

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 City Clerk's Office, 300 West Third Street 4th Floor during customary business hours. Agenda reports are also on the City of Oxnard web site at www.oxnard.org.



AGENDA
OXNARD CITY COUNCIL
OXNARD COMMUNITY DEVELOPMENT COMMISSION SUCCESSOR AGENCY
OXNARD FINANCING AUTHORITY
OXNARD HOUSING AUTHORITY
Council Chambers, 305 West Third Street

October 20, 2020

Closed Session - 4:30 PM
Regular Meeting - 6:00 PM

This meeting is held pursuant to the State Emergency Services Act, the Governor's Emergency Declaration, and Governor's Executive Order N-29-20 to allow members of the City Council or staff to participate via teleconference.

Pursuant to the Ventura County Public Health Official's order and Governor's Executive Order N-33-20, all city buildings are temporarily closed to the public. The public is encouraged to view the meeting from home on the City's website at Oxnard.org/city-meetings, Spectrum channel 10, Frontier channel 35, or YouTube at Youtube.com/oxnardnews. Video recordings are typically available online immediately following the meeting.

The public may provide comments to the City Council via email at cityclerk@oxnard.org no later than 3:00 p.m. on the day of the meeting. Please identify the meeting date and agenda item in the Subject line.

A telephone option for public comments is also available at this time due to the State of California "Stay At Home" order. Requests to speak must be submitted no later than 3:00 p.m. on the day of the meeting. Use the form on the city's website to submit your request: Oxnard.org/city-meetings, or call the City Clerk's Office at (805) 385-7803, or email your request to cityclerk@oxnard.org.

A. ROLL CALL, POSTING OF AGENDA

THE FOLLOWING LEGISLATIVE BODIES ARE MEETING: City Council and Successor Agency.

B. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

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

C. CLOSED SESSION (4:30 PM)

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (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.
Legislative Body: City Council
2. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (Government Code section 54956.9(d)(4))
Based on existing facts and circumstances, the City Council shall decide whether to initiate litigation in one potential case.
Legislative Body: City Council
3. CONFERENCE WITH REAL PROPERTY NEGOTIATORS – (Government Code section 54956.8)

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.

1
Agenda Item time estimates: (Staff Presentation / Council Discussion / Public Comment)

Property: 538 South Meta Street (APN 201-0-213-100)

Agency Negotiator: Ashley Golden, Assistant Executive Director

Negotiating Parties: Alexander Russell, Executive Vice President, Many Mansions

Under Negotiation: Price and terms of payment.

Legislative Body: Successor Agency

4. CONFERENCE WITH REAL PROPERTY NEGOTIATORS – (Government Code section 54956.8)

Properties: 544 Meta Street (APN 201-213-140), APN 201-0-213-130, APN 201-0-272-020, and APN 201-0-272-030

Agency Negotiator: Ashley Golden, Assistant Executive Director

Negotiating Parties: Emilio Ramirez, Housing Director, Oxnard Housing Authority

Under Negotiation: Price and terms of payment.

Legislative Body: Successor Agency

5. CONFERENCE WITH REAL PROPERTY NEGOTIATORS – (Government Code section 54956.8)

Properties: 144 E. Sixth Street (APN 201-0-272-170), and APN 201-0-272-200

Agency Negotiator: Ashley Golden, Assistant Executive Director

Negotiating Parties: Alex Nguyen, City Manager, City of Oxnard

Under Negotiation: Price and terms of payment.

Legislative Body: Successor Agency

D. OPENING CEREMONIES (6:00 PM)

Pledge of allegiance to the flag of the United States.

E. CEREMONIAL ITEMS

1. SUBJECT: Presentation of a Proclamation Designating November 11, 2020 as "Veterans Day."

F. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

At this time, the legislative body will consider public comments for a maximum of thirty minutes. A person may address the legislative body only on matters not appearing on the agenda and within the subject matter jurisdiction of the legislative body. Speaker requests shall be submitted as set forth on the first page of this agenda. Based on the number of speaker requests submitted, the presiding officer may impose time limits per speaker. Typically, speakers are limited to three minutes, but shorter time may be established as deemed necessary. The legislative body cannot enter into a detailed discussion or take 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.

G. REPORT OF CITY MANAGER/EXECUTIVE DIRECTOR/SECRETARY

The City Manager/Executive Director/Secretary shall report on items of interest to the legislative body occurring since the last meeting. The legislative body cannot enter into detailed discussion or take action on any item presented during this report. Such items may only be referred to the City Manager/Executive Director/Secretary for administrative action or scheduled on a subsequent agenda for discussion.

1. City Manager Department

SUBJECT: COVID-19 Update from Director of Emergency Services. (10/5/5)

RECOMMENDATION: That the City Council receive and file an update from the Director of Emergency Services on the COVID-19 Local Emergency.

Legislative Body: City Council

Contact: Alexander Nguyen, (805) 385-7430

2. City Manager Department

SUBJECT: Amazon Facility Opening in Oxnard. (5/5/5)

RECOMMENDATION: That the City Council receive an update on the Amazon Facility opening in Oxnard.

Legislative Body: City Council

Contact: Alexander Nguyen, (805) 385-7430

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

At this time, a member of the legislative body may make a brief announcement, or make a brief report on his or her activities. Further, members of the legislative body may request to schedule consideration of whether to place an item on a future agenda. The legislative body cannot enter into detailed discussion or take action on any item presented during this report. The member's report shall not exceed three minutes, unless additional time is granted by the presiding officer.

I. 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.

J. 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.

K. INFORMATION/CONSENT AGENDA

1. City Clerk Department

SUBJECT: Approval of Minutes.

RECOMMENDATION: That the City Council approve the minutes of the October 6, 2020 regular meeting as presented.

Legislative Body: City Council

Contact: Michelle Ascencion, (805) 385-7805

2. Public Works Department

SUBJECT: Purchase Order with Velocity Truck Centers.

RECOMMENDATION: That the City Council approve and authorize the Mayor to execute a Purchase Order and sole source authorization with Velocity Truck Centers in the amount of \$400,286.40 for three (3) new Autocar brand yard tractors for the Wastewater and Environmental Resources (ER) Divisions. (Public Works and Transportation Committee approved 3-0)

Legislative Body: City Council

Contact: Rosemarie Gaglione, (805) 385-8055

3. Public Works Department

SUBJECT: Amendments to Ventura Regional Sanitation District and Waste Management, Inc. Agreements.

RECOMMENDATION: That the City Council approve and authorize:

1. The Mayor to execute a Second Amendment to Agreement No. A-5906 with Ventura Regional Sanitation District to extend the term for 90 days ending February 12, 2021 for solid waste disposal;
 2. The Mayor to execute a First Amendment to the Amended and Restated Agreement to Agreement No. A-7618 with Waste Management, Inc. to extend the term for 90 days ending February 12, 2021 for solid waste disposal; and
 3. The City Manager to extend the term dates for an additional ninety (90) days if necessary.
- (Public Works and Transportation Committee approved 3-0)

Legislative Body: City Council

Contact: Rosemarie Gaglione, (805) 385-8055

4. Public Works Department

SUBJECT: Establish the Wagon Wheel Community Facility District 2018-01 Fund and Approve Budget Appropriations.

RECOMMENDATION: That the City Council approve and authorize the City Manager to:

1. Establish a fund for the Wagon Wheel Community Facility District 2018-01; and
2. Approve budget appropriations to recognize revenues and expenditures for the Wagon Wheel Community Facility District 2018-01 fund.

Legislative Body: City Council

Contact: Rosemarie Gaglione, (805) 385-8055

5. Public Works Department

SUBJECT: Ratify Third Amendment to Garcia's Landscape Maintenance Services Correcting Not to Exceed Amount Which Results in No Increase to Contract.

RECOMMENDATION: That the City Council ratify the Third Amendment to Agreement A-7971 with Garcia's Landscape Maintenance Inc. to correct the not to exceed amount (NTE) from \$1,252,720 to \$2,187,569.80 for landscape maintenance services in various special districts in accordance with Section 4-75 of the City's Purchasing Ordinance. This correction however does not increase the contract amount that the Council recently approved.

Legislative Body: City Council

Contact: Rosemarie Gaglione, (805) 385-8055

L. PUBLIC HEARINGS

1. Police Department

SUBJECT: Edward Byrne Memorial Justice Assistance Grant Program FY 2020 Local JAG. (5/5/5)

RECOMMENDATION: That City Council conduct a public hearing and adopt a resolution:

1. Authorizing the City Manager to submit an application for U.S. Department of Justice (DOJ) grant funds in the amount of \$94,818 from the Edward Byrne Memorial Justice Assistance Grant

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- (JAG) Formula Program FY 2020 Local Solicitation with no matching fund requirement;
2. Authorizing the City Manager to execute a Memorandum of Understanding with the County of Ventura and the City of San Buenaventura designating the City of Oxnard as the lead agency and fiscal agent for the JAG;
 3. Authorizing the City Manager or designee to execute grant agreements and appropriate funds upon notification of grant award;
 4. Authorizing the Chief Financial Officer or designee to submit financial reports and grant claims and approve administrative budget appropriation for the use of JAG funds upon award; and
 5. Authorizing the Chief of Police or designee to submit all program related progress or status reports.

Legislative Body: City Council

Contact: Scott Whitney, (805) 385-7624

M. REPORTS

1. Community Development Department

SUBJECT: Cannabis Equity Program and Cannabis Cultivation. (15/15/15)

RECOMMENDATION: That the City Council adopt the Oxnard Cannabis Local Equity Program and make recommendations on both the allocation of one time funds and 1% annual gross revenues. (Evaluated by the Housing and Economic Development Committee on September 8, 2020)

Legislative Body: City Council

Contact: Jeff Pengilley, (805) 385-8208

2. City Manager Department

SUBJECT: Continuing to Wean Off of Measure O. (10/10/10)

RECOMMENDATION: That the City Council receive and file an update regarding the Measure O weaning process. (Finance and Governance Committee approved 3-0)

Legislative Body: City Council

Contact: Alexander Nguyen, (805) 385-7430

3. City Manager Department

SUBJECT: Council's Annual Calendar of Routine Items. (10/15/10)

RECOMMENDATION: That the City Council accept Council's Annual Calendar of Routine Items (and related Committee Annual Calendars). (Finance and Governance Committee approved 3-0)

Legislative Body: City Council

Contact: Alexander Nguyen, (805) 385-7430

N. ADJOURNMENT



CITY BRINGS amazon TO OXNARD

2



WHAT THE PROJECT IS



**New fulfillment center off U.S. 101
between Rice Ave. and Del Norte**



**More than 1,500 jobs with
healthcare benefits**

3



HOW THE CITY GOT THE JOB DONE IN 12 MONTHS

**Effective
Negotiation**

**Sakioka
Development
Agreement**

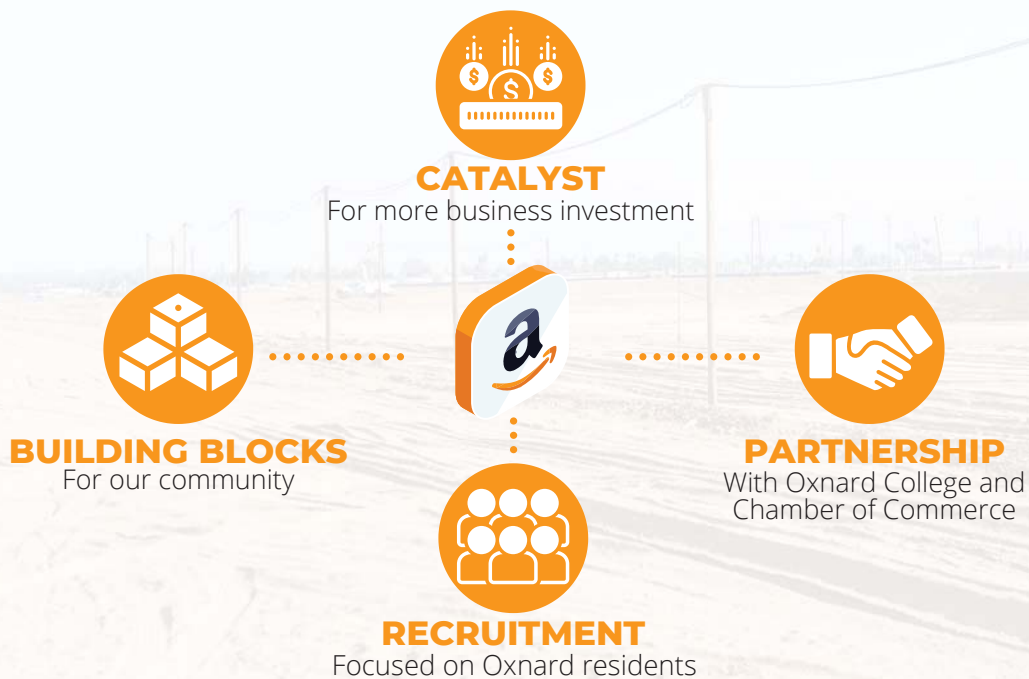
**Streamlined
Permitting
System**

**This process assures a safe building
for our residents to work in**

4



WHAT THIS MEANS FOR OXNARD



5



BUILDING BLOCKS FOR OXNARD



- Above minimum wage jobs
- Benefits
- Concerns regarding trucks

6



PARTNERSHIPS



OXNARD COLLEGE



SPECIAL THANKS TO

Oxnard Planning Commission

Deirdre Frank - Chair
Robert V. Sanchez - Vice-Chair
Jeremy Meyer - Commissioner
Orlando Dozier - Commissioner
Jim Fuhring - Commissioner
Daniel Chavez Jr. - Commissioner



**Oxnard *is*
moving forward!**



**CITY COUNCIL AGENDA REPORT
INFORMATION/CONSENT AGENDA
AGENDA ITEM NO. K.1**

DATE: October 20, 2020

TO: City Council

FROM: Michelle Ascencion, City Clerk, (805) 385-7805, michelle.ascencion@oxnard.org

SUBJECT: Approval of Minutes.

RECOMMENDATION

That the City Council approve the minutes of the October 6, 2020 regular meeting as presented.

BACKGROUND

Not applicable.

STRATEGIC PRIORITIES

This agenda item is a routine operational item or does not relate to the four strategic plans adopted by City Council on May 17, 2016. This agenda item does provide transparency of Council meetings to the public.

FINANCIAL IMPACT

There is no financial impact.

COMMITTEE OUTCOME

This item did not originate in Committee.

Prepared by: Michelle Ascencion, City Clerk

ATTACHMENTS

1. Minutes 10.06.2020 CC regular meeting

MINUTES
 OXNARD CITY COUNCIL
 Regular Meeting
 October 6, 2020

A. ROLL CALL, POSTING OF AGENDA

At 4:39 p.m., Mayor Flynn called to order the regular meeting of the Oxnard City Council in the City Hall Council Chambers at 305 W. Third Street, Oxnard, California. The City Clerk called the roll and announced the posting of the agenda. Councilmembers Gabriela Basua, Vianey Lopez, Bryan A. MacDonald, Oscar Madrigal, Bert E. Perello, Mayor Pro Tem Carmen Ramirez, and Mayor Tim Flynn were present via videoconference.

Staff members present were Alexander Nguyen, City Manager; Stephen M. Fischer, City Attorney; Shiri Klima, Deputy City Manager; and Michelle Ascencion, City Clerk.

B. PUBLIC COMMENTS ON CLOSED SESSION ITEMS (None received.)

C. CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION (Government Code Section 54956.9(d)(1))
 Name of case: James Langford v. City of Oxnard
 Workers' Compensation Case No. ADJ11048868
 Legislative Body: City Council

Mayor Flynn read the following closed session statement:

“The City Council will recess to a closed session, pursuant to Government Code section 54956.9(d)(1), to confer with its attorneys. The title of the litigation being discussed is James Langford v. City of Oxnard.”

At 4:41 p.m., the City Council recessed to a closed session. At 5:02 p.m. the City Council reconvened in open session in the Council Chambers. The City Attorney announced that there were no reportable actions out of closed session.

Additional staff members present at this time were Ashley Golden, Assistant City Manager; and Rosemarie Gaglione, Public Works Director.

D. APPOINTMENT ITEM

Public Works Department

1. SUBJECT: Resolution to Affirm City Commitment to Seawall Funding.
RECOMMENDATION: That the City Council adopt **Resolution No. 15,387** affirming the City of Oxnard's commitment to share the repair/replacement costs associated with the Mandalay Bay seawalls in the amount of 50% of the total repair/replacement costs with the funding mechanism to be determined at a later date. (Public Works and Transportation Committee approved 3-0)

The Public Works Director gave a report. Debbie Mitchell, Carol Taylor, Bill Clark, Patricia Younis, and Connie Heagy of the Channel Islands Waterfront Homeowners Association gave a report. Public comments were received from James Aragon and Jim Cowell.

Written comments were received from Alisa Miller, Darcy Antonellis, Keith Beckwith, Lisa Bowman, Jay and Leslie Braun, Bonnie and Chuck Carter, RC and Freddy Croft, Laura Frame, Allan and Alison Gabel, Christine Gardner, Lee Hilbert and Denise Thuot, Eric Knutson, Lorraine Paulson, Carson Ludwig, Marjorie Miller, Charles McLaughlin, Kim Mekelburg, Richard Paulson, Anastacio Robles Jr., Robert and Donna Seecof, Tom Shideler, Paula Skinner, Matthew Steinorth, Francis Sullivan, Tina Verder, Dave and Alice Whelden, Angie and Brian Wiggins, Warner and Patricia Younis, Ken and Susan Bauer, Bill Elswick, Mike and Gina Haase, Judy Havas, Gary Johnson, Margaret Mathews, Noel Nosseck, Tom Petersen, Stacy Stetz, Robert Wolff, Paul and Barbara Youngblood, Connie Heagy, Jules Melillo, and Steven Donia.

Discussion ensued among the Council and staff.

It was moved by Councilmember Perello, seconded by Mayor Pro Tem Ramirez, to approve the recommended action as presented. VOTE: Basua, Flynn, Lopez, MacDonald, Madrigal, Perello, and Ramirez voted in favor; the motion carried 7-0.

E. OPENING CEREMONIES

The flag salute, held earlier, was followed by a moment of silence.

Additional staff members present at this time were Scott Aaron, Police Sergeant; Sharon Giles, Police Commander; Roger Brooks, Code Compliance Manager; John Colamarino, Interim Assistant Fire Chief; Tatiana Arnaout, City Engineer; Emilio Ramirez, Housing Director; Scott Kolwitz, Planning and Environmental Services Manager; Paul McClaren, Associate Planner; Kenneth Rozell, Chief Assistant City Attorney; and Kathleen Mallory, Planning and Sustainability Manager.

F. CEREMONIAL CALENDAR

1. SUBJECT: Presentation of a Proclamation Designating the Month of October 2020 as “Domestic Violence Awareness Month” in the City of Oxnard.

Mayor Flynn read the proclamation and presented it to the Police Sergeant and Police Commander, who made some remarks.

2. SUBJECT: Presentation of a Proclamation Designating the Week of October 4-10, 2020 as “Code Enforcement Officer Appreciation Week.”

Mayor Flynn read the proclamation and presented it to the Code Compliance Manager, who made some remarks.

3. SUBJECT: Presentation of a Proclamation Designating the Week of October 4-10, 2020 as “Fire Prevention Week.”

Mayor Flynn read the proclamation and presented it to the Interim Assistant Fire Chief, who made some remarks.

G. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Public comments were received from Douglas Partello (government checks and balances and professionalism), James Aragon (freedom of speech, morality of laws), Tom Cady (disputed allegations of corruption against the city), Jenelle Ward (homelessness), Zuleth (rent control), Cecilia (rent control), Adriana (rent control), Ana (rent control), Teresa (rent control), Arturo (rent control), Arturo (rent control), Manuel (rent control), Yesenia (rent control), Eduardo Miranda (support for Measure E), Alicia Percell (city Sunshine Ordinance), Larry Barbarine (upcoming holidays, Measure E, pension reform), and Alberto Santana (support for Measure E).

H. REPORT OF CITY MANAGER

City Manager Department

1. SUBJECT: COVID-19 Update from Director of Emergency Services.
RECOMMENDATION: That the City Council receive and file an update from the Director of Emergency Services on the COVID-19 Local Emergency.

The City Attorney and City Manager gave reports on recent coronavirus developments. The City Manager also reported on an upcoming community workshop on the proposed Homeless Solutions Center, receipt of a grant to upgrade the wastewater treatment plant, the upcoming US Census deadline, recent homeless encampment cleanups, and a recent video from the Recreation Department. No formal action was required.

2. SUBJECT: Public Safety Budgets, State Reporting of City Payroll Data, Response from State Fair Political Practices Commission, and Local Political Campaign Signage Regulations.
RECOMMENDATION: That the City Council receive a verbal report from the City Manager regarding the City's public safety budgets compared to other cities, the status of City payroll data reported to the California Secretary of State in June 2020, Fair Political Practices Commission's response to complaint of Phillip Molina (COM-09162020-01716), and local political campaign signage regulations.

The City Manager gave a report. Public comments were received from Ray Blattel, Phillip Molina, Alicia Percell, and Aaron Starr. No formal action was required.

I. CITY COUNCIL REPORTS

Councilmember Lopez acknowledged Filipino-American History Month and LGBT History Month.

Councilmember Perello commented on the upcoming election and city ballot measures.

Councilman MacDonald commented on the possibility of reopening the Santa Paula Branch Rail Line, and complaints he has received about the condition of Rice Avenue.

Mayor Pro Tem Ramirez commented on the importance of remaining vigilant against COVID-19, rent control and the eviction moratorium, buying local for the upcoming holidays, making informed voting decisions, a cap on food delivery fees, and lauded the recently completed mural by Mauricio Ramirez.

Councilwoman Basua wished the City Clerk a happy birthday.

Councilmember Madrigal extended birthday wishes to the City Clerk and his grandmother, reported on a recent community event at Our Lady of Guadalupe Church, and encouraged people to shop local to help our small businesses.

Mayor Flynn commented on election forums and the 100th anniversary of women's right to vote, and commended the League of Women Voters for its efforts in educating voters.

J. REVIEW OF INFORMATION/CONSENT AGENDA

Items L-3, L-4, L-5, L-6, and L-7 were discussed among the Council and staff.

K. PUBLIC COMMENTS ON INFORMATION/CONSENT AGENDA

Public comments were received from Pat Brown, James Aragon, Ray Blattel, Jim Cowell, and Debbie Mitchell. Written comments were received from Debbie Mitchell.

L. INFORMATION/CONSENT AGENDA

City Clerk Department

1. SUBJECT: Approval of Minutes.

RECOMMENDATION: That the City Council approve the minutes of the September 3, 2020 special meeting, September 15, 2020 regular meeting, and September 22, 2020 special meeting as presented.

Public Works Department

2. SUBJECT: Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program Recognition and Budget Appropriations.

RECOMMENDATION: That the City Council approve and authorize the City Manager:

1. To recognize FEMA Hazard Mitigation Grant Program funding for the Mandalay Bay Seawall Retrofit Project (FEMA Project #DR-4353-47-41) in the amount of \$176,750.00 with a grant award of \$132,562.50 and an existing appropriation of City match of \$44,187.50 (Project No. 191601) from Waterway Assessment District Fund 12;
2. To recognize FEMA Hazard Mitigation Grant Program funding for the Central Trunk Sanitary Sewer Reconstruction Project (FEMA Project #DR-4707-431-097R) in the amount of \$217,466.00 with a grant award of \$163,100.00 and an existing appropriation of City match of \$54,366.00 (Project No. 206602) from WW Collection Fund 611; and
3. To approve budget appropriations for the FEMA Hazard Mitigation Grant Program to the corresponding projects as needed for these grants.

3. SUBJECT: Notice of Completion for Flashing Pedestrian Beacon Project PW 19-71 in 14 Locations Citywide.
RECOMMENDATION: That the City Council receive an update following a Notice of Completion for the Flashing Pedestrian Beacon Project executed on May 14, 2020.
4. SUBJECT: City of Oxnard Proposed Truck Route Modifications.
RECOMMENDATION: That the City Council adopt **Resolution No. 15,388**, pursuant to Oxnard City Code Section 8-3, amending the City of Oxnard Truck Route Map and removing the following road segments from the designated truck routes in the City: Oxnard Boulevard from the US 101 Freeway to Gonzales Road, and Vineyard Avenue from the US 101 Freeway to Oxnard Boulevard. (Public Works and Transportation Committee approved 3-0)
5. SUBJECT: Letters of Support for Designation of United States Bicycle Route 95 and Clean Mobility Options Grant Application.
RECOMMENDATION: That the City Council approve and authorize the City Manager to:
 1. Submit a letter of support for bicycling and non-motorized use by designating United States Bicycle Route 95; and
 2. Submit a letter of support for Bike Ventura's Application from California Climate Investments, Clean Mobility Options, for a Community Transportation Needs Assessment, in the City of Oxnard.(Public Works and Transportation Committee approved 3-0)
6. SUBJECT: Agreement for Citywide Street Sweeping Service.
RECOMMENDATION: That the City Council approve and authorize the Mayor to execute Agreement A-8230 with Venco Power Sweeping, Inc. in the amount not to exceed \$1,800,000 for a three-year term ending September 30, 2023 for street sweeping services for citywide streets, alleyways, parking lots and City facilities. (Public Works and Transportation Committee approved 3-0)
7. SUBJECT: Amendment to Agreement for Geotechnical Investigation and Seismic Analysis of Seawalls.
RECOMMENDATION: That the City Council approve and authorize the Mayor to execute a Second Amendment to Agreement 8554-19-PW with TetraTech, Inc. for geotechnical investigation and seismic analysis of seawalls in the amount of \$121,319 for a new not to exceed contract amount of \$296,801 and to extend the term from March 14, 2021 to March 14, 2022. (Public Works and Transportation Committee approved 3-0)
8. SUBJECT: Caltrans Landscape Maintenance Agreement and Wagon Wheel Reimbursement Agreement.
RECOMMENDATION: That the City Council authorize the City Manager to execute:
 1. Agreement Number A-8238 between the State of California Department of Transportation (Caltrans) and the City of Oxnard (City) for landscape maintenance within the right-of-way of State Highway 101 within the City; and
 2. Agreement Number A-8239 between Wagon Wheel Master Property Owners Association (Master Association) and the Wagon Wheel Community Facilities District (CFD) No. 2018-01, an agency formed by the City for Landscape Maintenance funding.(Public Works and Transportation Committee approved 3-0)

It was moved by Councilman MacDonald, seconded by Councilmember Perello, to approve the Information/Consent items as presented. VOTE: Basua, Flynn, Lopez, MacDonald, Madrigal, Perello, and Ramirez voted in favor; the motion carried 7-0.

M. PUBLIC HEARINGS

Housing Department

1. SUBJECT: First Amendment of the 2020 Annual Action Plan CARES Act for Coronavirus Response Grants and Adoption of an addendum to the Citizen Participation Plan.
RECOMMENDATION: That the City Council:
 1. Conduct a public hearing to receive comments from the public relating to the following documents to be submitted to the United States Department of Housing and Urban Development, Office of Community Planning and Development;
 - a. 2020 Annual Action Plan CARES Act Amendment;
 - b. Addendum to the Citizen Participation Plan;
 2. Approve the 2020 Annual Action Plan CARES Act Amendment, inclusive of proposed activities that conform with Community Development Block Grant and Emergency Solutions Grant requirements, as well as CARES Act requirements described below;
 3. Authorize the City Manager to incorporate any recommended changes resulting from public input to the Annual Action Plan CARES Act Amendment and Addendum to the Citizen Participation Plan as directed by the City Council;
 4. Authorize the City Manager to execute the required applications, certifications, and other pertinent documents for the submission of the Annual Action Plan CARES Act Amendment to the United States Department of Housing and Urban Development; and
 5. Authorize the City Manager to execute HUD agreements and sign all agreements for the implementation of the Annual Action Plan Substantial Amendment including subrecipients, interdepartmental, and intradepartmental agreements.

The City Clerk announced the affidavit of publication and stated that no written communications had been received. The Housing Director gave a report.

Mayor Flynn opened the public testimony portion of the public hearing. With no requests to speak and without objection, the Council approved closing the public testimony portion of the public hearing. Discussion ensued among the Council and staff.

It was moved by Mayor Pro Tem Ramirez, seconded by Councilmember Lopez, to approve the recommended action as presented. VOTE: Basua, Flynn, Lopez, MacDonald, Madrigal, Perello, and Ramirez voted in favor; the motion carried 7-0.

Community Development Department

2. SUBJECT: Zoning Text Amendment to Create Regulations for Short Term Rentals and Acceptance of Three California Coastal Commission Modifications.
RECOMMENDATION: That the City Council:
 1. Acknowledge receipt of the California Coastal Commission's (CCC) Action Letter of Local Coastal Plan (LCP) Amendment No. LCP-4-oxn-20-0008-1 and the Planning Commission's adopted Resolution 2020-15 recommending that the City Council accept

three modifications recommended by the CCC;

2. Find the proposed project is Categorically Exempt from the California Environmental Quality Act (CEQA) pursuant to Sections 15060 (C)(2) and (3) and 15061(b)(3) of the CEQA Guidelines; and

3. Introduce an Ordinance (by title only, waiving further reading) amending Section 17-53 of the Oxnard City Code (OCC) consistent with the CCC's modifications suggested for final certification relating to Vacation Rental Permit Cap, Separation Requirement and Ineligible Dwellings, Structures and Spaces into the City's Short Term Rental regulations for the Coastal Zone; agree to issue Coastal Development Permits for the total area included in the certified LCP, and direct the Planning & Environmental Services Manager to transmit said Ordinance to the Commission Executive Director as requested.

The City Clerk announced the affidavit of publication and stated that 13 written communications had been received. The Planning and Environmental Services Manager and Associate Planner gave a report.

Mayor Flynn opened the public testimony portion of the public hearing. Public comments were received from Gary Trender, Walter Hagedohm, David Durboraw, Robert Murphy, Angela Slaff, Julie Pena, George White, Michael Velthoen, Karen Brooks, Ira Green, Ken Coopman, Ericka Espino, Michael Hoch, Yana Gracile, Marcie Hoch, Bob Greenfield, Ashley Gracile, Kristina Brewer, Neal Berger, Michael Gilmore, Leonel Medel, Jeremy Bennett, Rob Zeilon, Peter Fleming, Demetra Constantinou, Susanne Lammot, Steven Shoham, and Diane Delaney.

Written comments were received from Michael Velthoen, Ken Coopman, Jim Ardell, Bob Greenfield, Karen Brooks, Demetra Constantinou, Deirdre Frank, Michael and Deborah Gilmore, Susanne Lammot, Marcie Hoch, Michael Hoch, Rita and Jeff Weiss, Doris Yamanaka, Steven Shoham, and Nancy Horwitz.

With no further requests to speak and without objection, the Council approved closing the public testimony portion of the public hearing. Discussion ensued among the Council and staff.

It was moved by Mayor Pro Tem Ramirez, seconded by Councilwoman Basua, to approve the recommended action as presented. VOTE: Basua, Flynn, Lopez, MacDonald, Madrigal, Perello, and Ramirez voted in favor; the motion carried 7-0.

(As it was after 10:00 p.m., the City Council voted unanimously for the remaining agenda items to be heard.)

N. REPORTS

Community Development Department

1. SUBJECT: Preparation of the 2021-2029 Housing Element and Policy Direction.

RECOMMENDATION: That the City Council:

1. Receive a report on the preparation of the 2021-2029 Housing Element (6th Cycle Housing Element); and

2. Concur with Housing and Economic Development Committee (HEDC) direction and provide further direction on if the City Council supports utilizing up to 1,000 ADUs and Jr. ADUs during the next 2021-2029 Housing Element to achieve compliance with the 2,903 lower income RHNA.

The Planning and Sustainability Manager gave a report. Public comments were received from James Aragon. Written comments were received from Barbara Macri-Ortiz and Salvador Gonzalez. Discussion ensued among the Council and staff. The Councilmembers provided their individual direction on the four policy questions. No formal action was required.

Human Resources Department

2. SUBJECT: Amendment to City Attorney Employment Agreement.
RECOMMENDATION: That the City Council adopt **Resolution No. 15,389** approving and authorizing the Mayor to execute the Second Amendment to the employment agreement between the City and Stephen Fischer (Agreement No. A-7880) to extend the term by two years to April 8, 2023, and update references to the resolution establishing executive and unrepresented employee benefits.

The City Attorney gave a report. Public comments were received from Ray Blattel. Discussion ensued among the Council and staff.

It was moved by Councilmember Perello, seconded by Mayor Pro Tem Ramirez, to approve the recommended action as presented. VOTE: Basua, Flynn, Lopez, MacDonald, Madrigal, Perello, and Ramirez voted in favor; the motion carried 7-0.

3. SUBJECT: Amendment to City Manager Employment Agreement.
RECOMMENDATION: That the City Council adopt **Resolution No. 15,390** approving and authorizing the Mayor to execute the First Amendment to the employment agreement between the City and Alexander Nguyen (Agreement No. A-8087) to extend the term by three years to July 8, 2024, update references to the resolution establishing executive and unrepresented employee benefits, specify that annual leave shall accrue according to the schedule for Executive Employees, delete the relocation expense provision, and change the severance payment for termination without cause from six months salary to nine months salary.

The City Attorney gave a report. Public comments were received from Douglas Partello, Ray Blattel, and Tom Cady. Discussion ensued among the Council and staff.

It was moved by Mayor Pro Tem Ramirez, seconded by Councilmember Lopez, to approve the recommended action as presented, with a correction to a typo in Section 13. VOTE: Basua, Flynn, Lopez, MacDonald, Madrigal, Perello, and Ramirez voted in favor; the motion carried 7-0.

O. ADJOURNMENT

There being no further business on the agenda, and without objection, Mayor Flynn adjourned the meeting at 12:01 a.m.

MICHELLE ASCENCION, CMC
City Clerk

TIM FLYNN
Mayor



**CITY COUNCIL AGENDA REPORT
INFORMATION/CONSENT AGENDA
AGENDA ITEM NO. K.2**

DATE: October 20, 2020

TO: City Council

FROM: Rosemarie Gaglione, Public Works Director, (805) 385-8055, rosemarie.gaglione@oxnard.org

SUBJECT: Purchase Order with Velocity Truck Centers.

RECOMMENDATION

That the City Council approve and authorize the Mayor to execute a Purchase Order and sole source authorization with Velocity Truck Centers in the amount of \$400,286.40 for three (3) new Autocar brand yard tractors for the Wastewater and Environmental Resources (ER) Divisions. (Public Works and Transportation Committee approved 3-0)

BACKGROUND

Wastewater

Oxnard's Wastewater Treatment Plant (OWTP), located at 6001 South Perkins Road, provides primary and secondary wastewater treatment. The OWTP is a full wastewater secondary treatment facility and currently treats approximately 20 million gallons of wastewater per day (mgd). As part of the wastewater treatment process, biosolids are generated from the primary and secondary treatment processes. Biosolids collected at the OWTP's primary clarifiers and secondary sedimentation tanks are processed at the digester facility in order to break down volatile organic materials. The OWTP generates an average of 88 wet tons of biosolids per day. The biosolids are then dewatered and disposed of in Kern County through Holloway Environmental Solutions LLC. (Holloway) who is the City's contracted vendor for biosolids hauling and disposal services.

Wastewater operators are responsible to move biosolids trailers from the processing facility to a designated area in the OWTP for Holloway to pick up. The wastewater operators currently utilize a 1989 model International Fifth Wheel tractor (vehicle #2616) to move biosolids trailers from the processing facility to the designated area. The existing tractor has become unreliable and is constantly in need of repair.

Environmental Resources

The Environmental Resources (ER) Division is responsible for the collection, processing, and transfer of residential, commercial, and industrial solid waste, recyclables, green waste, and food waste within the City boundaries. The ER Division also operates the Del Norte Regional Recycling and Transfer Station (Del Norte) which is a material recovery facility (MRF). The Del Norte facility is permitted to accept 2,779 total tons per day of solid waste, recyclables, green waste and food waste materials. Currently, the Del Norte facility receives processes and transfers an average of 1,100 tons per day of solid waste.

The ER Division utilizes 12 transfer trucks along with trailers to transport solid waste from the Del Norte facility to the Toland Road and Simi Valley landfills. However, two (2) yard tractors are needed to maneuver trailers from process areas to a designated transfer pickup area. A yard tractor can maneuver in process areas that have relatively small

footprints more efficiently than a transfer truck.

DISCUSSION

The Fleet Division (Fleet) researched national purchasing agreements for yard tractors that offered economies of scale pricing and were competitively solicited. Fleet identified a Sourcewell Cooperative Contract (081716-ATC) for three (3) Autocar brand yard tractors for ER and Wastewater Divisions. Velocity Truck Centers is the authorized local Autocar distributor.

The total cost is \$400,286.40 for all three (3) new yard tractors. The cost for the ER and Wastewater Divisions is \$266,857.60 and \$133,428.80, respectively.

STRATEGIC PRIORITIES

This agenda item is a routine operational item or does not relate to the four strategic plans adopted by City Council on May 17, 2016.

FINANCIAL IMPACT

The total cost for all three (3) new yard tractors with Velocity Truck Centers is \$400,286.40. The funding allocations are included in the Fiscal Year 2020-21 Budget as follows:

Division	Fund	Account	Cost
Environmental Resources	Operating	631-6313-891.86-06	\$159,552.78
Environmental Resources	Fleet Vehicle Replacement	742-7943-826.86-06/Project #187417	\$107,304.82
Wastewater	Operating	621-6202-891.86-06	\$133,428.80
Total			\$400,286.40

COMMITTEE OUTCOME

The Public Works and Transportation Committee approved 3-0 on September 22, 2020 to approve the staff recommendation and to forward the item for Council approval.

Prepared by: Thien Ng, Assistant Public Works Director

ATTACHMENTS

1. PO 7812 Velocity Truck Center of VC
2. Sourcewell Contract and Pricing
3. NSS Form (Velocity Truck Centers_Autocar)



PURCHASE ORDER
CITY OF OXNARD
300 WEST 3RD STREET
OXNARD, CA 93030

**PURCHASE
ORDER NO.
007812**

DATE: 9/3/2020

VENDOR PHONE: (562)447-1260

VENDOR FAX: () -

VENDOR #: 19164

VENDOR ADDRESS: VELOCITY TRUCK CENTER OF VC
P.O. BOX 101284
PASADENA, CA 91189-1284

SHIP TO: VARIOUS LOCATIONS
VARIOUS LOCATIONS
SEE DESCRIPTION
OXNARD, CA 93030

*Our P.O. # **MUST** Appear on **ALL** Invoices, Packages and Correspondence*

DELIVER BY		REQUISITION #	REQUISITION DATE	CONFIRMED BY	
06/30/2021		0000005022	07/13/2020	FORMELY BIG T'S	
FOB		ACCOUNT NUMBER		AUTHORIZED BY	
		Multiple Accounts		DANIEL WILLHITE	
ITEM #	QUANTITY/ UNIT	DESCRIPTION ARTICLE OR SERVICE		UNIT COST	EXTENDED COST

CHANGE ORDER

1	AUTOCAR INDURTRIAL YARD TRACTOR	1.0000	159,552.78
	159,552.78 / DL		
2	AUTOCAR INDURTRIAL YARD TRACTOR	1.0000	107,304.82
	107,304.82 / DL		
3	AUTOCAR INDURTRIAL YARD TRACTOR	1.0000	133,428.80
	133,428.80 / DL		

SOURCEWELL COOPERATIVE CONTRACT #081716-ATC
LINE 2 ACCT CHANGED TO 742-7943-826-8607 PER CS*DW

By acceptance of this purchase order, you agree to the attached terms and conditions of the City of Oxnard

PURCHASE ORDER

CITY OF OXNARD
300 WEST 3RD STREET
OXNARD, CA 93030

**PURCHASE
ORDER NO.
007812**

DATE: 9/3/2020

VENDOR PHONE: (562)447-1260

VENDOR FAX: () -

VENDOR #: 19164

VENDOR ADDRESS: VELOCITY TRUCK CENTER OF VC **SHIP TO:** VARIOUS LOCATIONS
P.O. BOX 101284 VARIOUS LOCATIONS
PASADENA, CA 91189-1284 SEE DESCRIPTION
OXNARD, CA 93030

*Our P.O. # **MUST** Appear on **ALL** Invoices, Packages and Correspondence*

DELIVER BY		REQUISITION #	REQUISITION DATE	CONFIRMED BY	
06/30/2021		0000005022	07/13/2020	FORMELY BIG T'S	
FOB		ACCOUNT NUMBER		AUTHORIZED BY	
		Multiple Accounts		DANIEL WILLHITE	
ITEM #	QUANTITY/ UNIT	DESCRIPTION ARTICLE OR SERVICE		UNIT COST	EXTENDED COST

21 00111218 EXP 7/31/20*AM
PRJ 187417 TO BE EXHAUSTED W/THIS PO & PO7443
PER DEPT CONFIRMATION;CLOSEOUT PRJ AFTER PURCHASES
TO PWTC & COUNCIL, PO TO BE SIGNED BY MAYOR*DAN
09/03/2020- ENCUMBERED LINE 1 AND DISENCUMBERED
LINE 2 FOR \$10695.18 PER CIVIC CLERK/BURRIS EMAIL
REQUEST. JC.

TOTAL PURCHASE AMOUNT**\$400,286.40**

In order to receive payment, email all invoices to:
invoices@oxnard.org

In the subject line, reference the Purchase
Order number above.

AUTHORIZED SIGNATURE. _____

By acceptance of this purchase order, you agree to the attached terms and conditions of the City of Oxnard

PURCHASE ORDER

CITY OF OXNARD
300 WEST 3RD STREET
OXNARD, CA 93030

**PURCHASE
ORDER NO.
007812**

DATE: 9/3/2020

VENDOR PHONE: (562)447-1260

VENDOR FAX: () -

VENDOR #: 19164

VENDOR ADDRESS: VELOCITY TRUCK CENTER OF VC **SHIP TO:** VARIOUS LOCATIONS
P.O. BOX 101284 VARIOUS LOCATIONS
PASADENA, CA 91189-1284 SEE DESCRIPTION
OXNARD, CA 93030

*Our P.O. # **MUST** Appear on **ALL** Invoices, Packages and Correspondence*

DELIVER BY		REQUISITION #	REQUISITION DATE	CONFIRMED BY	
06/30/2021		0000005022	07/13/2020	FORMELY BIG T'S	
FOB		ACCOUNT NUMBER		AUTHORIZED BY	
		Multiple Accounts		DANIEL WILLHITE	
ITEM #	QUANTITY/ UNIT	DESCRIPTION ARTICLE OR SERVICE		UNIT COST	EXTENDED COST

Account	Project	Amount
63163138918606		159,552.78
74279438268607	187417	107,304.82
62162028918606		133,428.80

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.

Form C**EXCEPTIONS TO PROPOSAL, TERMS, CONDITIONS,
AND SOLUTIONS REQUEST**Company Name: **Autocar, LLC/Autocar Industries, LLC**

Any exceptions to the terms, conditions, specifications, or proposal forms contained in this RFP must be noted in writing and included with the Proposer's response. The Proposer acknowledges that the exceptions listed may or may not be accepted by NJPA or included in the final contract. NJPA will make reasonable efforts to accommodate the listed exceptions and may clarify the exceptions in the appropriate section below.

Section/page	Term, Condition, or Specification	Exception	NJPA ACCEPTS

Proposer's Signature: Date: Aug 26, 2016**NJPA's clarification on exceptions listed above:**

**Contract Award
RFP #081716**

FORM D

Formal Offering of Proposal
(To be completed only by the Proposer)

CLASS 6, 7, AND 8 CHASSIS WITH RELATED EQUIPMENT, ACCESSORIES, AND SERVICES

In compliance with the Request for Proposal (RFP) for CLASS 6, 7, AND 8 CHASSIS WITH RELATED EQUIPMENT, ACCESSORIES, AND SERVICES, the undersigned warrants that the Proposer has examined this RFP and, being familiar with all of the instructions, terms and conditions, general and technical specifications, sales and service expectations, and any special terms, agrees to furnish the defined products and related services in full compliance with all terms and conditions of this RFP, any applicable amendments of this RFP, and all Proposer's response documentation. The Proposer further understands that it accepts the full responsibility as the sole source of solutions proposed in this RFP response and that the Proposer accepts responsibility for any subcontractors used to fulfill this proposal.

Company Name: Autocar, LLC/Autocar Industries, LLC Date: Aug 26, 2014

Company Address: 551 S. Washington Street

City: Hagerstown State: IN Zip: 47346

Contact Person: Dan Vermeer Title: Senior Vice President, Market Development

Authorized Signature:  DAN VERMEER
(Name printed or typed)

FORM E

CONTRACT ACCEPTANCE AND AWARD



(Top portion of this form will be completed by NJPA if the vendor is awarded a contract. The vendor should complete the vendor authorized signatures as part of the RFP response.)

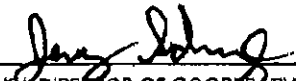
NJPA Contract #: 081716-ATC

Proposer's full legal name: Autocar, LLC/Autocar Industries, LLC

Based on NJPA's evaluation of your proposal, you have been awarded a contract. As an awarded vendor, you agree to provide the products and services contained in your proposal and to meet all of the terms and conditions set forth in this RFP, in any amendments to this RFP, and in any exceptions that are accepted by NJPA.

The effective date of the Contract will be November 15, 2016 and will expire on November 15, 2020 (no later than the later of four years from the expiration date of the currently awarded contract or four years from the date that the NJPA Chief Procurement Officer awards the Contract). This Contract may be extended for a fifth year at NJPA's discretion.

NJPA Authorized Signatures:


 NJPA DIRECTOR OF COOPERATIVE CONTRACTS
 AND PROCUREMENT/CPO SIGNATURE

Jeremy Schwartz
 (NAME PRINTED OR TYPED)


 NJPA EXECUTIVE DIRECTOR/CEO SIGNATURE

Chad Coquette
 (NAME PRINTED OR TYPED)

Awarded on November 15, 2016

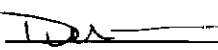
NJPA Contract # 081716-ATC

Vendor Authorized Signatures:

The Vendor hereby accepts this Contract award, including all accepted exceptions and amendments.

Vendor Name Autocar

Authorized Signatory's Title SVP


 VENDOR AUTHORIZED SIGNATURE

DAN VERMEER
 (NAME PRINTED OR TYPED)

Executed on Nov 17, 2016

NJPA Contract # 081716-ATC

Form F**PROPOSER ASSURANCE OF COMPLIANCE****Proposal Affidavit Signature Page****PROPOSER'S AFFIDAVIT**

The undersigned, authorized representative of the entity submitting the foregoing proposal (the "Proposer"), swears that the following statements are true to the best of his or her knowledge.

1. The Proposer is submitting its proposal under its true and correct name, the Proposer has been properly originated and legally exists in good standing in its state of residence, the Proposer possesses, or will possess, before delivering any products and related services, all applicable licenses necessary for such delivery to NJPA members agencies. The undersigned affirms that he or she is authorized to act on behalf of, and to legally bind the Proposer to the terms in this Contract.
2. The Proposer, or any person representing the Proposer, has not directly or indirectly entered into any agreement or arrangement with any other vendor or supplier, any official or employee of NJPA, or any person, firm, or corporation under contract with NJPA, in an effort to influence the pricing, terms, or conditions relating to this RFP in any way that adversely affects the free and open competition for a Contract award under this RFP.
3. The Proposer has examined and understands the terms, conditions, scope, contract opportunity, specifications request, and other documents in this solicitation and affirms that any and all exceptions have been noted in writing and have been included with the Proposer's RFP response.
4. The Proposer will, if awarded a Contract, provide to NJPA Members the /products and services in accordance with the terms, conditions, and scope of this RFP, with the Proposer-offered specifications, and with the other documents in this solicitation.
5. The Proposer agrees to deliver products and services through valid contracts, purchase orders, or means that are acceptable to NJPA Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to NJPA Members under an awarded Contract.
6. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
7. The Proposer understands that NJPA will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statute §13.591, Subd. 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals generally become public data. Minnesota Statute §13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.
8. The Proposer understands that it is the Proposer's duty to protect information that it considers nonpublic, and it agrees to defend and indemnify NJPA for reasonable measures that NJPA takes to uphold such a data designation.

[The rest of this page has been left intentionally blank. Signature page below]

By signing below, Proposer is acknowledging that he or she has read, understands, and agrees to comply with the terms and conditions specified above.

Company Name: AUTOCAR, LLC/AUTOCAR INDUSTRIES, LLC

Address: 551 S. Washington St.

City/State/Zip: Hagerstown, IN 47346

Telephone Number: (765) 489-5499

E-mail Address: dvermeer@autocartruck.com

Authorized Signature: 

Authorized Name (printed): DON VERMEER

Title: SUP

Date: Aug 26, 2016

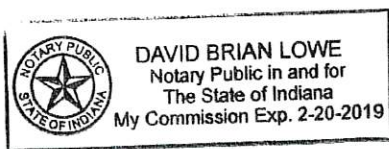
Notarized

Subscribed and sworn to before me this 26th day of August, 20 16

Notary Public in and for the County of Randolph State of Indiana

My commission expires: 2-20-2019

Signature: David Brian Lowe



**Form P****PROPOSER QUESTIONNAIRE**

Payment Terms, Warranty, Products and Services, Pricing and Delivery, and Industry-Specific Questions

Proposer Name: Autocar, LLC/Autocar Industries, LLC

Questionnaire completed by: Dan Vermeer, Senior Vice President, Market Development

Payment Terms and Financing Options

- 1) What are your payment terms (e.g., net 10, net 30)?

Regarding vehicles, Autocar invoices its distributors at the time of shipping and does not control the payment terms its distributors will accept from end users such as NJPA Members. Regarding parts, NJPA Members can pay by credit card via www.jitparts.com, or contact an authorized Autocar dealer, which may be willing to offer terms.

- 2) Do you provide leasing or financing options, especially those options that schools and governmental entities may need to use in order to make certain acquisitions?

Autocar is currently in the process of exploring municipal leasing products to support government entity vehicle procurement.

- 3) Briefly describe your proposed order process. Please include enough detail to support your ability to report quarterly sales to NJPA. For example, indicate whether your dealer network is included in your response and whether each dealer (or some other entity) will process the NJPA Members' purchase orders.

Autocar has developed and entered standard reference numbers in its truck sales configuration and ordering system to correspond to the vehicle configurations and prices listed in this RFP response. These numbers will be known as "Autocar NJPA Part Numbers" for purposes of the NJPA Member order process for this RFP #081716. The use of Autocar NJPA Part Numbers will allow NJPA Members to be confident in the pricing they will be entitled to, and will also allow for Autocar to accurately report its quarterly sales to NJPA.

Autocar proposes NJPA Members either e-mail an order with an attached Purchase Order to NJPAOrders@autocartruck.com OR contact their preferred Autocar dealer. E-mailed orders must include Shipping Address, Autocar NJPA Part Number, NJPA Unit Price, Extended Price and Required Delivery Date.

Where an NJPA order is placed with an Autocar dealer, the dealer will enter the order through the Autocar sales configuration and ordering system and will choose the appropriate standing Autocar NJPA Part Number to develop a orderable quote in the Autocar system. For an order delivered to Autocar, Autocar Sales Operations personnel will enter the order through an assigned dealer through the same mechanism. Per state motor vehicle laws, all vehicles requiring registration will be sold through a licensed motor vehicle dealer. Orders from either the dealer or directly from the customer will be entered into Autocar's sales configuration and order entry system, and will be processed through Autocar's Enterprise Resource Planning (ERP) system for billing to the dealer

upon shipment. Upon placing the chassis in service, NJPA Members will register their units in Autocar's Warranty System, either online or by completing a warranty card. Autocar's sales configuration/ordering and ERP systems track all orders to the shipping destination and our warranty system tracks all units by customer and VIN as they are placed in service. Additionally, Autocar's Customer Relationship Management (CRM) tracks all orders to the point of sale, referencing purchasing cooperative when applicable. Using the Autocar NJPA Part Number and these three systems, Autocar will be able to accurately report sales to NJPA, even in cases where sales pass through a dealer and are shipped to a third party for body installation.

- 4) Do you accept the P-card procurement and payment process? If so, is there any additional cost to NJPA Members for using this process?

Regarding vehicles, Autocar invoices its distributors at the time of shipping and does not control the payment terms its dealers will accept from end users such as NJPA Members. Regarding parts, NJPA Members can pay by credit card via www.jitparts.com, or contact an authorized Autocar dealer, which may be willing to offer terms.

Warranty

- 5) Describe in detail your manufacture warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may include in your response a copy of your warranties, but at a minimum please also answer the following questions.

Autocar's applicable Limited Warranty Certificates, delivered with every chassis, and answering most of these questions, are attached as Form P, Exhibit C.

- Do your warranties cover all products, parts, and labor?
As specifically noted in Form P, Exhibit C, all Autocar products are covered by warranty, and most parts and labor are covered. Autocar will ship parts needed to complete warranty repairs for free, overnight. NJPA Members can obtain free warranty parts through Autocar Solutions® on www.autocartruck.com.
- Do your warranties impose usage restrictions or other limitations that adversely affect coverage?
Autocar notes specific time and usage periods that limit its warranty coverage in the attached Limited Warranty Certificates (Form P, Exhibit C).
- Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?
In extraordinary cases, Autocar will cover technician travel time and mileage for warranty repairs, if approved in advance and in writing.
- Are there any geographic regions of the United States for which you cannot provide a certified technician to perform warranty repairs? How will NJPA Members in these regions be provided service for warranty repair?
See response to Form A, Question 16 for details on Autocar's dealer network, field service personnel, and ability to provide technical support to customers remotely with Autocar Solutions®. NJPA Members interested in performing their own warranty service may contact Autocar to become so authorized.
- Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?
Major component suppliers/manufacturers provide their own warranty policies and service, each of which vary in scope and process, and all of which are passed through to the end user by Autocar. Many component manufacturers permit Autocar's dealers to provide warranty service for their particular components. In its Warranty Policies and Procedures Manual,

Autocar provides its customers and dealers detailed instructions on how to contact and claim warranty reimbursement for major components assembled on Autocar chassis and tractors.

- What are your proposed exchange and return programs and policies?

Given the sophisticated specifications and custom assembly inherent to Autocar's products, Autocar does not frequently experience requests for exchange or return, and therefore does not have a formal chassis return policy. Its parts affiliate offers a one-year warranty on aftermarket parts.

- 6) Describe any service contract options for the items included in your proposal.

NJPA Members can use authorized Autocar dealers, or their own technicians and facilities, to perform warranty service. Post-warranty, NJPA Members are free to seek their own contracted service providers, who may seek technical assistance from Autocar through Autocar Solutions® at www.autocartruck.com.

Pricing, Delivery, Audits, and Administrative Fee

- 7) Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the NJPA discounted price) on all of the items that you want NJPA to consider as part of your RFP response. Provide a SKU for each item in your proposal. (Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract. See the body of the RFP and the Price and Product Change Request Form for more detail.)

With this response, Autocar is providing line-item pricing for 14 different truck models including MSRP and net NJPA contract price, attached as Form P, Exhibit D. These 14 models cover a large range of Class 7 and Class 8 common refuse and other vocational truck applications. Autocar cannot, by law, dictate the selling price to a dealer or force it to accept an order, but Autocar is confident its dealer marketing and training plans with respect to NJPA will make this contract attractive to its dealers, and that NJPA Members will find all of Autocar's dealers participating.

Product options and customizations not specifically quoted in Form P, Exhibit D will be negotiated consistently with this method of NJPA price calculation and tracked as an NJPA purchase, if so specified by the customer.

The prices noted in Form P, Exhibit D will remain firm for one year, but Autocar reserves the right to adjust prices in the event of large materials price dislocations, including for commodities such as precious and non-precious metals, rubber and plastics, or for significant model changes, including those arising from discontinuation and replacement of previous models, or significant model changes required by new regulations, such as Federal Greenhouse Gas emissions rules. Any proposed increases will be negotiated with NJPA according to its Vendor Price and Product Change Request process.

- 8) Please quantify the discount range presented in this response. For example, indicate that the pricing in your response represents is a 50% percent discount from the MSRP or your published list.

Autocar's NJPA pricing listed on Form P, Exhibit D reflects a range of discounts from MSRP from 24.5% to 27.9%%.

- 9) The pricing offered in this proposal is

_____ a. the same as the Proposer typically offers to an individual municipality, university, or school district.

_____ b. the same as the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.

XXX c. better than the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.

_____ d. other than what the Proposer typically offers (please describe).

10) Describe any quantity or volume discounts or rebate programs that you offer.

None. As a manufacturer of purpose-built custom chassis, Autocar does not experience model run quantities that typically result in economies of scale and justification for volume discounts.

11) Propose a method of facilitating "sourced" products or related services, which may be referred to as "open market" items or "nonstandard options". For example, you may supply such items "at cost" or "at cost plus a percentage," or you may supply a quote for each such request.

As a custom chassis manufacturer we have a virtually endless array of options and customizations that we will offer NJPA customers on a quote basis consistent with the method utilized to calculate the prices offered herein. Additionally, design work is often required to adapt the chassis to a large number of different bodies and applications. For these reasons a set discount structure is not possible for Autocar.

12) Identify any total cost of acquisition costs that are **NOT** included in the pricing submitted with your response. This cost includes all additional charges that are not directly identified as freight or shipping charges. For example, list costs for items like installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.

All prices are FOB Continental United States (CONUS). Federal, state and local taxes are not included as most, if not all, NJPA Members are public entities or otherwise exempt from such taxes. Pre delivery inspections by an authorized dealer are included in the price prior to the delivery of the finished truck to the customer location. No other regularly occurring activities are expected to result in an additional charge.

13) If delivery or shipping is an additional cost to the NJPA Member, describe in detail the complete shipping and delivery program.

See response to Question 12 above.

14) Specifically describe those shipping and delivery programs for Alaska, Hawaii, Canada, or any offshore delivery.

FOB nearest CONUS seaport.

15) Describe any unique distribution and/or delivery methods or options offered in your proposal.

None.

16) Please specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with NJPA. This process includes ensuring that NJPA Members obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to NJPA.

At the end of each calendar quarter, Autocar will run a report detailing all units sold under the NJPA models listed in Form P, Exhibit D to an NJPA Member. Each sale will be validated as to the standing NJPA contract quotation having been used at time of order. Every invoiced order on the report will be validated as having created a payable in our ERP system and that we are current on all NJPA payables. Custom NJPA quoted and sold units will be included in the report and likewise validated.

- 17) Identify a proposed administrative fee that you will pay to NJPA for facilitating, managing, and promoting the NJPA Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See RFP Section 6.29 and following for details.)

Given the large cost of a finished truck compared to some of the goods sold pursuant to NJPA contracts, Autocar suggests a percentage of sales may be an ineffective way will pay \$1,000 per unit sold.

Industry-Specific Questions

- 18) Describe any manufacturing processes or material specification-related attributes that contribute to *chassis* strength, durability, and reliability, and that differentiate your offering in the marketplace.
- Body/Chassis integration:** chassis is custom-engineered in advance and built specially for the specific customer and their selected body, which eliminates the need for body companies to drill into or cut and weld the chassis after it leaves Autocar
 - The Autocar chassis is lighter, yet stronger than competition,** due to special computer-designed geometry. This allows better durability plus more legal payload. Autocar uses high strength steels, huck bolts for assembly, heat-treated steel frame rails.
 - Integrated electrical harness pass-through:** smooth body integration, fewer repairs, eliminates need for splicing, reduces electronic mishaps
 - Integrated CNG Fuel Management System:** better performance, fewer repairs
 - Proper component & cross-member placement:** safer, no relocation required by body companies which increase the risk of damage or induced maintenance issues.
 - Autocar's chassis paint,** which is applied both before and during chassis assembly, has salt spray resistance. The applied topcoat when tested per ASTM B117-97, shall not exhibit any blistering, red rust or loss of adhesion after 1000 hours of exposure, with sore scribe creep not exceeding 0.236 inch.

For example, the ACX frame rail has the following section properties:

- Thickness: 9.525mm (3/8in)
- Flange Length: 83mm (3.258in)
- Material Yield: 827 MPa (120ksi)

Frame Section	Section Height	1/4" Liner	RBM	
	mm [in]		Nm	lbf.in
Rear	273 [10.75]	No	2.44E+05	2.16E+06
Rear	273 [10.75]	Yes	3.62E+05	3.21E+06
Drop	369 [14.51]	No	3.75E+05	3.32E+06
Drop	369 [14.51]	Yes	4.31E+05	3.81E+06

19) Describe any manufacturing processes or material specification-related attributes that contribute to *cab* strength, durability, and driver safety/usability, and that differentiate your offering in the marketplace.

- **Best visibility:** curved corner windows, nearly 360 degree visibility, wrap-around windshield, clear rear-window CNG
- **Quieter:** less fatigue, more attentiveness
- **Uncluttered control panel**
- **Only all-steel cab**
- **More space:** 4-5" deeper, up to 7" wider, reach and tilt adjustable steering wheel, head clearance, foot room
- **Best HVAC:** hands and feet, dual AC
- **Easiest ingress/egress**
- **Best ergonomics**
- **Bluetooth radio for hands-free operation**
- **Best turning radius:** reduces time spent in reverse and avoids accidents
- **Hot weather cab insulation**
- **Galvanealed/E-coating after cab shell assembly for maximum corrosion protection**
- **Durability tested for 10 Years**
- **Use double wall firewall for added strength**
- **ACMD cab is shock-mounted cab for maximum comfort**
- **Low-mount wipers that clear upper windshield better.**

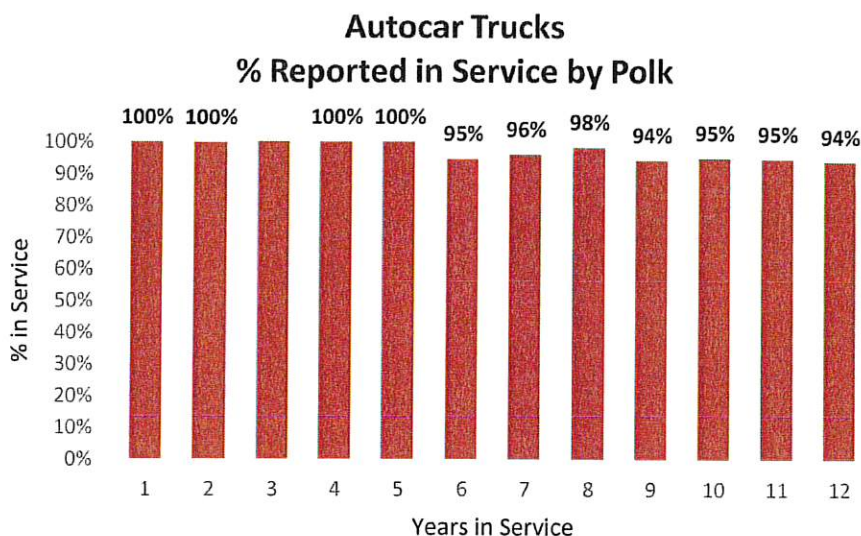
20) Describe any serviceability attributes (such as remote diagnostics) that your proposal contains. Please indicate which of these attributes are considered "industry-expected attributes" and which you believe are "vendor differentiators."

The below-listed items are unique to Autocar and are "Vendor Differentiators."

- **Advanced On-board Diagnostics:** Far beyond other OEMs, human language and no need to plug in an external reader allows pre-trip inspection, solves issues faster, provides operational data, speeds diagnosis of issues
- **Curb side fluid fill and check station**
- **Faster pre-trip inspections:** OBD light cycle
- **Autocar Solutions®:** factory-direct 24/7 service command center – helps customers solve issues themselves instead of pushing trucks out for service to dealers, as do other truck OEMs
- **Pre-engineering based on customer's application:** fewer electrical problems, maintenance/repairs easier to perform (thoughtful component and harness placement)
- **Quick-release grille**
- **A-pillar wiring access**
- **Fewest unique parts,** allows wider parts availability at competitive prices
- **Wrap-around bumper, lollipop turn signals, hidden hinges, etc. to minimize damage**
- **Spec'd for less stress on components**
- **Best integration to avoid chassis/body problems**
- **Best visibility by driver to avoid accidents and prevent damage**

21) Provide any market data supporting the longevity and reliability of your proposed solutions.

Autocar trucks are proven to provide hard-working service for an extended life. Polk reports trucks in operation via registrations with state departments of motor vehicles (please note, not every truck in service is reported). Matching Autocar's production records with Polk's reported registrations (and correcting for Polk's data coverage) reveals that 94% of all Autocar trucks remain in service 12 years after production.



22) As a percentage of your total units sold over the past three years, what portion are day cabs?

100%. Autocar does not refer to its cab-over-engine products as "day cabs," but Autocar does not produce any "sleeper cabs," and its cabs cannot be comfortably inhabited overnight, so for purposes of this question, Autocar considers its entire production to consist of "day cabs."

23) What is your parts order fill rate?

83%

24) What is your US market share? Canadian share (if any)?

Autocar share of Class 7 Cabover Refuse Trucks: 36%

Autocar share of Class 8 Cabover Refuse Trucks: 33%

(Polk registrations, 12 weeks ending May, 2016)

Signature: _____

[Handwritten Signature]

Date: _____

[Handwritten Date: Aug 26, 2014]

Purchasing Department
Purchasing Procedure

Negotiated Contract
Sole/Single (NSS Form)

Purchasing requires written justification from the requesting department within the department explaining why this is the only source for the requirement. Please check the applicable box.

Definition

- ☐ **Negotiated Contract:** When no bids or no responsive bids are received/obtained, the purchasing manager is authorized to negotiate for written proposals without a formal solicitation process for a city contract.
- ☐ **Formal/informal solicitation with one bid/proposal response received (Bid # and Close date):**
- ☐ **Confidential agreement** for City Attorney and/or Chief of Police (backup docs may be redacted)
- ☐ **Sole Source:** Unique materials, supplies, equipment or services, which can be obtained from only one known source, proprietary equipment/technology, copyright, singular characteristics or performance capabilities or which have exclusive compatibility components with existing City products.
- ☒ **Single Source:** A procurement decision whereby purchases are directed to one source because of standardization, warranty, or other factors, even though other competitive sources may be available.
- ☐ **Urgent:** Informal or formal solicitations for supplies, equipment or services (except Public Projects) shall not apply in a situation in which, at the City Manager's discretion, does not permit obtaining price quotations or bids and public interest and necessity demand the immediate expenditure of public money to avoid harm to or safeguard life, health or property or to mitigate severe economic expenses. Provide the supporting documentation with a completed NSS form to the Purchasing Division of the urgent products/services with the City Manager's signature.

WRITTEN JUSTIFICATION

The below information is provided in support of my Department requesting approval for a negotiated or sole/single source (NSS form). (*Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole source.*)

1. Vendor Legal Business Name: VELOCITY TRUCK CENTERS (Dist. For AUTOCAR)
REQ # 5022
2. Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide to include: (Please check one or more of the options below)

- ☒ **Unique:** e.g. Feature(s) that make the item/service unique and why you need this uniqueness.

Autocar, LLC offers custom-engineered, American manufactured Class 7 and 8 cabover chassis with a wide array of options. The design and specifications are ideal for operations at the Del Norte Regional Recycling and Transfer Station and the Oxnard Wastewater Treatment Plant. Examples of benefits are: hauling ability of large amounts of materials, ability to fit on premises with small footprint, noted reliability for long-term use.

- ☐ **Compatibility:** e.g. Compatibility with or component of, an existing item; provide enough detail to demonstrate that compatibility is necessary.
- ☒ **Territory:** Provide a letter from the Manufacturer that its' supplier/reseller holds a service contract and must supply parts to accomplish a contract.

In the Ventura area, the only representative and distributor of Autocar, LLC is Velocity Truck Centers. A letter is included in the requisition routing folder.

- ☐ **Emergency order:** No other supplier available at the time. (Must be declared by the City Manager/City Council).
- ☐ **Urgent:** City Manager approves waiving the formal competitive solicitation, over \$200,000
- ☐ **Proprietary purchase:** No other supplier available. Provide verified evidence that the purchasing is truly proprietary. I.E. letter from manufacturer that their product is proprietary and that no other product on the open market exists.



Purchasing Department
Purchasing Procedure

Negotiated Contract
Sole/Single (NSS Form)

3. The basis upon which the price/cost was determined to be fair and reasonable. The price justification to include: (Please check one or more of the options below)
- ☐ Comparison to product catalog.
 - ☐ Comparison to similar product/service.
 - ☐ Published price lists.
 - ☒ Prices quoted are less than or equal to, that quoted to other governmental agencies. Autocar is offering a 22 9/16% discount range off manufacturer suggested retail price (MSRP).
 - ☒ Records of previously bid items that were similar. Autocar was one of six (6) chassis manufacturers awarded Sourcewell Cooperative Contract #081716-ATC via a competitive Request for Proposal (RFP) #081716.

4. **Provide a brief written explanation for this product/services. (forms with this field missing will be returned. You may attach a separate sheet if you prefer)**

The yard tractor is a specialized Class 8 tractor, used primarily for short distance travel, typically within the property boundaries of the end user. The yard tractor is not intended to be used on highways for extended travel.

Environmental Resources (ER) Division will purchase two (2) Class 8 yard tractors. ER will use one (1) yard tractor at New Indy Containerboard in Oxnard to move transfer trailers in and out of the waste material loading area. The second yard tractor will be used at the Del Norte Regional Recycling and Transfer Station to move the transfer trailers around the facility. Autocar manufactures a yard tractor that meets the vehicle specifications and needs of ER. The cost to buy these two (2) yard tractors is \$266,857.60.

Wastewater Division (WW) will purchase one (1) Class 8 yard tractor. The yard tractor will be replacing vehicle #2616, a 1989 International 5th wheel tractor that is used solely within the Wastewater Treatment Plant to move bio-solids trailers in and out of the solids processing building. The cost of the this one (1) yard tractor is \$133,428.80.

5. Identify all costs for this requested purchase:

Product/Service Description:	Fiscal Year: 20-21
One-Time Costs (Describe):	\$400,286.40 (2 veh. for ER, 1 veh. for WW)
Ongoing Costs (Describe):	
Annual Total Costs: Add the total by year	\$400,286.40

6. Period of Performance: **May be leased or cash purchase**

From:		To:		Or One-Time Purchase	
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I HEREBY CERTIFY THAT:

- 1) I am an approved department representative, and am aware of the City's requirements for competitive bidding, as well as, the criteria for justification for negotiated contract/sole/single source purchase.



Purchasing Department
Purchasing Procedure

Negotiated Contract
Sole/Single (NSS Form)

- 2) There is justification for a negotiated contract/sole/single source purchase noted above as it meets the City's criteria.

Department: Requestor Name (Print Name): Todd Housley and Jan Hauser *[Signature]*
Please print
Authorized Department Director or designee: *[Signature]* for R. ... *[Signature]* 8/24/20
Please print/sign name Date:

Below to be processed by Purchasing: ☒ Approved or ☐ Denied

Notes:

Purchasing Buyer: /
Under \$25,000 Please Sign Date:

Purchasing Manager: Daniel Willhite /
Up to \$100,000 Please Sign Date: 9/2/2020 | 5:45 PM PDT
DocuSigned by: Daniel Willhite
D934F95516344B8...

City Manager: Alexander Nguyen /
\$100,001 to \$200,000 Please Sign Date:

Mayor: Tim Flynn /
\$200,001 + Please Sign Date:

Tracking number assigned by the Purchasing Department only.

Tracking#	20-40	Not to Exceed Amount:	\$ 400,000	FY:	20-21
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**CITY COUNCIL AGENDA REPORT
INFORMATION/CONSENT AGENDA
AGENDA ITEM NO. K.3**

DATE: October 20, 2020

TO: City Council

FROM: Rosemarie Gaglione, Public Works Director, (805) 385-8055, rosemarie.gaglione@oxnard.org

SUBJECT: Amendments to Ventura Regional Sanitation District and Waste Management, Inc. Agreements.

RECOMMENDATION

That the City Council approve and authorize:

1. The Mayor to execute a Second Amendment to Agreement No. A-5906 with Ventura Regional Sanitation District to extend the term for 90 days ending February 12, 2021 for solid waste disposal;
 2. The Mayor to execute a First Amendment to the Amended and Restated Agreement to Agreement No. A-7618 with Waste Management, Inc. to extend the term for 90 days ending February 12, 2021 for solid waste disposal; and
 3. The City Manager to extend the term dates for an additional ninety (90) days if necessary.
- (Public Works and Transportation Committee approved 3-0)

BACKGROUND

On October 1, 2013, the City Council approved Agreement No. A-5906 with the Ventura Regional Sanitation District (VRSD) for solid waste disposal at the Toland Road Landfill. Subsequently, on December 3, 2013, the City Council approved Agreement No. A-7618 with Waste Management, Inc. (WM) for solid waste disposal at the Simi Valley Landfill. Both agreements will expire on November 14, 2020.

On June 17, 2020, the City issued a request for proposal (RFP # ER 20-96) to solicit proposals from local landfills for solid waste disposal beginning November 15, 2020. The RFP was sent to WM, VRSD, and Waste Connections. The RFP was posted on the City's website and www.publicpurchase.com.

DISCUSSION

Prior to the RFP deadline of July 29, 2020, the City received two (2) qualified proposals from VRSD and WM. Both proposals presented multiple scenarios for landfill capacities and disposal costs. Additional time to meet with VRSD and WM to clarify and evaluate their proposals is needed and will ensure the most favorable solid waste disposal contracts.

Staff is requesting that the City Council extend the existing agreement term dates with VRSD (A-5906) and WM (A-7618) for 90 days and to authorize the City Manager to extend the term dates for an additional ninety (90) days if necessary.

All current solid waste disposal rates shall remain the same until new agreements are approved and executed. The current waste disposal rates are \$32.89 per ton at Toland Road Landfill and \$31.99 per ton at Simi Valley Landfill.

Subsequent to the Public Works and Transportation Committee consideration of this item, VRSD staff submitted nonsubstantive revisions to the proposed Second Amendment to A-5906. Those revisions include adding recitals

consistent with this agenda report, conforming the title to the original agreement, making the VRSD contract number consistent with that agency's numbering system, and specifying the statute under which VRSD was formed. City staff concurs with those revisions and recommends the City Council approve the revised Second Amendment to A-5906, which is attached to this agenda report.

STRATEGIC PRIORITIES

This agenda item is a routine operational item or does not relate to the four strategic plans adopted by City Council on May 17, 2016.

FINANCIAL IMPACT

There is no additional cost to approve the extended term date amendments. All current rates with VRSD and WM shall remain the same during this extension period and funds have been budgeted accordingly.

COMMITTEE OUTCOME

The Public Works and Transportation Committee approved 3-0 on September 22, 2020 to approve the staff recommendation and to forward the item for Council approval.

Prepared by: Thien Ng, Assistant Public Works Director

ATTACHMENTS

1. A-5906 Second Amendment - VRSD
2. VRSD A-5906 Original and First Amendment Hyperlink
3. A-7618 First Amendment - WM
4. Waste Management A-7618 Original to 3rd Amendment Hyperlink

SECOND AMENDMENT TO AGREEMENT FOR WASTE DISPOSAL AT TOLAND ROAD LANDFILL BETWEEN VENTURA REGIONAL SANITATION DISTRICT AND CITY OF OXNARD

This Second Amendment ("Second Amendment") to the Agreement for Waste Disposal at Toland Road Landfill ("Original Agreement") is made and entered into in the County of Ventura, State of California, this _____ day of _____, 2020, by and between the City of Oxnard, a municipal corporation ("City"), and Ventura Regional Sanitation District ("VRSD"), a special district authorized pursuant to the County Sanitation District Act (California Health & Safety §4700 et seq.) .

RECITALS

WHEREAS, this Second Amendment amends the Agreement entered and dated on November 14, 2000, by City and VRSD, which expires on November 15, 2020 and was also amended on October 1, 2013, by a First Amendment, by City and VRSD; and

WHEREAS, the City issued a request for proposal (RFP #ER 20-96) to solicit proposals from local landfills for solid waste disposal beginning November 15, 2020; and

WHEREAS, the City needs additional time to assess the two (2) qualified proposals, one from VRSD and the other from Waste Management, Inc., for the RFP-based solid waste disposal contract; and

WHEREAS, the City and VRSD acknowledge and agree that the current Agreement's Term needs to be extended to accommodate the additional time the City needs to assess the two qualified proposals; and

WHEREAS, the City and VRSD acknowledge and agree that this limited time extension of the Term may be accomplished through an amendment to the current solid waste disposal Agreement between them.

NOW, THEREFORE, City and VRSD, based on the above recitals and the terms below, agree to be bound as follows:

1. In Section "1. TERM.," on page 1 of the Original Agreement, the sentence is deleted and replaced in its entirety with the following:

"The term of this Agreement shall commence the date first stated above, and shall terminate on February 12, 2021, unless earlier terminated or extended as provided herein."

2. As so amended, the rest of the Agreement remains in full force and effect.

[Signatures on next page]

IN WITNESS WHEREOF, the parties hereto have executed the Amendment on the date first written above.

CITY OF OXNARD**VENTURA REGIONAL SANITATION DISTRICT**

☒ Tim Flynn, Mayor¹ _____ Date _____
☐ Alexander Nguyen, City Manager
☐ Daniel Willhite, Purchasing Manager
☐ _____, Buyer

 Bert Perrello, _____ Date _____
 Chairman,
 Board of Directors²

ATTEST:

 Michelle Ascencion, City _____ Date _____
 Clerk (only if Mayor signs)

APPROVED AS TO FORM:

 Stephen M. Fischer, City _____ Date _____
 Attorney (always required)

¹ The City Council must authorize and the Mayor must sign the amendment if the original contract and all amendments collectively total over \$200,000 annually. The City Manager may authorize and sign the amendment if the original contract and all amendments collectively total over \$100,000 but up to \$200,000 annually. The Purchasing Manager may authorize and sign the amendment if the original contract and all amendments collectively total up to \$100,000 annually. A Buyer may authorize and sign the amendment if the original contract and all amendments collectively total up to \$25,000 annually.

² The City requires the following for any contract:

- For a corporation, the signatures of the Board President, CEO or Vice President and of the Board Secretary, Assistant Secretary, CFO or Assistant Treasurer;
- For an LLC, the signatures of at least two managers of the LLC (company directors, not lower-level managers); or
- For a partnership, the signature of a partner. If the partnership is a limited partnership, the signer must be a general partner.

If the company has a different structure, or if the above-listed persons are not the appropriate signers, please submit to the City Attorney legally-binding documentation stating who can sign and bind your company.

**Amendments to Ventura Regional Sanitation District:
Agreement A-5906 Original and First Amendment**

<https://oxnardca.civicclerk.com/Web/GenFile.aspx?ad=4877>

Agreement No. A-7618

**FIRST AMENDMENT TO AMENDED AND RESTATED AGREEMENT FOR SOLID
WASTE DISPOSAL SERVICES**
(Formerly Agreement A-5997)

This First Amendment (“First Amendment”) to the amended and restated agreement for solid waste disposal services (“Agreement”) is made and entered into in the County of Ventura, State of California, this _____ day of _____, 2020, by and between the City of Oxnard, a municipal corporation (“City”), and Waste Management of California, Inc. (“Owner”). This First Amendment amends the Amended and Restated Agreement entered into on December 3, 2013 by City and Owner.

City and Owner agree as follows:

1. In Section 2.1 (Term), the date, “November 14, 2020,” is deleted and replaced with the date, “February 12, 2021 (the “Successive Term”).”
2. As so amended, the Agreement remains in full force and effect.

[Signatures on next page]

Agreement No. A-7618

IN WITNESS WHEREOF, the parties hereto have executed the Amendment on the date first written above.

CITY OF OXNARD

WASTE MANAGEMENT OF CALIFORNIA,
INC.

☒ Tim Flynn, Mayor¹ _____ Date
☐ Alexander Nguyen, City Manager
☐ Daniel Willhite, Purchasing Manager
☐ _____, Buyer

 Larry Metter,
 President,
 Southern California Area²

 Doug Corcoran,
 Vice President

ATTEST:

 Michelle Ascencion, City
 Clerk (only if Mayor signs) _____ Date

APPROVED AS TO FORM:

 Stephen M. Fischer, City
 Attorney (always required) _____ Date

¹ The City Council must authorize and the Mayor must sign the amendment if the original contract and all amendments collectively total over \$200,000 annually. The City Manager may authorize and sign the amendment if the original contract and all amendments collectively total over \$100,000 but up to \$200,000 annually. The Purchasing Manager may authorize and sign the amendment if the original contract and all amendments collectively total up to \$100,000 annually. A Buyer may authorize and sign the amendment if the original contract and all amendments collectively total up to \$25,000 annually.

² The City requires the following for any contract:

- For a corporation, the signatures of the Board President, CEO or Vice President and of the Board Secretary, Assistant Secretary, CFO or Assistant Treasurer;
- For an LLC, the signatures of at least two managers of the LLC (company directors, not lower-level managers); or
- For a partnership, the signature of a partner. If the partnership is a limited partnership, the signer must be a general partner.

If the company has a different structure, or if the above-listed persons are not the appropriate signers, please submit to the City Attorney legally-binding documentation stating who can sign and bind your company.

**Amendments to Waste Management: Agreement A-7618
Original and First Amendment**

<https://oxnardca.civicclerk.com/Web/GenFile.aspx?ad=4894>



**CITY COUNCIL AGENDA REPORT
INFORMATION/CONSENT AGENDA
AGENDA ITEM NO. K.4**

DATE: October 20, 2020

TO: City Council

FROM: Rosemarie Gaglione, Public Works Director, (805) 385-8055, rosemarie.gaglione@oxnard.org

SUBJECT: Establish the Wagon Wheel Community Facility District 2018-01 Fund and Approve Budget Appropriations.

RECOMMENDATION

That the City Council approve and authorize the City Manager to:

1. Establish a fund for the Wagon Wheel Community Facility District 2018-01; and
2. Approve budget appropriations to recognize revenues and expenditures for the Wagon Wheel Community Facility District 2018-01 fund.

BACKGROUND

On December 6, 2016, the City Council adopted Resolution No. 14,980, authorizing the California Statewide Communities Development Authority to form the Wagon Wheel 2018-01 Community Facility District (CFD) within the City of Oxnard (City). The purpose of the Wagon Wheel CFD fund is to finance public infrastructure facilities, flood protection systems, ongoing maintenance costs for public infrastructure including: parks, trails, parkways & medians, Caltrans freeway right-of-way, lighting, storm drains, floodwalls, flood gates and internal roadways.

DISCUSSION

As part of the Wagon Wheel CFD's ongoing development, on October 6, 2020, the City Council approved Agreement No. A-8239 between the City, as the Wagon Wheel CFD, and the Master Association (Reimbursement Agreement). The Reimbursement Agreement between the Master Association and the Wagon Wheel CFD authorizes the Wagon Wheel CFD to reimburse the Master Association for performing maintenance work on the public improvements.

As a result of these approved agreements, it is required to establish a fund to account for the revenues and expenditures for the Wagon Wheel CFD.

STRATEGIC PRIORITIES

This agenda item is a routine operational item or does not relate to the four strategic plans adopted by City Council on May 17, 2016.

FINANCIAL IMPACT

In fiscal year (FY) 2019-20, the first year that the Wagon Wheel CFD levied any amount, assessments were levied in the amount of \$65,181.53. In FY 2020-21, the Wagon Wheel CFD will levy \$111,000.

All Wagon Wheel CFD funds are being held in trust with Wilmington Trust, awaiting transfer to the City pending this agenda item's approval.

Staff plans to transfer the \$65,181.53 to the newly created Wagon Wheel CFD fund in account 374-1606-591-75-51 to begin payments to the Master Association according to the Reimbursement Agreement. Expenditures of \$55,000 will be budgeted in account 374-1606-805-82-09 which will be used to reimburse the Master Association for performing maintenance work on the public improvements.

COMMITTEE OUTCOME

This item did not originate in Committee.

Prepared by: Adam Smith, Project Manager

ATTACHMENTS

1. Budget Appropriation - Wagon Wheel CFD Fund

REQUEST FOR BUDGET APPROPRIATION

Department: Public Works
Project/Program
Manager: Adam Smith

Date: October 20, 2020
Phone: (805) 385-3918

Reason for Appropriation:

To establish the Wagon Wheel CFD fund, recognize property assessment revenues and appropriate funds to reimburse Wagon Wheel Master HOA

Accounts and Descriptions

AMOUNT

Fund: WAGON WHEEL CFD (FUND 374)

Revenues /Transfers In

374-1606-591.75-51	SPEC. ASSESSMENT IMPROVE	176,182
	Sub-total Revenues	176,182

Expenditures/Transfers Out

374-1606-805.82-09	SVCS-OTHER PROF/CONTRACT	55,000
	Sub-total Expenditures	55,000

Net Change to Fund Balance	121,182
Net Appropriation Change	55,000

Approvals

Department Director	_____
Chief Financial Officer	_____
City Manager	_____



**CITY COUNCIL AGENDA REPORT
INFORMATION/CONSENT AGENDA
AGENDA ITEM NO. K.5**

DATE: October 20, 2020

TO: City Council

FROM: Rosemarie Gaglione, Public Works Director, (805) 385-8055, rosemarie.gaglione@oxnard.org

SUBJECT: Ratify Third Amendment to Garcia's Landscape Maintenance Services Correcting Not to Exceed Amount Which Results in No Increase to Contract.

RECOMMENDATION

That the City Council ratify the Third Amendment to Agreement A-7971 with Garcia's Landscape Maintenance Inc. to correct the not to exceed amount (NTE) from \$1,252,720 to \$2,187,569.80 for landscape maintenance services in various special districts in accordance with Section 4-75 of the City's Purchasing Ordinance. This correction however does not increase the contract amount that the Council recently approved.

BACKGROUND

The Special Districts Division of Public Works currently manages 36 Landscape Maintenance Districts (LMDs) and one (1) Maintenance Assessment District (MAD) that have landscape maintenance performed throughout the City of Oxnard (City). These LMD/MADs (Districts) contain routine maintenance and improvements that add value and enhance the Districts' aesthetic qualities. The City assesses all parcels within these Districts for the annual cost of these landscape maintenance services.

On June 30, 2020, the City Council approved the Second Amendment to A-7971 with Garcia's Landscape Maintenance, Inc. (Contractor) to increase the contract amount by \$343,720 with a Not to Exceed (NTE) amount of \$1,252,720 and extend the contract term through December 30, 2020.

It was later discovered that the NTE amount listed in the Second Amendment was incorrect and that the document used in support of the staff report was an unexecuted draft amendment. The First Amendment to A-7971, entered into on January 1, 2018, had an NTE of \$1,843,849.80. The Second Amendment requested at the City Council meeting of June 30, 2020, had an NTE value of \$1,252,720, which was less than the previously approved NTE. The correct NTE amount should have been \$2,187,569.80. The increased dollar amount of \$343,720 was approved by Council to continue this contract; however, it could not be encumbered and spent due to the incorrect NTE.

DISCUSSION

To correct this urgent issue and ensure payment to the Contractor for services rendered, the City executed a Third Amendment to the contract. As detailed in Section 4-75 of the City's Purchasing Code, the City Manager and Mayor are authorized to execute an amendment when there is an immediate need to do so. On September 16, 2020, the City Manager and Mayor jointly approved a Third Amendment to Agreement A-7971. This amendment reflects the increase of \$343,720, approved on June 30, 2020, and a corrected NTE amount of \$2,187,569.80. This amendment requires ratification within three (3) regular City Council meetings of its execution.

STRATEGIC PRIORITIES

This agenda item is a routine operational item or does not relate to the four strategic plans adopted by City Council on May 17, 2016.

FINANCIAL IMPACT

There is no additional financial impact to ratify this amendment. This Third Amendment for \$343,720 was already approved at the June 30, 2020 Council meeting. The correction to the calculations will result in a new NTE of \$2,187,569.80. Funding for this contract is budgeted in the Fiscal Year 2020-21.

The General Fund is not impacted by this action.

COMMITTEE OUTCOME

This item did not originate in Committee.

Prepared by: Jeri Cooper, Special Districts Project Manager, Adam Smith, Project Manager

ATTACHMENTS

1. Garcias A-7971 Third Amendment
2. Garcias Original Agreement & 1st-2nd Amendments
3. Special Districts Map and Legend
4. Districts Map & Legend 9.23.20

Agreement No. A-7971

THIRD AMENDMENT TO CONTRACT FOR MAINTENANCE OF LANDSCAPE MAINTENANCE DISTRICTS

This Third Amendment ("Third Amendment") to the Contract for Maintenance of Landscape Maintenance Districts ("Contract") is made and entered into in the County of Ventura, State of California, this 16th day of September, 2020, by and between the City of Oxnard, a municipal corporation ("City"), and Garcia's Landscape Maintenance, Inc. ("Contractor"). This Third Amendment amends the Contract entered into on May 23, 2017, by City and Garcia's Landscape Maintenance, Inc. The Contract previously has been amended on January 1, 2018, by a First Amendment and June 30, 2020 by a Second Amendment.

WHEREAS, the First Amendment to the Contract increased the not to exceed amount in the Contract from \$108,000 to \$1,843,849.80;

WHEREAS, the Second Amendment to the Contract misstated the not to exceed amount as "\$909,000" and erroneously replaced that amount with the figure "\$1,252,720";

WHEREAS, the City Council action of June 30, 2020, correctly stated the amount of the Second Amendment as "\$343,720," but misstated the adjusted not to exceed amount as "\$1,252,720"; and

WHEREAS, Contractor has continued to provide services under the Contract and, pursuant to City Code section 4-75, there is an immediate need to correct the error in the Second Amendment to increase the not to exceed amount in the First Amendment by \$343,720 for a new not to exceed amount of \$2,187,569.80 in order for the Contractor to be paid for services rendered to the City.

NOW THEREFORE, City and Garcia's Landscape Maintenance, Inc. agree as follows:

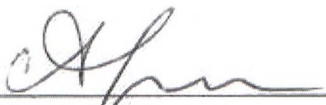
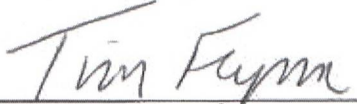
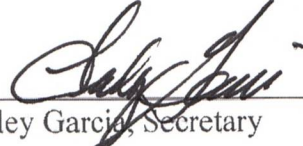
1. Above recitals are hereby incorporated into this Third Amendment by this reference.
2. Section 1 of the Second Amendment is hereby rescinded.
3. In Section 4 of the Contract, the not to exceed amount of "\$1,843,849.80" is deleted and replaced with the figure of "\$2,187,569.80."
4. Pursuant to City Code section 4-75, this Third Amendment will automatically terminate unless it is ratified by the City Council at one of the next three regular City Council meetings following the execution of this Third Amendment.
5. As so amended, the Contract remains in full force and effect.

[Signatures on next page]

IN WITNESS WHEREOF, the parties hereto have executed the Amendment on the date first written above.

CITY OF OXNARD

**GARCIA'S LANDSCAPE MAINTENANCE,
INC.**

	<u>9/16/2020</u>		<u>9/21/20</u>
Alexander Nguyen, City Manager	Date	Pablo Garcia, President ¹	Date
	<u>9/16/2020</u>		<u>9-21-20</u>
Tim Flynn, Mayor ²	Date	Tenley Garcia, Secretary	Date

ATTEST:

_____ Michelle Ascencion, City Clerk (only if Mayor signs)	_____ Date
--	---------------

APPROVED AS TO FORM:

_____ Stephen M. Fischer, City Attorney (always required)	_____ Date
---	---------------

¹ The City requires the following for any contract:

- For a corporation, the signatures of the Board President, CEO or Vice President and of the Board Secretary, Assistant Secretary, CFO or Assistant Treasurer;
- For an LLC, the signatures of at least two managers of the LLC (company directors, not lower-level managers); or
- For a partnership, the signature of a partner. If the partnership is a limited partnership, the signer must be a general partner.

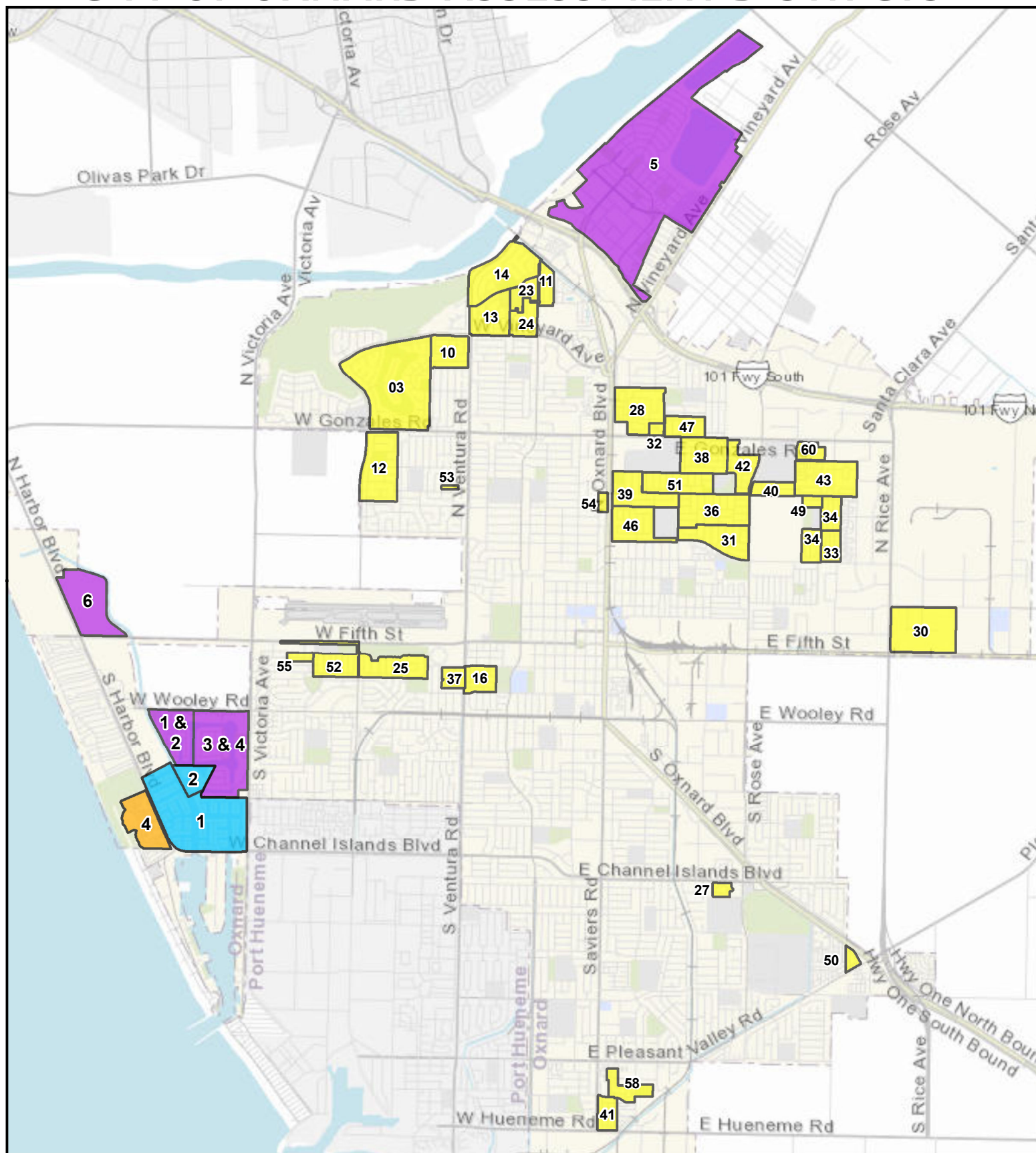
If the company has a different structure, or if the above-listed persons are not the appropriate signers, please submit to the City Attorney legally-binding documentation stating who can sign and bind your company.

² The City Council must authorize and the Mayor must sign the amendment if the original contract and all amendments collectively total over \$200,000 annually. The City Manager may authorize and sign the amendment if the original contract and all amendments collectively total over \$100,000 but up to \$200,000 annually. The Purchasing Manager may authorize and sign the amendment if the original contract and all amendments collectively total up to \$100,000 annually. A Buyer may authorize and sign the amendment if the original contract and all amendments collectively total up to \$25,000 annually.

Full Agreements (including Exhibits):

<https://drive.google.com/file/d/1l6mElgmN6yVAcPZecgrkxS1lyH4GTu5p/view?usp=sharing>

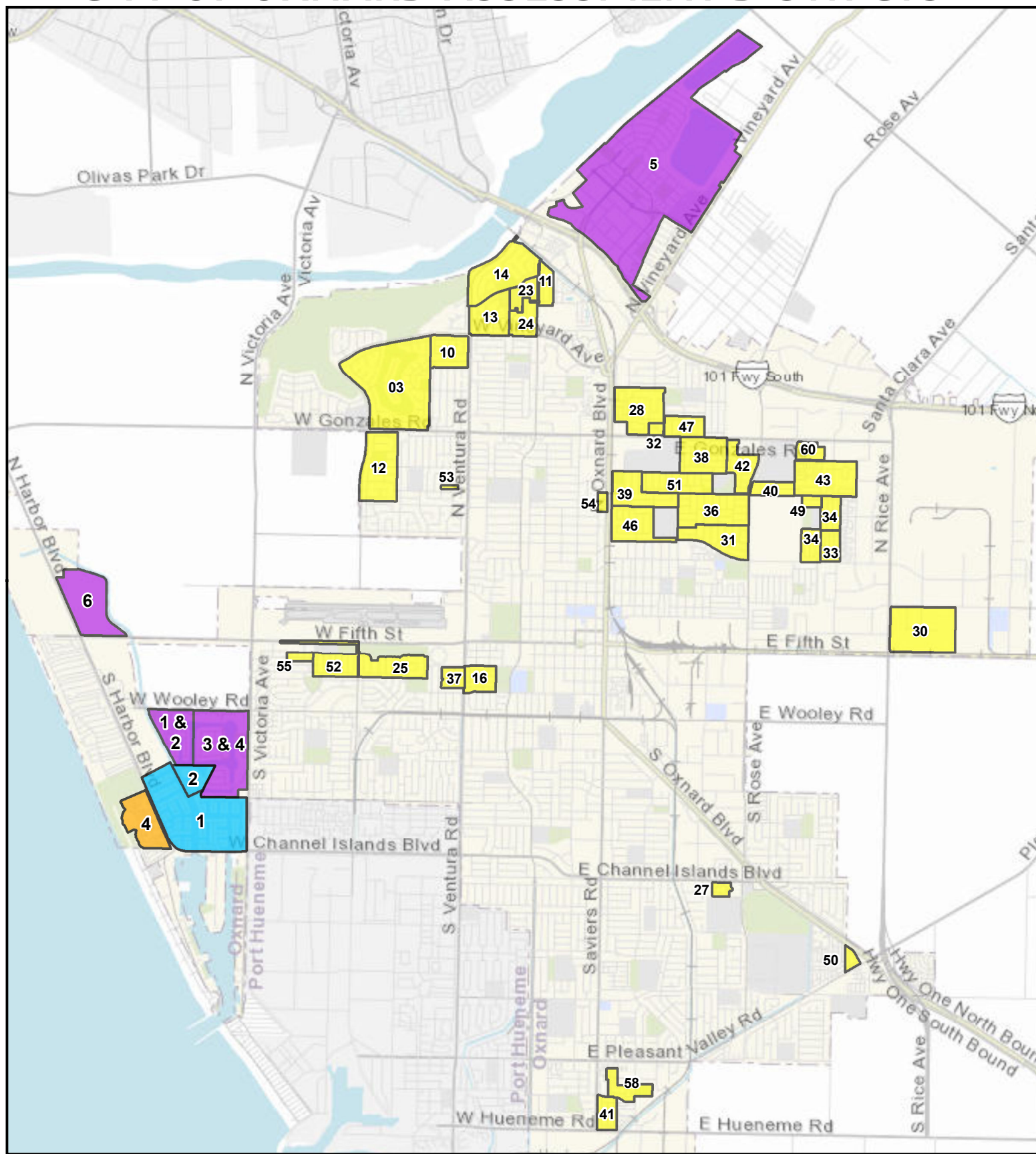
CITY OF OXNARD ASSESSMENT DISTRICTS



- | | |
|---|---|
|  Maintenance Assessment District (District No.) |  Community Facilities District (District No.) |
|  Waterway Assessment District (Zone No.) |  Landscape Maintenance District (District No.) |

Community Facilities Districts	
2 - Westport	5 - Riverpark
4 - Seabridge	
Landscape Maintenance Districts	
3 - RiverRidge	38 - Aldea Del Mar
10 - Country Club	39 - El Sueno Promesa
11 - St. Tropaz	39 - DR Horton
12 - Standard Pacific	40 - Cantada
14 - California Cove	41 - Pacific Cove
16 - California Lighthouse	42 - Cantabria/Coronado
13 - Le Village	43 - Greenbelt
23 - Greystone	46 - Daily Ranch
24 - Vineyards	47 - Sycamore Place
25 - The Pointe	49 - Cameron Ranch
27 - Rose Island	50 - PV Senior Housing
28 - Harborside	51 - Pfeiler
30 - HAAS Automation	52 - Wingfield
31 - Rancho De La Rosa	53 - Huff Court
32 - Oak Park	54 - Meadow Crest
33 - El Paseo	55 - Wingfield West
34 - Sunrise Pt/Sunset Cove	58 - Westwind
36 - Villa Sta Cruz/Villa Carmel	60 - Artisan
37 - Pacific Breeze	
Maintenance Assessment District	
4 - Mandalay Bay/Beach Main	
Waterway Assessment Districts	
Zone 1 - Mandalay Bay	Zone 2 - Harbor Island

CITY OF OXNARD ASSESSMENT DISTRICTS



- | | |
|---|--|
| Maintenance Assessment District (District No.) | Community Facilities District (District No.) |
| Waterway Assessment District (Zone No.) | Landscape Maintenance District (District No.) |

CITY OF OXNARD – SPECIAL DISTRICTS

LANDSCAPE MAINTENANCE DISTRICT * COMMUNITY FACILITIES DISTRICTS
WATERWAYS ASSESSMENT DISTRICTS * MAINTENANCE ASSESSMENT DISTRICTS

COMMUNITY FACILITIES DISTRICTS	
1 & 2 – Westport at Mandalay Bay	5 – Riverpark
3 & 4 – Seabridge at Mandalay Bay	6 – Northshore at Mandalay Bay
7 – Wagon Wheel	

LANDSCAPE MAINTENANCE DISTRICTS		
3 – Riverridge	31 – Rancho De La Rosa	43 – Greenbelt
10 – Country Club	32 – Oak Park	46 – Daily Ranch
12 – Standard Pacific	33 – El Paseo	47 – Sycamore Place
13 – Le Village	34 – Sunrise Pt/Sunset Cove	49 – Cameron Ranch
14 – California Cove	36 – Villa Santa Cruz	50 – PV Senior Housing
16 – California Lighthouse	37 – Pacific Cove	51 – Pfeiler
23 – Greystone	38 – Aldea Del Mar	52 – Wingfield
24 – Vineyards	39 – El Sueno Promesa	53 – Huff Court
25 – The Pointe	39 – DR Horton	54 – Meadowcrest
27 – Rose Island	40 – Cantada	55 – Wingfield West
28 – Harborside	41 – Pacific Cove	58 – Westwind
30 – Haas Automation	42 – Cantabria/Coronado	60 – Artisan

MAINTENANCE ASSESSMENT DISTRICT
4- Mandalay Beach/Colony

WATERWAYS ASSESSEMENT DISTRICTS	
Zone 1 – Mandalay Bay	Zone 2 – Harbour Island



CITY COUNCIL AGENDA REPORT
PUBLIC HEARINGS
AGENDA ITEM NO. L.1

DATE: October 20, 2020

TO: City Council

FROM: Scott Whitney, Police Chief, (805) 385-7624, scott.whitney@oxnardpd.org

SUBJECT: Edward Byrne Memorial Justice Assistance Grant Program FY 2020 Local JAG. (5/5/5)

RECOMMENDATION

That City Council conduct a public hearing and adopt a resolution:

1. Authorizing the City Manager to submit an application for U.S. Department of Justice (DOJ) grant funds in the amount of \$94,818 from the Edward Byrne Memorial Justice Assistance Grant (JAG) Formula Program FY 2020 Local Solicitation with no matching fund requirement;
2. Authorizing the City Manager to execute a Memorandum of Understanding with the County of Ventura and the City of San Buenaventura designating the City of Oxnard as the lead agency and fiscal agent for the JAG;
3. Authorizing the City Manager or designee to execute grant agreements and appropriate funds upon notification of grant award;
4. Authorizing the Chief Financial Officer or designee to submit financial reports and grant claims and approve administrative budget appropriation for the use of JAG funds upon award; and
5. Authorizing the Chief of Police or designee to submit all program related progress or status reports.

BACKGROUND

The Edward Byrne Memorial Justice Assistance Grant (JAG) Program is the primary provider of federal criminal justice funding to state and local jurisdictions. JAG funded projects may address crime through the provision of services directly to individuals and/or communities and by improving the effectiveness and efficiency of criminal justice systems, processes, and procedures. A recent JAG funding allocation list provided by the Bureau of Justice Assistance (BJA) announced that the combined award amounts for agencies within Ventura County totals \$94,818. Of this amount, the City of Oxnard is eligible to receive an award of \$57,024. Matching funds are not required.

BJA requires that a joint application be submitted by agencies within Ventura County. The City of Oxnard, whose award amount is 60% of the overall JAG award eligibility among Ventura County and its cities, will serve as the grant's lead agency. The lead agency submitted the application on behalf of all parties, and will receive the award and then disburse it to other grantees within Ventura County. The City of Oxnard intends to reallocate ten percent (10%), or \$9,481 of the total countywide award eligibility to the City of Oxnard for costs related to administering the grant.

Of the \$94,818 in countywide JAG funding, the awards will be distributed as follows:

Agency	Agency Base Award Eligibility	10% Administration Fee	Agency Adjusted Award Amount	Oxnard Total
Oxnard City	57,024	5,702	51,322	60,803
San Buenaventura	27,321	2,732	24,589	
Ventura County	10,473	1,047	9,426	
Total	94,818	9,481	85,337	

Funds from this grant can be used to improve or enhance law enforcement programs and preserve and/or create jobs, which may include equipment/supplies, training, personnel, and/or contractual support. Grantees may utilize JAG funds for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice, as well as research and evaluation activities that will improve or enhance law enforcement programs related to criminal justice. The grant's monies may not supplant or replace funds that have been appropriated for the same purpose.

The Oxnard Police Department has applied its \$51,322 share of JAG award towards funding the City's portion of the Crisis Intervention Team Program (CIT) for fiscal year 2020-2021. The CIT is a collaboration between law enforcement agencies in Ventura County and Ventura County Behavioral Health (VCBH). CIT's main objective is to provide week-long mental health training ("CIT Academy") to patrol officers and dispatchers with the goals of reducing the intensity of a crisis using de-escalation techniques, reducing the necessity to use force, and collaborating with mental health consumers, their families, the community, and the stakeholders to build and support an accessible crisis system.

The application deadline for JAG grant funding was August 19, 2020.

STRATEGIC PRIORITIES

This agenda item supports the Quality of Life strategy. The purpose of the Quality of Life strategy is to build relationships and create opportunities within the community for safe and vibrant neighborhoods, which will showcase the promising future of Oxnard. This item supports the following goals and objectives:

Goal 1. Improve community safety and quality of life through a combination of prevention, intervention, and suppression efforts that address crime and underlying issues.

Goal 3. Strengthen neighborhood development, and connect City, community and culture.

Objective 3a. Create a renewed focus on establishing a positive outlook and orientation of our City, neighborhoods and overall community.

FINANCIAL IMPACT

This grant does not require any matching contribution. Upon award, staff will recognize and appropriate the grant funding to supplement public safety and will not supplant existing effort.

COMMITTEE OUTCOME

This item did not originate in the Public Safety Committee.

Prepared by: Delia Campbell, Police Finance Manager

ATTACHMENTS

1. Resolution
2. SF-424
3. JAG City Council Presentation

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 AND APPROVING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING DESIGNATING THE CITY OF OXNARD AS THE LEAD AGENCY AND FISCAL AGENT FOR GRANT FUNDS

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, U.S. Department of Justice grant funds in the amount of \$94,818 from the Edward Byrne Justice Assistance Grant (JAG) Formula Program has been allocated to law enforcement agencies within the County of Ventura; and

WHEREAS, a joint application for JAG funds must be submitted by law enforcement agencies within the County of Ventura; and

WHEREAS, the County of Ventura and the City of San Buenaventura have designated the City of Oxnard as the lead agency and fiscal agent for the JAG; and

WHEREAS, the Police Department has requested the City Council approve the submittal of a joint application to the U.S. Department of Justice for \$94,818 in JAG funds, with the City's portion to be used for funding the City's portion of the Crisis Intervention Team Program (CIT) for fiscal year 2020-2021.

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

1. The City Manager is authorized to execute and submit a grant application for the Edward Byrne Memorial Assistance Grant (JAG) Formula Program.
2. The City Manager is authorized to execute a Memorandum of Understanding with the County of Ventura and the City of San Buenaventura, designating the City of Oxnard as the lead agency and fiscal agent for the JAG.
3. The City Manager or designee is authorized to execute grant agreements.
4. The Chief Financial Officer or designee is authorized to submit financial reports and grant claims and approve administrative budget adjustments for the use of the grant funds.
5. The Chief of Police or designee is authorized to submit all program related progress or status reports.

PASSED AND ADOPTED THIS 20th day of October, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Tim Flynn, Mayor

Michelle Ascencion, City Clerk

APPROVED AS TO FORM:

Stephen M. Fischer, City Attorney

APPLICATION FOR FEDERAL ASSISTANCE		2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION		3. DATE RECEIVED BY STATE	State Application Identifier
Application Non-Construction		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. APPLICANT INFORMATION			
Legal Name		Organizational Unit	
City of Oxnard		Oxnard Police Department	
Address		Name and telephone number of the person to be contacted on matters involving this application	
251 South C Street Oxnard, California 93030-5790		CAMPBELL, DELIA (805) 385-7612	
6. EMPLOYER IDENTIFICATION NUMBER (EIN)		7. TYPE OF APPLICANT	
95-6000756		Municipal	
8. TYPE OF APPLICATION		9. NAME OF FEDERAL AGENCY	
New		Bureau of Justice Assistance	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 16.738 CFDA Edward Byrne Memorial Justice Assistance TITLE: Grant Program		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT County of Ventura FY20 Justice Assistance Grant	
12. AREAS AFFECTED BY PROJECT			
County of Ventura and Cities of Oxnard and San Buenaventura			
13. PROPOSED PROJECT		14. CONGRESSIONAL DISTRICTS OF	
Start Date: October 01, 2019		a. Applicant	
End Date: September 30, 2023		b. Project CA26	
15. ESTIMATED FUNDING		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
Federal	\$94,818	This preapplication/application was made available to the state executive order 12372 process for review on 08/18/2020	
Applicant	\$0		
State	\$0		
Local	\$0		
Other	\$0		
Program Income	\$0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
TOTAL	\$94,818	N	
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED			

BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.

Close Window

EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM FY2020 LOCAL JAG

- Jason Benites, Assistant Police Chief
- Delia Campbell, Police Finance Manager



RECOMMENDATION

2

The City Council conduct a public hearing and adopt a resolution:

- Authorizing the City Manager the prior execution and submission of a grant application for the U.S. Department of Justice grant funds in the amount of \$94,818 from the Edward Byrne Memorial Justice Assistance Grant Formula Program FY2020 Local Solicitation, also known as JAG grant.
- Authorizing the City Manager the execution of a Memorandum of Understanding with the County of Ventura and the City of San Buenaventura designating the City of Oxnard as the lead agency and fiscal agent of the grant.

BACKGROUND

3

The Edward Byrne Memorial Justice Assistance Grant (JAG) Local Program is the primary provider of federal criminal justice funding to state and local jurisdictions.

Funds from this grant can be used to improve or enhance law enforcement programs, which may include the purchase of equipment/supplies, training, personnel, and/or contractual support. It can not be used to supplant or replace funds that have been appropriated for the same purposes.

No matching contribution is required.

JAG is a non-competitive, formula based grant. It is based on the local government's proportion of the State's 3-year violent crime average and population.

4

Allocation

Agency	Agency Base Award Eligibility	10% Administrative Fee	Agency Adjusted Award Amount	Oxnard Total
Oxnard City	\$ 57,024	\$ 5,702	\$ 51,322	\$ 60,803
San Buenaventura	27,321	2,732	24,589	
Ventura County	10,473	1,047	9,426	
Total	\$ 94,818	\$ 9,481	\$ 85,337	

GRANT FUND USE

5

The Department will use its \$ 51,322 share of the award towards funding the City's portion of the Crisis Intervention Team Program (CIT) for FY2020-2021.

The CIT Program is a collaboration between law enforcement agencies in Ventura County and Ventura County Behavioral Health (VCBH). Its main objective is to provide week-long mental health trainings ("CIT Academy") for patrol officers and dispatchers. The goals of the program are to:

- Reduce the intensity of a crisis with de-escalation techniques
- Reduce the necessity to use force
- Collaborate with mental health consumers, their families, the community, and the stakeholders to build and support an accessible crisis system.



QUESTIONS

6



CITY COUNCIL AGENDA REPORT
REPORTS
AGENDA ITEM NO. M.1

DATE: October 20, 2020

TO: City Council

FROM: Jeff Pengilley, Interim Community Development Director, (805) 385-8208, jeff.pengilley@oxnard.org

SUBJECT: Cannabis Equity Program and Cannabis Cultivation. (15/15/15)

RECOMMENDATION

That the City Council adopt the Oxnard Cannabis Local Equity Program and make recommendations on both the allocation of one time funds and 1% annual gross revenues. (Evaluated by the Housing and Economic Development Committee on September 8, 2020)

BACKGROUND

On September 15, 2020, the City Council received a presentation regarding the City's Cannabis Local Equity Program. During this meeting, Council provided input on the following Local Equity Program components:

1. What does it mean to be a local resident?

There was general City Council consensus that local equity applicants should be defined as residency in the City of Oxnard as of Feb. 2020 for retail cannabis applicants and must represent 40% of the overall ownership (in the aggregate).

2. Is Council supportive of 10 retail cannabis permits this round?

There was general City Council consensus that the number of retail permits should be increased to ten (10) retail cannabis permits -- eight (8) retail dispensaries and two (2) additional retail dispensary permits for local equity applicants.

3. Is Council supportive of increasing the local hire percentage?

There was general City Council consensus that employees at retail dispensary and cannabis manufacturing facilities should consist of at least 75% City of Oxnard residents and 50% of the employees of cannabis cultivation operators be City of Oxnard residents.

4. Should local equity applicants be allowed flexibility in the required one-time payment of \$250,000?

There was general City Council consensus that local equity applicants should be provided with flexibility in payment of the \$250,000 one time donation to the City.

5. Does the Council support the use of the one time funds for the Property Based Improvement District (PBID) and Multi-Service Bldg.?

There wasn't City Council consensus to use the one time funds for the creation of a Property Based Improvement District

(PBID - Saviers Road from Elm to Yucca Streets) and renovations to the Multi-Service Building at 1500 Camino Del Sol.

6. How should the 1% donation of an operator's annual gross receipts be allocated?

There wasn't City Council consensus on use of the 1% yearly annual gross receipts revenue being dedicated to Homeless Services for the next five years.

DISCUSSION

The intent of subject meeting is to gain consensus on the following two items:

1. Use of the one time funds for improvements:

- a. City Council members were generally supportive of expanding use of the one time funds, with consideration to all aspects of youth needs. It was also suggested to use the fundings for Camino Del Sol Park improvements including: field, lighting, playground renovation, and roofing of BBQ areas.
- b. Staff recommends allocating all \$2.8M million for improvements to the Multi-Service Building, which provides a facility to support a multitude of youth programs and needs.

2. Use of the 1% yearly annual gross receipts revenue:

- a. City Council members were generally supportive of funding homeless services but emphasized the use of the funds on youth.
- b. Staff recommends that the 1% gross revenue yearly donation be allocated to City Homeless Services. As an alternative, staff proposes a 50/50 split of the funds between City Youth Services and Homeless Services.

ANALYSIS

Use of One Time Funds

One time funds are fees the cannabis applicants will pay prior to issuance of a certificate of occupancy. This fee is separate and apart from the City's cannabis tax, 1% of gross revenue, and any other community benefits the cannabis companies choose to provide. One time funds are anticipated to be approximately \$2.8M, but this amount will not be paid all at one time. In other words, the City will not receive the full \$2.8M until all cannabis permits are approved and an agreement is executed between the City and each operator. As these are one time funds (not an on-going revenue stream), staff did not propose projects or programs with recurring costs. Staff is seeking Council input and direction on projects for which to utilize one time funds, as well as how much to allocate to each project.

Over the course of developing the Local Equity Program some of the ideas contemplated for use of one time funds include:

1. Improvements to the Multi-Service Building (1500 Camino Del Sol)
2. Funding for the creation of the South Oxnard Property Based Improvement District
3. Camino Del Sol field improvements (lighting, fields, and/or bleachers; playground renovation, and roofing of BBQ areas)
4. Funding of Youth Service through the City of Oxnard Recreation Division
5. Funding of Youth Programs via outside agencies

On September 15th, staff proposed use of the one-time funds for the Multi-Service Building (1500 Camino Del Sol) and

formation of the South Oxnard PBID. Since the September 15th Council meeting, Council authorized the use of \$100,000 in Community Development Block Grant (CDBG-CV) funds for the formation of the South Oxnard PBID, and therefore one-time funds are no longer needed for this project.

Multi-Service Building- 1500 Camino Del Sol Renovations

Established in 1974, the Multi-Service Building has operated for more than 45 years. The Multi-Service Building is a community building that is located at the heart of several affordable housing project areas. The surrounding community comprises a population that is generally low to very low-income and non-English speaking. The Oxnard Housing Resident Services has managed the building since 1995. Since its inception, the program has focused on bringing an array of programs to the community that increase access to services that improve self-sufficiency and overall quality of life. In addition, annual activities are carried out that help build positive relationships between youth, parents, and the community.

Staff recommends allocating all \$2.8 million for the Multi-Service Building at 1500 Camino Del Sol. This recommendation is principally based upon the multitude of services this building houses, which on a daily basis provides assistance to many segments of the City's population. The Multi-Service Building currently houses the following programs and provides services for the following clients:

- Catalyst Kids - 100 children are served on a daily basis (farm working families)
- Interface, First Five/Head Start - 40 children are served on a daily basis
- Child Development Resources - 50 children are served on a daily basis
- Future Leaders of America - 300+ youth from various areas of the city are served on a daily basis
- Premier Soccer League - 500+ youth from various areas of the city are served through outdoor/field use and activities
- Resident Opportunity and Self Sufficiency Program - Providing services to 1,500 clients annually
- Mural Program - 20 youth are served yearly (depending upon funding)
- Colonia Youth Council - 20 youth are served yearly
- Colonia Village Tenant Association monthly FoodShare distribution - 400+ people are served monthly
- Colonial Library - Library services to entire City of Oxnard
- Community Events and use of meeting space - Average 300+ to 500 people per event depending on the event which is always co-sponsored by Resident Services.

The Colonial Library alone has over 10,000 patrons a year and provides regular weekly interactive programming for all ages. Additionally, the building is home to Teen Advisory Council; provides computer classes; reading programs and group events such as musical programs, as well as enriching cultural entertainment and craft activities. Additionally, adults and seniors access free computers, classes and participate in a reading club throughout the year.

Based on a preliminary walk-through of the Multi-Service Building, the following improvements were noted, but a prioritized project list would be developed through collaboration with the services providers:

1. Child care centers: fencing, decking, shade areas, removing wood chips, re-paint the racing track
2. Concrete repair
3. Trimming of trees and bushes
4. Interior painting
5. Lighting
6. Trash enclosures
7. Flooring of entire building
8. Roof replacement
9. HVAC replacement
10. Restroom Refurbishment

11. Technology Enhancements

Funding improvements at the Multi Service Building meet Council's collective interest in assisting and supporting the youth, as well as also families in the City of Oxnard. Furthermore, as these are one-time funds the investment in a facility that provides a multitude of services to the community, particularly to the youth, will have a tangible and lasting impact. Staff recommends allocating \$2 million of the one time funds for improvements to the Multi-Service Building, with the balance used for youth programs or Camino Del Sol Park improvements.

1% Donation of Operator's Gross Revenue Donation (annually)

Based upon information provided from the City's consultant (HdL), payment of 1% of annual gross receipts as an annual donation from all cannabis operators would yield roughly \$500,000 once the businesses are open and fully operational. This is based upon increasing the number of retail cannabis operators from eight (8) to ten (10) and adding two (2) indoor cannabis cultivators within the City.

Similar to the use of the one time funds, over the course of developing the Local Equity Program there have been many ideas for use of the 1% funds. These ideas includes:

- South Oxnard Commercial Façade improvement grant.
- Business Grants & Loans targeted to low income areas.
- Grants Making for the benefit of Oxnard residents.
- Youth, Homeless, and Senior Services.

Given that staff's recommendation for use of the one-time funds was geared at a facility supporting youth services, on September 15th, staff recommended that the 1% of gross receipts funding be dedicated to the City's Homeless Services program for the next ten (10) years. Five (5) years into the program, staff would report back to the City Council to receive further direction on continuing the funding for Homeless Services or the development of other programs to be the recipient of the 1% monetary donation.

At the September 15th meeting, there was general City Council consensus to allocate funds to homeless and youth services. As a result of Council discussion, there are two decision points for use of the 1% funds:

1. Which program(s) to fund; and

2. Who will administer the funds; this question yields two options:

- a. The City to fund City services that provide the programs selected by the City Council; or
- b. An outside agency (i.e the Ventura County Community Foundation (VCCF)) providing funds directly to Oxnard service providers who provide programs which are inline with Council's direction (ie. homeless and youth services).

Staff recommends that the yearly 1% gross revenue donation be allocated to City Homeless Services. As an alternative City Council can consider:

1. A 50/50 split of the funds between City Youth Services and Homeless Services;
2. Allocating all the 1% one time funds to an outside agency (i.e the Ventura County Community Foundation (VCCF)) to administer to Council prioritized service areas (ie. homeless and youth services).

Summary of Cannabis Local Equity Program and Required Community Benefits Agreement (CBA)

Each cannabis operator will be required to enter into a CBA with the City as a condition of project approval. The CBA is the tool to memorialize the local equity components, the payment of the one time funds, as well as the 1% yearly donation requirement. The CBA will also memorialize any additional benefits retail cannabis applicants are proposing above and

beyond the current requirements stipulated within the City's Local Equity Program. These include additional financial donations and percentages proposed by cannabis operators, as well as commitments to volunteerism and yearly volunteer and donation percentages and business targets.

The local equity components for the CBA will be made a condition of project approval and will include the following key elements (see Attachment 2 for CBA components, which are generally summarized below):

All Cannabis Operators

- One time payment amounts by cannabis operator type, including timing for payment of one time funds for local equity operators
- Local hiring percentage by cannabis operator type
- 1% of gross revenue donation obligation, including timing for payment of yearly 1% gross revenue amounts

Local Equity Cannabis Applicants

- Payment flexibility for retail cannabis local equity applicants, only; 3 total payments of \$83,333 (totaling \$250,000) with payment terms specified
- Residency requirements for duration of cannabis local equity applicant operations
- Transfer of retail cannabis license procedures
- Yearly retail cannabis local equity operator reporting requirements

Next Steps

1. Continue processing cannabis manufacturing and distribution applications through Development Design Review permit process
2. Select eight (8) retail cannabis operators, plus two (2) Local Equity applicants.
3. Draft a CBA contract memorializing City Council direction for all cannabis operators, utilizing Attachment 2 as the Council directive and approach
4. Begin preparing indoor cannabis cultivation ordinance
5. Amend any necessary portions of City's cannabis ordinances to implement the local equity percentage requirements and transfer of ownership provisions; this can be completed in the next four months.

STRATEGIC PRIORITIES

This agenda item supports the Organizational Effectiveness strategy. The purpose of the Organizational Effectiveness strategy is to strengthen and stabilize the organizational foundation of the City in the areas of Finance, Information Technology, and Human Resources, and to improve workforce quality while increasing transparency to the public. This item supports the following goals and objectives:

Goal 1. To help foster a healthy and accountable corporate foundation by strengthening the support functions of the organization, which include Finance, Information Technology and Human Resources.

Goal 2. Increase transparency with Council, community and staff related to the City's budget and financial management processes.

FINANCIAL IMPACT

At the Sept. 15th City Council meeting, Council was generally supportive of up to ten (10) retail cannabis businesses. As

a result of this increase in retail cannabis uses from eight (8) to ten (10), and allowance of two (2) indoor cannabis cultivators, one time donation amounts were calculated and anticipated to be approximately \$2.8 million. In response to Council direction, Staff had HdL prepare the following updated projections:

One Time Revenue			
Business Type	Recommended Donation Amount Per Business	Number	Revenue Amounts
Retailer	\$250,000	10	\$2,500,000
Manufacturer	\$25,000	5	\$125,000
Distributor	\$25,000	3	\$75,000
Testing Lab	\$50,000	0 - at this time	-
Cultivation	\$50,000	2	\$100,000

Based upon gross receipt estimates, 1% annual donation amounts to the City are expected to be approximately \$500,000 per year.

Local Equity Contribution					
Business Type	Number	Average Gross Receipts	Total Gross Receipts	Contribution Rate	Total Revenue
Retailer	10	\$2,665,000	\$26,650,000	1.0%	\$266,500
Manufacturer	5	\$2,000,000	\$10,000,000	1.0%	\$100,000
Distributor	3	\$2,000,000	\$6,000,000	1.0%	\$60,000
Testing Lab	0	-	\$0	1.0%	\$0
Cultivation	2	\$4,000,000	\$8,000,000	1.0%	\$80,000
Total			\$50,650,000		\$506,500

COMMITTEE OUTCOME

On September 8, 2020, the Housing and Economic Development Committee made recommendations to City Council. City Council then discussed this item at their September 15, 2020 meeting.

Prepared by: Kathleen Mallory, Planning & Sustainability Manager

ATTACHMENTS

1. September 15, 2020 City Council Staff Report
2. Local Equity Program Elements
3. 10.20.20 CC Social Equity Presentation



CITY COUNCIL AGENDA REPORT
REPORTS
AGENDA ITEM NO. K.1

DATE: September 15, 2020
TO: City Council
FROM: Jeff Pengilley, Interim Community Development Director, (805) 385-8208, jeff.pengilley@oxnard.org
SUBJECT: Cannabis Equity Program and Cannabis Cultivation. (15/15/15)

RECOMMENDATION

That the City Council:

1. Provide input and comments on the Oxnard Cannabis Equity Program, with consideration on how to allocate the 1% local equity donation, including programs and recommended percentages; and
2. Provide input on advancing a cannabis cultivation ordinance.

BACKGROUND

On July 30, 2019, the City Council received a presentation regarding the City's conceptual Cannabis Equity Program. During this meeting, Council provided comments regarding the conceptual program with direction to conduct a community meeting to discuss the conceptual program with members of the community and cannabis industry.

In October 2018, and then again in July 2019, Council expressed support for the following number of cannabis applications/timeframes:

Year 1

- Permit up to eight (8) Retail Dispensaries and Permit up to eight (8) Manufacturers.
- Allow six (6) retail dispensaries and five (5) manufacturers to be permitted regardless of residency or income status.
- Hold back two (2) of the eight (8) retail dispensaries for the application of the Oxnard Cannabis Equity Program.
- Hold back three (3) of the five (5) manufacturer permits for application of the Oxnard Cannabis Equity Program.
- Develop a Oxnard Cannabis Equity Program.
- For all permits, regardless of elements of an equity proposal, require a Community Benefits Agreement.

Year 2

- Permit two (2) cannabis retail dispensary permits and three (3) manufacturer permits as part of the Oxnard Cannabis Equity Program requirements.

Years 3-5

- Permit additional retail dispensaries, based upon conceptual market growth. Consider: six (6) retail dispensaries (Year 3); and four (4) retail dispensaries (Year 5). Consider allowing additional Cannabis Manufacturing uses

based upon Cannabis Equity Program requirements and recommendations.

In July 2019, Staff recommended that Council wait to develop a cannabis cultivation ordinance pending permitting of other cannabis uses in the City.

Based upon the City Council approved cannabis business tax/Resolution (No. 15,134) and the number of approved business types for the next three years, the following anticipated revenues will be allocated to the City's General Fund (see Attachment A - Summary of City Tax Rates):

Business Types	Number	Low Tax Rate	Anticipated Revenue	High Tax Rate	Anticipated Revenue
Retailer	8	4.0%	\$852,733	6.0%	\$1,279,100
Manufacturer	5	2.5%	\$250,000	4.0%	\$400,000
Distributor	3	2.0%	\$120,000	3.0%	\$180,000
Testing Lab	0	1.0%	\$0	2.5%	\$0
Cultivation	0	1.4%	\$0	2.0%	\$0
Total			\$1,222,733		\$1,859,100

Status - Cannabis Manufacturing, Testing, and Distribution Applications

The City opened the cannabis manufacturing, testing, and distribution window in November 2019. During the approximately 60 day application window, no testing applications were received. The City received five distribution applications and six manufacturing applications. On January 17, 2020, the City selected five manufacturing applicants and three distribution applicants (the max per type based on Council's July 30, 2019 direction). Of those eight applications, five applicants have submitted for a development design review (DDR permit).

Status - Cannabis Retail Applications

The City opened the retail cannabis and re-opened the testing application window on February 18, 2020. No applications for testing were received.

The City's cannabis consultant, HdL, reviewed approximately 50 retail cannabis applications and interviews of the retail cannabis applications will occur in late September. After the interview, applicants will be notified and provided with a deadline to submit their application for a Special Use Permit. Pursuant to Council authorization, only eight (8) retail cannabis permits / Special Use Permit, can be granted at this time, but additional permits may be considered in program years 3-5.

ANALYSIS

On October 2, 2019, staff conducted a community meeting with members of the cannabis industry and residents interested in the development of a Cannabis Equity Program. This in person meeting was well attended, with over 40 participating, followed by a cannabis survey. Over 30 surveys were completed; however, not everyone completed the questions asked on the survey therefore a statistically valid survey and percentage query cannot be generated.

In general, common themes from the surveys and public input at the cannabis equity community meeting were as follows:

- Don't give "local permit" to residents based upon residency. Inexperienced applicants will fail. How you define "residency" is fraught with problems.
- Access to capital and lack of experience is a common problem and concern with those entering the cannabis market.
- Grow "local" cannabis retail operators by requiring a local hire percentage. This will create pathways to improved job opportunities to improve the local economy and provide for upward mobility.
- Partnerships (between experienced retail cannabis operators and inexperienced operators) don't work well.

Furthermore, companies don't want to give up "trade secrets" or train their competitor.

- City should direct a business incubation program, and/or business accelerator revolving loan funded by cannabis taxes or fees.
- City should consider developing a Community Reinvestment Fund, to focus on funding to improve job creation and community revitalization. A program like this can provide funding for education, youth development, childcare, mental health, and other community needs.
- Community Benefits Agreements (CBAs) work. City should require CBAs to memorialize agreement on what an operator is paying and submittal of reporting to document their hiring practices.
- A one time donation of \$25,000 for all cannabis industries is too low.
- Trade training programs are a good idea for a community. Consider assistance programs through start up small business information regarding accounting, financial management insurance and legal services. This would be a good area for City assistance.

Recommended City of Oxnard Cannabis Local Equity Program

As a result of discussions with community members, the cannabis industry, HdL, and research from other cities, staff is recommending a Cannabis Equity Program that is different than initially discussed in July 2019, but will still provide the community and local benefits discussed by Council. There would be no change to the voter approved cannabis business tax program and funds directly allocated to the City's General Fund. In summary, the recommended Cannabis Equity Program includes: a one-time payment (\$25,000 - \$250,000), 50%-75% local hire requirement, and an ongoing donation of 1% of an operator's annual gross receipts. A comparison of the July 30, 2019, Cannabis Local Equity and staff's recommended 2020 Cannabis Equity program is as follows:

Equity Components	June 30, 2019	2020 Local Equity Proposal	Rationale
One-time cash payment.	\$25,000 for all cannabis business types.	\$25,000 for manufacturing and distribution. \$250,000 for retail \$50,000 for testing and cultivation applicants (in future) Suggested priority areas for spending these one-time funds: -\$75,000 - \$100,000 for South Oxnard Property Based Improvement District (PBID) Formation & Implementation -1500 Camino del Sol Improvements (Multi-Service Center Bldg.)	Fee should stay at \$25,000 for manufacturing and distribution applicants since they are already in the DDR permit process. Retail applicants are well resourced. Fee for retail applicants was not problematic based upon community meetings. Allocation of funds to targeted areas addresses disadvantaged areas and raises funds to initiate community wide programs.
Local hiring preference.	50% of workers for retail dispensaries and manufacturing.	75% local hire for retail dispensaries and manufacturing. 50% local hire for cultivation. No local hire requirement for distribution and testing.	Applicants expressed support for local hire for staff/proximity benefit, community brand/loyalty, and convenience. Distribution is a specialized field and should not require a local hire percentage.
Training of residents on dispensary operations.	Yearly workshops and training for local residents on retail dispensary operations.	Each business will train their own employees which will be between 50%-75% local residents.	Rather than training a competitor, businesses would train their own employees. Goals of improving lives can be achieved with local hiring preference = trained employees.
Equity	June 30, 2019	2020 Local Equity Proposal	Rationale

Components			
Yearly donation of funds(1% of gross revenue above voter tax rate).	1% of gross revenue donated to local charities.	1% of gross revenue donated for Homeless Service programs (estimated at \$373,200 annually)	Combined with the City's voter approved tax structure, the one time donation amount of 1% is generally in alignment with other jurisdictions. The City's consultant, HdL recommended a finance structure (tax rate and yearly donation) which does not exceed 6% for all cannabis types. This donation amount is consistent with the City of Port Hueneme's approach for community contributions. <i>This is equivalent to a Community Reinvestment Fund as identified by the Cannabis Industry.</i>
Hold back permits for local residents (dispensaries and manufacturing).	Hold back 2 retail dispensary licenses for local residents. Hold back 3 manufacturing licenses for local residents.	Do not hold back any licenses for local residents.	Residency is hard to define and a moving target. Market and financial resources will dictate if applicants can apply for a permit. For the overall benefit of the City, the best applicants/operators should be selected regardless of residency. Upward mobility can be achieved through local hire, and training. Mandating a license to an applicant who is local but not financially resourced is problematic.
Require a Community Benefit Agreement.	Require a Community Benefit Agreement.	Require a Community Benefit Agreement.	This is consistent with what is required in other communities, for example the City of Thousand Oaks. There are a number of other examples where community benefits agreements are executed for cannabis operators, such as the cities of Long Beach and Oakland, for example. A Community Benefits Plan is required by the City's cannabis application guidelines.

One Time Funds

Based upon staff's recommended donation structure, one time funds would result in approximately \$2.2 million:

Business Type/Recommended Donation Amount Per Business	Number	One Time Revenue
Retailer - \$250,000	8	\$2,000,000
Manufacturer - \$25,000	5	\$125,000
Distributor - \$25,000	3	\$75,000
Testing Lab - \$50,000	0 - at this time	-
Cultivation - To be Determined	0 - at this time	-
Total		\$2,200,000

These one-time funds are recommended to go into the formation and implementation of the South Oxnard Property Based Improvement District and improvements to 1500 Camino Del Sol (Multi-Service Center Bldg.).

Property Based Improvement District (PBID)

The Oxnard City Council and community have expressed interest in revitalizing the commercial corridor in South Oxnard. City councilmembers and City Manager Nguyen have met with three of the largest property owners in the area

to discuss the concept of establishing a Property Based Improvement District (PBID) on Saviers Road between Elm Street and Yucca Street. PBIDs are a tool to strengthen small business communities, attract new businesses, and revitalize commercial corridors. The cost of forming the PBID is approximately \$75,000.00 - \$100,000.00.

Multi-Service Building- 1550 Camino Del Sol

This building hosts a multitude of services, including the Colonia Library, two child care programs, community art classes, tutoring and afterschool programs, and Foodshare. Approximately 1,500 sq. ft. of the building remains unutilized and there has been discussion of using this space for a future medical clinic. A non-comprehensive list of renovation ideas include: sidewalks, landscaping, security improvements, interior lighting, flooring, roofing improvements, and HVAC upgrades.

1% Annual Gross Receipt Revenue Donation, Recommended Program(s)

Based upon the number of City approved cannabis business types, and estimates from the City's consultant (HdL), requiring a 1% of annual gross receipts as an annual donation from these businesses would yield the following yearly revenue which could be distributed for the specific benefit of Oxnard residents and businesses (these funds are in addition to one time donation funds as summarized earlier in this staff report (estimated at \$2.2M) and the voter approved tax:

Anticipated Annual 1% Gross Receipts Donation

Business Type	Number	Average Gross Receipts	Total Gross Receipts	Contribution Rate	Total Revenue
Retailer	8	\$2,665,000	\$21,320,000	1.0%	\$213,200
Manufacturer	5	\$2,000,000	\$10,000,000	1.0%	\$100,000
Distributor	3	\$2,000,000	\$6,000,000	1.0%	\$60,000
Testing Lab	0		\$0	1.0%	\$0
Cultivation	0		\$0	1.0%	\$0
Total			\$37,320,000		\$373,200

When having initial conversations with cannabis stakeholders, staff anticipated being able to direct 1% of gross receipts funding to various programs. For example programs considered were:

- South Oxnard Commercial Façade improvement grant.
- Business Grants & Loans targeted to low income areas.
- Grants Making for the benefit of Oxnard residents.
- Homeless Services and programs.

However, if we simply divided the \$373,200 money equally amongst four programs (approximately \$93,000/program, minus program administration costs) the positive impact would not be as great as selecting one program that is Citywide, such as Homeless Services. Therefore staff is recommending that the 1% of gross receipts funding be dedicated to Homeless Services for the next 10 years. Five years into the program, staff will report back to the City Council to get further direction on continuing the funding for Homeless Services or the development of other programs to be the recipient of the 1% monetary donation.

Community Benefit Agreement (CBA)

The Cannabis Equity components include: a one-time payment (\$25,000 - \$250,000), 50%-75% local hire requirement, and an ongoing donation of 1% of annual gross receipts. In addition to the Cannabis Equity Program, operators must propose a Community Benefit Agreement. A CBA allows the cannabis businesses to provide greater benefits to the community, is consistent with what is required in many other cities, and is part of the City's "Cannabis Application Procedures Guidelines" that will be considered in the City's cannabis evaluation process. As required by the City's

Cannabis Application Procedures Guidelines, the applicant must outline the benefits they will provide to the local community. Benefits may be in the form of volunteer services, monetary donations to local non-profit organizations, financial support of City sponsored activities or organizations, in kind donations to the City or other charitable organizations and/or any other economic incentives to the City.

The CBA would be included as part of the permit process (SUP/DDR) and will also be a tool to memorialize the various Cannabis Equity Program components.

See Attachment B for summary of tax rates/benefit agreement details, as well as upcoming ballot measures, from other Ventura County jurisdictions. In general Oxnard's tax rate and staff's proposed Cannabis Equity Program and CBA requirement is in alignment with what is required in other jurisdictions.

Cultivation

Staff is also seeking HEDC input pertaining to advancing commercial cultivation. Cultivation is currently not permitted within the City. Due to Oxnard's climate and due to security concerns, it is recommended that cultivation occur within buildings and not within green houses or outdoor grow houses. Staff recommends that indoor cultivation be considered, with the creation of a cultivation ordinance. Crafting of a cultivation ordinance could occur in the year 2021. Cultivation will need to consider water and energy usage, environmental issues, and neighborhood compatibility. Based upon a market analysis performed by HdL in October 2018, it is envisioned that the City could accommodate up to two cultivators. Based upon data from 2018, anticipated revenue to the City is between \$224,000-\$320,000 annually. Staff recommends that cultivation be confined to indoors and be permitted within the industrial land use categories of the City. The City Council previously considered cultivation areas which were identified on the easterly portions of the City (see Attachment C). Staff recommends that future cultivation applicants be subject to the City's Cannabis Equity program as identified above. Staff will continue to investigate the cannabis testing laboratory market to initiate a solicitation when the time is right.

STRATEGIC PRIORITIES

This agenda item supports the Organizational Effectiveness strategy. The purpose of the Organizational Effectiveness strategy is to strengthen and stabilize the organizational foundation of the City in the areas of Finance, Information Technology, and Human Resources, and to improve workforce quality while increasing transparency to the public. This item supports the following goals and objectives:

Goal 1. To help foster a healthy and accountable corporate foundation by strengthening the support functions of the organization, which include Finance, Information Technology and Human Resources.

Goal 2. Increase transparency with Council, community and staff related to the City's budget and financial management processes.

FINANCIAL IMPACT

Staff projects that the current number of applications (50 retail) are the best indicator of the number of businesses the City may attract at this point. Based on these changes, it is projected that the City could see General Fund revenues in the range of \$1.2 million to \$1.9 million per year, depending upon the tax rates. Those base revenues are unaffected by the recommendations in this staff report.

Instead, the recommended Cannabis Equity Program would be funded by a projected \$2,200,000 of one-time, up-front, donations by retailers, manufacturers, and distributors, and by projected annual revenue (1% donation) of \$373,200 going forward and memorialized through a community benefits agreement.

The number of retailers may vary over time, as some businesses succeed and gain market share while others fail, but the overall amount of sales (and resulting revenue) should remain fairly constant.

COMMITTEE OUTCOME

At the time of publication, this item is scheduled to be presented to the Housing and Economic Development Committee on September 8, 2020.

Prepared by: Kathleen Mallory, Planning & Sustainability Manager

ATTACHMENTS

1. Attachment A - Summary of Voter Approved City Tax Rates
2. Attachment B - Summary of Tax Rates and Community Benefit Requirements Donations in Ventura County
3. Attachment C - Cultivation Map from July 30 2019 City Council Staff Report
4. Cannabis Equity Presentation

ATTACHMENT 2
City of Oxnard
City Council Approved
Cannabis Community Benefit Agreement and
Local Equity Program
October 20, 2020

The City of Oxnard is reserving two (2) of the ten (10) retail cannabis permits to Local Equity Retail Cannabis applicants. Applicants who meet the definition as defined below shall be considered a Local Equity Retail Cannabis applicant.

All applicants are required to sign a Community Benefits Agreement as a condition of approval.

1. All Cannabis Applicants - One time Payment

- a. One time payment amounts by cannabis operator type, including timing for payment of one time funds prior to issuance of a certificate of occupancy:
 - \$25,000 for manufacturing and distribution;
 - \$250,000 for retail cannabis applicants;
 - \$50,000 for cannabis cultivation and testing
- b. Local Equity Retail operators pay the one time payment of \$250,000 over the course of three years. The first payment of \$83,333 is due prior to issuance of a certificate of occupancy. The subsequent annual payment amount of \$83,333 is due at the time of business license renewal years 2 and 3, and would be in addition to the yearly business license fee/process and voter approved taxes.

2. All Cannabis Applicants - Yearly 1% of gross revenues donation to City of Oxnard

- a. 1% of gross revenue donation required with yearly business license fee/process. This amount is in addition to the license fee and the City cannabis taxes.

3. Local Hire

- a. 75% of the employees of retail dispensary and cannabis manufacturing operators are required to be City of Oxnard residents.
- b. 50% of the employees of cannabis cultivation operators are required to be City of Oxnard residents.
- c. There is no local hire requirement for cannabis distribution and testing operators.

4. Local Equity Cannabis Operators

- a. Ownership is defined as residency within the City limits of the City of Oxnard as of Feb. 2020.
- b. A minimum of 40% of cannabis ownership (in the aggregate) is required to be composed of residents of the City of Oxnard for the duration of the local equity license.
 - i. In the aggregate, ownership by Oxnard residents shall not fall below 40% Oxnard residency, at any time and for the life of the Special Use Permit.
 - ii. Yearly Reporting - Cannabis Local Equity operators will be required to certify under penalty of perjury that a minimum of 40% of the ownership of the business is held by City of Oxnard residents. Such residency shall be maintained and verified by each Local Equity operator under penalty of perjury on a yearly basis as part of the business license renewal process. Confirmation of local residency may be determined based on a range of factors including (but not limited to): homeownership or rental of a residential property within Oxnard (with no homestead exemption at a location outside of Oxnard), Oxnard voter registration and driver's license registration (if applicable) at the same residential address in Oxnard and residency within the City of Oxnard more than six months of every calendar year. If an individual has a Primary residence, voter registration or driver's license registration outside of Oxnard, this automatically disqualifies that individual as a Local Equity applicant or operator.
 - iii. Transfer of License - Should a Local Equity operator wish to sell their equity percentage, and such sale would bring the total ownership percentage to less than 40% local residency, the interest in the business must be to someone whose primary residence is within the City of Oxnard and meets the specified requirements for being an Oxnard resident as of the date of application for the transfer of the license. The transaction must document that such sale will maintain a minimum of 40% total local ownership. The licensee and all individual owners will be considered in violation of the Special Use Permit conditions of approval and revocation of the permit may be implemented if local ownership drops below 40% at any time during the life of the permit.

Cannabis Equity Program

Ashley Golden, Assistant City Manager
Kathleen Mallory, Planning & Sustainability Manager

City Council
October 20, 2020



Sept 15th Council Consensus on Cannabis Local Equity Program

2

- Issue eight (8) retail cannabis permits
- Issue two (2) additional retail cannabis permits to local equity applicants:
 - Living within City limits as of Feb. 2020
 - 40%+ residency (in the aggregate)
- Local hire requirement
 - 75% of the employees of retail and manufacturing operators
 - 50% of the employees for cultivation operators

- Require a one-time payment (\$25K - \$250,000)
 - Phased one-time payment for retail local equity applicants, only
 - Need to identify projects to be funded with one time funds
- Require 1% of gross revenue funds for specific programs
 - Need to determine programs for use of these funds

Previously Discussed Use of One Time Funds - \$2.8M

4

- Improvements to the Multi-Service Bldg. (1500 Camino Del Sol)
- Funding for the creation of the South Oxnard Property Based Improvement District
- Camino Del Sol field improvements:
 - Lighting, fields, and/or bleachers; playground renovation, and roofing of BBQ areas
- Funding of Youth Service through the City of Oxnard Recreation Division
- Funding of Youth Programs via outside agencies and nonprofits

Staff Recommended Use of One Time Funds - \$2.8M

ITEM #M-1
5

Renovation of 1500 Camino Del Sol, Multi-Service Building



Staff Recommended Use of One Time Funds - \$2.8M

6

Renovation of 1500 Camino Del Sol, Multi-Service Building



Renovation of 1500 Camino Del Sol, Multi-Service Building:

- Child care centers: fencing, decking, shade areas, removing wood chips, re-paint the racing track
- Concrete repairs
- Trimming of trees and bushes
- Interior painting & flooring
- Lighting
- Trash enclosures
- Roof replacement
- HVAC replacement
- Restroom Refurbishment
- Technology enhancements



Previously Discussed Use of 1% Annual donation - \$500K

8

- Homeless, Youth, and Senior Services;
- South Oxnard Commercial Façade improvement grant;
- Business Grants & Loans targeted to low income areas; and
- Grants Making for the benefit of Oxnard residents.

- \$500,000 to City Homeless Services for 5 years

OR

- As an alternative Council may wish to consider:
 - a. A 50/50 split of the funds between City Youth Services and Homeless Services; or
 - b. Allocating all the 1% the funds to an outside agency (i.e the Ventura County Community Foundation (VCCF) to administer to Council prioritized service areas (ie. homeless and youth services).

Recommendations

10

1. That the City Council adopt the Oxnard Cannabis Local Equity Program; and
2. Make recommendations on allocation of the one time funds and allocation of 1% annual revenues.



QUESTIONS?

One Time Funds

12

Business Type/Recommended Donation Amount Per Business	Number	One Time Revenue
Retailer - \$250,000	10	\$2.5Million
Manufacturer - \$25,000	5	\$125,000
Distributor - \$25,000	3	\$75,000
Testing Lab - \$50,000	0 - at this time	-
Cultivation - To be Determined	2	\$100,000
Total		\$2,800,000

Donation of 1% annual gross revenue

ITEM #M-1
13

Business Type	Number	Average Gross Receipts	Total Gross Receipts	Contribution Rate	Total Revenue
Retailer	10	\$2,665,000	\$26,650,000	1.0%	\$266,500
Manufacturer	5	\$2,000,000	\$10,000,000	1.0%	\$100,000
Distributor	3	\$2,000,000	\$6,000,000	1.0%	\$60,000
Testing Lab	0	-	\$0	1.0%	\$0
Cultivation	0	\$4,000,000	\$8,000,000	1.0%	\$80,000
Total			\$50,650,000		\$506,500

Projected Cannabis Business Tax

14

Business Types	Number	Low Tax Rate	Anticipated Revenue	High Tax Rate	Anticipated Revenue
Retailer	10	4.0%	\$1,066,000	6.0%	\$1,599,100
Manufacturer	5	2.5%	\$250,000	4.0%	\$400,000
Distributor	3	2.0%	\$120,000	3.0%	\$180,000
Testing Lab	0	1.0%	\$0	2.5%	\$0
Cultivation	2	1.4%	\$112,000	2.0%	\$160,000
Total			\$1,548,000		\$2,339,000



CITY COUNCIL AGENDA REPORT
REPORTS
AGENDA ITEM NO. M.2

DATE: October 20, 2020

TO: City Council

FROM: Alexander Nguyen, City Manager, (805) 385-7430, alexander.nguyen@oxnard.org

SUBJECT: Continuing to Wean Off of Measure O. (10/10/10)

RECOMMENDATION

That the City Council receive and file an update regarding the Measure O weaning process. (Finance and Governance Committee approved 3-0)

BACKGROUND

On January 23, 2020, at the Measure O Citizen Oversight Committee meeting, and on February 18, 2020, at the City Council meeting, staff presented a plan to wean off the Measure O sales tax supplement. As we then explained, Measure O will terminate in 2029, and since we are past its midpoint, now is the time to begin weaning ourselves off that stream of revenue that complements the General Fund.

The last debt payment we have to make related to Measure O must be made in FY 31-32. In order to be able to cover debt payments due past the sales tax's sunset in March of 2029—indeed, to plan ahead to reabsorb this debt—we need to build up the fund balance in the few years before the sunset date. This winter, based on Measure O's then-consistent revenue stream, staff explained that if we use no further Measure O funding for one-time projects, we must implement savings, reabsorptions (into the General Fund or other funds), reductions, and if necessary, cuts that total \$801 thousand in FY 20-21, \$841 thousand in FY 21-22, and so forth, as listed in the chart below, through the sunset date.

FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29
\$0.801M	\$0.841M	\$0.925M	\$1.064M	\$1.276M	\$1.532M	\$1.838M	\$2.206M	\$2.647M

Staff then presented savings, reabsorptions, reductions, and cuts to 14 Measure O programs to start the weaning off process, effective in FY 20-21. With one edit regarding the Five Points Property Land Acquisition (which some members of the Oversight Committee wanted to continue pursuing), both the Oversight Committee and the City Council supported this recommendation.

DISCUSSION

This spring, due to Covid-19, there were temporary closures of many businesses. As a result, the Measure O half-cent sales tax, which we projected in the FY 2019-20 Budget would bring in \$14.9 million in FY 19-20, brought in only an estimated \$13.5 million. Compared with pre-Covid-19 estimates, staff now projects another shortfall of \$2.1 million in FY 20-21 due to the continued effects of pandemic-induced recession. Even assuming no further impact on revenue in future years, that is a \$3.5 million revenue shortfall that we must account for in the weaning process. As a result, we will need to be more aggressive with the weaning schedule, making more savings, reabsorptions, reductions, and cuts, to

account for this loss of revenue.

In addition, every year (unrelated to Covid), for any ongoing project that receives a Measure O budget appropriation annually but does not use that total amount, the City must unappropriate the excess amount at the end of the fiscal year. Staff does this administratively, based on the City Council resolution adopting each year's budget. However, in closing FY 19-20, for a variety of reasons, this is a large amount, so staff wishes to share this action with the Council and community, which is in the table below.

	Project Description	Frequency	Budgeted	Unappropriated	Rationale
1	14IN02 ORMOND BEACH ENHANCEMENT	Ongoing	\$50,161	(42,219)	In the winter, staff already proposed \$35,000 in reductions per year. In FY19-20, staff only spent \$7,942, so there is an additional savings.
2	MO1401 SPANISH LANGUAGE INTERPRETATION AT COUNCIL MEETINGS	Ongoing	\$57,536	(23,496)	We used to have weekly Council meetings that needed translation; now they only happen every other week. Thus, staff only spent \$34,040.
3	MO1403 DOWNTOWN ARTS HUB	Ongoing	\$97,000	(97,000)	In the winter, staff already proposed a cut of this program. The effective date of this cut is in FY 20-21, but since the position was not filled, none of the funds were used in FY 19-20.
4	MO2101 ENHANCE COMMUNITY POLICING	Ongoing	\$3,250,543	(99,905)	Savings in overtime and equipment costs
5	MO2102 CAD/RMS Operational	Ongoing	\$883,897	(4,771)	
6	MO2110 FY19-20 POLICE ACADEMY	One-Time	\$197,827	(108,813)	In the winter, staff already proposed savings to this program. Since this Police Academy occurred in FY 19-20, it is appropriate to save this amount in FY 19-20.
7	MO2203 FIRE STATION 8 LEASE DEBT	Ongoing	\$1,389,869	(62,897)	The debt structure was lowered by the lender mainly due to the interest portion (due to Covid economy). So, there is a lower payment for FY 19-20.
8	MO2206 FIRE STATION 6 ROOF REPAIR	One-Time	\$541,149	(234,528)	Project completed more efficiently than anticipated.
	MO2210 FY19-20	One-Time	\$711,998	(406,377)	Due to Covid-19, the Fire

9	FIRE ACADEMY				Department could not hold the entire Fire Academy.
10	MO2211 ROOF REPLACEMENT FIRE STATION 5	One-Time	\$500,000	(381,244)*	Project completed more efficiently than anticipated.
11	MO3101 ITS ANNUAL MAINTENANCE	Ongoing	\$100,000	(94,180)	City did not have proper staffing, including Traffic Engineer
12	MO3102 ALLEY & ROADWAY REPAIR	Ongoing	\$501,518	(60,947)	City and County temporarily ceased projects due to Covid.
13	MO3103 2014 LEASE REVENUE STREET BOND	Ongoing	\$1,666,425	(3,675)	
14	MO4301 SAFE HOMES SAFE FAMILIES	Ongoing	\$411,524	(47,613)	Partial vacancy savings realized for Paralegal position
15	MO5101 HOMELESS PROGRAM	Ongoing	\$1,000,000	(54,290)	
16	MO5501 MOBILE ACTIVITY CENTER SERVICES	Ongoing	\$44,000	(20,430)	Due to Covid, the Mobile Activity Center was placed on hold.
17	MO5401 HOMEWORK CENTER MAIN LIBRARY	Ongoing	\$56,824	(949)	Due to Covid, less hours for homework center.
18	MO5504 PAL OPERATIONAL	Ongoing	\$179,166	(46,786)	Due to Covid, PAL was placed on hold.
19	MO5505 DAY AT PARK-SPECIAL NEEDS	Ongoing	\$16,537	(3,964)	Due to Covid, Day at the Park was placed on hold.
20	MO5506 COLLEGE PARK PROGRAMS	Ongoing	\$115,000	(303)	
21	MO5508 PRESCHOOL TO YOU	Ongoing	\$160,551	(43,529)	Due to Covid, Preschool To You was placed on hold.
22	MO5513 RECREATION SERVICES	Ongoing	\$85,735	(85,735)	These funds are a subsidy for divisional charges within Recreation that were not required.
23	MO5514 OXNARD AFTERSCHOOL	Ongoing	\$107,673	(95,329)	Higher cost recovery from outside agencies eliminated almost all of the budgeted transfer to the General Fund for indirect cost reimbursement
	MO5601 PACC AUDITORIUM REPAIRS	One-Time	\$40,038 carried over from past years	(40,038)	These funds were for the HVAC replacement project, which was completed over two years ago. The

24					remaining funds were to be used by the PACC management for additional building repairs. City is not providing any additional maintenance services at this time.
25	MO5701 COLLEGE PARK MAINTENANCE	Ongoing	\$704,870	(175,011)	\$153,089 remained in Direct Labor & Benefits due to staff reductions (2 FTE) and could not move money into another line item.

Grand Total**(2,234,029)**

* When this item went to Finance and Governance Committee on September 22, 2020, MO2211 Roof Replacement Fire Station 5 was listed as having an appropriation of \$379,841. However, staff since then processed period 13, identified a balance of \$1,403, and because there are no outstanding invoices, determined this can be unappropriated as well. This brings the new total amount from \$2,232,626 to \$2,234,029.

Now, with the reduction in revenue, but also the greater than anticipated savings, reabsorptions, reductions, and cuts in FY 19-20, staff will be calculating a new weaning schedule for the years to come.

STRATEGIC PRIORITIES

This agenda item supports the Organizational Effectiveness strategy. The purpose of the Organizational Effectiveness strategy is to strengthen and stabilize the organizational foundation of the City in the areas of Finance, Information Technology, and Human Resources, and to improve workforce quality while increasing transparency to the public. This item supports the following goals and objectives:

Goal 2. Increase transparency with Council, community and staff related to the City's budget and financial management processes.

Objective 2a. Initiate a priority based budgeting program incorporating departmental performance measures and the Council Strategic priorities.

This agenda item supports the Infrastructure and Natural Resources strategy. The purpose of the Infrastructure and Natural Resources strategy is to establish, preserve and improve our infrastructure and natural resources through effective planning, prioritization, and efficient use of available funding. This item supports the following goals and objectives:

Goal 3. Ensure Funding is adequate to meet the goals of the master plans.

Objective 3a. Maximize funding sources.

FINANCIAL IMPACT

Measure O brought in an estimated \$1.4 million less in revenue in FY 19-20, but staff is also unappropriating \$2.2 million, as listed above. Staff is also anticipating \$2.1 million less in Measure O sales tax revenue in FY 20-21.

COMMITTEE OUTCOME

The Finance and Governance Committee approved 3-0 on September 22, 2020 to approve the staff recommendation.

Prepared by: Shiri Klima, Deputy City Manager

ATTACHMENTS

1. 10.20.20 Continuing to Wean Off Measure O Presentation

CONTINUING TO WEAN OFF MEASURE O

Presentation to City Council

Shiri Klima, Deputy City Manager

October 20, 2020



RECOMMENDATION

2

That the City Council receive and file an update regarding the Measure O weaning process.

WHAT STAFF TOLD YOU IN FEBRUARY 2020

3

- Measure O will terminate in 2028, and since we are past midpoint, now is the time to begin weaning
- At Measure O Citizen Oversight Committee meeting on 1/23/20 and at City Council meeting on 2/18/20, staff presented weaning plan off Measure O sales tax supplement

***Required Savings, Reabsorptions (into General Fund),
Reductions, and Cuts per Fiscal Year:***

FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29
\$0.801M	\$0.841M	\$0.925M	\$1.064M	\$1.276M	\$1.532M	\$1.838M	\$2.206M	\$2.647M

- Both Oversight Committee and Council reacted favorably

This plan was
based on January
2020 figures

BUT THEN COVID HIT...

4

	FY 19-20 Measure O Sales Tax Revenue*	FY 20-21 Measure O Sales Tax Revenue*
FY 19-20 Budget Projection	\$14.9 M	\$15.4 M
Current Projection	\$13.5 M	\$13.3 M
Shortfall in Revenue	\$1.4 M	\$2.1 M

*Excludes interest income and General Fund loan repayment

UNAPPROPRIATIONS					5
	Project Description	Frequency	Budgeted	Unappropriated	Rationale
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UNAPPROPRIATIONS

7

	Project Description	Frequency	Budgeted	Unappropriated	Rationale
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TOTAL				(2,234,029)	

RECOMMENDATION

8

That the City Council receive and file an update regarding the Measure O weaning process.

Questions





CITY COUNCIL AGENDA REPORT
REPORTS
AGENDA ITEM NO. M.3

DATE: October 20, 2020

TO: City Council

FROM: Alexander Nguyen, City Manager, (805) 385-7430, alexander.nguyen@oxnard.org

SUBJECT: Council's Annual Calendar of Routine Items. (10/15/10)

RECOMMENDATION

That the City Council accept Council's Annual Calendar of Routine Items (and related Committee Annual Calendars). (Finance and Governance Committee approved 3-0)

BACKGROUND

On September 8, 2020, the Finance and Governance Committee saw staff's beginning list of items for Council's Annual Calendar of Routine Items. On September 22, 2020, staff returned to that Committee with the revised Calendar. Also, pursuant to request of the Committee Member Lopez on September 8th, staff included the amount of time we anticipate each item will take. Finally, we built out calendars of these items for the five Committees.

DISCUSSION

We strive to improve managing the Council meeting agendas to balance the needs of routine items with deadlines against the number of items on each meeting agenda. Staff compiled the attached calendar of items that occur routinely—meaning quarterly, semi-annually, annually, or every few years—around which we can schedule non-routine items. Staff asks for Council's feedback in terms of balancing the workflow.

Attached also is the list of significant, non-routine items coming forward to Council in FY 20-21 so we can prepare for this busy year. This is not a complete list as new items may arise.

STRATEGIC PRIORITIES

This agenda item is a routine operational item or does not relate to the four strategic plans adopted by City Council on May 17, 2016.

FINANCIAL IMPACT

There is no financial impact.

COMMITTEE OUTCOME

The Finance and Governance Committee approved 3-0 on September 22, 2020, to approve the staff recommendation and to forward the item for Council approval.

Prepared by: Shiri Klima, Deputy City Manager

ATTACHMENTS

1. Council's Annual Calendar of Routine Items
2. Finance & Governance Committee's Annual Calendar of Routine Items
3. Public Works & Transportation Committee's Annual Calendar of Routine Items
4. Public Safety Committee's Annual Calendar of Routine Items
5. Housing & Economic Development Committee's Annual Calendar of Routine Items
6. Community Services Committee's Annual Calendar of Routine Items
7. Significant, Non-Routine Items in FY 20-21
8. Council's Annual Calendar Presentation

October						
	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
1	Facilitron agreement for reservations for Recreation	CCS	3 years, next cycle is 2022	Info/consent	CSC	
2	Planning Update	CD	Annual	15/10/10	No	
3	Ventura County High Tech Task Force	PD	2 years, next cycle is 2022	Info/consent	PSC	
4	Citywide street sweeping service agreement	PW	3 years, next cycle is 2020	Info/consent	PWTC	
5	Purchase of metal refuse bin containers	PW	3 years, next cycle is 2020	Info/consent	PWTC	
6	Riverpark maintenance agreement (landscape and ballfield)	PW	3 years, next cycle is 2022	Info/consent	PWTC	Special Districts
7	Utility chemicals POs	PW	3 years, next cycle is 2022	Info/consent	PWTC	
8	Ferrous chloride PO for OWTP	PW	3 years, next cycle is 2022	Info/consent	PWTC	
9	All Languages Interpreting and Translating	CMO	3 years, next cycle is 2021	Info/consent	FGC	One year extension in 2020 then a RFP will go out in 2021 for a new 3 year agreement.
10	Quarterly Investment Report	CT	Quarterly	5/5/5	FGC	
11	Code Enforcement Officer Appreciation Week	CD	Annual	5	No	State recognized month. Usually the second week of October.
12	National Community Planning Month	CD	Annual	10	No	
13	Multicultural Month	CMO	Annual	10	No	Martha organizes the Multicultural Festival with the CRC, which coordinates with this month.
14	Annual Great Shakeout Earthquake Drill	Fire	Annual	5	No	Varies between September and October. Will be on Oct 15th in 2020.
15	Fire Prevention Week	Fire	Annual	5	No	Nationally recognized month. Usually the first week of October.
16	Breast Cancer Awareness Month	Fire	Annual	5	No	Nationally recognized month.
17	Domestic Violence Awareness Month	PD	Annual	5	No	Nationally recognized month.

August--Council is dark						
	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
1						
2						
3						
4						
5						

Key:
Informational

2

3

Key:
Action required
Informational

Key:
Action required
Informational

121

Key:
Action required
Informational

Key:
Informational

May					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1					
2					
3					

10

11

<i>August--Council is dark</i>					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1					
2					
3					

1

2

3

<i>December</i>					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1	Update Water rates	PW	Every 5 years, next cycle is 2022	15/20/30	
2	Update ER rates	PW	Every 5 years, next cycle is 2023	15/20/30	
3	Update Wastewater rates	PW	Every 5 years, next cycle is 2024	15/20/30	
4	Architectural design professional services agreement	PW	3 years, next cycle is 2021	5/5/5	
5	Waste container bid parts and supplies purchase	PW	3 years, next cycle is 2020	5/5/5	
6	Traffic signal repair and maintenance on-call agreement	PW	3 years, next cycle is 2021	5/5/5	
7	On-call roll up door maintenance and repair service agreement	PW	3 years, next cycle is 2022	5/5/5	
8	Environmental Resources Business Plan	PW	5 years, next cycle is 2026	10/10/15	
9	Tire removal and hauling service agreement for Environmental Resources	PW	3 years, next cycle is 2022	5/5/5	
10	Custodial service agreement for Oxnard Transit Center	PW	3 years, next cycle is 2023	5/5/5	
11	Pavement inventory plan agreement	PW	3 years, next cycle is 2023	5/5/5	
12	Generator and heavy equipment maintenance agreement	PW	3 years, next cycle is 2023	5/5/5	
					Key:
					Action required

5

February					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1	Seabridge CFD 4 Landscape Maintenance Contract	PW	3 years, next cycle is 2021	5/5/5	Special Districts
2	Landscape maintenance agreement for Waterways	PW	3 years, next cycle is 2021	5/5/5	Special Districts
3	On-call maintenance & repair services for Waterways	PW	3 years, next cycle is 2023	5/5/5	Special Districts
4	Golf course management agreement	PW	3 years, next cycle is 2022	10/10/10	
5	AMI-capable water meters PO	PW	Annual	5/5/5	
6	Custodial services for Water, WW and ER	PW	3 years, next cycle is 2022	5/5/5	
7	Landscape maintenance service agreement - various locations	PW	3 years, next cycle is 2023	5/5/5	
					Key:
					Action required

7

8

9

June					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1	County of Ventura Work Release Program	PW	Annual	5/5/5	Agreement expires 7/18/2021.
2	On-call irrigation service agreement for Special Districts	PW	3 years, next cycle is 2021	5/5/5	Special Districts
3	Vehicle mobile wash and detailing service agreement for ER	PW	3 years, next cycle is 2021	5/5/5	
4	Tire service and repair agreement for Fleet	PW	3 years, next cycle is 2022	5/5/5	
					Key:
					Action required

July					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1	Biosolids hauling and disposal agreement for Wastewater	PW	3 years, next cycle is 2021	5/5/5	
2	Foaming root control service agreement for Wastewater	PW	3 years, next cycle is 2022	5/5/5	
3	Labor compliance service agreement for Engineering	PW	3 years, next cycle is 2022	5/5/5	
4	On-call lighting and electrical repair agreement	PW	5 years, next cycle is 2021	5/5/5	Special Districts
					Key:
					Action required

August--Council is dark					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1					
2					
3					
4					
5					

1

2

November					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1					
2					
3					

<i>December</i>					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1					
2					
3					

January					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1	Five-Year Council Priorities	CMO	Every 5 years, next cycle is 2021	20/20/20	Council discussion in special meeting in February, followed by regular Council meeting in March
					Key:
					Action required

February					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1					
2					
3					

Key:
Action required

<i>April</i>					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1	Agreement for body worn cameras and licenses for 200 cameras under two contracts.	PD	Every 5 years, next cycle is May 2021	10/5/5	May 2021 (Axon) is for 150 of the 200 cameras and licenses and October 2021 (Evidence.com); might be able to consolidate the contracts.
2	School Resource Officer contracts - OUHSD, HSD, Rio SD	PD	Every 3 years, next cycle is 2022	10/10/10	Contract terminates June 30, 2022, and relies on the school districts' contract initiation
3	Agreement to provide animal safety services and animal licensing to the residents of Oxnard	PD	Annual	15/5/5	Ventura County Animal Services agreement must be completed before June 30th.
					Key:
					Action required

<u>May</u>					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1					
2					
3					

June					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1	Grand Jury report on Annual Detention Facilities and Law Enforcement Report	PD	Annual	10/10/10	City is required to respond within 90 days of receipt.
					Key:
					Action required

July					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1	Local Edward Byrne Memorial Justice Assistance Grant (JAG) - Authorize app & execute MOUs	PD	Annual	5/5/5	Date varies each year. In 2020, going to Committee 9/22 and to Council (public hearing) 10/20.
					Key:
					Action required

<i>August--Council is dark</i>					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1					
2					
3					

<u>September</u>					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1					
2					
3					

October					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1					
2					
3					

Key:
Action required

4

5

6

March					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1	Visit Oxnard (OCVB) contract	CMO	Every 5 years, next cycle is 2024	10/10/10	
					Key:
					Action required

Key:
Action required

May					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1	2020-2024 Ventura County Regional Consolidated Plan, 2020 Ventura County Analysis of Impediments to Fair Housing Choice, and 2020 Annual Action Plan	Housing	Every 5 years, next cycle is 2025	15/15/15	Next up is for FY 2025-29.
					Key:
					Action required

June					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1	Permanent Local Housing Allocation (PLHA) annual performance report	Housing	Annual	5/10/5	Must be approved by Council between June 30 and July 31
					Key:
					Action required

July					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1	Consolidated Annual Performance & Evaluation Report (CAPER)	Housing	Annual	10/10/10	Normally due before 9/30
					Key:
					Action required

August--Council is dark					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1					
2					
3					

1

<u>October</u>					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1					
2					
3					

November					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1					
2					
3					

167

January					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1	Five-Year Council Priorities	CMO	Every 5 years, next cycle is 2021	20/20/20	Council discussion in special meeting in February, followed by regular Council meeting in March
					Key:
					Action required

February					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1					
2					
3					

<u>March</u>					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1					
2					
3					

<i>April</i>					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1					
2					
3					

<u>May</u>					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1					
2					
3					

10

11

<i>August--Council is dark</i>					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1					
2					
3					

Significant, Non-Routine Items in FY 20-21
(non-exhaustive list)

Billing and Licensing

1. Passing of convenience (credit card) fees onto customers

Community Development -- Economic Development

2. Saviers Property Based/Business Improvement District (PBID) - Zocalo

Community Development -- Sustainability

3. Flood management ordinance update per FEMA mandates
4. Local Coastal Plan Update Amendment: FEMA Impacts, Coastal Height Check-in, Sea Level Rise
5. Climate Action Plan - kick off, study sessions, pre and post adoption; and phased implementation and recommendations

Community Development -- Environmental

6. CEQA Guidelines Update - Vehicles Miles Travelled Thresholds
7. Ormond Beach Restoration Access Plan & Reuse agreement/master planning associated with Ormond Beach Generating Station property (see, A-8207 Section 4.a re Post-Demo Plan).

Community Development -- General Plan Elements and Amendments/Housing Element

8. 6th Cycle (2021-2029) Housing Element Update (adoption by Oct. 15, 2021 deadline)
9. General Plan Update: Safety Element update; Housing Element; Incorporation of environmental justice provisions
10. General Plan / Housing Element Annual Report

Community Development -- Policies or Zone Code Amendments

11. Short Term Vacation Rentals - Review California Coastal Commission Modifications
12. Master Wireless License Agreement
13. Firearms Buffers from Hospitals and Clinics
14. Downtown Code Ordinance Amendment
15. Oxnard City Code Ordinance Amendment - Permit Process Improvements

Community Development -- Significant Agreements

16. Contract for Harbor Patrol services
17. California Environmental Quality Act (CEQA) on call consultant contract
18. Short Term Vacation Rental
19. Planning Services Contracts
20. Consultant Plan Check & Inspection services contract

Community Development -- Fee Studies and Updates

- 21. Planning and Building Fee Schedule Update (CPI Increases)
- 22. Downtown parking In-Lieu Fee
- 23. Alcohol, Cannabis Tobacco, FireArms monitoring fee
- 24. Consistency adjustments to DIF fees adoptive ordinances & resolutions.

Community Development -- Projects

- 25. Teal Club Specific Plan
- 26. Oxnard Harbor District 34 Acre Hueneme Road project
- 27. RiverPark Specific Plan Amendment / Development Agreements
- 28. Wagon Wheel Specific Plan Amendment / Development Agreement / Tentative Map
- 29. Oxnard Unified High School District - Del Sol Campus (Reimbursement Agreement)
- 30. Oxnard School District - Seabridge K-5 Elementary School land swap
- 31. Electronic Billboard Ordinance Amendment / Specific Plan Amendments / Development Agreements
- 32. City/County Tax Sharing Agreement
- 33. County of Ventura Harbor Visioning

Finance

- 34. Authorization to issue 2020 Water Revenue Bonds
- 35. ICIF next steps

Housing

- 36. Homeless Solutions Center Disposition and Development Agreement (DDA)
- 37. Ormond Beach Homeless Encampment Response
- 38. Release and Review of Request for Proposals/Qualifications for various Affordable Housing Developments
- 39. Housing Authority Items for Moving to Work, Choice Neighborhood, Mainstream Grants

Police

- 40. Approximately \$700,000 fleet purchase

Public Works -- Capital Projects (Construction Contract Awards*)

- 41. 6 Street Resurfacing, Traffic Signal, and Sidewalk Installation Projects
- 42. 4 Roof Replacements/Repair Projects
- 43. 17 Utility CIP Projects
- 44. 5 Parks and Community Facilities CIP Projects
- 45. 2 Special Districts CIP Projects
- 46. 4 Mobility CIP Projects

*Subject to availability of materials at time of award, which has been problematic during Covid

Public Works -- Significant Agreements

- 47. ER Resource Management Plan Agreement

- 48. Water Resource Management Plan Update
- 49. Landfill disposal agreement term extensions and new agreement
- 50. Channel Islands Beach District interagency agreement term extension
- 51. Campus Park landscape design services agreement
- 52. Wagon Wheel landscape maintenance agreement and the HOA reimbursement agreement (Special Districts)
- 53. Northshore CFD reformation (Special Districts)

Public Works -- Major Purchases

- 54. Purchase of an excavator, crane truck and rolloff truck for Wastewater Division
- 55. Purchase of yard tractors for Wastewater and ER Divisions
- 56. Lease/purchase of refuse collection trucks for ER Division

Public Works -- Other Significant Items

- 57. CFD 2, CFD 4 and CFD 5 reserve studies (Special Districts)
- 58. FEMA BRIC, CDBG-MIT, and Statewide Park Program Grant Applications
- 59. Adopt a Park Program
- 60. Parks Master Plan
- 61. Continue negotiations with Fox Canyon Groundwater Management Agency regarding groundwater allocation and ramp-down process
- 62. New FTE Requests
- 63. Heavy Weight Corridor - Request to Include Oxnard's Chiquita Facility Route (resolution)
- 64. Chapter 18 Floodplain Ordinance revisions (FEMA) (Public Hearing)
- 65. Channel Islands Harbor water quality update

COUNCIL'S ANNUAL CALENDAR OF ROUTINE ITEMS

Presentation to City Council

Shiri Klima, Deputy City Manager

October 20, 2020



RECOMMENDATION

2

That the City Council accept Council's Annual Calendar of Routine Items (and related Committee Annual Calendars).

SEPTEMBER

3

	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
1	Measure O Annual Update	CMO	Annual	10/10/10	FGC	
2	Refresh Financial Policies under the Internal Control - Integrated Framework (ICIF)	Finance	4 years, next cycle is 2024	15/15/10	FGC	
3	Consolidated Annual Performance & Evaluation Report (CAPER)	Housing	Annual	10/10/10	HEDC	Normally due before 9/30; in 2020, due to Covid, due in November. HUD waiver extended to 180 days due from close of program year. Due 12/30/2020.
4	Local Edward Byrne Memorial Justice Assistance Grant (JAG) - Authorize app & execute MOUs	PD	Annual	5/5/5	PSC	Date varies each year. In 2020, going to Committee 9/22 and to Council (public hearing) 10/20.
5	Biosolids hauling and disposal agreement for Wastewater	PW	3 years, next cycle is 2021	Info/consent	PWTC	
6	Foaming root control service agreement for Wastewater	PW	3 years, next cycle is 2022	Info/consent	PWTC	
7	Labor compliance service agreement for Engineering	PW	3 years, next cycle is 2022	Info/consent	PWTC	
8	On-call lighting and electrical repair agreement	PW	5 years, next cycle is 2021	Info/consent	PWTC	Special Districts

SEPTEMBER

4

	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
9	PACC Annual Report	CCS	Annual	10/10/10	CSC	Annual report to Council is required of Sterling Venue Ventures under current agreement. This will begin in 2021 because of lack of activity due to Covid-19 for this current calendar year.
10	Constitution Week	CMO	Annual	5	No	Week of September 17-23
11	National Child Passenger Safety Week	Fire	Annual	5	No	Required due to OTS-provided grant (Sept 20-26, 2020).
12	Coastal Cleanup Day	PW	Annual	5	No	Third Saturday in September

Key:

Action required

Informational

Ceremonial

OCTOBER

5

	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
1	Facilitron agreement for reservations for Recreation	CCS	3 years, next cycle is 2022	Info/consent	CSC	
2	Planning Update	CD	Annual	15/10/10	No	
3	Ventura County High Tech Task Force	PD	2 years, next cycle is 2022	Info/consent	PSC	
4	Citywide street sweeping service agreement	PW	3 years, next cycle is 2020	Info/consent	PWTC	
5	Purchase of metal refuse bin containers	PW	3 years, next cycle is 2020	Info/consent	PWTC	
6	Riverpark maintenance agreement (landscape and ballfield)	PW	3 years, next cycle is 2022	Info/consent	PWTC	Special Districts
7	Utility chemicals POs	PW	3 years, next cycle is 2022	Info/consent	PWTC	
8	Ferrous chloride PO for OWTP	PW	3 years, next cycle is 2022	Info/consent	PWTC	

OCTOBER

6

	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
9	All Languages Interpreting and Translating	CMO	3 years, next cycle is 2021	Info/consent	FGC	One year extension in 2020 then a RFP will go out in 2021 for a new 3 year agreement.
10	Quarterly Investment Report	CT	Quarterly	5/5/5	FGC	
11	Code Enforcement Officer Appreciation Week	CD	Annual	5	No	State recognized month. Usually the second week of October.
12	National Community Planning Month	CD	Annual	10	No	
13	Multicultural Month	CMO	Annual	10	No	Martha organizes the Multicultural Festival with the CRC, which coordinates with this month.
14	Annual Great Shakeout Earthquake Drill	Fire	Annual	5	No	Varies between September and October. Will be on Oct 15th in 2020.
15	Fire Prevention Week	Fire	Annual	5	No	Nationally recognized month. Usually the first week of October.
16	Breast Cancer Awareness Month	Fire	Annual	5	No	Nationally recognized month.
17	Domestic Violence Awareness Month	PD	Annual	5	No	Nationally recognized month.

NOVEMBER

7

	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
1	Procedures Manual Update	CAO	2 years, next cycle is 2021	10/30/30	FGC	Last adopted Council Resolution No. 15,279 was on Nov. 19, 2019
2	Building Code/ Fire Code Update	CD	3 years, next cycle is fall 2022	Public Hearing 10/10/5; Info Consent 2nd reading in 30 days	No	November 2022 is preferred so Building Code can become effective January 1, 2023. Fire Marshal will be bringing some one-time changes to the Fire Code and the fee schedule in January 2021.
3	Resolution regarding Executives & Non-Represented Employees	HR	Next cycle is 2022	5/5/5	No	Resolution doesn't continue to increase past 12/31/2022
4	State law enforcement supplemental funding	PD	Annual	Info/consent	PSC	Item is flexible.
5	Asset Forfeiture Funds	PD	Annual	Info/consent	PSC	Went in December 2019 and would prefer to go earlier this year. Item is flexible.
6	NPDES stormwater testing service agreement	PW	3 years, next cycle is 2020	Info/consent	PWTC	
7	Storm vault scheduled maintenance and on-call service agreement - Public Work	PW	3 years, next cycle is 2020	Info/consent	PWTC	Special Districts
8	Lab testing and monitoring service agreement for OWTP	PW	3 years, next cycle is 2020	Info/consent	PWTC	
9	Resource Management Plan Update / Water Rate Study	PW	5 years, next cycle is 2022	10/10/30	PWTC	Public Hearing 1st & 2nd Readings

NOVEMBER

8

	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
10	Hydrogeologic consulting service agreement	PW	5 years, next cycle is 2021	Info/consent	PWTC	
11	Haul residential household hazardous waste agreement	PW	3 years, next cycle is 2021	Info/consent	PWTC	
12	Antiscalant PO for AWPf	PW	3 years, next cycle is 2021	Info/consent	PWTC	
13	Citric acid PO for AWPf	PW	3 years, next cycle is 2022	Info/consent	PWTC	
14	Parts and supplies PO for Fleet	PW	4 years, next cycle is 2024	Info/consent	PWTC	
15	Fleet leasing and maintenance agreement	PW	5 years, next cycle is 2025	10/10/10	PWTC	
16	Autumn update on Corrective Action Plan (CAP)	Finance	Semi-annual	15/10/10	FGC	This must occur 6 months after last CAP update, as required by Council policy.
17	Veterans Day	CMO	Annual	5	No	November 11th. Announce date of with Veterans' Parade. (In 2020, this needs to be done in October due to Council meeting dates.)
18	Extra Mile Day	CMO	Annual	5	No	November 1st
19	November	Fire	Annual	5	No	

DECEMBER

9

	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
1	Bad Debt Clean-up	B&L/ Finance	Annual	10/10/5	FGC	
2	ODMD Annual Assessment Agreement	CD	Annual; 5 years	10/10/10	HEDC	Needs to align with County Assessor. Every 5 years, we need to renew this.
3	Downtown Settlement Funds	CD	Annual	10/10/10	HEDC	Flexible schedule
4	Approve annual Council meeting calendar	Clerk	Annual	Info/consent	No	It is usually agreed upon in December to set the new dates for next calendar year.
5	Declare results of municipal election; administer oath of office to new officials	Clerk	2 years, next cycle is 2020	5/10/5	No	Typically done during the first regular meeting following the County's certification of the election.
6	Appointment of Mayor Pro Tem	Council	2 years, next cycle is 2020	5/5/5	No	Typically done during the first regular meeting following the County's certification of the election.
7	Mayor's appointments to City Committees and Regional Boards and Commissions	Council	2 years, next cycle is 2020	10/10/10	No	Effective the following January.
8	Channel Islands Beach Community Services District Interagency agreement for wastewater transportation and treatment services	PW	2 years, next cycle is 2020	Info/consent	PWTC	

DECEMBER

10

	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
9	Uniform rental, purchase and laundry services agreement	PW	3 years, next cycle is 2020	Info/consent	PWTC	
10	Westport landscape maintenance agreement	PW	3 years, next cycle is 2020	Info/consent	PWTC	Special Districts
11	LMD landscape maintenance agreement	PW	3 years, next cycle is 2020	Info/consent	PWTC	Special Districts
12	Haul recycled glass service agreement	PW	3 years, next cycle is 2021	Info/consent	PWTC	
13	Fuel card program agreement for Fleet	PW	3 years, next cycle is 2022	10/10/10	PWTC	
14	Refrigerant recovery and extraction from appliances agreement for ER	PW	3 years, next cycle is 2022	Info/consent	PWTC	
15	On-call tree maintenance agreement	PW	5 years, next cycle is 2024	Info/consent	PWTC	
16	World AIDS Day	CMO	Annual	5	No	December 1st
17	Santa Claus comes to Council	Council	Annual	10	No	Announce Christmas Parade and Tamale Festival too.

JANUARY

11

	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
1	Recognized Obligation Payment Schedule (ROPS)	CD	Annual	Info/consent	HEDC	Mandatory in January
2	Conflict of Interest Code Amendment/Update	Clerk	2 years, next cycle is 2022	Info/consent	No	Either January or February, should be updated early in the Form 700 filing season to add new positions or delete old ones.
3	Property Insurance, General Liability Insurance and Liability Claims Administration and Adjustment Services Purchase Orders	HR	Annual	Info/consent	No	
4	Update Water rates	PW	5 years, next cycle is 2022	15/20/30	PWTC	
5	Update ER rates	PW	5 years, next cycle is 2023	15/20/30	PWTC	
6	Update Wastewater rates	PW	5 years, next cycle is 2024	15/20/30	PWTC	
7	Architectural design professional services agreement	PW	3 years, next cycle is 2021	Info/consent	PWTC	
8	Waste container bid parts and supplies purchase	PW	3 years, next cycle is 2020	Info/consent	PWTC	
9	Traffic signal repair and maintenance on-call agreement	PW	3 years, next cycle is 2021	Info/consent	PWTC	
10	On-call roll up door maintenance and repair service agreement	PW	3 years, next cycle is 2022	Info/consent	PWTC	

JANUARY

12

	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
11	Environmental Resources Business Plan	PW	5 years, next cycle is 2021	10/10/30	PWTC	
12	Tire removal and hauling service agreement for Environmental Resources	PW	3 years, next cycle is 2022	Info/consent	PWTC	
13	Custodial service agreement for Oxnard Transit Center	PW	3 years, next cycle is 2023	Info/consent	PWTC	
14	Pavement inventory plan agreement	PW	3 years, next cycle is 2023	Info/consent	PWTC	
15	Generator and heavy equipment maintenance agreement	PW	3 years, next cycle is 2023	Info/consent	PWTC	
16	Development Agreement Annual Report	CD	Annual	Info/consent	No	Flexible schedule but Planning Commission first
17	Clean Power Alliance Annual Report	CD	Annual	15/10/10	FGC	Flexible schedule
18	Quarterly Investment Report	CT	Quarterly	5/5/5	FGC	
19	311 app update	IT	Annual	20/20/15	CSC	
20	Dr. Martin Luther King, Jr. Day	CMO	Annual	5	No	Third Monday of January

FEBRUARY						13
	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
1	Appointment of CAG members	Clerk	2 years, next cycle is 2021	Info/consent	No	Between Feb and March; however, appointments are made on an ongoing basis.
2	Five-Year Council Priorities	CMO	5 years, next cycle is 2021	4 hours	Yes, to all 5 Committees	Council discussion in special meeting in February, followed by regular Council meeting in March
3	Mid-year Budget	Finance	Annual	20/10/5	No	In 2021, this is in January. Otherwise, February.
4	Authorization to submit OTS, FEMA and Homeland Security Grants	Fire	Annual	Info/consent	No	No set date, grant apps are traditionally due for this agency in March. We have thirty days to apply for the grant once it is announced. This date is fluid until we know if the grants are being offered and if Fire has any applicable needs.
5	Supply and delivery of anionic polymer agreement	PW	3 years, next cycle is 2021	Info/consent	PWTC	
6	Waterworks supplies PO for Water	PW	Annual	Info/consent	PWTC	
7	On-call civil engineering service agreement	PW	3 years, next cycle is 2021	Info/consent	PWTC	
8	Engineering regulatory and financial support agreement	PW	3 years, next cycle is 2021	Info/consent	PWTC	

FEBRUARY						14
	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
9	On-call wastewater and recycled water process support agreement	PW	3 years, next cycle is 2021	Info/consent	PWTC	
10	Local Limits Ordinance Update - Wastewater	PW	5 years, next cycle is 2021	10/10/10	PWTC	Public Hearing
11	HVAC maintenance and repair for AWP/OWTP	PW	2 years, next cycle is 2022	Info/consent	PWTC	
12	Landfill disposal agreements	PW	5 years, next cycle is 2021	10/15/20	PWTC	
13	ERP annual report	CMO	Annual	15/10/10	FGC	
14	CAFR	Finance	Annual	20/10/5	FGC	Best to share with Council and public after December publication. Does not have to be legally accepted by Council.
15	CRC Community Awards	CMO	Annual	15	No	Relies on the Community Relations Commission to hold a meeting to pick the recipients.
16	Black History Month	CMO	Annual	5	No	Nationally recognized month.

MARCH

15

	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
1	Banking contract	B&L	3 years starting 2021	5/10/5	FGC	
2	Infosend (bill printing) contract	B&L	3 years starting 2021	Info/consent	FGC	
3	RSVP Grant Application & Revenue Approval	CCS	Annual	Info/consent	No	Will need the dates for the application window to be announced.
4	General Plan/ Housing Element Annual Report	CD	Annual	15/5/5	No	Flexible schedule, just needs to be Spring 2021
5	Real Estate Disposition priorities	CD	3 years starting 2022	10/15/5	HEDC	Flexible schedule
6	Zoning Code Clean-up	CD/CAO	Annual	10/10/10	No	Flexible schedule. Goes to Planning Commission first.
7	Five-Year Council Priorities	CMO	5 years, next cycle is 2021	1 hour	No	At Council regular meeting, following February Committee meetings and Council special meeting
8	Five-year Public Housing Agency (PHA) Plan, Annual Agency Plan & Capital Fund Program (CFP) Five-year Action Plan for Low Rent Public Housing	Housing	Annual	Board of Commissioners 15/15/15	HEDC	Plans must be submitted to HUD by 4/16/2021.
9	Regional Consolidated Plan and Annual Action Plan Fiscal Year	Housing	5 years, next cycle is 2025	15/15/15	HEDC	
10	Seabridge CFD 4 Landscape Maintenance Contract	PW	3 years, next cycle is 2021	Info/consent	PWTC	Special Districts

MARCH

16

	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
11	Landscape maintenance agreement for Waterways	PW	3 years, next cycle is 2021	Info/consent	PWTC	Special Districts
12	On-call maintenance & repair services for Waterways	PW	3 years, next cycle is 2023	Info/consent	PWTC	Special Districts
13	Golf course management agreement	PW	3 years, next cycle is 2022	10/10/20	PWTC	
14	AMI-capable water meters PO	PW	Annual	Info/consent	PWTC	
15	Custodial services for Water, WW and ER	PW	3 years, next cycle is 2022	Info/consent	PWTC	
16	Landscape maintenance service agreement - various parks locations	PW	3 years, next cycle is 2023	Info/consent	PWTC	Not Special Districts
17	Economic Development Annual Report	CD	Annual	10/15/10	HEDC	Flexible schedule
18	Cesar Chavez Day	CMO	Annual	5	No	March 31st
19	Women's History Month	CMO	Annual	5	No	Nationally recognized month.
20	Brain Injury Awareness Month	CMO	Annual	5	No	Nationally recognized month.

APRIL

17

	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
1	Lease Agmt w/Continuing Development Inc. to rent a wing of the South Oxnard Center on Bard Rd.	CCS	3 years, next cycle is 2023	5/5/5	No	April is preferred as it is 2 months before agreement expiration.
2	Recovery of Nuisance Abatement	CD	Annual	5/10/5	No	Public Hearing
3	Code Civil Citations	CD	Annual	5/10/5	No	Public Hearing
4	Google - G Suite Enterprise Licenses	IT	3 years, next cycle is 2021	Info/consent	FGC	Services expire August 2021
5	Tyler Technologies - New World 911 System	IT	3 years, next cycle is 2021	Info/consent	FGC	Services expire June 2021
6	Renewal of investigative & crime analysis software agreement	PD	3 years, next cycle is 2021	10/5/5	PSC	Cancellation must be done at least 60 days prior to contract end date, 4/30/21; otherwise automatic 12 month renewal starts.
7	OTS bicycle & pedestrian safety grant	PD	Annual	Info/consent	PSC	Date is flexible, but needs to go before the end of the fiscal year.
8	OTS STEP Grant	PD	Annual	Info/consent	PSC	Date is flexible, but needs to go before the end of the fiscal year.
9	5-Year Capital Improvement Program (CIP)	PW	Annual	30/10/20	PWTC	Needs to be completed by end of fiscal year. Goes to Planning Commission before PWTC.
10	RMRA Listing of Roadway Maintenance Projects	PW	Annual	Info/consent	PWTC	CTC requires approved list to be submitted typically in May.

APRIL

18

	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
11	LMD Engineers Report & Approval of Levy Public Notice Part 1	PW	Annual	5/5/5	PWTC	Needs to be completed by end of fiscal year.
12	Automated metering infrastructure PO for Water	PW	5 years, next cycle is 2021	Info/consent	PWTC	
13	On-call water process support agreement	PW	3 years, next cycle is 2021	Info/consent	PWTC	
14	Waste transfer supplemental hauling services agreement for ER	PW	3 years, next cycle is 2021	Info/consent	PWTC	
15	Baler wire PO for MRF	PW	3 years, next cycle is 2021	Info/consent	PWTC	
16	On-call mechanical facility repair & maintenance agreement - Public Work	PW	3 years, next cycle is 2022	Info/consent	PWTC	
17	Water samples testing services agreement	PW	3 years, next cycle is 2023	Info/consent	PWTC	
18	Urban Water Management Plan	PW	5 years, next cycle is 2021	10/10/30	PWTC	Public Hearing 1st reading. Subject to change per State's final schedule

APRIL

19

	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
19	Quarterly Investment Report	CT	Quarterly	5/5/5	FGC	
20	Donate Life Month	CMO	Annual	5	No	Nationally recognized month. Some years we do a Council ceremony, and other years we mail a proclamation.
21	Sexual Violence Awareness Month	CMO	Annual	5	No	Nationally recognized month.
22	Public Safety Dispatchers Month	Fire	Annual	5	No	
23	Fair Housing Month	Housing	Annual	15	No	Nationally recognized month.
24	Child Abuse Awareness Month	PD	Annual	5	No	Nationally recognized month.
25	Earth Day	PW	Annual	15	No	April 22nd
26	Arbor Day	PW	Annual	15	No	Last Friday in April

MAY

20

	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
1	Fee Schedule Update	CD	Annual	Info/consent	HEDC	Preferred May so that it can be effective with the fiscal year.
2	Authorization to submit Emergency Management Performance Grant	Fire	Annual	Info/consent	No	No set date, grant applications are traditionally due for this agency in May or June. We have thirty days to apply for the grant once it is announced. This date is fluid until we know if the grants are being offered and if Fire has any applicable needs.
3	Housing Authority: Low Rent Public Housing & Housing Choice Voucher Program Budgets for next fiscal year & Housing Authority Investment Policy & Investment Portfolio Guidelines	Housing	Annual	Board of Commissioners 10/10/10	HEDC	Numbers not available until April. Complete prior to City Budget.
4	OPOA, OPSMA, and IAFF MOUs	HR	3 years, next cycle is 2021	10/5/5	No	Contract terminates 6/30/2021
5	OMMA, SEIU and IUOE MOUs	HR	3 years, next cycle is 2022	10/5/5	No	Contract terminates 6/30/2022
6	Agreement for body worn cameras and licenses for 200 cameras under two contracts.	PD	5 years, next cycle is 2021	10/5/5	PSC	May 2021 (Axon) is for 150 of the 200 cameras and licenses and October 2021 (Evidence.com); might be able to consolidate the contracts.
7	School Resource Officer contracts - OUHSD, HSD, Rio SD	PD	3 years, next cycle is 2022	10/10/10	PSC	Contract terminates June 30, 2022, and relies on the school districts' contract initiation.

MAY						
21						
	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
8	Agreement to provide animal safety services and animal licensing to the residents of Oxnard	PD	Annual	Info/consent	PSC	Ventura County Animal Services agreement must be completed before June 30th.
9	LMD Engineers Report & Approval of Levy Public Notice Part 2	PW	Annual	5/5/5	PWTC	Needs to be completed by end of fiscal year.
10	Waterways Assessment District and Community Facilities Districts' assessment	PW	Annual	5/5/5	PWTC	Needs to be completed by end of fiscal year.
11	Agreement for gas/water monitoring for the Santa Clara Landfill	PW	Annual	Info/consent	PWTC	Agreement with Ventura Regional Sanitation District expires June 30, 2021
12	Utility Rate Assistance Program ("Project Assist")	PW	Annual	5/10/5	PWTC	Resolution takes effect July 1st.
12	Polymer supply and delivery PO for WWTP	PW	3 years, next cycle is 2021	Info/consent	PWTC	
13	Wastewater and water certified operations support agreement	PW	3 years, next cycle is 2021	Info/consent	PWTC	
14	Organic material processing (grass clippings, wood, food waste and other organic material) agreement	PW	3 years, next cycle is 2021	Info/consent	PWTC	
15	Supplies of liquid lime PO for AWWPF to balance PH levels	PW	3 years, next cycle is 2022	Info/consent	PWTC	

MAY						
22						
	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
16	Lubricants and antifreeze service agreement for Fleet	PW	3 years, next cycle is 2022	Info/consent	PWTC	
17	Bulk fuel delivery services for Fleet	PW	3 years, next cycle is 2022	Info/consent	PWTC	
18	On-call SCADA services for Water, WWTP & AWWPF	PW	3 years, next cycle is 2022	Info/consent	PWTC	
19	Environmental services conditionally exempt small quantity generator waste and residential household hazardous waste collection and disposal service agreement for ER	PW	3 years, next cycle is 2023	Info/consent	PWTC	
20	Senior Services Commission Report	CCS	Annual	5/5/5	No	Normally brought to Council during Older Americans Month (May) and report is initiated by the Senior Services Commission.
21	Presentation of Single Audit Report	Finance	Annual	15/10/5	FGC	Best to share Single Audit with Council and public right after publication. Prefer to share this at the same time as the CAP update. Relies on the Auditor. Does not have to be legally accepted by Council.

MAY

23

	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
22	Spring Update on Corrective Action Plan (CAP)	Finance	Semi-annual	15/10/5	FGC	CAP updates every 6 months required by Council policy. Prefer to share this at the same time as the single audit presentation.
23	Older Americans Month	CCS	Annual	5	No	Nationally recognized month.
24	Building Safety Month	CD	Annual	10	No	Nationally recognized month. Usually the first or second week of May.
25	Municipal Clerks Week	Clerk	Annual	5	No	Can go to Council at the last April meeting or the first May meeting
26	National Beach Safety Week	Fire	Annual	15	No	
27	Public Works Week	PW	Annual	10	No	Nationally recognized week.

JUNE

24

	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
1	Resolutions calling municipal election; adopt rules for candidate statements	Clerk	2 years, next cycle is 2022	Info/consent	No	Due to the County by June 30th.
2	Public Hearing on the Operating Budget	Finance	Annual	20/20/60	No	Must precede budget adoption.
3	Public Safety Property Tax Assessment	Finance	Annual	15/10/5	No	Needs to meet with County deadline for placing assessment on property tax bills. Can be moved up, but only to May.
4	Adoption of the Operating & Capital Improvement Budget	Finance	Annual	10/20/25	No	
5	Authorization to submit FEMA Fire Prevention & Safety Grants	Fire	Annual	Info/consent	No	No set date, grant apps are traditionally due in summer. We have 30 days to apply for the grant once it is announced. This date is fluid until we know if the grants are being offered and if Fire has any applicable needs.
6	Regional Consolidated Plan and Annual Action Plan Fiscal Year	Housing	5 years, next cycle is 2025	15/15/15	HEDC	Next up is for FY 2025-29.
7	Fiscal Year CDBG, HOME investment partnerships, & HESG annual action plan	Housing	Annual	15/15/15	HEDC	This goes to HEDC in January.
8	Security service agreement for Del Norte Center, AWPFP and OWTP	PW	3 years, next cycle is 2021	Info/consent	PWTC	

JUNE

25

	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
9	Crane lift rental service agreement	PW	4 years, next cycle is 2021	Info/consent	PWTC	
10	Seabridge maintenance agreement	PW	3 years, next cycle is 2021	Info/consent	PWTC	Special Districts
11	Temporary labor service agreement for ER	PW	3 years, next cycle is 2022	Info/consent	PWTC	
11	On-call engineering service agreements	PW	3 years, next cycle is 2022	Info/consent	PWTC	
12	Urban Water Management Plan	PW	5 years, next cycle is 2021	10/10/30	PWTC	Public Hearing 2nd reading Subject to change per State's final schedule
13	Juneteenth Celebration	CMO	Annual	5	No	June 19th
14	Pride Month	CMO	Annual	5	No	Nationally recognized month.
15	Philippine Independence Day Flag Raising	CMO	Annual	5	No	June 12th
16	National Gun Violence Awareness Day	PD	Annual	5	No	June 7th

JULY

26

	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
1	Agreement for management & operation of the PACC	CCS	5 years, next cycle is 2025	10/5/5	CSC	Begin negotiations in 2024.
2	Agreement for purchasing, cataloging, & processing of library materials	CCS	3 years, next cycle is 2022	5/5/5	CSC	Contract ends in October 2022, so need this item to be approved before then.
3	City Manager Performance Evaluation	Council	Annual	2 hours total	No	Evaluation and labor negotiation typically occur over multiple closed sessions. Action on any contract revisions would be considered at regular meeting open session.
4	City Attorney Performance Evaluation	Council	Annual	2 hours total	No	Evaluation and labor negotiation typically occur over multiple closed sessions. Action on any contract revisions would be considered at regular meeting open session.
5	Investment Policy and Annual Delegation of Investment Authority	CT/CMO	Annual	5/5/5	FGC	Needs to be done by end of July to become effective for the next annual cycle.
6	Permanent Local Housing Allocation (PLHA) annual performance report	Housing	Annual	5/10/5	HEDC	
7	Grand Jury report on Annual Detention Facilities and Law Enforcement Report	PD	Annual	Info/consent	PSC	City is required to respond within 90 days of receipt

JULY

27

	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
8	County of Ventura Work Release Program	PW	Annual	Info/consent	PWTC	Current agreement expires 7/18/2021
9	On-call irrigation service agreement for Special Districts	PW	3 years, next cycle is 2021	Info/consent	PWTC	Special Districts
10	Vehicle mobile wash and detailing service agreement for ER	PW	3 years, next cycle is 2021	Info/consent	PWTC	
11	Tire service and repair agreement for Fleet	PW	3 years, next cycle is 2022	Info/consent	PWTC	
12	Annual Investment Report for fiscal year ending	CT	Annual	5/5/5	FGC	
13	Parks and Recreation Month	CCS	Annual	5	No	
14	Presentation of Ventura County Fair Poster	CMO/C C	Annual	5	No	Usually every July

AUGUST

28

	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
1						
2						
3						
4						
5						

SIGNIFICANT, NON-ROUTINE ITEMS

29

Billing and Licensing

1. Passing of convenience (credit card) fees onto customers

Community Development -- Economic Development

2. Saviers Property Based/Business Improvement District (PBID) - Zocalo

Community Development -- Sustainability

3. Flood management ordinance update per FEMA mandates
4. Local Coastal Plan Update Amendment: FEMA Impacts, Coastal Height Check-in, Sea Level Rise
5. Climate Action Plan - kick off, study sessions, pre and post adoption; and phased implementation and recommendations

SIGNIFICANT, NON-ROUTINE ITEMS

30

Community Development -- Environmental

6. CEQA Guidelines Update - Vehicles Miles Travelled Thresholds
7. Ormond Beach Restoration Access Plan & Reuse agreement/master planning associated with Ormond Beach Generating Station property (see, A-8207 Section 4.a re Post-Demo Plan).

Community Development -- General Plan Elements and Amendments/Housing Element

8. 6th Cycle (2021-2029) Housing Element Update (adoption by Oct. 15, 2021 deadline)
9. General Plan Update: Safety Element update; Housing Element; Incorporation of environmental justice provisions
10. General Plan / Housing Element Annual Report

SIGNIFICANT, NON-ROUTINE ITEMS

31

Community Development -- Policies or Zone Code Amendments

- 11. Short Term Vacation Rentals - Review California Coastal Commission Modifications
- 12. Master Wireless License Agreement
- 13. Firearms Buffers from Hospitals and Clinics
- 14. Downtown Code Ordinance Amendment
- 15. Oxnard City Code Ordinance Amendment - Permit Process Improvements

SIGNIFICANT, NON-ROUTINE ITEMS

32

Community Development -- Significant Agreements

- 16. Contract for Harbor Patrol services
- 17. California Environmental Quality Act (CEQA) on call consultant contract
- 18. Short Term Vacation Rental
- 19. Planning Services Contracts
- 20. Consultant Plan Check & Inspection services contract

Community Development -- Fee Studies and Updates

- 21. Planning and Building Fee Schedule Update (CPI Increases)
- 22. Downtown parking In-Lieu Fee
- 23. Alcohol, Cannabis Tobacco, FireArms monitoring fee
- 24. Consistency adjustments to DIF fees adoptive ordinances & resolutions.

SIGNIFICANT, NON-ROUTINE ITEMS

33

Community Development -- Projects

- 25. Teal Club Specific Plan
- 26. Oxnard Harbor District 34 Acre Hueneme Road project
- 27. RiverPark Specific Plan Amendment / Development Agreements
- 28. Wagon Wheel Specific Plan Amendment / Development Agreement / Tentative Map
- 29. Oxnard Unified High School District - Del Sol Campus (Reimbursement Agreement)
- 30. Oxnard School District - Seabridge K-5 Elementary School land swap
- 31. Electronic Billboard Ordinance Amendment / Specific Plan Amendments / Development Agreements
- 32. City/County Tax Sharing Agreement
- 33. County of Ventura Harbor Visioning

SIGNIFICANT, NON-ROUTINE ITEMS

34

Finance

- 34. Authorization to issue 2020 Water Revenue Bonds
- 35. ICIF next steps

Housing

- 36. Homeless Solutions Center Disposition and Development Agreement (DDA)
- 37. Ormond Beach Homeless Encampment Response
- 38. Release and Review of Request for Proposals/Qualifications for various Affordable Housing Developments
- 39. Housing Authority Items for Moving to Work, Choice Neighborhood, Mainstream Grants

Police

- 40. Approximately \$700,000 fleet purchase

SIGNIFICANT, NON-ROUTINE ITEMS

35

Public Works -- Capital Projects (Construction Contract Awards*)

41.6 Street Resurfacing, Traffic Signal, and Sidewalk Installation Projects

42.4 Roof Replacements/Repair Projects

43.17 Utility CIP Projects

44.5 Parks and Community Facilities CIP Projects

45.2 Special Districts CIP Projects

46.4 Mobility CIP Projects

*Subject to availability of materials at time of award, which has been problematic during Covid

SIGNIFICANT, NON-ROUTINE ITEMS

36

Public Works -- Significant Agreements

47.ER Resource Management Plan Agreement

48.Water Resource Management Plan Update

49.Landfill disposal agreement term extensions and new agreement

50.Channel Islands Beach District interagency agreement term extension

51.Campus Park landscape design services agreement

52.Wagon Wheel landscape maintenance agreement and the HOA reimbursement agreement (Special Districts)

53.Northshore CFD reformation (Special Districts)

SIGNIFICANT, NON-ROUTINE ITEMS

37

Public Works -- Major Purchases

- 54. Purchase of an excavator, crane truck and rolloff truck for Wastewater Division
- 55. Purchase of yard tractors for Wastewater and ER Divisions
- 56. Lease/purchase of refuse collection trucks for ER Division

SIGNIFICANT, NON-ROUTINE ITEMS

38

Public Works -- Other Significant Items

- 57. CFD 2, CFD 4 and CFD 5 reserve studies (Special Districts)
- 58. FEMA BRIC, CDBG-MIT, and Statewide Park Program Grant Applications
- 59. Adopt a Park Program
- 60. Parks Master Plan
- 61. Continue negotiations with Fox Canyon Groundwater Management Agency regarding groundwater allocation and ramp-down process
- 62. New FTE Requests
- 63. Heavy Weight Corridor - Request to Include Oxnard's Chiquita Facility Route (resolution)
- 64. Chapter 18 Floodplain Ordinance revisions (FEMA) (Public Hearing)
- 65. Channel Islands Harbor water quality update

RECOMMENDATION

39

That the City Council accept Council's Annual Calendar of Routine Items (and related Committee Annual Calendars).

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Questions

