risk youth
- Homeless prevention and rapid re-housing services to at-risk of becoming homeless persons
- Public Facilities and improvements

The priority needs have been established as solutions to the needs identified and determined through the citizen participation process, previous consultations and discussions with various organizations and staff. Some of the priorities are reinforced by census data provided by HUD as well as comments from the public and the Community Survey results.

SP-45 Goals Summary -91.215(a)(4)

Goals Summary Information

| Sort Order | Goal Name                            | Start | End  | Category                          | Geographic Area                          | Needs Addressed                       | Funding                                    | Goal Outcome Indicator                                                                                                |
|------------|--------------------------------------|-------|------|-----------------------------------|------------------------------------------|---------------------------------------|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| 1          | Help Achieve Homeownership           | 2013  | 2017 | Affordable Housing                | City-wide                                | Housing and Supportive Services       | CDBG: \$1,000,000<br>HOME: \$1,000,000     | Direct Financial Assistance to Homebuyers: 90 Households Assisted                                                     |
| 2          | New Affordable Rental Housing Units  | 2013  | 2017 | Affordable Housing                | City-wide                                | Housing                               | HOME: \$925,000                            | Rental units constructed: 16 Housing Units                                                                            |
| 3          | Housing Services                     | 2013  | 2017 | Affordable Housing                | City-wide                                | Housing Supportive Housing            | CDBG: \$1,000,000                          | Households assisted: 151                                                                                              |
| 4          | Help Achieve Housing Preservation    | 2013  | 2017 | Affordable Housing                | City-wide                                | Housing                               | CDBG: \$1,200,000<br>HOME: \$1,000,000     | Homeowner Housing Rehabilitated: 45 Household Housing Unit                                                            |
| 5          | Infrastructure and Public Facilities | 2013  | 2017 | Non-Housing Community Development | Low-Mod Areas census tract neighborhoods | Public Facilities Public Improvements | CDBG: \$2,500,000<br>HOME: \$0<br>ESG: \$0 | Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 100,000 Persons Assisted |



| Sort Order | Goal Name                     | Start Year | End Year | Category                                  | Geographic Area                                | Needs Addressed                                                                                                                      | Funding              | Goal Outcome Indicator                                                                                                                                |
|------------|-------------------------------|------------|----------|-------------------------------------------|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6          | Public Services               | 2013       | 2017     | Homeless<br>Non-Homeless<br>Special Needs | City-wide                                      | Homeless<br>Homeless<br>Prevention/Rapid<br>Re-Housing<br>Housing and<br>Supportive Services<br>Job Development<br>Public Facilities | CDBG:<br>\$1,500,000 | Public service activities<br>other than Low/Moderate<br>Income Housing Benefit:<br>400,000 Persons Assisted<br><br>Jobs created/retained<br>: 50 Jobs |
| 7          | Reduce<br>homelessne<br>ss    | 2013       | 2017     | Homeless                                  | City-wide                                      | Homeless                                                                                                                             | ESG:<br>\$832,500    | Homeless Person<br>Overnight Shelter:<br>3,000 Persons Assisted<br>Homelessness Prevention:<br>250 Persons Assisted                                   |
| 8          | Code<br>Enforcement<br>Effort | 2013       | 2017     | code<br>enforcement                       | Low-Mod Areas<br>census tract<br>neighborhoods | Housing<br>Supportive Services                                                                                                       | CDBG:<br>\$1,000,000 | Other: 650<br>Inspections: 10,000<br>Housing units                                                                                                    |
| 9          | Economic<br>Developme<br>nt   | 2013       | 2017     |                                           | City-wide                                      | Job Development                                                                                                                      | CDBG: O              | Businesses assisted:<br>O Businesses Assisted                                                                                                         |

| Sort Order | Goal Name                   | Start Year | End  | Category                          | Geographic Area | Needs Addressed                                                                                                                                               | Funding                                               | Goal Outcome Indicator |
|------------|-----------------------------|------------|------|-----------------------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|------------------------|
| 10         | Planning and Administration | 2013       | 2017 | Planning and administrative costs | City-wide       | Homeless<br>Homeless Prevention/Rapid Re-Housing<br>Housing<br>Housing and Supportive Services<br>Job Development<br>Public Facilities<br>Public Improvements | CDBG: \$2,000,000<br>HOME: \$325,000<br>ESG: \$67,500 | Other:<br>O Other      |

Table 2-Goals Summary

#### Goal Descriptions

|   |                  |                                                                                                                                                                                                                                                                    |
|---|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Goal Name        | Help Achieve Homeownership                                                                                                                                                                                                                                         |
|   | Goal Description | Provide assistance to 90 first-time homebuyers. Down payment assistance will be offered to all applicants on an equal basis, including any special needs populations and reasonable accommodations provided to ensure equal and non-discriminatory program access. |

Consolidated Plan

OXNARD

OMB Control No: 2508-0117 (exp. 07/31/2015)

|   |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2 | Goal Name        | New Affordable Rental Housing Units                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|   | Goal Description | Work with the City Departments and CHDOs to facilitate the production of new affordable rental housing units, to help the City meet its Regional Housing Needs Assessment goals as assigned by the State, to the extent permitted by funding (including 64 low-income units at Terraza de las Cortes and another 264 units in the Las Cortes development). Any rental units constructed will be offered to all applicants on an equal basis, including any special needs populations and reasonable accommodations will be provided to ensure equal and non-discriminatory program access. |
| 3 | Goal Name        | Housing Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|   | Goal Description | Provide Housing Department staff to assist households seeking assistance with First Time Homebuyer or rehabilitation loans to acquire or improve owner occupied units to help the City meet Regional Housing Needs Assessment goals as assigned by the State and to help home owners to maintain safe and sanitary housing units.                                                                                                                                                                                                                                                          |
| 4 | Goal Name        | Help Achieve Housing Preservation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|   | Goal Description | Rehabilitate 45 single-family units. Rehabilitation assistance will be offered to all applicants on an equal basis, including any special needs populations and reasonable accommodations will be provided to ensure equal and non-discriminatory program access.                                                                                                                                                                                                                                                                                                                          |
| 5 | Goal Name        | Infrastructure and Public Facilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|   | Goal Description | Reconstruct alleys and parking lots within the LMA census tracts. Rehabilitate parks in the master plan which are eligible for CDBG funds.                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 6 | Goal Name        | Public Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|   | Goal Description | Public Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 7 | Goal Name        | Reduce homelessness                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|   | Goal Description | The City will support non-profit agencies that provide assisted housing services and shelter to homeless persons and families or those at-risk of becoming homeless.                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 8 | Goal Name        | Code Enforcement Effort                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|   | Goal             | Code Compliance Division addresses substandard housing conditions via inspections, enforcement of City ordinances and through                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

Consolidated Plan

OXNARD

OMB Control No: 2506-0117 (exp. 07/31/2015)

|           |                         |                                                                                                                                                                                                                                                |
|-----------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           | <b>Description</b>      | Educating the public to ensure the quality of existing housing units throughout the City.                                                                                                                                                      |
| <b>9</b>  | <b>Goal Name</b>        | Economic Development                                                                                                                                                                                                                           |
|           | <b>Goal Description</b> | Economic Development Goal will address the typical CDBG funded economic development activities such as Microenterprise Assistance Activities, Job readiness, skills training and job replacement program. The focus is on the business owners. |
| <b>10</b> | <b>Goal Name</b>        | Planning and Administration                                                                                                                                                                                                                    |
|           | <b>Goal Description</b> | Planning and administration activities consist of homeless administration, grants management administration, affordable housing administration, and fair housing administration.                                                               |

**Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.315(b)(2)**

The following are estimated number of families per income category to whom the City will assist in providing affordable housing in the next five years.

- (1) Extremely low-income families      31
- (2) Low-income families:                100
- (3) Moderate-income families:        20

## Expected Resources

### AP-15 Expected Resources –91.220(c)(1,2)

#### Introduction

The City expects to receive **\$3,084,696** from HUD for CDBG, HOME, and ESG grants, during the fiscal year 2015-16 for use to address the community needs. The total available resources for the three grants are \$3,034,196 detailed as follows:

|                                  | CDBG               | HOME             | HESG             |
|----------------------------------|--------------------|------------------|------------------|
| 2015-16 Entitlement              | \$2,131,803        | \$561,174        | \$191,219        |
| 2015-16 Estimated Program Income | \$50,000           | \$50,000         | \$0              |
| 2015-16 Reprogrammed Funds       | <b>\$500</b>       | \$100,000        | \$0              |
| <b>Total</b>                     | <b>\$2,182,303</b> | <b>\$711,174</b> | <b>\$191,219</b> |

#### 1. CDBG Caps Calculation

The Administration category cap is calculated as follows:

2015 Entitlement                       $\$2,131,803 \times 20\% = \$426,361$

2015 Estimated Program Income               $50,000 \times 20\% = 10,000$

Maximum Amount is \$436,461

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The amount of Public Services is calculated following the format prescribed by HUD as follows:

15 % of the entitlement:  $\$2,131,803 \times 15\% = \$319,770$

15% of the FY 14-15 Program Income:  $\$111,833 \times 15\% = \$16,775$

Maximum amount of the CAP is  $\$336,545$  (Public service activities were only funded to the level of \$336,484).

2. HOME administration cap is 10% of the Entitlement of \$561,174, amounted to \$56,117.

3. HESG grant administration cap is 7.5% of \$191,219 = \$14,341.43.

#### Priority Table

| Program | Source of Funds  | Uses of Funds                                                                                                  | Expected Amount Available Year 1 |                    |                          |           | Expected Amount Available Reminder of ConPlan \$ | Narrative Description                                                                                                                                                                                                                                                                                                     |
|---------|------------------|----------------------------------------------------------------------------------------------------------------|----------------------------------|--------------------|--------------------------|-----------|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                  |                                                                                                                | Annual Allocation: \$            | Program Income: \$ | Prior Year Resources: \$ | Total: \$ |                                                  |                                                                                                                                                                                                                                                                                                                           |
| CDBG    | public - federal | Acquisition<br>Admin and Planning<br>Economic Development<br>Housing<br>Public Improvements<br>Public Services | 2,131,803                        | 50,000             | 0                        | 2,181,803 | 0                                                | The City's 2015 allocation from HUD for the CDBG grant is \$2,131,803. The estimated program income is \$50,000. The total amount for the available resources is \$2,181,803, distributed as follows: (1) Admin and Planning \$436,361, (2) Public Services \$335,984 and Direct Benefits (or Capital Items) \$1,409,458. |

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If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City has acquired title to a parcel of land located at First and Hayes. The land will be proposed to the City's certified CHDOs, through a competitive process, for the development of a new affordable housing development.

#### Discussion

Locally, state-wide and nationally, the traditional funding sources for housing and community development work will be in very limited supply for the foreseeable future. Then, the City, as always, will continue to look for available public and private resources and creative ways to fund affordable housing community development projects and homelessness. Based on the directives given by HUD on the 2015 allocation of the entitlement grants, the proposed projects recommended by the Review Panel members are classified as follows, **excluding administrative costs:**

| Category                      | Amount of funds    | Ratio of funding |
|-------------------------------|--------------------|------------------|
| Decent and Affordable Housing | \$1,382,349        | 54%              |
| Suitable Living Environment   | \$673,650          | 34%              |
| Homelessness                  | \$341,731          | 12%              |
| <b>Total</b>                  | <b>\$2,570,730</b> | <b>100%</b>      |

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## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives - 91420,91220(c)(3)&(e)

#### Goals Summary Information

| Sort Order | Goal Name                            | Start Year | End  | Category                            | Geographic Area                                    | Needs Addressed                                          | Funding                                        | Goal Outcome Indicator                                                                                                   |
|------------|--------------------------------------|------------|------|-------------------------------------|----------------------------------------------------|----------------------------------------------------------|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| 1          | Help Achieve Homeownership           | 2013       | 2017 | Affordable Housing                  | City-wide                                          | Housing                                                  | CDBG: \$125,000<br>HOME: \$200,000<br>ESG: \$0 | Direct Financial Assistance to Homebuyers: 11 Households Assisted                                                        |
| 3          | Infrastructure and Public Facilities | 2013       | 2017 | Non-Housing Community Development   | Low-Mod Areas census tract neighborhoods           | Public Improvements                                      | CDBG: \$536,981<br>HOME: \$0<br>ESG: \$0       | Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 6025 Persons Assisted       |
| 4          | Public Services                      | 2013       | 2017 | Homeless Non-Homeless Special Needs | Low-Mod Areas census tract neighborhoods City-wide | Homeless Job Development Housing and Supportive Services | CDBG: <del>\$336,484</del>                     | Public service activities for Low/Moderate Income Housing Benefit: 300 Households Assisted                               |
| 5          | Reduce homelessness                  | 2013       | 2017 | Homeless                            | City-wide                                          | Homeless Prevention/Rapid Re-Housing                     | ESG: \$176,878                                 | Tenant-based rental assistance / Rapid Rehousing: 13 Households Assisted<br>Homelessness Prevention: 33 Persons Assisted |

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|   |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3 | Goal Name        | Infrastructure and Public Facilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|   | Goal Description | The goal is to provide city-wide public facility or infrastructure activities other than low/moderate income housing benefit:<br>1. Construction of Speed Bump at the Cypress Neighborhood \$12,000 with 89.78% of LMI<br>2. Installation of Playground at Southwinds Neighborhood \$350,000 with 100% LMI<br>3 rehabilitation of Restroom and Walking Trail at Southwinds Neighborhood \$174,981 with 100% LMI.                                                                                         |
| 4 | Goal Name        | Public Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|   | Goal Description | The goal is to provide public service activities city-wide and in low/mod area census tract neighborhoods.                                                                                                                                                                                                                                                                                                                                                                                               |
| 5 | Goal Name        | Reduce homelessness                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|   | Goal Description | The goal is to provide homeless persons with street outreach services, emergency shelter, rapid rehousing and homeless prevention activities.<br>HESG grant provides (1) Street Outreach-St Vincent de Paul \$44,731; (2) Emergency Shelter-Turning Point \$40,000; (3) Emergency Shelter-Kingdom Center \$30,000; (4) Rapid Re-Housing-VC Human services Agency \$33,000 (5) Homeless Prevention- VCHSA \$ 22,000 and HMIS-City of Oxnard \$7,147 and (6) CDBG provides \$10,000 for the Winter Warming |
| 7 | Goal Name        | Help Achieve Housing Preservation                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|   | Goal Description |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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OMB Control No. 2506-0117 (exp. 07/31/2015)

## AP-35 Projects - 91.220(d)

### Introduction

Every year, the City must submit an AAP to HUD, which serves as an annual application for three entitlement grants: Community Development Block (CDBG), HOME Investment Partnerships Act (HOME), and Homeless Emergency Solutions Grant (HESG). The FY 2015-2016 AAP, the third-year component of the FY2013-2018 Consolidated Plan, will be presented to the Council for approval of the projects to be funded on April 28, 2015 public hearing. The total amount available in CDBG, HOME, and HESG funding for projects and activities for the period from July 1, 2015 to June 30, 2016 is \$3,084,196:

|                    | CDBG               | HOME           | HESG       |
|--------------------|--------------------|----------------|------------|
| Entitlement        | \$2,131,803        | \$561,174      | \$191,219  |
| Program Income     | 50,000             | 50,000         | -0-        |
| Reprogrammed Funds | <u>\$500</u>       | <u>100,000</u> | <u>-0-</u> |
| Total Funds        | <b>\$2,182,303</b> | \$711,174      | \$191,219  |

Total Available Resources Amount is **\$3,084,696**.

On January 20, 2015, three grants application workshops were offered to potential applicants and interested parties. The application packets were submitted to Grants Management for eligibility screening by February 23, 2015 and were reviewed by a Review Panel on March 3rd and 4th, 2015. The recommended funding for CDBG, HOME and HESG projects by the Review Panel are as follows:

| #  | Project Name                                                 |
|----|--------------------------------------------------------------|
| 1  | CDBG15: PLANNING AND ADMINISTRATIVE COSTS                    |
| 2  | CDBG15:PUBLIC SERVICES                                       |
| 3  | CDBG15:DB-CODE COMPLIANCE                                    |
| 4  | CDBG15: DB-PUBLIC IMPROVEMENTS                               |
| 5  | CDBG15: DB-PUBLIC FACILITIES                                 |
| 6  | CDBG15: DB-HOUSING SF REAHBILITATION ACTIVITIES              |
| 7  | CDBG15: DB-1STTIME HBASSISTANCE                              |
| 8  | CDBG15: DB-HOUSING SERVICES FOR CDBG AND HOME HSG ACTIVITIES |
| 9  | HOME15: ADMINISTRATION                                       |
| 10 | HOME15: CHOO SET ASIDES                                      |
| 1  | HOME15: HB DIRECT ASSISTANCE                                 |
| 12 | HOME15: HOUSING REHABILITATION ACTIVITIES                    |

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|   |                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | Target Date                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|   | Estimate the number and type of families that will benefit from the proposed activities |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|   | Location Description                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|   | Planned Activities                                                                      | Planning and general administrative activities: (1) Prepare the ConPlan, AAP and CAPER (2) general administration of the CDBG grant such as monitoring, oversight of program activities and invoices desk reviews, (3) prepare HUD reports and update the federal IDIS system, (4) review accounting transactions and prepare journal adjustment entries to update the City accounting system, (5) prepare year-end closing process and coordinate the single audit with outside auditors and other related duties. |
| 2 | Project Name                                                                            | CDBG15:PUBLIC SERVICES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|   | Target Area                                                                             | Low-Mod Areas census tract neighborhoods<br>City-wide                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|   | Goals Supported                                                                         | Public Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|   | Needs Addressed                                                                         | Homeless<br>Housing and Supportive Services<br>Job Development                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|   | Funding                                                                                 | CDBG: \$336,484                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|   | Description                                                                             | This project will provide funds for public services including but not limited to: child care, health care, fair housing counseling, emergency and day shelter and recreational needs of the low income persons and special needs populations such as elderly person and homeless persons.                                                                                                                                                                                                                           |
|   | Target Date                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|   | Estimate the number and type of families that will benefit from the proposed activities |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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|   |                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---|-----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | Location Description                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|   | Planned Activities                                                                      | Provide \$7,000 to Colonia Boxing; \$15,000 to Leadership Academy; \$49,669 to PAL; <b>\$10,000 to the Winter Warming Shelter</b> ; \$60,000 to Community Action; \$50,000 to Saint Vincent de Paul; \$25,000 to Colonia Gymnasium; \$15,000 to Livingston Visiting Nursing Association; \$54,815 City-Fair Housing Program; \$50,000 to the Senior Technology Education Program.                                                   |
| 3 | Project Name                                                                            | CDBG15: DB-CODE COMPLIANCE                                                                                                                                                                                                                                                                                                                                                                                                          |
|   | Target Area                                                                             | Low-Mod Areas census tract neighborhoods                                                                                                                                                                                                                                                                                                                                                                                            |
|   | Goals Supported                                                                         | Help Achieve Housing Preservation                                                                                                                                                                                                                                                                                                                                                                                                   |
|   | Needs Addressed                                                                         | Housing<br>Housing and Supportive Services                                                                                                                                                                                                                                                                                                                                                                                          |
|   | Funding                                                                                 | CDBG: \$200,000                                                                                                                                                                                                                                                                                                                                                                                                                     |
|   | Description                                                                             | This project will provide funds to pay for salaries and benefits of code enforcement inspectors, include the cost of correcting the violations: the project will include inspection for code violations and enforcement of codes in deteriorating and deteriorated areas, when such enforcement is coupled with public or private improvements, rehabilitation or services which may be expected to arrest the decline of the area. |
|   | Target Date                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|   | Estimate the number and type of families that will benefit from the proposed activities |                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|   | Location Description                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|   | Planned Activities                                                                      | The project will begin in the Southwinds neighborhood on Cuesta Del Mar and progress to the other identified neighborhoods to address substandard housing conditions via inspections, enforcement of City ordinances and through educating the public. This promotes an atmosphere of decent housing, assuring the residents that they live in habitable safe locations                                                             |

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OMB Control No: 2506-0117 (exp. 07/31/2015)



## FY 2015-16 GOALS SUMMARY AMENDMENTS

| Goal Name                        | Grant Name           | Old Funding               | New Funding                          | Old Outcome                                                | New Outcome                                          |
|----------------------------------|----------------------|---------------------------|--------------------------------------|------------------------------------------------------------|------------------------------------------------------|
| Homeownership                    | CDBG<br>HOME         | \$300,000<br>\$1,425,000  | \$1,000,000<br>\$1,000,000           | 58 households                                              | 90 households                                        |
| Construction of new rental units | HOME                 | \$575,500                 | \$925,000                            | 16 Housing units                                           | No change                                            |
| Housing Services                 | CDBG                 | \$0                       | \$1,000,000                          | 0                                                          | 151 Housing units                                    |
| Housing Preservation             | CDBG<br>HOME         | \$0<br>\$1,500,000        | \$1,200,000<br>\$1,000,000           | 75 Housing units                                           | 45 Housing units                                     |
| Infrastructure & Facilities      | CDBG                 | \$2,000,000               | \$2,500,000                          | 100,000 LMI persons                                        | No change                                            |
| Public Services                  | CDBG                 | \$1,000,000               | \$1,500,000                          | 10,000 LMI persons & 50 jobs created                       | 400,000 LMI persons and 50 jobs created              |
| Reduce Homelessness              | HESG                 | \$600,000                 | \$832,500                            | 1,000 sheltered persons & 100 HH with financial assistance | 3,000 sheltered persons & 250 HH with financial help |
| Code Enforcement                 | CDBG                 | \$800,000                 | \$1,000,000                          | 750 others                                                 | 850 others<br>10,000 housing units                   |
| Economic Development             | CDBG                 | \$100,000                 | \$0                                  | 30 businesses                                              | None                                                 |
| Planning & Administration        | CDBG<br>HOME<br>HESG | \$2,000,000<br>\$0<br>\$0 | \$2,000,000<br>\$325,000<br>\$67,500 | N/A                                                        | N/A                                                  |

## REQUEST FOR BUDGET APPROPRIATION

Department: Housing

Date: December 8, 2015

Project/Program

Manager: Norma Owens

Phone: (805) 385-7959

**Reason for Appropriation:**

To Fund Winter Warming Shelter with \$10,000 CDBG grant money.

**Accounts and Descriptions**

**AMOUNT**

Fund: **285 (CDBG Entitlement)**

**Revenues/Transfers In**

**GRANTS MANAGEMENT (5139)**

285-5139-531.72-06 FEDERAL & STATE SOURCES / CDBG GRANT 500

Sub-total Revenues 500

**Expenditures/Transfers Out**

**TRANSITIONAL LIVING CNTR (5309)**

285-5309-804.84-38 SPACE RENTAL 10,000

**JOURNEYMAN APPRENTICE PY15 (Proj 775210)**

285-5110-804.80-01 DIRECT LABOR-REGULAR (4,170)

285-5110-804.81-02 SUPPLIES - OFFICE (1,750)

285-5110-804.83-31 CONTRIBUTION TO OTHR AGCY (3,580)

Sub-total Expenditures 500

**Net Change to Fund Balance 0**

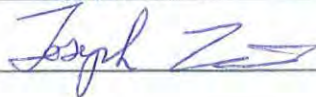
**Net Appropriation Change 500**

**Approvals**

Department Director

Chief Financial Officer

City Manager

Attachment No. 5

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SBA# (Finance Use Only) \_\_\_\_\_

BA Doc# (Finance Use Only) \_\_\_\_\_

Revised : 2/23/2012

REQUIRES CITY COUNCIL AUTHORIZATION



**CITY COUNCIL  
AGENDA REPORT**

**TYPE OF ITEM:** REPORT

**AGENDA ITEM NO.:** L-1

**DATE:** December 8, 2015

**TO:** City Council

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

**FROM:** Joseph Lillio, Chief Financial Officer *rl*  
Finance Department

**SUBJECT:** Agreements with NBS for Maintenance Assessment Districts and Budget  
Appropriation

**CONTACT:** Michael More, Financial Services Manager  
[mike.more@ci.oxnard.ca.us](mailto:mike.more@ci.oxnard.ca.us), (805) 385-7480

**RECOMMENDATION**

That City Council:

1. Approve and authorize the City Manager to execute a three-year Agreement No. 7281-15-FN with NBS in the amount of \$202,200 for administration of the City's Maintenance Assessment Districts.
2. Approve and authorize the City Manager to execute a First Amendment to Agreement No. 7117-FN-15 with NBS to add \$35,000 for a total of \$135,000 to continue to provide for additional services associated with resolving issues within the City's Maintenance Assessment Districts.
3. Approve the appropriation of funds in the amount of \$222,400 from the Maintenance Assessment Districts to pay for various services provided by NBS and RegisConnect.

**BACKGROUND**

As part of the City Manager's organizational assessment, it was disclosed that the City's Maintenance Assessment Districts ("MADs") needed a more comprehensive review, due to deficits or surplus funds that had been allowed to accumulate in various MADs. The deficits in 25 of the MADs required a transfer of approximately \$3 million from the General Fund in FY 14-15 to eliminate the accumulated negative fund balances and a General Fund allocation of \$600,000 in the FY 15-16 budget to subsidize these same MADs for another year until a fix was implemented.

In response, on May 12, 2015, Agreement No. 7117-FN-15 was executed in the amount of \$100,000, under the City Manager's authority, to begin addressing the issues noted in the organizational assessment.

On October 27, 2015, City Council received a presentation on the key findings and recommendations noted in the NBS report and a timeline for addressing the deficiencies.

Currently, it is estimated that the original \$100,000 in Agreement No. 7117-FN-15 will be exhausted by early January 2016 due to the extensive amount of work that has been completed to date on the 61 MADs.

#### **First Amendment to Agreement No. 7117-FN-15**

First Amendment to Agreement No. 7117-FN-15 (Attachment No. 1) provides an additional \$35,000 to provide for district levy audits in the MADs. In this task, NBS will research and compare the 2015/16 Fiscal Year assessment roll as corrected by the district boundary audits (in process), the County Assessor's secured roll data, applicable City data, and the Method of Assessment (rates) found in the original formation, the 1997/98 (Prop. 218) and 2015/16 fiscal year district engineer's reports to recalculate and apply assessment levies for all parcels based on all applicable property characteristics, as required by the Method of Assessment, in each District for each of the MADs. NBS will document findings as a result of the audit including historical modifications, misinterpretation and misapplication of the Method of Assessment, proposed corrections, and fiscal impact for review and approval by the City.

#### **Agreement No. 7281-15-FN**

In an effort to provide enhanced service to the City's MADs, staff is requesting the approval of Agreement No. 7281-15-FN (Attachment No. 2) with NBS. The 3-year agreement totaling \$202,200 (e.g., \$67,400 per year) provides for annual administration of the 61 MADs in the City. The agreement provides for the following services by NBS:

- Review of Existing Engineer's Report
- Database Development
- Budget Preparation
- Assessment Computation and Rate Analysis
- Engineer's Report Preparation
- Noticing and Resolution Coordination
- Levy Submittal
- Final Engineer's Report
- Toll-Free Phone Number to answer questions from property owners regarding each District and the ongoing collection of assessments. Bilingual staff is available to assist Spanish-speaking property owners.



More specifics concerning these services can be found in Exhibit A to Agreement No. 7281-15-FN (Attachment No. 2).

### **Budget Appropriation**

The attached Budget Appropriation (Attachment No. 3) spreads the costs of the following agreements proportionally, based upon the revenues of the MADs:

| <u>Agreement No.</u> | <u>Vendor</u> | <u>Purpose</u>                      | <u>Amount</u>    |
|----------------------|---------------|-------------------------------------|------------------|
| 7117-FN-15           | NBS           | MADs Audit                          | \$135,000        |
| 7281-15-FN           | NBS           | Annual Admin (1 <sup>st</sup> Year) | 67,400           |
| 7249-15-CM           | RegisConnect  | GIS Work Order Application          | <u>20,000</u>    |
| <b>TOTAL</b>         |               |                                     | <b>\$222,400</b> |

Agreement No. 7249-15-CM is an administrative agreement with RegisConnect that provides for the development of a new mobile application fully integrated with the City's GIS system to provide job tracking within the MADs. This app will allow City staff to track work orders within each of the districts and will allow for appropriate distribution of internal charges to the districts. In addition, the public will be able to utilize a mobile application to access and report concerns within each of the MADs. City staff will be immediately notified of identified issues for corrective action.

### **FINANCIAL IMPACT**

The agreements above will be funded through charges to the MADs. To the extent that any of the MADs run deficits in Fiscal Year 2015-16, a General Fund subsidy may be required; however, at this time, it is too early to determine the level of support required, if any, due to the ongoing work being performed by NBS.

### **ATTACHMENTS**

- #1 – FIRST AMENDMENT TO AGREEMENT NO. 7117-FN-15**
- #2 – AGREEMENT NO. 7281-15-FN**
- #3 – BUDGET APPROPRIATION**

**FIRST AMENDMENT TO AGREEMENT FOR CONSULTING SERVICES**

This First Amendment ("First Amendment") to the Agreement for Consulting Services ("Agreement") is made and entered into in the County of Ventura, State of California, this 8th day of December, 2015, by and between the City of Oxnard, a municipal corporation ("City"), and NBS ("Consultant"). This First Amendment amends the Agreement entered into on May 20, 2015, by City and Consultant.

City and Consultant agree as follows:

1. In Section 14a. of the Agreement, the figure "\$100,000" is deleted and replaced with the figure "\$135,000".
2. In Section 1 of the agreement, the term "Exhibit A" is deleted and replaced with "Exhibit A and Exhibit A-1".
3. Exhibit A-1, attached hereto, is incorporated into the Agreement.
4. As so amended, the Agreement remains in full force and effect.

CITY OF OXNARD

CONSULTANT

\_\_\_\_\_  
Greg Nyhoff, City Manager



\_\_\_\_\_  
Michael Rentner, President and CEO  
NBS

APPROVED AS TO FORM:

APPROVED AS TO INSURANCE:

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

\_\_\_\_\_  
Risk Manager

ATTACHMENT NO. 1  
PAGE 1 OF 2

EXHIBIT A-1  
ADDITIONAL SCOPE OF SERVICES

**District Levy Audits**

**Project Schedule.** NBS will communicate with City staff, legal counsel and other interested parties to:

- Establish lines of communication.
- Clarify the specific project goals, components and criteria that will meet the City's preference.
- Identify and resolve any special circumstances that may be involved in the project.
- Develop project schedules to meet legal requirements and provide for effective interfacing of all involved parties.
- Establish meeting points consistent with schedule to achieve project milestones.
- Establish and coordinate with City staff a schedule to assure completion of necessary actions and compliance with statutes.

**Maintenance Assessment District Levy Audit.** NBS will research and compare the 2015/16 fiscal year District assessment roll as corrected by the District Boundary Audits, County Assessor's secured roll data, applicable City data, and the Method of Assessment (rates) found in the original formation, the 1997/98 (Prop. 218) and 2015/16 fiscal year District engineer's reports to recalculate and apply assessment levies for all parcels based on all applicable property characteristics, as required by the Method of Assessment, in each District for approximately sixty-one (61) maintenance assessment districts.

**Findings Report.** NBS will document findings as a result of the audit including historical modifications, misinterpretation and misapplication of the Method of Assessment, proposed corrections, and fiscal impact for review and approval by the City.

**Corrective Measures.** NBS will request the implementation of any corrective measures by the County Auditor-Controller's Office on behalf of the City. NBS will also work with the City to ensure funds are redistributed where applicable.

**Preventative Measures.** NBS will provide the City with an updated assessment roll and supporting data and calculations in an Excel spreadsheet to ensure future assessment rolls reflect the correct application of the Method of Assessment of each District for approximately sixty-one (61) maintenance assessment districts.

**City Responsibilities.** The City shall furnish Consultant with any pertinent information that is available to City and applicable to the Services. The City shall designate a person to act with authority on its behalf in respect to the Services. The City shall promptly respond to Consultant's requests for reviews and approvals of its work, and to its requests for decisions related to the Services. City understands and agrees that Consultant is entitled to rely on all information and documents supplied to Consultant by City or any of its agents or contractors and other government sources or proxies thereof as being accurate and correct and Consultant will have no obligation to confirm that such information and documentation is correct and that Consultant will have no liability to City or any third party if such information is not correct.

ATTACHMENT NO. 1  
PAGE 2 OF 2

## AGREEMENT FOR CONSULTING SERVICES

THIS AGREEMENT FOR CONSULTING SERVICES ("Agreement") is made and entered into in the County of Ventura, State of California, this 1st day of October, 2015, by and between the City of Oxnard, a municipal corporation ("City"), and NBS ("Consultant"). City and Consultant are sometimes individually referred to as "Party" and collectively as "Parties."

WHEREAS, City desires to hire Consultant to perform certain consulting services specified herein; and

WHEREAS, Consultant represents that Consultant and/or Consultant's personnel have the qualifications and experience to properly perform such services.

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

1. Scope of Services

Consultant shall furnish City with professional consulting services as more particularly set forth in Exhibit A attached hereto and incorporated by this reference in full herein (the "Services").

2. Method of Performing Services

Subject to the terms and conditions of this Agreement, Consultant may determine the method, details, and means of performing the Services.

3. Standard of Performance

Consultant agrees to undertake and complete the Services to conclusion, using that standard of care, skill, and diligence normally provided by a professional person in performance of similar consulting services.

4. Nonexclusive Services

This Agreement shall not be interpreted to prevent or preclude Consultant from rendering any services for Consultant's own account or to any other person or entity as Consultant in its sole discretion shall determine. Consultant agrees that performing such services will not materially interfere with the Services to be performed for the City.

5. Coordination of Services

The Services shall be coordinated with Michael More ("Manager"), subject to the direction of the City Manager or Department Manager.

6. Place of Work

Consultant shall perform the Services provided for in this Agreement at any place or location and at such times as the Consultant shall determine.

7. Correction of Errors

Consultant agrees to correct, at its expense, all errors which may be disclosed during review of the Services. Should Consultant fail to make such correction in a reasonably timely manner, such correction shall be made by City, and the cost thereof shall be paid by Consultant.

8. Time for Performance

The Services performed under this Agreement shall be completed during the term of this Agreement. City agrees to amend the performance termination date whenever Consultant is delayed by action or inaction of City and Consultant promptly notifies Manager of such delays.

9. Principal in Charge

Consultant hereby designates Pablo Perez as its principal-in-charge and person responsible for necessary coordination with Manager.

10. Permits, Licenses, Certificates

Consultant, at Consultant's sole expense, shall obtain and maintain during the term of this Agreement, all permits, licenses, and certificates required in connection with the performance of the Services, including a City business tax certificate.

11. City's Responsibility

City shall cooperate with Consultant as may be reasonably necessary for Consultant to perform the Services. Manager agrees to provide direction to Consultant as requested regarding particular project requirements.

12. Term of Agreement

This Agreement shall begin on October 1, 2015, and expire on September 30, 2018.

13. Termination

a. This Agreement may be terminated by City without cause if Manager notifies Consultant, in writing, of Manager's desire to terminate the Agreement. Such termination shall be effective ten (10) calendar days from the date of delivery or mailing of such notice. City agrees to pay Consultant in full for all amounts due Consultant as of the effective date of termination, including any expenditures incurred on City's behalf, whether for the employment of third parties or otherwise.

b. This Agreement may be terminated by Consultant without cause if Consultant notifies Manager, in writing, of Consultant's desire to terminate the Agreement. Such termination shall be effective ten (10) calendar days from the date of delivery or mailing of such notice and only if all assignments accepted by Consultant have been completed prior to the date of termination.

#### 14. Compensation

a. City agrees to pay Consultant in an amount not to exceed \$202,200 for the Services at rates provided in **Exhibit B** attached hereto and incorporated by this reference in full herein.

b. The acceptance by Consultant of the final payment made under this Agreement shall constitute a release of City from all claims and liabilities for compensation to Consultant for anything completed, finished or relating to the Services.

c. Consultant agrees that payment by City shall not constitute nor be deemed a release of the responsibility and liability of Consultant or its employees, subcontractors, agents and subconsultants for the accuracy and competency of the information provided and/or the Services performed hereunder, nor shall such payment be deemed to be an assumption of responsibility or liability by City for any defect or error in the Services performed by Consultant, its employees, subcontractors, agents and subconsultants.

d. Consultant shall provide Manager with a completed Request for Taxpayer Identification Number and Certification, as issued by the Internal Revenue Service.

e. If any sales tax is due for the Services performed by Consultant or materials or products provided to City by Consultant, Consultant shall pay the sales tax. City shall not reimburse Consultant for sales taxes paid by Consultant.

#### 15. Method of Payment

a. City agrees to pay Consultant monthly upon satisfactory completion of the Services and upon submission by Consultant of an invoice delineating the Services performed, in a form satisfactory to Manager. The invoice shall identify the Services by project as specified by Manager.

b. Consultant agrees to maintain current monthly records, books, documents, papers, accounts and other evidence pertaining to the Services performed and costs incurred. Such items shall be adequate to reflect the time involved and cost of performing the Services. Consultant shall provide Manager with copies of payroll distribution, receipted bills and other documents requested for justification of the invoice.

#### 16. Responsibility for Expenses

Except as otherwise expressly provided in this Agreement, City shall not be responsible for expenses incurred by Consultant in performing the Services. All expenses incident to the performance of the Services shall be borne by the Consultant, including, but not limited to rent, vehicle, and travel, entertainment and promotion, general liability and health insurance, workers' compensation insurance, and all compensation and benefits of employees or agents engaged by Consultant. Consultant shall, at its own cost and expense, supply all personal property necessary or appropriate to perform the Services provided for under this Agreement, including, but not limited to any personal property used by employees and agents of Consultant in the performance of such Services.

#### 17. Non-Appropriation of Funds

Payments to be made to Consultant by City for the Services performed within the current fiscal year are within the current fiscal budget and within an available, unexhausted and unencumbered appropriation of City. In the event City does not appropriate sufficient funds for payment of the Services beyond the current fiscal year, this Agreement shall cover payment for the Services only up to the conclusion of the last fiscal year in which City appropriates sufficient funds and shall automatically terminate at the conclusion of such fiscal year.

#### 18. Records

a. Consultant agrees that all final computations, exhibits, files, plans, correspondence, reports, drawings, designs, data and photographs expressly required to be prepared by Consultant as part of the scope of services ("**documents and materials**") shall be the property of City and shall, upon completion of the Services or termination of this Agreement, be delivered to Manager.

b. At City's request, City shall be entitled to immediate possession of, and Consultant shall furnish to Manager within ten (10) calendar days, all of the documents and materials. Consultant may retain copies of these documents and materials.

c. Any substantive modification of the documents and materials by City staff or any use of the completed documents and materials for other City projects, or any use of uncompleted documents and materials, without the written consent of Consultant, shall be at City's sole risk and without liability or legal exposure to Consultant. City agrees to hold Consultant harmless from all damages, claims, expenses and losses arising out of any reuse of the documents and materials for purposes other than those described in this Agreement, unless Consultant consents in writing to such reuse.

#### 19. Maintenance and Inspection of Records

Consultant agrees that City or its auditors shall have access to and the right to audit and reproduce any of Consultant's relevant records to ensure that City is receiving the Services to which City is entitled under this Agreement or for other purposes relating to the Agreement.

Consultant shall maintain and preserve all such records for a period of at least three (3) years after the expiration of this Agreement, or until an audit has been completed and accepted by City. Consultant agrees to maintain all such records in City or to promptly reimburse City for all reasonable costs incurred in conducting the audit at a location other than in City, including but not limited to expenses for personnel, salaries, private auditor, travel, lodging, meals and overhead.

## 20. Confidentiality of Information

Any documents and materials given to or prepared or assembled by Consultant under this Agreement shall be confidential and shall not be made available to any third person or organization by Consultant without prior written approval of the Manager.

## 21. Indemnity

a. To the fullest extent permitted by law, Consultant 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 Consultant's performance of this Agreement or Consultant'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. Consultant'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, Consultant'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 Consultant's duty to indemnify. Consultant shall be obligated to defend, in all legal, equitable, administrative, or special proceedings, with counsel approved by the Indemnified Party immediately upon tender to Consultant 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 Consultant 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 Consultant 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, Consultant may submit a claim to City for reimbursement of reasonable attorneys' fees and defense costs.



c. The review, acceptance or approval of Consultant's work or work product by the Indemnified Party shall not affect, relieve or reduce Consultant'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.

## 22. Insurance

a. Consultant shall obtain and maintain during the performance of the Services the insurance coverages as specified in Exhibit INS-A, 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 Consultant obtain and maintain such insurance coverages.

b. Consultant shall, prior to performance of the Services, file with the Risk Manager evidence of insurance coverage as specified in Exhibit INS-A. Evidence of insurance coverage shall be forwarded to the Risk Manager, addressed as specified in Exhibit INS-A

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

## 23. Independent Contractor

a. City and Consultant agree that in the performance of the Services, Consultant shall be, and is, an independent contractor, and that Consultant and its employees are not employees of City. Consultant has and shall retain the right to exercise full control over the employment, direction, compensation and discharge of all persons assisting Consultant.

b. Consultant shall be solely responsible for, and shall save City harmless from, all matters relating to the payment of Consultant's employees, agents, subcontractors and subconsultants, including compliance with social security requirements, federal and State income tax withholding and all other regulations governing employer-employee relations.

c. Consultant acknowledges that Consultant and Consultant's employees are not entitled to receive from City 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.

## 24. Consultant Not Agent

Except as Manager may specify in writing, Consultant, and its agents, employees, subcontractors and subconsultants 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.

## 25. Conflict of Interest

If, in performing the Services set forth in this Agreement, Consultant makes, or participates in, a "governmental decision" as described in Title 2, section 18701(a)(2) of the California Code of Regulations, or performs the same or substantially all the same duties for City that would otherwise be performed by a City employee holding a position specified in City's conflict of interest code, Consultant shall be subject to City's conflict of interest code, the requirements of which include the filing of one or more statements of economic interests disclosing the relevant financial interests of Consultant's personnel providing the Services set forth in this Agreement.

## 26. Assignability of Agreement

Consultant agrees that this Agreement contemplates personal performance by Consultant and is based upon a determination of Consultant's personnel's unique competence, experience and specialized personal knowledge. Assignments of any or all rights, duties, or obligations of Consultant under this Agreement will be permitted only with the express written consent of Manager, which consent may be withheld for any reason.

## 27. Successors and Assigns

Consultant and City agree that this Agreement shall be binding upon and inure to the benefit of the heirs, executors, administrators, successors and assigns of Consultant and City.

## 28. Fair Employment Practices

a. Consultant agrees that all persons employed by Consultant shall be treated equally by Consultant without regard to or because of race, color, religion, ancestry, national origin, disability, sex, marital status, age, or any other status protected by law, and in compliance with all antidiscrimination laws of the United States of America, the State of California, and City.

b. Consultant agrees that, during the performance of this Agreement, Consultant and any other parties with whom Consultant may subcontract shall adhere to equal opportunity employment practices to assure that applicants and employees are treated equally and are not discriminated against because of their race, color, religion, ancestry, national origin, disability, sex, marital status, age, or any other status protected by law.

c. Consultant agrees to state in all of its solicitations or advertisements for applicants for employment that all qualified applicants shall receive consideration for employment without regard to their race, color, religion, ancestry, national origin, disability, sex, marital status, age, or any other status protected by law.

d. Consultant shall provide City staff with access to and, upon request by Manager, provide copies to Manager of all of Consultant's records pertaining or relating to Consultant's

employment practices, to the extent such records are not confidential or privileged under State or federal law.

29. Force Majeure

Consultant and City agree that neither City nor Consultant shall be responsible for delays or failures in performance resulting from acts beyond the control of either party. Such acts shall include, but not be limited to acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations imposed after this Agreement was executed, fire, communication line failures, earthquakes, or other disasters.

30. Time of Essence

Consultant and City agree that time is of the essence in regard to performance of any of the terms and conditions of this Agreement.

31. Covenants and Conditions

Consultant and City agree that each term and each provision of this Agreement to be performed by Consultant shall be construed to be both a covenant and a condition.

32. Governing Law

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

33. Compliance with Laws

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

34. Severability

City and Consultant 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.

35. Waiver

City and Consultant agree that no waiver of a breach of any provision of this Agreement by either Consultant 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 Consultant 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.

36. Counterparts

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

37. Arbitration

Consultant 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 Consultant's compensation, the dispute may be submitted to non-binding arbitration upon the mutual agreement of the parties, under such procedures as the parties may agree upon, or, if the parties cannot agree, then under the Rules of the American Arbitration Association.

38. Expenses of Enforcement

Consultant and City agree that the prevailing party's reasonable costs, attorneys' fees (including the reasonable value of the services rendered by the City Attorney 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.

39. Authority to Execute

a. City acknowledges that the person executing this Agreement has been duly authorized by the City Council to do so on behalf of City.

b. Consultant acknowledges that the person executing this Agreement has been duly authorized by Consultant to do so on behalf of Consultant.

40. Notices

a. Any notices to Consultant may be delivered personally or by mail addressed to NBS, 32605 Temecula Parkway, Suite 100, Temecula, CA 92592, Attention: Pablo Perez.

b. Any notices to City may be delivered personally or by mail addressed to City of Oxnard, Finance Department, 300 West Third Street, #202, Oxnard, California 93030, Attention: Michael More.

41. Amendment

City and Consultant agree that the terms and conditions of the Agreement may be reviewed or modified at any time. Any modifications to this Agreement, however, shall be effective only when agreed upon to in writing by both the City representative authorized to do so under the City's purchasing policies and Consultant.

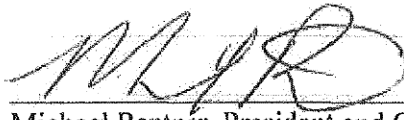
42. Entire Agreement

City and Consultant 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

CONSULTANT

\_\_\_\_\_  
Greg Nyhoff, City Manager

\_\_\_\_\_  
  
Michael Rentner, President and CEO  
NBS

APPROVED AS TO FORM:

APPROVED AS TO INSURANCE:

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

\_\_\_\_\_  
Risk Manager

APPROVED AS TO CONTENT:

\_\_\_\_\_  
Michael More, Project Manager

**EXHIBIT A**  
**SCOPE OF SERVICES**

**1972 Act (LMD/MAD) Administration Services of the City's Maintenance Assessment Districts**

**Kick-Off Meeting, Project Schedule.** NBS will meet with City staff, legal counsel and other interested parties to:

- Establish lines of communication.
- Clarify the specific project goals, components and criteria that will meet the City's preference.
- Identify and resolve any special circumstances that may be involved in the administration of the Districts.
- Develop project schedules to meet legal requirements and provide for effective interfacing of all involved parties.
- Establish meeting points consistent with schedule to achieve project milestones.
- Establish and coordinate with City staff a schedule to assure completion of necessary actions and compliance with statutes.

**Review Existing Engineer's Report.** NBS will review the existing Engineer's Report and Method of Assessment for each District to identify areas where the special benefit nexus is deficient. Specific evaluation will be made based on the language used to describe benefit received, and the requirements of Proposition 218.

**Database Development.** NBS will update the database with current County Assessor's information including property owner names and addresses, and any other available data that will augment the existing database.

**Budget Preparation.** NBS will meet with City staff to review each District budget for the coming fiscal year. This budget will be based on historical costs and actual and/or projected changes in costs and/or improvements to be maintained. Cost categories may include, but are not limited to capital improvements and maintenance costs, incidental costs (engineering, legal, District administration) and reserve funds.

**Assessment Computation and Rate Analysis.** NBS will compute the assessment for each parcel within each District according to the Method of Assessment. NBS will provide an assessment summary which will include a comparison of current year rates versus prior year rates, separate by zone and land use, if applicable, and fund balance information.

**Engineer's Report Preparation.** NBS will prepare the annual Engineer's Report for each District and provide to City staff. The annual Engineer's Report does not require a Registered Professional Engineer (PE) signature and stamp unless an assessment increase, as defined by Proposition 218, occurs. PE signature and stamp subject to additional fees shown below. The Report will consist of:

- Background of the District.
- A detailed and technically supported Method of Assessment.
- A description of the improvements and services that are being funded by the District.
- A cost estimate for the improvements and services being funded.
- Copy or reference to the original District Diagram.
- A table showing assessed rates by zone and land use.
- An Assessment Roll listing assessments by parcel or reference a complete roll on file with the City.

**Meet with City Staff.** NBS will meet with City staff to review each Engineer's Report for modifications and approval.

ATTACHMENT NO. 2  
PAGE 11 OF 18

**Noticing and Resolution Coordination.** NBS will coordinate activities to ensure that required tasks are completed within the scheduled time frame. NBS will assist the City (or the City's legal counsel) with preparation of any notice of assessments, public hearings, or other meetings requiring publication. NBS will assist the City (or the City's legal counsel) with preparation of the staff report, all legal notices and the associated resolutions described below:

- Resolution describing improvements, initiating proceeding, and ordering the engineer to prepare and file a report for the City.
- Resolution preliminarily approving the Engineer's Report.
- Resolution of Intention declaring the intention of the City Council to levy and collect assessments and setting a date for the public hearing.
- Resolution authorizing the placement of assessments on the secured property tax bills.

**Meeting Attendance.** NBS will attend up to a total of two (2) public meetings such as workshops and City Council meetings, as requested by the City.

**Levy Submittal.** NBS will submit the levy to the County Auditor-Controller in the required format. Assessments rejected by the County Auditor-Controller will be researched and resubmitted for collection on the County Tax Roll. Any parcels that are not submitted to the County for collection will be invoiced for payment directly to the City.

**Final Engineer's Report.** NBS will update each annual Engineer's Report and deliver to City staff.

**Toll-Free Phone Number.** NBS shall provide a toll-free phone number for use by the City, other interested parties and all property owners. NBS will be available to answer questions regarding each District and the ongoing collection of assessments. Bilingual staff is available to assist Spanish-speaking property owners.

## **OPTIONAL SCOPE OF WORK**

### **Engineer Signature and Stamp of Annual Engineer's Report**

NBS will have a Registered Professional Engineer (PE) review each annual Engineer's Report for signature and stamp.

**EXHIBIT B  
COMPENSATION RATES**

1. City agrees to pay Consultant for services described in Exhibit A at the following rates:

| <b>Title</b>               | <b>Hourly Rate</b> |
|----------------------------|--------------------|
| Director                   | \$ 205             |
| Senior Consultant/Engineer | 160                |
| Consultant                 | 140                |
| Analyst                    | 120                |
| Resource Analyst           | 95                 |

2. City agrees to pay customary out-of-pocket expenses of Consultant at actual cost under this Agreement. Such expenses may include, but not be limited to, travel, mailing fulfillment, postage, supplies, mapping, reproduction and various third-party charges for data, maps, and recording fees.

**FEES FOR OPTIONAL SCOPE OF WORK**

3. Engineer Signature and Stamp of Annual Engineer's Report

Engineer Signature and Stamp (per report)                      \$1,500



**EXHIBIT INS-A  
INSURANCE REQUIREMENTS FOR CONSULTANTS  
(WITH ERRORS AND OMISSIONS REQUIREMENT)**

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

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

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

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

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

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

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

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

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

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

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

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

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## INSTRUCTION FOR SUBMITTING INSURANCE CERTIFICATES AND ENDORSEMENT FORMS

### *Certificates of Insurance*

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

### *Endorsement Forms*

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

INS-A.doc

# ACORD CERTIFICATE OF INSURANCE

ISSUE DATE (MM/DD/YY)

PRODUCER

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

CODE SUB-CODE

COMPANIES AFFORDING INSURANCE COVERAGE

INSURED

COMPANY LETTER A SPECIFY COMPANY NAMES IN THIS SPACE

COMPANY LETTER B

## COVERAGES

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.

| CO LTR | TYPE OF INSURANCE                                                                                                                | POLICY NUMBER | POLICY EFFECTIVE DATE (MM/DD/YY) | POLICY EXPIRATION DATE (MM/DD/YY) | LIMITS                                                                                                                                                                                                       |
|--------|----------------------------------------------------------------------------------------------------------------------------------|---------------|----------------------------------|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A      | GENERAL LIABILITY<br>[x] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS MADE [x] OCCUR.<br>[x] OWNER'S & CONTRACTOR'S PROT.             |               |                                  |                                   | GENERAL AGGREGATE \$1,000,000<br>PRODUCTS COMP/OP AGG. \$1,000,000<br>PERSONAL & ADV. INJURY \$1,000,000<br>EACH OCCURRENCE \$1,000,000<br>FIRE DAMAGE (Any one fire) \$<br>MED. EXPENSE (Any one person) \$ |
| A      | AUTOMOBILE LIABILITY<br>[x] ANY AUTO<br>ALL OWNED AUTOS<br>SCHEDULED AUTOS<br>HIRED AUTOS<br>NON-OWNED AUTOS<br>GARAGE LIABILITY |               |                                  |                                   | COMBINED SINGLE \$1,000,000<br>LIMIT<br>BODILY INJURY \$<br>(Per person)<br>BODILY INJURY \$<br>(Per accident)<br>PROPERTY DAMAGE \$                                                                         |
| A      | EXCESS LIABILITY<br>UMBRELLA FORM<br>OTHER THAN UMBRELLA FORM                                                                    |               |                                  |                                   | EACH OCCURRENCE \$<br>AGGREGATE \$                                                                                                                                                                           |
| A      | WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY                                                                                   |               |                                  |                                   | STATUTORY LIMITS<br>EACH ACCIDENT \$1,000,000<br>DISEASE-POLICY LIMIT \$1,000,000<br>DISEASE-EACH EMPLOYEE \$1,000,000                                                                                       |
| A      | OTHER<br>Errors and omissions insurance or malpractice insurance available for the insured's profession                          |               |                                  |                                   | Minimum coverage \$1,000,000<br>Each consultant/ \$500,000<br>& listed sub-consultant                                                                                                                        |

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL ITEMS

### CERTIFICATE HOLDER

City of Oxnard  
Attn: Risk Manager  
Reference No. \_\_\_\_\_  
300 W. Third Street, Suite 302  
Oxnard CA 93030

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

# **GENERAL LIABILITY SPECIAL ENDORSEMENT FOR THE CITY OF OXNARD (the "City")**

**SUBMIT IN DUPLICATE**

ENDORSEMENT NO. \_\_\_\_\_

ISSUE DATE (MM/DD/YY) \_\_\_\_\_

**PRODUCER**

## **POLICY INFORMATION:**

Insurance Company: \_\_\_\_\_

Policy No.: \_\_\_\_\_

Policy Period: (from) \_\_\_\_\_ (to) \_\_\_\_\_

LOSS ADJUSTMENT EXPENSE ☐ Included in Limits  
☐ In Addition to Limits

Telephone: \_\_\_\_\_

☐ Deductible ☐ Self-Insured Retention (check which) of \$ \_\_\_\_\_  
with an Aggregate of \$ \_\_\_\_\_ applies to \_\_\_\_\_  
coverage. ☐ Per Occurrence ☐ Per Claim (which)

**NAMED INSURED**

**APPLICABILITY.** This insurance pertains to the operations, products and/or tenancy of the named insured under all written agreements and permits in force with the City unless checked here ☐ in which case only the following specific agreements and permits with the City are covered

CITY AGREEMENTS/PERMITS

## **TYPE OF INSURANCE**

### **GENERAL LIABILITY**

☐ COMMERCIAL GENERAL LIABILITY

☐ COMPREHENSIVE GENERAL LIABILITY

☐ OWNERS & CONTRACTORS PROTECTIVE

☐ Claims Made

Retroactive Date \_\_\_\_\_

☐ Occurrence

### **OTHER PROVISIONS**

## **COVERAGES**

### **LIABILITY LIMITS IN THOUSANDS \$**

EACH OCCURRENCE

AGGREGATE

☐ GENERAL

☐ PRODUCTS/COMPLETED  
OPERATIONS

☐ PERSONAL & ADVERTISING INJURY

☐ FIRE DAMAGE

☐ \_\_\_\_\_

**CLAIMS:** Underwriter's representative for claims pursuant to this insurance.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_

In consideration of the premium charged and notwithstanding any inconsistent statement in the policy to which this endorsement is attached or any endorsement now or hereafter attached thereto, insurance company agrees as follows:

1. **INSURED.** The City, its officers, agents, employees and volunteers are included as insureds with regard to liability and defense of suits arising from the operations, products and activities performed by or on behalf of the named insured.

2. **CONTRIBUTION NOT REQUIRED.** As respects: (a) work performed by the named insured for or on behalf of the City; or (b) products sold by the named insured to the City; or (c) premises leased by the named insured from the City, the insurance afforded by this policy shall be primary insurance as respects the City, its officers, agents, employees or volunteers; or stand in an unbroken chain of coverage excess of the named insured's scheduled underlying primary coverage. In either event, any other insurance maintained by the City, its officers, agents, employees or volunteers shall be in excess of this insurance and shall not contribute with it.

3. **SEVERABILITY OF INTEREST.** This insurance applies separately to each insured against whom claim is made or suit is brought except with respect to the company's limits of liability. The inclusion of any person or organization as an insured shall not affect any right which such person or organization would have as a claimant if not so included.

4. **CANCELLATION NOTICE.** With respect to the interests of the City, this insurance shall not be canceled, or materially reduced in coverage or limits except after thirty (30) days prior written notice by receipted delivery has been given to the City.

5. **PROVISIONS REGARDING THE INSURED'S DUTIES.** Any failure to comply with reporting provisions of the policy or breaches or violations of warranties shall not affect coverage provided to the City, its officers, agents, employees or volunteers.

6. **SCOPE OF COVERAGE.** This policy, if primary, affords coverage at least as broad as:

a. Insurance Services Office Commercial General Liability Coverage, "occurrence" form CG0001; or

b. If excess, affords coverage which is at least as broad as the primary insurance form CG0001.

Except as stated above nothing herein shall be held to waive, alter or extend any of the limits, conditions, agreements or exclusions of the policy to which this endorsement is attached.

## **ENDORSEMENT HOLDER**

**CITY OF OXNARD**

Attn: Risk Manager

Reference No. \_\_\_\_\_

300 W. Third Street, Suite 302

Oxnard, CA 93030

## **AUTHORIZED REPRESENTATIVE**

☐ Broker/Agent ☐ Underwriter ☐ \_\_\_\_\_

I \_\_\_\_\_ (print/type name), warrant that I have authority to bind the above-mentioned insurance company and by my signature hereon do so bind this company to this endorsement.

Signature \_\_\_\_\_  
(original signature required)

Telephone: (\_\_\_\_) \_\_\_\_\_ Date Signed: \_\_\_\_\_

**AUTOMOBILE LIABILITY SPECIAL ENDORSEMENT  
FOR THE CITY OF OXNARD (the "City")****SUBMIT IN DUPLICATE**

ENDORSEMENT NO. \_\_\_\_\_

ISSUE DATE (MM/DD/YY) \_\_\_\_\_

PRODUCER \_\_\_\_\_

**POLICY INFORMATION:**

Insurance Company: \_\_\_\_\_

Policy No.: \_\_\_\_\_

Policy Period: (from) \_\_\_\_\_ (to) \_\_\_\_\_

LOSS ADJUSTMENT EXPENSE ☐ Included in Limits  
☐ In Addition to Limits

Telephone: \_\_\_\_\_

☐ Deductible ☐ Self-Insured Retention (check which) of \$ \_\_\_\_\_  
with an Aggregate of \$ \_\_\_\_\_ applies to  
coverage ☐ Per Occurrence ☐ Per Claim (which) \_\_\_\_\_

NAMED INSURED \_\_\_\_\_

**APPLICABILITY.** This insurance pertains to the operations, products and/or tenancy of the named insured under all written agreements and permits in force with the City unless checked here ☐ in which case only the following specific agreements and permits with the City are covered:**CITY AGREEMENTS/PERMITS****TYPE OF INSURANCE**

- ☐
- COMMERCIAL AUTO POLICY
- 
- ☐
- BUSINESS AUTO POLICY
- 
- ☐
- OTHER

**OTHER PROVISIONS****LIMIT OF LIABILITY**

\$ \_\_\_\_\_ per accident, for bodily injury and property damage.

**CLAIMS:** Underwriter's representative for claims pursuant to this insurance.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

In consideration of the premium charged and notwithstanding any inconsistent statement in the policy to which this endorsement is attached or any endorsement now or hereafter attached thereto, insurance company agrees as follows:

1. **INSURED.** The City, its officers, agents, volunteers and employees are included as insureds with regard to liability and defense of suits arising from the operations, products and activities performed by or on behalf of the named insured.

2. **CONTRIBUTION NOT REQUIRED.** As respects: (a) work performed by the named insured for or on behalf of the City; or (b) products sold by the named insured to the City; or (c) premises leased by the named insured from the City, the insurance afforded by this policy shall be primary insurance as respects the City, its officers, agents, employees or volunteers; or stand in an unbroken chain of coverage excess of the named insured's scheduled underlying primary coverage. In either event, any other insurance maintained by the City, its officers, agents, employees or volunteers shall be in excess of this insurance and shall not contribute with it.

3. **SEVERABILITY OF INTEREST.** This insurance applies separately to each insured against whom claim is made or suit is brought except with respect to the company's limits of liability. The inclusion of any person or organization as an insured shall not affect any right which such person or organization would have as a claimant if not so included.

4. **CANCELLATION NOTICE.** With respect to the interests of the City, this insurance shall not be canceled, or materially reduced in coverage or limits except after thirty (30) days prior written notice by receipted delivery has been given to the City.

5. **PROVISIONS REGARDING THE INSURED'S DUTIES.** Any failure to comply with reporting provisions of the policy or breaches or violations of warranties shall not affect coverage provided to the City, its officers, agents, employees or volunteers.

6. **SCOPE OF COVERAGE.** This policy, if primary, affords coverage at least as broad as:

a. Insurance Services Office Automobile Liability Coverage, "occurrence" form CA0001, code ("any auto"); or

b. If excess, affords coverage which is at least as broad as the primary insurance form referenced in the preceding section (1).

Except as stated above nothing herein shall be held to waive, alter or extend any of the limits, conditions, agreements or exclusions of the policy to which this endorsement is attached.

**ENDORSEMENT HOLDER**

CITY OF OXNARD

Attn: Risk Manager

Reference No. \_\_\_\_\_

300 W. Third Street, Suite 302

Oxnard, CA 93030

**AUTHORIZED REPRESENTATIVE**☐ Broker/Agent ☐ Underwriter ☐ \_\_\_\_\_

\_\_\_\_\_, (print/type name), warrant that I have authority to bind the above-mentioned insurance company and by my signature hereon do so bind this company to this endorsement.

Signature \_\_\_\_\_  
(original signature required)

Telephone: ( ) \_\_\_\_\_

Date Signed \_\_\_\_\_

Rev. 11/15

ATTACHMENT NO. 2  
PAGE 18 OF 18

# REQUEST FOR BUDGET APPROPRIATION

Department: Finance  
 Project/Program  
 Manager: Mike More

Date: December 8, 2015  
 Phone: (805) 385-7480

## Reason for Appropriation:

To distribute costs of NBS Contracts to Maintenance Assessment Districts.

## Accounts and Descriptions

## AMOUNT

### Fund: General Fund (101)

#### Revenues

|                   |                            |         |
|-------------------|----------------------------|---------|
| 101-5702-553-7337 | SERVICES TO OTHER PROGRAMS | 222,400 |
|                   | Sub-total Revenues         | 222,400 |

#### Expenditures

|                   |                          |         |
|-------------------|--------------------------|---------|
| 101-5702-805-8209 | SVCS-OTHER PROF/CONTRACT | 222,400 |
|                   | Sub-total Expenditures   | 222,400 |

Net Change to Fund Balance 0

### Fund: 122 (LMD #1 Summerfield)

#### Expenditures

|                   |                          |       |
|-------------------|--------------------------|-------|
| 122-5702-804-8451 | SVCS-OTHER PROF/CONTRACT | 1,192 |
|                   | Sub-total Expenditures   | 1,192 |

Net Change to Fund Balance (1,192)

### Fund: 123 (LMD #2 Channel Islands)

#### Expenditures

|                   |                          |    |
|-------------------|--------------------------|----|
| 123-5702-804-8451 | SVCS-OTHER PROF/CONTRACT | 98 |
|                   | Sub-total Expenditures   | 98 |

Net Change to Fund Balance (98)

### Fund: 124 (LMD #3 River Ridge)

#### Expenditures

|                   |                          |       |
|-------------------|--------------------------|-------|
| 124-5702-804-8451 | SVCS-OTHER PROF/CONTRACT | 7,688 |
|                   | Sub-total Expenditures   | 7,688 |

Net Change to Fund Balance (7,688)

### Fund: 125 (LMD #4 Mandalay Beach/Colony)

#### Expenditures

|                   |                          |       |
|-------------------|--------------------------|-------|
| 125-5702-804-8451 | SVCS-OTHER PROF/CONTRACT | 3,616 |
|                   | Sub-total Expenditures   | 3,616 |

Net Change to Fund Balance (3,616)

### Fund: 126 (LMD #9 Strawberry Fields)

ATTACHMENT NO. 3

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Revised: 2/23/2012

**Expenditures**

|                   |                          |              |
|-------------------|--------------------------|--------------|
| 126-5702-804-8451 | SVCS-OTHER PROF/CONTRACT | <u>1,156</u> |
|                   | Sub-total Expenditures   | <u>1,156</u> |

|                            |         |
|----------------------------|---------|
| Net Change to Fund Balance | (1,156) |
|----------------------------|---------|

**Fund: 127 (LMD #7/8 Northfield Business)****Expenditures**

|                   |                          |              |
|-------------------|--------------------------|--------------|
| 127-5702-804-8451 | SVCS-OTHER PROF/CONTRACT | <u>2,973</u> |
|                   | Sub-total Expenditures   | <u>2,973</u> |

|                            |         |
|----------------------------|---------|
| Net Change to Fund Balance | (2,973) |
|----------------------------|---------|

**Fund: 128 (LMD #10 Country Club Estates)****Expenditures**

|                   |                          |              |
|-------------------|--------------------------|--------------|
| 128-5702-804-8451 | SVCS-OTHER PROF/CONTRACT | <u>2,207</u> |
|                   | Sub-total Expenditures   | <u>2,207</u> |

|                            |         |
|----------------------------|---------|
| Net Change to Fund Balance | (2,207) |
|----------------------------|---------|

**Fund: 129 (LMD #11 St. Tropez)****Expenditures**

|                   |                          |            |
|-------------------|--------------------------|------------|
| 129-5702-804-8451 | SVCS-OTHER PROF/CONTRACT | <u>641</u> |
|                   | Sub-total Expenditures   | <u>641</u> |

|                            |       |
|----------------------------|-------|
| Net Change to Fund Balance | (641) |
|----------------------------|-------|

**Fund: 131 (LMD #12 Standard Pacific)****Expenditures**

|                   |                          |              |
|-------------------|--------------------------|--------------|
| 131-5702-804-8451 | SVCS-OTHER PROF/CONTRACT | <u>2,053</u> |
|                   | Sub-total Expenditures   | <u>2,053</u> |

|                            |         |
|----------------------------|---------|
| Net Change to Fund Balance | (2,053) |
|----------------------------|---------|

**Fund: 132 (LMD #14 California Cove)****Expenditures**

|                   |                          |              |
|-------------------|--------------------------|--------------|
| 132-5702-804-8451 | SVCS-OTHER PROF/CONTRACT | <u>3,363</u> |
|                   | Sub-total Expenditures   | <u>3,363</u> |

|                            |         |
|----------------------------|---------|
| Net Change to Fund Balance | (3,363) |
|----------------------------|---------|

**Fund: 133 (LMD #16 Lighthouse)****Expenditures**

|                   |                          |  |
|-------------------|--------------------------|--|
| 133-5702-804-8451 | SVCS-OTHER PROF/CONTRACT |  |
|-------------------|--------------------------|--|

Sub-total Expenditures 1,792

Net Change to Fund Balance (1,792)

Fund: 134 (LMD #13 Le Village)

Expenditures

134-5702-804-8451 SVCS-OTHER PROF/CONTRACT 1,654

Sub-total Expenditures 1,654

Net Change to Fund Balance (1,654)

Fund: 135 (LMD #15 Pelican Pointe)

Expenditures

135-5702-804-8451 SVCS-OTHER PROF/CONTRACT 853

Sub-total Expenditures 853

Net Change to Fund Balance (853)

Fund: 136 (LMD #17 San Miguel)

Expenditures

136-5702-804-8451 SVCS-OTHER PROF/CONTRACT 836

Sub-total Expenditures 836

Net Change to Fund Balance (836)

Fund: 137 (LMD #20 Volvo Median)

Expenditures

137-5702-804-8451 SVCS-OTHER PROF/CONTRACT 221

Sub-total Expenditures 221

Net Change to Fund Balance (221)

Fund: 138 (LMD #18 St. John's Hospital)

Expenditures

138-5702-804-8451 SVCS-OTHER PROF/CONTRACT 537

Sub-total Expenditures 537

Net Change to Fund Balance (537)

Fund: 139 (LMD #19 Shopping at the Rose)

Expenditures

123-5702-804-8451 SVCS-OTHER PROF/CONTRACT 24

Sub-total Expenditures 24

Net Change to Fund Balance (24)



**Fund: 141 (LMD #21 Cypress Point)**

**Expenditures**

|                            |                          |           |
|----------------------------|--------------------------|-----------|
| 141-5702-804-8451          | SVCS-OTHER PROF/CONTRACT | <u>92</u> |
|                            | Sub-total Expenditures   | <u>92</u> |
| Net Change to Fund Balance |                          | (92)      |

**Fund: 142 (LMD #22 McDonald's Median)**

**Expenditures**

|                            |                          |           |
|----------------------------|--------------------------|-----------|
| 142-5702-804-8451          | SVCS-OTHER PROF/CONTRACT | <u>46</u> |
|                            | Sub-total Expenditures   | <u>46</u> |
| Net Change to Fund Balance |                          | (46)      |

**Fund: 143 (LMD #23 Greystone)**

**Expenditures**

|                            |                          |            |
|----------------------------|--------------------------|------------|
| 143-5702-804-8451          | SVCS-OTHER PROF/CONTRACT | <u>512</u> |
|                            | Sub-total Expenditures   | <u>512</u> |
| Net Change to Fund Balance |                          | (512)      |

**Fund: 144 (LMD #24 Vineyards)**

**Expenditures**

|                            |                          |              |
|----------------------------|--------------------------|--------------|
| 144-5702-804-8451          | SVCS-OTHER PROF/CONTRACT | <u>1,677</u> |
|                            | Sub-total Expenditures   | <u>1,677</u> |
| Net Change to Fund Balance |                          | (1,677)      |

**Fund: 145 (LMD #25 The Pointe)**

**Expenditures**

|                            |                          |              |
|----------------------------|--------------------------|--------------|
| 145-5702-804-8451          | SVCS-OTHER PROF/CONTRACT | <u>2,182</u> |
|                            | Sub-total Expenditures   | <u>2,182</u> |
| Net Change to Fund Balance |                          | (2,182)      |

**Fund: 146 (LMD #26 Albertsons)**

**Expenditures**

|                            |                          |            |
|----------------------------|--------------------------|------------|
| 146-5702-804-8451          | SVCS-OTHER PROF/CONTRACT | <u>367</u> |
|                            | Sub-total Expenditures   | <u>367</u> |
| Net Change to Fund Balance |                          | (367)      |

**Fund: 147 (LMD #27 Rose Island)**

**Expenditures**

|                            |                          |              |
|----------------------------|--------------------------|--------------|
| 147-5702-804-8451          | SVCS-OTHER PROF/CONTRACT | <u>1,295</u> |
|                            | Sub-total Expenditures   | <u>1,295</u> |
| Net Change to Fund Balance |                          | (1,295)      |

Fund: 148 (LMD #28 Harborside)

Expenditures

|                            |                          |              |
|----------------------------|--------------------------|--------------|
| 148-5702-804-8451          | SVCS-OTHER PROF/CONTRACT | <u>6,243</u> |
|                            | Sub-total Expenditures   | <u>6,243</u> |
| Net Change to Fund Balance |                          | (6,243)      |

Fund: 149 (LMD #29 Mercy Charities)

Expenditures

|                            |                          |            |
|----------------------------|--------------------------|------------|
| 149-5702-804-8451          | SVCS-OTHER PROF/CONTRACT | <u>133</u> |
|                            | Sub-total Expenditures   | <u>133</u> |
| Net Change to Fund Balance |                          | (133)      |

Fund: 151 (LMD #30 Haas Automation)

Expenditures

|                            |                          |              |
|----------------------------|--------------------------|--------------|
| 151-5702-804-8451          | SVCS-OTHER PROF/CONTRACT | <u>4,032</u> |
|                            | Sub-total Expenditures   | <u>4,032</u> |
| Net Change to Fund Balance |                          | (4,032)      |

Fund: 152 (LMD #31 Rancho De La Rosa)

Expenditures

|                            |                          |              |
|----------------------------|--------------------------|--------------|
| 152-5702-804-8451          | SVCS-OTHER PROF/CONTRACT | <u>6,629</u> |
|                            | Sub-total Expenditures   | <u>6,629</u> |
| Net Change to Fund Balance |                          | (6,629)      |

Fund: 153 (LMD #32 Oak Park)

Expenditures

|                            |                          |              |
|----------------------------|--------------------------|--------------|
| 153-5702-804-8451          | SVCS-OTHER PROF/CONTRACT | <u>2,005</u> |
|                            | Sub-total Expenditures   | <u>2,005</u> |
| Net Change to Fund Balance |                          | (2,005)      |

Fund: 154 (LMD #33 El Paseo)

Expenditures

|                   |                          |              |
|-------------------|--------------------------|--------------|
| 154-5702-804-8451 | SVCS-OTHER PROF/CONTRACT | <u>4,838</u> |
|                   | Sub-total Expenditures   | <u>4,838</u> |

Net Change to Fund Balance (4,838)

Fund: 155 (LMD #35 Airport Marina Center)

Expenditures

155-5702-804-8451 SVCS-OTHER PROF/CONTRACT 1,857

Sub-total Expenditures 1,857

Net Change to Fund Balance (1,857)

Fund: 156 (LMD #34 Sunrise Pointe)

Expenditures

156-5702-804-8451 SVCS-OTHER PROF/CONTRACT 5,027

Sub-total Expenditures 5,027

Net Change to Fund Balance (5,027)

Fund: 157 (LMD #36 Villa Santa Cruz/Villa Carmel)

Expenditures

157-5702-804-8451 SVCS-OTHER PROF/CONTRACT 12,025

Sub-total Expenditures 12,025

Net Change to Fund Balance (12,025)

Fund: 158 (LMD #37 Pacific Breeze)

Expenditures

158-5702-804-8451 SVCS-OTHER PROF/CONTRACT 2,674

Sub-total Expenditures 2,674

Net Change to Fund Balance (2,674)

Fund: 159 (LMD #38 Aldea Del Mar)

Expenditures

159-5702-804-8451 SVCS-OTHER PROF/CONTRACT 9,090

Sub-total Expenditures 9,090

Net Change to Fund Balance (9,090)

Fund: 160 (LMD #39 El Sueno/Promesa)

Expenditures

160-5702-804-8451 SVCS-OTHER PROF/CONTRACT 17,217

Sub-total Expenditures 17,217

Net Change to Fund Balance (17,217)

Fund: 161 (LMD #39 D.R. Horton)

**Expenditures**

|                   |                          |              |
|-------------------|--------------------------|--------------|
| 161-5702-804-8451 | SVCS-OTHER PROF/CONTRACT | <u>1,234</u> |
|                   | Sub-total Expenditures   | <u>1,234</u> |

|                            |                |
|----------------------------|----------------|
| Net Change to Fund Balance | <u>(1,234)</u> |
|----------------------------|----------------|

**Fund: 162 (LMD #40 Cantada)****Expenditures**

|                   |                          |              |
|-------------------|--------------------------|--------------|
| 162-5702-804-8451 | SVCS-OTHER PROF/CONTRACT | <u>6,353</u> |
|                   | Sub-total Expenditures   | <u>6,353</u> |

|                            |                |
|----------------------------|----------------|
| Net Change to Fund Balance | <u>(6,353)</u> |
|----------------------------|----------------|

**Fund: 163 (LMD #41 Pacific Cove)****Expenditures**

|                   |                          |              |
|-------------------|--------------------------|--------------|
| 163-5702-804-8451 | SVCS-OTHER PROF/CONTRACT | <u>5,762</u> |
|                   | Sub-total Expenditures   | <u>5,762</u> |

|                            |                |
|----------------------------|----------------|
| Net Change to Fund Balance | <u>(5,762)</u> |
|----------------------------|----------------|

**Fund: 164 (LMD #42 Cantabria & Coronado)****Expenditures**

|                   |                          |               |
|-------------------|--------------------------|---------------|
| 164-5702-804-8451 | SVCS-OTHER PROF/CONTRACT | <u>14,361</u> |
|                   | Sub-total Expenditures   | <u>14,361</u> |

|                            |                 |
|----------------------------|-----------------|
| Net Change to Fund Balance | <u>(14,361)</u> |
|----------------------------|-----------------|

**Fund: 165 (LMD #43 Greenbelt)****Expenditures**

|                   |                          |              |
|-------------------|--------------------------|--------------|
| 165-5702-804-8451 | SVCS-OTHER PROF/CONTRACT | <u>8,519</u> |
|                   | Sub-total Expenditures   | <u>8,519</u> |

|                            |                |
|----------------------------|----------------|
| Net Change to Fund Balance | <u>(8,519)</u> |
|----------------------------|----------------|

**Fund: 170 (LMD Combining Funds)****Expenditures**

|                   |                                                               |               |
|-------------------|---------------------------------------------------------------|---------------|
| 170-8001-899-8451 | SVCS-OTHER PROF/CONTRACT<br>(LMD # 44 American Pacific Homes) | <u>1,751</u>  |
| 170-8002-899-8451 | SVCS-OTHER PROF/CONTRACT<br>(LMD # 45 Channel Pointe)         | <u>614</u>    |
| 170-8003-899-8451 | SVCS-OTHER PROF/CONTRACT<br>(LMD # 46 Daily Ranch)            | <u>15,948</u> |
| 170-8004-899-8451 | SVCS-OTHER PROF/CONTRACT<br>(LMD # 47 Sycamore Place)         | <u>5,446</u>  |

ATTACHMENT NO. 3  
PAGE 7 OF 8

|                   |                                                                       |               |
|-------------------|-----------------------------------------------------------------------|---------------|
| 170-8005-899-8451 | SVCS-OTHER PROF/CONTRACT<br>(LMD # 48 Victoria Estates)               | 13,367        |
| 170-8006-899-8451 | SVCS-OTHER PROF/CONTRACT<br>(LMD # 49 Cameron Ranch)                  | 1,554         |
| 170-8007-899-8451 | SVCS-OTHER PROF/CONTRACT<br>(LMD # 50 Pleasant Valley Senior Housing) | 1,893         |
| 170-8008-899-8451 | SVCS-OTHER PROF/CONTRACT<br>(LMD # 51 Pfeiler)                        | 11,093        |
| 170-8009-899-8451 | SVCS-OTHER PROF/CONTRACT<br>(LMD # 52 Wingfield Homes)                | 6,153         |
| 170-8010-899-8451 | SVCS-OTHER PROF/CONTRACT<br>(LMD # 53 Huff Court)                     | 295           |
| 170-8012-899-8451 | SVCS-OTHER PROF/CONTRACT<br>(LMD # 54 Meadow Crest Villas)            | 1,834         |
| 170-8013-899-8451 | SVCS-OTHER PROF/CONTRACT<br>(LMD # 55 Wingfield West)                 | 2,452         |
| 170-8014-899-8451 | SVCS-OTHER PROF/CONTRACT<br>(LMD # 56 The Cottages)                   | 412           |
| 170-8015-899-8451 | SVCS-OTHER PROF/CONTRACT<br>(LMD # 57 Golden State Self Storage)      | 1,047         |
| 170-8016-899-8451 | SVCS-OTHER PROF/CONTRACT<br>(LMD # 58 Westwind)                       | 6,730         |
| 170-8017-899-8451 | SVCS-OTHER PROF/CONTRACT<br>(LMD # 59 Orbela)                         | 1,718         |
| 170-8018-899-8451 | SVCS-OTHER PROF/CONTRACT<br>(LMD # 60 Artisan)                        | 5,013         |
|                   | Sub-total Expenditures                                                | <u>77,325</u> |

|                            |                 |
|----------------------------|-----------------|
| Net Change to Fund Balance | <u>(77,325)</u> |
| Net Appropriation Change   | <u>444,800</u>  |

#### Approvals

Department Director \_\_\_\_\_

Chief Financial Officer \_\_\_\_\_

City Manager \_\_\_\_\_





**CITY COUNCIL  
AGENDA REPORT**

**TYPE OF ITEM: Report**

**AGENDA ITEM NO.: L-2**

**DATE:** December 8, 2105

**TO:** City Council

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

**FROM:** Todd Vasquez-Housley  
Interim Deputy Public Works Director

**SUBJECT:** Blanket Purchase Order for MacValley Oil Company to Deliver Gasoline and Diesel to Various City Sites for Period January 1, 2016-December 31, 2016

**CONTACT:** May Roque, Administrative Assistant  
Email May.Roque@ci.oxnard.ca.us, 385-8049

**RECOMMENDATION**

That City Council approve and authorize the Mayor to sign a blanket purchase order (No. 5640) for MacValley Oil Company to deliver gasoline and diesel to various City sites in an amount not to exceed \$514,000. This blanket purchase order is for the period from January 1, 2016, to December 31, 2016.

**BACKGROUND**

On July 1, 2015, the City posted, on its website, Request for Bids ("RFB") No. GS-R15-40 for delivery of fuel (gasoline, clear diesel, red dye diesel, and bio-diesel), lubricants, and antifreeze to various City sites to support and maintain machinery, equipment, and vehicles under their responsibility. The RFB was advertised in the newspaper *Vida* on July 9, 2015. Four vendors submitted bids by the July 31, 2015, deadline: MacValley Oil Company, Sawyer Petroleum, Southern Counties Fuel DBA SC Fuels, and Silvas Oil Company. Bidders were rated according to bid prices, references, proposed emergency fuel support in case of a declared emergency, and the companies' experience and resources. Based on the above criteria, staff recommends splitting the contract into three: MacValley Oil Company is the lowest responsible bidder for gasoline and diesel, Sawyer Petroleum is the only bidder for bio-diesel to the Wastewater Treatment Plant, and Silvas Oil Company is the lowest responsible bidder for lubricants and antifreeze. (Requests to approve blanket purchase orders for Sawyer Petroleum to deliver bio-diesel to the Wastewater Treatment Plant and Silvas Oil Company to deliver lubricants & antifreeze to various City sites will be presented to City Council as separate agenda reports.)

Blanket Purchase Order for MacValley Oil Company to Deliver Gasoline and Diesel to Various City Sites for Period January 1, 2016-December 31, 2016

December 8, 2015

Page 2

MacValley Oil Company will deliver fuel to the following City sites:

- Gasoline and red dye diesel to Environmental Resources located at 111 Del Norte Boulevard
- Gasoline and clear diesel to Fire Stations 1 and 8 located at 491 South "K" Street and 3000 South Rose Avenue, respectively
- Clear diesel to Fire Stations 2-6 located at 531 East Pleasant Valley Road, 150 Hill Street, 230 West Vineyard Avenue, 1450 Colonia Road, and 2601 Peninsula Road, respectively
- Gasoline and red dye diesel to the River Ridge Golf Course located at 2401 West Vineyard Avenue
- Gasoline to the Wastewater Treatment Plant located at 6001 Perkins Road

### FINANCIAL IMPACT

Value of the one-year agreement with MacValley Oil Company is not to exceed \$514,000, estimated per site as follows:

|                                    |               |
|------------------------------------|---------------|
| • Environmental Resources .....    | \$187,000     |
| • Fire Stations 1-6 & 8 .....      | 202,000       |
| • River Ridge Golf Course .....    | 77,000        |
| • Wastewater Treatment Plant ..... | <u>48,000</u> |
| TOTAL .....                        | \$514,000     |

Impact on FY 2015-16 budget is \$257,000, half of above estimated amount, as the blanket purchase order is for the period from January 1, 2016, through December 31, 2016.

Each City department/division will pay for its own purchases under this agreement. Environmental Resources will pay for fuel out of Enterprise Funds. As an internal service fund, Fleet Services charges the Fire Department's General Fund budget for fuel purchased on behalf of Fire Stations 1-6 and Measure O for fuel purchased on behalf of Fire Station 8, estimated at \$49,000 annually. High Tide and Green Grass, Inc., operators of the River Ridge Golf Course, will pay for its own purchases. The Wastewater Treatment Plant will pay for gasoline out of Wastewater Operating Funds.

### ATTACHMENT

#1 - Blanket Purchase Order No. 5640 for MacValley Oil Company





**BLANKET ORDER**  
CITY OF OXNARD  
300 WEST 3RD STREET  
OXNARD, CA 93030

**PURCHASE  
ORDER NO.  
005640**

DATE: 10/29/2015

VENDOR PHONE: (805)485-7246

VENDOR FAX: ( ) -

VENDOR #: 3025

VENDOR ADDRESS: MAC VALLEY OIL COMPANY  
P.O. BOX 1149  
OXNARD, CA 93032

SHIP TO: FLEET SERVICES  
1060 PACIFIC AVE, BLDG 1  
OXNARD, CA 93030

*Our P.O. # **MUST** Appear on **ALL** Invoices, Packages and Correspondence*

| DELIVER BY |                   | REQUISITION #                     | REQUISITION DATE | CONFIRMED BY   |                  |
|------------|-------------------|-----------------------------------|------------------|----------------|------------------|
| 12/31/2016 |                   | 0000002417                        | 10/15/2015       | WANDA 485-6900 |                  |
| FOB        |                   | ACCOUNT NUMBER                    |                  | AUTHORIZED BY  |                  |
|            |                   |                                   |                  | RENA BASSETT   |                  |
| ITEM #     | QUANTITY/<br>UNIT | DESCRIPTION<br>ARTICLE OR SERVICE |                  | UNIT<br>COST   | EXTENDED<br>COST |

**FUEL DELIVERY TO VARIOUS CITY SITES JAN-DEC 2016**

Effective date: 10/15/2015

Expiration date: 12/31/2016

Not to exceed: 514,000.00

FUEL DELIVERY TO VARIOUS CITY SITES JAN-DEC 2016

|                              |               |
|------------------------------|---------------|
| <b>TOTAL PURCHASE AMOUNT</b> | <b>\$0.00</b> |
|------------------------------|---------------|

Send Original and One Copy of Invoice to:  
**PURCHASING**  
**300 W. THIRD ST, #202**  
**OXNARD, CA 93030**

AUTHORIZED SIGNATURE. \_\_\_\_\_

By acceptance of this purchase order, you agree to the attached terms and conditions of the City of Oxnard

PURCHASE ORDERS  
TERMS AND CONDITIONS

The City Purchasing Officer and the Vendor agree as follows:

1. Vendor shall furnish to City the labor, materials, equipment, supplies and/or services described in the Purchase Order preceding this page.
2. City shall pay to Vendor the price, or prices, specified in the Purchase Order upon delivery of the labor, materials, equipment, supplies and/or services, and acceptance thereof by the City Purchasing Officer, or upon the completion of the services to be performed and acceptance thereof.
3. If the Purchase Order is continuing in nature, City shall pay to Vendor the amount due Vendor for labor, materials, equipment or supplies furnished, or services completed and accepted.
4. Vendor shall deliver the labor, materials, equipment or supplies, or cause the services to be performed, within the time and in the manner specified in the Purchase Order. Vendor shall be excused in performance for delays resulting from causes beyond the control of Vendor.
5. If services are performed or labor furnished to City under the Purchase Order, Vendor 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 Vendor or its agents, employees, subcontractors, consultants and other persons acting on Vendor'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, willfulness or acts for which Vendor or its agents, employees, subcontractors, consultants and other persons acting on Vendor's behalf would be held strictly liable. Vendor's obligation to defend shall arise when a claim, demand or action is made or filed, whether or not such claim, demand or action results in a determination of liability or damages as to which Vendor is obligated to indemnify and hold harmless.
6. Insurance
  - a) Vendor shall obtain and maintain during the performance of any services under this Agreement the following insurance coverage issued by a company satisfactory to the Risk Manager, unless the Risk Manager waives, in writing, the requirement that Vendor obtain and maintain such insurance coverage.
    - i. Commercial general liability insurance, including a contractual liability endorsement, in an amount not less than \$1,000,000 combined single limit for bodily injury and property damage for each claimant for general liability with coverage equivalent to Insurance Services Office Commercial General Liability coverage (Occurrence Form CG0001ED, November 1988);
    - ii. Business automobile liability insurance in an amount not less than \$1,000,000 combined single limit for bodily injury and property damage for each claimant for automobile liability with coverage equivalent to Auto Liability Insurance Services Office coverage (Occurrence Form CA000TED, June 1992) covering Code No. 1, "any auto";
    - iii. Workers' compensation insurance in compliance with the laws of the State of California, including employer's liability insurance in an amount not less than \$1,000,000 per claimant.
7. Vendor, in the performance of any services or the furnishing of any labor under this Purchase Order, shall be considered an independent contractor, and Vendor and Vendor's agents and employees shall not be considered officers or employees of the City.
8. Vendor, without the written consent of the City Purchasing Officer, shall not:
  - a) Assign the Purchase Order, or any interest therein, or any money due thereunder; or
  - b) Make any changes, alterations or variations in the terms of the Purchase Order.
9. The cost of inspection on deliveries, or offers to make deliveries that do not meet specifications, will be paid by Vendor or deducted by City from amounts due Vendor.
10. Vendor shall indemnify and hold harmless City, its officers and employees, from liability, claims, loss or expense of any kind or nature on account of any copyrighted or uncopyrighted composition, patented or unpatented process or invention, article or appliance furnished or used under this Purchase Order.
11. Vendor shall comply with all applicable federal, state and local ordinance, laws and regulations and shall obtain and pay for all required licenses and permits, including a City of Oxnard business license.
12. Return or exchange of materials, equipment or supplies will not be permitted without written approval by the City Purchasing Officer.
13. All materials, supplies and equipment furnished under the Purchase Order shall, where applicable, be in full compliance with the Safety Orders and Regulations of the Division of Industrial Safety of the State of California and the Williams-Steiger Federal Occupational Health and Safety Act of 1970.
14. City may terminate this Purchase Order at any time by giving written notice of termination to Vendor. If termination is for cause, termination shall become effective on the date of the notice or at a later date, specified in the notice. If termination is without cause, termination shall become effective five days after the date of the notice or at a later date specified in the notice.
15. Vendor shall comply with all applicable equal employment opportunity requirements of the California Department of Fair Employment and Housing in performing or contracting for any services under this Purchase Order.
16. For public projects, Vendor shall pay prevailing wages in accordance with Labor Code Sections 1720 et seq.

ADDITIONAL REQUIREMENTS FOR GRANT-FUNDED PROJECTS

17. The following requirements apply to any Purchase Order funded in whole or in part by federal grant funds.
  - a) Upon expiration of the time specified on the reverse side, this Purchase Order shall terminate unless City and Vendor have mutually agreed in writing to an extension of time.
  - b) If legal action is brought by either party because the other has failed to comply with terms or conditions of this Purchase Order, the prevailing party shall be awarded its attorney's fees and costs in addition to its damages and/or equitable relief.
  - c) Vendor shall comply with all applicable requirements of Executive Order 11246 as amended by Executive Order 11375 and the regulations adopted pursuant thereto (41 CFR Chapter 60), which provide that no person shall be discriminated against on the basis of race, color, religion, sex or national origin.
  - d) Vendor shall insure that the grantee (City), the Federal Grantor Agency, the Comptroller General of the United States, or any duly authorized representative, shall have access to any books, records, documents and papers, specifically relating to this Purchase Order, for the purpose of making audit, examination, excerpts and transcriptions for not less than three years after completion of the project and/or until the completion of the final project audit as required by the Federal Grants Agency.



**CITY COUNCIL  
AGENDA REPORT**

**TYPE OF ITEM: Report**

**AGENDA ITEM NO.: L-3**

**DATE:** December 8, 2105

**TO:** City Council

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

**FROM:** Todd Vasquez-Housley  
Interim Deputy Public Works Director

**SUBJECT:** Blanket Purchase Order for Sawyer Petroleum to Deliver Bio-diesel to the Wastewater Treatment Plant for Period January 1, 2016-December 31, 2016

**CONTACT:** May Roque, Administrative Assistant  
Email May.Roque@ci.oxnard.ca.us, 385-8049

**RECOMMENDATION**

That City Council approve and authorize the City Manager to sign a blanket purchase order (No. 5641) for Sawyer Petroleum to deliver bio-diesel to the Wastewater Treatment Plant located at 6001 Perkins Road in an amount not to exceed \$50,000. This blanket purchase order is for the period from January 1, 2016, to December 31, 2016.

**BACKGROUND**

On July 1, 2015, the City posted, on its website, Request for Bids ("RFB") No. GS-R15-40 for delivery of fuel (gasoline, clear diesel, red dye diesel, and bio-diesel), lubricants, and antifreeze to various City sites to support and maintain machinery, equipment, and vehicles under their responsibility. The RFB was advertised in the newspaper *Vida* on July 9, 2015. Four vendors submitted bids by the July 31, 2015, deadline: MacValley Oil Company, Sawyer Petroleum, Southern Counties Fuel DBA SC Fuels, and Silvas Oil Company. Bidders were rated according to bid prices, references, proposed emergency fuel support in case of a declared emergency, and the companies' experience and resources. Based on the above criteria, staff recommends splitting the contract into three: MacValley Oil Company is the lowest responsible bidder for gasoline and diesel, Sawyer Petroleum is the only bidder for bio-diesel to the Wastewater Treatment Plant, and Silvas Oil Company is the lowest responsible bidder for lubricants and antifreeze. (Requests to approve blanket purchase orders for MacValley Oil Company to deliver gasoline and diesel to various City sites and Silvas Oil Company to deliver lubricants and antifreeze to various City sites will be presented to City Council as separate agenda reports.)

Blanket Purchase Order for Sawyer Petroleum to Deliver Bio-diesel to the Wastewater Treatment Plant  
for Period January 1, 2016-December 31, 2016  
December 8, 2015  
Page 2

### **FINANCIAL IMPACT**

Value of the one-year agreement with Sawyer Petroleum is not to exceed \$50,000. Impact on FY 2015-16 budget is \$25,000, half of estimated amount, as the agreement is for the period from January 1, 2016, through December 31, 2016. The Wastewater Treatment Plant will pay for bio-diesel out of Wastewater Operating Funds.

### **ATTACHMENT**

#1 - Blanket Purchase Order No. 5641 for Sawyer Petroleum



**BLANKET ORDER**  
CITY OF OXNARD  
300 WEST 3RD STREET  
OXNARD, CA 93030

**PURCHASE  
ORDER NO.  
005641**

DATE: 10/29/2015

**VENDOR PHONE:** (818)786-8180  
**VENDOR FAX:** (818)376-1494  
**VENDOR #:** 18493  
**VENDOR ADDRESS:** SAWYER PETROLEUM  
1543 W. 16TH STREET  
LONG BEACH, CA 90813

**SHIP TO:** WASTEWATER TREATMENT PLT  
6001 S. PERKINS ROAD  
OXNARD, CA 93033

*Our P.O. # **MUST** Appear on ALL Invoices, Packages and Correspondence*

| DELIVER BY |                   | REQUISITION #                     | REQUISITION DATE | CONFIRMED BY                 |                  |
|------------|-------------------|-----------------------------------|------------------|------------------------------|------------------|
| 12/31/2016 |                   | 0000002418                        | 10/15/2015       | CYNTHIA CANCHOLA -<br>ACCOUN |                  |
| FOB        |                   | ACCOUNT NUMBER                    |                  | AUTHORIZED BY                |                  |
|            |                   |                                   |                  | RENA BASSETT                 |                  |
| ITEM<br>#  | QUANTITY/<br>UNIT | DESCRIPTION<br>ARTICLE OR SERVICE |                  | UNIT<br>COST                 | EXTENDED<br>COST |

BIO-DIESEL FOR WASTEWATER PERIOD JAN-DEC 2016

Effective date: 10/15/2015  
Expiration date: 12/31/2016  
Not to exceed: 50,000.00

BIO-DIESEL FOR WASTEWATER PERIOD JAN-DEC 2016

**TOTAL PURCHASE AMOUNT**

**\$0.00**

Send Original and One Copy of Invoice to:  
**PURCHASING**  
**300 W. THIRD ST, #202**  
**OXNARD, CA 93030**

AUTHORIZED SIGNATURE. \_\_\_\_\_

By acceptance of this purchase order, you agree to the attached terms and conditions of the City of Oxnard

PURCHASE ORDERS  
TERMS AND CONDITIONS

The City Purchasing Officer and the Vendor agree as follows:

1. Vendor shall furnish to City the labor, materials, equipment, supplies and/or services described in the Purchase Order preceding this page.
2. City shall pay to Vendor the price, or prices, specified in the Purchase Order upon delivery of the labor, materials, equipment, supplies and/or services, and acceptance thereof by the City Purchasing Officer, or upon the completion of the services to be performed and acceptance thereof.
3. If the Purchase Order is continuing in nature, City shall pay to Vendor the amount due Vendor for labor, materials, equipment or supplies furnished, or services completed and accepted.
4. Vendor shall deliver the labor, materials, equipment or supplies, or cause the services to be performed, within the time and in the manner specified in the Purchase Order. Vendor shall be excused in performance for delays resulting from causes beyond the control of Vendor.
5. If services are performed or labor furnished to City under the Purchase Order, Vendor 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 Vendor or its agents, employees, subcontractors, consultants and other persons acting on Vendor'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, willfulness or acts for which Vendor or its agents, employees, subcontractors, consultants and other persons acting on Vendor's behalf would be held strictly liable. Vendor's obligation to defend shall arise when a claim, demand or action is made or filed, whether or not such claim, demand or action results in a determination of liability or damages as to which Vendor is obligated to indemnify and hold harmless.
6. Insurance
  - a) Vendor shall obtain and maintain during the performance of any services under this Agreement the following insurance coverage issued by a company satisfactory to the Risk Manager, unless the Risk Manager waives, in writing, the requirement that Vendor obtain and maintain such insurance coverage.
    - i. Commercial general liability insurance, including a contractual liability endorsement, in an amount not less than \$1,000,000 combined single limit for bodily injury and property damage for each claimant for general liability with coverage equivalent to Insurance Services Office Commercial General Liability coverage (Occurrence Form CG0001ED, November 1988);
    - ii. Business automobile liability insurance in an amount not less than \$1,000,000 combined single limit for bodily injury and property damage for each claimant for automobile liability with coverage equivalent to Auto Liability Insurance Services Office coverage (Occurrence Form CA000TED, June 1992) covering Code No. 1, "any auto";
    - iii. Workers' compensation insurance in compliance with the laws of the State of California, including employer's liability insurance in an amount not less than \$1,000,000 per claimant.
7. Vendor, in the performance of any services or the furnishing of any labor under this Purchase Order, shall be considered an independent contractor, and Vendor and Vendor's agents and employees shall not be considered officers or employees of the City.
8. Vendor, without the written consent of the City Purchasing Officer, shall not:
  - a) Assign the Purchase Order, or any interest therein, or any money due thereunder; or
  - b) Make any changes, alterations or variations in the terms of the Purchase Order.
9. The cost of inspection on deliveries, or offers to make deliveries that do not meet specifications, will be paid by Vendor or deducted by City from amounts due Vendor.
10. Vendor shall indemnify and hold harmless City, its officers and employees, from liability, claims, loss or expense of any kind or nature on account of any copyrighted or uncopyrighted composition, patented or unpatented process or invention, article or appliance furnished or used under this Purchase Order.
11. Vendor shall comply with all applicable federal, state and local ordinance, laws and regulations and shall obtain and pay for all required licenses and permits, including a City of Oxnard business license.
12. Return or exchange of materials, equipment or supplies will not be permitted without written approval by the City Purchasing Officer.
13. All materials, supplies and equipment furnished under the Purchase Order shall, where applicable, be in full compliance with the Safety Orders and Regulations of the Division of Industrial Safety of the State of California and the Williams-Steiger Federal Occupational Health and Safety Act of 1970.
14. City may terminate this Purchase Order at any time by giving written notice of termination to Vendor. If termination is for cause, termination shall become effective on the date of the notice or at a later date, specified in the notice. If termination is without cause, termination shall become effective five days after the date of the notice or at a later date specified in the notice.
15. Vendor shall comply with all applicable equal employment opportunity requirements of the California Department of Fair Employment and Housing in performing or contracting for any services under this Purchase Order.
16. For public projects, Vendor shall pay prevailing wages in accordance with Labor Code Sections 1720 et seq.

ADDITIONAL REQUIREMENTS FOR GRANT-FUNDED PROJECTS

17. The following requirements apply to any Purchase Order funded in whole or in part by federal grant funds.
  - a) Upon expiration of the time specified on the reverse side, this Purchase Order shall terminate unless City and Vendor have mutually agreed in writing to an extension of time.
  - b) If legal action is brought by either party because the other has failed to comply with terms or conditions of this Purchase Order, the prevailing party shall be awarded its attorney's fees and costs in addition to its damages and/or equitable relief.
  - c) Vendor shall comply with all applicable requirements of Executive Order 11246 as amended by Executive Order 11375 and the regulations adopted pursuant thereto (41 CFR Chapter 60), which provide that no person shall be discriminated against on the basis of race, color, religion, sex or national origin.
  - d) Vendor shall insure that the grantee (City), the Federal Grantor Agency, the Comptroller General of the United States, or any duly authorized representative, shall have access to any books, records, documents and papers, specifically relating to this Purchase Order, for the purpose of making audit, examination, excerpts and transcriptions for not less than three years after completion of the project and/or until the completion of the final project audit as required by the Federal Grants Agency.



**CITY COUNCIL  
AGENDA REPORT**

**TYPE OF ITEM: Report**

**AGENDA ITEM NO.: L-4**

**DATE:** December 8, 2105

**TO:** City Council

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

**FROM:** Todd Vasquez-Housley  
Interim Deputy Public Works Director

**SUBJECT:** **Blanket Purchase Order for Silvas Oil Company to Deliver Lubricants and Antifreeze to Various City Sites for Period January 1, 2016-December 31, 2016**

**CONTACT:** May Roque, Administrative Assistant  
Email May.Roque@ci.oxnard.ca.us, 385-8049

**RECOMMENDATION**

That City Council approve and authorize the City Manager to sign a blanket purchase order (No. 5639) for Silvas Oil Company to deliver lubricants and antifreeze to various City sites in an amount not to exceed \$150,000. This blanket purchase order is for the period from January 1, 2016, to December 31, 2016.

**BACKGROUND**

On July 1, 2015, the City posted, on its website, Request for Bids ("RFB") No. GS-R15-40 for delivery of fuel (gasoline, clear diesel, red dye diesel, and bio-diesel), lubricants, and antifreeze to various City sites to support and maintain machinery, equipment, and vehicles under their responsibility. The RFB was advertised in the newspaper *Vida* on July 9, 2015. Four vendors submitted bids by the July 31, 2015, deadline: MacValley Oil Company, Sawyer Petroleum, Southern Counties Fuel DBA SC Fuels, and Silvas Oil Company. Bidders were rated according to bid prices, references, proposed emergency fuel support in case of a declared emergency, and the companies' experience and resources. Based on the above criteria, staff recommends splitting the contract into three: MacValley Oil Company is the lowest responsible bidder for gasoline and diesel, Sawyer Petroleum is the only bidder for bio-diesel to the Wastewater Treatment Plant, and Silvas Oil Company is the lowest responsible bidder for lubricants and antifreeze. (Requests to approve blanket purchase orders for MacValley Oil Company to deliver gasoline and diesel to various City sites and for Sawyer Petroleum to deliver bio-diesel to the Wastewater Treatment Plant will be presented to City Council as separate agenda reports.)

Silvas Oil Company will deliver the following products to the following City sites:

- Lubricants and antifreeze to Environmental Resources located at 111 Del Norte Boulevard
- Lubricants to Fleet Services Shops located at 1060 Pacific Avenue and 111 Del Norte Boulevard
- Lubricants and antifreeze to the River Ridge Golf Course located at 2401 West Vineyard Avenue
- Lubricants to the Wastewater Treatment Plant located at 6001 Perkins Road

## **FINANCIAL IMPACT**

Value of the one-year agreement with Silvas Oil Company is not to exceed \$150,000, estimated per site as follows:

|                                   |               |
|-----------------------------------|---------------|
| • Environmental Resources .....   | \$ 10,837     |
| • Fleet Services shops .....      | 65,019        |
| • River Ridge Golf Course .....   | 6,844         |
| • Wastewater Treatment Plant..... | <u>67,300</u> |
| TOTAL                             | \$150,000     |

Impact on FY 2015-16 budget is \$75,000, half of above estimated amount, as the agreement is for the period from January 1, 2016, through December 31, 2016.

Each City department/division will pay for its own purchases under this agreement. Environmental Resources will pay for lubricants and antifreeze out of Enterprise Funds. Fleet Services will pay for lubricants it purchases out of Internal Service Funds. High Tide and Green Grass, Inc., operators of the River Ridge Golf Course, will pay for its own purchases. The Wastewater Treatment Plant will pay for lubricants out of Wastewater Operating Funds.

## **ATTACHMENT**

#1 - Blanket Purchase Order No. 5639 for Silvas Oil Company





**BLANKET ORDER**  
CITY OF OXNARD  
300 WEST 3RD STREET  
OXNARD, CA 93030

**PURCHASE  
ORDER NO.  
005639**

DATE: 10/29/2015

VENDOR PHONE: (805)486-4581

VENDOR FAX: ( ) -

VENDOR #: 4505

VENDOR ADDRESS: SILVAS OIL COMPANY INC  
P.O. BOX 1048  
FRESNO, CA 93714

SHIP TO: FLEET SERVICES  
1060 PACIFIC AVE, BLDG 1  
OXNARD, CA 93030

*Our P.O. # MUST Appear on ALL Invoices, Packages and Correspondence*

| DELIVER BY |                   | REQUISITION #                     | REQUISITION DATE | CONFIRMED BY              |                  |
|------------|-------------------|-----------------------------------|------------------|---------------------------|------------------|
| 12/31/2016 |                   | 0000002419                        | 10/15/2015       | USE THIS VENDOR FOR PAYME |                  |
| FOB        |                   | ACCOUNT NUMBER                    |                  | AUTHORIZED BY             |                  |
|            |                   |                                   |                  | RENA BASSETT              |                  |
| ITEM #     | QUANTITY/<br>UNIT | DESCRIPTION<br>ARTICLE OR SERVICE |                  | UNIT<br>COST              | EXTENDED<br>COST |

**LUBRICANTS & ANTIFREEZE TO VARIOUS CITY SITES CY16**

Effective date: 10/15/2015

Expiration date: 12/31/2016

Not to exceed: 150,000.00

LUBRICANTS & ANTIFREEZE TO VARIOUS CITY SITES CY16

**TOTAL PURCHASE AMOUNT**

**\$0.00**

Send Original and One Copy of Invoice to:

**PURCHASING**  
300 W. THIRD ST, #202  
OXNARD, CA 93030

AUTHORIZED SIGNATURE. \_\_\_\_\_

By acceptance of this purchase order, you agree to the attached terms and conditions of the City of Oxnard

PURCHASE ORDERS  
TERMS AND CONDITIONS

The City Purchasing Officer and the Vendor agree as follows:

1. Vendor shall furnish to City the labor, materials, equipment, supplies and/or services described in the Purchase Order preceding this page.
2. City shall pay to Vendor the price, or prices, specified in the Purchase Order upon delivery of the labor, materials, equipment, supplies and/or services, and acceptance thereof by the City Purchasing Officer, or upon the completion of the services to be performed and acceptance thereof.
3. If the Purchase Order is continuing in nature, City shall pay to Vendor the amount due Vendor for labor, materials, equipment or supplies furnished, or services completed and accepted.
4. Vendor shall deliver the labor, materials, equipment or supplies, or cause the services to be performed, within the time and in the manner specified in the Purchase Order. Vendor shall be excused in performance for delays resulting from causes beyond the control of Vendor.
5. If services are performed or labor furnished to City under the Purchase Order, Vendor 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 Vendor or its agents, employees, subcontractors, consultants and other persons acting on Vendor'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, willfulness or acts for which Vendor or its agents, employees, subcontractors, consultants and other persons acting on Vendor's behalf would be held strictly liable. Vendor's obligation to defend shall arise when a claim, demand or action is made or filed, whether or not such claim, demand or action results in a determination of liability or damages as to which Vendor is obligated to indemnify and hold harmless.
6. Insurance
  - a) Vendor shall obtain and maintain during the performance of any services under this Agreement the following insurance coverage issued by a company satisfactory to the Risk Manager, unless the Risk Manager waives, in writing, the requirement that Vendor obtain and maintain such insurance coverage.
    - i. Commercial general liability insurance, including a contractual liability endorsement, in an amount not less than \$1,000,000 combined single limit for bodily injury and property damage for each claimant for general liability with coverage equivalent to Insurance Services Office Commercial General Liability coverage (Occurrence Form CG0001ED, November 1988);
    - ii. Business automobile liability insurance in an amount not less than \$1,000,000 combined single limit for bodily injury and property damage for each claimant for automobile liability with coverage equivalent to Auto Liability Insurance Services Office coverage (Occurrence Form CA000TED, June 1992) covering Code No. 1, "any auto";
    - iii. Workers' compensation insurance in compliance with the laws of the State of California, including employer's liability insurance in an amount not less than \$1,000,000 per claimant.
7. Vendor, in the performance of any services or the furnishing of any labor under this Purchase Order, shall be considered an independent contractor, and Vendor and Vendor's agents and employees shall not be considered officers or employees of the City.
8. Vendor, without the written consent of the City Purchasing Officer, shall not:
  - a) Assign the Purchase Order, or any interest therein, or any money due thereunder; or
  - b) Make any changes, alterations or variations in the terms of the Purchase Order.
9. The cost of inspection on deliveries, or offers to make deliveries that do not meet specifications, will be paid by Vendor or deducted by City from amounts due Vendor.
10. Vendor shall indemnify and hold harmless City, its officers and employees, from liability, claims, loss or expense of any kind or nature on account of any copyrighted or uncopyrighted composition, patented or unpatented process or invention, article or appliance furnished or used under this Purchase Order.
11. Vendor shall comply with all applicable federal, state and local ordinance, laws and regulations and shall obtain and pay for all required licenses and permits, including a City of Oxnard business license.
12. Return or exchange of materials, equipment or supplies will not be permitted without written approval by the City Purchasing Officer.
13. All materials, supplies and equipment furnished under the Purchase Order shall, where applicable, be in full compliance with the Safety Orders and Regulations of the Division of Industrial Safety of the State of California and the Williams-Steiger Federal Occupational Health and Safety Act of 1970.
14. City may terminate this Purchase Order at any time by giving written notice of termination to Vendor. If termination is for cause, termination shall become effective on the date of the notice or at a later date, specified in the notice. If termination is without cause, termination shall become effective five days after the date of the notice or at a later date specified in the notice.
15. Vendor shall comply with all applicable equal employment opportunity requirements of the California Department of Fair Employment and Housing in performing or contracting for any services under this Purchase Order.
16. For public projects, Vendor shall pay prevailing wages in accordance with Labor Code Sections 1720 et seq.

ADDITIONAL REQUIREMENTS FOR GRANT-FUNDED PROJECTS

17. The following requirements apply to any Purchase Order funded in whole or in part by federal grant funds.
  - a) Upon expiration of the time specified on the reverse side, this Purchase Order shall terminate unless City and Vendor have mutually agreed in writing to an extension of time.
  - b) If legal action is brought by either party because the other has failed to comply with terms or conditions of this Purchase Order, the prevailing party shall be awarded its attorney's fees and costs in addition to its damages and/or equitable relief.
  - c) Vendor shall comply with all applicable requirements of Executive Order 11246 as amended by Executive Order 11375 and the regulations adopted pursuant thereto (41 CFR Chapter 60), which provide that no person shall be discriminated against on the basis of race, color, religion, sex or national origin.
  - d) Vendor shall insure that the grantee (City), the Federal Grantor Agency, the Comptroller General of the United States, or any duly authorized representative, shall have access to any books, records, documents and papers, specifically relating to this Purchase Order, for the purpose of making audit, examination, excerpts and transcriptions for not less than three years after completion of the project and/or until the completion of the final project audit as required by the Federal Grants Agency.

Attachment #1



**CITY COUNCIL  
AGENDA REPORT**

**TYPE OF ITEM: Report**

**AGENDA ITEM NO.: L-5**

**DATE:** December 8, 2015

**TO:** City Council

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

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

**SUBJECT:** Approval of Lowest Responsible Responsive Bid and Authorization to Issue and Execute a Contract (A-7833) for Project Specification No. UD15-29 Water Systems Non-Scheduled Emergency Work or Scheduled Urgent Work

**CONTACT:** Lou Balderrama, City Engineer  
lou.balderrama@ci.oxnard.ca.us, 385-7839

**RECOMMENDATION**

That City Council award Contract No. A-7833 to the lowest responsible responsive bidder, Sam Hill & Sons, Incorporated, for Project Specification No. UD15-29 Water Systems Non-Scheduled Emergency Work or Scheduled Urgent Work to the City's water and recycled water systems for the period of January 1, 2016 through December 31, 2018 for a total contract amount not to exceed \$1,800,000 and authorize the purchasing agent to execute the contract upon receipt of final documents.

**BACKGROUND**

The City's water and recycled water systems are comprised of approximately 880 miles of water mains and service laterals; 38,000 metered services; 16,000 water valves and 5,400 fire hydrants. Over time, these systems deteriorate due to corrosion, earth movement, root intrusion, poor initial backfill compaction, or other causes. In order to avoid 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.

**Approval of Lowest Responsible Responsive Bid and Authorization to Issue and Execute a Contract (A-7833) for Project Specification No. UD15-29 Water Systems Non-Scheduled Emergency Work or Scheduled Urgent Work**

December 8, 2015

Page 2

Project Specification No. UD15-29 provides for non-scheduled repairs to appurtenances for a three year period from January 1, 2016 through December 31, 2018 on an "as needed" basis, with the potential to renew the contract for two (2) additional one (1) year terms. The specification was prepared to establish unit costs to cover all aspects of work including equipment, labor, overhead, and materials. Project Specification No. UD15-29 is available for review in the General Services Department Office at 1060 Pacific Avenue, Building No. 2.

On July 25, 2015, the City Council approved Project Specification No. UD15-29 and authorized staff to conduct a public bid. The first advertisement for the public bid was on August 6, 2015. The public bid process started on August 10, 2015 and closed with a public bid opening on September 9, 2015. City Procurement received three (3) bids. The bids were based on hourly rates and work to be performed on an on-call basis and assigned by approved task order. Bids received were as follows:

|                          |          |
|--------------------------|----------|
| Sam Hill and Sons, Inc.  | \$510.00 |
| Toro Enterprises, Inc.   | \$767.00 |
| Cedros Construction Inc. | \$836.93 |

The department staff has agreed with the award of this contract following receipt of procurement staff review of all documentation received including checks of required license, Occupational Safety & Health Administration (OSHA) web site records for debarment, and any labor compliance issues. The bid received from Sam Hill & Sons, Inc. has been found to be a responsible and responsive lowest bid.

## **FINANCIAL IMPACT**

The cost of this contract is not to exceed \$600,000 per year. The initial contract term is for three years from January 1, 2016 through December 31, 2018 and is not to exceed \$1,800,000. Estimated cost for the first six months of the contract will be funded from Water Operating Distribution Repairs and Maintenance Account 601-6002-847.83-08 in the amount of \$300,000. Additional funding will be requested as part of the FY2016-17 budget process.

## **ATTACHMENTS**

- #1 - Tabulation of Bids
- #2 - Registration NO. CA DIR
- #3 - Bid Package – Sam Hill & Sons
- #4 - OSHA Report
- #5 - Subcontractors
- #6 - References
- #7 - Certificate of Publication – Public Notice
- #8 - Staff Report – Council Approval to Bid

## UD15-29-Non-Scheduled Emergency Water Repairs

Owner: City of Oxnard

Bid Opening: 09/09/15

\* marks an allowance

Sam Hill and Sons Inc

Toro Enterprises, Inc.

Cedro Construction,  
Inc.2627 Beene Road  
Ventura, CA 93003  
US2101 E Ventura Blvd  
Oxnard, CA 93036  
US120 E Santa Maria St  
Santa Paula, CA  
USBidder Status: Valid  
Comment: Low BidBidder Status: Valid  
Comment: #2Bidder Status: Valid  
Comment: #3

## UD15-29-Non-Scheduled Emergency Water System Repairs

|                            |           |                                       |          |                 | #1         |            | #2         |            | #3         |            |
|----------------------------|-----------|---------------------------------------|----------|-----------------|------------|------------|------------|------------|------------|------------|
| Item #                     | Item Code | Item Description                      | Quantity | Unit of Measure | Unit Price | Item Total | Unit Price | Item Total | Unit Price | Item Total |
| 1                          | n/a       | FOREMAN                               | 1        | HR              | \$95.00    | \$95.00    | \$99.00    | \$99.00    | \$125.41   | \$125.41   |
| 2                          | n/a       | EQUIPMENT OPERATOR                    | 1        | HR              | \$88.00    | \$88.00    | \$94.00    | \$94.00    | \$121.01   | \$121.01   |
| 3                          | n/a       | LABORER                               | 1        | HR              | \$75.00    | \$75.00    | \$75.00    | \$75.00    | \$98.53    | \$98.53    |
| 4                          | n/a       | SUPERINTENDENT                        | 1        | HR              | \$50.00    | \$50.00    | \$100.00   | \$100.00   | \$56.10    | \$56.10    |
| 5                          | n/a       | AIR COMPRESSOR                        | 1        | HR              | \$20.00    | \$20.00    | \$25.00    | \$25.00    | \$40.55    | \$40.55    |
| 6                          | n/a       | SERVICE TRUCK                         | 1        | HR              | \$40.00    | \$40.00    | \$45.00    | \$45.00    | \$40.03    | \$40.03    |
| 7                          | n/a       | BACKHOE                               | 1        | HR              | \$50.00    | \$50.00    | \$55.00    | \$55.00    | \$64.74    | \$64.74    |
| 8                          | n/a       | DUMP TRUCK                            | 1        | HR              | \$40.00    | \$40.00    | \$45.00    | \$45.00    | \$71.77    | \$71.77    |
| 9                          | n/a       | 150GPM PUMP WITH 20-FT. HOSE          | 1        | HR              | \$5.00     | \$5.00     | \$5.00     | \$5.00     | \$16.83    | \$16.83    |
| 10                         | n/a       | TRAFFIC CONTROL-NO FLAGERS, 8-HR. DAY | 1        | HR              | \$5.00     | \$5.00     | \$25.00    | \$25.00    | \$56.10    | \$56.10    |
| 11                         | n/a       | CUT-OFF SAW                           | 1        | HR              | \$2.00     | \$2.00     | \$6.00     | \$6.00     | \$11.22    | \$11.22    |
| 12                         | n/a       | COMPACTION UNIT                       | 1        | HR              | \$15.00    | \$15.00    | \$20.00    | \$20.00    | \$16.83    | \$16.83    |
| 13                         | n/a       | MOBILIZATION / DEMOBILIZATION         | 1        | HR              | \$25.00    | \$25.00    | \$173.00   | \$173.00   | \$117.81   | \$117.81   |
| Bid List Total -SUBMITTED  |           |                                       |          |                 |            | \$510.00   |            | \$767.00   | **         | \$838.93   |
| Total Bid Amount -VERIFIED |           |                                       |          |                 |            | \$510.00   |            | \$767.00   |            | \$836.93   |
| Listed Subs                |           |                                       |          |                 | NONE       |            | NONE       |            | NONE       |            |

ATTACHMENT  
PAGE 1 OF 1

| Legal Name           | Registration No. | State   | County  | Effective Date | Expiration Date |
|----------------------|------------------|---------|---------|----------------|-----------------|
| SAM HILL & SONS, INC | 1000008073       | VENTURA | VENTURA | 08/27/2015     | 08/30/2016      |

[Go to Search](#)[Public Works](#)

## Public Works Contractor (PWC) Registration Search

This is a listing of current and active PWC registrations pursuant to Division 2, Part 7, Chapter 1 (commencing with section 1720 of the California Labor Code.)

Enter at least one search criteria to display active registered public works contractor(s) matching your selections.

|                          |                                       |                                      |
|--------------------------|---------------------------------------|--------------------------------------|
| Registration Year:       | Current Fiscal Year: 2016 ▾           |                                      |
| PWC Registration Number: | 1000008073                            |                                      |
| Contractor Legal Name:   | example: ABC COMPANY                  | Contractor License Lookup            |
| License Number:          | example: 606309 (CSLB)                |                                      |
| County:                  | VENTURA ▾                             |                                      |
|                          | <input type="button" value="Search"/> | <input type="button" value="Reset"/> |

Export as: [Excel](#) | [PDF](#)

### Search Results

One registered contractor found. 1

| Details              | Legal Name           | Registration Number | County  | City    | Registration Date | Expiration Date |
|----------------------|----------------------|---------------------|---------|---------|-------------------|-----------------|
| <a href="#">View</a> | SAM HILL & SONS, INC | 1000008073          | VENTURA | VENTURA | 08/27/2015        | 06/30/2016      |

v2.20150806c

### About DIR

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[DIR Divisions, Boards & Commissions](#)  
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Public Works

## Public Works Contractor (PWC) Registration Search

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Enter at least one search criteria to display active registered public works contractor(s) matching your selections.

Registration Year: PWC Registration Number: Contractor Legal Name: 

Contractor License Lookup

License Number: 

County:

1000008073 Contractor Details

Search Results  
One registered contractor

| Details | Legal Name           |
|---------|----------------------|
| View    | SAM HILL & SONS, INC |

About DIR

Who we are

DIR Division

Contact DIR

## Contractor Information

## Legal Entity Information

## Workers' Compensation

## Legal Name

SAM HILL &amp; SONS, INC

## Legal Entity Type

CORPORATION

## Trade Name

## License Number(s)

CSLB :648594

## Mailing Address

PO BOX 5670

VENTURA, CA 93005

## Physical Address

2627 BEENE ROAD

VENTURA, CA 93003

## Email Address

HEATHER@SAMHILLANDSONS.COM





## Public Works

## Public Works Contractor (PWC) Registration Search

This is a listing of current and active PWC registrations pursuant to Division 2, Part 7, Chapter 1 (commencing with section 1720 of the California Labor Code.)

Enter at least one search criteria to display active registered public works contractor(s) matching your selections.

Registration Year: PWC Registration Number: Contractor Legal Name:  Contractor License LookupLicense Number: County: Search Results  
One registered contractor

| Details | Legal Name      |
|---------|-----------------|
| View    | SAM HILL & SONS |

## Contractor Information

## Legal Entity Information

## Workers' Compensation

## Corporation Number

C1379692

## President

RONALD L HILL

## Vice President

SCOTT ANDERSON

## Treasurer

SPENCER HILL

## Secretary

SPENCER HILL

## CEO

## Agent of Service Name

RONALD L HILL

## Address

2627 BEENE ROAD

VENTURA, CA 93003

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## Public Works Contractor (PWC) Registration Search

This is a listing of current and active PWC registrations pursuant to Division 2, Part 7, Chapter 1 (commencing with section 1720 of the California Labor Code.)

Enter at least one search criteria to display active registered public works contractor(s) matching your selections.

Registration Year: PWC Registration Number: Contractor Legal Name: 

Contractor License Lookup

License Number: 

County:

100008073 Contractor Details

## Search Results

One registered contractor

| Details | Legal Name           |
|---------|----------------------|
| View    | SAM HILL & SONS, INC |

## Contractor Information

## Legal Entity Information

## Workers' Compensation

Do you lease employees through Professional Employer Organization (PEO)? NO

Please provide your current workers' compensation insurance information below:

INSURED BY CARRIER

Policyholder Name: SAM HILL &amp; SONS, INC

Insurance Carrier: TRAVELERS PROPERTY CASUALTY COMPANY OF AMERICA

Policy Number: DT-J-UB-7907B654-15

Inception Date:

Expiration Date:

Policy Coverage dates: 2015-04-01

2016-04-01

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**CITY OF OXNARD  
SPECIFICATION NUMBER UD15-29**

**BID DOCUMENTS (BLUE SHEETS)  
FOR**

**PROJECT TITLE: - UD15-29- Water Systems Non-Scheduled Emergency Repairs**

**BRIEF DESCRIPTION OF PROJECT: Water Systems Non-Scheduled Emergency Repairs** -Is to provide for on-call services for the repair of water and recycled water systems on an as-needed basis. It also provides for the Contractor to provide urgent repairs to either system as may be detailed in Task Orders prepared by City Staff and executed as a mini contract to the general contract.

Specification Number UD15-29 includes 14 pages of bid documents. There are no plans attached to this solicitation. The Contractor will be required to make repairs in accordance with the City of Oxnard Standard Plates, and the Standard Specifications for Public Works Construction, "Greenbook" 2015 edition.

The contract time will begin at issuance of the Notice to Proceed. It is the intent of the City to award this contract for initial term of three (3) years with options to extend the contract for two (2) one (1) year periods for a total of five (5) years.

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

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

*SA R.H.*  
Name Scott Sam Hill & Sons, Inc.  
Physical Address 2627 Beene Rd., Ventura, CA 93003  
Mailing Address P.O. Box 5670, Ventura, CA 93005  
City Ventura State CA Zip Code 93005  
Telephone No. 805.644.6278 Fax No. 805.644.2813

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

B-1

ATTACHMENT 3  
PAGE 1 OF 24

**CITY OF OXNARD**  
**SPECIFICATION NUMBER UD15-29**

**PROJECT OVERVIEW**

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

---

**DESCRIPTION**

---

The contractor shall perform the requested work in one or both of two scenarios:

1) Non-scheduled Emergency Call-out; and 2) Scheduled Urgent Work.

**Non-Scheduled Emergency Work:**

The work in general consists of repairing water and recycled water mains of various type and sizes, valves, hydrants, blow-offs, air/vacuum assemblies, pressure monitoring stations, backflow assemblies, service laterals, meter installations, damaged valve boxes, frames, and any other necessary non-scheduled work to keep the City of Oxnard's water and recycled water distribution and water production system in good working order.

The Contractor awarded this contract for such call-out non-scheduled work must be available on a 24 hour / 7 day a week basis and must respond to the emergency work within 30 minutes of the telephone call notification, must be on the work site within (1) hour of the call-out. A "Task Order" will be prepared concurrently or shortly after the emergency work request, and processed for payment based on the crew and equipment hourly rate submitted in the bid sheet. About 85% of work under this category is typically performed during the day, on a weekday. Due to the nature of the emergency, weekend and night-time operations may be required the other 15% of the time. The City's authorized staff will call and direct the Contractor to perform emergency repairs under this category. Payment for the weekend and night-time work shall be based on the crew and equipment hourly rate submitted in the bid sheet, plus any Union mandated mark-ups for labor.

**Scheduled Urgent Work:** Work request in this category will be detailed through a "Task Order." A task Order is a work directive that is developed for a specific scope of work deemed urgent. The task order will detail the costs and payment due to the Contractor before the task order work is started. Close to 100% of this work can be scheduled and done on a weekday, during the day. Over-time may be authorized if nearing completion of a repair so as to not necessitate returning the following day. Weekend and night-time operations under the scheduled repairs may be required only if it is determined that this would create the least inconvenience to the public, the businesses, and/or government event. These operations will be planned in advance and for a very specific purpose and reason.

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

**CITY OF OXNARD**  
**SPECIFICATION NUMBER UD15-29**

**BID SCHEDULE OF WORK AND PRICES**

**BIDDER'S NAME** Sam Hill & Sons, Inc.

| ITEM NO.           | DESCRIPTION                             | PAYMENT REF. | UNIT OF MEASURE | EVALUATION. QTY* | TOTAL            |
|--------------------|-----------------------------------------|--------------|-----------------|------------------|------------------|
| 1                  | FOREMAN                                 | N/A          | Per Hour        | 1                | \$ 95.00         |
| 2                  | EQUIPMENT OPERATOR                      | N/A          | Per Hour        | 1                | 88.00            |
| 3                  | LABORER                                 | N/A          | Per Hour        | 1                | 75.00            |
| 4                  | SUPERINTENDENT                          | N/A          | Per Hour        | 1                | 50.00            |
| 5                  | AIR COMPRESSOR                          | N/A          | Per Hour        | 1                | 20.00            |
| 6                  | SERVICE TRUCK                           | N/A          | Per Hour        | 1                | 40.00            |
| 7                  | BACKHOE                                 | N/A          | Per Hour        | 1                | 50.00            |
| 8                  | DUMP TRUCK                              | N/A          | Per Hour        | 1                | 40.00            |
| 9                  | 150gpm PUMP w/20-Ft. HOSE               | N/A          | Per Hour        | 1                | 5.00             |
| 10                 | TRAFFIC CONTROL, No Flaggers, 8-HR. DAY | N/A          | Per Hour        | 1                | 5.00             |
| 11                 | CUT-OFF SAW                             | N/A          | Per Hour        | 1                | 2.00             |
| 12                 | COMPACTION UNIT                         | N/A          | Per Hour        | 1                | 15.00            |
| 13                 | MOBILIZATION / DEMOBILIZATION           | N/A          | Per Hour        | 1                | 25.00            |
| 14                 |                                         |              |                 |                  |                  |
| <b>GRAND TOTAL</b> |                                         |              |                 |                  | <b>\$ 510.00</b> |

**\*NOTE:** Contractor MUST have a minimum of 5-years' experience in water systems pipeline installations and surface repairs.

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

B-3

ATTACHMENT 3  
PAGE 3 OF 24

**CITY OF OXNARD  
SPECIFICATION NUMBER UD15-29**

**BID SCHEDULE OF WORK AND PRICES**

**GRAND TOTAL SUBMITTED - \$** 510.<sup>00</sup>

These Bid Line Items for Crew and Equipment Cost per Hour are felt to be items required to perform a typical emergency call-out situation. The Grand Total of the bid line items is subject to verification. The verified lowest responsible responsive Grand Total for the crew and equipment line items per hour cost submitted will be basis of award.

The first annual term of the awarded contract will be for \$600,000.

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

The following addenda are  
acknowledged and attached:

| NO. | DATED | NO. | DATED |
|-----|-------|-----|-------|
| N/A |       |     |       |
|     |       |     |       |
|     |       |     |       |

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

DATED 9/9/15 AT Ventura

COMPANY NAME Sam Hill & Sons, Inc.

SIGNATURE Ronald L. Hill TITLE President  
(Sole Owner, Partner, Corporate Officer)\*

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

\*NOTE: Contractor **MUST** have a minimum of 5-years' experience in water systems pipeline installations and surface repairs.

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

**CITY OF OXNARD  
SPECIFICATION NUMBER UD15-29**

**SUBCONTRACTORS INFORMATION**

**BIDDER'S NAME** Sam Hill & Sons, Inc.

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

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

|                                                                       |                     |                        |                                                                                                             |       |
|-----------------------------------------------------------------------|---------------------|------------------------|-------------------------------------------------------------------------------------------------------------|-------|
| <i>The information requested below must be filled out completely.</i> |                     |                        | This information must<br>be provided now or via<br>fax (805 385-8360)<br>within 24 hours of bid<br>opening. |       |
|                                                                       |                     |                        | STATE LICENSE<br>& CA DIR Registration Number                                                               |       |
| NAME OF SUBCONTRACTOR                                                 | COMPLETE<br>ADDRESS | DESCRIPTION<br>OF WORK | NUMBERS                                                                                                     | CLASS |
| 1.<br>N/A                                                             |                     |                        |                                                                                                             |       |
| 2.<br>N/A                                                             |                     |                        |                                                                                                             |       |
| 3.<br>N/A                                                             |                     |                        |                                                                                                             |       |
| 4.<br>N/A                                                             |                     |                        |                                                                                                             |       |

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

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ATTACHMENT 3  
PAGE 5 OF 24

**CITY OF OXNARD  
SPECIFICATION NUMBER UD15-29**

**SUBCONTRACTORS INFORMATION**

**BIDDER'S NAME** Sam Hill & Sons, Inc.

| The information requested below must be filled out completely. |                  |                     | This information must be provided now or via fax (805 385-8360) within 24 hours of bid opening. |       |
|----------------------------------------------------------------|------------------|---------------------|-------------------------------------------------------------------------------------------------|-------|
| NAME OF SUBCONTRACTOR                                          | COMPLETE ADDRESS | DESCRIPTION OF WORK | STATE LICENSE & CA DIR Registration No.                                                         |       |
|                                                                |                  |                     | NUMBER                                                                                          | CLASS |
| 5.<br>N/A                                                      |                  |                     |                                                                                                 |       |
| 6.<br>N/A                                                      |                  |                     |                                                                                                 |       |
| 7.<br>N/A                                                      |                  |                     |                                                                                                 |       |
| 8.<br>N/A                                                      |                  |                     |                                                                                                 |       |
| 9.<br>N/A                                                      |                  |                     |                                                                                                 |       |
| 10.<br>N/A                                                     |                  |                     |                                                                                                 |       |

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

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ATTACHMENT 3  
PAGE 6 OF 24



**CITY OF OXNARD  
SPECIFICATION NUMBER UD15-29**

**REFERENCES**

**BIDDER'S NAME** Sam Hill & Sons, Inc.

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

|                                                                    |                             |                  |
|--------------------------------------------------------------------|-----------------------------|------------------|
| <b>Project Description</b>                                         |                             |                  |
| PW14-12 Non-scheduled Repairs - Wastewater and Storm Drain Systems |                             |                  |
| <b>Owner</b>                                                       | <b>Project Location</b>     |                  |
| City of Oxnard                                                     | Various Locations in Oxnard |                  |
| <b>Project Cost</b>                                                | <b>Project Manager</b>      | <b>Telephone</b> |
| \$500,000. <sup>00</sup> per year                                  | Peter Martinez              | 805-271-2214     |

|                                                                            |                             |                  |
|----------------------------------------------------------------------------|-----------------------------|------------------|
| <b>Project Description</b>                                                 |                             |                  |
| PW10-08 Non-Scheduled Emergency Repairs & Maintenance Water Infrastructure |                             |                  |
| <b>Owner</b>                                                               | <b>Project Location</b>     |                  |
| City of Oxnard                                                             | Various Locations in Oxnard |                  |
| <b>Project Cost</b>                                                        | <b>Project Manager</b>      | <b>Telephone</b> |
| \$600,000. <sup>00</sup> per year                                          | Rod Paniagua                | 805-385-8154     |

|                                                                                           |                                             |                  |
|-------------------------------------------------------------------------------------------|---------------------------------------------|------------------|
| <b>Project Description</b>                                                                |                                             |                  |
| Maintenance and/or Emergency Repairs to Water Infrastructure and Wastewater Appurtenances |                                             |                  |
| <b>Owner</b>                                                                              | <b>Project Location</b>                     |                  |
| Ventura Regional Sanitation District                                                      | Various Locations throughout Ventura County |                  |
| <b>Project Cost</b>                                                                       | <b>Project Manager</b>                      | <b>Telephone</b> |
| \$200,000. <sup>00</sup> per year                                                         | Richard Jones                               | 805-658-4648     |

Ronald L. Hill  
**SIGNATURE OF BIDDER**

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

**CITY OF OXNARD**  
**SPECIFICATION NUMBER UD15-29**

**BIDDER'S STATEMENT OF PAST CONTRACT DISQUALIFICATION**

**BIDDER'S NAME** Sam Hill & Sons, Inc.

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

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

Yes \_\_\_\_\_ No X

2. If yes, explain the circumstances.

N/A

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Ronald L. Hill  
**SIGNATURE OF BIDDER**

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

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ATTACHMENT 3  
PAGE 8 OF 24

**CITY OF OXNARD**  
**SPECIFICATION NUMBER UD15-29**

**BIDDER'S AFFIDAVIT**

**PROJECT** Water System Non-Scheduled Emergency Repairs; Spec. #UD15-29

I depose and say that I am Ronald L. Hill, President  
(Print or type name and title)

of Sam Hill & Sons, Inc.  
(Name of Company)

2627 Beane Rd. Ventura CA 93003  
(Address) (City) (State) (Zip Code)

Contractor's CA DIR Registration Number (Per SB854): 1000008073

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

Contractor's License No. 648594 FED TAX ID. # 77-0114981

Classification: A

Contractor's License Expiration Date: 6/30/2016

City of Oxnard Business License Number (Not Required to Bid): 16-00003390

Data Universal Numbering System (D-U-N-S #): 039556204

Whoever submits this bid to the City of Oxnard declares:

1. That the bidder has read these specifications, will abide by and agrees to the conditions herein, has carefully examined the project plans and does hereby agree to furnish all materials and do all the work required to complete the work in accordance with the plans and specifications for the unit prices or lump sums stated in the schedule of work and prices.
2. That this bid is genuine, and not sham or collusive, nor made in the interest or in behalf of any person not herein named, and that the bidder has not directly or indirectly induced or solicited any other bidder to put in a sham bid, or any other person, firm, or corporation to refrain from bidding, and that the bidder has not in any manner sought by collusion to secure an advantage over any other bidder.
3. That the addenda listed on Page B-4 of these bid documents are acknowledged and attached.
4. That the bidder, as principal, acknowledges being bound by the following bid bond when completed by the surety.

Dated 9/9/15 at Ventura, California.

I certify or declare under penalty of perjury that the foregoing is true and correct.

(CORPORATE SEAL)

Ronald L. Hill  
SIGNATURE

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

ATTACHMENT - REF. Item # 13 on pg. 10 "

| Legal Name           | Registration Number | County  | City    | Registration Date | Expiration Date |
|----------------------|---------------------|---------|---------|-------------------|-----------------|
| SAM HILL & SONS, INC | 1000006073          | VENTURA | VENTURA | 08/27/2015        | 08/30/2016      |

**Registration Complete! Thank you for your payment.**

Your PWCR registration and payment were submitted on . If you paid by credit card, payment confirmation and registration processing will take up to 24 hours. If you paid by ACH/EFT, payment confirmation and registration processing will take up to 10 calendar days.

**Registration for Fiscal Year: 2016**

**PWC Registration Number: 1000008073**

**Contractor Legal Name: SAM HILL & SONS, INC**

**Contractor Legal Entity: Corporation**

**Payment Amount: \$300.00**

**Payment Method: VISA**

**Payment Confirmation Number: 0B50XWMG10PC5**

ATTACHMENT 3  
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8/27/2015 11:48 AM

**CITY OF OXNARD**  
**SPECIFICATION NUMBER UD15-29**

**BIDDER'S QUESTIONNAIRE**

All Bidders **MUST** complete this form and it **MUST** be submitted with the Bid. The answers to these questions will be used to determine whether the Bidder is responsible. "Related Company," as used in this questionnaire, is any organization of which the responsible managing officer of the Bidder has been a responsible managing officer (as the term responsible managing officer is used for State of California licensing purposes) within the past 5 years and/or in which any equity holder (e.g. shareholder, partner, member) of the bidder holds or has held more than a 10% interest within the past 5 years; or has had an active role in the management of projects performed by Company. "Contact Information" means the name, address and telephone number of a person or entity. For all Yes answers please provide complete explanations on extra-attached sheets and identify by number the question to which the information pertains

| EVALUATION ELEMENTS                             |                                                                                                                                                                                                                                                                                                                                                                                                   |     |    |
|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| Standard Bidder Questions (applies to all bids) |                                                                                                                                                                                                                                                                                                                                                                                                   | Yes | No |
| 1                                               | Is Bidder currently licensed and does Bidder meet the licensing requirements stated on Page F-0?                                                                                                                                                                                                                                                                                                  | X   |    |
| 2                                               | Has Bidder or a Related Company within the past 5 years been assessed Liquidated Damages (LD's) on a public project of a government agency? If so, give project description, date of assessment, amount of assessment, name of entity, and contact information for each incident of LD assessment.                                                                                                |     | X  |
| 3                                               | Has the Bidder's insurance or a Related Company's insurance, within the past 5 years, been cancelled during a project? If so, give the dates of all cancellations and the contact information for all insurance companies that cancelled coverage. Insurance includes all insurance coverages of any kind, including commercial, general liability, fire and casualty, and workers' compensation. |     | X  |
| 4                                               | Has Bidder's surety or a Related Company's surety within the past 5 years paid any claims arising from any project performed by Bidder or a Related Company? If so, provide the contact information and state the date and amount of each claim paid.                                                                                                                                             |     | X  |
| 5                                               | Has Bidder or a Related Company within the past 5 years been investigated by the Division of Labor Standards Enforcement (DLSE)? If so, provide the date(s) of investigations and the contact information for the DLSE.                                                                                                                                                                           |     | X  |
| 6                                               | Has Bidder or a Related Company been found to have violated any prevailing wage requirement on any public agency project by any government agency or by any court of law? If so, describe each violation and provide the contact information for the agency and the jurisdiction, date and case number for each court case.                                                                       |     | X  |
| 7                                               | Within the past 5 years, have stop notices been filed with any government agency on any project performed by Bidder or any Related Company? If so, please provide the following information for each stop notice: contact information for each claimant, amount of the claim, amount, if any, paid to settle the claim, date of the claim and the date of payment of the claim.                   |     | X  |
| 8                                               | Has Bidder or any Related Company within the past 5 years been named as a defendant in a lawsuit alleging non-payment of subcontractors, vendors or suppliers? If so, give the date, case name and case number of the suit(s), the amount of the claim, and the disposition of the case.                                                                                                          |     | X  |
| 9                                               | Has Bidder or a Related Company ever filed a claim against a government agency that has resulted in a lawsuit? If so, describe the claim, circumstances and disposition of the lawsuit. Please provide the contact information for the agency.                                                                                                                                                    |     | X  |
| 10                                              | Has Bidder or any Related Company ever been found to be a non-responsible bidder by an agency or debarred? If so, provide the date and name of each and explain the circumstances.                                                                                                                                                                                                                |     | X  |
| 11                                              | Provide the name, date, contact information and approximate amount of contract and a description of work performed for each job performed by Bidder in the last 3 years involving work of the type for which this contract is being let. (See Attached)                                                                                                                                           | X   |    |
| 12                                              | Has Bidder or a Related Company within the past 5 years been investigated by OSHA or had an OSHA violation that resulted in a citation or other actions be taken against the company. (See Attached)                                                                                                                                                                                              | X   |    |
| 13                                              | Prime Contractor and all of their listed Subcontractors MUST be registered with the DIR as required by SB 854 (See Attached)                                                                                                                                                                                                                                                                      | X   |    |

Contractor Officer's Signature:

Ronald L. Hill

Title

President

9/9/15

Date

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

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ATTACHMENT 3  
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# RE: QUESTION #11 ON "BIDDER'S QUESTIONNAIRE"

## WORK PERFORMED IN THE LAST 3 YEARS

**NOTE:** See sheet "B-7" of the Bid Documents for Contact information of customers listed below.

| JOB # / YR | CUSTOMER               | LOCATION                                    | WORK DESCRIPTION       | AMOUNT        |
|------------|------------------------|---------------------------------------------|------------------------|---------------|
| 2013       |                        |                                             |                        |               |
| 3778.13    | CITY OF OXNARD - SAN.  | OUTRIGGER WY. & MANDALAY BEACH RD. /        | SEWER                  | \$ 16,185.00  |
| 3783.13    | CITY OF OXNARD - SAN.  | WOOLEY RD., e/o HARBOR BLVD. / OXNARD       | FORCE MAIN REPAIR      | \$ 42,934.00  |
| 3784.13    | V.R.S.D.               | CONIFER ST. & LOCUST AVE. / OAK PARK        | RPR. 2" AIR VAC/BLOW-C | \$ 12,368.00  |
| 3790.13    | CITY OF OXNARD - SAN.  | 324 S. "G" STREET / OXNARD                  | REPLACE 2 WYES         | \$ 4,868.00   |
| 3792.13    | CITY OF OXNARD - SAN.  | 123/127 "D" STREET / OXNARD                 | REPLACE MANHOLE        | \$ 11,010.00  |
| 3802.13    | V.R.S.D.               | CONIFER CR. & ROSEHEDGE / OAK PARK          | NEW 2"x1" MANIFOLD SE  | \$ 15,171.00  |
| 3806.13    | CITY OF OXNARD - SAN.  | 411 PLEASANT VALLEY RD. / OXNARD            | RPR. 4" SEWER LATERAL  | \$ 6,782.00   |
| 3807.13    | V.R.S.D.               | 1116 HEATHERVIEW DR. / OAK PARK             | WATER LEAK             | \$ 16,579.00  |
| 3808.13    | V.R.S.D.               | 690 COVEWOOD ST. / OAK PARK                 | HYDRANT REPAIR         | \$ 1,933.00   |
| 3809.13    | V.R.S.D.               | 6605 BAYBERRY ST. / OAK PARK                | SERVICE LEAK           | \$ 6,069.00   |
| 3812.13    | CITY OF OXNARD - SAN.  | 4730 SAN JUAN AVE. / OXNARD                 | SEWER LATERAL REPAIR   | \$ 2,701.00   |
| 3819.13    | CITY OF OXNARD - WATER | CHANNEL ISLANDS BLVD. & PENINSULA / OX      | REPLACE 12" MAIN       | \$ 66,735.00  |
| 3824.13    | CITY OF OXNARD - SAN.  | HUENEME RD. e/o CONNER / OXNARD             | 12" SEWER MAIN REPAIR  | \$ 8,108.00   |
| 3830.13    | V.R.S.D.               | 6625 BAYBERRY / OAK PARK                    | REPAIR WATER SERVICE   | \$ 7,215.00   |
| 3832.13    | CITY OF OXNARD - SAN.  | STURGIS RD. / OXNARD                        | RAISE SEWER & SD M.H.  | \$ 12,470.00  |
| 3836.13    | CITY OF OXNARD - WATER | 2375 MARTINIQUE DR. / OXNARD                | WATER SERVICE REPAIR   | \$ 2,705.00   |
| 3840.13    | CITY OF OXNARD - WATER | 3840 C.I. BLVD. w/o VICTORIA AVE. / OXNARD  | REPAIR 12" MAIN        | \$ 6,585.00   |
| 3848.13    | CITY OF OXNARD - WATER | ARCTURUS AVE. & HUENEME RD. / OXNARD        | CUT-IN 12" GATE VALVE  | \$ 15,021.00  |
| 3851.13    | CITY OF OXNARD - SAN.  | 3654 VIA MARINA AVE. / OXNARD               | SEWER LATERAL REPAIR   | \$ 8,602.00   |
| 3852.13    | CITY OF OXNARD - SAN.  | 1001 HUNTSWOOD WAY / OXNARD                 | SEWER LATERAL REPAIR   | \$ 6,298.00   |
| 3853.13    | CITY OF OXNARD - SAN.  | 1011 AZALEA ST. / OXNARD                    | SEWER LATERAL REPAIR   | \$ 7,304.00   |
| 3854.13    | CITY OF OXNARD - SAN.  | 1810 CABRILLO WAY / OXNARD                  | SEWER LATERAL REPAIR   | \$ 9,860.00   |
| 3864.13    | CITY OF OXNARD - WATER | 1531 HUENEME RD.; X-EDISON DR. / OXNARD     | NEW 16" VALVE          | \$ 48,790.00  |
| 3866.13    | V.R.S.D.               | SATINWOOD WY. / OAK PARK                    | R & R 3" METER         | \$ 880.00     |
| 3874.13    | V.R.S.D.               | 1263 BRIARGATE CT. / OAK PARK               | WATER SERVICE LEAK     | \$ 6,453.00   |
| 3878.13    | CITY OF OXNARD - WATER | HUENEME RD. & CONNER / OXNARD               | RPR. WATER MAIN BREA   | \$ 5,424.00   |
| 3881.13    | V.R.S.D.               | MUSSEL SHOALS / VENTURA COUNTY              | 4" SEWER FORCE MAIN    | \$ 2,575.00   |
| 3886.13    | CITY OF OXNARD - SAN.  | W. 5th ST., BTWN. HOBSON WY. & "F" ST. / OX | SEWER MAIN REPAIR      | \$ 37,635.00  |
| 3890.13    | CITY OF OXNARD - SAN.  | WOOLEY RD. BRIDGE / OXNARD                  | 14" HDPE FORCE MAIN    | \$ 108,346.00 |
| 3891.13    | CITY OF OXNARD - SAN.  | RAIDERS WAY / OXNARD                        | RAISE MANHOLES         | \$ 4,542.00   |
| 3895.13    | CITY OF OXNARD - SAN.  | 1111 FUCHSIA ST. / OXNARD                   | R & R SEWER LATERAL    | \$ 11,401.00  |
| 3896.13    | V.R.S.D.               | 165 SATINWOOD AVE. / OAK PARK               | REPAIR HYDRANT LEAK    | \$ 7,389.00   |
| 3899.13    | CITY OF OXNARD - SAN.  | 225 E. CHANNEL ISLANDS BLVD. / OXNARD       | 4" SEWER LAT. REPAIR   | \$ 2,801.00   |
| 3900.13    | CITY OF OXNARD - SAN.  | 5th ST., BETWEEN "C" ST. & VENTURA RD. / O  | RAISE SWR. & SD MANH   | \$ 21,547.00  |
| 3901.13    | CITY OF OXNARD - SAN.  | MAGELLAN AVE., s/o PERKINS / OXNARD         | SEWER MH DECK REPAIR   | \$ 3,180.00   |
| 3902.13    | CITY OF OXNARD - SAN.  | 1340 S. OXNARD BLVD. / OXNARD               | REPAIR SINKHOLE        | \$ 1,933.00   |
| 3903.13    | V.R.S.D.               | 1112 HEATHERVIEW CT. / OAK PARK             | WATER SERVICE REPAIR   | \$ 2,958.00   |
| 3905.13    | CITY OF OXNARD - WATER | HUENEME RD. e/o RAYTHEON RD. / OXNARD       | RAISE 6" WATER VALVES  | \$ 4,733.00   |
| 3908.13    | V.R.S.D.               | TOLAND RD. LANDFILL / SANTA PAULA           | SILT FENCE             | \$ 9,160.00   |
| 3909.13    | CITY OF OXNARD - SAN.  | HUENEME RD. & EDISON RD. / OXNARD           | RAISE MANHOLES         | \$ 3,220.00   |
| 3912.13    | V.R.S.D.               | BAILARD LANDFILL; VICTORIA & GONZALES /     | SILT FENCE             | \$ 9,596.00   |
| 3916.13    | V.R.S.D.               | VARIOUS LOCATIONS / OAK PARK                | RAISE MH'S & VALVES    | \$ 19,032.00  |
| 3917.13    | V.R.S.D.               | 1177 HEATHERVIEW / OAK PARK                 | WATER SERVICE REPAIR   | \$ 2,692.00   |
| 3919.13    | CITY OF OXNARD - SAN.  | 1201 CAMELLIA / OXNARD                      | REPAIR 4" SEWER LATE   | \$ 2,020.00   |
| 3923.13    | V.R.S.D.               | 587 CALLE DE LAS OVEJAS / OAK PARK          | WATER SERVICE REPAIR   | \$ 1,729.00   |
| 3925.13    | CITY OF OXNARD - SAN.  | 1120 ELDER / OXNARD                         | SEWER LATERAL REPAIR   | \$ 12,967.00  |
| 3930.13    | CITY OF OXNARD - SAN.  | PERKINS RD. - TREATMENT PLANT / OXNARD      | SEWER REPAIR           | \$ 12,540.00  |
| 3932.13    | CITY OF OXNARD - SAN.  | 3rd ST. BTWN. GARFIELD & HAYES / OXNARD     | R&R 8" SEWER MAIN      | \$ 16,201.00  |
| 3940.13    | CITY OF OXNARD - SAN.  | SANTA LUCIA & FEATHERSTONE / OXNARD         | R&R MANHOLE            | \$ 14,964.00  |

ATTACHMENT 3  
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|           |                        |                                        |                       |              |
|-----------|------------------------|----------------------------------------|-----------------------|--------------|
| 3943.13   | CITY OF OXNARD - SAN.  | OLIVE & POPLAR ST. / OXNARD            | RAISE MANHOLES        | \$ 12,396.00 |
| 3946.13   | V.R.S.D.               | MUSSEL SHOALS & PCH / VTA. CO.         | 4" FORCEMAIN TIE-INS  | \$ 4,386.00  |
| 3947.13   | CITY OF OXNARD - WTR.  | HUENEME RD. & ARCTURUS / OXNARD        | 10" WATER REPAIR      | \$ 2,154.00  |
| 2014 - 15 |                        |                                        |                       |              |
| 3949.14   | CITY OF OXNARD - WTR.  | PLEASANT VALLEY RD. & CLOYNE / OXNARD  | 12" CIP MAIN REPAIR   | \$ 10,915.00 |
| 3951.14   | CITY OF OXNARD - SAN.  | "J" ST. & ALLEY n/o CLARA / OXNARD     | REPAIR CATCH BASIN    | \$ 5,429.00  |
| 3952.14   | CITY OF OXNARD - SAN.  | McKINLEY & COOPER / OXNARD             | NEW MANHOLE           | \$ 23,000.00 |
| 3953.14   | CITY OF OXNARD - SAN.  | "M" ST. & DORIS / OXNARD               | REPLACE GRATE         | \$ 520.00    |
| 3961.14   | V.R.S.D.               | TOLAND LANDFILL / SANTA PAULA          | CONCRETE PAD          | \$ 21,131.00 |
| 3962.14   | CITY OF OXNARD - WTR.  | RINCON & "C" STREET / OXNARD           | PAVING REPAIR         | \$ 6,909.00  |
| 3965.14   | CITY OF OXNARD - SAN.  | 1421 BEVERLY DR. / OXNARD              | SEWER MAIN REPAIR     | \$ 7,098.00  |
| 3976.14   | CITY OF OXNARD - WTR.  | VENTURA RD. & HEMLOCK ST. / OXNARD     | 10" CIP MAIN REPAIR   | \$ 33,799.00 |
| 3983.14   | CITY OF OXNARD - WATER | PLEASANT VALLEY & "C" ST. / OXNARD     | WATER MAIN REPAIR     | \$ 26,367.00 |
| 3984.14   | CITY OF OXNARD - WATER | 343 E. HEMLOCK ST. / OXNARD            | 6" WATER MAIN REPAIR  | \$ 10,583.00 |
| 3985.14   | V.R.S.D.               | KANAN & CONIFER / OAK PARK             | REPLACE 2" AMS        | \$ 750.00    |
| 3989.14   | CITY OF OXNARD - SAN.  | 1430 FATHOM DR. / OXNARD               | SEWER LATERAL REPAIR  | \$ 7,882.00  |
| 4004.14   | CITY OF OXNARD - SAN.  | 2154 SAVIERS ROAD / OXNARD             | 8" SEWER MAIN REPAIR  | \$ 13,091.00 |
| 4006.14   | CITY OF OXNARD - SAN.  | BEARDSLEY RD. & WRIGHT RD. / CAMARILLO | RAISE MANHOLES        | \$ 6,764.00  |
| 4007.14   | CITY OF OXNARD - SAN.  | 3rd STREET & "H" STREET / OXNARD       | 8" SEWER MAIN REPAIR  | \$ 15,748.00 |
| 4008.14   | CITY OF OXNARD - SAN.  | MAGNOLIA AVE. & "I" STREET / OXNARD    | 8" SEWER MAIN REPAIR  | \$ 3,972.00  |
| 4009.14   | CITY OF OXNARD - SAN.  | 618 W. 1st STREET / OXNARD             | 8" SEWER MAIN REPAIR  | \$ 14,100.00 |
| 4010.14   | CITY OF OXNARD - SAN.  | 1050 "C" STREET @WOOLEY RD. / OXNARD   | 12" SEWER MAIN REPAIR | \$ 6,713.00  |
| 4011.14   | CITY OF OXNARD - SAN.  | "M" ST. & DORIS AVE. / OXNARD          | 8" SEWER MAIN REPAIR  | \$ 8,896.00  |
| 4013.14   | V.R.S.D.               | 524 MYRTLE CT. / OAK PARK              | 1" WATER SERVIVC REP  | \$ 5,767.00  |
| 4014.14   | V.R.S.D.               | 4932 BARBADOS CT. / OAK PARK           | 1" WATER SERVIVC REP  | \$ 5,795.00  |
| 4016.14   | CITY OF OXNARD - WATER | 3391 HUENEME RD. / OXNARD              | 4" SERVICE REPAIR     | \$ 16,769.00 |
| 4019.14   | V.R.S.D.               | 6692 INDIAN BROOM / OAK PARK           | 1" WATER SERVIVC REP  | \$ 18,624.00 |
| 4029.14   | V.R.S.D.               | 524 MYRTLE CT. / OAK PARK              | WATER SERVICE REPAIR  | \$ 7,894.00  |
| 4032.14   | V.R.S.D.               | 1112 HEATHERVIEW DR. / OAK PARK        | WATER SERVICE REPAIR  | \$ 11,910.00 |
| 4034.14   | V.R.S.D.               | 6709 SINGLETREE LN. / OAK PARK         | WATER SERVICE REPAIR  | \$ 3,709.00  |
| 4037.14   | CITY OF OXNARD - SAN.  | PATTERSON RD. & GONZALES RD. / OXNARD  | RAISE MANHOLES        | \$ 13,094.00 |
| 4039.14   | V.R.S.D.               | 6912 SINGLETREE LN. / OAK PARK         | WATER SERVICE REPAIR  | \$ 3,599.00  |

ATTACHMENT 3

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State of California  
 Division of Occupational Safety and Health  
 Van Nuys District Office (0950643; 4046)  
 6150 Van Nuys Boulevard, Suite 405  
 Van Nuys, CA 91401

Inspection Number: 314830811  
 Inspection Dates: 07/03/2012-12/06/2012  
 Issuance Date: 12/07/2012  
 CSHO ID: T4469  
 Optional Inspection Nbr: 001-13



### Citation and Notification of Penalty

Company Name: Sam Hill & Sons, Inc.  
 Inspection Site: Erbes Rd. & South Side of Avenida de Los Flores, Thousand Oaks, CA 91360

### Citation 1 Item 1 Type of Violation: **General**

California Code of Regulations, Title 8, 1541(b)(1)(A). General Requirements.

(b) Subsurface installations.

(1) The approximate location of subsurface installations, such as sewer, telephone, fuel, electric, water lines, or any other subsurface installations that reasonably may be expected to be encountered during excavation work, shall be determined by the excavator prior to opening an excavation.

(A) Excavation shall not commence until:

1. The excavation area has been marked as specified in Government Code Section 4216.2 by the excavator; and
2. The excavator has received a positive response from all known owner/operators of subsurface installations within the boundaries of the proposed project; those responses confirm that the owner/operators have located their installations, and those responses either advise the excavator of those locations or advise the excavator that the owner/operator does not operate a subsurface installation that would be affected by the proposed excavation.

#### **Violation:**

On July 3, 2012 Sam Hill & Sons, Inc. excavated in an area that not been marked as specified in Government Code Section 4216.2 by the excavator.

Date By Which Violation Must be Abated:  
 Proposed Penalty:

Abated  
 \$ 450.00

See pages 1 through 4 of this Citation and Notification of Penalty for information on employer and employee rights and responsibilities.

State of California  
Division of Occupational Safety and Health  
Van Nuys District Office (0950643; 4046)  
6150 Van Nuys Boulevard, Suite 405  
Van Nuys, CA 91401

Inspection Number: 314830811  
Inspection Dates: 07/03/2012 - 12/06/2012  
Issuance Date: 12/07/2012  
CSHO ID: T4469  
Optional Inspection Nbr: 001-13



### Citation and Notification of Penalty

Company Name: Sam Hill & Sons, Inc.  
Inspection Site: Erbes Rd. & South Side of Avenida de Los Flores, Thousand Oaks, CA 91360

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#### Citation 1 Item 2 Type of Violation: **General**

California Code of Regulations, Title 8, 1675. Ladders General.

(b) All portable ladders used in construction shall comply with the provisions of Section 3276 of the General Industry Safety Orders.

Reference:

California Code of Regulations, Title 8, 3276(e). Portable Ladders.

(e) Care, Use, Inspection and Maintenance of Ladders.

(3) Damaged Ladders. Ladders that have developed defects shall be withdrawn from service for repair or destruction; and tagged or marked as "Dangerous, Do Not Use" or with similar language. Ladders with broken or missing steps, rungs, cleats, safety feet, side rails, or other defects shall not be used.

#### **Violation:**

On the day of the inspection on July 3, 2012 the Division determined that the extension ladder used by 2 employees had defects and was not tagged or marked as "Dangerous, Do not Use".

Date By Which Violation Must be Abated:

Proposed Penalty:

~~Abated~~  
\$ 450.00

---

See pages 1 through 4 of this Citation and Notification of Penalty for information on employer and employee rights and responsibilities.

State of California  
Division of Occupational Safety and Health  
Van Nuys District Office (0950643; 4046)  
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Optional Inspection Nbr: 001-13



### Citation and Notification of Penalty

Company Name: Sam Hill & Sons, Inc.  
Inspection Site: Erbes Rd. & South Side of Avenida de Los Flores, Thousand Oaks, CA 91360

#### Citation 1 Item 3 Type of Violation: General

#### California Code of Regulations, Title 8, Section 3395(c). Heat Illness Prevention

(c) Provision of water. Employees shall have access to potable drinking water meeting the requirements of Sections 1524, 3363, and 3457, as applicable. Where drinking water is not plumbed or otherwise continuously supplied, it shall be provided in sufficient quantity at the beginning of the work shift to provide one quart per employee per hour for drinking for the entire shift. Employers may begin the shift with smaller quantities of water if they have effective procedures for replenishment during the shift as needed to allow employees to drink one quart or more per hour. The frequent drinking of water, as described in subsection (f)(1)(C), shall be encouraged.

#### Reference:

California Code of Regulations, Title 8, Section 1524. Water Supply

#### (a) Potable Water.

(1) An adequate supply of potable water shall be provided in all places of employment.

Note: Additional requirements for the provision of drinking water in outdoor places of employment are contained in Section 3395.

(2) The employer shall take one or more of the following steps to ensure every employee has access to drinking water:

(A) Provide drinking fountains.

(B) Supply single-service cups. Where single-service cups are supplied, a sanitary container for the unused cups and a receptacle for disposing of the used cups shall be provided.

(C) Supply sealed one-time use water containers. Where sealed one-time use water containers are supplied, a receptacle for disposing of the used containers shall be provided.

(D) Ensure re-usable, closable containers are available for individual employee use. Where re-usable containers for individual use are relied upon for compliance with this section, the employer shall ensure the containers are marked to identify the user and maintained in a sanitary condition.

(3) Portable containers used to dispense drinking water to more than one person shall be equipped with a faucet or drinking fountain. Drinking water containers shall be capable of being tightly closed and shall be otherwise designed, constructed and serviced so that sanitary conditions are maintained. Water shall not be dipped from containers.

(4) Any container used to store or dispense drinking water shall be clearly marked as to the nature of its contents and shall not be used for any other purpose.

(5) Re-usable containers for individual use and drinking cups shall not be shared or used in common.

See pages 1 through 4 of this Citation and Notification of Penalty for information on employer and employee rights and responsibilities.

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Van Nuys District Office (0950643; 4046)  
6150 Van Nuys Boulevard, Suite 405  
Van Nuys, CA 91401

Inspection Number: 314830811  
Inspection Dates: 07/03/2012 - 12/06/2012  
Issuance Date: 12/07/2012  
CSHO ID: T4469  
Optional Inspection Nbr: 001-13



### Citation and Notification of Penalty

Company Name: Sam Hill & Sons, Inc.  
Inspection Site: Erbes Rd. & South Side of Avenida de Los Flores, Thousand Oaks, CA 91360

---

Exception: Re-usable containers for individual use and drinking cups which are safely and effectively cleaned and sanitized between use by different users.

#### **Violation:**

On July 3, 2012, the employer did not provide employees with water. Employees of Sam Hill & Sons, Inc. provide their own water for consumption.

Date By Which Violation Must be Abated:  
Proposed Penalty:

~~Abated~~  
\$ 450.00

---

See pages 1 through 4 of this Citation and Notification of Penalty for information on employer and employee rights and responsibilities.

State of California  
Division of Occupational Safety and Health  
Van Nuys District Office (0950643; 4046)  
6150 Van Nuys Boulevard, Suite 405  
Van Nuys, CA 91401

Inspection Number: 314830811  
Inspection Dates: 07/03/2012 - 12/06/2012  
Issuance Date: 12/07/2012  
CSHO ID: T4469  
Optional Inspection Nbr: 001-13



### Citation and Notification of Penalty

Company Name: Sam Hill & Sons, Inc.  
Inspection Site: Erbes Rd. & South Side of Avenida de Los Flores, Thousand Oaks, CA 91360

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#### Citation 1 Item 4 Type of Violation: General

California Code of Regulations, Title 8, 3395(f)(3). Heat Illness Prevention.

(3) The employer's procedures for complying with each requirement of this standard required by subsections (f)(1)(B), (G), (H), and (I) shall be in writing and shall be made available to employees and to representatives of the Division upon request.

#### Reference:

#### (f) Training.

(1) Employee training. Effective training in the following topics shall be provided to each supervisory and non-supervisory employee before the employee begins work that should reasonably be anticipated to result in exposure to the risk of heat illness:

(A) The environmental and personal risk factors for heat illness, as well as the added burden of heat load on the body caused by exertion, clothing, and personal protective equipment.

(B) The employer's procedures for complying with the requirements of this standard.

(C) The importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties.

(D) The importance of acclimatization.

(E) The different types of heat illness and the common signs and symptoms of heat illness.

(F) The importance to employees of immediately reporting to the employer, directly or through the employee's supervisor, symptoms or signs of heat illness in themselves, or in co-workers.

(G) The employer's procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary.

---

See pages 1 through 4 of this Citation and Notification of Penalty for information on employer and employee rights and responsibilities.

**State of California**

Division of Occupational Safety and Health  
Van Nuys District Office (0950643; 4046)  
6150 Van Nuys Boulevard, Suite 405  
Van Nuys, CA 91401

Inspection Number: 314830811  
Inspection Dates: 07/03/2012- 12/06/2012  
Issuance Date: 12/07/2012  
CSHO ID: T4469  
Optional Inspection Nbr: 001-13



**Citation and Notification of Penalty**

**Company Name:** Sam Hill & Sons, Inc.

**Inspection Site:** Erbes Rd. & South Side of Avenida de Los Flores, Thousand Oaks, CA 91360

(H) The employer's procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider.

(I) The employer's procedures for ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders. These procedures shall include designating a person to be available to ensure that emergency procedures are invoked when appropriate.

**Violation:**

On July 3, 2012, the Division determined that Sam Hill & Sons, Inc. Heat Illness Prevention program did not have High Heat Procedures.

Date By Which Violation Must Be Abated:  
Proposed Penalty:

12/26/2012  
\$ 450.00

See pages 1 through 4 of this Citation and Notification of Penalty for information on employer and employee rights and responsibilities.

State of California  
Division of Occupational Safety and Health  
Van Nuys District Office (0950643; 4046)  
6150 Van Nuys Boulevard, Suite 405  
Van Nuys, CA 91401

Inspection Number: 314830811  
Inspection Dates: 07/03/2012 - 12/06/2012  
Issuance Date: 12/07/2012  
CSHO ID: T4469  
Optional Inspection Nbr: 001-13



### Citation and Notification of Penalty

Company Name: Sam Hill & Sons, Inc.  
Inspection Site: Erbes Rd. & South Side of Avenida de Los Flores, Thousand Oaks, CA 91360

### Citation 2 Item 1 Type of Violation: **Serious**

#### California Code of Regulations, Title 8, Section 1541.1.(a).(1) - Requirements for Protective Systems

(a) Protection of employees in excavations.

(1) Each employee in an excavation shall be protected from cave-ins by an adequate protective system designed in accordance with Section 1541.1(b) or (c) except when:

(A) Excavations are made entirely in stable rock; or

(B) Excavations are less than 5 feet in depth and examination of the ground by a competent person provides no indication of a potential cave-in.

Reference:

(b) Design of sloping and benching systems. The slopes and configurations of sloping and benching systems shall be selected and constructed by the employer or his designee and shall be in accordance with the requirements of Section 1541.1(b)(1), Section 1541.1(b)(2), Section 1541.1(b)(3), or Section 1541.1(b)(4), as follows:

(1) Option (1) -Allowable configurations and slopes.

(A) Excavations shall be sloped at an angle not steeper than one and one-half horizontal to one vertical (34 degrees measured from the horizontal), unless the employer uses one of the other options listed below.

(B) Slopes specified in Section 1541.1(b)(1)(A) shall be excavated to form configurations that are in accordance with the slopes shown for Type C soil in Appendix B to this article.

(2) Option (2) -Determination of slopes and configurations using Appendices A and B. Maximum allowable slopes, and allowable configurations for sloping and benching systems, shall be determined in accordance with the conditions and requirements set forth in Appendices A and B to this article.

(3) Option (3) -Designs using other tabulated data.

(A) Designs of sloping or benching systems shall be selected from and be in accordance with tabulated data, such as tables and charts.

(B) The tabulated data shall be in written form and shall include all of the following:

1. Identification of the parameters that affect the selection of a sloping or benching system drawn from such data;

2. Identification of the limits of use of the data, to include the magnitude and configuration of slopes determined to be safe;

3. Explanatory information as may be necessary to aid the user in making a correct selection of a protective system from the data.

See pages 1 through 4 of this Citation and Notification of Penalty for information on employer and employee rights and responsibilities.

**State of California**

Division of Occupational Safety and Health  
Van Nuys District Office (0950643; 4046)  
6150 Van Nuys Boulevard, Suite 405  
Van Nuys, CA 91401

Inspection Number: 314830811  
Inspection Dates: 07/03/2012 - 12/06/2012  
Issuance Date: 12/07/2012  
CSHO ID: T4469  
Optional Inspection Nbr: 001-13



**Citation and Notification of Penalty**

Company Name: Sam Hill & Sons, Inc.  
Inspection Site: Erbes Rd. & South Side of Avenida de Los Flores, Thousand Oaks, CA 91360

4. At least one copy of the tabulated data which identifies the registered professional engineer who approved the data, shall be maintained at the jobsite during construction of the protective system. After that time the data may be stored off the jobsite, but a copy of the data shall be made available to the Division upon request.

(4) Option (4) -Design by a registered professional engineer.

(A) Sloping and benching systems not utilizing Option (1) or Option (2) or Option (3) under Section 1541.1(b) shall be stamped and signed by a registered professional engineer.

(B) Designs shall be in written form and shall include at least the following:

1. The magnitude of the slopes that were determined to be safe for the particular project;
2. The configurations that were determined to be safe for the particular project;
3. The identity of the registered professional engineer approving the design.

(C) At least one copy of the design shall be maintained at the jobsite while the slope is being constructed. After that time the design need not be at the jobsite, but a copy shall be made available to the Division upon request.

(c) Design of support systems, shield systems, and other protective systems. Designs of support systems, shield systems, and other protective systems shall be selected and constructed by the employer or his designee and shall be in accordance with the requirements of Section 1541.1(c)(1); or, in the alternative, Section 1541.1(c)(2); or, in the alternative, Section 1541.1(c)(3); or, in the alternative, Section 1541.1(c)(4) as follows:

(1) Option (1) --Designs using Appendices A, C and D. Designs for timber shoring in trenches shall be determined in accordance with the conditions and requirements set forth in Appendices A and C to this article. Designs for aluminum hydraulic shoring shall be in accordance with Section 1541.1(c)(2), but if manufacturer's tabulated data cannot be utilized, designs shall be in accordance with Appendix D.

(2) Option (2) --Designs Using Manufacturer's Tabulated Data.

(A) Design of support systems, shield systems, or other protective systems that are drawn from manufacturer's tabulated data shall be in accordance with all specifications, recommendations, and limitations issued or made by the manufacturer.

(B) Deviation from the specifications, recommendations, and limitations issued or made by the manufacturer shall only be allowed after the manufacturer issues specific written approval.

(C) Manufacturer's specifications, recommendations, and limitations, and manufacturer's approval to deviate from the specifications, recommendations, and limitations shall be in written form at the jobsite during construction of the protective system. After that time this data may be stored off the jobsite, but a copy shall be made available to the Division upon request.

(3) Option (3) --Designs using other tabulated data.

See pages 1 through 4 of this Citation and Notification of Penalty for information on employer and employee rights and responsibilities.



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CSHO ID: T4469  
Optional Inspection Nbr: 001-13



**Citation and Notification of Penalty**

**Company Name:** Sam Hill & Sons, Inc.

**Inspection Site:** Erbes Rd. & South Side of Avenida de Los Flores, Thousand Oaks, CA 91360

(A) Designs of support systems, shield systems, or other protective systems shall be selected from and be in accordance with tabulated data, such as tables and charts.

(B) The tabulated data shall be in written form and include all of the following:

1. Identification of the parameters that affect the selection of a protective system drawn from such data;
2. Identification of the limits of use of the data;
3. Explanatory information as may be necessary to aid the user in making a correct selection of a protective system from the data.

(C) At least one copy of the tabulated data, which identifies the registered professional engineer who approved the data, shall be maintained at the jobsite during construction of the protective system. After that time the data may be stored off the jobsite, but a copy of the data shall be made available to the Division upon request.

(4) Option (4) --Design by a registered professional engineer.

(A) Support systems, shield systems, and other protective systems not utilizing Option 1, Option 2, or Option 3, above, shall be approved by a registered professional engineer.

(B) Designs shall be in written form and shall include the following:

1. A plan indicating the sizes, types, and configurations of the materials to be used in the protective system; and
2. The identity of the registered professional engineer approving the design.

(C) At least one copy of the design shall be maintained at the jobsite during construction of the protective system. After that time, the design may be stored off the jobsite, but a copy of the design shall be made available to the Division upon request.

**Violation:**

On July 3, 2012 the employer did not provide protection for an employee working inside the approximately 8 foot deep, 3 foot wide and 11 foot long unprotected excavation.

**Date By Which Violation Must be Abated:**

**Abated**

**Proposed Penalty:**

**\$ 5400.00**

See pages 1 through 4 of this Citation and Notification of Penalty for information on employer and employee rights and responsibilities.

**State of California**

Division of Occupational Safety and Health  
Van Nuys District Office (0950643; 4046)  
6150 Van Nuys Boulevard, Suite 405  
Van Nuys, CA 91401

Inspection Number: 314830811  
Inspection Dates: 07/03/2012 - 12/06/2012  
Issuance Date: 12/07/2012  
CSHO ID: T4469  
Optional Inspection Nbr: 001-13



**Citation and Notification of Penalty**

Company Name: Sam Hill & Sons, Inc.  
Inspection Site: Erbes Rd. & South Side of Avenida de Los Flores, Thousand Oaks, CA 91360

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Compliance Officer/District Manager

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See pages 1 through 4 of this Citation and Notification of Penalty for information on employer and employee rights and responsibilities.



Occupational Safety & Health Administration We Can Help

## Establishment Search Results

| Establishment        | Date Range               | Office | State |
|----------------------|--------------------------|--------|-------|
| sam hill & sons Inc. | 09/16/2010 to 09/16/2015 | all    | CA    |

Please note that inspections which are known to be incomplete will have the Identifying Activity Nr shown in italic. Information for these open cases is especially dynamic, e.g., violations may be added or deleted.

Sort By: Date | Name | Office | State

Return to Search

Results 1 - 1 of 1

By Date

Get Detail Select All Reset

|                          | # | Activity  | Opened     | RID     | St | Type      | Sc      | SIC  | NAICS  | Vio | Establishment Name    |
|--------------------------|---|-----------|------------|---------|----|-----------|---------|------|--------|-----|-----------------------|
| <input type="checkbox"/> | 1 | 314830811 | 07/03/2012 | 0950643 | CA | Complaint | Partial | 1623 | 237130 | 5   | Sam Hill & Sons, Inc. |

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U.S. Department of Labor | Occupational Safety & Health Administration | 200 Constitution Ave., NW, Washington, DC 20210

Telephone: 800-321-OSHA (6742) | TTY

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ATTACHMENT 4  
PAGE 1 OF 3



## Inspection Detail

Inspection: 314830811 - Sam Hill & Sons, Inc.

### Inspection Information - Office: Ca Van Nuys

Nr: 314830811 Report ID: 0950643 Open Date: 07/03/2012

Sam Hill & Sons, Inc.  
Erbes Rd. & South Side Of Avenida De Los Flores  
Thousand Oaks, CA 91360 Union Status: NonUnion

SIC: 1623/Water, Sewer, Pipeline, and Communications and Power Line Construction  
NAICS: 237130/Power and Communication Line and Related Structures Construction  
Mailing: 2627 Beene Rd., Ventura, CA 93003

Inspection Type: Complaint  
Scope: Partial Advanced Notice: N  
Ownership: Private  
Safety/Health: Safety Close Conference: 12/06/2012  
Planning Guide: Safety-Construction Close Case: 11/10/2013  
Related Activity: Type ID Safety Health  
Complaint 208548123 Yes Yes

### Violation Summary

|                    | Serious | Willful | Repeat | Other   | Unclass | Total   |
|--------------------|---------|---------|--------|---------|---------|---------|
| Initial Violations | 1       |         |        | 4       |         | 5       |
| Current Violations | 1       |         |        | 4       |         | 5       |
| Initial Penalty    | \$5,400 |         |        | \$1,800 |         | \$7,200 |
| Current Penalty    | \$5,400 |         |        | \$1,800 |         | \$7,200 |
| FTA Amount         |         |         |        |         |         |         |

### Violation Items

| #  | ID    | Type    | Standard     | Issuance   | Abate      | Curr\$  | Init\$  | Fta\$ | Contest | LastEvent |
|----|-------|---------|--------------|------------|------------|---------|---------|-------|---------|-----------|
| 1. | 01001 | Other   | 1541 B01     | 12/07/2012 | 12/12/2012 | \$450   | \$450   | \$0   |         | -         |
| 2. | 01002 | Other   | 1675 B       | 12/07/2012 | 12/12/2012 | \$450   | \$450   | \$0   |         | -         |
| 3. | 01003 | Other   | 3395 C       | 12/07/2012 | 12/12/2012 | \$450   | \$450   | \$0   |         | -         |
| 4. | 01004 | Other   | 3395 F03     | 12/07/2012 | 12/26/2012 | \$450   | \$450   | \$0   |         | -         |
| 5. | 02001 | Serious | 15410001 A01 | 12/07/2012 | 12/12/2012 | \$5,400 | \$5,400 | \$0   |         | -         |



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## Violation Detail

Standard Cited: 15410001 A01

### Violation Items

|                              |                 |                      |                      |
|------------------------------|-----------------|----------------------|----------------------|
| Nr: 314830811                | Citation: 02001 | Issuance: 12/07/2012 | ReportingID: 0950643 |
| Viol Type: Serious           | NrInstances: 1  | Contest Date:        |                      |
| Abatement Date: 12/12/2012 I | Nr Exposed: 2   | Final Order:         |                      |
| Initial Penalty: \$5,400.00  | REC:            | Emphasis:            |                      |
| Current Penalty: \$5,400.00  | Gravity:        | Haz Category:        |                      |

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ATTACHMENT 4  
PAGE 3 OF 3

**CITY OF OXNARD  
SPECIFICATION NUMBER UD15-29**

**SUBCONTRACTORS INFORMATION**

**BIDDER'S NAME** Sam Hill & Sons, Inc.

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

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

|                                                                       |                     |                        |                                                                                                             |       |
|-----------------------------------------------------------------------|---------------------|------------------------|-------------------------------------------------------------------------------------------------------------|-------|
| <i>The information requested below must be filled out completely.</i> |                     |                        | This information must<br>be provided now or via<br>fax (805 385-8360)<br>within 24 hours of bid<br>opening- |       |
|                                                                       |                     |                        | STATE LICENSE<br>& CA DIR Registration Number                                                               |       |
|                                                                       | COMPLETE<br>ADDRESS | DESCRIPTION<br>OF WORK | NUMBERS                                                                                                     | CLASS |
| 1.                                                                    | N/A                 |                        |                                                                                                             |       |
| 2.                                                                    | N/A                 |                        |                                                                                                             |       |
| 3.                                                                    | N/A                 |                        |                                                                                                             |       |
| 4.                                                                    | N/A                 |                        |                                                                                                             |       |

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

**CITY OF OXNARD  
SPECIFICATION NUMBER UD15-29**

**SUBCONTRACTORS INFORMATION**

**BIDDER'S NAME** Sam Hill & Sons, Inc.

| <i>The information requested below must be filled out completely.</i> |                  |                     | <i>This information must be provided now or via fax (805 385-8360) within 24 hours of bid opening.</i> |       |
|-----------------------------------------------------------------------|------------------|---------------------|--------------------------------------------------------------------------------------------------------|-------|
| NAME OF SUBCONTRACTOR                                                 | COMPLETE ADDRESS | DESCRIPTION OF WORK | STATE LICENSE & CA DIR Registration No.                                                                |       |
|                                                                       |                  |                     | NUMBER                                                                                                 | CLASS |
| 5. N/A                                                                |                  |                     |                                                                                                        |       |
| 6. N/A                                                                |                  |                     |                                                                                                        |       |
| 7. N/A                                                                |                  |                     |                                                                                                        |       |
| 8. N/A                                                                |                  |                     |                                                                                                        |       |
| 9. N/A                                                                |                  |                     |                                                                                                        |       |
| 10. N/A                                                               |                  |                     |                                                                                                        |       |

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

B-6

ATTACHMENT 5  
PAGE 2 OF 2

**CITY OF OXNARD**  
**SPECIFICATION NUMBER UD15-29**

**REFERENCES**

**BIDDER'S NAME** Sam Hill & Sons, Inc.

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

|                                                                    |                             |                  |
|--------------------------------------------------------------------|-----------------------------|------------------|
| <b>Project Description</b>                                         |                             |                  |
| PW14-12 Non-scheduled Repairs - Wastewater and Storm Drain Systems |                             |                  |
| <b>Owner</b>                                                       | <b>Project Location</b>     |                  |
| City of Oxnard                                                     | Various Locations in Oxnard |                  |
| <b>Project Cost</b>                                                | <b>Project Manager</b>      | <b>Telephone</b> |
| \$500,000.00 per year                                              | Peter Martinez              | 805.271-2214     |

|                                                                            |                             |                  |
|----------------------------------------------------------------------------|-----------------------------|------------------|
| <b>Project Description</b>                                                 |                             |                  |
| PW10-08 Non-Scheduled Emergency Repairs & Maintenance Water Infrastructure |                             |                  |
| <b>Owner</b>                                                               | <b>Project Location</b>     |                  |
| City of Oxnard                                                             | Various Locations in Oxnard |                  |
| <b>Project Cost</b>                                                        | <b>Project Manager</b>      | <b>Telephone</b> |
| \$600,000.00 per year                                                      | Rod Paniagua                | 805.385.8154     |

|                                                                                           |                                             |                  |
|-------------------------------------------------------------------------------------------|---------------------------------------------|------------------|
| <b>Project Description</b>                                                                |                                             |                  |
| Maintenance and/or Emergency Repairs to Water Infrastructure and Wastewater Appurtenances |                                             |                  |
| <b>Owner</b>                                                                              | <b>Project Location</b>                     |                  |
| Ventura Regional Sanitation District                                                      | Various Locations throughout Ventura County |                  |
| <b>Project Cost</b>                                                                       | <b>Project Manager</b>                      | <b>Telephone</b> |
| \$200,000.00 per year                                                                     | Richard Jones                               | 805.658-4648     |

Ronald L. Hill  
**SIGNATURE OF BIDDER**

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



# In the Superior Court of the State of California

IN AND FOR THE COUNTY OF VENTURA

## CERTIFICATE OF PUBLICATION

### TYPE OF NOTICE

NOTICE TO BIDDERS

PROJECT SPECIFICATION NUMBER UD15-29

STATE OF CALIFORNIA  
COUNTY OF VENTURA

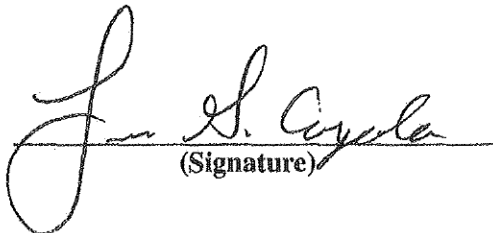
I Luis Ayala

hereby certify that Ventura County VIDA Newspaper, is a newspaper of general circulation within the provision of the Government Code of the State of California, printed and published in the County of Ventura, State of California; that I am the Principal Clerk of said newspaper; that the annexed clipping is a true printed copy and published in said newspaper on the following dates, to wit.

Aug 6, 13, 2015

I certify under penalty of perjury that the foregoing is true and correct, at Oxnard, County of Ventura, State of California, on the

13th day of August 2015

  
(Signature)

### NOTICE TO BIDDERS

The Oxnard City Council has authorized the invitation to bid on Project Specification Number UD15-29 for the Water Systems Non-Scheduled Emergency Repairs Project. Work is for on-call services for repairs to water and recycled water system on an as-needed basis, and for urgent repairs to systems as may be assigned by task order. The work designated in this specification will require the Contractor to possess a State of California General Engineering Contractor's License, Class A to be considered as a prime contractor qualified for award of this project. Contractor MUST have minimum 5-years of experience in water systems pipeline installations and surface repairs. Public Works Contractor Registration Law (SB 854) requires that all Contractors and Subcontractors be registered with the DIR. Plans and Specifications will ONLY be available to review or for purchase directly from the City's online Plan Room CyberCopyUSA, [www.cybercopyusa.com](http://www.cybercopyusa.com), or phone (805) 482-6728; fax (805) 715-1335 for a non-refundable fee of \$75.00 plus \$20.00 shipping and handling starting on MONDAY, AUGUST 10, 2015. The Plans and Specifications may also be obtained in CD format for \$35.00 including shipping & handling. For information you may contact General Services Contract Procurement Office, Phone (805) 485-7921.

A non-mandatory Pre-Bid Conference will be held in the City Council Chambers, Civic Center, 300 W. Third St., Oxnard at 9:30 A.M. on WEDNESDAY, AUGUST 19, 2015. All prospective bidders are urged to attend.

All contractors will pay prevailing wages for each classification and type of worker under the California State Department of Industrial Wage Determinations. The HIGHER of the State or Federal Wage Rate when required, shall be used. These determinations are included in the specifications. All pertinent wage determinations must be posted on the job site. A 10% Bid Bond is required for all bids submitted and the successful Bidder will be required to provide a Payment & Performance Bond equal to 100% of the contract price. Successful Bidder may request that the City enter into an Escrow Agreement for security deposit in lieu of retention.

Each bid shall be submitted on the bid documents (BLUE BID SHEETS) provided by the City's Plan Room CyberCopy and the bidder MUST be a PLAN HOLDER OF RECORD. All bids must be received at the Office of the City Clerk, Administration Building, 305 West Third Street (East Wing), Oxnard, CA 93030 before 5:00 P.M. on WEDNESDAY, SEPTEMBER 9, 2015. Immediately thereafter all bids shall be publicly opened by the City Clerk and Purchasing Agent in the Council Chambers. PAGE 7 OF 7

# Certificate of Publication

Ad #630113

In Matter of Publication of:

Public Notice

State of California)

))§

County of Ventura)

I, Maria Rodriguez, hereby certify that the Ventura County Star Newspaper has been adjudged a newspaper of general circulation by the Superior Court of California, County of Ventura within the provisions of the Government Code of the State of California, printed in the City of Camarillo, for circulation in the County of Ventura, State of California; that I am a clerk of the printer of said paper; that the annexed clipping is a true printed copy and publishing in said newspaper on the following dates to wit:

Aug. 07, 14, 2015

I, Maria Rodriguez certify under penalty of perjury, that the foregoing is true and correct.

Dated this Aug. 17, 2015; in Camarillo, California, County of Ventura.



Maria Rodriguez  
(Signature)

## NOTICE TO BIDDERS

The Oxnard City Council has authorized the invitation to bid on Project Specification Number UD15-29 for the Water System Non-Scheduled Emergency Repairs Project. The work will consist of providing on-call services for repair of water and recycled water systems on as-needed basis; and urgent repairs detailed in task orders. The work designated in this specification will require the Contractor to possess a State of California General Engineering Contractor's License, Class A to be considered as a prime contractor qualified for award of this project. Contractor MUST have minimum 5-years of experience in water systems pipeline installations and surface repairs. Public Works Contractor Registration Law (SB854) requires that all Contractors and Subcontractors be registered with the DIR.

Plans and Specifications will ONLY be available to review or for purchase directly from the City's online Plan Room, CyberCopyUSA - [www.cybercopyreprographics.com](http://www.cybercopyreprographics.com), or phone (805) 432-6738; fax (805) 715-1535 for a non-refundable fee of \$75.00 plus \$20.00 shipping and handling starting on MONDAY, AUGUST 10, 2015. The Plans and Specifications may be obtained in electronic medium format CD's for a non-refundable fee of \$35.00 including shipping and handling. For further bid information you may contact General Services Contract Procurement Office, Phone (805) 385-7821.

A non-mandatory Pre-Bid Conference will be held in the City Council Chambers, Civic Center, 305 W. Third St., Oxnard at 9:30 A.M. on WEDNESDAY, AUGUST 19, 2015. All prospective bidders are urged to attend.

All contractors will pay prevailing wages for each classification and type of worker under the California State Department of Industrial Wage Determinations. The HIGHER of the State or Federal Wage Rate when required, shall be used. These determinations are included in the specifications. All pertinent wage determinations must be posted on the job site. A 10% Bid Bond is required for all bids submitted and the successful Bidder will be required to provide a Payment & Performance Bond equal to 100% of the contract price. Successful Bidder may request that the City enter into an Escrow Agreement for security deposits in lieu of retention.

Each bid shall be submitted on the bid documents (BLUE BID SHEETS) provided by the City's on-line Plan Room, CyberCopy and the bidder MUST be a PLAN HOLDER OF RECORD. All bids must be received at the Office of the City Clerk, Administration Building, 305 West Third Street (East Wing), Oxnard, CA 93030 before 2:00 P.M. on WEDNESDAY, SEPTEMBER 9, 2015. Immediately thereafter all bids shall be publicly opened by the City Clerk and Purchasing Agent in the Council Chambers, 305 West Third Street, Oxnard, CA 93030.

FOR INFORMATION REGARDING THIS PROJECT PLEASE DIRECT ALL QUESTIONS TO GENERAL SERVICES - 805-385-7821.

Ad Dates 08/07/15, 08/14/15 Ad No.630113

ATTACHMENT 7

PAGE 2 OF 2

Meeting Date: 07/21/15

|                                                             |                                                        |
|-------------------------------------------------------------|--------------------------------------------------------|
| <b>ACTION</b>                                               | <b>TYPE OF ITEM</b>                                    |
| <input checked="" 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 JM City Attorney JOB Finance mm Utilities 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

ATTACHMENT 8  
PAGE 1 OF 2

**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.



**CITY COUNCIL  
AGENDA REPORT**

**TYPE OF ITEM: Report**

**AGENDA ITEM NO.: L-6**

**DATE:** December 8, 2015

**TO:** City Council

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

**FROM:** Maria Hurtado, Assistant City Manager

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

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

**RECOMMENDATION**

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

**DISCUSSION**

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

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

On July 21, 2015, the Council adopted the Priority 1A, Priority 1B, and Priority 2 (IAP's). Each IAP delineated how the City intended to address the recommendations over the course of the next two years, and reflected the length of time anticipated to complete the implementation steps and a realistic assessment of the organization's capacity to process the high level of workload. Priority 1 items may involve non-conformance with state and federal laws, Council policy, labor agreements, or IRS federal guidelines. 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 recommended addressing these Priority 1 items within this fiscal year, however this was contingent upon filling key vacant positions such as the Chief Finance Officer. Several of these positions have been filled since the assessment was initially brought before Council. However, some key positions remain unfilled.

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:*

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

- The review and tighten budgetary controls and authority for departments;
- The restructure of the budget process to provide greater oversight by the Office of the City Manager;
- The development of a four year Information Technology Master Plan;
- The completion of an audit of the Affordable Care Act and Deferred Compensation maximums to ensure compliance;

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

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

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

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

| <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</b> |
|----------------------------|----------------------------------------|----------------------------------|----------------------|--------------------------------|--------------------|
| Priority 1A                | 39                                     | 18                               | 46%                  | 21                             | 54%                |
| Priority 1B                | 55                                     | 26                               | 47%                  | 5                              | 9%                 |
| Priority 2                 | 34                                     | 7                                | 21%                  | 0                              | N/A                |
| <b>TOTAL:</b>              | <b>128</b>                             | <b>50</b>                        | <b>40%</b>           | <b>26</b>                      | <b>20%</b>         |

There are 39 recommendations in Priority 1A and to date, 54% (or 21) have been completed, with 46% (or 18) being worked on. Priority 1B recommendations fall within the January, 2016 through June, 2016 timeframe, however, staff has begun working on 47% of those recommendations, with 9% already completed. And staff has begun working on 7 of the 34 recommendations in the Priority 2 IAP.

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

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

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

## **FINANCIAL IMPACT**

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

## **ATTACHMENTS**

Attachment A: 12/8/15 Updated Priority 1A: Six Month Implementation Plan  
Attachment B: 12/8/15 Updated Priority 1B: One Year Implementation Plan  
Attachment C: 12/8/15 Updated Priority 2: Three Year Implementation Plan



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

December 8, 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 and may require a revised deadline. Pending items may require moving from one Priority to another (i.e. From Priority 1A to a Priority 1B, as an example);
- Red**  : **Critical:** milestones delineated with a red status are confirmed to be behind schedule, will either not be completed or are in danger of not being completed due to a lack of resources and/or competing priorities.

| REC #                                  | RECOMMENDATION                                                                                                     | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                                                   | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS                       | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------------|--------------------------------|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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>COMPLETED</b></p> <p>CMO and Finance took the lead in the preparation of the FY 15/16 Budget;</p> <p>CMO &amp; Finance has begun to conduct Dept. meetings to discuss the FY 15/16 Efficiency Savings Goal;</p> <p>A comprehensive review of Financial Management Policies is agendaized for 12/15/15 Council Meeting.</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>COMPLETED</b></p> <p>Monthly Expenditure reports are provided to DH's; Finance / DH's meets periodically to review line item over-expenditures, and to make budget adjustments when necessary</p> <p>Council adopted Resolution # 14839 in FY 15/16 establishing financial management policies. Budget policy D Appropriation Changes, delineates authority when specific appropriation changes are needed</p> |

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ATTACHMENT A  
PAGE 3 OF 15

<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                                                                                                                                                                                                                                                                                                                                 |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------|---------------------------------------------------------------------------------------------------------------------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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>COMPLETED</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 has begun to 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> <p>Manual process in place between Finance and HR. FTE resolution needs to be revised, and guidelines for IT systems control process needs to be prepared. Estimated completion date is 2/15/2016. Recommendation will be moved to Priority 1B IAP.</p>                                                                           |



| REC # | RECOMMENDATION                                                                                                                                                                      | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | TIMELINE | LEAD STAFF <sup>1</sup>  | COMMENTS | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------|----------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 remaining unfunded positions will be brought to Council on February 23, 2016 for recommended elimination. Recommendation will be moved to Priority 1B IAP.</p>                                                                                                                                                                                                                                                                                                                                                                                                      |
| 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 and number of hours worked;</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. Revised timeline for completion of this recommendation is 3/31/2016 Recommendation will be moved to Priority 1B IAP.</p> |

| REC #                                   | RECOMMENDATION                                                                                                  | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                                                                                             | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS                                                                                                                                                                                                                                                                               | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                                                                                                                                                                                                     |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7                                       | 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.                                                                                                                                                                                                                                                     |        | <b>COMPLETED</b><br><br>Budgetary controls and authority has been reviewed and tightened. Council adopted Resolution # 14839 in FY 15/16 establishing financial management policies. Budget policy D Appropriation Changes, delineates authority when specific appropriation changes are needed |
| <b>City Services and Budget Process</b> |                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |          |                         |                                                                                                                                                                                                                                                                                        |        |                                                                                                                                                                                                                                                                                                 |
| 226<br>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      |                                                                                                                                                                                                                                                                                        |        | <b>IN PROGRESS</b><br><br>An agenda item is complete and on the January 26, 2016 Council Agenda.<br><br>Recommendation will be moved to Priority 1B IAP.                                                                                                                                        |
| <b>Financial Management Policies</b>    |                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |          |                         |                                                                                                                                                                                                                                                                                        |        |                                                                                                                                                                                                                                                                                                 |
|                                         | 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> |        | <b>COMPLETED</b><br><br>A 5 year forecast by fund was included in the FY 15/16 Budget (Page C-1).                                                                                                                                                                                               |

| REC #                                                           | RECOMMENDATION                                                                                                                                                                                                           | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                             | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS                                                | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                                                                                                                                                          |
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| 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 |                                                         |        | <b>IN PROGRESS</b><br><br>8% minimum reserve level was presented and adopted with the FY 15/16 budget<br><br>Reserve Policy agenda item scheduled for January 26, 2015 City Council meeting.<br><br>Recommendation will be moved to Priority 1B IAP. |
| 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. |        | <b>IN PROGRESS</b><br><br>Actuarial study on Workers' Comp liability expected to be completed late December. Updated plan will be presented with mid-year budget on January 26, 2016. Recommendation will be moved to Priority 1B IAP                |
| <b>Financial Health of the General Fund and Measure O Funds</b> |                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                  |          |                         |                                                         |        |                                                                                                                                                                                                                                                      |
|                                                                 | Examine case law for the Carman Override tax levy, engage a retirement actuary conversant 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           |                                                         |        | <b>COMPLETED</b>                                                                                                                                                                                                                                     |



| 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>           |                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                           |          |                         |          |        |                                                                                                                                                                                                                                                                                                                               |
| 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    |          |        | <p><b>COMPLETED</b></p> <p>A memo to Department Heads requesting staff lead responsible for ensuring proper use of credit cards was completed, and a staff person has been assigned for each department.</p>                                                                                                                  |
| <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>COMPLETED</b></p> <p>NexLevel has completed their evaluation of the City's technological needs and has developed a four year master plan; functionality of the purchasing technology system is addressed as part of this evaluation.</p> <p>The 4 year IT Master Plan was presented to Council on December 1, 2015.</p> |



| REC #                      | RECOMMENDATION                                                                                                                                                       | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                           | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS                                           | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                                                                                                       |
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| <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            |                                                    |        | <b>COMPLETED</b><br><br>A memo to Departments requesting a staff lead responsible for compliance with contract policies and procedures was sent and a list of staff representation was developed. |
| 16                         | 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 |                                                    |        | <b>COMPLETED</b><br><br>Staff reviewed CCRC documentation and prepared and distributed a memo clarifying objectives and role of CCRC process.                                                     |
| 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><br>Currently reviewing and revising the existing document which is expected to be distributed to Senior staff by CFO by mid-December 2015.                                 |

| REC #                                       | RECOMMENDATION                                                                                                                                                | IMPLEMENTATION STEPS                                                                                                                                                                                                         | TIMELINE | LEAD STAFF <sup>1</sup>  | COMMENTS                                                                                                                                                                                                                                              | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                                                                                                                                                                                                 |
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| <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><br>On track to be completed by Mid December, 2015                                                                                                                                                                                                                    |
| <b>Payroll and Human Resources Controls</b> |                                                                                                                                                               |                                                                                                                                                                                                                              |          |                          |                                                                                                                                                                                                                                                       |        |                                                                                                                                                                                                                                                                                             |
| 19                                          | 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><br>An IAP Implementation Committee has been established. Recurring meetings occur on Thursday's at 10:00 a.m. to discuss progress, barriers, and prepare for report-outs to CM & Council. The project team consists of ACM, HR Director, CFO, CA and others as needed. |
| 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>Audit by Segal Consulting of Affordable Care Act and Deferred Compensation maximums, and review of document plans. Revised timeline is 12/31/15.                                                                                                                  |

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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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| 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 |                                                                                                          |        | COMPLETED                                                                                                                                 |
| Office of the City Manager |                                                                                                                                                                                                               |                                                                                                                                                                                                                                                              |          |                         |                                                                                                          |        |                                                                                                                                           |
| 22                         | 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. |        | COMPLETED<br><br>A 2 <sup>nd</sup> ACM was included in the adopted FY 15/16 Budget and position has been filled; roles have been assigned |
|                            | Reorganize the Executive Board to consist of City Manager's Office staff of the city manager's choosing and department heads.                                                                                 | <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            |                                                                                                          |        | COMPLETED<br><br>Executive Board has been reorganized and changes have been communicated to staff.                                        |

| 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> |                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |          |                          |          |        |                                                                                                                                                                                                                                                                                                                                                                              |
| 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>COMPLETED</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 was taken to Council for review on December 1, 2015, and a 1-year funding plan will be brought to Council for review on January 12, 2016.</p> |
|                               | 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 |          |        | <p><b>IN PROGRESS</b></p> <p>Completed review of existing process and collaborated with IT Director. Will develop procedure for separation process (see #38) with definition of Department Manager/ Supervisor responsibilities. The revised timeline for completion is 1/31/16. Recommendation will be moved to Priority 1B IAP.</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 – 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> |        | <b>IN PROGRESS</b><br><br>Last update to Utilities Task Force (UTF) in April, 2015;<br><br>UTF meeting held on July 16, 2015;<br><br>Draft CIP plan for rate study completed.<br><br>Plan scheduled for presentation to Council on December 10, 2015                                                                                                                           |
| <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 master plan.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                              | 11/15/15 | City Manager            |                                                                                                                                                                                          |        | <b>IN PROGRESS</b><br><br>Upon Recreation's move to 305 West Third Street, anticipated to be 12/18/15, the Facilities Division within General Services will have oversight of Recreation facilities.<br><br>Due to some key issues, oversight of Performing Arts Center is not expected to be completed until April 15, 2016. Recommendation will be moved to Priority 1B IAP. |

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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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| <b>Human Resources Department and Programs Organizational Audit (RSHS)</b> |                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |          |                          |          |        |                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 28                                                                         | 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 |          |        | <b>COMPLETED</b><br><br>The new Assistant Director of Human Resources started on 11/9/15.                                                                                                                                                                                                                                                                                                                           |
| 29                                                                         | 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 |          |        | <b>IN PROGRESS</b><br><br>Have added 1 additional recruiter to staff. Recruitment for 1 Sr. recruiter is in process and expected to be onboard by 1/15/16.<br><br>Completed evaluation of existing City recruitment, testing, and certification process. Revising and establishing new improved processes. The revised estimated date for completion is 2/15/2016. Recommendation will be moved to Priority 1B IAP. |
|                                                                            | 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 |          |        | <b>COMPLETED</b><br><br>The Sr. Benefits coordinator began on July 6, 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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| 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 |          |        | <b>IN PROGRESS</b><br><br>RFP has been completed with a total of five proposals having been submitted. HR is presently reviewing the proposals and will select vendor by December 31, 2015. Vendor to be presented to City Council for approval by end of January 2016. |
| 235   | 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 |          |        | <b>IN PROGRESS</b><br><br>RFP for Benefits broker has been completed. Audit of compliance with Affordable Care Act by Segal scheduled to be completed on 12/15/15.                                                                                                      |
| 33    | 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  |          |        | <b>COMPLETED</b><br><br>Actuary has completed the CalPers and Carman Override analysis, which resulted in the determination of appropriate percentage rates to be charged to Carman Override.                                                                           |

| REC # | RECOMMENDATION                                                                                                                                                                                           | IMPLEMENTATION STEPS                                                                                                                                                                                                                                       | TIMELINE | LEAD STAFF <sup>1</sup>                                                          | COMMENTS | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                                                                                                                                                                                                                                                                                 |
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| 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) |          |        | <p><b>COMPLETED</b></p> <p>Alternative retirement plan (457b) adopted by Council on 10/20/15 and all applicable employees enrolled in plan.</p>                                                                                                                                                                                                                             |
| 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                                                         |          |        | <p><b>IN PROGRESS</b></p> <p>Review of Employee Thrift plan has been completed by Segal Consulting and currently presenting negotiations/ changes/ eliminations to employee groups. Estimated completion date of Segal Audit is 12/31/15. Recommendation will be moved to Priority 1B IAP pending need for negotiation of changes within the "meet and confer" process.</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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| 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 |                                                                                                                                                                                                                              |        | <p><b>IN PROGRESS</b></p> <p>Audit t by Segal Consulting of Affordable Care Act and Deferred compensation maximums, and review of document plans. The estimated completion date is 12/31/15.</p>                                                                                          |
| 237   | 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  |                                                                                                                                                                                                                              |        | <p><b>COMPLETED</b></p> <p>Access has been restricted to only payroll and select H.R. staff</p>                                                                                                                                                                                           |
| 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> |        | <p><b>IN PROGRESS</b></p> <p>The position control number system to be addressed as part of finding #4, to be completed by 2/15/16. Process for standard separation process is presently under review and to be completed by 1/31/16. Recommendation will be moved to Priority 1B IAP,</p> |

| REC # | RECOMMENDATION                                                       | IMPLEMENTATION STEPS                                                                                                                                                                                                            | TIMELINE | LEAD STAFF <sup>1</sup>  | COMMENTS | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                                                                                                                                                                                                                                 |
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| 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 |          |        | <p><b>IN PROGRESS</b></p> <p>All salary and benefit changes to be conducted through meet and confer process with final approval by City Council adopting resolution. Written Procedure will be completed and disseminated to HR, Finance, and Dept. Head's by 1/31/16. Recommendation will be moved to Priority 1B IAP.</p> |

ATTACHMENT B: 12/8/15 Updated Priority 1B: One Year Implementation Plan

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

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December 8, 2015

ATTACHMENT 8  
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## Guide to the Implementation Action Plan

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

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

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

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

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



| REC #                            | RECOMMENDATION                                                                                                                                              | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                                                                   | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS                                                                                                                                                                                                                                                                            | STATUS | PROGRESS TO DATE/NEXT STEPS |
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| City Services and Budget Process |                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                        |          |                         |                                                                                                                                                                                                                                                                                     |        |                             |
| 241                              | 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> |        |                             |

| REC # | RECOMMENDATION                                                                                                                               | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS                                                                                           | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| 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> |        | <p><b>IN PROGRESS</b></p> <p>Council held a Priority Workshop on October 29, 2015 and identified 4 Strategic Priority Areas, including: (1) Organizational Effectiveness, (2) Economic Development, (3) Quality of Life, and (4) Infrastructure and Natural Resources.</p> <p>On 12/9/15, Council will review the 10/29/15 Council Workshop Report</p> <p>Once approved, staff will return to Council with a 2 year Strategy Business Plan for each of the 4 Strategic priority areas for Council adoption and inclusion in the FY 16/17 Budget.</p> |

| 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> |
| <b>Financial Management Policies</b> |                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |          |                         |                                                                                                      |        |                                                                                                                                                                                                                                           |
| 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> |        |                                                                                                                                                                                                                                           |

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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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| 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 NBS to review the Special Assessment Districts. NBS presented a status update to Council in September, 2015.</p> <p>City staff is reviewing the City's Development Impact Fees. Staff is also currently reviewing the finances and operations of the golf fund. This includes discussions with the Golf operator to evaluate options for reducing the general fund subsidy.</p> |



| 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> <li>• Staff currently working on setting a recycled water rate to charge Golf Course operator.</li> </ul> |        | <p><b>IN PROGRESS</b></p> <p>Staff is currently reviewing the finances and operations of the golf fund. This includes meeting with the Golf operator to evaluate options for reducing the general fund subsidy.</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> |

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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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| 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. 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. |        | <p><b>IN PROGRESS</b></p> <p>A contract has been awarded to Revenue &amp; Cost Specialists through a competitive RFP and the review of user fees is in process. A proposed new user fee schedule will be presented to the Council on April 12, 2016.</p> <p>Staff will be trained to support a new annual review per the recommendation.</p> |
| 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.                                                                                                                                           |        | <p><b>IN PROGRESS</b></p> <p>The Revenue &amp; Cost Specialists contract referenced above also includes addressing the update of the ISF</p>                                                                                                                                                                                                 |

| 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.                                  |        | <p><b>IN PROGRESS</b></p> <p>The Revenue &amp; Cost Specialists contract referenced above also includes addressing the update of the Indirect Cost Allocation Plan</p>                          |
| <b>Financial Management Policy and Practice Gaps</b> |                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                    |          |                         |                                                                                 |        |                                                                                                                                                                                                 |
| 247<br>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.                  |        | <p><b>IN PROGRESS</b></p> <p>This will be completed when the Financial Management Policies are reviewed as part of other recommendations to be brought before Council on December 15, 2015.</p> |
| 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. |        | <p><b>IN PROGRESS</b></p> <p>This will be completed when the Financial Management Policies are reviewed as part of other recommendations.</p>                                                   |

| REC # | RECOMMENDATION                                                                                                                                                                                                                                             | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                          | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS                                                                                                                                                                                                 | STATUS | PROGRESS TO DATE/NEXT STEPS                         |
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| 13    | 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/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. |        |                                                     |
| 248   | 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  |                                                                                                                                                                                                          |        |                                                     |
| 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 |                                                                                                                                                                                                          |        | IN PROGRESS<br>Guidelines currently being developed |



| REC #                                                           | RECOMMENDATION                                                                                                                                                                         | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                                                                                                                                                                                                                                      |
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| 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 |          |        | <b>IN PROGRESS</b><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.                                                                                                   |
| <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. Obtain City Council concurrence on acceptable strategies.</li> </ul> | 02/15/16 | Chief Financial Officer |          |        | <b>IN PROGRESS</b><br>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;<br>The FY 2016/17 Budget process will be kicked off with a more extensive Council workshop covering each item mentioned in this recommendation |

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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>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> <p>During the FY 16/17 Budget, discussions will include the city's reliance on Measure O and strategies to prepare for Measure O sunset in 2028.</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>                                                                                               |        |                                                                                                                                                                                                                                                                                                                                                         |

| REC #                | RECOMMENDATION                                                                             | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                                                                                                           |
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| Purchasing Practices |                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |          |                         |          |        |                                                                                                                                                                                                       |
| 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 |          |        | <p><b>IN PROGRESS</b></p> <p>Each department has identified a key management representative to insure compliance. The City has also reduced the number of issued cards and limits on those cards.</p> |
| 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 |          |        |                                                                                                                                                                                                       |

| 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 |                                                                                                                                                                                                                                                  |        | COMPLETED<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>Process has begun.</li> <li>City Treasurer should support this process.</li> </ul>                                                                                                                        |        |                                                                                |

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| REC #                            | RECOMMENDATION                                                                                                                                                                                  | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                          | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS                                                                                                                                             | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                 |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------------------------------------------------------------------------------------------------------------|
| 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. Develop plan for timely reconciliation of accounts and ledgers.</li> </ul>                                                                                                                         | 01/15/16 | Chief Financial Officer |                                                                                                                                                      |        |                                                                                                             |
| <b>Public Information Office</b> |                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                               |          |                         |                                                                                                                                                      |        |                                                                                                             |
| 27                               | 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. This analysis will commence once the PIO Community Affairs Manager is hired.</p> |        | <p><b>IN PROGRESS</b></p> <p>Recruitment for Public Relations/Community Affairs Manager is in progress.</p> |
|                                  | 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      |                                                                                                                                                      |        |                                                                                                             |

| 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>COMPLETED</b></p> <p>Included an IT Director position in FY 15/16 Budget; position has been created with department head status.</p> <p>Recruitment in progress, estimated to be completed on schedule.</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 charter 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             |          |        | <p><b>IN PROGRESS</b></p> <p>Interim IT Director currently working with Department Heads to establish a "Technology Governance Committee." On track to be completed by deadline.</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 – 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>IN PROGRESS</b><br><br>RFP will be issued to address impact fees.                                                        |
| <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                                                                            |
|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------|-----------------------------------------------|--------|--------------------------------------------------------------------------------------------------------|
| 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><br>Preliminary discussions between HR/Fin have taken place; Work will continue. |



| 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 |                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |          |                         |          |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 257 <sup>37</sup>          | Create and fund a formal professional development program that defines and rewards the desired traits and behaviors of middle and senior managers. | <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> | 03/15/16 | City Manager            |          |        | <p><b>IN PROGRESS</b></p> <p>Organizational Development has been assigned to the ACM. Several trainings have been provided to Department Heads and Mid-Managers, who attended workshops on Adaptive Change; staff has been invited to Cal-ICMA workshops, and future trainings are being planned.</p> <p>An internal One-to-One Coaching Program is being developed and will be made available to all employees using senior staff and other executives around CA;</p> <p>The Performance Evaluation will be evaluated and revised in Spring, 2016.</p> |

| REC # | RECOMMENDATION                                                                                         | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS                                                                                                                                                              | STATUS | PROGRESS TO DATE/NEXT STEPS                                                                                                                                                                                                                                                            |
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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                                                                                                                    |        | <p><b>COMPLETED</b></p> <p>This recommendation was completed as part of the organizational restructure. Public Works Department Head recruitment in progress. Final candidate interviews to be completed on December 1, 2015 for final appointment completed by December 15, 2015.</p> |
| 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> |        | <p><b>IN PROGRESS</b></p> <p>The Cultural and Community Services Director classification was approved by Council in November, 2015. The Recruitment will begin in December, 2015.</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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| 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      |          |        | <p><b>COMPLETED</b></p> <p>The Public Works Director recruitment is underway with final interviews completed on Dec. 1, 2015. The Utilities Department has been moved into a Public works Department with 4 divisions, including (1) Utilities, (2) Environmental Resources, (3) General Services, and (4) Engineering. On track to hire the new Public Works Director by deadline.</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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| 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. |        | <p><b>COMPLETED</b></p> <p>Council held a Priority Workshop on October 29, 2015 and identified 4 Strategic Priority Areas, including: (1) Organizational Effectiveness, (2) Economic Development, (3) Quality of Life, and (4) Infrastructure and Natural Resources.</p> <p>On 12/9/15, Council will review the 10/29/15 Council Workshop Report</p> <p>Once approved, staff will return to Council with a 2 year Strategy Business Plan for each of the 4 Strategic priority areas for Council adoption and inclusion in the FY 16/17 Budget.</p> |
|       | 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  |                                                                                                                                                                                                          |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |



| 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            |          |        |                             |
| 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            |          |        |                             |

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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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| 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> | 4/15/16  | City Manager             | Department directors should be involved in the development of training programs. |        |                             |
| 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>                                                                                                                                                                                                                                                                                                             | 4/15/16  | Human Resources Director |                                                                                  |        |                             |

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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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| <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 |                                                                                                                                                                 |        |                             |

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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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| 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 is in the process of reviewing and finalizing. On track to complete by deadline.</p>       |
| 264   | 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 |          |        |                                                                                                                                                                                                          |
|       | 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> |

| 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    | 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. |        | <b>IN PROGRESS</b><br><br>The City released an RFP and has received responses to complete the classification and compensation project.<br><br>HR will be reviewing responses to RFP. |



| 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> |        | <p><b>IN PROGRESS</b></p> <p>The Internal Audit Program is on the 12/8/15 Council agenda with a recommended RFP.</p> |
| 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 |                                                                                                                                                      |        |                                                                                                                      |

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

December 8, 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 and may require a revised deadline. Pending items may require moving from one Priority to another (i.e. From Priority 1A to a Priority 1B, as an example);

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



| REC #                                                | RECOMMENDATION                                                                                                                        | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                               | TIMELINE | LEAD STAFF <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.                                                                                      |

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<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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| Purchasing Practices |                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |          |                         |          |        |                             |
| 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. | Identify best practices for processing payments and invoices. <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 |          |        |                             |

| 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>                                                                                                                                                                                                                                                                                                                                                                                                                        | 12/15/16 | Chief Financial Officer |                                                                     |        | <p><b>IN PROGRESS</b></p> <p>Purchasing policy and manual is being reviewed for revisions.</p> |
| <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> |        |                             |
| Treasury and Accounting |                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                          |          |                         |                                                                                                                                                                                                 |        |                             |
| 13                      | Allocate resources to the treasurer to create an enforcement officer position (or contract for the service) whose responsibility is to ensure the City is getting all the revenues it is due. | <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.                                                                                                                      |        |                             |



| 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 |        |                             |

| 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> |        | <p><b>IN PROGRESS</b></p> <p>IT Director recruitment in progress. Interim IT Director has established regular cross-department IT meetings to begin breaking down IT silos.</p> |
| <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                                                                                                                                |
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| 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) |          |        | <p><b>IN PROGRESS</b></p> <p>The Information Technology Master Plan item is a 1a item and is scheduled to be presented to Council on December 1, 2015.</p> |

| REC #                                     | RECOMMENDATION                                                                                                                    | IMPLEMENTATION STEPS                                                                                                                                                                                                                                                                                                                                                                                                                                           | TIMELINE | LEAD STAFF <sup>1</sup> | COMMENTS                                                                                          | STATUS | PROGRESS TO DATE/NEXT STEPS                                         |
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| 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 |
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| <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> <p>Master Plans scheduled to be presented to Council December 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 |
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| 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> |        |                             |

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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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| 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> |





**CITY COUNCIL  
AGENDA REPORT**

**TYPE OF ITEM: Report**

**AGENDA ITEM NO.: L-7**

**DATE:** December 8, 2015

**TO:** City Council

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

**FROM:** Joseph Lillio, Chief Financial Officer

**SUBJECT:** Review of Proposed New Internal Audit Program and Request For Proposal (RFP)

**CONTACT:** Joseph Lillio, Chief Financial Officer  
Joseph.lillio@ci.oxnard.ca.us, 385-7475

**RECOMMENDATION**

That City Council

1. Review and approve the proposed Internal Audit Program Charter.
2. Review and approve the proposed Request For Proposals for Internal Audit Program services.
3. Authorize an appropriation in the amount of \$100,000 from the one-time Successor Agency Residual pass-through Loan Payment.

**BACKGROUND**

The organizational assessment completed earlier this year recommended the City create a new Internal Audit program. This recommendation (#54 of Priority 1B) was largely drawn from the various findings and recommendations by the two firms that completed the assessment. The comprehensive plan to effectuate the long list of recommendations, the Implementation Action Plan (IAP), was approved by the City Council on July 21, 2015, which included the provision of Internal Audit Program services via a contracted model. The consultants felt it was important to provide a truly independent resource that was not tethered to the organization culture. It also provides for additional capacity in the "front end" to accomplish high priority projects. It also provides for future cost control by having the flexibility in picking and choosing our costs from a menu of services each year. The staff report for the IAP also recommended that the former City Council Fiscal Policy Task Force expand its role and be the City Council's representative in overseeing the fledgling Internal Audit program.



As a first step, staff recommended the Council Committee convene its first meeting "...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 the firm would come back to the full Council for approval."

This staff report was designed to effectuate these first two steps.

### **Council Fiscal Policy Task Force Discussion**

On October 8, 2015, the Fiscal Policy Task Force met to discuss the Internal Audit Program Charter and "Scope of Services" found in the Internal Audit Program's Request for Proposal. At this meeting, the Task Force received various public comments, including questions about communication protocols for this new program, reporting relationships, etc. One of the questions that emerged during public comments at the Task Force Meeting included why the "Scope of Services" called for performance audits on two programs (e.g. City Corp and Performing Arts & Conference Center) in the initial Audit Work Plan. Staff referred to the criteria in the Internal Audit Program Charter as the primary basis for looking at these two programs e.g. level of concern by the City Council or City Manager, significant independence from City internal controls, size of programs or budgets and quality of internal controls. In addition to these two programs, the use of City-wide overtime is a concern identified by City Council and meets the same criteria in the Internal Audit Program Charter.

It was mentioned that \$1.9 million of City funds (\$1 million General Fund) flow through the City Corp and Performing Arts & Conference Center programs on an annual basis while they were relatively independent of the City management structure. It should also be mentioned these programs were called out as suggested Internal Audit candidates in the independent assessment report and in the 128 recommendations brought to Council as part of the Implementation Action Plan. There was some concern from one public comment that the City might be "tying the auditor's hands" by not allowing them to decide what programs to audit. Staff responded by explaining that the Internal Auditor and Council will have the opportunity to decide what programs to audit, but wanted to address certain programs immediately while they develop other recommendations. It was also mentioned that \$10 million of City funds flow through overtime charges on an annual basis.

On October 15, 2015, the Fiscal Policy Task Force met for a second time to formally approve their recommended action to Council on this matter. At this meeting a concern was repeated that the auditors should consider auditing overtime usage along with other topics outlined in Councilmember Perello's attached memo. It was reiterated that the auditors will conduct a high level risk assessment and internal control review that will produce findings and recommendations for more audits. Thus, these topics and others may be future audit candidates as recommended by the auditors. If they are not specifically listed now, that does not preclude them from being audited later. The Task Force ultimately agreed to forward the attached Program Charter and Request For Proposals for Council consideration and approval.

### **The Internal Audit Program Charter (Attachment 1)**

The attached Charter is our attempt to explain the Internal Audit “program guidelines” referred to in the previously mentioned staff report. It speaks to program “Purpose” and how the Internal Audit work will be prioritized, suggesting criteria to be used in selecting departments, processes or programs for independent review. The Charter also speaks to how the work will be accomplished, directing staff to cooperate with the Internal Auditor. It also communicates to the Internal Auditor (firm) that they are to collaborate with the City Manager’s Office and staff to ensure accuracy of reports and to assist in implementation of any improvements via training and advice. Of course, this must be done without impairing the Internal Auditor’s independence.

### **The Request for Proposals (RFP)--Scope of Services (Attachment 2)**

The heart of the RFP is the “Scope of Services” that can be found in Attachment 2. This describes what we are interested in accomplishing via this potential contract. This is key to communicating to potential proposers what we are expecting so they can adequately respond with the necessary team (people and skill sets), timelines and cost estimates to complete the work. This Scope of Services also provides the City Council, this Committee and staff what we are expecting from the Internal Audit program, initially and into the future.

#### **Scope of Services--I. Internal Audit Basic Services**

This represents the basic level of services associated with creating a City of Oxnard Internal Audit program i.e. answering phone calls and inquiries, interacting with the Fiscal Policy Task Force i.e. staff support, regular reporting on audits in progress, follow up reporting on past audit findings and implementation, etc. This piece of the scope essentially opens the doors of a new City program.

The Internal Auditor will also be tasked with proposing an annual Audit Work Plan to the Committee and then the full City Council. This Work Plan will take into account the criteria mentioned in the Charter and their professional judgment, and then propose specific audit activities for the following year. They will be expected to solicit City Manager input before submission to the Committee. While the responsibility for the proposed Work Plan rests with the Internal Auditor, the Plan must be viewed within the context of budgetary constraints, organizational capacity issues and priorities of the organization which are City Manager responsibilities. This provides the best framework for the Council to ultimately decide what gets done each year by the Internal Auditor. This annual Work Plan development is timed to coincide with the City’s annual budgetary process, given it will represent a menu of possible activities for the next year along with costs for each.

#### **Scope of Services--II. City Council Initial Work Plan**

The City’s first annual Work Plan for the Internal Auditor is unique given that the City already has an interest in conducting specific audits on three programs, the City Corp, Performing Arts and Convention Center (PACC) programs and City-wide overtime. The first two programs were called out

by the consultants in the original assessment report and in the Implementation Action Plan that was discussed and approved by your Council in July. The operations of these two programs directly impact the General Fund and Measure O subsidies of \$1 million and \$550,000 respectively. In addition, City-wide overtime accounts for \$10 million in annual costs and is a substantive policy and fiscal issue for the Council and the City Manager's office. Secondly, what is typical with the initial engagement of an Internal Audit program is the completion of a Risk Assessment and Internal Control review of the City. This sets the stage for a specific list of audits based on what they found in their reviews and applying the Internal Audit Program Charter criteria e.g. level of risk, quality of internal controls, history of problems, etc. This Risk Assessment and Internal Control review will take some time.

The Risk Assessment (Scope of Services--II. A. 1) evaluates various risk factors such as: work processes, capital and asset management, risk management, City management, human resources, governance, accounting and financial reporting, procurement, technology, potential for fraud, compliance with policy and the law, etc. These factors are evaluated from the perspective of: level of uncertainty, potential for a negative event occurring, the level of significance should a negative event occur and the relative direction of the City in the future.

You will note that many of the factors in an initial Risk Assessment were included in the assessment completed by Management Partners and Renne Sloan Holtzman Sakai. As a result, we clarify in the RFP that we expect: 1) proposers to review what work has already been completed and to minimize duplication and 2) we expect to see cost savings in their cost proposal for the Risk Assessment, given the previous work.

The Internal Control portion (Scope of Services—II. A. 2) digs much deeper and audits the internal control environment and processes. Internal controls are the processes, procedures and organizational culture that are focused on ensuring business activities comport with state and federal law, Council policy, and sound ethical and best management practices. Again, the previous assessment examined many of these factors but they were clear that they did not use auditing standards and detailed testing on things such as internal controls.

#### Scope of Services—II. B and C

With respect to performance audits of the City Corp and PACC programs, these were selected partly due to the previous organizational assessment. They represent two programs that use slightly more than \$1 million per year in General Fund resources, \$550,000 in Measure O monies and \$304,000 in other City funds. Both programs have evolved over the years and are administered semi-autonomously from City processes and internal controls such as human resource reviews, budget oversight, payroll review, etc. Yet, there is a large City financial investment in these programs. With the additional financial pressures placed on the General Fund and the focus on getting our operating practices in order, this is an opportune time to evaluate these two programs. A "performance audit" goes beyond just evaluating such things such as internal controls and compliance with policies and laws. It also evaluates the outcomes and efficiencies of the program and recommends ways to improve in these areas.

#### Scope of Services – II . D

Conduct a comprehensive audit on the City's use and management of Overtime in the various programs within departments. It will use as benchmarks; City policies and procedures, best management practices, staffing levels, and proper internal controls for managing the cost of overtime. With the additional financial pressures placed on the General Fund and the focus on getting our operating practices in order, this is an opportune time to evaluate overtime. A "performance audit" goes beyond just evaluating such things such as internal controls and compliance with policies and laws. It also evaluates the outcomes and efficiencies of the program and recommends ways to improve in these areas.

#### Scope of Services—III - Annual Audit Work Plan Implementation and Maintenance

After completing the Risk Assessment and Internal Controls audit, the Internal Auditor will propose future audits to address perceived weaknesses and to reduce risk to the City enterprise. They will use the Program Charter criteria and what they learned from their previous reviews, along with new information they gather from being inside the organization to propose a menu of potential audits. The Council Committee and then the full Council will pick from this list and budget appropriately. Annually, the Internal Auditor will report on the past year's work activities and propose a new Work Plan for the next year.

#### **FINANCIAL IMPACT**

At this stage it is very difficult to estimate the financial impact of this new program. We estimate the annual costs of an Internal Audit to be approximately \$250,000. Assuming program startup of January/February, our estimated costs for this budget year is approximately \$100,000. This will come out of the one-time Successor Agency Residual pass-through Loan Payment, which currently resides in the General Fund Reserve fund. Setting aside the potential cost savings that will be identified from potential performance audits of City programs, the direct costs of this program can be largely controlled over time by picking from a menu of potential audits with specific prices. This will become clear when the Internal Auditor proposes their Annual Work Plan.

#### **ATTACHMENTS**

- Attachment 1: Internal Audit Program Charter
- Attachment 2: "Scope of Services" excerpt from Request for Proposal (RFP)
- Attachment 3: Councilmember Perello's Review Comments
- Attachment 4: Special Budget appropriation

## **Internal Audit Program Charter**

### **Purpose**

The purpose of the Internal Auditor is to help the City of Oxnard achieve efficient and effective outcomes in the delivery of services to the community. It also assists the City in satisfying a higher level of accountability associated with a public sector agency, thereby assisting the City Council and City Manager in ensuring compliance with state and federal laws, City policy and sound ethical practices.

### **How To Prioritize The Work**

The Internal Auditor is ultimately hired by and report to the Oxnard City Council through their Fiscal Policy and Audit Council Committee. However, they work closely with the City Manager and department heads to improve the operating results and practices of the City because without them the City cannot experience the benefits of this program. The Internal Auditor does this without impairing their independence as auditors.

The criteria used to determine Internal Audit work activities include such things as:

- Level of concern by the City Council or City Manager
- Relative risk or exposure
- Significant independence from City internal controls
- Significant internal or external environmental changes
- Service management problems
- Quality of internal controls
- Risk of losing outside funding
- Historical problems or concerns
- Size of programs or budgets
- Potential for benefit that crosses City departments

One criterion that is not used for determining work activities is using "the politics of the day" to pursue other agendas that do not further the Internal Audit mission state above.

The Internal Auditor uses the above criteria and proposes an Annual Audit Work Plan to the Fiscal Policy and Audit Council Committee after conferring with the City Manager. The Annual Audit Work Plan is then forwarded to the full City Council for review and approval. The City then chooses and budgets for the appropriate reviews for the subsequent year. On occasion there may be

exceptions or special reviews conducted due to exigent circumstances. If so, the decision-making will follow this same process.

### **How To Accomplish The Work**

The Internal Auditor will use generally accepted governmental auditing standards ("Yellow Book") as the benchmark for conducting their work. The Internal Auditor will strive to be timely and relevant to City decision-making.

The type of work product will be dependent on a particular project's objectives and the needs of the City Council and City Manager. The results are communicated in a variety of ways, such as: written reports, briefings to the City Council and City Manager, testimony in public and through consulting or training of City staff.

The written reports will be determined by the objectives of the project; however, it will always cover the objectives of the work, the scope and methodology of the audit or review, the results of the work and when appropriate recommendations.

The City will make sure relevant records, systems, facilities and staff are available to satisfy the objectives of the annual Audit Work Plan and each respective audit. The Internal Auditor will solicit input from the City Manager's Office before finalizing audit findings and recommendation. The Internal Auditor will also provide appropriate training and other assistance to staff in order to understand their findings and to effectuate their recommendations; to the extent it does not impair their independence. At the end of the day, the goal of improving the operating practices and outcomes of City activities must be shared by the City Council, Internal Auditor and City Manager.

**“Scope of Services” Excerpt from Request for Proposal**

**BACKGROUND**

The City of Oxnard is working through a substantial period of transformation primarily as a result of changes on the City Council that led to the hiring of a new City Manager in June 2014.

Prior to the arrival of the current City Manager, the District Attorney conducted a highly publicized criminal investigation that culminated in their 2012 report dated April 18, 2012. They found questionable ethical practices, a lack of internal controls and records that were in such poor shape it was difficult to substantiate what happened in some circumstances. No criminal charges were filed by the District Attorney.

Upon the arrival of the new City Manager in June 2014, he almost immediately developed concerns about City practices. He saw examples where staff was not following Council policy, the lack of managerial oversight over certain control activities and the apparent unilateral decisions some managers were making without delegated authority.

As a result, he commissioned, with the City Council's approval, a comprehensive organizational assessment that was presented to the Council on March 17, 2015. The follow up Implementation Action Plan (IAP) was presented to the Council on July 21, 2015. The report identified many lapses in systems, policies, managerial oversight and controls and an overall culture that did not appear to value the high professional standards expected of a city. The actions necessary to correct some of the financial management mistakes had a detrimental impact on the City's General Fund financial position. The assessment was not an audit; however, it used many of the tools and criteria that would be found in a typical risk assessment of an organization.

The IAP actions in the near term have been focused in areas where the City may be violating state and federal law or City Council policy. Current activities are also focused on areas that provide financial risk to the General Fund or City enterprise. The organizational assessment has essentially documented a high-risk environment and the City Manager now has a plan to gradually ameliorate that risk.

A key IAP action item is the creation of an Internal Audit program. The City Council has decided to provide this program through a contract with an outside firm. The Internal Auditor will report to a City Council subcommittee i.e. Fiscal Policy Task Force whose role was recently expanded to include this program. The Internal Auditor is also expected to work closely and gain the cooperation of the City Manager's Office to assist in improving the economy, efficiency and accountability of the City organization, an organization that he manages.



The Scope of Services includes Internal Auditor Basic Services, which includes the basic staff-support role to the Fiscal Policy Task Force and interface with the public and organization. The City Council and City Manager also have a desire to: 1) complete a Risk Assessment, Internal Controls Review and performance audits of the City Corp and Performing Arts Convention Center programs. Proposers should submit responses and prices for each activity.

The City invested substantial resources in completing the organizational assessment; thus, it is expecting to see savings in the proposed price of the risk assessment.

After completing the Risk Assessment and Internal Control Audits, the City is expecting a proposed new Internal Audit Work Plan given the findings from these two items. The City will then budget and pick from the list of potential activities. An Annual Audit Work Plan will be developed in conjunction with the timing of the annual budget process.

## **2.2 SCOPE OF SERVICES**

The successful vendor will be required to provide audit services that include, but are not necessarily limited to the following:

- I. **Internal Auditor Basic Services:** (To commence immediately and accomplish concurrently with the citywide Risk Assessment and any other specific audit activities as outlined below—see Attachment 1 for Internal Audit Program Charter).
  - A. Provide a senior representative to be named as the City Internal Auditor under the terms of contract
    1. Respond to phone calls, citizen inquiries and emails to the City Internal Auditor and when appropriate refer to City staff
    2. Coordinate with City staff to schedule Fiscal Policy Task Force Meetings
    3. Provide regular reports on the status of the risk assessment and other audit activities
    4. Propose and update the Audit Work Plan at the beginning of each calendar year for the subsequent fiscal year beginning in July; prepare Audit Work Plan based on regular citywide risk assessments and include proposed scope and cost for each recommended audit;

present annual Audit Work Plan to City Manager for preliminary review of scope, followed by review by the Fiscal Policy Task Force and final presentation to the City Council for approval

5. Provide regular status reports, either written or oral, to the Fiscal Policy Task Force; at a minimum provide Quarterly Reports on activities and findings related to audits; may be required to be present at City Council or other meetings upon request
6. Conduct follow-up and verification of audit findings pursuant to closing findings as complete
7. Provide city staff with tools to track open audit findings and facilitate resolution of findings when complete
8. Provide follow-up work for findings associated with annual external financial audits

## **II. City Council Initial Audit Work Plan:**

A. Conduct a citywide Risk Assessment and Internal Control audit that utilizes the March 17, 2015 report to Council called "Organizational Assessment and Audit of Corporate Support, Accountability and Value Systems—Management Partners and Renne Sloan Holtzman and Sakai, LLP" as a starting point for completing this section of the scope of work. Any proposal should not be redundant to this study; rather it should be complementary to what the City already knows.

1. Complete a Risk Assessment of the City's financial operations
  - a) Review Organizational Assessment mentioned above
  - b) Review administrative and financial policies, procedures, and practices
  - c) Examine methods, procedures, and practices used to provide reasonable assurance that City assets are safeguarded and that staff is complying with

- approved policies, procedures and practices
- d) Identify the strengths, weaknesses, challenges and key areas of risk
  - e) Make recommendations for improvement, identify future audit priorities and prepare a preliminary Audit Work Plan in conjunction with the results from reviewing the internal controls mentioned below
2. Examine the internal controls framework of the City to include:
- a) The City's overall control environment
    - i) Management's philosophy and operating style regarding integrity and ethical values
    - ii) Staff's philosophy and operating style regarding integrity and ethical values
    - iii) The assignment of authority and responsibility for ensuring protection of City assets and policy compliance
    - iv) Existing policies and procedures
  - b) The City's ongoing identification and assessment of risk
    - i) The City's approach to risk identification and risk mitigation (proactive versus reactive)
    - ii) The alignment of the City's objectives with the assessment of risk
  - c) The City's control activities (for protection of assets and compliance with policies)
    - i) Separation of duties
    - ii) Authorization and approval
    - iii) Custodial and security arrangements
    - iv) Review and reconciliation
    - v) Variance analysis
    - vi) Adequate documentation

- vii) Physical inventories
- d) Senior management, mid-management and supervisory responsiveness to identified problems/weaknesses
  - i) The timeliness with which internal control deficiencies are identified and communicated
  - ii) Appropriateness of management's selection of risk response – avoidance, acceptance, reduction, or sharing of an identified risk
- e) Perform sampling procedures to test and evaluate one or more areas of the City's internal controls, taking into account risk, control weaknesses, size, and complexity of operations
- f) Make use of and build upon the internal control evaluation work done by the City's independent CPA firm during that firm's annual financial statement audit.
- g) Review any recommendations regarding the internal controls with the appropriate executives, Chief Financial Officer and the City Manager
- h) Prepare reports which analyze significant risk assessment findings, recommend changes for strengthening internal controls and reducing identified risks
  - i) Report of the findings that outlines the specific deficiencies in the internal control framework and the possible impact posed (level of risk) due to the identified weaknesses
  - ii) Report with recommendations that will address the weaknesses identified in the City's internal control framework
  - iii) Present draft results of this audit project along with the findings from the Risk Assessment and fold into the preliminary Audit Work Plan to

the City Manager with the final report to the Fiscal Policy Task Force, including estimated costs by audit project and a recommended future audit approach. This will require eventual ratification by the full City Council.

- B. Conduct comprehensive performance audit of Oxnard's City Corp program (see included program description)
1. This program represents a hybrid structure where City Corp management (City employees) seeks funding independently of the City and its proceeds are accounted for in a City Trust Fund along with a City General Fund subsidy and other City financial support via contracts with City departments. Payroll for City Corp employees is processed totally independent of the City's systems. City Corp employees are hired outside the City's Human Resources processes. As a result, since City funds support and City employees manage this program, this audit will examine all City Corp practices vis-à-vis City policies and procedures, state or federal guidelines, best management practices and proper internal controls for managing risk.
  2. Given the stated program goals, this audit will examine program outcomes and the efficiency and cost-effectiveness of the program.
  3. Given the City's difficult General Fund financial position the audit will provide recommendations for potential cost savings to the General Fund.
  4. All audit findings will be accompanied with recommendations for improvement.
  5. Preliminary findings and recommendations will be shared with program management, the Chief Financial Officer and City Manager.
  6. Final report will be reported out to the Fiscal Policy Task Force and ultimately the full City Council.
- C. Conduct comprehensive performance audit of the Oxnard's Performing Arts and Convention Center (PACC) Program (see

below for program description)

1. Again, this program is a hybrid one where City employees provide overall management and supervision and the City provides a sizeable General Fund contribution; however, there is a non-profit organization that provides funding and some direction to the PACC Manager. As a result, due to the intertwining of non-profit and City staffing and funding; this audit will examine program and financial activities of the entire PACC program i.e. for both the non-profit and City. It will use as benchmarks; City policies and procedures, state or federal guidelines, best management practices, general fund subsidies of similar programs/facilities and proper internal controls for managing risk.
2. Given the overall program goals, this audit will examine program outcomes and the efficiency and cost-effectiveness of the program.
3. Given the City's difficult General Fund financial position the audit will provide recommendations for potential cost savings to the General Fund.
4. The audit should provide recommendations on budgeting and accounting practices for improvement financial management and accountability.
5. All audit findings will be accompanied with recommendations for improvement.
6. Preliminary findings and recommendations will be shared with program management, the Chief Financial Officer and City Manager.
7. Final report will be reported out to the Fiscal Policy Task Force and ultimately to the full City Council.

D. Conduct a comprehensive audit on the City's use and management of Overtime in the various programs within departments. It will use as benchmarks; City policies and procedures, best management practices, staffing levels, and proper internal controls for managing the cost of overtime.

1. This audit will examine the efficiency and cost effectiveness of overtime.
2. Given the City's difficult General Fund financial position the audit will provide recommendations for potential cost savings to the General Fund and other City funds.
3. The audit should provide recommendations on the management and control of overtime.
4. All audit findings will be accompanied with recommendations for improvement.
5. Preliminary findings and recommendations will be shared with department management, the Chief Financial Officer and City Manager.
6. Final report will be reported out to the Fiscal Policy Task Force and ultimately to the full City Council.

**III. Annual Audit Work Plan Implementation and Maintenance:**

- A. Provide resources to conduct specific internal audits effectively and efficiently according to Generally Accepted Government Auditing Standards ("Yellow Book") as selected from the annual Audit Work Plan by the Council Audit Committee and ultimately ratified by the City Council:
1. Provide an opportunity for feedback and response by departments under audit along with the City Manager's Office
  2. Provide regular reports on the status of ongoing internal audits to the City Manager and Fiscal Policy Task Force
  3. Provide written reports with results of audits and publish



Attachment #2: Scope of Services  
Excerpt from Request for Proposal

audits to the City Auditor's Web page; based on the audit work performed, written reports and oral PowerPoint presentations must be provided; the presentations shall address the audit findings and conclusions, audit recommendations that will improve the efficiency and effectiveness of the organizations or programs audited, and corrections needed to address any operational deficiencies or non-compliance issues found

4. Work with management to implement recommendations

## City Corp Program Overview

The City Corp program is a unique and popular program with a focus on the personal development of juveniles and young adults with an emphasis on the at-risk population. This is done by providing paid job opportunities with a community-based focus e.g. wetland restoration, community gardening, "town-keeping" activities, various maintenance activities on behalf of some City departments, etc.

This program has evolved over time where the program management has always been accomplished through the use of City staff. However, the actual program participants are hired outside the City Human Resources (HR) processes. Some of these youth likely could not pass some of the HR review standards. The former HR Director completed a review of the employment practices of City Corp and converted many of the City Corp employees to Limited Benefit Employee (LBE) City employee status. However, the City is now unwinding this LBE designation across the City and converting them to full-time, seasonal-temporary or part-time status with the appropriate changes in benefits. City Corp has approximately 300 employees that flow through their payroll system on an annual basis.

The City Corp program operates in a semi-autonomous nature. This model is a carryover practice from when the program was an independently funded jobs program. Besides hiring the youth outside the HR systems and procedures, the program uses an outside payroll firm. A trust fund is used as a clearing account for program revenues and expenditures; thus, there is limited budget review and control by the Finance Department and the City Manager's Office. The City Corp program contracts for work for its youth with various outside agencies and with City departments.

The City Corp FY 15-16 Budget includes approximately \$209,000 directly from the General Fund, \$550,000 from the City's "Measure O" funds (a supplemental general-purpose sales tax with a sunset date of 2028) and \$1.2 million from various agreements for specific work. Of this last figure, \$304,000 is attributable to contracts with other City departments, \$793,000 is with a local school district and the balance is with external agencies and companies.

Given the size of the City's investment in this program, its semi-autonomous operating practices, and the additional scrutiny on the use of scarce City resources, Oxnard is interested in a review of this program.

Questions the City would like to address include: what is the City getting for these resources; what are the program outcomes; what options are available to reduce reliance on General Fund or Measure O resources; are there appropriate risk management or internal controls; and, are there other observations and recommendations?

### **Performing Arts and Convention Center (PACC) Program Overview**

The PACC was built in 1968 and is owned by the City. The program is funded and operated through a unique hybrid structure of City employees and resources and a 501(c) 3 non-profit corporation. The program manager is a City employee reporting to the City Manager's Office; yet, she also acts as the Executive Director of the PACC non-profit. There are two Council members on the PACC non-profit Board of Directors.

The FY 2015-16 Budget totals almost \$1.5 million, which is subsidized by the City's General Fund by \$886,000 while the balance of the funding comes from the non-profit. Managing and operating the PACC is accomplished with only 3 City employees while the balance (approximately 40-50 employees) are non-profit employees. Non-profit employees are responsible for maintaining the PACC facility. Payroll for the non-profit employees is conducted outside the City.

Given the City's difficult General Fund financial situation, additional questions and emphasis have been placed on the large City General Fund subsidy i.e. what it is getting for that subsidy, the overall cost effectiveness of the program and what options are available to reduce reliance on the General Fund. Yet, due to this hybrid approach that has evolved over time, there is a lack of centralized financial and cost accounting information for management to contain costs, conduct business decisions and provide basic information to the City Manager's Office. Given the non-profits activities are inextricably tied to the City activities, this proposed review should include examination of the non-profit books and activities.

Additionally, due to City financial pressures, there appears to be a need to discuss the balancing of a typical non-profit charitable mission vs. the growing emphasis in the City for cost control and containment. For example, Oxnard non-profits heavily book favorable dates at the PACC at equally favorable rates; thus reducing the capacity of the PACC to generate income via other commercial parties. This directly affects the General Fund subsidy. With this added emphasis on cost control, the auditors should examine best management practices for this program e.g. the use of volunteers to complete some of the PACC work, streamlined and business focused operations (while still maintaining the beneficial relationship with the non-profit), cost effective facilities management and other operating improvements.

Bert E. Perello  
City Councilmember  
(805) 240-2194



Date: October 11, 2015  
To: City Manager Greg Nyhoff  
Chief Finance Officer Joseph Lillio  
Human Resources Director Tobin Cosio  
Bob Deis, Management Partners/Renne, Sloan, Holtzman & Sakai

**Subject: Review Comments Regarding DRAFT Proposed Internal Audit Program Charter and Internal Audit Program Services Request for Proposal (RFP) Documents**

You will find my review comments regarding the above-captioned draft documents below. Please be sure that my comments are included in the agenda packet for the next Fiscal Policy and Audit Review Committee Meeting.

**Internal Audit Program Charter (Attachment 1) Comments:**

1. **Purpose Section:** No comments
2. **How to Prioritize the Work Section:** See comments below
  - a. The word "report" in the first sentence is incorrectly shown, it should be "report(s)."
  - b. I recommend that the last sentence in the Section be replaced with the following two sentences: *"The City Council expects that the Internal Auditor chosen will closely and continuously work with the City Manager and through him, the Department Heads, to ensure that city operating practices, fiscal performance oversight measures, and program outcome results are accurately reported and continuously improved. Further, City Council directs that the Internal Auditor report any materially-significant adverse auditing results promptly and without professional reservation to the City Council through the Council's Fiscal Policy and Audit Committee."*
3. **How to Accomplish the Work Section:** See comments below
  - a. The second sentence of the second paragraph in the section says, "The results are communicated in a variety of ways, such as: written reports, briefings to the City Council and City Manager, testimony in public, and through consulting and training of City staff." One of the most effective ways to ensure that the culture of financial oversight excellence can be instilled throughout the City of Oxnard, at all levels, is to ensure that each employee's annual performance review includes an evaluation how well that employee has demonstrated understanding, accountable compliance, and professional proficiency with the City's fiscal policies and internal-control operating standards appropriate to that employee's position and span-of-control over city assets and resources. This requirement is particularly significant and should be mandatory for the City Manager's annual performance review of members of the City's Senior Management Team and City Department Heads. I recommend that the City Manager, working with the City Human Resources Director, begin implementation of such steps immediately with unrepresented City Department Heads and members of the Senior Management Team, and as soon as practicable with all other City employees, consistent with any applicable "meet and confer," consultation requirements, as appropriate.

## Audit Scope of Services (Attachment 2) Comments

- Scope of Services - II. – A. 1) – Risk Assessment Review Comments:
  - No Comments
- Scope of Services - II. – A. 2) – Internal Control Review Analysis
  - No Comments
- Scope of Services - II. B & C – Performance Audit of City Corps and PACC Programs
  - I request the addition of a third performance audit regarding current Overtime usage, approval and reporting practices, citywide. It is my understanding that citywide overtime usage costs approximated \$7 Million in FY 14-15. At this level, citywide overtime usage costs represent a significantly larger portion of the General Fund budget than do City Corps and PACC Programs subsidies which together total approximately \$2 Million annually.
  - Once the Internal Auditor is selected, the Fiscal Policy and Audit Committee should ask the Internal Auditor to provide the City with their best independent judgement recommendations regarding performance audits for the Public Safety Departments [i.e. Millions in adverse legal settlements not covered by BICEP have a far greater consequential fiscal and operational impact on General Fund solvency than do the City Corps and PACC program subsidies].
- No Cost Estimate of the Proposed Internal Auditor Program Provided:
  - City Staff report says that, *"at this stage it is very difficult to estimate the financial impact of this new program."*  
Estimation difficulties should not prevent Senior City Management from providing the Fiscal Policy and Audit Committee, and eventually the City Council, with your best professional judgement regarding a credible, range of cost estimates, properly caveated, for the potential cost of the Internal Audit Program. Properly sourced and professionally caveated program cost estimate preparation is a best management practice commonly found present in effective municipal finance organizations. **Additionally, how will the cost of the Internal Audit Program be funded? Will the cost be apportioned to the budget of each City Department in accordance with a credibly cost-allocation plan? Or will the General Fund absorb the full cost? And if the General Fund is to expected to absorb the cost of the Internal Audit Program, what other programs in the FY 15-16 budget will be "cannibalized" to cover this new General Fund cost center?**

# REQUEST FOR BUDGET APPROPRIATION

Department: Finance  
Project/Program \_\_\_\_\_  
Manager: Joseph Lillio

Date: December 8, 2015  
Phone: x7475

**Reason for Appropriation:**

To fund Internal Audit Program

Accounts and Descriptions

AMOUNT

Fund: GENERAL FUND (101)

Revenues /Transfers In

CCRP Successor Agency (8100)

101-8100-712.79-71 PROCEEDS FROM BORROWING / PYMTS ON NOTES AND LOANS 100,000

Sub-total Revenues 100,000

Expenditures/Transfers Out

FINANCE (1601)

101-1601-801.82-03 CONTRACTS & SERVICES / SERVICES - AUDIT 100,000

Sub-total Expenditures 100,000

Net Change to Fund Balance 0

Net Appropriation Change 100,000

**Approvals**

Department Director M. H. H. H.

Chief Financial Officer Joseph Lillio

City Manager \_\_\_\_\_

ATTACHMENT 4  
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