Written materials relating to an item on this agenda that are distributed to the legislative bodies within 72 hours before the item is to be considered at its regularly scheduled meeting will be made available for public inspection at the Library, 251 South "A" Street and the City Clerk's Office, 305 West Third Street during customary business hours. The agenda reports are on the City of Oxnard web site at www.ci.oxnard.ca.us.

CITY OF OXNARD CALIFORNIA

AGENDA

OXNARD CITY COUNCIL
OXNARD COMMUNITY DEVELOPMENT COMMISSION SUCCESSOR AGENCY
*OXNARD FINANCING AUTHORITY
OXNARD HOUSING AUTHORITY
Regular Meetings
City Council Chambers, 305 West Third Street, Oxnard
May 20, 2014
4:30 p.m. – Closed Session

A. ROLL CALL/POSTING OF AGENDA

*** The Oxnard Financing Authority will not meet because there are no items requiring consideration on this date.**

B. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

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

C. CLOSED SESSION - (Please see page 6 for a description of closed session items)

D. OPENING CEREMONIES – 6:00 P.M.

Pledge of allegiance to the flag of the United States.

E. CEREMONIAL CALENDAR

1. SUBJECT: Presentation of Commendation to the Water Conservation Art Contest Winners

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

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

In compliance with the Americans with Disabilities Act, if you require special assistance to participate in a meeting, please contact the City Clerk's Office at 385-7803. Notice at least 72 hours prior to the meeting will enable the City to reasonably arrange for your accessibility to the meeting.

City of Oxnard internet address: www.ci.oxnard.ca.us.

G. TRANSMITTAL OF INFORMATION ONLY ITEMS

H. INFORMATION/CONSENT PUBLIC HEARINGS

Development Services Department

1. SUBJECT: Planning and Zoning Permit No. 11-300-02 (Tentative Parcel Map), Las Palmas Residences. Filed by Jose Garcia with JG Holding Inc. (001)
RECOMMENDATION: Adopt a resolution approving Planning and Zoning Permit No. 11-300-02 (Tentative Parcel Map), subject to certain findings and conditions.
Legislative Body: CC Contact: Juan Martinez Phone: 385-7556

2. SUBJECT: Planning & Zoning Permit Nos. 13-550-01 (Major Modification to Special Use Permit 10-500-07) and 13-300-02 (Tentative Subdivision Map Tract No. 5877), Rancho Victoria Plaza at 3600 through 3700 West Fifth Street. Filed by agent Richard Ridgway for Investec Real Estate, 200 E. Carrillo Street, Suite 200, Santa Barbara CA 93101. (045)
RECOMMENDATION: 1) Adopt a resolution upholding the Planning Commission's approval of Planning and Zoning Permit No. 13-550-01 (Major Modification to Special Use Permit 10-500-07), subject to the conditions set forth in Planning Commission Resolution No. 2014-04; and 2) Adopt a resolution approving Planning and Zoning Permit No. 13-300-02 (Tentative Subdivision Map for Tract No. 5877), subject to the conditions set forth in Planning Commission Resolution No. 2014-05.
Legislative Body: CC Contact: Juan Martinez Phone: 385-7556

I. PUBLIC HEARINGS

J. APPOINTMENT ITEMS – 6:15 P.M.

Finance Department

1. SUBJECT: Monthly Budget Status Report for the Period Ending March 31, 2014. (055)
RECOMMENDATION: Receive Report.
Legislative Body: CC Contact: James Cameron Phone: 385-7461

2. SUBJECT: Fiscal Year 2014-15 Recommended Budget. (075)
RECOMMENDATION: 1) Receive the recommended budget for Fiscal Year (FY) 2014-15; 2) Provided direction on priority services; and 3) Approve the budget review and adoption calendar.
Legislative Body: CC/HA Contact: James Cameron Phone: 385-7475

K. REPORTS

City Manager Department

1. SUBJECT: Consideration of Resolution Revising City Council and Housing Authority Procedures and of a Proposal from the Procedures Committee to form an Ethics Advisory Committee. (089)
RECOMMENDATION: 1) Approve a resolution containing revisions to City Council Procedures; and (2) consider a recommendation from the Council Procedures Committee to form an Ethics Advisory Committee to review Council Ethics Workshops and District Attorney's Report; and 2) That the Housing Authority approve a resolution containing revisions to Housing Authority Procedures.
Legislative Body: CC/HA Contact: Martin R. Erickson Phone: 385-7870

L. 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. SUBJECT: Verbal Report on Oxnard Community Development Commission Successor Agency and Status of Redevelopment Activities in the City of Oxnard.
RECOMMENDATION: Receive and consider report.
Legislative Body: CC/SA Contact: Karen Burnham Phone: 385-7430

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

1. SUBJECT: Verbal Update on Gang Injunction Statistics. (Mayor Flynn) (097)

2. SUBJECT: Update on Project Managers Positions and Interim PACC Manager Position. (Mayor Flynn)

N. PUBLIC COMMENTS ON REPORTS

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

O. PUBLIC COMMENTS ON STUDY SESSION

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

P. STUDY SESSION

Q. 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.

R. 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.

S. INFORMATION/CONSENT AGENDA

City Clerk Department

1. SUBJECT: Minutes of the Regular Meetings of the Oxnard City Council for April 8, 15, and 22, 2014. (101)
   RECOMMENDATION: Approve.
   Legislative Body: CC Contact: Daniel Martinez Phone: 385-7803

City Manager Department

2. SUBJECT: Agreements for City Council Review. (117)
   RECOMMENDATION: Pursuant to Ordinance 2835 and Resolution 13,932, approve and authorize the Interim City Manager, to execute the attached agreements/contracts and change orders/amendments in amounts more than $25,000 but no more than $250,000, which are described on the attached list.
   Legislative Body: CC Contact: Karen Burnham Phone: 385-7430

3. SUBJECT: Quimby Reserve Fund Developer Payments. (119)
   RECOMMENDATION: 1) Recognize Quimby Fee revenue and authorize the appropriation of $121,208 to the Oxnard Beach Park Project for park improvements: and 2) Recognize Quimby Fee revenue and authorize the appropriation of $423,853 to the Carriage Square Park Project for park improvements.
   Legislative Body: CC Contact: Michael Henderson Phone: 385-7950

Fire Department

4. SUBJECT: Memorandum of Agreement with Oxnard Firefighters Foundation, Inc., and Acceptance of Grant in the Amount of $45,000. (123)
   RECOMMENDATION: 1) Adopt a resolution accepting a donation of grant funds to purchase certain equipment; and 2) Authorize the Mayor to execute a Memorandum of Agreement with the Oxnard Firefighters Foundation, Inc., relating to the City's use of certain equipment.
   Legislative Body: CC Contact: Brad Windsor Phone: 385-7708

Housing Department

5. SUBJECT: Section 8 Housing Choice Voucher Program Budget for Fiscal Year 2015. (127)
RECOMMENDATION: That the Board of Commissioners of the Housing Authority of the City of Oxnard, 1) Adopt a resolution approving and adopting the recommended $17,599,483 operating budget for the Section 8 Housing Choice Voucher Program ("Section 8") for fiscal year 2015; and 2) Approve and authorize the use of $140,305 of administrative reserves to fund the projected deficit.
Legislative Body: HA Contact: Carrie Sabatini Phone: 385-8092

6. SUBJECT: Low Rent Public Housing Budget for Fiscal Year 2015. (135)
RECOMMENDATION: That the Board of Commissioners of the Housing Authority of the City of Oxnard, 1) Adopt a resolution approving and adopting the recommended $7,630,350 operating budget for the Low Rent Public Housing program ("LRPH") for fiscal year 2014, as presented for each project area; and 2) Approve and authorize the use of $234,000 of reserves to fund the projected deficit.
Legislative Body: HA Contact: Carrie Sabatini Phone: 385-8092

7. SUBJECT: Affordable Housing and Rehabilitation Division Loan Program Policies. (145)
RECOMMENDATION: Approve revisions to the Affordable Housing and Rehabilitation Division loan program policies.
Legislative Body: CC Contact: Karl Lawson Phone: 385-8095

Human Resources Department

8. SUBJECT: Inclusion of new classification - Public Safety Communications Manager - into City's Classification Plan. (149)
RECOMMENDATION: Ratify and approve the inclusion of the Public Safety Communications Manager into the City's classification plan.
Legislative Body: CC Contact: Michelle Tellez Phone: 385-7590

Public Works Department

9. SUBJECT: Agreement with Carollo Engineers, Inc. for Public Works Integrated Master Planning Including Condition Assessment, Operations, Maintenance & Performance Optimization. (155)
RECOMMENDATION: Approve and authorize the Mayor to execute an agreement with Carollo Engineers, Inc. (A-7668) in the amount not-to-exceed $2,847,501 for Public Works Integrated Master Planning including Condition Assessment, Operations, Maintenance & Performance Optimization for a two-year term May 21, 2014 through June 30, 2016.
Legislative Body: CC Contact: Lou Balderrama Phone: 385-7839

Recreation and Community Services Department

10. SUBJECT: Recognize Revenue and Appropriate Funds for the Retired and Senior Volunteer Program (RSVP), Fiscal Year 2014/2015. (205)
RECOMMENDATION: 1) Authorize the City Manager or designee to execute grant agreements; and 2) Authorize the Chief Financial Officer or designee to submit financial reports and grant claims and appropriate grant funds and the City matching funds as required by the grant.
Legislative Body: CC Contact: Greg Barnes Phone: 385-8019

C. CLOSED SESSION - Continued from Page 1.

1. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION.

HA (Government Code section 54956.9 (d)(1))
Name of case: Housing Authority of the City of Oxnard v. Richelle Martinez
Ventura County Superior Court Case No. 56-2014-00447658-CL-UD-VTA

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

2. CONFERENCE WITH REAL PROPERTY NEGOTIATORS.

CC Instructions to negotiators, Karen Burnham, Interim City Manager, and Matthew Winegar, Development Services Director, concerning negotiations with Ravello Holdings, Inc., Brighton Management LLC, Ventura County Fusion Soccer Academy and Cerberus California, LLC, regarding the price and terms of payment for the possible purchase and/or sale of (a) 4.53 acres of land located immediately east of the River Ridge Golf Club and west of Ventura Road, commonly referred to as River Ridge Fields, (b) 20 acres of land west of Ventura Road and North of Vineyard Avenue and (c) 9.54 acres of land located east of the River Ridge Golf Club, west of Ventura Road and south of the Santa Clara River.

The Interim City Manager and Development Services Director requested that this item be discussed in closed session under the Brown Act exception of Conference with Real Property Negotiators (Government Code section 54956.8). The purpose of the closed session is for the City Council to review the status of negotiations for the potential purchase and/or sale of real property and to provide instructions to the negotiators.

T. ADJOURNMENT

CITY OF
OXNARD
CALIFORNIA

Meeting Date: 05/20/2014

ACTION	TYPE OF ITEM
☐ Approved Recommendation	☐ Info/Consent
☐ Ord. No(s). _____	☐ Report
☐ Res. No(s). _____	☒ Public Hearing (Info/Consent)
☐ Other _____	☐ Other _____

Prepared By: Juan Martinez, Associate Planner JM Agenda Item No. H-1

Reviewed By: City Manager KRB City Attorney RT Finance JL Other *(Specify)*

DATE: April 30, 2014

TO: City Council

FROM: Chris Williamson, Principal Planner CW
Planning Division

SUBJECT: **Planning and Zoning Permit No. 11-300-02 (Tentative Parcel Map), Las Palmas Residences. Filed by Jose Garcia with JG Holding Inc.**

RECOMMENDATION

That City Council adopt a resolution approving Planning and Zoning Permit No. 11-300-02 (Tentative Parcel Map), subject to certain findings and conditions.

DISCUSSION

On March 7, 2013, the Planning Commission approved Special Use Permit (PZ 11-500-06) and recommended approval of Tentative Parcel Map (PZ 11-300-02) to subdivide a 9,615 square foot parcel located at 161 North Garfield Avenue creating four parcels to accommodate four new single family residences. Each of the proposed four bedroom, two-story homes will be 1,350 square feet in size. The owner wishes to complete the subdivision process and is now seeking City Council approval of Planning and Zoning Permit No. 11-300-02 (Tentative Parcel Map), subject to certain findings and conditions in Planning Commission Resolution No. 2013-06.

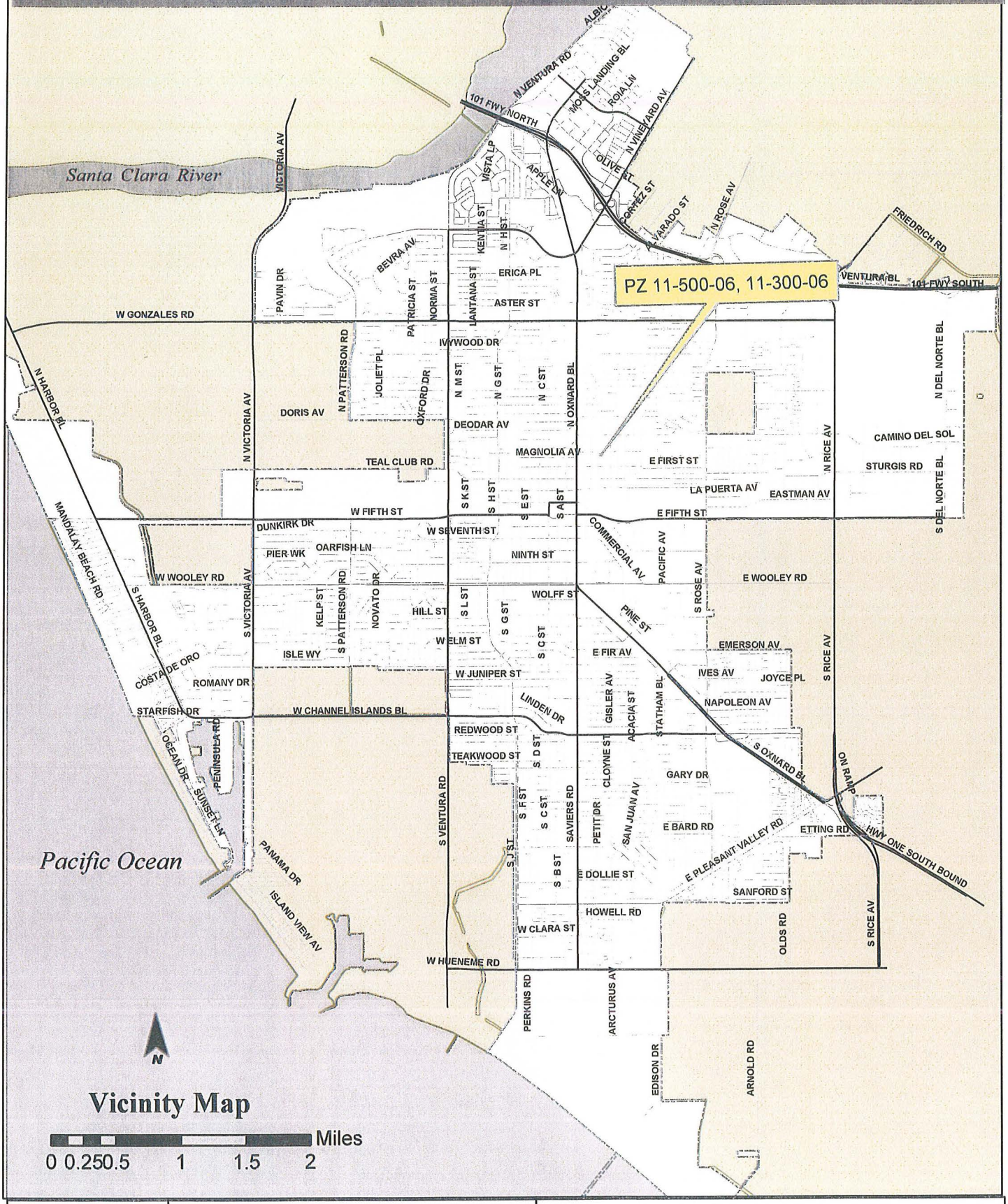
FINANCIAL IMPACT

None

JM

Attachment #1 - Vicinity
#2 - Planning Commission Staff Report w/ Attachments (March 7, 2013)
#3 - Planning Commission Resolution No. 2013-07 (Tentative Parcel Map)
#4 - Planning Commission Minutes (March 7, 2013)
#5 - Tentative Parcel Map
#6 - City Council Draft Resolution (Tentative Parcel Map)

Vicinity Map



Oxnard Planning *January 10, 2012*	PZ 11-500-06, 11-300-06 Location: 161 N Garfield Ave APN: 201012302 Jose Garcia	ATTACHMENT 1 PAGE 1 OF 1

CITY OF OXNARD CALIFORNIA

PLANNING COMMISSION
STAFF REPORT

TO: Planning Commission

FROM: Juan Martinez, Associate Planner

DATE: March 7, 2013

SUBJECT: Planning and Zoning Permit No. 11-500-06 (Special Use Permit) and 11-300-02 (Tentative Parcel Map), Las Palmas Residences, Located at 161 North Garfield Avenue

1) **Recommendation:** That the Planning Commission:
   a) Approve Planning and Zoning Permit No. 11-500-06 for a special use permit for a planned residential group development, subject to certain findings and conditions.

   b) Adopt a resolution recommending that the City Council approve Planning and Zoning Permit No. 11-300-02 for a tentative parcel map, subject to certain findings and conditions.

2) **Project Description and Applicant:** A request for a parcel map to subdivide a 9,615 square foot parcel into four separate 2,403 square foot parcels and a Special Use Permit for a Planned Residential Group permit (PRG). Construction of a detached single-family residential unit on each newly created lot is proposed with reduced interior yard space, rear and side yard setbacks. Rear yard setbacks would be reduced from 25 to 11feet and side yard setbacks from 5 to 4 feet and the interior yard space from 30 percent to 16 percent. Each of the proposed four bedroom, two-story homes are 1,350 square feet in size. The project site is a through lot with frontage on North Garfield Avenue and North Grant Avenue, currently addressed at 161 North Garfield Avenue within the La Colonia Neighborhood. Filed by Jose Garcia with JG Holding Inc, 1105 Walnut Drive, Oxnard CA 93031.

3) **Existing & Surrounding Land Uses:** The lot is presently vacant and is secured by an existing chain link fence.

Direction	Zoning Designation	2030 General Plan Land Use Designation	Existing Land Use
PROJECT SITE	C-2 (General Commercial)	Commercial General	Vacant
North	C-2 (General Commercial)	Commercial General	Liquor Store/House
East	C-2 (General Commercial)	Commercial General	Mixed Use Commercial/Residential

Attachment 2
Page 1 of 32

Direction	Zoning Designation	2030 General Plan Land Use Designation	Existing Land Use
South	R-3 (Garden Apartment)	Residential Low Medium	Residential
West	C-2 (General Commercial)/ C-2 (General Commercial)	Commercial General / Residential Low Medium	Residential

4) **Background Information:** There are no permit records on file for permanent buildings or uses for the subject property. Historic images show that in the early 1970's there was a residential structure with a second rear structure. Within the past ten years, the vacant lot has been used as temporary construction staging yard to house equipment and construction materials for construction activity in the area, most recently for the commercial/mixed use construction across Garfield Avenue. The site is presently vacant and there are foundation concrete slabs where structures previously existed.

5) **Environmental Determination:** In accordance with Section 15332 and 15315 of the State CEQA Guidelines, projects involving "in-fill development and minor land divisions" may be found to be exempt from the requirements of the California Environmental Quality Act (CEQA). This proposal consists of a parcel map to subdivide a vacant 9,615 square foot lot into four separate lots to accommodate four, single-family residences to be developed pursuant to the special use permit. The proposed project is consistent with in-fill development. Therefore, staff has determined that there is no substantial evidence that the project may have a significant effect on the environment and recommends that the Planning Commission accept the Notice of Exemption (See Attachment C).

6) **Analysis:**

a) ***General Discussion:*** This is a small lot, four unit, infill subdivision within the La Colonia neighborhood on a vacant through lot. The requested reduced rear and side yard setbacks would be similar to other small lot developments within single family or duplex planned unit developments. The unique setting of the through lot that has frontage on two streets provides the opportunity to subdivide the lot into four fee-simple lots instead of developing a four-unit condominium project that incurs significant legal costs and ongoing responsibilities to the owners. Condominium projects are more appropriate where a residential complex includes shared amenities and maintenance of common areas by the owners. In the case of this project, the four single-family dwelling units would each be constructed on separate lots with parking and maintenance independent from each other. Small lot single- and multi-family development is the prevailing pattern in La Colonia from its original subdivision in the 1920's. The Kojima single-family development within the Northeast Community Specific Plan has similar lot sizes and setbacks.

b) ***General Plan Consistency:*** The 2030 General Plan land use designation for the subject site is for Commercial General which allows residential use of up to 18 dwelling

Attachment 2
Page 2 of 32

unit per acre. Approval of this special use permit has been determined to be consistent with the 2030 General Plan and the property's land use designation.

Consistency with the 2030 General Plan is defined by the relationship between 2030 General Plan policies and the proposed project. The three consistency classification levels are:

I. Direct Applicability to a Proposed Project or Program (full text of the policy and an explanation).

II. Related or Indirect Applicability to the Proposed Project or Program (policy title and an explanation for each or groups of related or indirectly related policies).

III. No or Distant Applicability to the Proposed Project or Program (all policies not listed as Level I and II are assumed to be consistent).

POLICY	LEVEL	POLICY OR TITLE	EXPLANATION
CD-1.2	I	Infill Development, Priority to Mixed Use: Promote the efficient use of larger ...	The project site lies vacant underutilized parcel within the La Colonia neighborhood
CD-8.1	I	Limiting Development: Continue to limit development to those areas ...	Development of the site can be served by existing or planned utilities, transportation, and services systems.
CD-9.1	I	Neighborhood Identity: Recognize, preserve, and improve ...	The project is consistent with the character and scale of the existing neighborhood.
CD-3.4 CD-4.4 CD-14.1 CD-14.2 CD-14.3 ICS-11.10 ER-7.2 ER-10.1 SH-1.1 SH-1.3 SH-1.5 SH-1.7 SH-1.8	II	Neighborhood Quality of life. Commercial Area Aesthetics. Design Review Process Development Advisory Committee Functions (DAC) Quality of Design Water Supply Findings for Smaller Projects Design of Sound or Zone Walls Promote use of Native and Water Wise Plants Minimize Liquefaction Risk Building Code Standards Soil, Geologic, and Structural Evaluation Soil Investigations Mitigating Seismic Hazards	The Development Advisory Committee (DAC) review process led to changes in the project and/or conditions of approval that meet these Level II policies.
ER-14.1 ER-14.5 ER-14.6 SH-6.1 SH-6.2		Incorporate Ventura County AQMP Mitigations Reduced Construction Impacts During Smog Season Minimizing Dust and Air Emissions Construction Noise Control Limiting Construction Activities	Uniformly applied conditions of approval require air quality and noise construction mitigations to minimize impacts to neighbors.

c) ***Conformance with Zoning Development Standards:*** The proposed development is located in the General Commercial (C2) zone district which requires that residential

Attachment 2
Page 3 of 32

projects comply with the Garden Apartment (R-3) development standards. Applicable development standards of the C2 and R-3 zones have been compared with the proposed project, as shown below. As a Planned Residential Group (PRG), the proposal includes reductions to the required rear and side yard setbacks and interior yard space.

R-3 DEVELOPMENT STANDARD	REQUIREMENT	PROPOSED	COMPLIES ?
Max. Building height 16-58	3 stories or 35 feet.	2 stories (25-feet)	Yes
Lot Area for residential uses 16-59	2,400 sq. ft. per lot	2,403 sf per lot	Yes
Front yard setback 16-60	20 feet from property line; 15 feet if all access from alley	20-Feet	Yes
Side yard setback 16-61	5 feet for one/two story buildings 7½ feet for 2½ story buildings	4-Feet	* Yes with PRG
Rear yard setback 16-62	25 feet	13-feet (first floor) 11-feet (second floor)	* Yes with PRG
Interior Yard Space 16-63	30% of lot area. 2,403 sf lot = 721 sf. Minimum 15 X 15 foot dimension	16% of lot area 394.6 sf provided 11 X 35.87 feet	* Yes with PRG
Parking			
Detached single-family units on separate lots 16-622(F)	2 garage space up to five bedrooms	2 garage spaces per unit [2 guest spaces in-front of garage]	Yes

d) ***Site Design:*** The lot is approximately two times the size of an average lot in the neighborhood. As a through lot, the property fronts on two streets, which allow each dwelling unit direct access to public street. The tentative parcel map proposes to create small size lots that are approximately 2,403 (35.87 feet X 67 feet) square feet in area to accommodate a moderate size home of 1,350 square feet. In addition, the tentative map will subdivide and provide additional ownership opportunities in this area.

In accordance with Section 16-445 of the Zoning Ordinance, the Planning Commission may approve a special use permit for the PRG and reduce interior yard space, rear and side yard setbacks if it finds that the project would be a substantial improvement of the use of the land, there will not be any detrimental effect upon the surrounding area, and the population densities proposed conform to existing and proposed public facilities.

e) ***Circulation and Parking:*** The lot is currently accessed via an existing curb cut. That curb cut would be removed and each lot will be provided with a separate curb cut for driveway and garage access. Curb cuts will be designed to accommodate current uninterrupted path of travel requirement along the public sidewalk. Each dwelling unit is designed with an attached street-facing garage and driveway to accommodate two additional vehicle parking spaces in front of the garage.

f) ***Building Design:*** Architecturally, the wood framed, two story residential structures will follow current construction and design standards. Stucco finishes will earth tone colors and stucco foam application to enhance elevation details. Front facing elevations will incorporate varied stone products as a wainscot effect along the lower 42 inches of the buildings. Pitched roofs on all four structures will consist of comp shingles and typical roof eave overhangs. The homes will be designed with porch and entry doors facing Grant Avenue or Garfield Avenue.

Dwelling units will be two stories and approximately 1,350 square feet in area and floor plans will be similar for all four units. The first floor will include the kitchen, dining, living room and a half bathrooms; and four bedrooms, two full size bathrooms and laundry rooms are designed within the second floors of each of the four units.

7) **Development Advisory Committee:** Members of the Development Advisory Committee (DAC) reviewed and provided recommended conditions that have been included in the attached resolutions.

8) **Community Workshop:** On February 10, 2012, the applicant mailed notices of the Community Workshop meeting to all property owners within the La Colonia Neighborhood. A notice of this meeting was posted on the project site with a brief description and contact information. The Community Workshop was conducted on February 27, 2012, and ten persons were present for the two items scheduled that evening.

The applicant provided a brief presentation of the project and answered project-related question. City staff attended the meeting to address questions or concerns related to the application and City's process, standards, and policies. Community members who attended the meeting indicated that the project must provide adequate on-site parking because of existing on-street parking congestion in the La Colonia Neighborhood. The community expressed a concern because at the time of the community meeting, the project proposed an attached product type and although residents expressed support, they stated that they would prefer separate structures. Since then, the developer adjusted the building design to be detached individual homes.

9) **Appeal Procedure:** In accordance with Section 16-545 of the City Code, the Planning Commission's action regarding the special use permit may be appealed to the City Council within 18 days after the decision date. Appeal forms may be obtained from the City Clerk and must be submitted with the appropriate fees before the end of the appeal period. In accordance with Section 15-25 of the City Code, an appeal from the Planning Commission's action regarding the tentative parcel map may be taken in the manner provided by Cal. Gov. Code Section 66452.5. The Planning Commission's action tentative parcel map is a recommendation and the matter will be considered by the City Council at a later date.

Attachments:

A. Maps (Vicinity, Zoning, General Plan)
B. Reduced Project Plans
C. Notice of Exemption
D. Resolution (SUP 11-500-06)
E. Resolution (TPM 11-300-02)

Prepared by: JM

Approved by: SM

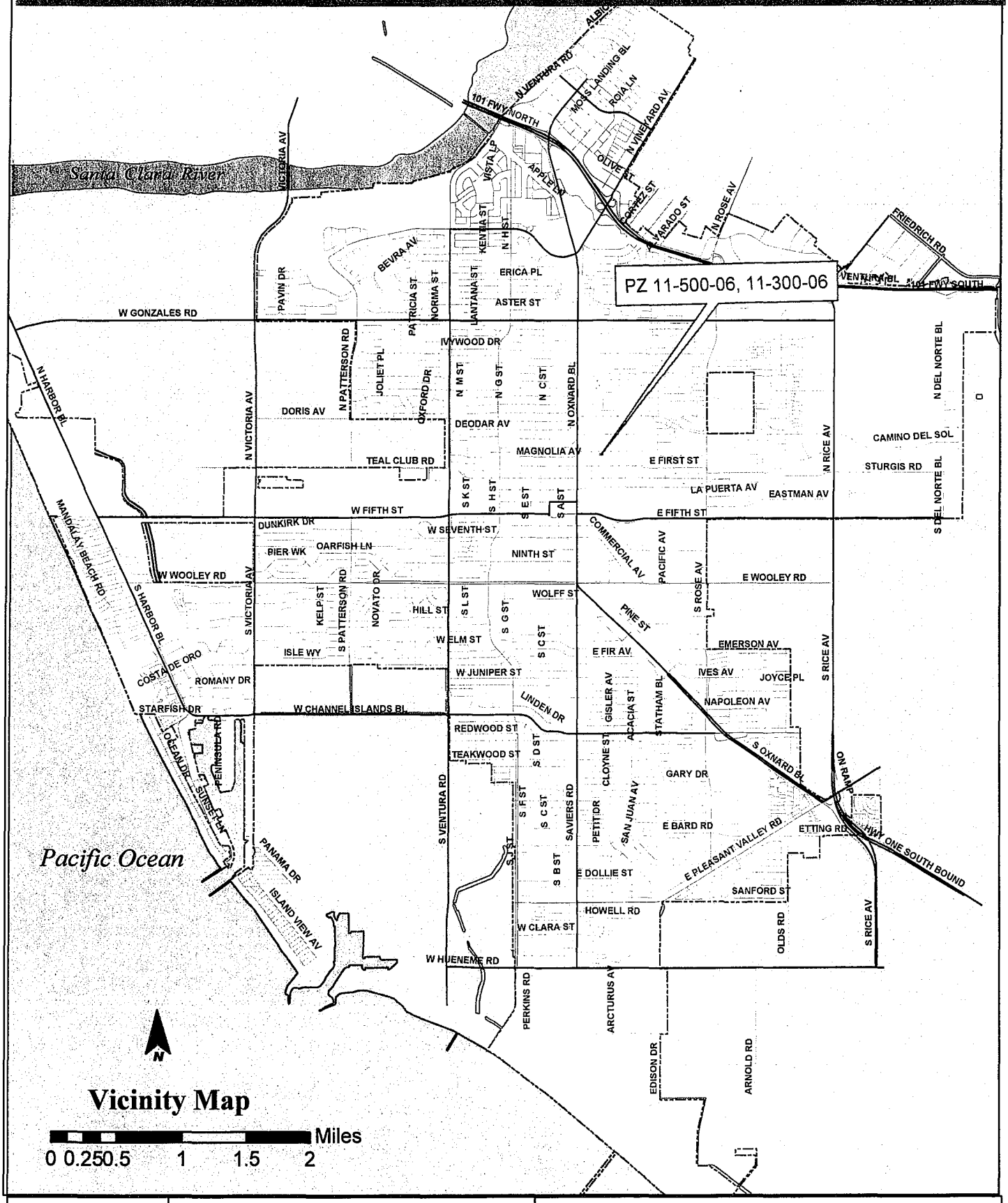
Attachment 2
Page 6 of 32

ATTACHMENT
A

MAPS
(VICINITY, ZONING, GENERAL PLAN MAP)

Attachment 2
Page 7 of 32

Vicinity Map



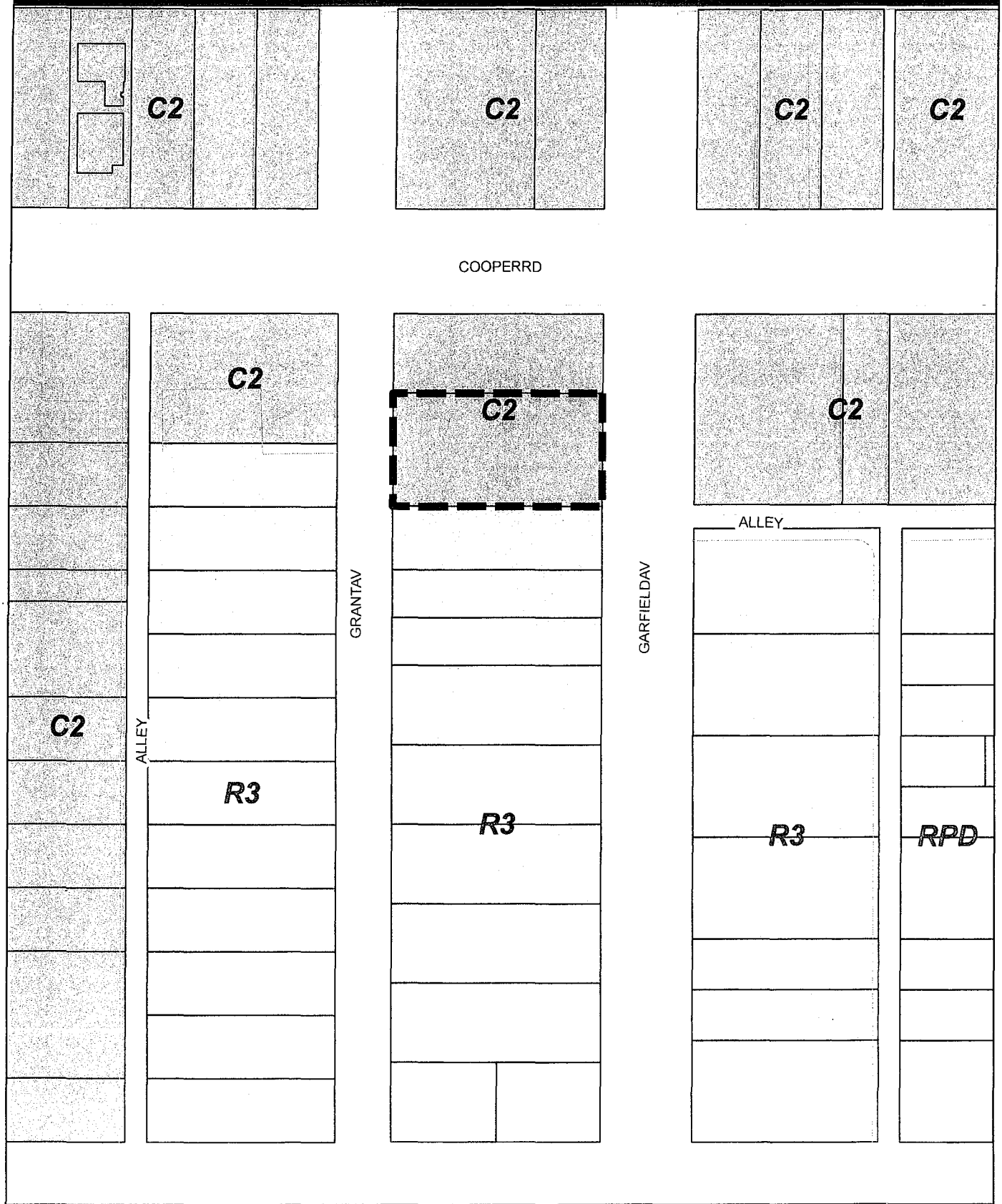
Oxnard Planning

January 10, 2012

PZ 11-500-06, 11-300-06
Location: 161 N Garfield Ave
APN: 201012302
Jose Garcia

Attachment 2
Page 8 of 32

Zoning/Specific Plan Map



CITY OF OXNARD CALIFORNIA

Oxnard Planning

February 26, 2013

PZ 11-500-06, 11-300-06
Location: 161 N Garfield
APN: 201012302
Jose Garcia

0 20 40 80 120 160 Feet

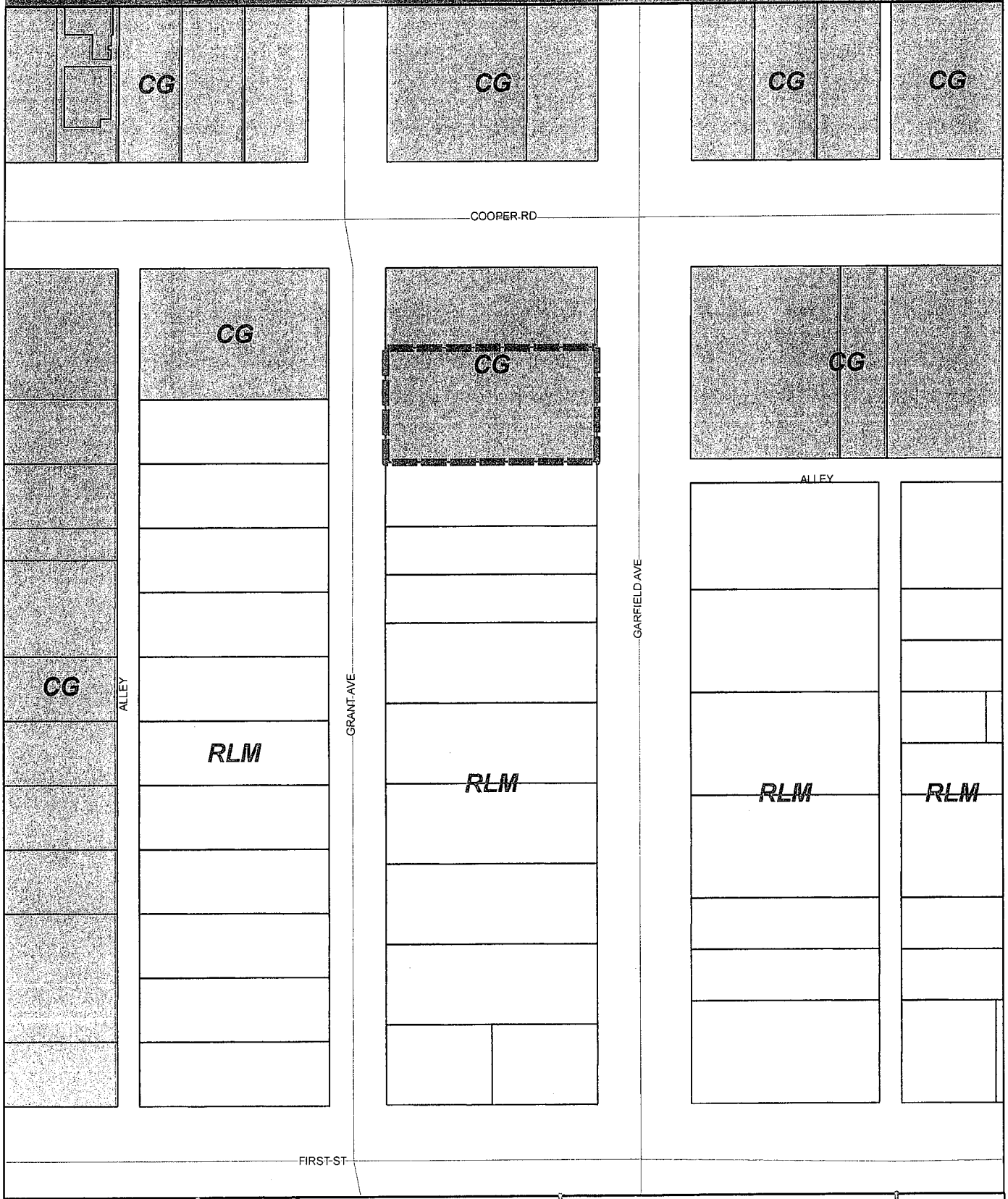
Zoning/Specific Plan Map

Attachment 3
Page 9 of 32

N W E S

1:1,000

2030 General Plan Land Use Map



CITY OF OXNARD CALIFORNIA

Oxnard Planning

February 26, 2013

PZ 11-500-06, 11-300-06
Location: 161 N Garfield
APN: 201012302
Jose Garcia

0 15 30 60 90 120 Feet

2030 General Plan Land Use Map

Attachment 2
Page 10 **of** 32

N W E S

1:1,000

ATTACHMENT
B

REDUCED PROJECT PLANS

APPROVED
BY: PL 11-500-06
DATE: MARCH 7, 2013
CITY OF OXNARD
PLANNING

CUP / PLANNING COMMISSION
RESOLUTION. #: 2013-06

PROPOSED FOUR
SINGLE FAMILY HOMES
141 N. GARFIELD AVE. / OXNARD, CA. 93030
-766-5634 / APN. 201-0-125-025

DIMENSIONS

A4

Attachment 2
Page 12 of 32

Attachment 2
Page 13 of 32

KEY

S	SWITCH
S3	THREE-WAY DIMMER
S	DIMMER
S3	THREE-WAY
	SURFACE-MTD DECORATIVE INCANDESCENT LIGHT FIXTURE
	26 WATT CFL W/ ELECTRONIC BALLAST
	EXTERIOR INCANDESCENT SCONCE W/ MOTION SENSOR AND PHOTOCELL
	FLUORESCENT VANITY LIGHT FIXTURE W/ T8 LAMPS AND ELECTRONIC BALLAST
	26-WATT CFL RECESSED W/ EXHAUST FAN COMBINATION (CAT IN INSULATED CEILING) W/ ELECTRONIC BALLAST
F	EXHAUST FAN
	1' x 4' RECESSED OR SURFACE-MTD FLUORESCENT LIGHT FIXTURE WITH 32-WATT T8 LAMPS AND ELECTRONIC BALLAST

NOTE: THE LIGHTING REQUIREMENTS APPLY TO ALTERATIONS AND ADDITIONS (INCLUDING REPLACEMENTS) AS WELL AS NEW/N- CONSTRUCTED BUILDINGS. ALL NEW LUMINAIRES THAT ARE PERMANENTLY INSTALLED MUST MEET THE REQUIREMENTS OF SECTIONS 130(b), BUT EXISTING LUMINAIRES MAY STAY IN PLACE. APPLICABLE FIXTURES MUST MEET 2010 TITLE 24 HIGH-EFFICACY REQUIREMENTS

NOTE: THE LIGHTING REQUIREMENTS APPLY TO ALTERATIONS AND ADDITIONS (INCLUDING REPLACEMENTS) AS WELL AS NEW/N- CONSTRUCTED BUILDINGS. ALL NEW LUMINAIRES THAT ARE PERMANENTLY INSTALLED MUST MEET THE REQUIREMENTS OF SECTIONS 130(b), BUT EXISTING LUMINAIRES MAY STAY IN PLACE. APPLICABLE FIXTURES MUST MEET 2010 TITLE 24 HIGH-EFFICACY REQUIREMENTS

THE FOLLOWING IS THE 2008 WALE 24 RESIDENTIAL LIGHTING CODE, EXCERPTED DIRECTLY FROM THE CALIFORNIA ENERGY COMMISSION'S 2010 ENERGY EFFICIENCY STANDARDS, SECTION 8.1.2 (WWW.ENERGY.CA.GOV/TITLE 24/)

THE RESIDENTIAL LIGHTING STANDARDS ALSO HAVE REQUIREMENTS FOR ELECTRONIC BALLASTS (SECTION 8.2.1.5), PERMANENTLY INSTALLED NIGHT LIGHTS (SECTION 8.3.7), LIGHTING INTERLOCK, TO EXHAUST FANS (SECTION 8.3.6), AND LIGHTING SWITCHING REQUIREMENTS (SECTION 8.3).

LUMINAIRES SHALL ARE RECESSED INTO INSULATED CEILINGS ARE REQUIRED TO BE RATED FOR INSULATION CONTACT ("IC-RATED") SO THAT INSULATION CAN BE PLACED OVER THEM. THE HOUSING OF THE LUMINAIRE SHALL BE AIRTIGHT TO PREVENT CONDITIONED AIR ESCAPING INTO THE CEILING CAVITY OR ATTIC OR UNCONDITIONED AIR INFILTRATING FROM THE CEILING OR ATTIC INTO THE CONDITIONED SPACE SEE SECTION 8.10 FOR ADDITIONAL INFORMATION ON LUMINAIRES RECESSED INTO INSULATED CEILINGS.

KITCHENS

AT LEAST HALF THE INSTALLED WATTAGE OF LUMINAIRES IN KITCHENS SHALL BE HIGH-EFFICACY. HOWEVER, HOME LIGHTING INSTALLED INSIDE A CABINET MAY NOT BE INCLUDED IN THE WATTAGE CALCULATION THAT DETERMINES HALF OF THE INSTALLED WATTAGE IS HIGH EFFICACY. SEE SECTION 8.4 FOR INFORMATION ABOUT RESIDENTIAL KITCHEN LIGHTING REQUIREMENTS.

BATHROOMS, GARAGES, LAUNDRY ROOMS, CLOSETS AND UTILITY

ALL LUMINAIRES SHALL EITHER BE HIGH-EFFICACY OR SHALL BE CONTROLLED BY A VACANCY SENSOR. CLOSETS THAT ARE LESS 70 SQUARE FT. ARE EXCEPT FROM THIS REQUIREMENT. SEE SECTION 8.9 FOR INFORMATION ABOUT RESIDENTIAL LIGHTING REQUIREMENTS IN THESE ROOMS.

OTHER ROOMS

THIS APPLIES ONLY TO ROOMS THAT ARE NOT KITCHENS, BATHROOMS, GARAGES, LAUNDRY ROOMS, CLOSETS, OR UTILITY ROOMS. ALL INSTALLED LUMINAIRES SHALL EITHER BE HIGH-EFFICACY OR SHALL BE CONTROLLED BY A VACANCY SENSOR OR DIMMER. SEE SECTION 8.9 FOR INFORMATION ABOUT RESIDENTIAL LIGHTING REQUIREMENTS IN THESE ROOMS.

OUTDOOR LIGHTING

ALL LUMINAIRES MOUNTED TO THE BUILDING OR TO OTHER BUILDINGS ON THE SAME LOT SHALL BE HIGH-EFFICACY LUMINAIRES OR SHALL BE CONTROLLED BY A MOTION SENSOR IN COMBINATION WITH A PHOTOCONTROL, ASTRONOMICAL TIME CLOCK, OR ENERGY MANAGEMENT CONTROL SYSTEM (EMCS). SEE SECTION 8.7 FOR MORE INFORMATION ON RESIDENTIAL OUTDOOR LIGHTING REQUIREMENTS.

EMERGENCY EGRESS NOTE

PROVIDE EMERGENCY EXIT DOOR OR WINDOW FROM SLEEPING ROOMS. NET OPENING AREA SHALL NOT BE LESS THAN 5.0 SQ. FT. (720 SQ. IN.) ON THE FIRST FLOOR AND 5.7 SQ. FT. (820 SQ. IN.) ON THE SECOND FLOOR NET WINDOW OPENING HEIGHT SHALL BE 24" CLEAR, NET OPENING WIDTH SHALL BE 20" CLEAR, FINISHED SILL HEIGHT ABOVE FLOOR SHALL BE 44" MAX. HEIGHT ABOVE THE FLOOR. (CBC 2007 SECT. 1026)

SMOKE DETECTOR NOTE

PROVIDE SMOKE DETECTOR IN EACH SLEEPING ROOM AND AT A POINT CENTRALLY LOCATED IN THE HALLWAY OR AREA GIVING ACCESS TO EACH SLEEPING AREA.

A SMOKE DETECTOR SHALL BE INSTALLED IN EACH STORY.

WHEN SLEEPING ROOMS ARE ON A UPPER LEVEL, SMOKE DETECTOR SHALL BE PLACED AT THE CEILING OF THE UPPER LEVEL IN CLOSE PROXIMITY TO STAIRWAY.

IN DWELLING UNITS WHERE THE CEILING HEIGHT OF A ROOM OPEN TO THE HALLWAY SERVING THE BEDROOMS EXCEEDS THAT OF THE HALLWAY BY 24 INCHES OR MORE, SMOKE DETECTORS SHALL BE INSTALLED IN THE HALLWAY AND IN THE ADJOINING ROOM.

THE REQUIRED SMOKE DETECTOR SHALL BE HARDWIRE TO THEIR PRIMARY POWER OF THE BUILDING WIRING AND SHALL BE EQUIPPED WITH A BATTERY BACKUP.

GENERAL NOTES

WALL FRAMING:

EXTERIOR WALLS : SHALL BE 2 x 4 @ 16" O.C. (U.N.O.)

INTERIOR NON-BEARING WALLS : 2 x 4 @ 16" O.C. (2 x 6 @ PLUMBING WALLS) (U.N.O.)

FRAMING:

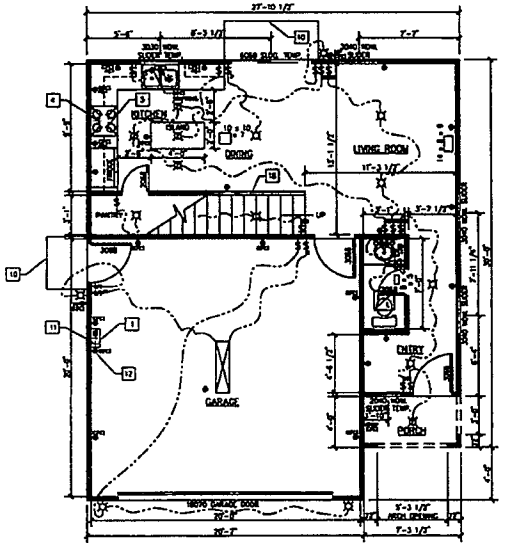
CONTRACTOR SHALL REFERENCE ALL TYPICAL DETAILS IN THE DRAWINGS WHICH MAY NOT BE CALL OUT ON THE FRAMING PLANS.

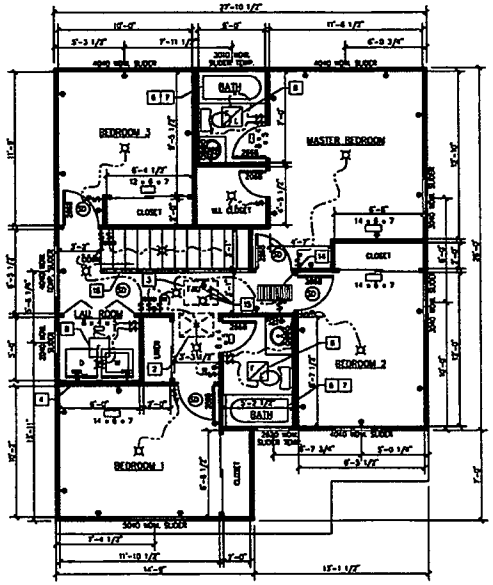
KEY NOTES

1. 16MB LESS WATER HEATER REF. 1-24 FOR SIZE, REF. SHT. 1M FOR SPECS. PROVIDE COMBUSTION AIR FROM OUTSIDE PER NOTE 2.8 SHT. 1M MAINTAIN 4" MIN. FRONT AND SIDE OF HEATER.
2. 22 x 30 ATTIC ACCESS
3. FAU REF. 1-24 FOR SIZE (LOCATED IN ATTIC)
4. GAS LINE
5. EXHAUST HOOD PER OWNER
6. SHOWER WATERSILLS SHALL HAVE A SMOOTH, HARD, NON-ABSORBENT SURFACE TO 70" A.F.F., AND PROVIDE TEMP. GLASS ENCLOSURE
7. PROVIDE A PERMANENTLY ACCESSIBLE 18" SQ. BATHTUB TRAP ACCESS OR INSTALL A NON-SLIP-JOINT TRAP
8. PROVIDE FAN MIN. 5 AIR CHANGES PER HOUR
9. CLOTHES DRYER MOISTURE EXHAUST DUCTS SHALL TERMINATE OUTSIDE THE BUILDING AND HAVE A BACK-DRAFT DAMPER. EXHAUST DUCT IS LIMITED TO 14' WITH TWO ELBOWS. DIA SHALL INCREASE 3" FOR EVERY ELBOW IN EXCESS OF TWO. DUCT SHALL BE 3' FROM ANY BUILDING OPENING
10. CONC. LANDING MIN'D. NOT LESS THAN WIDTH OF DOOR. LENGTH, NEED NOT EXCEED 36"
11. 3/4" GAS LINE FOR TANKLESS WATER HEATER
12. OUTLET FOR TANKLESS WATER HEATER
13. 42" MIN. HIGHS WOOD GUARD RAIL WITH LESS THAN 4" OPENING BETWEEN VERTICAL AND HORIZONTAL
14. 30 x 14 x 16 RETURN AIR GRILL
15. THIS SWITCH, LIGHT AND OUTLET LOCATED IN ATTIC FOR FAU
16. HANDRAILING (GRADING BETWEEN INTERMEDIATE RAILS OF HANDRAIL SHALL BE LESS THAN 4 INCHES)

WALL LEGEND

2 x 4 STUD WALLS @ 16" O.C. UNLESS NOTED OTHERWISE.





FIRST AND SECOND FLOOR PLAN HOUSE 1 AND 3

SCALE: 1/4" = 1'-0"

NOTE:
1. ALL WINDOWS ARE OPERABLE, VINYL (DUAL) UNLESS NOTED OTHERWISE
2. PROVIDE ARC FAULT CIRCUIT INTERRUPTER RECEPTACLES FOR ALL BEDROOMS

DIMENSIONS
N. DRAFTING SERVICE
1123 WEST 10th STREET, ONTARIO, CA. 91762 (909) 923-4449

PROPOSED FOUR SINGLE FAMILY HOMES
161 N. GARFIELD AVE. / ONTARIO, CA. 91762
805-766-5654 / APN. 201-0-125-025

Sheet Content: FIRST AND SECOND FLOOR PLAN HOUSE 1 AND 3

Date: 09-15-12
Drawn: W.L.E./D.M.M.
Sheet: A8

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KEY

S	SWITCH
S3	THREE-WAY DIMMER
SD	DIMMER
S3	THREE-WAY
	SURFACE-MTD DECORATIVE INCANDESCENT LIGHT FIXTURE
	26 WATT CFL W/ ELECTRONIC BALLAST
	EXTERIOR INCANDESCENT SCONE W/ MOTION SENSOR AND PHOTOCELL
	FLOURESCENT WRAPPY LIGHT FIXTURE W/ T8 LAMPS AND ELECTRONIC BALLAST
	26-WATT CFL RECESSED W/ EXHAUST FAN COMBINATION (CAT IC INSULATED CEILING) W/ ELECTRONIC BALLAST
F	EXHAUST FAN
	1' x 4' RECESSED OR SURFACE-MTD FLOURESCENT LIGHT FIXTURE WITH 32-WATT T8 LAMPS AND ELECTRONIC BALLAST

NOTE: THE LIGHTING REQUIREMENTS APPLY TO ALTERATIONS AND ADDITIONS (INCLUDING REPLACEMENTS) AS WELL AS NEWLY- CONSTRUCTED BUILDINGS. ALL NEW LUMINAIRES THAT ARE PERMANENTLY INSTALLED MUST MEET THE REQUIREMENTS OF SECTIONS 130(c), BUT EXISTING LUMINAIRES MAY STAY IN PLACE. APPLICABLE FIXTURES MUST MEET 2013 TITLE 24 HIGH-EFFICACY REQUIREMENTS

NOTE: THE LIGHTING REQUIREMENTS APPLY TO ALTERATIONS AND ADDITIONS (INCLUDING REPLACEMENTS) AS WELL AS NEWLY- CONSTRUCTED BUILDINGS. ALL NEW LUMINAIRES THAT ARE PERMANENTLY INSTALLED MUST MEET THE REQUIREMENTS OF SECTIONS 130(c), BUT EXISTING LUMINAIRES MAY STAY IN PLACE. APPLICABLE FIXTURES MUST MEET 2013 TITLE 24 HIGH-EFFICACY REQUIREMENTS

THE FOLLOWING IS THE 2008 TITLE 24 RESIDENTIAL LIGHTING CODE, QUOTED DIRECTLY FROM THE CALIFORNIA ENERGY COMMISSION'S 2013 ENERGY EFFICIENCY STANDARDS, SECTION 6.1.3 (WWW.ENERGY.CA.GOV/TITLE 24/)

THE RESIDENTIAL LIGHTING STANDARDS ALSO HAVE REQUIREMENTS FOR ELECTRONIC BALLASTS (SECTION 6.3.3.3), PERMANENTLY INSTALLED NIGHT LIGHTS (SECTION 6.3.7), LIGHTING INTEGRAL TO EXHAUST FANS (SECTION 6.3.8), AND LIGHTING SWITCHING REQUIREMENTS (SECTION 6.3).

LUMINAIRES THAT ARE RECESSED INTO INSULATED CEILINGS ARE REQUIRED TO BE RATED FOR INSULATION CONTACT ("IC-RATED") SO THAT INSULATION CAN BE PLACED OVER THEM. THE HOUSING OF THE LUMINAIRE SHALL BE AIRTIGHT TO PREVENT CONDITIONED AIR ESCAPING INTO THE CEILING CAVITY OR ATTIC OR UNCONDITIONED AIR INFILTRATING FROM THE CEILING OR ATTIC INTO THE CONDITIONED SPACE SEE SECTION 6.10 FOR ADDITIONAL INFORMATION ON LUMINAIRES RECESSED INTO INSULATED CEILINGS.

KITCHENS

AT LEAST HALF THE INSTALLED WATTAGE OF LUMINAIRES IN KITCHENS SHALL BE HIGH-EFFICACY. HOWEVER, SOME LIGHTING INSTALLED INSIDE A CABINET MAY NOT BE INCLUDED IN THE WATTAGE CALCULATION THAT DETERMINES HALF OF THE INSTALLED WATTAGE IS HIGH EFFICACY. SEE SECTION 6.4 FOR INFORMATION ABOUT RESIDENTIAL KITCHEN LIGHTING REQUIREMENTS.

BATHROOMS, GARAGES, LAUNDRY ROOMS, CLOSETS AND UTILITY

ALL LUMINAIRES SHALL EITHER BE HIGH-EFFICACY OR SHALL BE CONTROLLED BY A VACANCY SENSOR. CLOSETS THAT ARE LESS 70 SQUARE FT. ARE EXEMPT FROM THIS REQUIREMENT. SEE SECTION 6.5 FOR INFORMATION ABOUT RESIDENTIAL LIGHTING REQUIREMENTS IN THESE ROOMS.

OTHER ROOMS

THIS APPLIES ONLY TO ROOMS THAT ARE NOT KITCHENS, BATHROOMS, GARAGES, LAUNDRY ROOMS, CLOSETS, OR UTILITY ROOMS. ALL INSTALLED LUMINAIRES SHALL EITHER BE HIGH-EFFICACY OR SHALL BE CONTROLLED BY A VACANCY SENSOR OR DIMMER. SEE SECTION 6.6 FOR INFORMATION ABOUT RESIDENTIAL LIGHTING REQUIREMENTS IN THESE ROOMS.

OUTDOOR LIGHTING

ALL LUMINAIRES MOUNTED TO THE BUILDING OR TO OTHER BUILDINGS ON THE SAME LOT SHALL BE HIGH-EFFICACY LUMINAIRES OR SHALL BE CONTROLLED BY A MOTION SENSOR IN COMBINATION WITH A PHOTOCONTROL, ASTRONOMICAL TIME CLOCK, OR ENERGY MANAGEMENT CONTROL SYSTEM (EMCS). SEE SECTION 6.7 FOR MORE INFORMATION ON RESIDENTIAL OUTDOOR LIGHTING REQUIREMENTS.

EMERGENCY EGRESS NOTE

BEDROOM EMERGENCY EXIT DOOR OR WINDOW FROM SLEEPING ROOMS. NET OPENING AREA SHALL NOT BE LESS THAN 5.0 SQ. FT. (720 SQ. IN.) ON THE FIRST FLOOR AND 5.7 SQ. FT. (821 SQ. IN.) ON THE SECOND FLOOR NET WINDOW OPENING HEIGHT SHALL BE 24" CLEAR, NET OPENING WIDTH SHALL BE 20" CLEAR, FINISHED SILL HEIGHT ABOVE FLOOR SHALL BE 44" MAX. HEIGHT ABOVE THE FLOOR. (CBC 2007 SECT. 1026)

SMOKE DETECTOR NOTE

PROVIDE SMOKE DETECTOR IN EACH SLEEPING ROOM AND AT A POINT CENTRALLY LOCATED IN THE HALLWAY OR AREA GIVING ACCESS TO EACH SLEEPING AREA.

A SMOKE DETECTOR SHALL BE INSTALLED IN EACH STORY.

WHEN SLEEPING ROOMS ARE ON A UPPER LEVEL, SMOKE DETECTOR SHALL BE PLACED AT THE CEILING OF THE UPPER LEVEL IN CLOSE PROXIMITY TO STAIRWAY.

IN DWELLING UNITS WHERE THE CEILING HEIGHT OF A ROOM OPEN TO THE HALLWAY SERVING THE BEDROOMS EXCEEDS THAT OF THE HALLWAY BY 24 INCHES OR MORE, SMOKE DETECTORS SHALL BE INSTALLED IN THE HALLWAY AND IN THE ADJOINING ROOM.

THE REQUIRED SMOKE DETECTOR SHALL BE HARDWIRE TO THEIR PRIMARY POWER OF THE BUILDING WIRING AND SHALL BE EQUIPPED WITH A BATTERY BACKUP.

GENERAL NOTES

WALL FRAMING:

EXTERIOR WALLS : SHALL BE 2 x 4 @ 16" O.C. (U.N.O.)

INTERIOR NON-BEARING WALLS : 2 x 4 @ 16" O.C. (2 x 6 @ PLUMBING WALLS) (U.N.O.)

FRAMING:

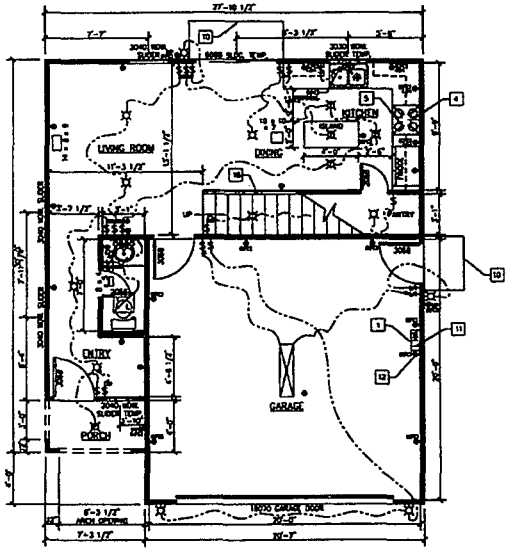
CONTRACTOR SHALL REFERENCE ALL TYPICAL DETAILS IN THE DRAWINGS WHICH MAY NOT BE CALL OUT ON THE FRAMING PLANS.

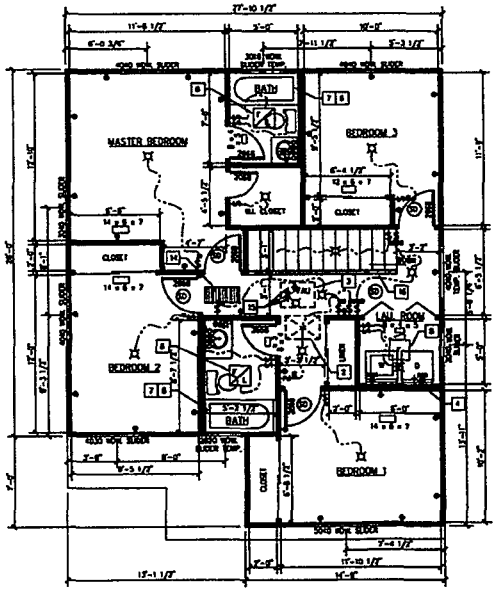
KEY NOTES

1. 50MK LESS WATER HEATER REF. T-24 FOR SIZE, REF. SHT. 9M FOR SPECS. PROVIDE COMBUSTION AIR FROM OUTSIDE PER NOTE 2.8 SHT. 9M MAINTAIN 4" MIN. FRONT AND SIDE OF HEATER.
2. 22 x 30 ATTIC ACCESS
3. FAU REF. T-24 FOR SIZE (LOCATED IN ATTIC)
4. GAS LINE
5. EXHAUST HOOD PER OWNER
6. SHOWER MATERIALS SHALL HAVE A SMOOTH, HARD, NON-ABSORBENT SURFACE TO 70" A.F.F. AND PROVIDE TEMP. GLASS ENCLOSURE
7. PROVIDE A PERMANENTLY ACCESSIBLE 12" SQ. BATHTUB TRAP ACCESS OR INSTALL A NON-SLIP-JOINT TRAP
8. PROVIDE FAN MIN. 5 AIR CHANGES PER HOUR
9. CLOTHES DRYER MOISTURE EXHAUST DUCTS SHALL TERMINATE OUTSIDE THE BUILDING AND HAVE A BACK-DRAFT DAMPER. EXHAUST DUCT IS LIMITED TO 14' WITH TWO ELBOWS. THIS SHALL REDUCE 2' FOR EVERY ELBOW IN EXCESS OF TWO. DUCT SHALL BE 3' FROM ANY BUILDING OPENING
10. DOOR, LANDING WIDTH, NOT LESS THAN WIDTH OF DOOR. LENGTH, NEED NOT EXCEED 36"
11. 3/4" GAS LINE FOR TANKLESS WATER HEATER
12. OUTLET FOR TANKLESS WATER HEATER
13. 42" MIN. HEIGHT WOOD GUARD RAIL WITH LESS THAN 4" OPENING BETWEEN VERTICAL AND HORIZONTAL
14. 20 x 14 x 10 RETURN AIR GRILL
15. THIS SWITCH, LIGHT AND OUTLET LOCATED IN ATTIC FOR FAU
16. HANDRAILING (SPACING BETWEEN INTERMEDIATE RAILS OF HANDRAIL SHALL BE LESS THAN 4 INCHES)

WALL LEGEND

2 x 4 STUD WALLS @ 16" O.C. UNLESS NOTED OTHERWISE.





FIRST AND SECOND FLOOR PLAN HOUSE 2 AND 4

SCALE: 1/4" = 1'-0"

NOTE:
1. ALL WINDOWS ARE OPERABLE, VINYL (SLIDER) UNLESS NOTED OTHERWISE
2. PROVIDE ARC FAULT CIRCUIT INTERRUPTER RECEPTACLES FOR ALL BEDROOMS

Revisions

DIMENSIONS DRAFTING SERVICE

PROPOSED FOUR SINGLE FAMILY HOMES
161 N. GARFIELD AVE. / OXNARD, CA. 93030
805-766-5694 / APN. 201-0-123-025

Sheet Content: FIRST AND SECOND FLOOR PLAN

Date: 09-13-12
Drawn: M.LEDESMA
Sheet: A9

Attachment 2
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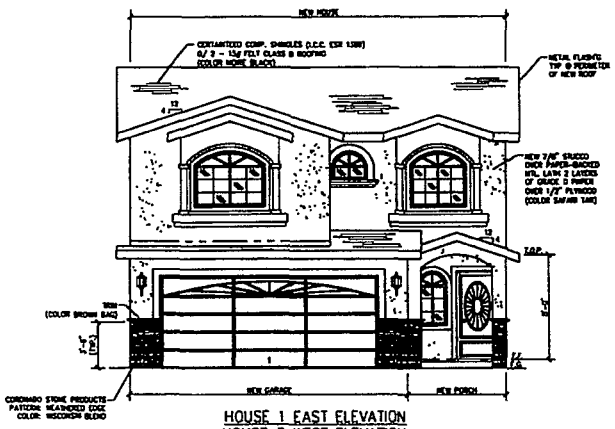
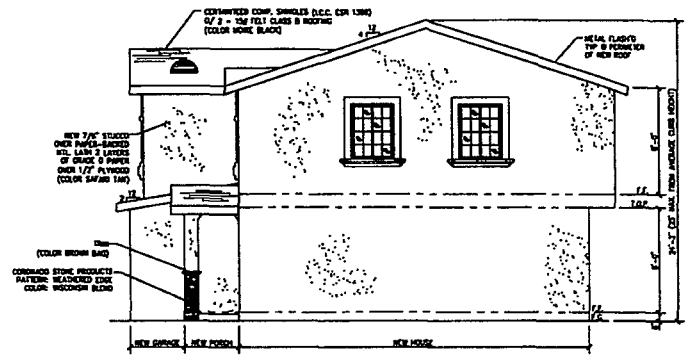


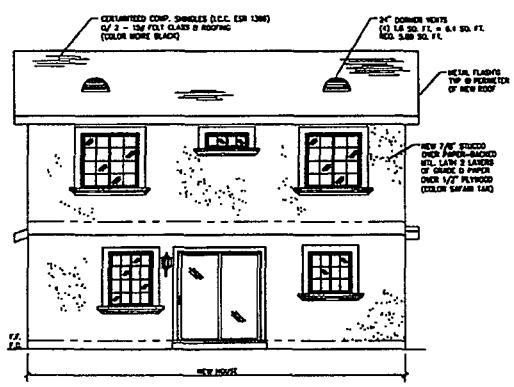
HOUSE 1 EAST ELEVATION
HOUSE 3 WEST ELEVATION
SCALE: 1/4" = 1'-0"



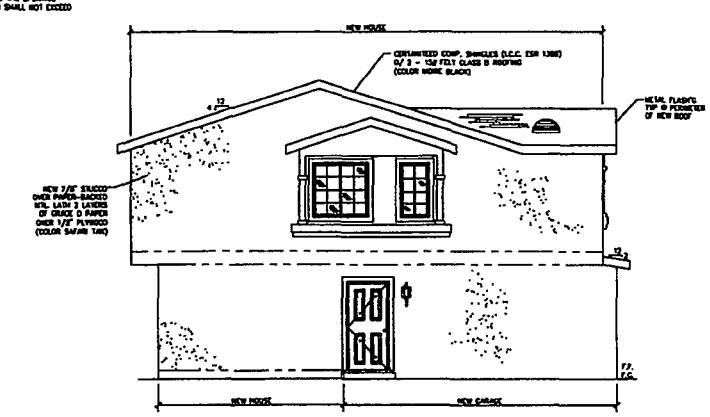
HOUSE 1 NORTH ELEVATION
HOUSE 3 SOUTH ELEVATION
SCALE: 1/4" = 1'-0"

ATTIC VENT NOTE:

1. THE NET FREE VENTILATING AREA SHALL NOT BE LESS THAN 1/150 OF THE AREA OF THE SPACE VENTILATED, WITH 50 PERCENT OF THE REQUIRED VENTILATING AREA PROVIDED BY VENTILATORS LOCATED IN THE UPPER PORTION OF THE SPACE TO BE VENTILATED AT LEAST 3 FEET ABOVE EAVE OR CORNICE VENTS, WITH THE BALANCE OF THE REQUIRED VENTILATION PROVIDED BY EAVE OR CORNICE VENTS. (COMBINE CLEAR OPENING OF 5.88 SQ. FT. MIN) OR
2. THE MINIMUM REQUIRED NET FREE VENTILATING AREA SHALL BE 1/300 OF THE AREA OF THE SPACE VENTILATED, PROVIDED A VAPOR RETARDER HAVING A TRANSMISSION RATE NOT EXCEEDING 1 PERM IN ACCORDANCE WITH ASTM E 96 IS INSTALLED ON THE WARM SIDE OF THE ATTIC INSULATION AND PROVIDED 50 PERCENT OF THE REQUIRED VENTILATING AREA PROVIDED BY VENTILATORS LOCATED IN THE UPPER PORTION OF THE SPACE TO BE VENTILATED AT LEAST 3 FEET ABOVE EAVE OR CORNICE VENTS, WITH THE BALANCE OF THE REQUIRED VENTILATION PROVIDED BY EAVE OR CORNICE VENTS. (COMBINE CLEAR OPENING OF 2.945 SQ. FT. MIN). OR
3. EXTERIOR OPENINGS INTO THE ATTIC SPACE SHALL BE COVERED WITH CORROSION-RESISTANT WIRE CLOTH SCREENING, HARDWARE CLOTH, PERFORATED VINYL OR SIMILAR MATERIAL. THE OPENINGS THEREIN SHALL BE A MINIMUM OF 1/8 INCH AND SHALL NOT EXCEED 1/4 INCH.



HOUSE 1 WEST ELEVATION
HOUSE 3 EAST ELEVATION
SCALE: 1/4" = 1'-0"



HOUSE 1 SOUTH ELEVATION
HOUSE 3 NORTH ELEVATION
SCALE: 1/4" = 1'-0"

Attachment 2
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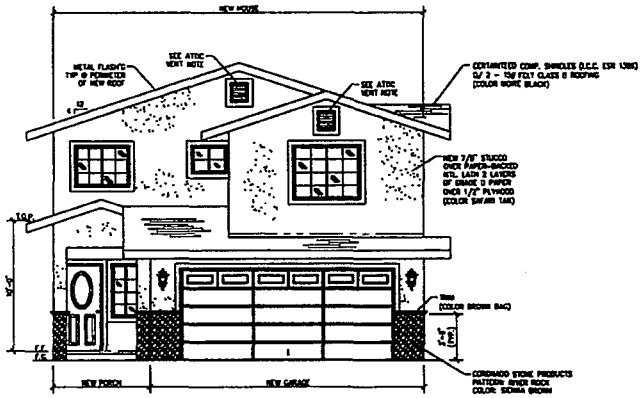
DIMENSIONS
DRAFTING SERVICE

PROPOSED FOUR
SINGLE FAMILY HOMES
161 N. GARFIELD AVE. / OXNARD, CA. 93030
805-766-5634 / APN. 201-0-123-025

Sheet Content
ELEVATIONS

Date: 09-15-12
Drawn: M.LEDESMA
Sheet: A10

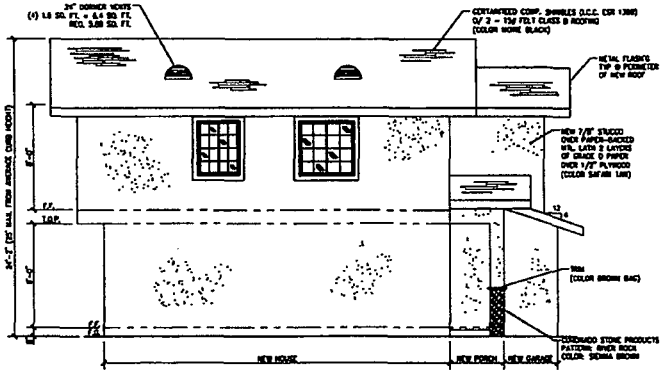


HOUSE 2 EAST ELEVATION
HOUSE 4 WEST ELEVATION

SCALE: 1/4" = 1'-0"

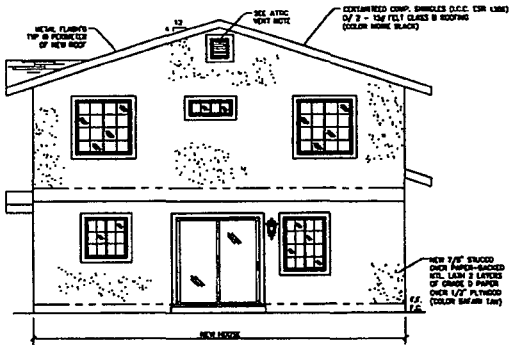
ATTIC VENT NOTE:

1. THE NET FREE VENTILATING AREA SHALL NOT BE LESS THAN 1/150 OF THE AREA OF THE SPACE VENTILATED, WITH 50 PERCENT OF THE REQUIRED VENTILATING AREA PROVIDED BY VENTILATORS LOCATED IN THE UPPER PORTION OF THE SPACE TO BE VENTILATED AT LEAST 3 FEET ABOVE EAVE OR CORNICE VENTS, WITH THE BALANCE OF THE REQUIRED VENTILATION PROVIDED BY EAVE OR CORNICE VENTS. (COMBINE CLEAR OPENING OF 3.88 SQ. FT. MIN) OR
2. THE MINIMUM REQUIRED NET FREE VENTILATING AREA SHALL BE 1/300 OF THE AREA OF THE SPACE VENTILATED, PROVIDED A VAPOR RETARDER HAVING A TRANSMISSION RATE NOT EXCEEDING 1 PERM IN ACCORDANCE WITH ASTM E 96 IS INSTALLED ON THE WARM SIDE OF THE ATTIC INSULATION AND PROVIDED 50 PERCENT OF THE REQUIRED VENTILATING AREA PROVIDED BY VENTILATORS LOCATED IN THE UPPER PORTION OF THE SPACE TO BE VENTILATED AT LEAST 3 FEET ABOVE EAVE OR CORNICE VENTS, WITH THE BALANCE OF THE REQUIRED VENTILATION PROVIDED BY EAVE OR CORNICE VENTS. (COMBINE CLEAR OPENING OF 2.945 SQ. FT. MIN), OR
3. EXCEPT OPENINGS INTO THE ATTIC SPACE SHALL BE COVERED WITH CORROSION-RESISTANT WIRE CLOTH SCREENING, HARDWARE CLOTH, PERFORATED VINYL OR SIMILAR MATERIAL. THE OPENINGS THEREIN SHALL BE A MINIMUM OF 1/8 INCH AND SHALL NOT EXCEED 1/4 INCH.



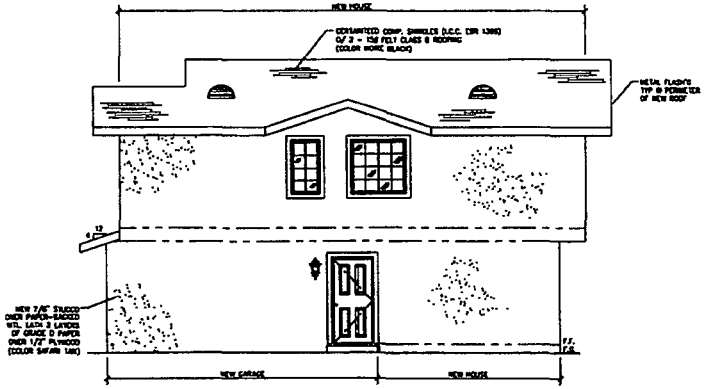
HOUSE 2 SOUTH ELEVATION
HOUSE 4 NORTH ELEVATION

SCALE: 1/4" = 1'-0"



HOUSE 2 WEST ELEVATION
HOUSE 4 EAST ELEVATION

SCALE: 1/4" = 1'-0"



HOUSE 2 NORTH ELEVATION
HOUSE 4 SOUTH ELEVATION

SCALE: 1/4" = 1'-0"

DIMENSIONS
DRAFTING SERVICE
P.O. BOX 1111 / CAMARILLO, CA 93011 PH: 805-427-9112

PROPOSED FOUR
SINGLE FAMILY HOMES
161 N. GARFIELD AVE. / OXNARD, CA. 93030
805-766-9654 / APN. 201-0-125-025

Sheet Content
ELEVATIONS

Date 07-13-17
Drawn M.LEDESMA
Sheet
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ATTACHMENT
C

NOTICE OF EXEMPTION

OXNARD PLANNING DIVISION
214 SOUTH C STREET
OXNARD, CALIFORNIA 93030

CITY OF OXNARD CALIFORNIA

NOTICE OF EXEMPTION

Project Description:
PZ NO. 11-500-06 (Special Use Permit) and 11-300-02 (Tentative Parcel Map): request for a parcel map to subdivide a 9,615 square foot parcel into four separate 2,403 square foot parcels and a Special Use Permit for a Planned Residential Group permit (PRG). Construction of a detached single-family residential unit on each newly created lot is proposed with reduced interior yard space, rear and side yard setbacks. Rear yard setbacks would be reduced from 25 to 11feet and side yard setbacks from 5 to 4 feet and the interior yard space from 30 percent to 16 percent. Each of the proposed four bedroom, two-story homes are 1,350 square feet in size. The project site is a through lot with frontage on both North Garfield Avenue and North Grant Avenue, currently addressed 161 North Garfield Avenue. The proposed project is exempt from environmental review under Section 15332 of the State CEQA Guidelines. Filed by Jose Garcia with JG Holding Inc, 1105 Walnut Drive, Oxnard CA 93031.

Finding:
The Planning Division of the Development Services Department of the City of Oxnard has reviewed the above proposed project and found it to be exempt from the provisions of the California Environmental Quality Act (CEQA).

- ☐ Ministerial Project
- ☒ Categorical Exemption
- ☐ Statutory Exemption
- ☐ Emergency Project
- ☐ Quick Disapproval [CEQA Guidelines, 14 Cal. Code of Regs. 15270]
- ☐ No Possibility of Significant Effect [CEQA Guidelines, 14 Cal. Code of Regs. 15061(b)(3)]

Supporting Reasons: In accordance with the California Environmental Quality Act Guidelines and Section 15332 and 15315 of the California Code of Regulations, projects involving "in fill development and minor land divisions" may be found to be exempt from the requirements of CEQA. The proposed project involves division of a vacant 9,616 square foot lot into four separate parcels and site improvements as described above. Therefore, staff has determined that there is no substantial evidence that the project may have a significant effect on the environment.

(Date)

Susan L. Martin, AICP
Planning Division Manager

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ATTACHMENT
D

RESOLUTION
PZ 11-500-06
(SPECIAL USE PERMIT)

RESOLUTION NO. 2013 -06

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF OXNARD APPROVING PLANNING AND ZONING PERMIT NO. 11-500-06 (SPECIAL USE PERMIT), TO PERMIT A PLANNED RESIDENTIAL GROUP DEVELOPMENT AND ALLOW CONSTRUCTION OF FOUR DWELLING UNITS ON VACANT LOT LOCATED AT 161 NORTH GARFIELD AVENUE (APN 201-0-123-020), SUBJECT TO CERTAIN FINDINGS AND CONDITIONS. FILED BY JOSE GARCIA WITH JG HOLDINGS INC, 1105 WALNUT DRIVE, OXNARD, CA 93031.

WHEREAS, the Planning Commission of the City of Oxnard has considered an application for Planning and Zoning Permit No. 11-500-06, filed by Jose Garcia, with JG Holdings, Inc in accordance with Section 16-530 through 16-553 of the Oxnard City Code; and

WHEREAS, Section 15332 of Title 14 of the California Code of Regulations exempts the project from the requirement for the preparation of environmental documents imposed by the California Environmental Quality Act; and

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

1. The proposed use is in conformance with the General Plan and other adopted policies of the City of Oxnard.

2. The proposed use will not adversely affect or be materially detrimental to the adjacent uses, buildings or structures or to the public health, safety or general welfare.

3. The site for the proposed use is adequate in size and shape to accommodate the setbacks, parking, landscaping, and other City standards except as may be specifically excepted by the special findings and conditions of this resolution.

4. The site for the proposed use will be served by streets and highways adequate in width and structure to carry the kind and quantity of traffic such use will generate.

5. The site for the proposed use will be provided with adequate sewerage, water, fire protection and storm drainage facilities.

6. Granting the following variations from the strict application of the zoning ordinance is in compliance with the basic principles and intent of the zoning ordinance and Planned Residential Group Developments in particular, in that (i) the variations will provide a substantial improvement of the use of the subject property without detrimental effect upon the surrounding area; (ii) the residential use proposed is permitted within the subject zone; (iii) building will substantially conform with plot plans and elevations submitted in support of the special use permit; and (iv) the applicant has demonstrated that population densities proposed are in conformance

with existing and proposed public facilities, such as streets, sewers, water, schools and parks:

a. Reduction of the rear yard setback of the residences from 25 feet to 13 feet on first floor and 11 feet on second floor;

b. Reduction of the side yard setback of the residence from 5 feet to 4 feet; and

c. Reduction to the required interior yard space from a minimum of 30% of the lot area to a minimum of 16% of the lot area.

WHEREAS, the Planning Commission finds that the applicant agrees with the necessity of and accepts all elements, requirements, and conditions of this resolution as being a reasonable manner of preserving, protecting, providing for, and fostering the health, safety, and welfare of the citizenry in general and the persons who work, visit or live in this development in particular.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Oxnard hereby approves this permit subject to the following conditions. The decision of the Planning Commission is final unless appealed in accordance with the provisions of Section 16-545 of the Oxnard City Code.

STANDARD CONDITIONS OF APPROVAL FOR LAND USE PERMITS

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

DEPARTMENTS AND DIVISIONS			
CA	City Attorney	PL	Planning Division
DS	Dev Services/Eng Dev/Inspectors	TR	Traffic Division
PD	Police Department	B	Building Plan Checker
SC	Source Control	FD	Fire Department
PK	Landscape Design	CE	Code Compliance

GENERAL PROJECT CONDITIONS

1. This permit is granted for the property described in the application on file with the Planning Division, and may not be transferred from one property to another. (PL, *G-1*).

2. This permit is granted for the plans dated March 7, 2013, ("the plans") on file with the Planning Division. The project shall conform to the plans, except as otherwise specified in these conditions, or unless a minor modification to the plans is approved by the Planning and Environmental Services Manager ("Planning Manager") or a major modification to the plans is approved by the Planning Commission. A minor modification may be granted for minimal changes or increases in the extent of use or size of structures or of the design, materials or colors of structures or masonry walls. A major modification shall be required for substantial changes or increases in such items. (PL, *G-2*)

3. All required off-site and on-site improvements for the project, including structures, paving, and landscaping, shall be completed prior to occupancy unless the Development Services Manager allows Developer to provide security or an executed agreement approved by the City Attorney to ensure completion of such improvements. (DS, *G-4*)

4. By commencing any activity related to the project or using any structure authorized by this permit, Developer accepts all of the conditions and obligations imposed by this permit and waives any challenge to the validity of the conditions and obligations stated therein. (CA, *G-5*)

5. Any covenants, conditions, and restrictions (CC&Rs) applicable to the project property shall be consistent with the terms of this permit and the City Code. If there is a conflict between the CC&Rs and the City Code or this permit, the City Code or this permit shall prevail. (CA, *G-7*)

6. Developer shall complete the "Notice of Land Use Restrictions and Conditions" form, using the form provided by the City, for recording with the Ventura County Recorder. Before the City issues building permits, Developer shall submit the original completed, signed and notarized document, together with the required fees to the Planning Manager. (PL, *G-8*)

7. Developer shall provide off-street parking for the project, including the number of spaces, stall size, paving, striping, location, and access, as required by the City Code. (PL/B, *G-9*)

8. Before placing or constructing any signs on the project property, Developer shall obtain a sign permit from the City. Except as provided in the sign permit, Developer may not change any signs on the project property. (PL/B, *G-10*)

9. Developer shall obtain a building permit for any new construction or modifications to structures, including interior modifications, authorized by this permit. (B, *G-11*)

10. Developer shall not permit any combustible refuse or other flammable materials to be burned on the project property. (FD, *G-12*)

11. Developer shall not permit any materials classified as flammable, combustible, radioactive, carcinogenic or otherwise potentially hazardous to human health to be handled, stored or used on the project property, except as provided in a permit issued by the Fire Chief. (FD, *G-13*)

12. If Developer, owner or tenant fails to comply with any of the conditions of this permit, the Developer, owner or tenant shall be subject to a civil fine pursuant to the City Code. (CA, *G-14*)

13. Prior to issuance of building permits, Developer shall correct all violations of the City Code existing on the project property for which the Code Compliance Division has open cases. (PL, *G-15*).

LANDSCAPE STANDARD CONDITIONS

14. Prior to issuance of building permits or the proposed use is initiated, whichever comes first, Developer shall submit two copies of landscape and irrigation plans, along with the appropriate permit application and fees, to the Development Services Division and obtain approval of such plans. (PK/DS, *PK-2*)

15. Prior to issuance of a certificate of occupancy, Developer shall install landscape and automatic irrigation systems that have been approved by Parks and Facilities Superintendent. (PK, *PK-3*)

16. Developer shall properly maintain landscape planting and all irrigation systems as required by the City Code and as specified by this permit. Failure of Developer to do so may result in the revocation of this permit and initiation of legal proceedings against Developer to ensue compliance (PK, *PK-4*)

17. Developer shall provide an automatic irrigation controller and a written seasonal watering schedule for all front yard and street side yard landscaping. The watering schedule shall include variations for seasonal changes, sun and shade exposure of plants, type of plants, duration and frequency of irrigation, and suggestions as to how to conserve water. As part of the landscape plan check submittal process, the Parks and Facilities Superintendent shall review the sufficiency of instructions for the operation of the irrigation controller and the watering schedule cycles. (PK, *PK-11*)

18. Developer shall install sod in the lawn areas of all front yards and street side yards. (PK, *PK-13*)

FIRE DEPARTMENT STANDARD CONDITIONS

19. All roof covering materials on the project property shall be of non-combustible or fire retardant materials approved by the Fire Chief and in compliance with the City Code. (FD, *F-2*)

20. All structures on the project property shall conform to the minimum standards prescribed in Title 19 of the California Code of Regulations. (FD, *F-5*)

21. The project shall meet the minimum requirements of the "Fire Protection Planning Guide" published by the Fire Department. (FD, *F-6*)

22. Developer shall provide automatic fire sprinklers as required by the City Code and shall contact the Fire Chief to ascertain the location of all connections. (FD, *F-12*)

23. Developer shall install a carbon monoxide detector on each level of the residence in accordance with the manufacturer's specifications. The detector shall be hardwired with a battery backup. (FD, *F-17*)

PLANNING DIVISION STANDARD CONDITIONS

24. Plans submitted by Developer with building permit applications shall show on the building elevation sheets all exterior building materials and colors, including product and finish manufacturer name, color name and number, and surface finish type (such as: stucco with sand finish, plaster with smooth finish) to be used in construction. (PL/B, PL-1)

25. Any application for a minor modification to the project shall be accompanied by four copies of plans reflecting the requested modification, together with applicable processing fees. (PL, *PL-2*)

26. Before the City issues building permits, Developer shall include a reproduction of all conditions of this permit as adopted by resolution of the Planning Commission and/or the City Council in all sets of construction documents and specifications for the project. (PL, *PL-3*)

27. Before the City issues building permits, Developer shall provide to the Planning Division Manager color photographic reductions (8 1/2" by 11") of full-size colored elevations and any other colored exhibit approved by the Planning Commission. Developer may retain the full-size colored elevations after the reductions are so provided. (PL, *PL-4*)

28. Developer acknowledges that because of population limitations placed on the City by the Air Quality Management Program, approval of this permit does not guarantee that the City will issue building permits. The City's issuance of building permits may be delayed as a result of implementation of an air quality plan. (PL, *PL-5*)

29. Developer may not modify any use approved by this permit unless the Planning Division Manager determines that Developer has provided the parking required by the City Code for the modified use. (PL, *PL-7*)

30. Developer shall provide for dust control at all times during project property preparation and construction activities. (B/DS, *PL-13*)

31. Because of water limitations placed upon the City by its water providers, approval of this permit does not guarantee that the City will issue building permits. Issuance of building

permits may be delayed as a result of implementation of a water conservation or allocation plan. (PL, *PL-15*)

32. Prior to issuance of building permits, Developer shall pay a document imaging fee for the planning files in an amount calculated by planning staff at the time of building permit review based on fees then in effect. (PL/B, *PL-16*).

33. Developer shall install all roof and building rain gutters and downspouts to integrate as closely as possible with building design elements, including matching adjacent building colors as closely as possible. Developer shall submit a plan and scheme for approval by the Planning Division Manager prior to issuance of building permits. (PL, *PL-18)*

34. Developer shall provide automatic garage door openers for all garages. (PL/B, *PL-20*)

35. Garages closer than 23 feet to the front property line shall have sectional roll-up garage doors. (PL/B, *PL-21*)

36. Prior to issuance of fine grading plans, Developer shall provide at least two types of driveway finishes or decorative designs. The details of the driveways shall be to the satisfaction of the Planning Division Manager. (PL, *PL-22*)

37. Railings and enclosures for patios and balconies shall provide at least 50 percent enclosure for screening and privacy. Developer shall include details of the railings and enclosures on the construction documents. (PL/B, *PL-24*)

38. Developer shall provide a rear patio concrete slab of at least 100 square feet. (PL/B, *PL-26*)

39. All residential dwelling unit developments shall include architectural articulation on all four sides of each unit. Such articulation shall include, but not be limited to, window treatment; trim and a variety of finishes matching front facades; and balconies, porches, and trellises. Developer shall submit elevations depicting such articulation to the Planning Division for approval prior to issuance of building permits. (PL, *PL-28*)

40. Prior to the close of escrow for each dwelling unit, Developer shall provide the buyer with a written guarantee that the exterior finishes of the dwelling unit will remain in good condition for at least five (5) years from the final building permit inspection and sign off. Developer shall provide a copy of the guarantee to Planning staff prior to final Planning Division inspection and sign off. (PL, *PL-29*)

41. Developer shall provide masonry walls on street side yards and along project perimeter property lines. Developer shall install interior lot line fences, to be constructed of wood or other material, subject to the approval of the Planning Division Manager. (PL/B, *PL-31*)

42. Developer shall construct each dwelling unit with separate utility systems and meters. Developer shall paint utility meter panels to match structures upon which it is located. Such panels shall be located to take advantage of screening (e.g. landscaping or other building elements) from public right-of-ways, to the maximum extent feasible. (DS/B, *PL-34*)

43. Developer shall pay Quimby Fees (fees for park acquisition and improvement) before issuance of building permits. The amount of the fee shall be calculated by the Planning Division, and verified by the Parks Division at the time of payment. (PK/B, PL-36)

PLANNING DIVISION SPECIAL CONDITIONS

44. This permit is granted subject to the City's approval of a tentative map and parcel map and recordation of the parcel map. The City shall issue building permits only after such recordation, unless otherwise approved by both the Planning Division Manager and the Development Services Manager. Before occupying any structures or initiating any use approved by this permit, Developer shall comply with all conditions of the tentative and parcel map. (PL/DS)

45. Developer shall install a six foot high masonry block wall along the southerly and northerly sides of the project, subject to the City Code. (PL)

46. Developer shall install a 42-inch high fence along the front yard of the two lots fronting Grant Avenue. Fence shall incorporate pilasters with stucco finish and tubular steel in between each pilaster. (PL)

ENVIRONMENTAL RESOURCES DIVISION

47. To ensure that solid waste generated by the project is diverted from the landfill and reduced, reused or recycled, Developer shall complete and submit a "City of Oxnard C&D Environmental Resources Management & Recycling Plan" ("Plan") to the City for review and approval. The Plan shall provide that at least 50% of the waste generated on the project be diverted from the landfill. The Plan shall include the entire project area, even if tenants are pursuing or will pursue independent programs. The Plan shall be submitted to and approved by the Environmental Resources Division prior to issuance of a building permit. The Plan shall include the following information: material type to be recycled, reused, salvaged or disposed; estimated quantities to be processed; management method used; destination of material including the hauler name and facility location. Developer shall use the Plan form.

48. Developer shall follow the approved "City of Oxnard C&D Environmental Resources Management & Recycling Plan" and provide for the collection, recycling, and/or reuse of materials (i.e., concrete, wood, metal, cardboard, green waste, etc.) and document results during construction and/or demolition of the proposed project. After completion of demolition and/or construction, Developer shall complete and submit the "City of Oxnard C&D Environmental Resources Management & Recycling Report For Work Completed" ("Work

Completed Report") and provide legible copies of weight tickets, receipts, or invoices for materials sent to disposal or reuse/recycling facilities. For other discarded or salvaged materials, Developer shall provide documentation, on the disposal facility's letterhead, identifying where the materials were taken, type of materials, and tons or cubic yards disposed, recycled or reused, and the project generating the discarded materials. Developer shall submit and obtain approval of the Work Completed Report prior to issuance of a certificate of occupancy.

49. Developer shall arrange for materials collection during construction, demolition, and occupancy with the City's Environmental Resources Division or Developer shall arrange for self-hauling to an authorized facility.

50. Covenants, conditions and restrictions ("CC&Rs") shall be developed for the project that require the homeowner's association to make provisions to divert at least 50% of the material through source reduction, recycling, reuse, and/or green waste programs. Developer shall submit a "City of Oxnard C&D Environmental Resources Management & Recycling Occupancy Plan" ("Occupancy Plan") to the City's Environmental Resources Division. An Occupancy Plan must be submitted and approved prior to issuance of a final inspection. The CC&Rs shall require the homeowner's association to submit to the Environmental Resources Division a "City of Oxnard C&D Environmental Resources Management & Recycling Occupancy Report" annually on the anniversary date of the certificate of the final inspection for approval.

51. Developer shall dispose of sewage and solid waste from the project by City's wastewater and solid waste systems in a manner approved by the City Engineer.

DEVELOPMENT SERVICES DIVISION STANDARD CONDITIONS

52. Developer shall pay plan check and processing fees in effect at the time of construction plan submittal and shall pay development fees, encroachment permit fees, and other applicable fees in effect at the time the City issues building permits. (DS-1)

53. Developer shall protect building pads from inundation during a 100-year storm. (DS-5)

54. Developer shall remove and replace all improvements that are damaged during construction. (DS-6)

55. Before connecting the project to existing sewer and water service laterals, Developer shall arrange for City staff to inspect such facilities. Developer shall make such repairs to such facilities as City staff determines to be necessary. Developer shall bring all existing water services into compliance with City standards. (DS-7)

56. Curb cut widths and design shall conform to City ordinances, standards, and policies in effect at the time City issues an encroachment permit. (DS-9)

57. Developer shall install on-site and off-site utility services underground in accordance with City ordinances in effect at the time City issues the building permit. Services shall be installed underground to the nearest suitable riser pole as determined by the appropriate utility service provider. (DS-12)

58. Developer shall enter into an agreement, approved as to form by the City Attorney, to install and construct all public improvements required by this permit and by the City Code and shall post security satisfactory to the Finance Director, guaranteeing the installation and construction of all required improvements within the time period specified in the agreement or any approved time extension. (DS-14)

59. Developer shall remove graffiti from the project, including graffiti on offsite public infrastructure under construction by Developer, within 24 hours of its appearance. If Developer fails to remove graffiti in accordance with this condition, the City may at the discretion of the Development Services Manager issue a stop work order until such time as the graffiti is removed. (DS-20)

60. The conditions of this resolution shall prevail over all omissions, conflicting notations, specifications, dimensions, typical sections, and the like, that may or may not be shown on the improvement plans. (DS-21)

61. Developer shall pay the cost of all inspections of on-site and off-site improvements. (DS-22)

62. Developer shall be responsible for all project-related actions of Developer's employees, contractors, subcontractors, and agents until City accepts the improvements. (DS-23)

63. "Standard Specifications for Public Works Construction," latest edition, and any modifications thereto by City, and City of Oxnard Standard Land Development Specifications and all applicable City Standard Plans, shall be the project specifications, except as noted otherwise on the approved improvement plans. City reserves the right to upgrade, add to, or revise these specifications and plans and all other City ordinances, policies, and standards. If the improvements required of this project are not completed within 12 months from the date of City's approval of the improvement plans, Developer shall comply with and conform to any and all upgraded, additional or revised specifications, plans, ordinances, policies and standards. (DS-27)

64. All grading shall conform to City's grading ordinance and any recommendations of Developer's soils engineer that have been approved by the City Engineer. Developer shall conform to all applicable notes specified on the site improvement/grading plan cover sheet and grading permit. (DS-30)

65. Developer shall install adequately sized water services and meters to each lot or unit in accordance with City standards in effect at the time City issues building permits. There shall be no interconnections between structures. (DS-42)

66. Prior to issuance of building permits, Developer shall present to the City Engineer a "Proof of Payment - Authorization for Building Permits" form issued by the Calleguas Municipal Water District. (DS-44)

67. Developer shall install City approved backflow prevention devices for water connections if so ordered by the City Engineer. (DS-45)

68. Developer shall be responsible for and bear the cost of replacement of all existing survey monumentation (e.g., property corners) disturbed or destroyed during construction, and shall file appropriate records with the Ventura County Surveyor's Office. (DS-64)

69. Developer shall provide three City refuse containers for each lot or unit. An alternative number of containers may be approved by the Environmental Resources Division. (DS-67)

70. Developer shall provide adequate vehicle sight distance as specified by CalTrans specifications at all driveways and intersections. (TR-71)

DEVELOPMENT SERVICES DIVISION SPECIAL CONDITIONS

71. Developer shall submit a subdivision map for recordation prior to, or concurrent with, issuance of a grading or building permit for this project. (DS)

72. Developer shall extend the existing 8 inch sewer line in Garfield Avenue a sufficient distance to provide a perpendicular 4" diameter sewer lateral to both lots fronting on Garfield. (DS)

73. Developer shall either use the existing sewer laterals for the two lots fronting on Grant Avenue or if the existing laterals are damaged, Developer shall properly abandon the existing laterals and construct new laterals. (DS)

74. Developer shall install an 8 inch water main (connected to the Cooper Street water main) in Grant Avenue a sufficient distance to provide a perpendicular water service to both lots fronting on Grant Avenue. The final design and configuration of the system to provide water services to these two lots is subject to approval of the Public Works Director including alternative solutions. (DS)

75. Developer shall provide each residential unit with a separate water meter and sewer lateral in accordance with City Code. (DS)

76. Developer shall construct a level concrete pad for storage of three refuse containers out of view of the public street for each of the proposed units. The storage location shall not be within the garage. Developer shall provide a paved path from the storage location to the street curb that does not require entering the garage. All gates or doors along the path shall be constructed with a minimum of 36 inches of clear space to allow passage of the City issued containers. Storage location and path shall be shown on the fine grading plans. (DS)

77. Developer shall design lot fine grading to drain stormwater to the street via surface swales. No area drains shall be used within proposed residential units unless the Development Services Manager determines that no feasible alternative exists. (DS)

78. Developer shall remove the entire existing sidewalk along the Grant Avenue frontage of the project and replace it with a new 6 foot wide sidewalk measured from curb face to back of sidewalk that extends from property line to property line. Driveway curb cuts on Grant Avenue shall be constructed in accordance with City standard details for a 'rolled' curb as generally depicted on sheet A6 modified to provide a 5 foot wide level (2% max cross-fall) area at the back of sidewalk. Alternative ADA compliant designs approved by the Development Services Director may be substituted for proposed curb cut design. Developer shall provide a sidewalk easement (approximately 1 foot) for any portion of the new sidewalk not within existing City right-of-way. (DS)

79. Developer shall remove the entire existing sidewalk along the Garfield Avenue frontage of the project and replace it with a new 5 foot wide sidewalk. The new sidewalk shall be located behind a new 4.5 foot wide (5 feet measured from curb face) landscaped parkway and shall extend from property line to property line. Driveway curb cuts on Garfield Avenue shall constructed in accordance with City standard plate 115 with a 'W' dimension of sixteen (16) feet. New parkway and sidewalk shall be located within existing City right-of-way. (DS)

80. Developer shall repair and/or replace any existing broken, uplifted or damaged sidewalk, curb gutter, or asphalt paving adjacent to property as directed by the Construction Services Inspector. (DS)

81. Prior to issuance of a grading or building permit, Developer shall prepare an erosion control plan in accordance with applicable sections of the Los Angeles Regional Water Quality Control Board's municipal separate storm sewer system ("MS4") permit (Order R4-2010-0108, including revisions) for projects less than one acre. Plan to be approved by the Development Services Manager. (DS)

PASSED AND ADOPTED by the Planning Commission of the City of Oxnard on this 7th day of March, 2013, by the following vote:

AYES:	Commissioners:	Okada, Nash, Stewart, Huber
NOES:	Commissioners:	Murguia, Guevara
ABSENT:	Commissioners:	Mullin

Stephen H. Huber, Chairman

ATTEST: _____
Ashley Golden, Secretary

Attachment 2
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RESOLUTION NO. 2013-07

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF OXNARD RECOMMENDING APPROVAL OF A TENTATIVE PARCEL MAP (PLANNING AND ZONING PERMIT NO. 11-300-02, FOR PROPERTY LOCATED AT 161 NORTH GARFIELD AVENUE, SUBJECT TO CERTAIN CONDITIONS. FILED BY FILED BY JOSE GARCIA WITH JG HOLDINGS INC, 1105 WALNUT DRIVE, OXNARD, CA 93031.

WHEREAS, the Planning Commission of the City of Oxnard has considered the tentative parcel map (Planning and Zoning Permit No. 11-300-02), filed by Jose Garcia with JG Holding Inc in accordance with Chapter 15 of the Oxnard City Code; and

WHEREAS, said tentative map was referred to various public utility companies, City departments and the Development Advisory Committee for recommendations; and

WHEREAS, the Planning Commission finds the tentative map conforms to the City's General Plan and elements thereof; and

WHEREAS, Section 15332 of Title 14 of the California Code of Regulations exempts the project from the requirement for the preparation of environmental documents imposed by the California Environmental Quality Act; and

WHEREAS, the Planning Commission finds that the applicant agrees with the necessity of and accepts all elements, requirements, and conditions of this resolution as being a reasonable manner of preserving, protecting, providing for, and fostering the health, safety, and welfare of the citizenry in general and the persons who work, visit or live in this subdivision in particular.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Oxnard hereby recommends to the City Council the approval of the tentative parcel map, subject to the following conditions:

STANDARD CONDITIONS OF APPROVAL FOR LAND USE PERMITS

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

ATTACHMENT 3
PAGE 1 OF 4

DEPARTMENTS AND DIVISIONS			
CA	City Attorney	PL	Planning Division
DS	Dev Services/Eng Dev/Inspectors	TR	Traffic Division
PD	Police Department	B	Building Plan Checker
SC	Source Control	FD	Fire Department
PK	Landscape Design	CE	Code Compliance

GENERAL PROJECT CONDITIONS

1. This permit is granted for the property described in the application on file with the Planning Division, and may not be transferred from one property to another. (PL, *G-1*).

2. This permit is granted for the plans dated March 7, 2013, ("the plans") on file with the Planning Division. The project shall conform to the plans, except as otherwise specified in these conditions, or unless a minor modification to the plans is approved by the Planning and Environmental Services Manager ("Planning Manager") or a major modification to the plans is approved by the Planning Commission. A minor modification may be granted for minimal changes or increases in the extent of use or size of structures or of the design, materials or colors of structures or masonry walls. A major modification shall be required for substantial changes or increases in such items. (PL, *G-2*)

3. By commencing any activity related to the project or using any structure authorized by this permit, Developer accepts all of the conditions and obligations imposed by this permit and waives any challenge to the validity of the conditions and obligations stated therein. (CA, *G-5*)

4. Any covenants, conditions, and restrictions (CC&Rs) applicable to the project property shall be consistent with the terms of this permit and the City Code. If there is a conflict between the CC&Rs and the City Code or this permit, the City Code or this permit shall prevail. (CA, *G-7*)

5. Developer shall complete the "Notice of Land Use Restrictions and Conditions" form, using the form provided by the City, for recording with the Ventura County Recorder. Before the City issues building permits, Developer shall submit the original completed, signed and notarized document, together with the required fees to the Planning Manager. (PL, *G-8*)

6. Prior to issuance of building permits, Developer shall correct all violations of the City Code existing on the project property for which the Code Compliance Division has open cases. (PL, *G-15*).

PLANNING DIVISION SPECIAL CONDITIONS

7. An approved tentative map shall expire thirty-six (36) months after its approval, unless an extension is applied for and approved by the City Council pursuant to Section 15-46 of the City Code. (PL)

8. Developer shall pay Quimby Fees (fees for park acquisition and improvement) before issuance of building permits. The amount of the fee shall be calculated by the Planning Division, and verified by the Parks Division at the time of payment. (PK/B, *PL-36*)

DEVELOPMENT SERVICES DIVISION STANDARD CONDITIONS

9. Developer agrees, as a condition of approval of this resolution, to indemnify, defend and hold harmless, at Developer's expense, City and its agents, officers and employees from and against any claim, action or proceeding commenced within the time period provided for in Government Code Section 66499.37, to attack, review, set aside, void or annul the approval of this resolution or to determine the reasonableness, legality or validity of any condition attached thereto. City shall promptly notify Developer of any such claim, action or proceeding of which City receives notice, and City will cooperate fully with Developer in the defense thereof. Developer shall reimburse City for any court costs and attorney's fees that City may be required to pay as a result of any such claim, action or proceeding. City may, in its sole discretion, participate in the defense of any such claim, action or proceeding, but such participation shall not relieve Developer of the obligations of this condition. Developer's acceptance of this resolution or commencement of construction or operations under this resolution shall be deemed to be acceptance of all conditions thereof. (DS-18)

10. Prior to approval of the final map or parcel map, Developer shall provide the City Engineer with written evidence from the Ventura County Clerk's Office that Developer has executed and filed with the Clerk all certificates, statements and securities required by Government Code Sections 66492 and 66493. (DS-26)

11. By title sheet dedication at the time of filing the subdivision map, Developer shall dedicate all water rights for the project property to City. (DS-39)

12. Prior to issuance of building permits, Developer shall present to the City Engineer a "Proof of Payment - Authorization for Building Permits" form issued by the Calleguas Municipal Water District. (DS-44)

13. Prior to release of the final map or parcel map for recordation, Developer shall post a bond or other security satisfactory to the City Attorney, guaranteeing that all monuments will be set as required by the Government Code and the City Code. (DS-57)

DEVELOPMENT SERVICES DIVISION SPECIAL CONDITIONS

14. Developer shall process this map concurrent with grading and building permits for Planning and Zoning Permit 11-500-006. Map shall be submitted for recordation prior to issuance of a grading or building permit. (DS)

ATTACHMENT 3
PAGE 3 OF 4

15. Prior to release of the map for recordation or issuance of building or grading permits, Developer shall update the City's 100-scale base map for addressing purposes. The City will assign all addresses. (DS)

PASSED AND ADOPTED by the Planning Commission of the City of Oxnard on this 7th day of March, 2013, by the following vote:

AYES: Commissioners: Okada, Nash, Stewart, Huber

NOES: Commissioners: Murguia, Guevara

ABSENT: Commissioners: Mullin

Stephen H. Huber, Chairman

ATTEST: Ashley Golden, Secretary

ATTACHMENT 3
PAGE 4 OF 4

MINUTES

OXNARD PLANNING COMMISSION
REGULAR MEETING
March 7, 2013

A. ROLL CALL

At 7:00 p.m., the regular meeting of the Oxnard Planning Commission convened in the Council Chambers. Commissioners Stephen Huber, Anthony Murguia, Gilbert Guevara, Sonny Okada, Vincent Stewart, and Steven Nash were present. Chairman Huber presided and called the meeting to order. Staff members present were: Ashley Golden, Principal Planner; Jason Samonte, Traffic Engineer; Alan Holmberg, City Attorney; Juan Martinez, Associate Planner; Doug Spondello, Associate Planner, Senior Officer Cliff Waer, Police Department; and Lori Maxfield, Recording Secretary.

B. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES

Commissioner Nash led the pledge of allegiance, followed by a moment of silence in memory of Ms. Pat Brown's husband.

C. PUBLIC COMMENTS

D. READING OF AGENDA

Principal Planner Golden reviewed the agenda.

E. CONSENT AGENDA

1. APPROVAL OF MINUTES – February 21, 2013

MOTION Commissioner Okada moved and Commissioner Stewart seconded a motion to approve the minutes of February 21, 2013 as presented. The question was called and the motion carried 6-0-1, Commissioner Mullin absent.

F. CONTINUED PUBLIC HEARINGS

1. PLANNING AND ZONING PERMIT NO. 11-500-06 (Special Use Permit) and 11-300-02 (Tentative Parcel Map), a request for a parcel map to subdivide a 9,615 square foot parcel into four separate 2,403 square foot parcels and a Special Use Permit for a Planned Residential Group permit (PRG). Construction of a detached single-family residential unit on each newly created lot is proposed with reduced rear yard and side yard setbacks. Setbacks would be reduced from 25 to 11feet for the rear yard, and five to four feet for the side yards. The proposed two-story, four bedroom homes will be 1,350 square feet in size. The project site is a through lot with frontage on

ATTACHMENT 4
PAGE 1 OF 3

both North Garfield Avenue and North Grant Avenue, currently addressed 161 North Garfield Avenue. The proposed project is exempt from environmental review under Section 15332 of the State CEQA Guidelines. Filed by Jose Garcia with JG Holding Inc, 1105 Walnut Drive, Oxnard, CA 93031.
PROJECT PLANNER: Juan Martinez

Associate Planner Martinez presented the staff report including surrounding uses; in-fill development; parking; components of a planned residential group; setbacks; no homeowner's association; no opposition from schools; school fees; project redesigned after Community Workshop; defined fee simple lot; benefits to the neighborhood; landscaping; trash receptacle location; block wall adjacent to commercial property; fencing at rear property line; no requirement for affordable housing; and sewer capacity sufficient for added demand. He also displayed zoning, General Plan, and aerial maps; aerial with four units superimposed; site layout; samples of planned residential groups within the City; floor plan; elevations; and site photos and surrounding use photos.

Planning Commission discussed density; lack of rear yard privacy; adjacent to commercial; street parking; La Colonia should become a specific plan in order to address existing issues; number of bedrooms should be reduced from four to three; should have more landscaping in the backyard; front yard on Grant Avenue should be enclosed for security; smaller footprint; traffic flow; should be redesigned; narrow streets reduce traffic speed; no nearby park; and no room for children.

Traffic Engineer Samonte stated that the California Transportation Commission voted to relinquish Oxnard Boulevard to the City at their March 5, 2013 meeting. The next step is to have the relinquishment recorded with the County.

Chairman Huber opened the public testimony.

Mr. Eddie Alvarado, designer representing the applicant, gave a brief presentation including constructing a block wall on the north and south side of the property, planting trees in the backyard, building a wood fence or block wall in the backyard, enclosing the front yard on Grant Avenue, and reducing the number of bedrooms from four to three were all acceptable.

Mr. Patrick Barrio spoke in favor of the request, stating it would be a great improvement to the neighborhood.

Mr. Larry Stein questioned how many people would live in the homes; what about parkland and traffic impact fees; who would supply and pay for water, where would the contribution to GREAT come from; what is the fiscal impact at large; what is the overall impact to the community regarding street repairs, infrastructure, and calls for service; all impacts should be addressed; and tired of paying for bonds.

Ms. Pat Brown discussed apartment living; setbacks too small; parking problem; and development should be for seniors only, as there is not enough senior housing in the City.

Chairman Huber closed the public testimony.

MOTION Commissioner Guevara moved and Commissioner Murguia seconded a motion to deny PZ 11-500-06, a Special Use Permit, and PZ 11-300-02, a Tentative Parcel Map to permit a Planned Residential Group development and allow construction of four dwelling units on a vacant lot located at 161 North Garfield Avenue. The question was called and the motion failed 3-3-1, Commissioners Huber, Okada, and Stewart voting no, Commissioner Mullin absent.

MOTION Commissioner Okada moved and Commissioner Nash seconded a motion to adopt a resolution granting PZ 11-500-06, a Special Use Permit to permit a Planned Residential Group development and allow construction of four dwelling units on a vacant lot; and PZ 11-300-02, a Tentative Parcel Map for property located at 161 North Garfield Avenue, subject to certain findings and conditions, including installation of a block wall along the southerly and northerly sides of the project, and installation of a fence along the front yard of the two lots fronting Grant Avenue. The question was called and the motion carried 4-2-1, Commissioners Murguia and Guevara voting no, Commissioner Mullin absent.

RECESS Chairman Huber called a recess at 8:40 p.m. The meeting reconvened at 8:47 p.m. with all Commissioners present, except Commissioner Mullin.

G. NEW PUBLIC HEARINGS

1. PLANNING AND ZONING PERMIT NO. 12-510-03 (Special Use Permit - Alcohol) a request to sell beer and wine for on-site consumption from an existing 1,284 square foot restaurant (Dragon Palace), located within the Seabridge Marina Shopping Center at 1651 South Victoria Avenue, Suite 130. The hours of operation are 11:00 AM to 10:00 PM, Monday through Sunday. The proposed project is exempt from environmental review under Section 15301 of the State CEQA Guidelines. Filed by Designated Agent Ken To Chen, 1651 South Victoria Avenue, Suite 130, Oxnard, CA 93035.
PROJECT PLANNER: Doug Spondello

Associate Planner Spondello presented the staff report including surrounding uses; hours of operation; undue concentration that would not likely aggravate policing problems; Sake would be allowable; and no alcohol service would be permitted outside on the patio. He also displayed the location map; floor plan; and interior and exterior site photos.

Chairman Huber opened the public testimony.

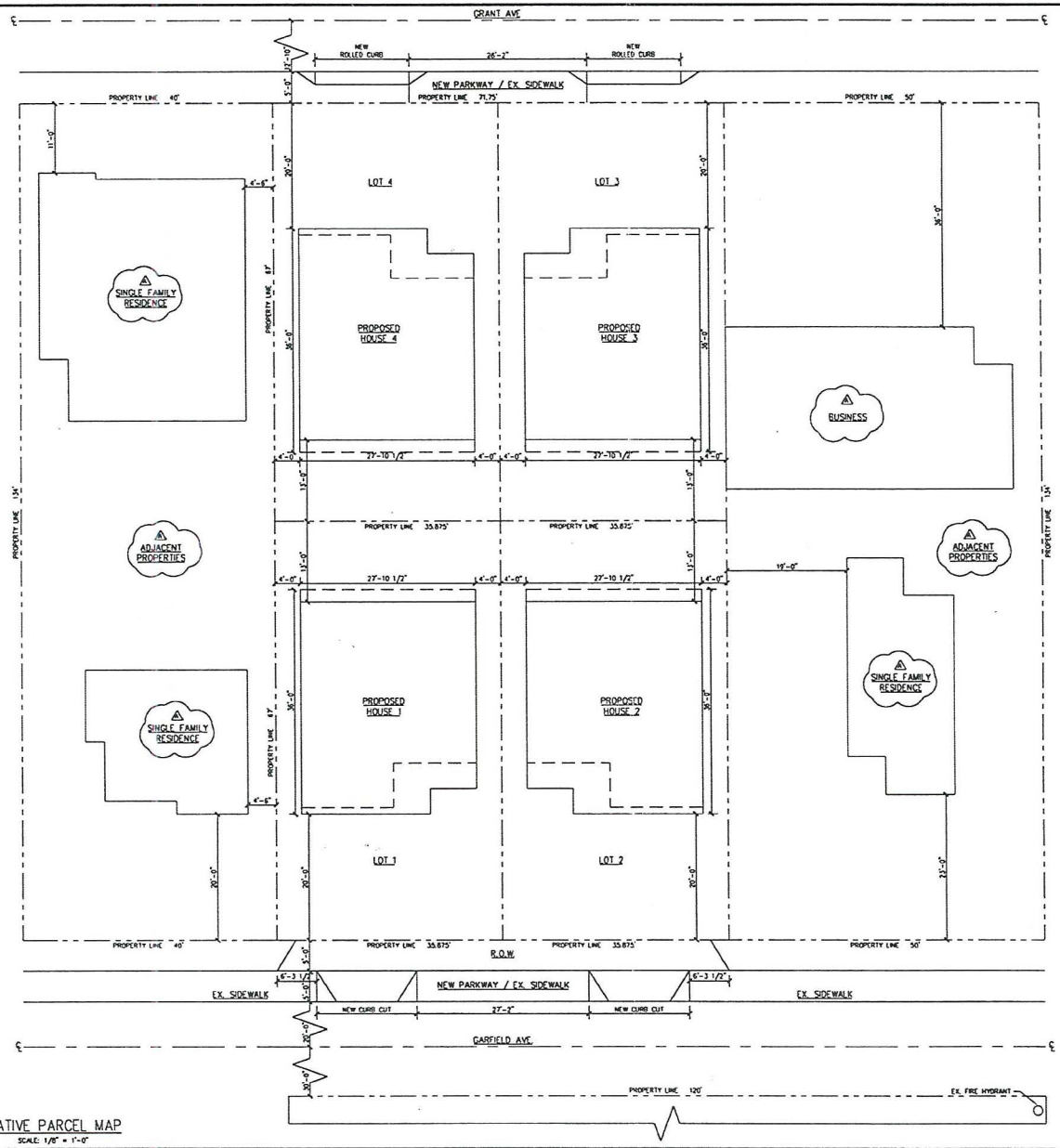
Mr. Chen, applicant, declined to speak.

Ms. Pat Brown spoke in favor of the request.

Chairman Huber closed the public testimony.

Senior Officer Waer suggested adding a condition allowing alcohol service on the patio, should the applicant choose to obtain a Minor Modification Permit. He indicated that Police would not object to the request, as long as the applicant followed the fence surround guidelines.

ATTACHMENT 4
PAGE 3 OF 3



TENTATIVE PARCEL MAP
SCALE: 1/8" = 1'-0"

VICINITY MAP
SCALE: N.T.S.

BUILDING CODE / SITE DATA LEGEND

DESCRIPTION OF USE:	MULTI FAM. RES.
SITE AREA	9614.50 SQ. FT.
A.P.N.	201-0-123-025
LOT 1 AREA	2403.625 SQ. FT.
LOT 2 AREA	2403.625 SQ. FT.
LOT 3 AREA	2403.625 SQ. FT.
LOT 4 AREA	2403.625 SQ. FT.

PROPERTY OWNER

JC HOLDING LTD.
1105 WALNUT DR. OXNARD CA 93036
805-766-5634

Revisions

DIMENSIONS
V PRAFTING SERVICE

PROPOSED FOUR SINGLE FAMILY HOMES
161 & 165 N. GARFIELD AVE. 164 & 168 GRANT AVE.
OXNARD, CA. 93030
805-766-5634 / APN. 201-0-123-025

Sheet Content

Date:
Drawn:
Sheet:
A7

ATTACHMENT 5
PAGE 1 OF 1

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO.

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD APPROVING PLANNING AND ZONING PERMIT NO. PZ 11-300-02 (TENTATIVE PARCEL MAP), A REQUEST TO SUBDIVIDE A 9,615 SQUARE FOOT PARCEL INTO FOUR SEPARATE PARCELS, LOCATED AT 161 NORTH GARFIELD AVENUE.

WHEREAS, the City Council has reviewed Planning & Zoning Permit No. 11-300-02 (Tentative Parcel Map) to subdivide a 9,615 square foot parcel located at 161 North Garfield Avenue, filed by Jose Garcia, JG Holding Inc; and

WHEREAS, the City Council has carefully reviewed Planning Commission Resolution No. 2013-06, recommending approval of the Tentative Parcel Map, subject to certain conditions; and

WHEREAS, said Tentative Parcel Map was referred to various public utility companies, City departments and the Development Advisory Committee for recommendations; and

WHEREAS, the City Council finds that the Tentative Parcel Map complies with all requirements of the Subdivision Map Act and the Oxnard City Code; and

WHEREAS, the City Council finds that the Tentative Parcel Map is consistent with the General Plan and any applicable Specific Plan thereunder; and

WHEREAS, the City Council finds that the proposed site is suitable for the type and density of development requested and the development will not cause substantial environmental damage, serious public health problems or conflict with any public utility or service easements; and

WHEREAS, pursuant to the Guidelines for the California Environmental Quality Act ("CEQA"), the proposed project is Categorically Exempt under Article 19, Section 15332 (In-Fill Development Projects), Class 32 of the State CEQA Guidelines.

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

Planning & Zoning Permit No. 11-300-02 (Tentative Parcel Map) is hereby approved, subject to the conditions set forth in Planning Commission Resolution No. 2013-07.

ATTACHMENT 6
PAGE 1 OF 2

PASSED AND ADOPTED this 20th day of May 2014, by the following vote:

AYES:

NOES:

ABSENT:

_____
Tim Flynn, Mayor

ATTEST:

_____
Daniel Martinez, City Clerk

APPROVED AS TO FORM:

_____
Stephen M. Fischer, Interim City Attorney

ATTACHMENT 6
PAGE 2 OF 2

CITY OF OXNARD CALIFORNIA

Meeting Date: 05/20/2014

ACTION	TYPE OF ITEM
☐ Approved Recommendation	☐ Info/Consent
☐ Ord. No(s). _____	☐ Report
☐ Res. No(s). _____	☒ Public Hearing (Info/Consent)
☐ Other _____	☐ Other _____

Prepared By: Juan Martinez, Associate Planner JM Agenda Item No. H-2

Reviewed By: City Manager KRB City Attorney RT Finance JC Other *(Specify)*

DATE: April 30, 2014

TO: City Council

FROM: Chris Williamson, Principal Planner CW
Planning Division

SUBJECT: **Planning & Zoning Permit Nos. 13-550-01 (Major Modification to Special Use Permit 10-500-07) and 13-300-02 (Tentative Subdivision Map Tract No. 5877), Rancho Victoria Plaza at 3600 through 3700 West Fifth Street. Filed by agent Richard Ridgway for Investec Real Estate, 200 E. Carrillo Street, Suite 200, Santa Barbara CA 93101.**

RECOMMENDATION

That City Council:

1. Adopt a resolution upholding the Planning Commission's approval of Planning and Zoning Permit No. 13-550-01 (Major Modification to Special Use Permit 10-500-07), subject to the conditions set forth in Planning Commission Resolution No. 2014-04.

2. Adopt a resolution approving Planning and Zoning Permit No. 13-300-02 (Tentative Subdivision Map for Tract No. 5877), subject to the conditions set forth in Planning Commission Resolution No. 2014-05.

DISCUSSION

At its April 17, 2014 meeting, the Planning Commission adopted resolution No. 2014-05, recommending that the City Council approve a tentative subdivision map (Tract No. 5877; PZ 10-300-03). The proposed tentative subdivision map revises a previously approved tentative map. The revisions propose to reduce the number of lots from 15 to 11 to accommodate 11 speculative retail/commercial buildings ranging from 3,388 - 6,472 square feet on a partially developed site located at 3600 and 3700 West Fifth Street. No changes are proposed to the site acreage, boundaries, or prior infrastructure improvements.

Concurrent with consideration of the tentative subdivision map, the Planning Commission considered and approved major modifications to Special Use Permit PZ No. 10-500-07 approving the applicant's request to reduce the number of structures from 14 to 11; change total floor space from 53,016 sq. ft. to 53,950 sq. ft.; revise the on-site circulation and parking lots; revise the architectural design theme; revise the landscape plan; and revise the sign program. Pursuant to Section 16-545 of the Oxnard City Code, Planning Division staff is appealing

Planning Commission approval of Planning and Zoning Permit No. 13-550-01 (Major Modification to Special Use Permit 10-500-07) for further City Council review to provide efficient and coordinated review of a multiple permit project.

The Planning Commission staff report (Attachment #2) provides the project details and information regarding the site and development improvements proposed.

FINANCIAL IMPACT

None.

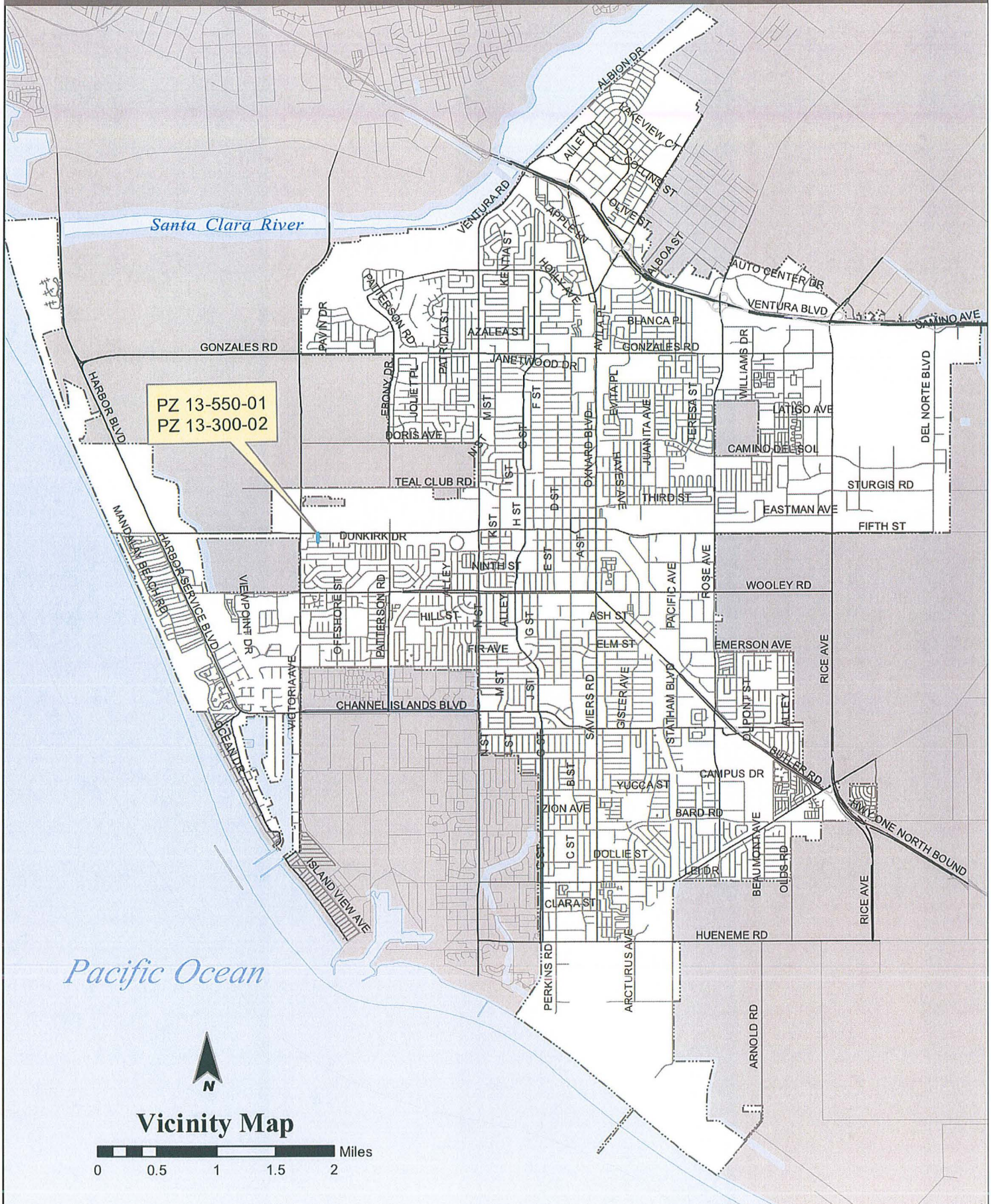
JM

Attachment

#1 - Vicinity Map
#2 - Planning Commission Staff Report (April 17, 2014) w/ Attachments
#3 - City Council Draft Resolution (Special Use Permit)
#4 - City Council Draft Resolution (Tentative Subdivision Map-T5877)
#5 - Tentative Subdivision Map - T5877

Note: Attachment #2 Planning Commission Staff Report (April 27,2014) with attachments will be available in the City Clerk's Office prior to the Council meeting.

Vicinity Map



CITY OF OXNARD CALIFORNIA Oxnard Planning *November 5, 2013*	PZ 13-550-01, 13-300-02 Location: 3600 W Fifth St APN: 18501708, 18501709 Rancho Victoria Plaza	47	ATTACHMENT 1 PAGE 1 OF 1	1:70,000

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO.

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD UPHOLDING PLANNING COMMISSION APPROVAL OF PLANNING AND ZONING PERMIT NO. 13-550-01 (MAJOR MODIFICATION TO 10-500-07 SPECIAL USE PERMIT) TO REDUCE THE NUMBER OF STRUCTURES FROM 14 TO 11; CHANGE TOTAL FLOOR SPACE FROM 53,016 SQ. FT. TO 53,950 SQ. FT.; REVISE THE ON-SITE CIRCULATION AND PARKING LOTS; REVISE THE ARCHITECTURAL DESIGN THEME; REVISE THE LANDSCAPE PLAN; AND REVISE THE SIGN PROGRAM, SUBJECT TO CERTAIN FINDINGS AND CONDITIONS.

WHEREAS, on April 15, 2014, the Planning Commission adopted Resolution No. 2014-04, approving Planning and Zoning Permit No. 13-550-01 (Major Modification to Special Use Permit 10-500-07), to reduce the number of structures from 14 to 11 and accommodate other site development modifications on an approximately six-acre site, filed by designated agent Richard Ridgway on behalf of property owner Investec Real Estate; and

WHEREAS, the City Council has considered the appeal of the Planning Commission's decision filed by the Planning Division to provide efficient and coordinated review of a multiple permit project, and carefully reviewed the decision of the Planning Commission; and

WHEREAS, the City Council has conducted a hearing and received evidence in favor of and in opposition to the application for a Planning and Zoning Permit No. 13-550-01 (Major Modification to Special Use Permit 10-500-07); and

WHEREAS, the City Council finds that the proposed site, and the design and improvement of the development requested are consistent with the 2030 General Plan; and

WHEREAS, in accordance with the California Environmental Quality Act, the Planning Commission considered Mitigated Negative Declaration 05-09 and addenda, together with any comments received during the public hearing process, and found on the basis of the whole record before it that with the implementation and monitoring of previously identified mitigation measures as conditions of approval, there is no substantial evidence that the revised project will have a significant effect on the environment, and further found that the environmental analyses reflect the independent judgment of the City.

NOW, THEREFORE, the City Council of the City of Oxnard does hereby resolve to uphold Planning Commission Resolution No. 2014-04, including all the findings contained therein, and approves Planning and Zoning Permit No. 13-550-01 (Major Modification to Special Use Permit 10-500-07), subject to the conditions set forth in Planning Commission Resolution No. 2014-04.

ATTACHMENT 3
PAGE 1 OF 2

PASSED AND ADOPTED this 20th of May 20, 2014, by the following vote:

AYES:

NOES:

ABSENT:

_____
Tim Flynn, Mayor

ATTEST:

_____
Daniel Martinez, City Clerk

APPROVED AS TO FORM:

For
_____
Stephen M. Fischer, Interim City Attorney

ATTACHMENT 3
PAGE 2 OF 2

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO.

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD APPROVING PLANNING AND ZONING PERMIT NO. 13-300-02 (TENTATIVE SUBDIVISION TRACT MAP NO. 5877) TO ALLOW SUBDIVISION OF APPROXIMATELY SIX ACRES OF VACANT LAND INTO 11 COMMERCIAL PARCELS, LOCATED AT 3600-3700 WEST FIFTH STREET (APN'S 185-0-170-085, -095), SUBJECT TO CERTAIN FINDINGS AND CONDITIONS.

WHEREAS, the City Council has reviewed an application for Planning & Zoning Permit No. 13-300-02 (Tentative Subdivision Map for Tract No. 5877) to subdivide an approximately six acre site in accordance with Chapter 15 (Subdivision Ordinance) of the Oxnard City Code and the California Subdivision Map Act, filed by Richard Ridgway, agent for Investec Rancho Victoria LLC ; and

WHEREAS, the City Council has carefully reviewed Planning Commission Resolution No. 2014-05, recommending approval of the Tentative Subdivision Map for Tract No. 5877, subject to certain conditions, for property located at 3600 and 3700 West Fifth Street; and

WHEREAS, the City Council finds that the Tentative Subdivision Map for Tract No. 5877 complies with all requirements of the Subdivision Map Act and the Oxnard City Code; and

WHEREAS, the City Council finds that the Tentative Subdivision Map for Tract No. 5877 and the design and improvement of the proposed development are consistent with the 2030 General Plan; and

WHEREAS, the City Council finds that the proposed site is suitable for the type and density of development requested and the development will not cause substantial environmental damage, serious public health problems or conflict with any public utility or service easements; and

WHEREAS, in accordance with the California Environmental Quality Act, the Planning Commission considered the project Mitigated Negative Declaration No. 05-09 and addenda, together with any comments received during the public hearing process, and found on the basis of the whole record before it that with implementation and monitoring of previous mitigation measures as conditions of approval, there is no substantial evidence that the project will have a significant effect on the environment, and further finds that the addendum reflects the independent judgment of the City.

NOW, THEREFORE, the City Council of the City of Oxnard does hereby resolve to approve Planning & Zoning Permit No. 13-300-02 (Tentative Subdivision Map for

Tract No. 5877) subject to the findings and conditions set forth in Planning Commission Resolution No. 2014-05, on file in the Planning Division, and incorporated herein by reference.

PASSED AND ADOPTED this 20th day of May 2014, by the following vote:

AYES:

NOES:

ABSENT:

_____
Tim Flynn, Mayor

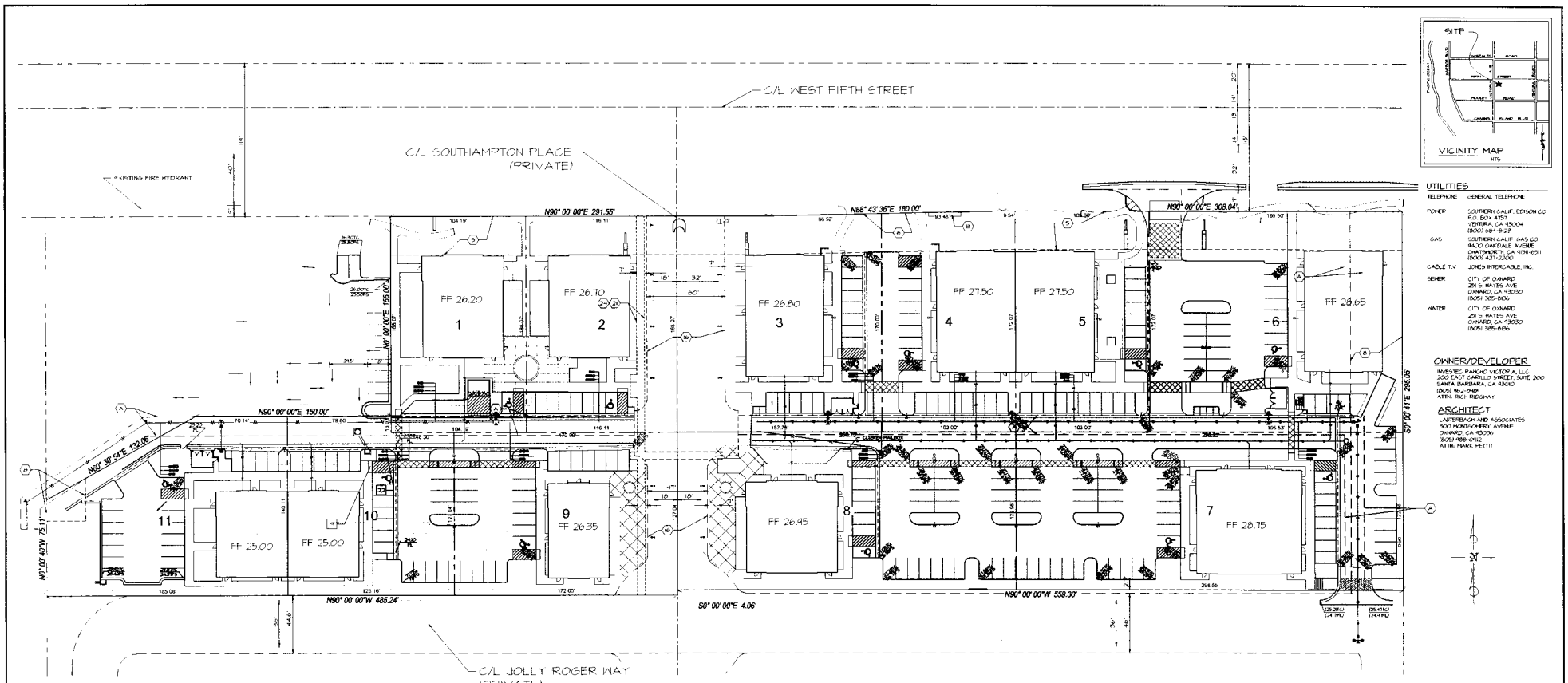
ATTEST:

_____
Daniel Martinez, City Clerk

APPROVED AS TO FORM:

FOV
_____
Stephen M. Fischer, Interim City Attorney

ATTACHMENT 4
PAGE 2 OF 2



UTILITIES

TELEPHONE	GENERAL TELEPHONE
POWER	SOUTHERN CALIF. EDISON CO P.O. BOX 4153 VENTURA, CA 93004 (800) 684-8123
GAS	SOUTHERN CALIF. GAS CO 9400 OAKDALE AVENUE CHATSWORTH, CA 91311-6511 (800) 427-2200
CABLE T.V.	JONES INTERCABLE, INC.
SEWER	CITY OF OXNARD 214 S. MATEO AVE OXNARD, CA 93030 (805) 385-8136
WATER	CITY OF OXNARD 214 S. MATEO AVE OXNARD, CA 93030 (805) 385-8136

OWNER/DEVELOPER

INVESTEC RANCHO VICTORIA, LLC
200 EAST CARRILLO STREET, SUITE 200
SANTA BARBARA, CA 93101
(805) 962-8981
ATTN: RICH RIDGWAY

ARCHITECT

LAUTERBACH AND ASSOCIATES
500 NORTHGATE AVENUE
OXNARD, CA 93036
(805) 488-0912
ATTN: MARK PETTIT

EASEMENTS

REFER TO SHEET NO. 2 FOR A LISTING OF THE EXISTING EASEMENTS.

A PROPOSED 15' EASEMENT TO THE CITY OF OXNARD FOR WATER LINE PURPOSES.

B 9'X25' EASEMENT FOR BUS SHELTER.

SUMMARY

TOTAL PROJECT AREA	262,768.05 S.F.	6.03 ACRES
LOT 1	17,512.31	0.40
LOT 2	19,514.27	0.45
LOT 3	26,326.93	0.61
LOT 4	17,620.58	0.40
LOT 5	17,733.58	0.41
LOT 6	33,647.56	0.77
LOT 7	36,713.36	0.84
LOT 8	32,006.12	0.74
LOT 9	21,850.22	0.50
LOT 10	17,375.95	0.40
LOT 11	23,186.58	0.54
	262,768.05	6.03

NPDES REQUIREMENT KEY

1. ALL CATCH BASINS TO BE LABELED "DO NOT DUMP, DRAINS TO OCEAN."
2. ALL TRASH ENCLOSURES TO BE FULLY COVERED.
3. DRAINAGE SYSTEM IS DIRECTED THROUGH THE EXISTING CONTECH STORM FILTER SYSTEM PER CITY OF OXNARD DRAWING NUMBER 6-27-A, SHEET 26 OF 31.

ZONING

EXISTING: C2PD
PROPOSED: C2PD

EARTH QUANTITIES

CUT: 2,200 CU. YDS. FILL: 2,200 CU. YDS.
EXPORT: 0 CU. YDS. IMPORT: 0 CU. YDS.

BENCHMARK

DESIGNATION: PAT-3 ELEVATION: 32.683 1912 ADJ.
AT THE CENTERLINE INTERSECTION OF WEST FIFTH STREET AND PATTERSON ROAD, 19.5 FEET SOUTHWESTERLY FROM BM 20-205 RESET 1963, 84.5 FEET NORTHWESTERLY FROM POWER POLE NO. 190/36PHE. A STANDARD VENTURA COUNTY CENTERLINE MONUMENT SET IN CONCRETE 10" SUB STAMPED HT12 PAT-3 IN A HELL AND CAP.

LAND USE:

EXISTING USE: VACANT
PROPOSED USE: COMMERCIAL

LEGEND

FS	FINISHED SURFACE
FG	FINISHED GRADE
FF	FINISHED FLOOR
TH	TOP OF HAUL
TG	TOP OF GRATE
INV.	INVERT ELEV.
FL	FLOW LINE

SAWCUT LINE

ASPHALT PAVEMENT

PAVERS

CONCRETE SIDEWALK

COLORED CONCRETE STAMPING

DOMESTIC, FIRE AND IRRIGATION BACK FLOW DEVICE

P.I.V. (POST INDICATOR VALVES)

PREPARED BY:

DTR ENGINEERING
Civil Engineering & Surveying

REGISTERED PROFESSIONAL ENGINEER — DAVID J. ROSE — NO. 32127 — EXP. 12/31/14 — STATE OF CALIFORNIA

DAVID J. ROSE
RCE 32127
EXP. 12/31/14

12/23/13
DATE

GRAPHIC SCALE

(IN FEET)
1 inch = 30 ft.

TENTATIVE TRACT No. 5877

LOTS 2 AND 3 OF TRACT MAP 5542, IN THE CITY OF OXNARD, COUNTY OF VENTURA, STATE OF CALIFORNIA
PER BOOK 156 MR 91

P.N. 3330
SHEET 1 OF 2

REVISION DATE
OCTOBER 2013
AUGUST 2013
MAY 2013
AUGUST 2010
JUNE 2010

ATTACHMENT 1
PAGE 1 OF 2

File No: 412240795

SCHEDULE B – Section B

At the date hereof Exceptions to coverage in addition to the printed exceptions and exclusions in said policy form would be as follows:

A. Property taxes, which are a lien not yet due and payable, including any assessments collected with taxes to be levied for the fiscal year 2013-2014.

B. The lien of supplemental taxes, if any, assessed pursuant to the provisions of Chapter 3.5 (Commencing with Section 75) of the Revenue and Taxation Code of the State of California.

1. Water rights, claims or title to water, whether or not disclosed by the public records.

2. Easement(s) for the purpose(s) shown below and rights incidental thereto as reserved in a document;

Reserved by:	Patterson Ranch Company
Purpose:	drainage purposes
Recording Date:	November 13, 1922
Recording No:	in Book 101, Page 174 of Deeds

The exact location and extent of said easement is not disclosed of record.

3. Easement(s) for the purpose(s) shown below and rights incidental thereto, as granted in a document:

Granted to:	County of Ventura
Purpose:	irrigation, ingress and egress
Recording Date:	June 28, 1968
Recording No:	as Instrument No. 90-096714 of Official Records
Affects:	Said land more particularly described therein

Among other things, said document provides for:

Said avigation easement shall be located in the airspace above said land at a height of one hundred thirty feet (130') above Mean Sea Level which is approximately one hundred feet (100') above the ground surface elevation of said land.

Limitations on the use, by the owners of said Land, of the easement area as set forth in the easement document shown hereinabove.

Reference is hereby made to said document for full particulars.

4. Declaration of covenants, conditions and restrictions but omitting any covenants or restrictions, if any, including but not limited to those based upon race, color, religion, sex, sexual orientation, familial status, marital status, disability, handicap, national origin, ancestry, source of income, gender, gender identity, gender expression, medical condition or genetic information, as set forth in applicable state or federal laws, except to the extent that said covenant or restriction is permitted by applicable law, as set forth in the below document, which, among other things, may contain or provide for easements, assessments, liens and the subordination thereof; said covenants, conditions and restrictions provide that a violation thereof shall not defeat the lien of any mortgage or deed of trust made in good faith and for value.

Recording Date:	February 6, 1991
Recording No:	as Instrument No. 91-015181 of Official Records

Modification(s) of said covenants, conditions and restrictions

Recording Date:	April 2, 1997
Recording No:	as Instrument No. 97-039774 of Official Records

5. An easement for the purposes shown below and rights incidental thereto as shown or as offered for dedication on the recorded map shown below.

Map:	Parcel Map No. 94-5-12
Recorded:	in Book 54, Page 54 of Parcel Maps
Easement purpose:	welfare
Affects:	said land
Easement purpose:	access, utilities and landscape
Affects:	Portions of said land

6. The ownership of said Land does not include rights of access to or from the street, highway, or freeway abutting said Land, such rights having been relinquished by said map/deed.

Affects: The Northerly boundary of said land abutting Fifth Street, except where shown as driveway

7. Declaration of covenants, conditions and restrictions but omitting any covenants or restrictions, if any, including but not limited to those based upon race, color, religion, sex, sexual orientation, familial status, marital status, disability, handicap, national origin, ancestry, source of income, gender, gender identity, gender expression, medical condition or genetic information, as set forth in applicable state or federal laws, except to the extent that said covenant or restriction is permitted by applicable law, as set forth in the below document, which, among other things, may contain or provide for easements, assessments, liens and the subordination thereof; said covenants, conditions and restrictions provide that a violation thereof shall not defeat the lien of any mortgage or deed of trust made in good faith and for value.

Recording Date:	May 15, 1995
Recording No:	as Instrument No. 95-057340 of Official Records

Modification(s) of said covenants, conditions and restrictions

Recording Date:	April 2, 1997
Recording No:	as Instrument No. 97-039775 of Official Records

and Recording Date: March 8, 2000
and Recording No: as Instrument No. 2000-0042201 of Official Records

An amendment to Covenants, Conditions and Restrictions and Easement Agreements, dated April 2005, executed by Rancho Victoria Plaza; Sea Colony Apartments, L.P.; RP West Coast Products LLC; CNL Funding 2000-A, L.P.; and MBSA LLC, subject to all the terms, provisions and conditions therein contained, recorded September 26, 2005 as Instrument No. 20052926-0236949 of Official Records

8. The matters contained in a document entitled "Grant of Easement" by and between Atlantic Richfield Company, a Delaware Corporation and OBP Ventura, a California Limited Partnership recorded August 29, 1991 as Instrument No. 91-107405 of Official Records

Reference is made to said document for full particulars.

An amendment to Covenants, Conditions and Restrictions and Easement Agreements, dated April 2005, executed by Rancho Victoria Plaza; Sea Colony Apartments, L.P.; RP West Coast Products LLC; CNL Funding 2000-A, L.P.; and MBSA LLC, subject to all the terms, provisions and conditions therein contained, recorded September 26, 2005 as Instrument No. 20052926-0236949 of Official Records - TO BE QUIT CLAIMED

9. Easement(s) for the purpose(s) shown below and rights incidental thereto, as granted in a document:

Granted to:	Atlantic Richfield Company, a Delaware Corporation
Purpose:	driveway and access
Recording Date:	August 29, 1991
Recording No:	as Instrument No. 91-107207 of Official Records
Affects:	A portion of lot 2 more fully described and delineated in said document

An amendment to Covenants, Conditions and Restrictions and Easement Agreements, dated April 2005, executed by Rancho Victoria Plaza; Sea Colony Apartments, L.P.; RP West Coast Products LLC; CNL Funding 2000-A, L.P.; and MBSA LLC, subject to all the terms, provisions and conditions therein contained, recorded September 26, 2005 as Instrument No. 20052926-0236949 of Official Records

10. Covenants, conditions and restrictions but omitting any covenants or restrictions, if any, including, but not limited to those based upon race, color, religion, sex, sexual orientation, familial status, marital status, disability, handicap, national origin, ancestry, source of income, gender, gender identity, gender expression, medical condition or genetic information, as set forth in applicable state or federal laws, except to the extent that said covenant or restriction is permitted by applicable law, as set forth in the document referred to in the numbered item last above shown.

Affects: The herein described Land and other land.

11. Covenants, conditions and restrictions but omitting any covenants or restrictions, if any, including but not limited to those based upon race, color, religion, sex, sexual orientation, familial status, marital status, disability, handicap, national origin, ancestry, source of income, gender, gender identity, gender expression, medical condition or genetic information, as set forth in applicable state or federal laws, except to the extent that said covenant or restriction is permitted by applicable law, as set forth in the document

Recording Date:	August 28, 1995
Recording No:	as Instrument No. 95-182084 of Official Records

Among other things, said document provides for:

Owner will not use or permit to be used any part of owner's property for the construction or operation of any convenience food store or facility selling motor fuel.

12. A document subject to all the terms, provisions and conditions therein contained.

Entitled:	Reciprocal Easement Agreement, Agreement of Covenants, Conditions and Restrictions
Dated:	March 19, 1997
By and between:	Rancho Victoria Plaza, a California Limited Partnership and CNL American Properties Fund, Inc., a Maryland Corporation
Recorded:	April 2, 1997 as Instrument No. 97-039774 of Official Records

Reference is made to said document for full particulars.

An amendment to Covenants, Conditions and Restrictions and Easement Agreements, dated April 2005, executed by Rancho Victoria Plaza; Sea Colony Apartments, L.P.; RP West Coast Products LLC; CNL Funding 2000-A, L.P.; and MBSA LLC, subject to all the terms, provisions and conditions therein contained, recorded September 26, 2005 as Instrument No. 20052926-0236949 of Official Records.

13. A document subject to all the terms, provisions and conditions therein contained.

Entitled:	Agreement
Dated:	July 7, 1999
By and between:	Rancho Victoria Plaza, a California Limited Partnership and the City of Oxnard, a Municipal Corporation
Recorded:	October 4, 1999 as Instrument No. 99-187329 of Official Records

Reference is made to said document for full particulars.

14. Easement(s) for the purpose(s) shown below and rights incidental thereto, as granted in a document:

Granted to:	County of Ventura
Purpose:	undetermined use and passage or all types of aircraft
Recording Date:	March 22, 2006
Recording No:	as Instrument No. 20060321-0115724 of Official Records
Affects:	The airspace above the surface of said land

15. Covenants, conditions and restrictions but omitting any covenants or restrictions, if any, including, but not limited to those based upon race, color, religion, sex, sexual orientation, familial status, marital status, disability, handicap, national origin, ancestry, source of income, gender, gender identity, gender expression, medical condition or genetic information, as set forth in applicable state or federal laws, except to the extent that said covenant or restriction is permitted by applicable law, as set forth in the document referred to in the numbered item last above shown.

16. An easement for the purposes shown below and rights incidental thereto as shown or as offered for dedication on the recorded map shown below.

Map:	Tract No. 5542
Recorded:	in Book 156, Page 52 of Maps
Easement purpose:	access, utilities and landscape
Affects:	Portions of said land

17. An instrument entitled Declaration of Restrictive Covenant for Stormwater Quality Control Measures Maintenance Access

Executed by:	DR Horton Los Angeles Holding Company, Inc.
In favor of:	City of Oxnard
Recording Date:	November 30, 2006
Recording No:	as Instrument No. 20061110-0199116 of Official Records

Which among other things provides: One-site stormwater quality control measures

Reference is hereby made to said document for full particulars.

18. Matters contain in that certain document entitled "Notice of Land Use Restrictions and Conditions" executed by and between City of Oxnard and D.R. Horton Los Angeles Holding Company, Inc., recorded January 5, 2007 as Instrument No. 20070110-4342 of Official Records, which document, among other things, contains or provides for: Construction of facilities on and uses of said real property are restricted by the provisions of Planning Permit No. PZ 04-360-19; PZ 05-550-2; Special Use 2480; Planning Commission Resolution No. 2005-79 and 71; and City Council Resolution No. 12,967, 68 and 69. The full extend of such restrictions, conditions and provisions may be ascertained by inspection of said documents in the office of the Planning Division of the City of Oxnard.

Reference is hereby made to said document for full particulars.

19. Matters contained in that certain document

Entitled:	Declaration Establishing Easements and Maintenance Obligations
Dated:	April 12, 2007
Executed by:	D.R. Horton Los Angeles Holding Company, Inc., a California Corporation
Recording Date:	April 12, 2007
Recording No:	as Instrument No. 20070412-72786 of Official Records

Reference is hereby made to said document for full particulars.

And re-recorded: July 3, 2007 as Instrument No. 20070703-132013 of Official Records

Said covenants, conditions and restrictions provide that a violation thereof shall not defeat the lien of any mortgage or deed of trust made in good faith and for value.

20. A deed of trust to secure an indebtedness in the amount shown below.

Amount:	$4,000,000.00
Dated:	April 4, 2007
Trustor/Grantor	Investec Rancho Ventura, LLC, a California limited liability company
Trustee:	PCB Service Company
Beneficiary:	Pacific Capital Bank, N.A., a National Banking Association, doing business as Santa Barbara Bank & Trust
Loan No:	Not Set Out
Recording Date:	April 12, 2007
Recording No:	as Instrument No. 20070412-72788 of Official Records

An additional advance to be secured by said deed of trust, as disclosed by an instrument:

Amount of Advance:	300,000.00
Recording Date:	March 10, 2009
Recording No:	as Instrument No. 20090310-26454 of Official Records

An agreement to modify the terms and provisions of said deed of trust as therein provided

Executed by:	Investec Rancho Victoria, LLC
Recording Date:	August 3, 2011
Recording No:	as Instrument No. 113579 of Official Records

21. Easement(s) for the purpose(s) shown below and rights incidental thereto, as granted in a document.

Granted to:	Southern California Gas Company
Purpose:	Public utilities
Recording Date:	April 16, 2007
Recording No:	as Instrument No. 20070616-79849 of Official Records

The exact location and extent of said easement is not disclosed of record.

Limitations on the use, by the owners of said Land, of the easement area as set forth in the easement document shown hereinabove.

Reference is hereby made to said document for full particulars.

22. Easement(s) for the purpose(s) shown below and rights incidental thereto, as granted in a document.

Granted to:	Verizon California Inc.
Purpose:	Public utilities
Recording Date:	May 22, 2007
Recording No:	as Instrument No. 20070522-123512 of Official Records

The exact location and extent of said easement is not disclosed of record.

23. An Affidavit Certificate of Correction, recorded June 11, 2007 as Instrument No. 20070611-110725 of Official Records.

24. Easement(s) for the purpose(s) shown below and rights incidental thereto, as granted in a document.

Granted to:	Southern California Edison Company
Purpose:	Public utilities
Recording Date:	July 5, 2007
Recording No:	as Instrument No. 20070705-133247 of Official Records

The exact location and extent of said easement is not disclosed of record.

Limitations on the use, by the owners of said Land, of the easement area as set forth in the easement document shown hereinabove.

Reference is hereby made to said document for full particulars.

25. The matters contained in a document entitled "Notice of Land Use Restrictions and Conditions" by and between Investec Rancho Victoria LLC, Owner and the City of Oxnard recorded April 29, 2011 as Instrument No. 20110426-00050023 of Official Records

Reference is made to said document for full particulars

26. A deed of trust to secure an indebtedness in the amount shown below.

Amount:	$771,000.00
Dated:	July 18, 2011
Trustor/Grantor	Investec Rancho Victoria, LLC, a California limited liability company
Trustee:	PCB Service Corporation
Beneficiary:	Santa Barbara Bank & Trust, N.A.
Loan No.:	Not Set Out
Recording Date:	August 10, 2011
Recording No:	as Instrument No. 117057 of Official Records

27. A deed of trust to secure an indebtedness in the amount shown below.

Amount:	$150,500.00
Dated:	July 18, 2011
Trustor/Grantor	Investec Rancho Victoria, LLC, a California limited liability company
Trustee:	PCB Service Corporation
Beneficiary:	Santa Barbara Bank & Trust, N.A.
Loan No.	Not Set Out
Recording Date:	August 10, 2011
Recording No:	as Instrument No. 117058 of Official Records

28. Matters which may be disclosed by an inspection and/or by a correct ALTA/ACSM Land Title Survey of said Land that is satisfactory to the Company, and/or by inquiry of the parties in possession thereof

29. Any rights of the parties in possession of a portion of, or all of, said Land, which rights are not disclosed by the public records.

The Company will require, for review, a full and complete copy of any unrecorded agreement, contract, license and/or lease, together with all supplements, assignments and amendments thereto, before issuing any policy of title insurance without excepting this item from coverage.

The Company reserves the right to except additional items and/or make additional requirements after reviewing said documents.

30. Any easements not disclosed by the public records as to matters affecting title to real property, whether or not said easements are visible and apparent.

31. Discrepancies, conflicts in boundary lines, shortage in area, encroachments, or any other matters which a correct survey would disclose and which are not shown by the public records.

END OF SCHEDULE B EXCEPTIONS

PLEASE REFER TO THE "NOTES AND REQUIREMENTS SECTION" WHICH FOLLOWS FOR INFORMATION NECESSARY TO COMPLETE THIS TRANSACTION

NUMBERS REFER TO ITEM NUMBERS IN TITLE REPORT
PREPARED BY LAWYERS TITLE COMPANY, No. 412240795,
DATED MAY 17, 2013.

53

REVISION DATE
OCTOBER 2013
AUGUST 2013
MAY 2013
AUGUST 2010
JUNE 2010

ATTACHMENT 5
PAGE 2 OF 2

PREPARED BY:

REGISTERED PROFESSIONAL ENGINEER
DAVID J. ROSE
NO. 32127
CIVIL
STATE OF CALIFORNIA

OTR ENGINEERING
Civil Engineering & Surveying

David J Rose
DAVID J ROSE
AGE 32127
EXP. 12/31/14

10/4/13
DATE

TENTATIVE TRACT No. 5877

LOTS 2 AND 3 OF TRACT MAP 5542, IN THE CITY OF OXNARD, COUNTY OF VENTURA, STATE OF CALIFORNIA
PER BOOK 156/MR/81

P.M. 3338

SHEET 2 OF 2

CITY OF OXNARD CALIFORNIA

Meeting Date 05/20/14

ACTION	TYPE OF ITEM
☐ Approved Recommendation	☐ Info/Consent
☐ Ord. No(s). _____	☑ Report
☐ Res. No(s). _____	☐ Public Hearing (Info/consent)
☐ Other _____	☐ Other

Prepared By: James Cameron JC Agenda Item No. J-1

Reviewed By: City Manager [signature] City Attorney SMF Finance JC Other *(Specify)*

DATE: April 24, 2014

TO: City Council

FROM: James Cameron, Chief Financial Officer [signature]
Finance Department

SUBJECT: **Monthly Budget Status Report – March 31, 2014**

RECOMMENDATION

That City Council receive the monthly City of Oxnard Budget Status Report as of March 31, 2014.

DISCUSSION

The monthly budget status report includes both governmental and Enterprise Funds. Revenues and expenditures are reported on an accrual basis. As a result certain revenues will appear to be low because the first several months have been accrued to the prior fiscal year. While the attached tables include all funds grouped by type, the focus of this report is on the General Fund and Utility Funds as they make up over 60% of the total budget.

The FY 2013-14 Budget is based on continued moderate economic growth during the fiscal year. The following charts compare actual revenues and expenditures against the budget estimate for nine months of the fiscal year allowing for accruals and against prior year amounts through March. An increase in revenues is a positive trend, while an increase in expenditures is negative.

General Fund Revenues

March Compared to:	Budget	Prior Year
Property Tax	→ 0%	↑ 1%
Sales Tax	↓ -1%	↑ 5%
Other	↑ 1%	↑ 11%
Total	→ 0%	↑ 6%

Compared to the prior year, General Fund revenues are up 6%; however, because much of this increase was built into the budget, on a budget basis, revenues are not expected to grow overall. Sales taxes are lower than budget primarily due to a one-time reallocation to another City by the board of Equalization.

General Fund Expenditures

March Compared to:	Budget	Prior Year
Public Safety	0%	3%
Culture & Recreation	-1%	2%
Other	-1%	-9%
Total	0%	<1%

General Fund expenditures are slightly higher than the prior year primarily due to salary increases provided for in labor agreements. These increases were included in budgets and expenditures are in line with expectations due to the lag time in replacing staff that have left the City.

Utility revenues reflect the full year impact of approved rate increases as well as pass through costs in Water for purchased water. Because rate increases were built into the budget, the overall increase in utility revenues on a budget basis is lower than the increase compared to last year. Expenditure increases compared to the prior year include the impact of labor agreements as well as the higher cost of water purchases and increased expenses to address deferred maintenance, particularly in wastewater. On a budget basis, utility expenditures are lower than planned.

Utility Fund Operating Revenues*

March Compared to:	Budget	Prior Year
Water	10%	9%
Wastewater	-9%	-7%
Environmental Resources	0%	5%
Total	2%	4%

* Excludes one-time connection fees and interest earnings.

Utility Fund Operating Expenditures**

March Compared to:	Budget	Prior Year
Water	0%	1%
Wastewater	-2%	3%
Environmental Resources	-4%	0%
Total	-2%	1%

** Excludes capital expenditures and interest expense.

At the end of March, City accounts had cash balances totaling $133 million as shown below. The Community Development Commission Successor Agency had an additional $2 million.

General Fund	$ 3.9
Measure O	16.8
Grants	(4.0)
Other Governmental	42.7
Water	
Operating	28.6
Other	9.1
Wastewater	
Operating	10.3
Other	3.3
Environmental Resources	8.5
PACC	(1.7)
Golf	(2.0)
HAS	5.0
Other (ISF)	12.9
Total	$ 133.4
CDCSA	$ 2.3

Because most Grants are on a reimbursement basis, they typically carry a negative balance until payment is made. The PACC and Golf funds also carry negative cash balances.

FINANCIAL IMPACT

The recommended action to receive the Monthly Budget Status Report as of March 31, 2014 has no direct financial impact.

Attachment #1 - City of Oxnard Monthly Budget Status Report as of March 31, 2014

City of Oxnard
Monthly Budget Status Report
As of March 31, 2014

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City of Oxnard
Budget Status Report
as of March 31, 2014
General Fund
(Unaudited)

	Original Budget	Revised Budget	Actual Amounts	
OPERATING REVENUES AND EXPENDITURES				
Operating Revenues				
Taxes:				
Property Taxes	$ 26,861,000	$ 26,861,000	$ 14,843,834	a
Property Tax in-lieu of Vehicle License Fee	14,755,000	14,755,000	7,366,998	
Sales Tax	26,751,000	26,751,000	14,217,735	b
Other Taxes and Fees	12,977,000	12,977,000	7,990,370	c
Licenses and Permits	1,967,000	1,967,000	1,738,725	
Intergovernmental	12,939,000	12,939,000	9,306,179	c
Charges for Services	8,489,000	8,489,000	5,889,450	
Fines and Forfeitures	591,000	591,000	250,053	c
Investment Earnings	103,000	103,000	95,218	
Miscellaneous	2,976,000	3,051,000	3,538,106	
Total Operating Revenues	**$ 108,409,000**	**$ 108,484,000**	**$ 65,236,668**	
Operating Expenditures				
General Government	10,644,903	10,651,803	6,570,827	
Public Safety	64,738,295	64,687,295	45,854,399	
Transportation	2,343,658	2,343,658	1,675,747	
Community Development	8,903,327	8,957,904	6,513,294	
Culture and Recreation	15,721,355	15,732,878	11,425,605	
Total Operating Expenditures	**$ 102,351,538**	**$ 102,373,538**	**$ 72,039,872**	
NET REVENUES FROM OPERATIONS	**$ 6,057,462**	**$ 6,110,462**	**$ (6,803,204)**	

Notes:

a Current year receipts reduced for year-end accrual of $582,616.

b Current year receipts reduced for year-end accrual of $4,568,261 to prior year.

c Actual amounts reflect accrual reversals for receipts recognized in the prior year in the amount of $1,492,657.

City of Oxnard
Budget Status Report
as of March 31, 2014
General Fund
(Unaudited)

	Original Budget	Revised Budget	Actual Amounts	
NON-OPERATING SOURCES AND USES				
Non-operating Sources				
Transfers in	$ 37,000	$ 37,000	$ 37,000	
Sub-total Non-operating Sources	37,000	37,000	37,000	
Non-operating Uses				
Capital outlay	75,000	216,000	299,736	
Transfers out	6,019,462	5,931,462	699,990	d
Sub-total Non-operating Uses	6,094,462	6,147,462	999,726	
NET NON-OPERATING SOURCES AND USES	**$ (6,057,462)**	**$ (6,110,462)**	**$ (962,726)**	
USE OF FUND BALANCE				
Use of Reserve for Encumbrances	-	-	-	
From Available Fund Balance	-	-	7,765,930	e
TOTAL USE OF FUND BALANCE	**$ -**	**$ -**	**$ 7,765,930**	
FISCAL YEAR BALANCE	$ -	$ -	$ -	

Notes:

d Transfers out are internal payments to other funds made at the time obligations are due in the target fund.

e Temporary use of fund balance, including Measure O, due to lag in property taxes and accruals.

City of Oxnard
Budget Status Report
as of March 31, 2014
Measure O 1/2 Cent Sales Tax
(Unaudited)

	Original Budget	Revised Budget	Actual Amounts	
OPERATING REVENUES AND EXPENDITURES				
Operating Revenues				
Taxes	$ 11,000,000	$ 11,000,000	$ 8,155,988	a
Investment Earnings	90,000	90,000	104,445	
Other	-	-	37,708	
Total Operating Revenues	**$ 11,090,000**	**$ 11,090,000**	**$ 8,298,141**	
Operating Expenditures				
General Government	50,000	161,449	46,511	
Public Safety	3,002,642	4,637,700	2,548,701	
Transportation	900,000	1,137,568	479,145	
Community Development	420,000	470,000	316,385	
Culture and Recreation	1,299,000	1,462,250	1,104,923	
Total Operating Expenditures	**$ 5,671,642**	**$ 7,868,967**	**$ 4,495,665**	
NET REVENUES FROM OPERATIONS	**$ 5,418,358**	**$ 3,221,033**	**$ 3,802,476**	
NON-OPERATING SOURCES AND USES				
Non-operating Sources				
Bond Proceeds	-	-	-	
Sub-total Non-operating Sources	-	-	-	
Non-operating Uses				
Interest Expense	-	-	-	
Payment of Principal	-	-	-	
Capital Outlay	745,000	15,685,464	1,704,220	
Sub-total Non-operating Uses	745,000	15,685,464	1,704,220	
NET NON-OPERATING SOURCES AND USES	**$ (745,000)**	**$ (15,685,464)**	**$ (1,704,220)**	
DEBT FINANCING & USE OF FUND BALANCE				
Designated for Authorized Projects & Encumbrances	-	5,662,943	1,812,398	b
From/(to) Fund Balance	-	8,800,846	998,629	
TOTAL USE OF FUND BALANCE	**$ -**	**$ 14,463,789**	**$ 2,811,027**	
FISCAL YEAR BALANCE	**$ 4,673,358**	**$ 1,999,358**	**$ 4,909,283**	

Notes:

a Current year receipts reduced for year-end accrual of $2,087,400 to prior year.

b Carryover of prior year project balances.

City of Oxnard
Budget Status Report
as of March 31, 2014
Grant Funds
(Unaudited)

	Original Budget	Revised Budget	Actual Amounts
OPERATING REVENUES AND EXPENDITURES			
Operating Revenues			
Intergovernmental	$ 3,268,385	$ 11,813,816	$ 9,396,753
Fines and forfeitures	-	-	31,883
Investment Earnings	-	-	8,053
Miscellaneous	-	97,099	129,722
Total Operating Revenues	**$ 3,268,385**	**$ 11,910,915**	**$ 9,566,411**
Operating Expenditures			
General Government	-	-	-
Public Safety	561,292	8,004,468	3,438,869
Transportation	-	660,313	6,842
Community Development	1,789,998	9,548,933	3,482,175
Culture and Recreation	37,940	446,290	37,180
Total Operating Expenditures	**$ 2,389,230**	**$ 18,660,004**	**$ 6,965,066**
NET REVENUES FROM OPERATIONS	**$ 879,155**	**$ (6,749,089)**	**$ 2,601,345**
NON-OPERATING SOURCES AND USES			
Non-operating Sources			
Transfers in	-	-	-
Sub-total Non-operating Sources	-	-	-
Non-operating Uses			
Capital Outlay	1,026,317	14,615,787	3,059,688
Transfers out	-	-	-
Sub-total Non-operating Uses	1,026,317	14,615,787	3,059,688
NET NON-OPERATING SOURCES AND USES	**$ (1,026,317)**	**$ (14,615,787)**	**$ (3,059,688)**
DEBT FINANCING & USE OF FUND BALANCE			
Designated for Authorized Projects & Encumbrances	-	20,194,554	2,115,781
From/(to) Available Fund Balance	147,162	1,170,322	(1,657,438) a
TOTAL USE OF FUND BALANCE	**$ 147,162**	**$ 21,364,876**	**$ 458,343**
FISCAL YEAR BALANCE	$ -	$ -	$ -

Notes:

a Grants are typically on a reimbursement basis resulting in a revenue lag.

City of Oxnard
Budget Status Report
as of March 31, 2014
Other Governmental Funds
(Unaudited)

	Original Budget	Revised Budget	Actual Amounts	
OPERATING REVENUES AND EXPENDITURES				
Operating Revenues				
Taxes	$ 12,000,000	$ 12,000,000	$ 6,905,907	
Licenses and Permits	804,000	804,000	796,286	
Intergovernmental	5,639,816	5,639,816	4,069,513	
Growth and Development Fees	2,717,000	2,717,000	2,660,692	
Charges for services	110,000	110,000	116,532	
Fines and forfeitures	320,000	320,000	103,209	
Investment Earnings	311,401	311,401	322,941	
Special Assessments	9,133,079	9,133,079	4,385,869	
Miscellaneous	1,354,500	1,362,050	1,780,586	
Total Operating Revenues	**$ 32,389,796**	**$ 32,397,346**	**$ 21,141,535**	
Operating Expenditures				
General Government	253,177	253,177	213,674	
Public Safety	20,631,913	20,631,913	13,959,561	
Transportation	6,608,532	6,677,352	4,297,364	
Community Development	9,400	42,938	68,763	
Culture and Recreation	5,124,470	5,124,470	3,838,028	
Total Operating Expenditures	**$ 32,627,492**	**$ 32,729,850**	**$ 22,377,390**	
NET REVENUES FROM OPERATIONS	**$ (237,696)**	**$ (332,504)**	**$ (1,235,855)**	
NON-OPERATING SOURCES AND USES				
Non-operating Sources				
Transfers in	$ 6,839,750	$ 6,839,750	$ -	a
Bond Proceeds	-	-	-	
Sub-total Non-operating Sources	6,839,750	6,839,750	-	
Non-operating Uses				
Interest Expense	3,899,829	3,899,829	1,175,637	
Payment of Principal	4,134,322	4,134,322	996,637	
Capital Outlay	1,811,580	19,692,591	3,711,016	
Transfers out	1,788,471	1,788,101	-	a
Sub-total Non-operating Uses	11,634,202	29,514,843	5,883,290	
NET NON-OPERATING SOURCES AND USES	**$ (4,794,452)**	**$ (22,675,093)**	**$ (5,883,290)**	

City of Oxnard
Budget Status Report
as of March 31, 2014
Other Governmental Funds
(Unaudited)

	Original Budget	Revised Budget	Actual Amounts
DEBT FINANCING & USE OF FUND BALANCE			
Designated for Authorized Projects & Encumbrances	-	16,594,175	3,434,684
Appropriated Fund Balance	-	1,381,274	-
From Available Fund Balance	5,032,148	5,032,148	3,684,461
TOTAL USE OF FUND BALANCE	**$ 5,032,148**	**$ 23,007,597**	**$ 7,119,145**
FISCAL YEAR BALANCE	$ -	$ -	$ -

Notes:

a Transfers in/out are internal payments from/to other funds made at the time obligations are due in the target fund.

City of Oxnard
Budget Status Report
as of March 31, 2014
Water Funds
(Unaudited)

	Original Budget	Revised Budget	Actual Amounts	
OPERATING REVENUES AND EXPENDITURES				
Operating Revenues				
Charges for Services	$ 46,620,000	$ 46,620,000	$ 34,947,962	
Security/Contamination Prevention Fees	870,000	870,000	220,188	
Miscellaneous and Reimbursements	5,000	150,000	5,150	
Total Operating Revenues	**$ 47,495,000**	**$ 47,640,000**	**$ 35,173,300**	
Operating Expenditures				
Salaries and Wages	5,321,501	5,321,501	3,384,481	
Contracts and Services	2,227,546	2,238,546	1,099,029	
Operating Supplies	2,001,650	2,501,650	563,505	
Water Acquisition	18,784,000	18,784,000	15,175,626	
General and Administrative	4,302,582	4,617,582	3,252,602	
Total Operating Expenditures	**$ 32,637,279**	**$ 33,463,279**	**$ 23,475,243**	
NET REVENUES FROM OPERATIONS	**$ 14,857,721**	**$ 14,176,721**	**$ 11,698,057**	
NON-OPERATING SOURCES AND USES				
Non-operating Sources				
Transfers In	2,067,900	2,067,900	1,794,465	a
Investment Earnings	2,184,000	2,184,000	1,338,113	
Connection Fees	1,090,000	1,090,000	1,182,170	
Sub-total Non-operating Sources	5,341,900	5,341,900	4,314,748	
Non-operating Uses				
Capital Outlay (non-debt financed)	20,325,000	28,803,812	2,830,696	
Interest Expense	11,250,259	11,250,259	8,445,315	
Transfers Out	-	-	-	
Sub-total Non-operating Uses	31,575,259	40,054,071	11,276,011	
NET NON-OPERATING SOURCES AND USES	**$ (26,233,359)**	**$ (34,712,171)**	**$ (6,961,263)**	
DEBT FINANCING & USE OF FUND BALANCE				
Payment of Principal	(3,864,734)	(3,864,734)	(2,264,193)	
Designated for Authorized Projects & Encumbrances	-	14,196,564	4,720,186	
Use of Bond Principal	-	(5,807,166)	(3,886,930)	
From/(To) Capital Reserve	15,240,372	16,010,786	(3,305,857)	
NET USE OF BONDS AND OTHER DEBT FINANCING	**$ 11,375,638**	**$ 20,535,450**	**$ (4,736,794)**	
FISCAL YEAR BALANCE	**$ -**	**$ -**	**$ -**	

Notes:

a Transfers in are internal payments from other funds made at the time obligations are due in the target fund.

City of Oxnard
Budget Status Report
as of March 31, 2014
Wastewater Funds
(Unaudited)

	Original Budget	Revised Budget	Actual Amounts	
OPERATING REVENUES AND EXPENDITURES				
Operating Revenues				
Charges for Services	$ 30,010,000	$ 30,010,000	$ 18,408,386	
Security/Contamination Prevention Fees	350,000	350,000	-	
Miscellaneous and Reimbursements	770,000	770,000	209,891	a
Total Operating Revenues	**$ 31,130,000**	**$ 31,130,000**	**$ 18,618,277**	
Operating Expenditures				
Salaries and Wages	7,035,467	7,035,467	4,472,364	
Contracts and Services	5,047,927	5,438,218	4,049,613	
Operating Supplies	1,747,500	1,747,500	1,081,794	
General and Administrative	3,513,420	3,513,420	2,611,359	
Total Operating Expenditures	**$ 17,344,314**	**$ 17,734,605**	**$ 12,215,130**	
NET REVENUES FROM OPERATIONS	**$ 13,785,686**	**$ 13,395,395**	**$ 6,403,147**	
NON-OPERATING SOURCES AND USES				
Non-operating Sources				
Investment Earnings	100,000	100,000	84,260	
Connection Fees	210,000	210,000	1,216,626	
Sub-total Non-operating Sources	310,000	310,000	1,300,886	
Non-operating Uses				
Capital Outlay (non-debt financed)	5,400,000	9,586,006	446,573	
Interest Expense	6,744,616	7,063,696	3,892,987	
Sub-total Non-operating Uses	12,144,616	16,649,702	4,339,560	
NET NON-OPERATING SOURCES AND USES	**$ (11,834,616)**	**$ (16,339,702)**	**$ (3,038,674)**	
DEBT FINANCING & USE OF FUND BALANCE				
Payment of Principal	(4,715,183)	(4,715,183)	(900,248)	
Designated for Authorized Projects & Encumbrances	-	4,477,029	195,009	
Appropriated Fund Balance	-	418,348	290,633	
From/(To) Capital Reserve	2,764,113	2,764,113	(2,949,867)	
NET USE OF BONDS AND OTHER DEBT FINANCING	**$ (1,951,070)**	**$ 2,944,307**	**$ (3,364,473)**	
FISCAL YEAR BALANCE	**$ -**	**$ -**	**$ -**	

Notes:

a Prior period adjustment.

City of Oxnard
Budget Status Report
as of March 31, 2014
Environmental Resources
(Unaudited)

	Original Budget	Revised Budget	Actual Amounts	
OPERATING REVENUES AND EXPENDITURES				
Operating Revenues				
Charges for Services	$ 43,970,000	$ 43,970,000	$ 29,095,104	a
Security/Contamination Prevention Fees	80,000	80,000	156	
Miscellaneous and Reimbursements	270,000	270,000	299,044	
Total Operating Revenues	**$ 44,320,000**	**$ 44,320,000**	**$ 29,394,304**	
Operating Expenditures				
Salaries and Wages	7,607,149	8,207,126	4,954,979	
Operating Supplies	584,400	848,486	834,141	
Contracts and Services	26,378,449	23,401,293	15,634,249	
General and Administrative	3,846,790	4,164,070	3,120,337	
Total Operating Expenditures	**$ 38,416,788**	**$ 36,620,975**	**$ 24,543,706**	
NET REVENUES FROM OPERATIONS	**$ 5,903,212**	**$ 7,699,025**	**$ 4,850,598**	
NON-OPERATING SOURCES AND USES				
Non-operating Sources				
Investment Earnings	20,000	20,000	49,405	
Connection Fees	60,000	60,000	68,111	
Sub-total Non-operating Sources	80,000	80,000	117,516	
Non-operating Uses				
Capital Outlay (non-debt financed)	232,000	3,268,899	441,287	
Interest Expense	606,126	606,126	423,565	
Transfers out	62,097	62,097	37,000	b
Sub-total Non-operating Uses	900,223	3,937,122	901,852	
NET NON-OPERATING SOURCES AND USES	**$ (820,223)**	**$ (3,857,122)**	**$ (784,336)**	
DEBT FINANCING & USE OF FUND BALANCE				
Payment of Principal	(3,685,551)	(3,685,551)	(1,407,620)	
Designated for Authorized Projects & Encumbrances	-	11,926	-	
Appropriated Fund Balance	-	1,175,426	409,968	
From/(To) Capital Reserve	(1,397,438)	(1,343,704)	(3,068,610)	
NET USE OF BONDS AND OTHER DEBT FINANCING	**$ (5,082,989)**	**$ (3,841,903)**	**$ (4,066,262)**	
FISCAL YEAR BALANCE	**$ -**	**$ -**	**$ -**	

Notes:

a Current year revenues reduced by FY 2013 accruals.

b Transfers out are internal payments to other funds made at the time obligations are due in the target fund.

City of Oxnard
Budget Status Report
as of March 31, 2014
Golf
(Unaudited)

	Original Budget	Revised Budget	Actual Amounts
OPERATING REVENUES AND EXPENDITURES			
Operating Revenues			
Charges for Services	$ 4,200,000	$ 4,200,000	$ 3,328,906
Miscellaneous and Reimbursements	-	-	-
Total Operating Revenues	**$ 4,200,000**	**$ 4,200,000**	**$ 3,328,906**
Operating Expenditures			
Salaries and Wages	60,290	60,290	42,916
Operating Supplies	-	-	-
Contracts and Services	3,585,324	3,585,324	3,109,773
General and Administrative	195,716	195,716	152,685
Total Operating Expenditures	**$ 3,841,330**	**$ 3,841,330**	**$ 3,305,374**
NET REVENUES FROM OPERATIONS	**$ 358,670**	**$ 358,670**	**$ 23,532**
NON-OPERATING SOURCES AND USES			
Non-operating Sources			
Transfers In	-	-	-
Investment Earnings	-	-	(14,420)
Sub-total Non-operating Sources	-	-	(14,420)
Non-operating Uses			
Capital Outlay (non-debt financed)	80,500	80,500	-
Interest Expense	116,200	116,200	58,100
Transfers out	-	-	-
Sub-total Non-operating Uses	196,700	196,700	58,100
NET NON-OPERATING SOURCES AND USES	**$ (196,700)**	**$ (196,700)**	**$ (72,520)**
DEBT FINANCING & USE OF FUND BALANCE			
Payment of Principal	(972,223)	(972,223)	-
Designated for Authorized Projects & Encumbrances	-	-	-
From/(To) Capital Reserve	-	-	-
NET USE OF BONDS AND OTHER DEBT FINANCING	**$ (972,223)**	**$ (972,223)**	**$ -**
FISCAL YEAR BALANCE	**$ (810,253)**	**$ (810,253)**	**$ (48,988)**

City of Oxnard
Budget Status Report
as of March 31, 2014
Performing Arts & Convention Center
(Unaudited)

	Original Budget	Revised Budget	Actual Amounts	
OPERATING REVENUES AND EXPENDITURES				
Operating Revenues				
Charges for Services	$ 440,000	$ 440,000	$ 333,729	
Miscellaneous	20,000	20,000	9,547	
Total Operating Revenues	**$ 460,000**	**$ 460,000**	**$ 343,276**	
Operating Expenditures				
Salaries and Wages	1,071,219	1,071,219	718,371	
Operating Supplies	300	300	156	
Contracts and Services	252,355	252,355	205,360	
General and Administrative	172,511	172,511	135,835	
Total Operating Expenditures	**$ 1,496,385**	**$ 1,496,385**	**$ 1,059,722**	
NET REVENUES FROM OPERATIONS	**$ (1,036,385)**	**$ (1,036,385)**	**$ (716,446)**	
NON-OPERATING SOURCES AND USES				
Non-operating Sources				
Transfers In	905,160	905,160	678,870	a
Investment Earnings	-	-	(12,086)	
Sub-total Non-operating Sources	905,160	905,160	666,784	
Non-operating Uses				
Capital Outlay	-	-	-	
Sub-total Non-operating Uses	-	-	-	
NET NON-OPERATING SOURCES AND USES	**$ 905,160**	**$ 905,160**	**$ 666,784**	
DEBT FINANCING & USE OF FUND BALANCE				
Designated for Authorized Projects & Encumbrances	-	-	-	
From/(To) Capital Reserve	-	-	-	
NET USE OF BONDS AND OTHER DEBT FINANCING	**$ -**	**$ -**	**$ -**	
FISCAL YEAR BALANCE	**$ (131,225)**	**$ (131,225)**	**$ (49,662)**	

Notes:

a Transfers in are internal payments from other funds made at the time obligations are due.

City of Oxnard
Budget Status Report
as of March 31, 2014
Housing Set-aside Successor Agency Fund
(Unaudited)

	Original Budget	Revised Budget	Actual Amounts
OPERATING REVENUES AND EXPENDITURES			
Operating Revenues			
Taxes	$ -	$ -	$ 7,497
Rental Income	-	-	-
Miscellaneous and Reimbursements	-	-	66,865 a
Total Operating Revenues	**$ -**	**$ -**	**$ 74,362**
Operating Expenditures			
Salaries and Wages	-	-	117,290
Contracts and Services	-	-	-
General and Administrative	-	-	38,231
Total Operating Expenditures	**$ -**	**$ -**	**$ 155,521**
NET REVENUES FROM OPERATIONS	**$ -**	**$ -**	**$ (81,159)**
NON-OPERATING SOURCES AND USES			
Non-operating Sources			
Transfers In	-	-	-
Investment Earnings	-	-	-
Sub-total Non-operating Sources	-	-	-
Non-operating Uses			
Capital Outlay	-	-	162,700
Transfers out	-	-	-
Sub-total Non-operating Uses	-	-	162,700
NET NON-OPERATING SOURCES AND USES	**$ -**	**$ -**	**$ (162,700)**
DEBT FINANCING & USE OF FUND BALANCE			
Payment of principal	-	-	-
Designated for Authorized Projects & Encumbrances	-	-	-
From/(To) Operating and Capital Reserves	-	-	243,859
TOTAL USE OF FUND BALANCE	**$ -**	**$ -**	**$ 243,859**
FISCAL YEAR BALANCE	**$ -**	**$ -**	**$ -**

Notes:

a Housing set-aside deposit.

City of Oxnard
Budget Status Report
as of March 31, 2014
Successor Agency to the Community Development Commission
(Unaudited)

	Original Budget	Revised Budget	Actual Amounts	
OPERATING REVENUES AND EXPENDITURES				
Operating Revenues				
Taxes	$ -	$ -	$ -	a
Rental Income	-	-	35,839	
Miscellaneous and Reimbursements	-	-	37,956	
Total Operating Revenues	**$ -**	**$ -**	**$ 73,795**	
Operating Expenditures				
Salaries and Wages	-	-	335,156	
Contracts and Services	-	-	154,835	
General and Administrative	250,000	250,000	318,156	
Total Operating Expenditures	**$ 250,000**	**$ 250,000**	**$ 808,147**	
NET REVENUES FROM OPERATIONS	**$ (250,000)**	**$ (250,000)**	**$ (734,352)**	
NON-OPERATING SOURCES AND USES				
Non-operating Sources				
Transfers In	-	-	-	
Investment Earnings	-	-	88,905	
Sub-total Non-operating Sources	-	-	88,905	
Non-operating Uses				
Capital Outlay	-	-	-	
Interest Expense	-	-	1,929,896	
Project Costs	8,141,632	8,141,632	1,528,354	b
Transfers out	-	-	-	
Sub-total Non-operating Uses	8,141,632	8,141,632	3,458,250	
NET NON-OPERATING SOURCES AND USES	**$ (8,141,632)**	**$ (8,141,632)**	**$ (3,369,345)**	
DEBT FINANCING & USE OF FUND BALANCE				
Payment of principal	-	-	(1,460,000)	
Designated for Authorized Projects & Encumbrances	-	-	-	
From/(To) Operating and Capital Reserves	8,391,632	8,391,632	5,563,697	c
TOTAL USE OF FUND BALANCE	**$ 8,391,632**	**$ 8,391,632**	**$ 4,103,697**	
FISCAL YEAR BALANCE	**$ -**	**$ -**	**$ -**	

City of Oxnard
Budget Status Report
as of March 31, 2014
Successor Agency to the Community Development Commission
(Unaudited)

Notes:

a Revenues from the County for expenditures approved in the Recognized Obligation Payment Schedule for January 2014 to June 2014 (not yet approved by California Department of Finance).

b Amounts approved by the California Department of Finance for the period of July 2013 to December 2013

c Revenues were received from the County in June 2013 for expenditures approved in the Recognized Obligation Payment Schedule for July 2013 to December 2013.

CITY OF OXNARD CALIFORNIA

Meeting Date: 5 /20 / 14

ACTION	TYPE OF ITEM
☐ Approved Recommendation	☐ Info/Consent
☐ Ord. No(s). _____	☐ Report
☐ Res. No(s). _____	☐ Public Hearing (Info/consent)
☐ Other _____	☑ Other Appointment Item

Prepared By: James Cameron J. C Agenda Item No. J-2

Reviewed By: City Manager SRB City Attorney SMF Finance J. C Other *(Specify)*

DATE: May 12, 2014

TO: City Council

FROM: James Cameron James Cameron
Chief Financial Officer

SUBJECT: **Fiscal Year 2014-15 Recommended Budget**

RECOMMENDATION

That City Council:

1. Receive the recommended budget for Fiscal Year (FY) 2014-15
2. Provide direction on priority services
3. Approve the budget review and adoption calendar.

DISCUSSION

The FY 2014-15 Recommended Budget provides a financial plan for the City for the coming year. This budget sets forth a plan in which community services are the highest priority and ensures that the City provides effective leadership in achieving the City Council's goals, objectives, and top priorities.

The recommended budget is an update to the second year of the two year budget approved by the City Council for FYs 2013-14 and 2014-15. This budget includes the cost of implementing the Federal Affordable Care Act (ACA) and previously approved labor agreements. While this budget is in balance for governmental type funds, including the General Fund, there are funding issues that require Council direction regarding the Performing Arts and Convention Center and the Golf Course enterprise funds. Because economic growth continues to lag and with the additional cost of approved employee MOUs, the City has not been able to add back difficult reductions made in prior years.

The FY 2014-15 Recommended budget is proposed at $358.4 million, a decrease of $6.3 million from the FY 2013-14 budget.

The recommended budget consists of the following ($ millions).

General Funds	$ 113.1
Measure O ½ Cent Sales Tax	7.1
Special Revenue Funds	28.5
Other Governmental Funds	13.7
Enterprise Funds	104.6
Housing Authority	25.4
Internal Service Funds	27.4
Capital Improvements	4.0
Debt Service	34.6

The recommended budget is a decrease of $67.7 million from the originally approved FY 2014-15 budget primarily due to the rescheduling of Capital Improvements.

Budget Schedule

Based on prior communications with City Council, staff is targeting June 17, 2014 for budget adoption. In order to meet that goal, Council received a presentation on projected revenues for FY 2014-15 on April 22, 2014 and the recommended budget is being transmitted May 20, 2014. In addition, the following schedule is proposed:

May 20	Receive Budget Document
May 22	*Publish Notice of Public Hearing*
June 2	Budget Study Session
June 2	*Publish Appropriations Limit*
June 10	Budget Hearing
June 17	Budget Adoption

FINANCIAL IMPACT

Because this item is for discussion purposes only, there is no financial impact.

Attachment: FY 2014-15 Recommended Budget, Budget Message

CITY OF
OXNARD
CALIFORNIA

CITY MANAGER'S OFFICE
305 West Third Street • Oxnard, CA 93030 • (805) 385-7430 • Fax (805) 385-7595

May 20, 2014

TO: Mayor and City Councilmembers
Housing Authority Commissioners

FROM: Karen R. Burnham, Interim City Manager

SUBJECT: Fiscal Year 2014-15 Recommended Budget

The Budget Team and associated City staff are pleased to present the Fiscal Year (FY) 2014-15 Recommended Budget to the City Council. The recommended budget is an update to the second year of the two year budget approved by the City Council for FYs 2013-14 and 2014-15. This budget includes the cost of implementing the Federal Affordable Care Act (ACA) and previously approved labor agreements. While this budget is in balance for governmental type funds, including the General Fund, there are funding issues that require Council direction regarding the Performing Arts and Convention Center and the Golf Course enterprise funds.

The FY 2014-15 budget is proposed at $358.4 million, a decrease of $6.3 million from the FY 2013-14 budget. The recommended budget consists of:

General Funds	$ 113,105,159
Measure O ½ Cent Sales Tax	7,079,923
Special Revenue Funds	28,474,869
Other Governmental Funds	13,723,177
Enterprise Funds	104,616,857
Housing Authority	25,370,833
Internal Service Funds	27,403,747
Capital Improvements	3,995,000
Debt Service	34,638,427
Total Recommended Budget	**$ 358,407,992**

The recommended budget is a decrease of $67.7 million from the originally approved FY 2014-15 budget primarily due to the rescheduling of Capital Improvements.

ATTACHMENT NO. 1
PAGE 1 OF 11

The recommended budget does not include the budget for the Successor Agency to the Community Development Commission (CDCSA) as those amounts are approved by the California Department of Finance (DOF) in six month Recognized Obligation Payment Schedules (ROPS). While the ROPS for the period of July to December 2014 has been submitted to the DOF, the ROPS for the period of January 2015 to June 2015 has not yet been prepared for approval by the DOF.

The recommended budget is based on several primary drivers. Revenues are projected based on economic trends while expenditures are primarily based on salary and benefit adjustments. General Fund revenues are anticipated to grow compared to the current year based on moderate economic growth including improving employment and housing trends. Enterprise revenues are based on current rates as approved by Council. The need for future enterprise rate increases will be reviewed during FY 2014-15 to meet requirements for replacement of aging infrastructure, primarily in Wastewater.

In FY 2009-10, the Council approved Memoranda of Understanding (MOUs) for various employee groups covering two prior years and three future years for a combined five year period. While the same salary adjustments of 0% in FYs 2009-10 and 2010-11, and increases of 2% effective January 2012, 3% January 2013, and 3% January 2014 were offered to all represented employee groups, only Police, Fire, and IUOE accepted. In addition to the annual increases, the employees in these groups receive 5% increases, which have been included in the recommended budget. SEIU did not accept the agreement; however, Council approved a 1.5% agreement in FY 2012-13 and subsequently approved a step plan consisting of 10 steps with 5% increases beginning in FY 2014-15. Confidential employees were also approved for a step plan consisting of 12 steps with 5% increases. Mid-managers have not received increases since 2008; however they have organized as the Oxnard Mid-managers Association (OMMA) and are currently in negotiations. Upper management employees, except those covered by separate employment contract, have not received increases since 2008 and are in the process of organizing in order to enter into negotiations. The cost of the current MOUs as well as changes to CalPers pension contribution rates and ACA in FY 2014-15 are as follows ($ millions):

	General Fund	Total
MOU	$1.9	$2.8
PERS	$0.2	$1.5
ACA	$0.8	$1.3

The amounts for the MOUs include the impact of the prior mid-year adjustment (January 2014) and the cost of step increases.

As previously stated, the recommended budget continues the balancing strategies of recent years. This includes management of vacant positions based on an updated analysis of those positions

and reflects the lag time in filling positions. This is particularly true in the case of Police where, recruiting and training qualified officers is both challenging and time consuming. Even recruitment of non-public safety positions has been difficult, especially attracting candidates with the skills needed to effectively serve the City. A list of vacant positions incorporated in the budget recommendations can be found in attachment A.

Budget Schedule

Based on prior communications with City Council, staff is targeting June 17, 2014 for budget adoption. In order to meet that goal, Council received a presentation on projected revenues for FY 2014-15 on April 22, 2014 and the recommended budget is being presented May 20, 2014. In addition, the following schedule is proposed:

May 20	Receive Budget Document
May 22	*Publish Notice of Public Hearing*
June 2	*Publish Appropriations Limit*
June 3	Budget Study Session
June 10	Budget Hearing
June 17	Budget Adoption

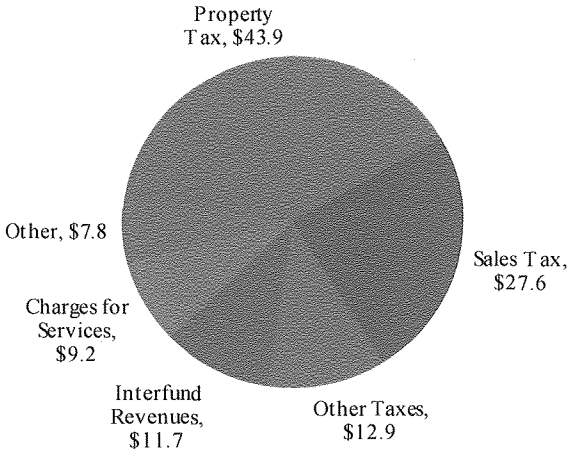
General Fund

The recommended FY 2014-15 general fund budget of $113.1 million represents an increase of $4.7 million or 4% from the FY 2013-14 adopted budget. The FY 2014-15 budget includes the full year impact of approved salary increases effective January 2014 for a $1 million increase as well as step increases of approximately $0.9 million. As indicated in the table above, PERS and ACA added $1 million. Finally, the debt service for the Service Center, which houses Development Services, City Treasurer, Fire and the CDCSA, is included in the recommendations as a rental charge to those departments at a cost of $1.7 million.

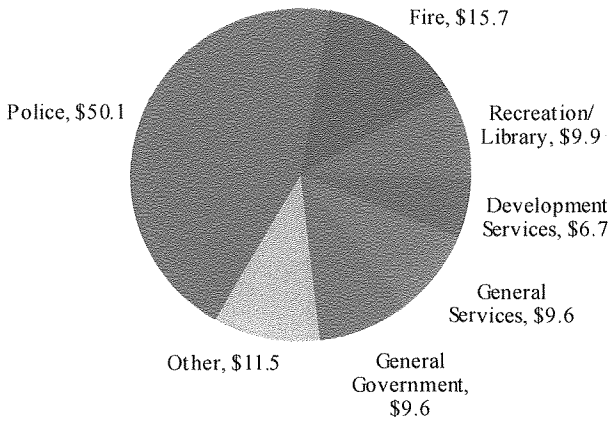
The increase in revenues reflects an economy improving at a modest pace. Tax revenues are projected $3.1 million or 4% higher than the FY 2013-14 adopted budget. Property and Sales taxes are projected to increase $1.6 million and $0.9 million respectively, with other taxes increasing $0.6 million. The remaining increase in General Fund revenues is primarily the result of development related permits and service charges.

The following charts summarize the revenues and expenditures recommended for FY 2014-15.

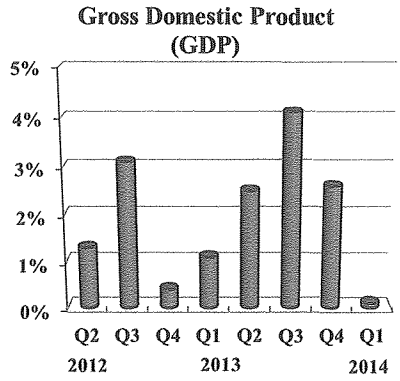
General Fund Revenues
($ millions)



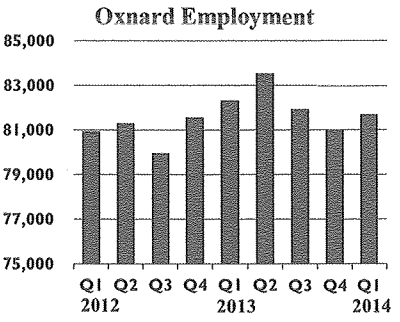
General Fund Appropriations
($ millions)



Economic Trends and Revenue Impact



As noted previously, the economy continues to impact the budget. Even though National GDP measures have recovered from a negative 6.4% in the first quarter of 2009, it has averaged under 2 % over the last eight quarters, with significant variation. The preliminary reading for the first quarter 2014 was only 0.1%; however calendar year 2014 growth is generally predicted to be 2.6% increasing 3.5% in 2015 by the Organization for Economic Cooperation and Development (OECD).



Although the unemployment rate has declined significantly from its peak of more than 15%, it has stagnated over the past year at around 10%.

The chart to the left depicts employment in Oxnard to show an alternative view. While generally trending up, employment growth has been inconsistent even when taking into consideration seasonalities. Employment is an important measure for predicting sales tax revenues.

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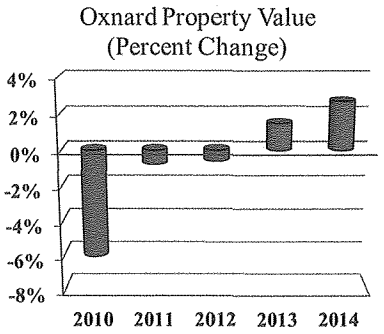
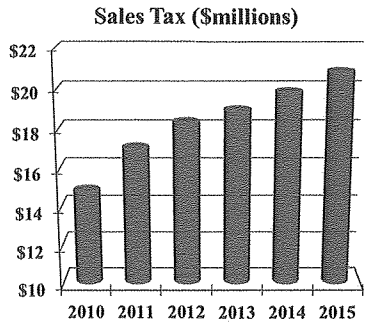
Like many cities, Oxnard experienced significant revenue reductions due to the recession in FYs 2008-09 and 2009-10. Recent economic growth, while not strong, has resulted in just over 2% General Fund revenue growth between FYs 2010-11 and 2013-14 on average, after adjusting for one-time items. Revenue growth is projected to increase 4% for FY 2014-15.



The growth in property taxes is projected to continue improving in the coming year consistent with the assessed valuation trend as shown in the chart to the left. Assessed valuations grew 2.7% for FY 2013-14. In addition, home prices were 17% higher in the 1st quarter of 2014 compared to the prior year.



Sales tax revenues are projected to continue to grow moderately in FY 2014-15 at 5% which is in line with the average growth rate over the last three years. The chart to the right shows consistent growth in the base sales tax excluding the triple flip.

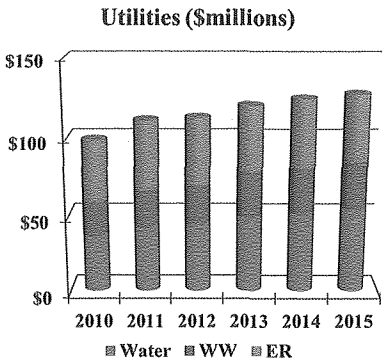
General Fund Operating Reserve

The operating reserve policy states that the City Council will endeavor to maintain an operating reserve equal to 18 percent of the General Fund Operating Budget. The operating reserve shall be used to cover cash flow requirements; meet unanticipated revenue shortfalls; take advantage of unexpected opportunities; invest in projects with a rapid payback; ensure against physical or natural disasters; and provide interest earnings. Based on the recommended budget for FY 2014-15 of $113.1 million, an 18 percent operating reserve would be in excess of $20 million. At the end of FY 2012-13, the General Fund Operating Reserve was just over $11 million, which was 10% of operating expenses.

Enterprise Funds

City Council has consistently adjusted enterprise fund rates to meet anticipated financial needs of the Water, Wastewater, and Environmental Resource utilities. Mid-year rate adjustments during FY 2012-13 resulted in higher revenues in FY 2013-14; which reflects the full year impact of those adjustments. In addition, the third of three rate increases in Wastewater beginning in October 2013 result in an overall increase in FY 2014-15 in that fund. Increases in Water and ER

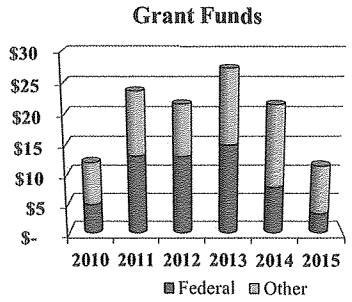
are based on trends apart from rate adjustments. While the transfer of the ER recycling facility to City operation is anticipated to reduce operating costs, it is difficult to project revenues with the limited data available. Enterprise funds have been subjected to the same rigorous cost cutting measures as other operating funds, in order to hold down costs.



Utilities are capital intensive activities that require a long-term approach to improving and maintaining infrastructure. In the case of water and wastewater, treatment facilities and pipelines must be maintained or upgraded. Environmental Resources vehicles and equipment must be replaced to avoid increasingly expensive maintenance and to take advantage of alternative fuels to reduce costs.

Every year, rates must be evaluated in terms of debt coverage requirements in existing bond covenants as well as meeting ongoing operating costs. Taking a long-term approach, rates are designed to avoid significant variations in future rate adjustments.

Federal and State Funds



Federal and non-federal grant funding fluctuate from year to year depending on available funding and programming needs that are eligible for Federal, State, and other agency grants. During the fiscal year, grants may be awarded to the City, which may not be reflected in the recommended and adopted budgets. Beginning in FY 2010-11 the City was awarded both Federal and State Transportation Grants as well as a Bureau of Reclamation grant for the GREAT program.

Internal Service Funds

The City uses several internal service funds (ISFs) to provide services between departments. In conformance with accounting standards, the City strives to maintain internal fees at levels adequate to meet annual costs without creating excess cash balances. Over the last several years, these fees have been adjusted to reflect the cost structures of the ISFs and excess cash balances returned to major funds based on the original contributions. Cash balances at the end of FY 2012-13 were as follows:

Public Liability Fund	$4.3 million
Workers' Compensation Fund	$8.6 million
Information Systems Fund	$2.1 million
Utility Customer Service	$0.4 million
Facilities and Fleet	$0.4 million

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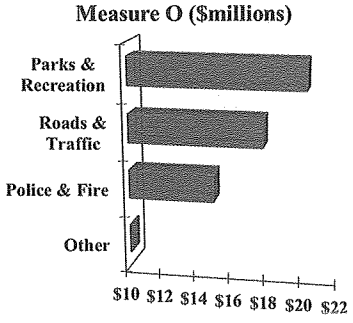
These balances are adequate to cover current and anticipated claims in the case of Public Liability and Workers' Compensation funds.

Capital Improvement Program

City Council approved a Five-year Capital Improvement Program (CIP) during the budget adoption process last year. The original CIP for FY 2014-15 primarily consisted of Water and Wastewater projects that would have been funded with new bond issuances. The schedule for the majority of these projects has slipped to FY 2015-16 to allow time for completion of master plans and other operational studies of the Wastewater Treatment Plant. For example some projects originally anticipated in the original CIP such as reconstruction of the bio-towers at the wastewater treatment plant will likely be replaced with alternative improvements at a lower cost. In addition, regulatory issues regarding the recycled water have delayed planned improvements to that system. While the FY 2014-15 CIP has been reduced to $4 million, it is anticipated that a significant part of the FY 2013-14 budget of $81.5 million will be carried over into FY 2014-15.

Measure O ½ cent Sales Tax

In November of 2008, the community approved the Measure O ½ cent sales tax. Through community surveys and discussions with the City Council, various priority areas have been identified, including the City's approved priorities for clean, safe, prosperous, and attractive neighborhoods. Similar priorities were identified in several surveys. Since the collection of the Measure O sales tax began in April of 2009, $54 million has been collected. The City Council has appropriated $57 million of which $39 million has been expended or is under contract through the first five years of the Measure O program.



While most of the early appropriations supported parks and recreational facilities as well as road repair and traffic mitigation efforts, expenditures for Police and Fire will grow in the future as most programs have ongoing costs, such as the lease of the new Fire Station 8.

The recommended budget for FY 2014-15 includes $7.1 million of new funding for ongoing costs of approved programs. These programs are listed in attachment B.

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Conclusion

The FY 2014-15 Recommended Budget provides a financial plan for the City for the coming year. This budget sets forth a plan in which community services are the highest priority and ensures that the City provides effective leadership in achieving the City Council's goals, objectives, and top priorities. Because economic growth continues to lag and with the additional cost of approved employee MOUs, the City has not been able to add back difficult reductions made in prior years. The Recommended Budget has been prepared through the efforts of employees throughout the City.

Karen R. Burnham
Interim City Manager

ATTACHMENT A
Fiscal Year 2014-15 Vacancy Management

General Fund	Number of Full-Time Equivalents
Community Development Commission (CDC)	
REDEVELOPMENT PROJECT MANAGER	1
CDC Total	**1**
City Attorney	
ASSISTANT CITY ATTORNEY	1
City Attorney Total	**1**
City Clerk	
ASSISTANT CITY CLERK	1
City Clerk Total	**1**
City Manager	
EXECUTIVE ASSISTANT I	1
LEGISLATIVE AFFAIRS MANAGER	1
MANAGEMENT ANALYST III	1
NEIGHBORHOOD SVC'S COORDINATOR	1
City Manager Total	**4**
City Treasurer	
CODE COMPLIANCE INSPECTOR II	1
ACCOUNT CLERK II *	1
City Treasurer Total	**2**
Development Services	
BUILDING INSPECTOR II	1
CIVIL ENGINEER	1
DEVELOPMENT SVCS MANAGER	1
OFFICE ASSISTANT II	4
PLAN CHECK ENGINEER	1
ASSOCIATE PLANNER *	1
PLAN & ENV SRVCS MANAGER *	1
Development Services Total	**10**
Finance	
ACCOUNT CLERK I	0.5
CUSTOMER SERVICE REP II	1
ACCOUNTING MANAGER *	1
Finance Total	**2.5**
General Services	
GROUNDSWORKER I	2
SR GROUNDSWORKER	2
SR TREE TRIMMER	1
TREE TRIMMER I	2
TREE TRIMMER II	1
GROUNDSWORKER II *	1
General Services Total	**9**

Human Resources	
EMPLOYEE RELATIONS COORDINATOR	1
ADMINISTRATIVE TECHNICIAN (C) *	0.5
HUMAN RESOURCES MANAGER *	1
Human Resources Total	**2.5**
Library	
LIBRARIAN I	2
LIBRARIAN III	1
LIBRARY AIDE I	0.5
LIBRARY AIDE II	0.5
LIBRARY SERVICES SUPERVISOR	1
OFFICE ASSISTANT I	1
SYSTEMS ANALYST III	1
LIBRARY AIDE I *	1
LIBRARIAN I *	1
Library Total	**9**
Police	
ASSISTANT POLICE CHIEF	1
COMMUNITY SERVICE OFFICER	1
CROSSING GUARD	2.5
DATA ENTRY OPERATOR I	1
DATA ENTRY OPERATOR II	0.5
POLICE WORD PROCESSOR II	0.5
PROGRAMMER ANALYST	1
SR CODE COMPLIANCE INSPECTOR	1
Police Total	**8.5**
Public Works	
STREET MAINT WKR I	1
Public Works Total	**1**
Recreation	
ADMINISTRATIVE TECHNICIAN	1
LEISURE AND RECREATION SUPT	1
MANAGEMENT ANALYST I	1
RECREATION SUPERVISOR	1
RECREATION/HUMAN SERV COORD	0.5
RECREATION/HUMAN SERV LDR III	1.75
RECREATION SUPERVISOR *	1
Recreation Total	**7.25**
General Fund Total	**58.75**

** Vacancy for 8 months*

ATTACHMENT NO. 1
PAGE 10 OF 11

ATTACHMENT B
Fiscal Year 2014-15 Measure O Appropriations Summary

Parks & Open Space		
College Park Operational	600,000	
Comm Center Snack Bar	5,000	
Del Sol Track	5,000	
Durley Park Annual Operational	5,000	
Total recommended Parks & Open Space		**615,000**
Public Safety & Gang Prevention / Intervention		
City Corps Townkeeper	550,000	
Enhanced Community Policing - Ongoing	2,596,741	
Fire Engine Replacement	169,182	
Police CAD/RMS	800,000	
Fire Station 8	100,000	
Total recommended Public Safety & Gang Prevention / Intervention		**4,215,923**
Recreation & Youth Programming		
Community Based Organization Contributions	150,000	
Day at the Park - Special Needs	12,000	
Homework Center at Main Library	30,000	
Library - WiFi	2,000	
Mobile Activity Center Services	30,000	
PAL	200,000	
Preschool To You Enhancement	135,000	
Senior Nutrition Program Enhancement	40,000	
Total recommended Public Safety & Gang Prevention / Intervention		**599,000**
Traffic & Road Improvement		
Alley & Roadway Repair	500,000	
ITS (annual software maint)	100,000	
Parking Lot / Alley Maint.	1,000,000	
Total recommended Traffic & Road Improvement		**1,600,000**
Other Community Improvements		
Spanish Language Interpretation	50,000	
		50,000
FY 2014-15 Measure O Recommended Budget		**7,079,923**

ATTACHMENT NO. 1
PAGE 11 OF 11

CITY OF OXNARD CALIFORNIA

Meeting Date: 05/20/14

ACTION	TYPE OF ITEM
☐ Approved Recommendation	☐ Info/Consent
☐ Ord. No(s). _____	■ Report
☐ Res. No(s). _____	☐ Public Hearing (Info/consent)
☐ Other _____	☐ Other _____

Prepared By: Martin R. Erickson MRE Agenda Item No. K-1

Reviewed By: City Manager KEB City Attorney SMF Finance JC Other *(Specify)*

DATE: May 14, 2014

TO: City Council
Housing Authority

FROM: Martin R. Erickson, Deputy City Manager
City Manager's Office

Stephen M. Fischer, Interim City Attorney
City Attorney's Office

SUBJECT: **Consideration of Resolution Revising City Council and Housing Authority Procedures and of a Proposal from the Procedures Committee to form an Ethics Advisory Committee**

RECOMMENDATION

That City Council: (1) approve a resolution containing revisions to City Council Procedures; and (2) consider a recommendation from the Council Procedures Committee to form an Ethics Advisory Committee to review Council Ethics Workshops and District Attorney's Report.

That the Housing Authority approve a resolution containing revisions to Housing Authority Procedures.

DISCUSSION

The City Council formed the Oxnard City Council Procedures Committee in January, 2011. The committee adopted the following mission statement on March 3, 2011:

> "It is the mission of the City Government to ensure Oxnard is a desirable, safe, and vibrant community in which to live and conduct business and to respond to the values and priorities of the residents in an open and transparent manner. In order to accomplish this mission, the Oxnard Council Procedures Committee has been created to develop guidelines and rules under which Council Members will operate and perform their role as legislators of the City of Oxnard."

On April 8, 2014 the City Council considered an item from the Procedures Committee (comprised of Mayor Flynn and Councilmember Perello) to discuss and consider nine items revising the Procedures of the City Council:

1. Limit total minutes for individual speakers to 10 minutes.

2. Limit time of staff reports to 10 minutes (unless previously approved by City Manager/Council).

3. Limit Councilmembers to two rotations for addressing agenda items.

4. Explore a two-week agenda process to allow for discussion and posting of future agenda items.

5. Allowing representatives of large speaker groups to have additional time to speak for the group (up to 10 minutes).

6. Ceremonial items should be limited to one item per meeting, not to exceed five-minutes.

7. Limit Council Business items to three minutes per Councilmember.

8. Limit Council Committee reports to three minutes per Councilmember.

9. Consider that all material presented at a Council meeting (i.e., handouts, powerpoints) should be made publicly available at least 24 hours prior to the meeting.

The second item for Council consideration is a recommendation concerning ethics from the Council Procedures Committee. The Procedures Committee voted on April 16, 2014 to bring to the full Council a proposal to create an Ethics Advisory Committee. The proposed committee would focus its attention on reviewing three documents: the Ethics Report from the November 6th, and December 2nd, 2013 Workshops, and the Ventura County District Attorney's, *Report on the Public Integrity Investigation of Oxnard City Officials*, issued on April 18, 2012.

The Procedures Committee is recommending City Council create a seven member committee, comprised of the following individuals:

1. Retired Public Works/Building Official
2. Retired Procurement Official
3. Retired Public Sector Attorney
4. Retired Public Legal Officer
5. A member of the INCF
6. A member from the Community Relations Commission
7. A member of the public at large

While further details of the Ethics Advisory Committee will need to be developed, members of the Procedures Committee expressed hope that the Ethics Advisory Committee would create a document that could be incorporated into the draft City Council Procedures Manual, ideally within the next six months.

FINANCIAL IMPACT

There is no financial impact at this time.

Attachment #1 – Resolution Revising City Council Procedures
Attachment #2 – Resolution Revising Housing Authority Procedures

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO.

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD AMENDING THE COUNCIL'S RULES OF PROCEDURE REGARDING PUBLIC COMMENT, STAFF REPORTS, COUNCIL DELIBERATION, AGENDA PREPARATION, CEREMONIAL ITEMS, COUNCIL BUSINESS ITEMS, COUNCIL REPORTS, AND DISTRIBUTION OF AGENDA MATERIALS.

WHEREAS, the City Council recognizes the need to provide opportunities for public participation at City Council meetings; and

WHEREAS, meetings that extend into late evening hours may diminish opportunities for participation by members of the public; and

WHEREAS, agenda items such as public hearings must be addressed in a timely manner that affords due process to involved parties; and

WHEREAS, Oxnard City Code Section 2-1(b) requires that the rules of procedure for the conduct of meetings of City Council shall be established by resolution; and

WHEREAS, City Council wishes to amend the current Rules of Procedure set forth in City Council Resolution Nos. 13,126 and 14,347 to incorporate procedural revisions developed through the City Council Procedures Committee.

NOW, THEREFORE, the City Council of the City of Oxnard resolves that the Rules of Procedure for the Conduct of City Council Meetings are hereby amended as follows:

1. Paragraph (b) of Section 4 of Resolution No. 13,126 is hereby amended to read as follows:

"b. The City Clerk shall post an agenda in a location freely accessible to the public at least 72 hours before a regular meeting and at least 24 hours before a special meeting. The City Council and staff shall explore a two-week agenda process to allow for discussion and posting of future agenda items and shall consider that all material presented at a Council meeting (i.e., handouts, powerpoints) should be made publicly available at least 24 hours prior to the meeting."

2. Paragraph (h) of Section 8 of Resolution No. 13,126 is hereby amended to read as follows:

"h. Unless additional time is granted by the presiding officer, each person shall limit public comments to three minutes on any agenda item at a meeting with a cumulative total of ten (10) minutes for all agenda items at such meeting. The presiding officer may grant a representative of a large speaker group additional time (up to ten (10) minutes) to speak for the group on any agenda item."

3. Section 13 of Resolution No. 13,126 is hereby amended to read as follows:

"13. A report shall consist of an item contemplated by staff to require a written or oral report and on which the City Council will discuss and deliberate on a course of action, including an item appearing on the agenda under City Manager's Report. Unless additional time is granted by the presiding officer or has been previously approved by the City Manager, staff reports shall be limited to ten (10) minutes."

ATTACHMENT # 1
PAGE 1 OF 2

4. Paragraph (a) of Section 18 of Resolution No. 13,126 is hereby amended to read as follows:

"a. Every Councilmember desiring to speak shall address the presiding officer and upon recognition by the presiding officer shall confine any comments to the matter under consideration. A Councilmember shall be limited to speaking twice during deliberations on an agenda item."

5. Ceremonial items shall be limited to one item per meeting, not to exceed five (5) minutes.

6. City Council business items shall be limited three minutes per Councilmember.

7. City Council committee reports shall be limited three minutes per Councilmember.

8. Effective Date. This resolution shall be effective on _____, 2014.

PASSED AND ADOPTED this __ day of May, 2014, by the following vote:

AYES:

NOES:

ABSENT:

_____
Tim Flynn, Mayor

ATTEST:

_____
Daniel Martinez, City Clerk

APPROVED AS TO FORM:

_____
Stephen M. Fischer, Interim City Attorney

ATTACHMENT 1
PAGE 2 OF 2

HOUSING AUTHORITY OF THE CITY OF OXNARD

RESOLUTION NO.

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF OXNARD AMENDING THE AUTHORITY'S RULES OF PROCEDURE REGARDING PUBLIC COMMENT, STAFF REPORTS, COUNCIL DELIBERATION, AGENDA PREPARATION, CEREMONIAL ITEMS, COUNCIL BUSINESS ITEMS, COUNCIL REPORTS, AND DISTRIBUTION OF AGENDA MATERIALS.

WHEREAS, the Board of Commissioners of the Housing Authority of the City of Oxnard ("Authority") recognizes the need to provide opportunities for public participation at Authority meetings; and

WHEREAS, meetings that extend into late evening hours may diminish opportunities for participation by members of the public; and

WHEREAS, agenda items such as public hearings must be addressed in a timely manner that affords due process to involved parties; and

WHEREAS, the Authority wishes to amend the current Rules of Procedure set forth in Authority Resolution Nos. 1204 and 1267 to incorporate procedural revisions developed through the City Council Procedures Committee.

NOW, THEREFORE, the Authority resolves that the Rules of Procedure for the Conduct of Housing Authority Meetings are hereby amended as follows:

1. Paragraph (b) of Section 5 of Resolution No. 1204 is hereby amended to read as follows:

"b. The Secretary of the Authority shall post an agenda in a location freely accessible to the public at least 72 hours before a regular meeting and at least 24 hours before a special meeting. The Authority and staff shall explore a two-week agenda process to allow for discussion and posting of future agenda items and shall consider that all material presented at an Authority meeting (i.e., handouts, powerpoints) should be made publicly available at least 24 hours prior to the meeting."

2. Paragraph (h) of Section 9 of Resolution No. 1204 is hereby amended to read as follows:

"h. Unless additional time is granted by the presiding officer, each person shall limit public comments to three minutes on any agenda item at a meeting with a cumulative total of ten (10) minutes for all agenda items at such meeting. The presiding officer may grant a representative of a large speaker group additional time (up to ten (10) minutes) to speak for the group on any agenda item."

3. Section 13 of Resolution No. 1204 is hereby amended to read as follows:

"13. A report shall consist of an item contemplated by staff to require a written or oral report and on which the Authority will discuss and deliberate on a course of action, including an item appearing on the agenda under the Secretary's Report. Unless additional time is granted by the presiding officer or has been previously approved by the Secretary, staff reports shall be limited to ten (10) minutes."

4. Paragraph (a) of Section 20 of Resolution No. 1204 is hereby amended to read as follows:

ATTACHMENT #2
PAGE 1 OF 2

"a. Every Commissioner desiring to speak shall address the presiding officer and upon recognition by the presiding officer shall confine any comments to the matter under consideration. A Commissioner shall be limited to speaking twice during deliberations on an agenda item."

5. Section 20 of Resolution No. 1204 is amended by adding the following:

"c. If a Commissioner desires to use a power point presentation or similar visual aid during a meeting, the Commissioner shall provide the Secretary Designate with a copy of the material to be used prior to the commencement of the meeting at which it will be used."

6. Effective Date. This resolution shall be effective on _____, 2014.

PASSED AND ADOPTED this __ day of May, 2014, by the following vote:

AYES:

NOES:

ABSENT:

_____
Tim Flynn, Chairman

ATTEST:

_____
Daniel Martinez, Secretary Designate

APPROVED AS TO FORM:

_____
Stephen M. Fischer, Interim General Counsel

ATTACHMENT # 2
PAGE 2 OF 2

CITY OF
OXNARD
CALIFORNIA

Police Department
Jeri Williams, Chief of Police

Date: May 15, 2014

To: Karen Burnham, Interim City Manager

From: Jeri Williams, Chief of Police

Subject: 2014 Oxnard Gang Injunction Update

In 2003, Oxnard experienced a high number of homicides, half of which were gang-related. One strategy the Department undertook was a civil injunction against the City's most active and violent gangs. The Oxnard Police Department obtained a permanent gang injunction against the *Colonia Chiques* gang in June of 2005. The second permanent gang injunction was obtained against the *Southside Chiques* gang in October of 2006. In 2008, amended versions of these two injunctions were implemented, both having a modified curfew prohibition.

Following their implementation, Oxnard's gang-related homicides decreased. Gang-related homicides have been on a decreasing trend. The years 2007 and 2011 each experienced 1 gang-related homicide.

Homicides		
Year	**Total**	**Gang-Related**
2003	22	11
2004	18	9
2005	19	10
2006	13	6
2007	9	1
2008	14	7
2009	13	5
2010	8	2
2011	8	1
2012	9	4
2013	15	3
2014	5	2

When Oxnard obtained the second amended Colonia and Southside gang injunctions, every person served with the permanent (first) gang injunction had to be re-served with the second amended gang injunction. In 2008, 154 active members of the Colonia

Chiques criminal street gang were served with the second amended Colonia gang injunction. In that same year, the Oxnard Police Department served 21 active members of the Southside Chiques criminal street gang. The table below indicates the numbers of persons who were added the respective gang injunctions since 2008.

Persons Added to the Injunction by Year		
Year	**Colonia**	**Southside**
2008	154*	21
2009	52	21
2010	29	8
2011	30	14
2012	12	2
2013	10	3
2014	2	0
*Identifies the first year of the amended injunction **Currently 25 Colonia and 2 Southside gang members are pending service.		

The Oxnard Police Department makes the determination on who is added to the gang injunction based on specific criteria set in the civil injunctions, and the level of the person's criminal activity within the gang. The standards for this determination are similar to the court-recognized standards used in criminal cases.

Colonia Gang

There are 289 Colonia gang members that have been served with the Colonia gang injunction.

To date, the Oxnard Police Department has removed 20 served Colonia gang members from the injunction.

Southside Gang

There are 69 Southside gang members that have been served with the Southside gang injunction.

To date, the Oxnard Police Department has removed 11 Southside gang members from the injunction.

Gang Injunction Arrests		
Year	**Colonia**	**Southside**
2010	112	11
2011	134	11
2012	133	12
2013	113	18
2014	32	7

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AGENDA ITEM NO.
5-1

MINUTES

OXNARD CITY COUNCIL
Regular Meeting
April 8, 2014

A. ROLL CALL/POSTING OF AGENDA

At 4:32 p.m., the regular meeting of the Oxnard City Council convened in the Council Chambers. Councilmembers Tim Flynn, Carmen Ramirez, Bryan A. MacDonald, Dorina Padilla and Bert Perello were present. The City Clerk stated that the agenda was posted on Thursday in the Library and City Clerk's Office. Mayor Flynn presided and called the meeting to order. Staff members present were: Daniel Martinez, City Clerk; Karen Burnham, Interim City Manager; Stephen Fischer, Interim City Attorney; Matthew Winegar, Development Services Director; Martin Erickson, Deputy City Manager and James Cameron, Chief Financial Officer.

B. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

Public comments were received from: Shirley Godwin; Joseph Contaoi; Daniel Pinedo; Steve Nash and Al Velasquez. The Interim City Attorney explained the Ventura County District Attorney opinion regarding a Council's public announcement for selecting a City Manager.

C. CLOSED SESSION

At 4:49 p.m. the City Council recessed to a closed session, pursuant to Government Code section 54956.9(d)(1), to confer with its attorneys. The title and case number of the litigation being discussed is City of Oxnard v. Viola Construction, Inc., et al., Ventura County Superior Court, Case No. 56-2012-00412257-CU-BC-VTA.

At 5:48 p.m. the City Council reconvened.

K. REPORTS

Finance Department

1. SUBJECT: Strategic Budget Priorities. (001)
RECOMMENDATION: Receive a report and provide direction on strategic budget priorities (SBP) and the budget development calendar for Fiscal Year 2014-15.
DISCUSSION: The Chief Financial Officer reviewed objectives and strategic priorities set at past Council Workshop.

M. CITY COUNCIL BUSINESS/COMMITTEE REPORTS

1. SUBJECT: Update and Provide Status Report to City Councilmembers on Process of a One-Stop Shop. (Mayor Flynn)
DISCUSSION: The Development Services Director commented on the "Process of a One-Stop Shop" concept and next steps including personnel costs.
ACTION: Received report.

Public comments were received from: Al Velasquez; George Sorkin; Abel Magana and Steve Kinney, EDCO.

The Council discussed the process to set priorities including having community/commercial input, improvement of process, activities of the EDCO and funding options for the "One-Stop" center.

ACTION: Received report and provided comments to staff.

D. OPENING CEREMONIES

At 7:01 p.m., the regular meeting of the Oxnard City Council reconvened in the Council Chambers, concurrently with the Housing Authority. The meeting opened with the pledge of allegiance to the flag of the United States, followed by a moment of silence. Mayor Flynn presided. Additional staff members present were: Jeri Williams, Police Chief; James Williams, Fire Chief; William "Bill" Wilkins, Housing Director; Michelle Tellez, Human Resources Director; Michael Henderson, General Services Manager; Brad Windsor, Assistant Fire Chief and Ruth Johnson Hopkins, Management Analyst.

E. CEREMONIAL CALENDAR

J. APPOINTMENT ITEMS

1. SUBJECT: Presentation of 211 of Ventura County Annual Report.
   DISCUSSION: Tanya Kellem, 211 Director, commented on the 24/7 services provided by the 211 program; number of calls received from Oxnard and tracking of "unmet needs".

F. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Public comments were received from: Ed Ellis; Sal Gonzalez; Robert Nast; Pamela Nast; Martin Jones; Juan Delgado and Theadora Daritt-Cornyn.

G. TRANSMITTAL OF INFORMATION ONLY ITEMS

H. INFORMATION/CONSENT PUBLIC HEARINGS

I. PUBLIC HEARINGS

Housing Department

1. SUBJECT: Public Hearing for Issuance of Multifamily Housing Revenue Bonds for Las Cortes, located at the north-east corner of Marquita Avenue and First Street in Oxnard.
   RECOMMENDATION: Continued to April 22nd, 2014.
   ACTION: Approved as recommended. (Ramirez/Perello) Ayes: Flynn, Ramirez, MacDonald, Padilla and Perello.

RECESS

At 7:38 p.m., the City Council recessed while the Housing Authority held a meeting and at 7:52 p.m., the City Council reconvened.

K. REPORTS

L. REPORT OF CITY MANAGER

1. SUBJECT: Update on the Status of Relocation of Tenants Living at the Courts, approximately 28 Acres East of Marquita Street and North of First Street and Approximately 4 Acres of City Parkland to the North of The Courts.
RECOMMENDATION: Receive and consider verbal report.
DISCUSSION: The Housing Director reviewed the process of moving tenants, moving options of the tenants and the "Section 8 Voucher" program.

   Public comments were received from: Elliott Gabriel; Else Serrano; Patrick Barrios and Juan Delgado.

   The Council discussed the moving process of tenants; construction of new housing and the need for staff to continue communication efforts with the tenants.

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

HOUSING AUTHORITY

At 8:41 p.m., the joint meeting with the Housing Authority concluded.

M. CITY COUNCIL BUSINESS/COMMITTEE REPORTS

2. SUBJECT: Consideration and Discussion of Proposals from City Council Procedures Committee (Attachment 1). (Mayor Flynn) (011)
DISCUSSION: The Deputy City Manager reviewed possible changes regarding council meetings including staff presentation, time allowed for public comments and ceremonial items.

   Public comments were received from: Steve Nash; Pat Brown; Elsa Serrano; Elliott Gabriel; Ellen Tracy; Dan Pinedo; Abel Magana; Juan Delgado and Larry Stein.

   The Council discussed proposed changes including length of meetings, total time an individual(s) could speak per evening, procedures for Councilmembers to response to staff reports and possible use of Rosenberg Rules of Order.

   ACTION: Move to have the Interim City Attorney draft a resolution reflecting the proposed changes (Ramirez/Flynn) Ayes: Padilla, Flynn and Ramirez. Noes: MacDonald and Perello.

N. PUBLIC COMMENTS ON REPORTS

O. PUBLIC COMMENTS ON STUDY SESSION

P. STUDY SESSION

Q. REVIEW OF INFORMATION/CONSENT AGENDA

Comments were received from: Interim City Manager, Interim City Attorney and Brad Windsor, Assistant Fire Chief (S-8).

R. PUBLIC COMMENTS ON INFORMATION/CONSENT AGENDA

S. INFORMATION/CONSENT AGENDA

Human Resources Department

8. SUBJECT: Inclusion of Clarifying Language in the Oxnard Public Safety Managers' Association (Fire Unit). (115)
RECOMMENDATION: Ratify and approve the inclusion of the clarifying language into the Oxnard Public Safety Managers' Association's (Fire Unit) collective bargaining agreement (A-7352).
ACTION: Approved as recommended. (MacDonald/Ramirez) Ayes: Padilla, Perello, Flynn, Ramirez and MacDonald.

City Clerk Department

1. SUBJECT: Minutes of the Regular Meeting of the Oxnard City Council for March 4 and 18, 2014; and Minutes of the Special Meeting of the Oxnard City Council for March 19, 2014 (013)
RECOMMENDATION: Approve.

City Manager Department

2. SUBJECT: Agreements for City Council Review. (029)
RECOMMENDATION: Approve and authorize the Interim City Manager, to execute the attached agreements/contracts and change orders/amendments in amounts more than $25,000 but no more than $250,000, which are described on the attached list.

3. SUBJECT: Approval of Lowest Responsible Responsive Bid and Authorization to Issue and Execute a Contract for PW13-05 Alley Reconstruction Project. (035)
RECOMMENDATION: Award contract to the lowest responsible and responsive bidder, Toro Enterprises, Inc. (A-7665) in the amount of $591,280.00 for the Alley Reconstruction Project for four locations and authorize the purchasing agent to execute the contract upon receipt of final documents.

Fire Department

4. SUBJECT: Purchase Order with Pierce Manufacturing, Inc. (097)
RECOMMENDATION: Approve and authorize the Mayor to execute a purchase order with Pierce Manufacturing, Inc., in the amount of $640,846, for the purchase of one fire engine for Fire Station #8.

5. SUBJECT: Authorization to Apply for Grant from the Federal Emergency Management Agency Assistance to Firefighters Grant – Fire Prevention and Safety Grant in the Amount of $213,750. (099)
RECOMMENDATION: 1) Approve **Resolution No. 14,561**, the Fire Chief to submit an application to the Federal Emergency Management Agency (FEMA) Assistance to Firefighters grant in the amount of $213,750; 2) The City Manager to execute the grant agreement if grants funds are awarded to the City; 3) The Finance Director to appropriate the funds and perform all other required financial actions; and 4) The Fire Chief or designee to submit non-financial reports.

6. SUBJECT: Mutual Aid Agreement with Navy Region Southwest Fire & Emergency Services. (103)
RECOMMENDATION: Authorize the Mayor to sign a mutual aid agreement to provide services upon request to the Navy Region Southwest Fire & Emergency Services.

7. SUBJECT: Recognize Revenue and Appropriate Funds for the 2013 Emergency Management Performance Grant (EMPG). (111)
RECOMMENDATION: Approve a Special Budget Appropriation to Recognize Revenue and Appropriate Funds in the amount of $46,086 from the 2013 Emergency Management Performance Grant (EMPG), **Resolution No. 14,562**.

Police Department

9. SUBJECT: First Amendment to Lease for Police Storefront at 365 E. Esplanade #201 (District 1 Office). (123)
RECOMMENDATION: Remove from agenda.

INFORMATION/CONSENT AGENDA ACTION: Approved as recommended with removal of S-9 from agenda. (MacDonald/ Perello) Ayes: Perello, Flynn, Ramirez, MacDonald and Padilla.

M. CITY COUNCIL BUSINESS/COMMITTEE REPORTS

3. SUBJECT: Discussion on Setting Compensation for City Manager Position. (Mayor Flynn)
DISCUSSION: The Council discussed the possible compensation including salary and pension of the new City Manager. (A letter was received from Councilmember Perello.)

Public comments were received from: Larry Stein; Dan Pinedo; Steve Nash; Juan Delgado and Pat Brown.

ACTION: Provided comments and recessed to Closed Session.

B. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

Public comments was received from: Larry Stein.

C. CLOSED SESSION

At 10:49 p.m. the City Council recessed to a closed session, pursuant to Government Code section 54957.6(a) to provide instructions to the City's representative regarding negotiation of the salary or compensation paid in form of fringe benefits for the City Manager position.

The City Council also recessed to a closed session, pursuant to Government Code section 54957.6(b)(1) to consider the appointment and employment of a City Manager.

At 12:44 a.m., the City Council reconvened with Mayor Flynn stating that the Council selected Greg Nyhoff as City Manager (4-1vote with Council Perello voting "no".)

T. ADJOURNMENT

At 12:44 p.m. the City Council concurred to adjourn the meeting.

DANIEL MARTINEZ
City Clerk

TIM FLYNN
Mayor

DRAFT

OXNARD CITY COUNCIL
Regular Meeting
April 15, 2014

A. ROLL CALL/POSTING OF AGENDA

At 6:01 p.m., the regular meeting of the Oxnard City Council convened in the Council Chambers concurrently with the Community Development Commission Successor Agency. Councilmembers Tim Flynn, Carmen Ramirez, Bryan A. MacDonald, Dorina Padilla and Bert Perello were present. The City Clerk stated that the agenda was posted on Thursday in the Library and City Clerk's Office. Mayor Flynn presided and called the meeting to order.

B. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

C. CLOSED SESSION

D. OPENING CEREMONIES

The meeting opened with the pledge of allegiance to the flag of the United States, followed by a moment of silence. Staff members present were: Grace Magistrale Hoffman, Deputy City Manager; Stephen Fischer, Interim City Attorney; Jeri Williams, Police Chief; James Williams, Fire Chief; William "Bill" Wilkins, Housing Director; Christina Aerenlund, Public Information Officer; Ashley Golden, Acting Planning and Environmental Services Manager and Cynthia Daniels, Project Manager.

E. CEREMONIAL CALENDAR

1. SUBJECT: Presentation of Proclamation Designating April, 2014 as "Sexual Assault Awareness Month"
   DISCUSSION: Mayor Flynn presented a proclamation to Rachel Lambert, Coalition for Family Harmony who commented on the "need" for educational information.

2. SUBJECT: Presentation of Employee of the First Quarter of 2014
   DISCUSSION: Danielle Navas, City Treasurer and Eden Alomeri, Assistant City Treasurer commented on the work of Armida Galvan-Monares, Customer Accounting, who thanked the Council and City staff for the recognition.

F. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Public comments were received from: Mike Barber: Jean Joneson; Steve Nash; Kay Brarnard and Jose Gibarra.

G. TRANSMITTAL OF INFORMATION ONLY ITEMS

H. INFORMATION/CONSENT PUBLIC HEARINGS

I. PUBLIC HEARINGS

J. APPOINTMENT ITEMS

K. REPORTS

City Manager Department

1. SUBJECT: Oxnard Public Access Channel Draft Request for Proposal. (001)
RECOMMENDATION: Receive and review the Oxnard Public Access Channel draft Request for Proposal and provide direction to staff.
DISCUSSION: The Public Information Officer commented on the RFP process for cable casting; proposed budget of organization; having a six month service level and the selection process.

Public comments were received from: Elizabeth Wolfel-Campos; Bob Allen; Harry Abraham-Castillo; George Miller; Martin Jones and Theadora Daritt-Cornyn.

The Council discussed several issues including the selection process, participation of a non-profit organization, use of internet and funding of the "Public Access" channel.

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

L. REPORT OF CITY MANAGER

1. SUBJECT: Verbal Report on Oxnard Community Development Commission Successor Agency and Status of Redevelopment Activities in the City of Oxnard.
RECOMMENDATION: Receive and consider report.
ACTION: Removed from agenda.

SUBJECT: Housing Report regarding Ms. Martinez.
DISCUSSION: The Housing Director commented on legal and housing issues of Ms. Martinez.
ACTION: Received information.

M. CITY COUNCIL BUSINESS/COMMITTEE REPORTS

1. SUBJECT: Discussion of Issues related to the El Rodeo Community Center, 451 West Hueneme Road.
DISCUSSION: The Acting Planning and Environmental Services Manager outlined the issues of the two property owners including parking, type of events and conditions placed on El Rodeo location.

Public comments received from: Richard Francis; Juan Delgado; Cecile Faulconer and Elaine Gurrola.

The Police Chief reported that there were "no" reported issues at this location. The Fire Chief commented on the "load capacity" of the building and Fire Department's response of a building "load capacity" complaint.

The Council discussed: Special Use Permit request; property permit; staff monitoring of the location and "load capacity" of the building.

ACTION: Received report.

2. SUBJECT: Approval of City Manager Employment Agreement. (019)
RECOMMENDATION: Approve and authorize the Mayor to execute an agreement (6609-14-CA) with Greg Nyhoff providing terms and conditions concerning his employment as the City Manager.
DISCUSSION: The Chief Financial Officer reviewed the proposed City Manager's contract including salary, proposed benefits and value of benefits. The Interim City Attorney commented on benefits of top management employees and categories of payments.

Public comments received from: Joseph Contaoi; Dan Pinedo; Larry Stein; George Miller and Chuck Bauman.

The Council commented on: proposed salary and benefits; comparison of salaries and benefits of other City Managers; membership of professional organizations; the process to select the City Manager and benefits of top management including salary and benefits.

ACTION: Moved to "open" the proposed City Manager contract for revisions and amendments. (Perello/Flynn) Ayes: Perello and Flynn. Noes: Ramirez, MacDonald and Padilla. (failed)

Moved to approve as recommended (Ramirez/MacDonald) Ayes: MacDonald, Padilla, Flynn and Ramirez. Noes: Perello. Councilmember Perello stated for the record "the statement that I read needs to be included in the minutes … the entire statement" (letters were received from Councilmember Perello and Joseph Contaoi; the Final "Water and Wastewater Efficiency Study" Report, City of Modesto, April 1, 2014 was also received and placed in the agenda packet.)

The Council commented on: Knights of Columbus presentation of Public Service Awards; Dispatcher Appreciation & Animal Safety Officer Appreciation Week; Clean-up at McGrath Beach; recent fire at Medical Arts Building at Lantana Street and Gonzales Road and efforts to relocate affected businesses; recent bus crash of students and counselors in northern California; road maintenance; water and utility issues.

N. PUBLIC COMMENTS ON REPORTS

O. PUBLIC COMMENTS ON STUDY SESSION

P. STUDY SESSION

Q. REVIEW OF INFORMATION/CONSENT AGENDA

Comments was received from: Deputy City Manager (S-3) and Project Manager (S-4).

R. PUBLIC COMMENTS ON INFORMATION/CONSENT AGENDA

Public comment was received from: Larry Stein (S-1), (S-3) & (S-4).

S. INFORMATION/CONSENT AGENDA

City Clerk Department

1. SUBJECT: Minutes of the Regular Meeting of the Oxnard City Council for March 25, 2014. (027)
RECOMMENDATION: Approve.

City Manager Department

2. SUBJECT: Agreements for City Council Review. (037)
RECOMMENDATION: Approve and authorize the Interim City Manager, to execute the attached agreements/contracts and change orders/amendments in amounts more than $25,000 but no more than $250,000, which are described on the attached list (with removal of item G).

3. SUBJECT: Purchase Order for Computers and Peripheral Equipment. (041)
RECOMMENDATION: Approve and authorize the Mayor to execute an amendment to the terms of the Blanket Purchase Order/Change Order (No. 003978) with Compuwave for purchases of computers and peripheral equipment, extending the end date by one year and adding $850,000, for a total contract amount not to exceed $1,400,000.

Development Services Department

4. SUBJECT: Eleventh Amendment to Agreement with AECOM Technical Services, Inc. (AECOM) for the Rice Avenue/Santa Clara Avenue Interchange Improvement Project at U.S. Highway 101. (047)
RECOMMENDATION: Approve and authorize the Mayor to execute an eleventh amendment to the agreement with AECOM (A-7235) to increase the amount by $291,519 (a total of $5,052,215) to provide construction management services for the Rice Avenue/Santa Clara Avenue interchange improvement project at U.S. Highway 101.

5. SUBJECT: Planning & Zoning Permit No. 08-300-05 (Final Map for Tract 5796), The Colonial House Mixed-Use Project, Located at 705 N. Oxnard Boulevard (southwest corner of Oxnard Boulevard and Roderick Avenue). Filed by Caleb Roope on behalf of Oxnard Pacific Associates. (063)
RECOMMENDATION: Adopt **Resolution No. 14,563** approving Planning & Zoning Permit No. 08-300-05 (Final Map for Tract 5796) to create a single lot map for condominium purposes, for the Colonial House Mixed- Use Project (44 affordable residential apartments and seven (7) commercial condominium spaces), located at 705 N. Oxnard Boulevard.

Finance Department

6. SUBJECT: Third Amendment to Ground Lease with Continuing Development, Incorporated. (073)
RECOMMENDATION: Approve and authorize the Mayor to execute a Third Amendment to Ground Lease with Continuing Development, Incorporated (CDI) (A-5935) for the use of land at Colonia Park for Green Valley Children's Center.

Police Department

7. SUBJECT: First Amendment to Lease for Police Storefront at 365 E. Esplanade #201 (District 1 Office). (099)
RECOMMENDATION: Approve and authorize the Mayor to execute the First Amendment to the Lease Agreement with the Duesenberg Investment Company LLC (5312-10-PO) to extend the term three years for a total term of six years. The space is offered at no expense to the City.

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

COMMUNITY DEVELOPMENT SUCCESSOR AGENCY

At 9:59 p.m. the joint meetings with the Community Development Commission Successor Agency concluded.

T. ADJOURNMENT

At 9:59 p.m. the City Council concurred to adjourn the meeting.

DANIEL MARTINEZ
City Clerk

TIM FLYNN
Mayor

DRAFT

MINUTES

OXNARD CITY COUNCIL
Regular Meeting
April 22, 2014

A. ROLL CALL/POSTING OF AGENDA

At 5:24 p.m., the regular meeting of the Oxnard City Council convened in the Council Chambers. Councilmembers Carmen Ramirez, Bryan A. MacDonald, Dorina Padilla and Bert Perello were present. Mayor Tim Flynn was absent. The City Clerk stated that the agenda was posted on Thursday in the Library and City Clerk's Office. Mayor Pro Tem Ramirez presided and called the meeting to order. Staff members present were: Daniel Martinez, City Clerk; Karen Burnham, Interim City Manager; Stephen Fischer, Interim City Attorney; Barbara Murray, Library Director; and Grace Magistrale Hoffman, Deputy City Manager.

B. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

C. CLOSED SESSION

At 5:26 p.m., the City Council recessed to a closed session, pursuant to Government Code section 54956.9(d)(1), to confer with its attorneys. The title and case number of the litigation being discussed City of Oxnard v. Viola Construction, Inc., et al., Ventura County Superior Court, Case No. 56-2012-00412257-CU-BC-VTA

At 5:29 p.m., Mayor Flynn was present.

At 5:58 p.m. the City Council reconvened and recessed to the evening session. The Interim City Attorney stated there were no reportable actions.

D. OPENING CEREMONIES

At 6:04 p.m., the regular meeting of the Oxnard City Council reconvened in the Council Chambers, concurrently with the Oxnard Financing Authority. The meeting opened with the pledge of allegiance to the flag of the United States, followed by a moment of silence. Mayor Flynn presided. Additional staff members present were: Jeri Williams, Police Chief; James Williams, Fire Chief; William "Bill" Wilkins, Housing Director; James Cameron, Chief Financial Officer; Matthew Winegar, Development Services Director; Rob Roshanian, Interim Public Works Director; Michael Henderson, General Services Manager; Martin Erickson, Deputy City Manager; Karl Lawson, Compliance Services Manager; Carri Sabatini, Management Accountant/Auditor and Michael More, Financial Resources Manager.

E. CEREMONIAL CALENDAR

1. SUBJECT: Southern California Edison Presenting a Check in the Amount of $219,563 in Recognition of The City Reaching the GOLD Level in the Partnership Program in Energy Efficiency
DISCUSSION: Nancy Williams, Region Manager presented a check to the Council and commented on energy savings in the community.

2. SUBJECT: Arbor Day Proclamation
DISCUSSION: Michael Henderson, General Services Manager, commented on the benefits of trees and invited the public to attend an Arbor Day event to be held at Orchard Park on April 24, 2014.

F. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Public comments were received from: Joseph Contaoi; Jose Ibarra; Joe Avelar; Jean Joneson; Andrea Landin; Steve Nash; Sal Gonzales; Patrick Tafoya; Inez Tuttle; Tino Montelongo and Larry Stein.

G. TRANSMITTAL OF INFORMATION ONLY ITEMS

H. INFORMATION/CONSENT PUBLIC HEARINGS

I. PUBLIC HEARINGS

Mayor Flynn opened the public hearing. The City Clerk reported on publication and that there were no written communications received.

Housing Department

1. SUBJECT: Public Hearing for Issuance of Multifamily Housing Revenue Bonds for Las Cortes, located at NE Corner of Marquita Street and First Street. (001)
RECOMMENDATION: 1) Hold a public hearing regarding the issuance of up to $35,000,000 of multifamily housing revenue bonds by the California Statewide Communities Development Authority to finance the development and construction of Las Cortes, a 144-unit multi-family rental housing project located at the north-east corner of Marquita Street and First Street; and 2) Adopt **Resolution No. 14,564** approving the issuance of bonds.
DISCUSSION: The Housing Director and Compliance Services Manager explained on the bond process and the efforts to find housing for current housing residents. The Management Accountant/Auditor commented on the number of families who had moved; families who wanted to continue to live in the Colonia community and residents leaving the housing program.

Public comments were received from: Ana Lopez; Rafael Cortez; Fatima Navarro; Hildo Navarro; Jose Ortega; Elsa Serrano; Juana Zambrano; Esperanza Martin; Belinda Franco; Jose Ramirez; Juan Jose Rangel; Juan Delgado and Martin Jones.

The Council discussed: creating housing for residents; use of the "housing voucher"; the moving process of families; collection of in-lieu (housing) fee; shortage of housing units and the efforts of the City to help residents move and receive "housing" assistance.

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

J. APPOINTMENT ITEMS

Finance Department

1. SUBJECT: Budget Study Session - Fiscal Year 2014-2015 Revenue Review. (007)

RECOMMENDATION: Receive a Presentation on FY 2014-2015 Revenue Projections.
DISCUSSION: The Chief Financial Officer reviewed project revenue information including General Fund, Water, Wastewater, Gas Tax and the Intergovernmental account. The Interim Public Works Director commented on possible future water rates due to a California water shortage.

Public comments were received from: Joseph Contaoi; Martin Jones; Larry Stein and Steve Nash.

The Council discussed the projected budget including future water rates, use of services by the community and projected sales taxes.

ACTION: Received report.

K. REPORTS

Finance Department

1. SUBJECT: Private Placement of Water Revenue Refunding Bonds, Series (013)
RECOMMENDATION: Adopt **Resolution No. 14,565** authorizing the sale, issuance, and delivery of not more that $36 million in principal amount of City of Oxnard Financing Authority Water Revenue Refunding Bonds, Series 2014 and approving certain documents and authorizing certain actions in connection therewith.
DISCUSSION: The Financial Resources Manager reviewed offers made for bonds financing and finding of Capital One Bank including bank rating, underwriting costs, time line schedule and lending process.

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

   The Council provided comments regarding placement of bonds and rating of bank.

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

L. REPORT OF CITY MANAGER

M. CITY COUNCIL BUSINESS / COMMITTEE REPORTS

The City Council discussed: having an updated of Marine Safety Officer position; upcoming Youth Commission meeting; parking issues at Cottages Residents at Patterson Road; Education Ad Hoc Committee; Channel Island Harbor Task Force Meeting and Kiwanis Police Officer of Year event.

N. PUBLIC COMMENTS ON REPORTS

O. PUBLIC COMMENTS ON STUDY SESSION

P. STUDY SESSION

Q. REVIEW OF INFORMATION/CONSENT AGENDA

R. PUBLIC COMMENTS ON INFORMATION/CONSENT AGENDA

Public comments were received from: Larry Stein

S. INFORMATION/CONSENT AGENDA

City Clerk Department

1. SUBJECT: Minutes of the Special Meeting of the Oxnard City Council for April 2, 2014. (139)
RECOMMENDATION: Approve.

City Manager Department

2. SUBJECT: Agreements for City Council Review. (157)
RECOMMENDATION: Approve and authorize the Interim City Manager, to execute the attached agreements/contracts and change orders/amendments in amounts more than $25,000 but no more than $250,000, which are described on the attached list.

3. SUBJECT: Authorize to Submit a Grant Application to the California Department of Housing and Community Development (HCD) for Housing Related Parks Program Grant Funds. (159)
RECOMMENDATION: Adopt **Resolution No. 14,566** authorizing: 1) The General Services Department to submit a grant application totaling $961,550 in Housing Related Parks (HRP) Program grant funds to be used for qualifying park improvements at City parks located in Park Deficient and Disadvantaged areas of the City as identified under HCD guidelines; 2) The City Manager to execute a grant agreement if grant funds are awarded to the City; 3) The Finance Director to appropriate the funds and perform all other required financial actions in accordance with the parameters of the grant application; and 4) The General Services Department or designee to submit non-financial reports to HCD.

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

FINANCING AUTHORITY

At 10:01 p.m. the joint meeting with the Financing Authority concluded.

T. ADJOURNMENT

At 10:01 p.m. the City Council concurred to adjourn the meeting.

DANIEL MARTINEZ
City Clerk

TIM FLYNN
Mayor

CARMEN RAMIREZ
Mayor Pro Tem

CITY OF
OXNARD
CALIFORNIA

Meeting Date: 05/20/2014

ACTION	TYPE OF ITEM
☐ Approved Recommendation	■ Info/Consent
☐ Ord. No(s). _____	☐ Report
☐ Res. No(s). _____	☐ Public Hearing (Info/consent)
☐ Other _____	☐ Other _____

Prepared By: Karen R. Burnham, Interim City Manager Agenda Item No. S-2

Reviewed By: City Manager KRB City Attorney JAR Finance JC Other *(Specify)*

DATE: May 6, 2014

TO: City Council

FROM: Karen R. Burnham, Interim City Manager
City Manager's Office

SUBJECT: **Agreements for City Council Review**

RECOMMENDATION

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

DISCUSSION

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

FINANCIAL IMPACT

Funding information is included on the attached list.

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

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

City Manager Contract List for 05/20/2014

Item	Type	Department/Contact	Vendor/Agreement Number	Description/Purpose	Amount
A	**Purchase Order**	**General Services/Fleet Services Division**	**SC Fuels**	**Agreement with SC Fuels for Biodiesel, Lubricant, and Antifreeze Delivery Service for FY 2014-15**	**$250,000**
		Bill Birch	Purchase Order No. 4866	RFB for bulk fuel, lubricant, and antifreeze delivery service was posted on Feb. 18, 2014. Three vendors responded by the March 13, 2014, deadline. Based on bid prices, references, product availability, fuel support in case of a declared emergency, and companies' experience and resources, staff recommends awarding the contract to SC Fuels for delivery of biodiesel and oils to Wastewater, and lubricants and antifreeze to the River Ridge Golf Course and Fleet Services shops in an amount not to exceed $250,000.	
		385-8080		**Total Contract Amount: $250,000**	
				FundingSource: Internal Service Funds, River Ridge Golf Course, Wastewater Enterprise Funds	

ATTACHMENT #1
PAGE 1 OF 1

CITY OF OXNARD CALIFORNIA

Meeting Date: 5 /20 / 14

ACTION	TYPE OF ITEM
☐ Approved Recommendation	■ Info/Consent
☐ Ord. No(s). ____	☐ Report
☐ Res. No(s). ____	☐ Public Hearing (Info/consent)
☐ Other ____	☐ Other ____

Prepared By: Cyndi Hookstra, Management Analyst III Agenda Item No. S-3

Reviewed By: City Manager [signature] City Attorney [signature] Finance [signature] Other *(Specify)*

DATE: May 7, 2014

TO: City Council

FROM: Michael Henderson, General Services Superintendent [signature]
City Manager's Office

SUBJECT: **Quimby Reserve Fund Developer Payments**

RECOMMENDATION

That City Council:

1. Recognize Quimby Fee revenue and authorize the appropriation of $121,208 to the Oxnard Beach Park Project for park improvements.

2. Recognize Quimby Fee revenue and authorize the appropriation of $423,853 to the Carriage Square Park Project for park improvements.

DISCUSSION

Government Code section 66477 (the Quimby Act) authorizes the City Council to enact ordinances requiring subdividers to dedicate land for development of parks and recreational facilities or to require the payment of fees ("Quimby fees") in lieu of dedication. Under section 15-95, *et seq.* of the City Code, the dedication of land or the payment of a Quimby fee is required for each new dwelling unit that is built as part of a residential subdivision.

Quimby funds can be used for the purpose of developing new or rehabilitating existing neighborhood or community parks or recreational facilities. Recent changes in the Government Code now allows for these funds to be used outside the neighborhood in which the subdivision fees were paid if the requirements of Government Code 66477 are met. Thus providing an even greater recreational benefit to residents where Quimby fees are collected.

Recently, infill housing developments at Oxnard Shores required the payment of Quimby fees. Staff is recommending this payment of $121,208 be deposited into the Oxnard Shores park development project. Staff will assess the parks in the Oxnard Shores neighborhood and in the future will meet with

the residents to determine how these funds could be spent. The new Oxnard Beach Park Quimby fee balance is $253,093.

The Colonial House development required the payment of Quimby fees for the Carriage Square neighborhood. This is the first time in many years Quimby fees have been available in the Carriage Square neighborhood. Staff will assess the parks in the Carriage Square neighborhood and in the future will meet with the residents to determine how these funds could be spent. The Carriage Square Neighborhood Park Quimby fee balance is $423,853.

FINANCIAL IMPACT

The Colonial House Development Quimby revenue in the amount of $423,853 will be recognized and appropriated to the Carriage Square Neighborhood Project No. 145704. The developer Quimby payment for fill-in developments in Oxnard Shores area in the amount of $121,208 will be recognized and appropriated to the Oxnard Beach Park Quimby Project # 135713.

Attachment # 1 – Special Budget Appropriation

CH/ch

REQUEST FOR SPECIAL BUDGET APPROPRIATION

Department: General Services **Date:** May 12, 2014

Project/Program Manager: Michael Henderson **Phone:** 7946

Reason for Appropriation:

To recongized Quimby revenues received in FY13-14 and appropriate such funds to Carriage Square and Oxnard Beach Park.

Accounts and Descriptions		AMOUNT
Fund: 351- PARK FEES-QUIMBY RESERVE		
Revenues/Transfers In		
Capital Improvments (9401)		
351-9401-541.73-06	GROWTH AND DEVEL. FEES / PARK CAPITAL-QUIMBY	545,061
	Sub-total Revenues	545,061
Expenditures/Transfers Out		
CARRIAGE SQUARE NEIGHBORH (Project 145704)		
351-9813-826.86-04	CAPITAL OUTLAY / IMPROVEMENTS NOT BLDG-NEW	423,853
OXNARD BEACH PARK-FY05-06 (Project 135713)		
351-5729-826.86-05	CAPITAL OUTLAY / IMPROV NOT BUILD-MAJOR RE	121,208
	Sub-total Expenditures	545,061
	Net Change to Fund Balance	**0**
	Net Appropriation Change	**545,061**

Approvals

Department Director _____

Chief Financial Officer _____

City Manager _____

ATTACHMENT NO. 1

PAGE 1 OF 1

SBA# (Finance Use Only)_____

BA Doc# (Finance Use Only)_____

REQUIRES CITY COUNCIL AUTHORIZATION

Revised : 2/23/2012

CITY OF OXNARD CALIFORNIA

Meeting Date: 05/20/14

ACTION	TYPE OF ITEM
☐ Approved Recommendation	■ Info/Consent
☐ Ord. No(s). _____	☐ Report
☐ Res. No(s). _____	☐ Public Hearing (Info/consent)
☐ Other _____	☐ Other _____

Prepared By: Brad Windsor, Assistant Fire Chief BW Agenda Item No. S-4

Reviewed By: City Manager KRB City Attorney RT Finance JC Other *(Specify)*

DATE: April 30, 2014

TO: City Council

FROM: James A Williams, Fire Chief
Fire Department

SUBJECT: **Memorandum of Agreement with Oxnard Firefighters Foundation, Inc., and Acceptance of Grant in the Amount of $45,000**

RECOMMENDATION

1. That City Council adopt a resolution accepting a donation of grant funds to purchase certain equipment.

2. That City Council authorize the Mayor to execute a Memorandum of Agreement with the Oxnard Firefighters Foundation, Inc. relating to the City's use of certain equipment.

DISCUSSION

The Oxnard Firefighters Foundation, Inc. (OFF) has requested the City of Oxnard to enter into a memorandum of agreement (MOA) with the OFF, for the purpose of accepting grant funds. The OFF approached the Fire Department's management team in January 2014 offering the grant to enhance the department's operational capabilities.

The OFF was awarded a grant for the purchase of wild land hose packs and hard suction hose. The amount of the grant is $45,000.

The MOA transfers the funds to the Oxnard Fire Department, who will be responsible for the procurement and purchasing of the equipment. The Oxnard Fire Department will accept ownership of the equipment and all responsibilities and liabilities related to such ownership.

The Oxnard Fire Department participates in the California Master Mutual Aid plan and responds to wild land fire incidents within and outside of Ventura County.

FINANCIAL IMPACT

This agreement does not require a contribution from the general fund.

Attachment No. 1 – Resolution
Attachment No. 2 – MOA

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD ACCEPTING A DONATION OF GRANT FUNDS TO PURCHASE CERTAIN EQUIPMENT

WHEREAS, the Oxnard Firefighters Foundation, Inc. (the "Foundation") has applied for and was awarded a grant in the amount of $45,000 to purchase a hard suction hose and wild land hard packs (the "Equipment"); and

WHEREAS, the Foundation wishes to donate the proceeds of the grant to the City of Oxnard to enable the City to purchase the Equipment; and

WHEREAS, the City of Oxnard desires to accept the grant funds to purchase the Equipment.

NOW, THEREFORE, the City Council of the City of Oxnard resolves to accept grant funds from the Foundation totaling $45,000 to enable the City to purchase the Equipment and authorizes the Mayor to execute a Memorandum of Agreement with the Foundation relating to the City's use of the Equipment.

PASSED AND ADOPTED THIS 20th day of May, 2014, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Tim Flynn, Mayor

ATTEST:

_____
Daniel Martinez, City Clerk

APPROVED AS TO FORM:

_____
Stephen M. Fischer, Interim City Attorney

ATTACHMENT 1
Page 1 of 1

OXNARD FIREFIGHTERS FOUNDATION, Inc

A 501C3 Non-profit

Memorandum of Agreement

Agreement No. 6644-14-FI

DATE: January 31, 2014
TO: Oxnard Fire Department – c/o Assistant Chief Windsor
FROM: Alex Hamilton
RE: Hard Suction Hose and Wildland Hose Pack Grant

As you know the Oxnard Fire Department will receive hard suction hose and wildland hose packs equipment through grant money procured by the Oxnard Firefighters Foundation, Inc. The equipment will be granted to Oxnard Fire Department from the Oxnard Firefighters Foundation, Inc., the organization coordinating the procurement and purchasing. By signing this agreement, your organization accepts ownership of the equipment and all responsibilities and liabilities related to such ownership.

Please read the terms of the gift, sign both copies and send one to OFF in the enclosed return envelope. The other copy is for your records. The value of each equipment grant is $20,000 for hard suction hose and $25,000 for wildland hose packs. The amount of the grant is $45,000.

Terms of gift

As part of this program, your organization is responsible for the following:

1) Ensure installation of equipment on all fire apparatus identified to receive equipment using mounting hardware provided by the foundation, in consultation with the fire departments equipment committee.

2) All maintenance and repair of the equipment.

3) All staff training. Ensure all personnel are appropriately trained in the new equipment within the 2014 calendar year.

4) Compliance with all local, state and federal restrictions for the use of the equipment.

5) Any other responsibilities or liabilities for use of the equipment.

ATTACHMENT 3
Page 1 of 2

P.O. BOX 5503, OXNARD CA, 93031 (805) 469-2041 WWW.IAFFLOCAL1684.ORG

OXNARD FIREFIGHTERS FOUNDATION, Inc

A 501C3 Non-profit

We at the Foundation look forward to continuing to work with the Oxnard Fire Department and other local community organizations to provide a safer community for all.

As an official with the appropriate signatory responsibilities, I agree to the terms of this Memorandum of Agreement:

CITY OF OXNARD

Timothy Flynn, Mayor

Jeff Donabedian, Chief Executive Officer
Oxnard Firefighters Foundation, Inc.

APPROVED AS TO FORM:

Stephen M. Fischer, Interim City Attorney

APPROVED AS TO INSURANCE:

James Cameron, Risk Manager

APPROVED AS TO CONTENT:

James Williams, Fire Chief

APPROVED AS TO CONTENT:

Brad Windsor, Project Manager

ATTACHMENT 2
Page 2 of 2

CITY OF OXNARD CALIFORNIA

Meeting Date: 05 / 20 / 14

ACTION	TYPE OF ITEM
☐ Approved Recommendation	☒ Info/Consent
☐ Ord. No(s). _____	☐ Report
☐ Res. No(s). _____	☐ Public Hearing (Info/consent)
☐ Other _____	☐ Other _____

Prepared By: Carrie Sabatini Agenda Item No. S-5

Reviewed By: City Manager City Attorney SMF Finance Other *(Specify)*

DATE: May 5, 2014

TO: Housing Authority Board of Commissioners

FROM: William E. Wilkins, Housing Director
Housing Authority

SUBJECT: **Section 8 Housing Choice Voucher Program Budget for Fiscal Year 2015**

RECOMMENDATION

That the Board of Commissioners of the Housing Authority of the City of Oxnard (1) adopt a resolution approving and adopting the recommended $17,599,483 operating budget for the Section 8 Housing Choice Voucher Program ("Section 8") for fiscal year 2015 and (2) approve and authorize the use of $140,305 of administrative reserves to fund the projected deficit.

DISCUSSION

This recommended budget pertains exclusively to the 1,798 Housing Choice Vouchers administered by the City of Oxnard Housing Authority ("OHA"). The recommended operating budget of $17,599,483 is comprised of two parts, the housing assistance payments ("HAP") paid to landlords for subsidy of rental income and the administrative fees used to operate the administration of the Section 8 program. The HAP portion of the program is anticipated to be approximately $15,852,113 for rental subsidies passed directly through the OHA from the Department of Housing and Urban Development ("HUD") to the private landlords in the community. Rental subsidies are known as housing assistance payments. The administrative operations are estimated to be approximately $1,747,370, which is anticipated to result in a deficit of $140,305.

The process of developing the budget is always difficult for several reasons. Congress and HUD allocate funding based upon a calendar year, as opposed to the Housing Authority fiscal year. Since the Congressional process for calendar year 2015 is unknown at this time, the 2014 funding methodology will be used to estimate revenues for the entire fiscal year for budget purposes. Funding in 2014 continues to be at reduced levels. HAP funding was prorated to 99.7% of what the OHA was eligible to receive while administrative funding was prorated to 75% of what it was eligible to receive. At the last budget reports, it was precarious whether the Housing Authority would have to terminate participants from the program due to the shortage of funding. Through careful administration, that situation was avoided and no such circumstance is projected in this proposed budget year.

The administration of the program will continue to prove difficult during the year with the diminishing resources available to run the program. Staff has been diligent over the years, however with increasing staff and operational expenses, a deficit position remains. The most recent Congressional Appropriations contained language to streamline administrative functions, including reducing the frequency of unit inspections and aligning utility allowances with voucher sizes, which may provide some cost savings; however, implementation guidance and timing has not yet been published and it is, therefore, infeasible to quantify the value of such efficiencies. Staff is working diligently to increase the number of units leased, which will increase the level of administrative funding

The proposed administrative budget results in a deficit of $140,305 and the HAP budget shows a breakeven position.

FINANCIAL IMPACT

As of June 30, 2014, it is anticipated that the Authority's Section 8 administrative operating reserve will be $606,276. It is anticipated that the Housing Authority will require the use of approximately $140,305 in administrative reserves in fiscal year 2015.

CS

Attachment #1 - Housing Authority Resolution
#2 - Budget document

HOUSING AUTHORITY OF THE CITY OF OXNARD
RESOLUTION NO.

RESOLUTION APPROVING AND ADOPTING THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM OPERATING BUDGET FOR FISCAL YEAR 2015

WHEREAS, the Housing Authority of the City of Oxnard (Authority) has prepared a Section 8 Housing Choice Voucher Program Operating Budget of $17,599,483 for the fiscal year 2015; and

WHEREAS, the budgeted expenditures are necessary for the efficient and economical operation of the Authority for the purpose of serving low-income families; and

WHEREAS, the budget for the fiscal year 2015 indicates a source of funding adequate to cover all proposed expenditures; and

WHEREAS, the budgeted expenditures will be consistent with the provisions of law and the Annual Contribution Contract; and

WHEREAS, the United States Department of Housing and Urban Development (HUD) requires the Authority to certify that no Authority employee is serving in a variety of positions which will exceed a 100% allocation of his/her time.

NOW THEREFORE, the Board of Commissioners of the Housing Authority of the City of Oxnard hereby resolves:

1. That the Section 8 Housing Choice Voucher Program Operating Budget (Operating Budget) for the fiscal year 2015 totaling $17,599,483 available on file at the Housing Department and incorporated in full herein by this reference is approved and adopted.

2. That no Authority employee reflected in the Operating Budget is serving in a variety of positions which will exceed 100% allocation of his/her time.

APPROVED AND ADOPTED this 20th day of May 2014, by the following vote:

AYES:
NOES:
ABSENT:

_____
Tim Flynn, Chairman

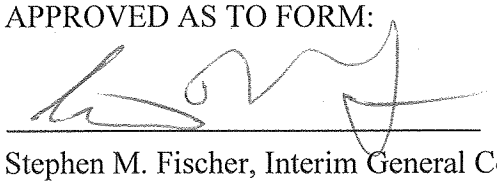
ATTACHMENT NO. 1
PAGE 1 OF 2

ATTEST:

_____

Daniel Martinez, Secretary Designate

APPROVED AS TO FORM:



Stephen M. Fischer, Interim General Counsel

ATTACHMENT NO. 1
PAGE 2 OF 2

OXNARD HOUSING AUTHORITY
SECTION 8 HOUSING CHOICE VOUCHERS
PROPOSED FY 2015 BUDGET

	Administrative Budget	Housing Asst Payment Budget	Total Budget
INCOME			
GRANT INCOME			
HAP Income		15,831,659	15,831,659
Admin Fee Income	1,518,738		1,518,738
FSS Grant Income	66,194		66,194
TOTAL GRANT INCOME	1,584,932	15,831,659	17,416,591
OTHER INCOME			
Investment Income - Unrestricted	1,032		1,032
Fraud Recovery-Adm Fee	20,454		20,454
Fraud Recovery-HAP		20,454	20,454
Misc Other Income	647		647
TOTAL OTHER INCOME	22,133	20,454	42,587
TOTAL INCOME	1,607,065	15,852,113	17,459,178
EXPENSES			
ADMINISTRATIVE			
Administrative Salaries			
Administrative Salaries	878,963		878,963
Administrative Temp Help	35,412		35,412
Employee Benefit Contribution-Admin	419,175		419,175
Total Administrative Salaries	1,333,550		1,333,550
Other Admin Expenses			
Staff Training	4,338		4,338
Travel	4,148		4,148
Auditing Fees	31,776		31,776
Port Out Admin Fee Paid	31,752		31,752
Consultants	6,372		6,372
Total Other Admin Expenses	78,386		78,386
Miscellaneous Admin Expenses			
Membership and Fees	2,273		2,273
Publications	1,066		1,066
Advertising	1,924		1,924
Office Supplies	3,831		3,831
Fuel-Administrative	2,296		2,296
City Overhead	45,115		45,115
Telephone	16,370		16,370
Postage	17,010		17,010
Paper	3,006		3,006
Copiers	5,306		5,306
Printer Supplies/Services	2,278		2,278
Misc Computer Equipment	3,468		3,468
Internet	1,917		1,917

OXNARD HOUSING AUTHORITY
SECTION 8 HOUSING CHOICE VOUCHERS
PROPOSED FY 2015 BUDGET

	Administrative Budget	Housing Asst Payment Budget	Total Budget
Software Fees	26,190		26,190
Cell Phones/Pagers	958		958
Small Office Equipment	5,467		5,467
Bank Fees	3,360		3,360
Other Misc Admin Expenses	896		896
Storage	6,991		6,991
Total Miscellaneous Admin Expenses	149,722		149,722
TOTAL ADMINISTRATIVE EXPENSES	1,561,658		1,561,658
TENANT SERVICES			
Tenant Services Salaries	28,579		28,579
Employee Benefit Contributions-Tenant Svcs.	15,406		15,406
Other Tenant Svcs-OHA	187		187
TOTAL TENANT SERVICES EXPENSES	44,172		44,172
UTILITIES			
Water	620		620
Electricity	10,900		10,900
Gas	528		528
Garbage/Trash Removal	777		777
Sewer	280		280
TOTAL UTILITY EXPENSES	13,105		13,105
MAINTENANCE AND OPERATIONS			
General Maint Expense			
Maintenance Salaries	239		239
Maintenance Labor-Grounds	4,630		4,630
Maintenance OT	265		265
Employee Benefits Contribution-Maint.	1,888		1,888
Maintenance Uniforms	388		388
Vehicle Gas, Oil, Grease	115		115
Total General Maint Expense	7,525		7,525
Materials			
Supplies-Paint	126		126
Supplies-Grounds	1,081		1,081
Supplies-Appliance	65		65
Supplies-Plumbing	65		65
Supplies-Electrical	22		22
Supplies-Building Repairs	108		108
Supplies-Locks	38		38
Supplies-Janitorial/Cleaning	1,337		1,337
Supplies-Safety	2,135		2,135
Tools & Equipment	185		185
Grounds Tools & Equipment	110		110
Total Materials	5,272		5,272

OXNARD HOUSING AUTHORITY
SECTION 8 HOUSING CHOICE VOUCHERS
PROPOSED FY 2015 BUDGET

	Administrative Budget	Housing Asst Payment Budget	Total Budget
Contract Costs			
Contract-Fire Alarm/Extinguisher	193		193
Contract-Building Repairs-Misc FFS	2,664		2,664
Contract-Painting	333		333
Contract-Electrical	163		163
Contract-Floor Covering	142		142
Contract-Janitorial/Cleaning	3,360		3,360
Contract-Plumbing	338		338
Contract-HVAC	1,360		1,360
Contract-Vehicle Maintenance	500		500
Contract-Equipment Repair	29		29
Contract-Alarm Monitoring	4,324		4,324
Contract-Inspections	39,658		39,658
Contract Costs-Other	1,080		1,080
Total Contract Costs	54,144		54,144
TOTAL MAINTENANCE EXPENSE	66,941		66,941
GENERAL EXPENSES			
WC Insurance	31,828		31,828
Auto Insurance	1,706		1,706
Property Insurance	1,060		1,060
General Liability Insurance	6,762		6,762
Fidelity	105		105
City-Umbrella Policy	14,140		14,140
Broker Fees	893		893
TOTAL GENERAL EXPENSES	56,494		56,494
Asset Purchases	5,000		5,000
HOUSING ASSISTANCE PAYMENTS			
Housing Assistance Payments		15,202,491	15,202,491
Tenant Utility Payments		17,463	17,463
Portable Out HAP Payments		581,135	581,135
FSS Escrow Payments		51,024	51,024
TOTAL HOUSING ASSISTANCE PAYMENTS		15,852,113	15,852,113
TOTAL EXPENSES	1,747,370	15,852,113	17,599,483
NET INCOME	(140,305)	0	(140,305)

CITY OF
OXNARD
CALIFORNIA

Meeting Date: 05 / 20 / 14

ACTION	TYPE OF ITEM
☐ Approved Recommendation	☒ Info/Consent
☐ Ord. No(s). _____	☐ Report
☐ Res. No(s). _____	☐ Public Hearing (Info/consent)
☐ Other _____	☐ Other _____

Prepared By: Carrie Sabatini Agenda Item No. S-6

Reviewed By: City Manager LCB City Attorney SMT Finance Other *(Specify)*

DATE: May 6, 2014

TO: Housing Authority Board of Commissioners

FROM: William E. Wilkins, Housing Director
Housing Authority

SUBJECT: **Low Rent Public Housing Budget for Fiscal Year 2015**

RECOMMENDATION

That the Board of Commissioners of the Housing Authority of the City of Oxnard (1) adopt a resolution approving and adopting the recommended $7,630,350 operating budget for the Low Rent Public Housing program ("LRPH") for fiscal year 2014, as presented for each project area and (2) approve and authorize the use of $234,000 of reserves to fund the projected deficit.

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DISCUSSION

This recommended budget pertains exclusively to the 780 units of LRPH owned and operated by the City of Oxnard Housing Authority ("OHA"). The recommended operating budget for all projects and the Central Office Cost Center ("COCC") is $7,630,350. The operating budgets, if adopted as recommended, would result in a collective $233,849 deficit.

The public housing program continues to be subject to asset management regulations in fiscal year 2015 and therefore each public housing project, as have been determined in previous years (i.e. 31-1 Colonia Village, 31-4 Pleasant Valley Village, etc.), is funded and budgeted for independently, as is the Central Office Cost Center ("COCC").

The Low Rent Public Housing program ("LRPH") is funded primarily with two sources of income: tenant rental income and operating subsidy from the U.S. Department of Housing and Urban Development ("HUD"). The amount of operating subsidy received is based upon a HUD determined formula which considers the estimated costs to run each Public Housing development and reduces that by the amount of tenant rental income received by each development. So, as tenant rental income goes up, operating subsidy decreases and vice versa. An additional consideration in estimating the amount of operating subsidy each development may receive is based on the level of funding appropriated by Congress each year for the overall program. Operating subsidy for each year is appropriated on a calendar year basis. HUD subsidy for 2014 will be prorated at 89.2% of eligibility. Subsidy for 2015 is unknown as no federal budget has been adopted, so for purposes of the budgets, funding is estimated

For fiscal year 2015, the budget considers the removal of 114 units in the Colonia Village (31-1) project. That reduces tenant rent, however, subsidy is not affected due to transition funding, called asset repositioning fee, taking effect in the first year. This fee provides 75% of funding in the first 12 months of units coming offline and 50% in the second 12 months. It is projected that overall rental income will decrease by $580,720 over last year's rent projection due to the reduction of units at Colonia Village. Staff continues to work extremely hard to maximize tenant rent at other projects through rent ranging and placing tenants in properly sized units.

The COCC operates on HUD determined fee revenue generated from the projects including a management fee, a bookkeeping fee, and an asset management fee. Also included in the fee revenue to the COCC is a concept termed "fee-for-service" which is guided by HUD regulation. Under this arrangement, for certain specialized services where providing dedicated staff to each project is not practical, a centralized service is available to the projects, charged only as they are used (i.e. higher level carpentry, electrical, plumbing, etc.). Since these fees are classified as expenses to the projects and income to the COCC, on audited financial statements the income and expense for these items would be zeroed out so as not to be double counted. On this budget document, however, they are shown both places to clearly present the entire budget for each project and the COCC.

On the expense side, the majority of line items have remained approximate to prior year's budget, adjusted to bring the budget closer to anticipated actual expenses and based upon actual experience over the past three years. The area of significant increase for all budgets is for workers compensation. Rates have risen significantly increasing the budget over $210,000.

The projected deficit without a change in operations would be $374,849. Staff has continued to analyze ways to be able to bring costs back in line with revenues. The recommended solution is to eliminate nine limited benefit employees yet to be identified.

The adjusted projected cumulative deficit would be $233,849. Staff will continue to closely monitor the budgets of all project areas and the COCC to try to achieve additional cost savings.

FINANCIAL IMPACT

It is anticipated that the Housing Authority will require the use of approximately $234,000 in reserves in fiscal year 2015.

Attachment #1 - Housing Authority Resolution
#2 – HUD Form 52574 Operating Budget Resolution
#3 - Budget document

HOUSING AUTHORITY OF THE CITY OF OXNARD
RESOLUTION NO.

RESOLUTION APPROVING AND ADOPTING THE LOW RENT PUBLIC HOUSING PROGRAM OPERATING BUDGET FOR FISCAL YEAR 2015

WHEREAS, the Housing Authority of the City of Oxnard (Authority) has prepared the Low Rent Public Housing Program Operating Budgets now totaling $7,630,350 for the fiscal year 2015; and

WHEREAS, the budgeted expenditures are necessary for the efficient and economical operation of the Authority for the purpose of serving low-income families; and

WHEREAS, the budget for the fiscal year 2015 indicates a source of funding adequate to cover all proposed expenditures; and

WHEREAS, the budgeted rental charges and expenditures will be consistent with the provisions of law and the Annual Contribution Contract; and

WHEREAS, the United States Department of Housing and Urban Development (HUD) requires the Authority to certify that no Authority employee is serving in a variety of positions which will exceed a 100% allocation of his/her time.

NOW THEREFORE, the Board of Commissioners of the Housing Authority of the City of Oxnard hereby resolves:

1. That the Low Rent Public Housing Program Operating Budgets (Operating Budgets) for the fiscal year 2015 totaling $7,630,350 available on file at the Housing Department and incorporated in full herein by this reference is approved and adopted.

2. That no Authority employee reflected in the Operating Budgets is serving in a variety of positions which will exceed 100% allocation of his/her time.

APPROVED AND ADOPTED this 20th day of May 2014, by the following vote:

AYES:
NOES:
ABSENT:

_____
Tim Flynn, Chairman

ATTACHMENT NO. 1
PAGE 1 OF 2

ATTEST:

_____

Daniel Martinez, Secretary Designate

APPROVED AS TO FORM:

Stephen M. Fischer, Interim General Counsel

ATTACHMENT NO. 1
PAGE 2 OF 2

PHA Board Resolution
Approving Operating Budget

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 04/30/2016)

Public reporting burden for this collection of information is estimated to average **10 minutes per response**, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Housing Authority of the City of Oxnard PHA Code: CA031

PHA Fiscal Year Beginning: July 1, 2014 Board Resolution Number: _____

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

☒ Operating Budget approved by Board resolution on: _____

☐ Operating Budget submitted to HUD, if applicable, on: _____

☐ Operating Budget revision approved by Board resolution on: _____

☐ Operating Budget revision submitted to HUD, if applicable, on: _____

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name:	Signature:	Date:
Tim Flynn, Chairperson		

OXNARD HOUSING AUTHORITY

FISCAL YEAR 2015 PROPOSED BUDGET

		311 Budget	312 Budget	313 Budget	314 Budget	315 Budget	3171 Budget	3172 Budget	3173 Budget	3174 Budget	3175 Budget	3176 Budget	318 Budget	coccadmn Budget	Total Budget
2999-99-999	Revenue & Expenses														
3000-00-000	INCOME														
3100-00-000	TENANT INCOME														
3101-00-000	Rental Income														
3111-00-000	Tenant Rent	869,112	706,000	572,000	602,600	159,940	73,416	138,456	171,000	178,000	131,800	70,100	364,000	0	4,036,424
3119-00-000	Total Rental Income	869,112	706,000	572,000	602,600	159,940	73,416	138,456	171,000	178,000	131,800	70,100	364,000	0	4,036,424
3120-00-000	Other Tenant Income														
3120-01-000	Laundry and Vending	0	0	0	0	2,319	0	0	0	0	0	0	7,738	0	10,057
3120-02-000	Maintenance Charge	7,564	7,560	2,158	4,534	1,319	334	188	918	3,942	295	128	3,939	0	32,879
3120-04-000	Late Charges	250	150	100	400	150	50	50	75	0	0	25	50	0	1,300
3120-06-000	NSF Charges	100	20	40	80	20	0	20	20	20	0	20	20	0	360
3120-08-000	Cable Charges	14,734	10,058	7,053	9,834	5,020	1,211	2,018	2,018	1,800	1,211	1,211	10,080	0	66,248
3129-00-000	Total Other Tenant Income	22,648	17,788	9,351	14,848	8,828	1,595	2,276	3,031	5,762	1,506	1,384	21,827	0	110,844
3199-00-000	NET TENANT INCOME	891,760	723,788	581,351	617,448	168,768	75,011	140,732	174,031	183,762	133,306	71,484	385,827	0	4,147,268
3400-00-000	GRANT INCOME														
3401-00-000	HUD PHA Operating Grants/Subsidy	701,310	118,233	31,118	76,278	115,387	7,841	7,657	9,516	8,636	0	9,292	173,357	0	1,258,625
3499-00-000	TOTAL GRANT INCOME	701,310	118,233	31,118	76,278	115,387	7,841	7,657	9,516	8,636	0	9,292	173,357	0	1,258,625
3600-00-000	OTHER INCOME														
3610-00-000	Investment Income - Unrestricted	1,938	1,050	1,634	1,418	440	112	222	224	196	339	24	945	3,238	11,780
3620-00-000	Management Fee Income	0	0	0	0	0	0	0	0	0	0	0	0	707,944	707,944
3621-00-000	Asset Mgmt Fee Income	0	0	0	0	0	0	0	0	0	0	0	0	93,600	93,600
3622-00-000	Bookkeeping Fee Income	0	0	0	0	0	0	0	0	0	0	0	0	59,731	59,731
3623-00-000	Fee for Service Income	0	0	0	0	0	0	0	0	0	0	0	0	769,415	769,415
3624-00-000	IT Fees	0	0	0	0	0	0	0	0	0	0	0	0	29,540	29,540
3640-00-000	Fraud Recovery-Adm Fee	4,200	0	0	0	0	0	0	0	0	0	0	0	0	4,200
3650-00-000	Non-Dwelling Rental Income	0	0	0	51,618	0	0	0	0	0	0	0	0	41,952	93,570
3660-00-000	Operating Transfers IN	0	0	0	43,000	53,000	12,000	0	0	15,000	0	14,256	76,000	0	213,256
3670-00-000	Misc Other Income	1,832	599	776	1,130	202	110	181	181	217	108	109	390	1,736	7,571
3699-00-000	TOTAL OTHER INCOME	7,970	1,649	2,410	97,166	53,642	12,222	403	405	15,413	447	14,389	77,335	1,707,156	1,990,607
3999-00-000	TOTAL INCOME	1,601,040	843,670	614,879	790,892	337,797	95,074	148,792	183,952	207,811	133,753	95,165	636,519	1,707,156	7,396,500
4000-00-000	EXPENSES														
4100-00-000	ADMINISTRATIVE														
4100-99-000	Administrative Salaries														
4110-00-000	Administrative Salaries	153,556	103,861	72,702	111,298	47,434	13,356	22,260	22,260	26,711	11,384	11,384	94,869	630,864	1,321,939
4110-01-000	Administrative Temp Help	7,763	5,317	3,722	5,317	2,659	638	1,064	1,064	1,276	638	638	5,317	0	35,413
4110-02-000	Add'l Compensation - OT	7,158	0	0	0	0	0	0	0	0	0	0	0	150	7,308
4110-04-000	Employee Benefit Contribution-Admin	78,970	53,920	37,744	55,572	25,092	6,669	11,114	11,114	13,337	6,022	6,022	50,185	309,787	665,548
4110-99-000	Total Administrative Salaries	247,447	163,098	114,168	172,187	75,185	20,663	34,438	34,438	41,324	18,044	18,044	150,371	940,801	2,030,208
4130-00-000	Legal Expense														

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		311 Budget	312 Budget	313 Budget	314 Budget	315 Budget	3171 Budget	3172 Budget	3173 Budget	3174 Budget	3175 Budget	3176 Budget	318 Budget	coccadmn Budget	Total Budget
4130-01-000	Court Costs	0	175	0	125	175	0	0	0	0	0	0	0	0	475
4130-03-000	Tenant Screening	5,500	2,116	0	2,116	1,058	254	423	423	508	0	254	2,116	0	14,768
4131-00-000	Total Legal Expense	5,500	2,291	0	2,241	1,233	254	423	423	508	0	254	2,116	0	15,243
4139-00-000	Other Admin Expenses														
4140-00-000	Staff Training	0	0	0	0	0	0	0	0	0	0	0	0	5,262	5,262
4150-00-000	Travel	300	230	162	50	57	6	10	10	11	6	6	118	5,787	6,753
4171-00-000	Auditing Fees	5,048	1,942	1,360	1,942	972	234	388	388	466	234	234	1,942	1,491	16,641
4173-01-000	Management Fee	134,946	87,638	61,592	87,345	43,574	10,575	17,626	17,626	21,053	10,575	10,575	87,932	0	591,057
4173-02-000	Asset Management Fees	31,200	12,000	8,400	12,000	6,000	1,440	2,400	2,400	2,880	1,440	1,440	12,000	0	93,600
4173-03-000	Bookkeeping Fees	13,140	8,950	6,290	8,920	4,458	1,080	1,800	1,800	2,153	1,080	1,080	8,980	0	59,731
4182-00-000	Consultants	0	0	0	0	0	0	0	0	0	0	0	0	2,008	2,008
4189-00-000	Total Other Admin Expenses	184,634	110,760	77,804	110,257	55,061	13,335	22,224	22,224	26,563	13,335	13,335	110,972	14,548	775,052
4190-00-000	Miscellaneous Admin Expenses														
4190-01-000	Membership and Fees	192	83	58	90	41	11	18	18	22	11	11	81	1,082	1,718
4190-02-000	Publications	175	53	37	41	21	5	8	8	10	5	5	41	181	590
4190-03-000	Advertising	450	173	121	173	328	21	35	35	42	21	21	657	240	2,317
4190-04-000	Office Supplies	1,503	803	556	622	236	76	125	125	152	76	76	471	2,435	7,256
4190-05-000	Fuel-Administrative	460	106	98	375	143	34	47	42	57	59	64	285	2,000	3,770
4190-06-000	City Overhead	16,972	7,986	5,743	8,643	2,886	843	1,114	987	1,314	743	800	5,430	48,030	101,491
4190-07-000	Telephone	4,950	2,414	1,690	5,325	5,357	422	703	703	844	422	422	8,448	14,224	45,924
4190-08-000	Postage	4,066	2,125	1,515	2,635	580	628	665	638	650	334	429	1,002	3,288	18,555
4190-09-000	Paper	1,053	390	550	283	141	34	57	57	68	34	34	283	1,620	4,604
4190-10-000	Copiers	1,949	965	0	1,439	545	92	189	173	253	108	131	433	2,210	8,487
4190-11-000	Printer Supplies/Services	2,281	1,267	894	776	652	95	158	157	189	117	116	1,275	2,755	10,732
4190-12-000	Misc Computer Equipment	0	0	0	0	28	2	2	2	3	7	8	56	4,815	4,923
4190-13-000	Internet	1,131	435	305	1,019	1,508	122	204	204	245	122	122	1,756	3,000	10,173
4190-14-000	Software Fees	5,900	2,656	1,859	2,829	1,409	339	565	565	679	323	323	2,142	9,651	29,240
4190-15-000	Cell Phones/Pagers	500	268	169	253	135	36	46	40	54	38	39	224	2,518	4,320
4190-18-000	Small Office Equipment	1,380	1,050	726	937	683	112	187	187	225	114	114	504	2,190	8,409
4190-20-000	Bank Fees	0	0	0	0	0	0	0	0	0	0	0	0	6,215	6,215
4190-21-000	Cable Charges	14,734	10,058	7,053	9,834	5,020	1,211	2,018	2,018	1,800	1,211	1,211	10,080	0	66,248
4190-22-000	Other Misc Admin Expenses	375	194	115	108	63	13	22	22	26	13	13	68	1,176	2,208
4190-23-000	Storage	275	98	82	248	34	31	42	43	48	29	34	39	690	1,693
4191-00-000	Total Miscellaneous Admin Expenses	58,346	31,124	21,571	35,630	19,810	4,127	6,205	6,024	6,681	3,787	3,973	33,275	108,320	338,873
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	495,927	307,273	213,543	320,315	151,289	38,379	63,290	63,109	75,076	35,166	35,606	296,734	1,063,669	3,159,376
4200-00-000	TENANT SERVICES														
4220-00-000	Resident Council	2,460	1,230	861	1,230	615	148	246	246	295	148	148	1,230	0	8,856
4220-01-000	Other Tenant Svcs.-OHA	1,640	820	574	820	410	98	164	164	197	98	98	820	0	5,904
4230-00-000	Tenant Services Contract Costs	4,441	1,708	1,196	3,600	2,400	600	600	600	600	600	600	2,400	0	19,345
4299-00-000	TOTAL TENANT SERVICES EXPENSES	8,541	3,758	2,631	5,650	3,425	846	1,010	1,010	1,092	846	846	4,450	0	34,105
4300-00-000	UTILITIES														
4310-00-000	Water	181,238	56,883	45,819	58,322	9,636	6,122	13,126	9,755	14,118	6,642	5,733	23,998	2,155	433,547
4320-00-000	Electricity	19,433	7,581	4,653	17,271	29,339	2,614	3,987	4,394	5,497	2,573	2,425	48,834	17,484	166,085
4320-01-000	Electricity-Vacant Units	418	74	63	85	0	7	7	13	19	8	23	0	0	717

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		311 Budget	312 Budget	313 Budget	314 Budget	315 Budget	3171 Budget	3172 Budget	3173 Budget	3174 Budget	3175 Budget	3176 Budget	318 Budget	coccadmn Budget	Total Budget
4330-00-000	Gas	764	148	103	1,721	13,590	94	157	157	188	94	94	22,423	636	40,169
4330-01-000	Gas-Vacant Units	583	66	68	99	0	10	17	12	49	0	45	0	0	949
4340-00-000	Garbage/Trash Removal	100,583	35,554	44,113	48,240	5,588	6,659	4,304	12,980	16,669	6,539	6,539	11,841	2,394	302,003
4340-01-000	Dump Expense	1,167	993	658	510	60	19	26	47	53	16	20	180	55	3,804
4390-00-000	Sewer	115,804	36,162	27,106	32,805	7,454	3,440	6,364	6,616	7,567	3,604	3,351	16,469	649	267,391
4399-00-000	TOTAL UTILITY EXPENSES	419,990	137,461	122,583	159,053	65,667	18,965	27,988	33,974	44,160	19,476	18,230	123,745	23,373	1,214,665
4400-00-000	MAINTENANCE AND OPERATIONS														
4400-99-000	General Maint Expense														
4410-00-000	Maintenance Salaries	47,804	58,370	30,014	28,938	12,194	6,577	10,962	10,962	13,154	6,577	6,577	24,388	301,236	557,753
4410-01-000	Maintenance Labor-Grounds	45,819	24,635	17,609	28,070	3,183	7,524	7,524	4,051	4,341	3,183	3,183	14,469	6,656	170,247
4410-02-000	Maint-On Call Service	0	0	0	0	0	0	0	0	0	0	0	0	6,315	6,315
4410-03-000	Maintenance - Temporary Labor	0	2,273	0	0	0	0	0	0	0	0	0	0	0	2,273
4410-04-000	Maintenance OT	2,806	441	0	0	0	0	0	0	0	0	0	801	45,706	49,754
4410-06-000	Employee Benefits Contribution-Maint.	39,145	35,905	20,667	23,273	5,590	5,967	7,898	6,483	7,567	4,196	4,196	14,485	127,517	302,889
4411-00-000	Maintenance Uniforms	1,209	781	417	677	205	107	176	94	110	61	79	464	5,215	9,595
4413-00-000	Vehicle Gas, Oil, Grease	4,212	2,420	1,522	2,804	682	567	766	649	717	382	430	1,642	11,830	28,623
4419-00-000	Total General Maint Expense	140,995	124,825	70,229	83,762	21,854	20,742	27,326	22,239	25,889	14,399	14,465	56,249	504,475	1,127,449
4420-00-000	Materials														
4420-01-000	Supplies-Paint	8,035	5,396	2,077	3,542	1,405	335	684	1,380	3,120	525	679	1,048	1,710	29,936
4420-02-000	Supplies-Grounds	4,605	1,529	884	1,402	240	96	130	2,988	223	83	71	967	512	13,730
4420-03-000	Supplies-Appliance	6,212	3,805	3,762	3,545	1,420	43	129	95	2,153	100	273	2,376	150	24,063
4420-04-000	Supplies-Plumbing	21,687	9,035	6,965	14,047	3,035	497	1,429	898	1,760	677	591	7,447	1,402	69,470
4420-05-000	Supplies-Electrical	7,603	5,886	3,753	6,014	769	229	747	508	626	381	292	2,334	837	29,979
4420-06-000	Supplies-Building Repairs	14,595	23,447	3,098	6,933	674	302	1,613	659	1,016	646	680	1,018	546	55,227
4420-07-000	Supplies-Windows	1,172	1,354	453	378	10	286	23	14	540	9	15	20	0	4,274
4420-08-000	Supplies-Locks	1,938	778	1,382	896	2,971	61	98	116	97	48	48	679	166	9,278
4420-09-000	Supplies-Janitorial/Cleaning	3,203	905	538	2,516	1,485	211	249	271	979	101	209	1,592	12,630	24,889
4420-10-000	Supplies-Safety	1,861	661	607	1,428	742	70	121	135	341	68	76	1,141	3,328	10,579
4420-11-000	Tools and Equipment	2,729	845	511	1,214	442	29	134	49	164	62	80	683	7,889	14,831
4420-12-000	Grounds Tools and Equipment	2,910	919	867	659	76	58	129	107	115	57	57	345	259	6,558
4429-00-000	Total Materials	76,550	54,560	24,897	42,574	13,269	2,217	5,486	7,220	11,134	2,757	3,071	19,650	29,429	292,814
4430-00-000	Contract Costs														
4430-01-000	Contract-Fire Alarm/Extinguisher	2,123	757	593	1,590	2,477	192	157	568	430	237	462	2,913	215	12,714
4430-02-000	Contract-Appliance Repair	5,058	3,387	1,419	2,469	1,457	441	358	392	1,371	135	147	2,134	0	18,768
4430-03-000	Contract-Building Repairs-Misc FFS	12,443	4,841	2,272	4,345	5,944	638	1,652	1,296	3,007	965	1,043	7,993	2,670	49,109
4430-04-000	Contract-Unit Turnaround	111,970	45,036	28,397	57,103	28,564	4,119	7,756	10,937	13,066	5,510	10,730	26,563	0	349,751
4430-05-000	Contract-Painting	21,902	15,538	7,135	5,563	2,299	463	1,643	1,819	720	860	1,440	1,317	569	61,268
4430-06-000	Contract-Electrical	7,243	2,764	2,011	2,891	2,335	323	336	620	1,212	272	467	2,994	1,680	25,148
4430-07-000	Contract-Pest Control	733	423	154	5,539	6,920	187	83	513	373	110	467	14,573	2,600	32,675
4430-08-000	Contract-Floor Covering	670	7,695	1,286	7,579	3,668	1,067	2,173	89	6,093	1,720	2,015	3,035	0	37,090
4430-09-000	Contract-Grounds	911	232	0	3,588	171	0	431	113	0	0	6,067	397	0	11,910
4430-10-000	Contract-Janitorial/Cleaning	10,951	2,294	1,397	6,251	19,597	280	467	467	561	281	281	28,943	12,803	84,573
4430-11-000	Contract-Plumbing	83,487	29,073	9,247	24,710	16,656	4,237	10,364	6,706	13,866	5,323	3,609	22,313	1,278	230,869
4430-12-000	Contract-Window Covering	126	0	103	0	2,691	0	0	0	0	0	0	2,408	0	5,328
4430-13-000	Contract-HVAC	1,525	386	270	483	5,661	0	0	0	0	0	0	5,096	2,563	15,984

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4430-14-000	Contract-Vehicle Maintenance	3,967	1,787	1,096	1,206	1,132	391	660	454	568	443	403	2,264	9,891	24,262
4430-15-000	Contract-Equipment Rental	175	50	0	146	50	0	0	0	0	0	0	123	20	564
4430-16-000	Contract-Equipment Repair	1,285	530	330	369	868	89	114	85	98	59	59	838	42	4,766
4430-17-000	Contract-Elevator Maintenance	0	0	0	0	4,157	0	0	0	0	0	0	7,143	2,467	13,767
4430-18-000	Contract-Alarm Monitoring	4,223	1,173	821	2,385	3,243	172	286	286	344	172	172	2,200	5,619	21,096
4430-19-000	Contract-Tree Trimming	1,800	225	0	4,713	0	0	0	0	0	0	0	0	150	6,888
4430-22-000	Contract-IT Contracts	7,591	3,917	2,853	3,774	3,697	325	483	483	572	309	341	5,195	0	29,540
4430-23-000	Contract-Lock Outs	415	80	0	0	135	90	33	0	33	0	0	1,620	0	2,406
4430-24-000	Contract-Inspections	5,384	1,692	1,181	1,775	1,312	557	610	669	715	440	379	1,716	0	16,430
4430-99-000	Contract Costs-Other	3,300	974	710	875	437	105	201	174	210	121	105	875	0	8,087
4439-00-000	Total Contract Costs	287,282	122,854	61,275	137,354	113,471	13,676	27,807	25,671	43,239	16,957	28,187	142,653	42,567	1,062,993
4499-00-000	TOTAL MAINTENANCE EXPENSE	504,827	302,239	156,401	263,690	148,594	36,635	60,619	55,130	80,262	34,113	45,723	218,552	576,471	2,483,256
4500-00-000	GENERAL EXPENSES														
4510-00-000	WC Insurance	46,610	39,478	22,903	28,959	8,366	6,755	8,993	7,425	8,675	4,750	4,750	20,390	227,646	435,700
4510-10-000	Auto Insurance	5,516	2,152	1,662	2,320	1,067	406	522	387	461	338	346	2,402	11,122	28,701
4510-11-000	Property Insurance	44,198	12,646	22,876	23,296	2,969	3,055	5,092	5,092	6,110	3,055	3,055	5,582	2,882	139,908
4510-12-000	General Liability Insurance	10,180	3,547	2,482	4,184	1,381	446	743	743	891	446	446	2,762	756	29,007
4510-13-000	Fidelity	629	242	170	242	121	29	48	48	58	29	29	242	105	1,992
4510-14-000	City-Umbrella Policy	22,216	8,340	5,838	8,786	3,486	1,011	1,686	1,686	2,023	1,012	1,012	6,972	1,585	65,653
4510-15-000	Broker Fees	5,612	1,724	2,519	2,784	513	365	594	581	697	359	359	1,018	1,374	18,499
4520-00-000	Payments in Lieu of Taxes	23,074	9,189	7,649	11,423	2,122	708	1,747	1,427	1,734	789	874	25,572	0	86,308
4570-00-000	Bad Debt-Tenant Rents	4,000	2,000	2,000	5,500	2,200	858	0	1,200	3,796	0	0	4,000	0	25,554
4599-00-000	TOTAL GENERAL EXPENSES	162,035	79,318	68,099	87,494	22,225	13,633	19,425	18,589	24,445	10,778	10,871	68,940	245,470	831,322
4610-00-000	Asset Purchases	0	0	0	0	0	0	0	0	0	0	0	10,000	15,500	25,500
4699-00-000	NON OPERATING EXPENSE	0	0	0	0	0	0	0	0	0	0	0	10,000	15,500	25,500
4700-00-000	HOUSING ASSISTANCE PAYMENTS														
4715-04-000	PH Tenant URP	252	0	0	0	0	0	0	0	0	0	0	0	0	252
4715-06-000	PH FSS Escrow Payments	9,468	5,090	0	0	0	0	60	7,416	0	0	840	0	0	22,874
4799-00-000	TOTAL HOUSING ASSISTANCE PAYMENTS	9,720	5,090	0	0	0	0	60	7,416	0	0	840	0	0	23,126
8000-00-000	TOTAL EXPENSES	1,601,040	835,139	563,257	836,202	391,200	108,458	172,392	179,228	225,035	100,379	112,116	722,421	1,924,483	7,771,350
9000-00-000	NET INCOME (LOSS)	0	8,531	51,622	(45,310)	(53,403)	(13,384)	(23,600)	4,724	(17,224)	33,374	(16,951)	(85,902)	(217,327)	(374,849)
	Less net savings to eliminate positions														(141,000)
	Adjusted NET INCOME (LOSS)														**(233,849)**

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CITY OF OXNARD CALIFORNIA

Meeting Date: 05/20/2014

ACTION	TYPE OF ITEM
☐ Approved Recommendation	X Info/Consent
☐ Ord. No(s). ____	☐ Report
☐ Res. No(s). ____	☐ Public Hearing (Info/consent)
☐ Other ____	☐ Other ____

Prepared By: Karl Lawson (KL) Agenda Item No. S-7

Reviewed By: City Manager City Attorney Finance Successor Agency

DATE: April 23, 2014

TO: City Council

FROM: William E. Wilkins, Director
Housing

SUBJECT: **Affordable Housing and Rehabilitation Division Loan Program Policies**

RECOMMENDATION

That City Council approve revisions to the Affordable Housing and Rehabilitation Division loan program policies.

DISCUSSION

Beginning in 1978, the City first instituted programs to provide low-income homeowners with loans to rehabilitate their homes. In 1994, first-time homebuyer assistance programs were established to assist qualified buyers to purchase their first home. Over the years, various other loan programs have been implemented, including programs for purchase and rehabilitation of mobile homes. The City receives funding from the federal HOME program and from the Community Development Block Grant (CDBG) program, among others, for the specific purpose of providing loans to first-time homebuyers and for rehabilitation of homes. In order to qualify for funding under these programs, applicants must be Oxnard residents who fall within the federal standards as low-income households. More than 700 families have received assistance as first-time homebuyers under this program, with many more families having received loans for property rehabilitation. The current program policies were adopted by Council on April 8, 2011, and most recently were updated on September 10, 2013.

The U. S. Department of Housing and Urban Development (HUD) recently adopted revisions to the "HOME Rule" regulations governing that program. The implementation of HUD's new HOME regulations is being phased over a two-year period. The staff of the Affordable Housing and Rehabilitation Division (hereinafter "the Division") has reviewed the new regulations, and has prepared an updated revision to the guidelines for the Loan Program Policies. Those revisions are set forth in the document identified as Attachment No. 1 hereto.

CDBG funds have also been allocated for the City's First-time Homebuyer and property rehabilitation loan programs. While HUD is the source of funding for both CDBG and HOME, each program is subject to its own regulations, and the regulations covering the two programs differ in certain aspects.

For the purpose of clarity and precision, staff proposes to include in the Loan Program Policies separate sections for HOME-funded loan programs and CDBG-funded loan programs.

The proposed revisions are designed to ensure that all parties (applicant families, homebuyers, homeowners, lending institutions, escrow companies, contractors, etc.) have access to clear policies applicable to the source of funding for a given loan (i.e., HOME or CDBG). In addition, staff proposes the following three substantive modifications to the policies, in order to achieve the following objectives: maximize availability of affordable housing resources for the greatest number of Oxnard residents possible; formalize and strengthen the manner in which loans are secured; and recover costs associated with application receipt, processing, and loan servicing for homebuyer and rehabilitation loans. Finally, staff recommends instituting a new requirement for loan recipients who are applying for loans to purchase or rehabilitation a mobile home. These proposed revisions are:

1. Instituting a $25 application fee for all loan applicants;
2. Increasing the fee for processing subordinations and payoffs from $50 to $100; and
3. Requiring owners of mobile homes to designate an heir who will acquire ownership of the mobile home in the event of the owner's passing

The following paragraphs provide the explanation and rationale for the proposed revisions.

1. Loan Application Fee: The Affordable Housing and Rehabilitation Division invests considerable staff time and resources in the processing of loan applications. Many applicants do not qualify or do not complete the process. At times, it is not until after significant investment of time and resources that it is determined that an applicant does not qualify. In other cases, applications are withdrawn prior to completion of the process. Heretofore, loan application fees have never been charged by the Division

Prior to the adoption of the new HOME rule, HUD regulations did not permit local jurisdictions to charge loan application fees. Under the new rule, public jurisdictions are permitted to charge a nominal application fee, provided that such a fee does not create an undue impediment to a low-income family's participation in the program. Staff recommends institution of an application fee of $25.00 as being in accordance with the HOME regulations, and notes that this amount is significantly less than the average loan application fees charged by commercial lenders.

2. Subordination Processing Fee: Another major responsibility of the Division is the processing of subordination requests. It is the Division's responsibility to service the existing loan portfolio of more than two thousand loans issued over the past 30-plus years to ensure compliance with loan terms and with federal and state regulations related to re-sale and re-finance restrictions. Each time that a homeowner of a property with a restricted purchase or rehabilitation loan wishes to transfer title, sell, payoff or re-finance a loan, the subordination or the payoff request must be processed by Division staff. While the existing $50 fee for subordination activity helps to defray a portion of the costs, it does not come near covering the actual cost, and is far below the market for such fees. Staff proposes implementing a $100 fee for subordinations, and clarifying that it applies also to payoffs.

Given the elimination of redevelopment funding from the former Community Development Commission, which funded these crucial compliance and loan servicing activities for decades, it has become necessary for the Affordable Housing and Rehabilitation Division to scrutinize all operations

and identify ways in which revenues can be generated without compromising the mission of the Division to provide housing assistance to low-income and moderate-income families. Staff believes that the two changes proposed hereinabove will assist in moving towards that objective, and will not constitute an undue burden on applicant families or previous loan recipients seeking to sell or re-finance their property.

3. Designation of Heirs for Owners of Mobile Homes: The third proposed change arises from the Division's recent experiences related to loans made to mobile home owners. When the City provides the only loan for the purchase or rehabilitation of a mobile home, the City holds title as the legal owner of the mobile home, with the homeowner or borrower is the registered owner. This is similar to what occurs when a person obtains a loan to purchase a car, and the dealer retains legal title until the loan is paid off. In the case of a loan secured by a mobile home, the homeowner or borrower does not become the legal owner on title until the loan is paid off and the City has released its interest.

Mobile home owners in Oxnard occupy spaces in the various privately-owned mobile home parks throughout the City. On those occasions when the owner/borrower on a mobile home passes away without an heir, the City, as legal owner, is legally responsible for the payment of the space rent until such time as title passes to another person. In recent years, we have experienced several cases in which the City became responsible for payment of space rent due to the death of a borrower who passed away intestate. It has been our experience that it can take many months for the estate of a decedent to be settled and for the state to issue title to another person.

In order to minimize the likelihood of the City having to pay space rent in these cases, staff proposes to institute a requirement that all recipients of loans made on mobile homes provide a copy of a will designating the person to whom title shall pass in the event of the borrower's death. Borrowers will also be required to complete a California Housing and Community Development Department Form 488.4 ("Transfer on Death Beneficiary"), filed with the HCD to facilitate the post-death transfer of title.

FINANCIAL IMPACT

The institution of the loan application fee, and the increase in the existing subordination and payoff fee, could potentially increase program revenue in an unknown amount, perhaps between $2000 and $3000 annually. It is not possible to project the potential savings that could result from the institution of the requirement the borrowers on mobile homes designate an heir, since the amount of any potential savings is dependent on a number of factors that cannot be easily predicted; however, this change will reduce the City's exposure in those cases involving the death of a borrower whose loan is secured by a mobile home.

KL/kl

Attachment #1 - Proposed Affordable Housing Loan Program Policies

Note: Attachment #1 has been provided to the City Council under separate cover. Copies for review are Available at the Help Desk in the Library after 6 p.m. on Thursday prior to the council meeting and in City Clerk's Office after 8 a.m. on Monday prior to the Council meeting.

CITY OF OXNARD CALIFORNIA

Meeting Date: 5 /20 /14

ACTION	TYPE OF ITEM
☐ Approved Recommendation	■ Info/Consent
☐ Ord. No(s). _____	☐ Report
☐ Res. No(s). _____	☐ Public Hearing (Info/consent)
☐ Other _____	☐ Other _____

Prepared By: Michelle Téllez, Director of Human Resources Agenda Item No. S-8

Reviewed By: City Manager KRB City Attorney SMR Finance JC Other *(Specify)*

DATE: May 20, 2014

TO: City Council

FROM: Michelle Téllez, Director of Human Resources MHT
Human Resources Department

SUBJECT: **Inclusion of new classification - Public Safety Communications Manager - into City's Classification Plan**

RECOMMENDATION

That City Council ratify and approve the inclusion of the Public Safety Communications Manager into the City's classification plan.

DISCUSSION

The City's Public Safety Emergency Communications Center is staffed by 29 public safety dispatchers (PSDs), 5 PSD IIIs and 2 part-time dispatchers. The Center is a combined operation, handling both police and fire related emergency calls. Increased interaction between Police and Fire has included the Fire Department's migration to a modernized emergency medical dispatch (EMD) system, which the Communication Center is required to adopt and implement. These along with other duties, including the responsibility for overseeing the acquisition and maintenance of all of the Center's radio equipment, including the mobile and portable radio inventory, have fallen to the current Manager.

As Public Safety Communications have become more sophisticated, area-wide, agencies have acknowledged the expanded responsibilities of the Manager's position and have adjusted and compensated the position accordingly. The new classification of Public Safety Communications Manager represents the City's recognition of the changes to the Manager's position in the Public Safety Emergency Communication Center and reflects the increased responsibilities and duties attenuated to the position.

FINANCIAL IMPACT

Increase of salary range from $62, 591 - $102, 217 to $78,000 - $126,862.

Attachments

MHT

CITY OF OXNARD
Public Safety Communications Manager

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Specifications may not include all duties performed by individuals within a classification. Specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

This is a civilian, mid-management position, reporting directly to the Assistant Police Chief - Administration. The incumbent has full management and supervisory responsibility for the actions and decisions of the 24-hour operation staffed by public safety dispatchers and their supervisors.

DISTINGUISHING CHARACTERISTICS:

The **Public Safety Communications Manager** is the management level class responsible for the 24-hour operations of the City's emergency communications center including Police and Fire dispatch activities. This class is distinguished from the next lower classification of Public Safety Dispatcher III by a higher level of responsibility for team leadership, mentoring of team members, coaching, development of policies and procedures and establishing and modeling performance standards and program values that are consistent with program and City of Oxnard goals and missions.

SUPERVISION RECEIVED/EXERCISED:

General direction is provided by the Assistant Police Chief responsible for Administration. Responsibilities include the direct and indirect supervision of emergency communication staff.

ESSENTIAL FUNCTIONS: (include but are not limited to the following)

- Plans, organizes, and manages the 24-hour daily operation of the Public Safety Emergency Communications Center
- Participates in the development of the Public Safety Emergency Communication Center's budget for an assigned activity; participates in the forecast of necessary funds for staffing, materials and supplies; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary
- Identifies and coordinates equipment, maintenance, repair and replacements for computer system and connected components; maintains an inventory of computer equipment; orders supplies

ATTACHMENT 1
PAGE 1 OF 4

- Oversees and participates in the development, implementation and maintenance of the Public Safety Emergency Communication Center's goals, objectives, policies and procedures; ensures that goals are achieved

- Participates in the selection, orientation, training and evaluation programs for personnel in the communications program; provides or coordinates staff training; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of team members to insure compliance with the organization's policies and procedures, local and federal laws and case law

- Attends meetings and maintains liaison with other city departments, police agencies and vendors

- Plans, coordinates and reviews the work plan for assigned projects and responsibilities; provides administrative and technical direction to dispatch staff

- Coordinates with other Emergency Center programs and units in developing and implementing policies and procedures for related communication functions and operations

- Reviews operational policies for conformance; develops and ensures goals and objectives are met

- Prepares operations analysis reports; conducts research on communications systems including CAD/RMS and radio frequency needs; conducts research projects and feasibility studies as assigned

- Assures that staffing levels are maintained by on-going recruitment, interviewing and testing of applicants

- Maintains a high level of team performance and competency by coordinating on-going team member development, training and performance evaluations

- Schedules and coordinates regular team meetings

- Supports the Public Safety Emergency Communications Center's efforts in maintaining and improving training programs and schedules, including the training manual

- Participates in a variety of team and committee activities within Police, Fire and other City programs

- Attends and conducts public meetings

WORKING CONDITIONS:

Position requires prolonged sitting, extended reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. Also, the position requires grasping, repetitive hand movement and fine coordination in the taking of case reports and data and using a computer keyboard. Additionally, the position requires near vision in using computers and reading written informational materials. Acute hearing and clear speech is required for monitoring communications over the phone and radio equipment.

QUALIFICATIONS: (The following are minimal qualifications necessary for entry into the classification)

Education and/or Experience:

The education, experience, knowledge, skills and abilities for a **Public Safety Communications Manager** are: a Bachelor's degree in Business Administration, Public Administration, Criminal Justice or related field. Five (5) years experience within the Communications/ Dispatch Division of a law enforcement agency, including four (4) years of experience comparable to that of a Public Safety Dispatcher III in the City of Oxnard. POST certification as a Police Dispatcher highly desirable.

License/Certificate:

Possession of, or ability to obtain, a valid class "C" California driver's license.

KNOWLEDGE/SKILLS/ABILITIES: (The following are a representative sample of the KAS's necessary to perform essential duties of the position)

Knowledge of:

Principles of leadership, coaching, mentoring, training and performance evaluation; emergency communications broadcasting procedure, rules and regulations; organization, procedures and operating details of the emergency communications function; basic laws and procedures relating to police and fire field operations; principles of budgeting and expenditure monitoring; project management; technical and methods for conducting research and preparing reports; CAD/RMS systems and related hardware; operational and technical issues which affect the public safety communications environment.

Ability to:

Plan, organize and coordinate the work and activity of a public safety communications center; work under pressure, exercise good judgment and make sound decisions in daily and emergency situations; select, train, and evaluate team members; perform problem-solving to provide solutions to problems that impact the efficiency and effectiveness of the communications center; communicate clearly and concisely, verbally and in writing; establish and maintain effective relationships with other City programs, other agencies;

and the community; establish and maintain effective relationships with communications team members, especially the members of the supervisory team; establish and model performance standards and values that are aligned with and promote Program and City of Oxnard goals and missions; establish and model performance standards and values that are consistent with and promote community-oriented policing and problem-solving and a high standard of customer service; speak publicly with effectiveness and poise; value change and cultural diversity in an operational environment.

Skill to:

Operate office equipment and computers, including a variety of word processing and software applications.

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Agency	Equivalent Title	Combined Agency?	# Staff	Monthly Salary Range	Annual Salary Range
Irvine	Communications Bureau Supervisor	No	15 + 4 supervisors + 2 PT	$5,605 - $8,817	$67,267 -$105,809
Simi Valley	Communications Manager	No	13	$6,096 - $7,829	$73,152 -$94,704
Glendale	Police Communications Administrator	No	26	$5,819 - $8,464	$69,828 - $101,568
Santa Barbara County	Communications Dispatch Manager (Team Project Leader)	Yes	24 + 6 supervisors + 1 GIS technician	$4,299 - $8,062	$51,588 - $96,744
Beverly Hills	Communications and Property Manager	Yes	16	$7,308 - $9,079	$87, 696 - $108,948
Huntington Beach	Police Communications Manager	No	21	$6,973 - $8,637	$83,676 - $103,644
Santa Cruz Consolidated	Assistant General Manager	Yes	38	$8,427 (Control Point)	$101, 129 (Control Point)
City of Ontario	Communications Manager	Yes	30 + 2 assistant managers	$6,949 - $8,447	$83,338 - $101,364
Garden Grove	Communications Manager	No	12 + 4 supervisors	$6,484 - $8,688	$77,808.00 - $104,25
City of Corona	Communications and Records Administrator	Yes	18 + 4 Supervisors + 3 PT	$6,599 - $8,056	$79,188 - $96,672
Ventura County Sheriff	Sheriff's Senior Manager: 9-1-1 Communication Center	No	33	$7,526 - $10,536	$90,316 - $126,443
Santa Monica Police	Communications Center Administrator	No	33	$8,675 - $10,710	$104,100 - $128,520
Oxnard Police	Communications Manager	Yes	19 + 5 supervisors + 2 PT Disp + 1 PTE	$5,215 - $8,345	$62,591 - $100,145
San Bernardino Police Department	Police Communications Manager	No	28 + 6 supervisors (currently downsized to 20 + 4 supervisors)	$5,113 - $6,215	$61,356 - $74,580

ATTACHMENT # 2
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CITY OF
OXNARD
CALIFORNIA

Meeting Date: 05/20/14

ACTION	TYPE OF ITEM
☐ Approved Recommendation	■ Info/Consent
☐ Ord. No(s). _____	☐ Report
☐ Res. No(s). _____	☐ Public Hearing (Info/consent)
☐ Other _____	☐ Other _____

Prepared By: Lou Balderrama, City Engineer Agenda Item No. S-9

Reviewed By: City Manager City Attorney SMF Finance Public Works

DATE: May 5, 2014

TO: City Council

FROM: Rob Roshanian, Interim Public Works Director
Public Works

SUBJECT: **Agreement with Carollo Engineers, Inc. for Public Works Integrated Master Planning Including Condition Assessment, Operations, Maintenance & Performance Optimization (Agreement No. A-7668)**

RECOMMENDATION

That City Council approve and authorize the Mayor to execute an agreement with Carollo Engineers, Inc. in the amount not-to-exceed $2,847,501 for Public Works Integrated Master Planning including Condition Assessment, Operations, Maintenance & Performance Optimization for a two-year term May 21, 2014 through June 30, 2016 (Agreement No. A-7668).

DISCUSSION

The Public Works master plans need to be updated to be in conformance with the adopted 2030 General Plan. These updates will adddress the many challenges in managing public works infrastructure now and in the future, including:

- Immediate drought conditions and long-term needs for clean water.
- Safe and efficient wastewater treatment and reuse.
- Control of stormwater and flooding.
- On-going street repair and coordination with utility repair projects.
- Improving materials and resource recovery.
- Addressing energy efficiency, global climate change and sustainability.
- Improving Public Works information systems and decision-making.
- Improving efficiencies in operations, maintenance, procurement, and support functions.
- Improving the performance of the Public Works Department through self-assessment and benchmarking.

Public Works expects that the update and integration of the plans will help to streamline work flow, improve cost-effectiveness, and improve performance of Pubic Works functions.

Staff is presenting the complete scope of work that is anticipated under this solicitation for services with the corresponding costs. The scope of services is presented in 2 phases. The scope of services indentified in Phase 1 are the most urgent, mainly the assessments and risk analysis of the various systems. The remaining scope identified in Phase 2 is important but affords the City more time to complete. Also, after the assessments are made, this scope for Phase 2 can be better refined. Staff recommends Council approve the Phase 1 scope of services in the amount of $2,847,501. Staff will return to Council with an amendment for the remaining scope of services at an appropriate time in the future.

On June 26, 2012, City Council approved updating the Public Works Master Plans for conformance with the 2030 General Plan to include the update of master plans for Water, Wastewater, Recycled Water, Urban Water Management Plan, Storm Drain, and Pavement Management System. Public Works staff has collected field data for updates of the various plans in the past year, but does not have the available in-house resources to update the Master Plans in a timely manner.

In addition, staff is now pursuing a more intensive condition assessment because of recent infrastructure failures. The previously identified Capital Improvement Program (CIP) exceeds $250 million for replacement of facilities that are beyond their useful lives. Staff needs a detailed facility condition assessment to assess the risk of failures and to prioritize and schedule projects accordingly. This will allow for the most cost effective and prudent plan for infrastructure rehabilitation and replacement and have the least impact on utility rates.

Staff determined that a solicitation for consultant services was required in order to update the plans and integrate them to achieve efficiencies in the implementation of the corresponding CIP projects. As a result, the City issued a Request for Proposal to 20 firms, advertised in the local paper and on the City's website. Eleven firms attended the mandatory pre-proposal meeting. The City received one proposal from Carollo Engineers, Inc. Staff has determined that Carollo is fully qualified to perform this work.

FINANCIAL IMPACT

The value of the Agreement is $2,847,501over a two-year term. Adequate funds are available in the current year budget to cover costs through June 30, 2014. Additional funds will be included in the recommended budget for FY 2014-15 for future costs. The recommended agreement is to be funded as follows:

Amount	From Fund Source	To Master Plan Update Project
$ 617,428	605 Water Facility Fund	Water Master Plan Update
$ 262,126	606 Water Resource Fund	Recycled Water Master Plan Update
$ 477,264	613 Wastewater Collection Connection Fund	Wastewater Master Plan Update (Collection)
$1,113,616	621 Wastewater Treatment Fund	Wastewater Master Plan Update (Treatment)
$ 277,780	353 Storm Drain Facilities Fee Fund	Storm Drain Master Plan Update
$ 99,287	181 State Gas Tax Fund	Pavement Management System Plan Update

JD:LB:js

Attachment #1 - Agreement No. A-7668

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement for Consulting Services ("Agreement") is made and entered into in the County of Ventura, State of California, this 21st day of May, 2014, by and between the City of Oxnard, a municipal corporation ("City"), and Carollo Engineers, Inc. ("Consultant").

WHEREAS, City desires to hire Consultant to perform certain professional services specified herein as either architectural, landscape architectural, engineering, or land surveying services; and

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

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

1. Scope of Services

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

2. Method of Performing Services

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

3. Standard of Performance

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

4. Nonexclusive Services

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

5. Coordination of Services

All services are to be coordinated with Capital Projects Manager ("Manager"), subject to the direction of the City Manager or Department Manager.

6. Place of Work

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

7. Correction of Errors

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

8. Time for Performance

All services performed under this Agreement shall be completed pursuant to the schedule provided in Exhibit B attached hereto and incorporated by this reference in full herein. City agrees to amend the performance termination date whenever Consultant is delayed by action or inaction of City and Consultant promptly notifies Manager of such delays.

9. Principal in Charge

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

10. Permits, Licenses, Certificates

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

11. City's Responsibility

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

12. Term of Agreement

This Agreement shall begin on May 21, 2014, and expire on June 30, 2016.

13. Termination

a. This Agreement may be terminated by City if Manager notifies Consultant, in writing, of Manager's desire to terminate the Agreement. Such termination shall be effective ten calendar days from the date of delivery or mailing of such notice. City agrees to pay Consultant in full for all amounts due Consultant as of the effective date of termination, including any expenditures incurred on City's behalf, whether for the employment of third parties or otherwise.

b. This Agreement may be terminated by Consultant if Consultant notifies Manager, in writing, of Consultant's desire to terminate the Agreement. Such termination shall

be effective ten calendar days from the date of delivery or mailing of such notice and only if all assignments accepted by Consultant have been completed prior to the date of termination.

14. Compensation

a. City agrees to pay Consultant in an amount not to exceed $2,847,501 for Phase 1 services provided under this Agreement at hourly rates provided in Exhibit C attached hereto and incorporated by this reference in full herein.

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

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

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

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

15. Method of Payment

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

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

16. Responsibility for Expenses

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

17. Non-Appropriation of Funds

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

18. Records

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

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

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

19. Maintenance and Inspection of Records

Consultant agrees that City or its auditors shall have access to and the right to audit and reproduce any of Consultant's relevant records to ensure that City is receiving all services to which City is entitled under this Agreement or for other purposes relating to the Agreement. Consultant shall maintain and preserve all such records for a period of at least three years after the expiration of this Agreement, or until an audit has been completed and accepted by City. Consultant agrees to maintain all such records in City or to promptly reimburse City for all reasonable costs incurred in conducting the audit at a location other than in City, including but not limited to expenses for personnel, salaries, private auditor, travel, lodging, meals and overhead.

20. Confidentiality of Information

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

21. Indemnity

(a) To the fullest extent permitted by law, Consultant shall (1) immediately defend; (2) indemnify; and (3) hold harmless City, its City Council, each member thereof, and its directors, officers, and employees (the "Indemnified Party") from and against all liabilities regardless of nature, type or cause that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant, or its employees, agents or subcontractors. Liabilities subject to the duties to defend and indemnify include, without limitation, all claims, losses, damages, penalties, fines, and judgments; associated investigation and administrative expenses; defense costs, including but not limited to reasonable attorneys' fees; court costs; and costs of alternative dispute resolution. Consultant's obligation to indemnify applies unless it is adjudicated that the liability or liabilities, in whole or in part, do not arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant or its employees, agents or subcontractors.

(b) The duty to defend is a separate and distinct obligation from Consultant's duty to indemnify. Consultant shall be obligated to defend, in all legal, equitable, administrative, or special proceedings, with counsel approved by the Indemnified Party immediately upon tender to Consultant of the claim in any form or at any stage of an action or proceeding, whether or not liability is established. An allegation or determination that persons other than Consultant are responsible for the liability shall not relieve Consultant from its separate and distinct obligation to defend the Indemnified Party. The obligation to defend extends through final judgment, including exhaustion of any appeals. The defense obligation includes the obligation to provide independent defense counsel if Consultant asserts that the liability is caused in whole or in part by the negligence or willful misconduct of the Indemnified Party. If it is finally adjudicated that liability was caused by the comparative negligence or willful misconduct of the Indemnified Party, Consultant may submit a claim to City for reimbursement of reasonable attorneys' fees and defense costs.

(c) The review, acceptance or approval of Consultant's work or work product by the Indemnified Party shall not affect, relieve or reduce Consultant's indemnification or defense obligations. This Section shall survive completion of the services or termination of this Agreement. The provisions of this Section shall not be restricted by and do not affect the provisions of this Agreement relating to insurance."

22. Insurance

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

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

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

23. Independent Contractor

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

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

c. Consultant acknowledges that Consultant and Consultant's employees are not entitled to receive from City any of the benefits or rights afforded employees of City, including but not limited to reserve leave, sick leave, vacation leave, holiday leave, compensatory leave, Public Employees Retirement System benefits, or health, life, dental, long-term disability and workers' compensation insurance benefits.

24. Consultant Not Agent

Except as Manager may specify in writing, Consultant, and its agents, employees, subcontractors and subconsultants shall have no authority, expressed or implied, to act on behalf of City in any capacity, as agents or otherwise, or to bind City to any obligation.

25. Conflict of Interest

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

26. Assignability of Agreement

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

27. Successors and Assigns

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

28. Fair Employment Practices

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

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

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

d. Consultant shall provide City staff with access to and, upon request by Manager, provide copies to Manager of all of Consultant's records pertaining or relating to Consultant's employment practices, to the extent such records are not confidential or privileged under State or federal law.

29. Force Majeure

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

30. Time of Essence

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

31. Covenants and Conditions

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

32. Governing Law

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

33. Compliance with Laws

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

34. Severability

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

35. Waiver

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

36. Counterparts

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

37. Arbitration

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

38. Expenses of Enforcement

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

39. Authority to Execute

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

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

40. Notices

a. Any notices to Consultant may be delivered personally or by mail addressed to Carollo Engineers, Inc., 2700 Ygnacio Valley Road, Suite 300, Walnut Creek, California 94597, Attention: Tracy Clinton.

b. Any notices to City may be delivered personally or by mail addressed to City of Oxnard, Public Works Administration, 305 West Third Street, 3rd Floor, East Wing, Oxnard, CA 93030, Attention: Daniel Rydberg.

41. Amendment

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

42. Entire Agreement

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

CITY OF OXNARD

Tim Flynn, Mayor

ATTEST:

Daniel Martinez, City Clerk

APPROVED AS TO FORM:

Stephen M. Fischer, Interim City Attorney

APPROVED AS TO CONTENT:

Rob Roshanian, Interim Public Works Director

Lou Balderrama, City Engineer

CONSULTANT

Steve McDonald Sr., Vice President
Carollo Engineers, Inc.

Ken Wilkins, Sr. Vice President
Carollo Engineers, Inc.

APPROVED AS TO INSURANCE:

James Cameron, Risk Manager

APPROVED AS TO AMOUNT:

Karen R. Burnham, Interim City Manager

Exhibit A
Scope of Services – Phases 1 and 2

The Scope of Services under this Agreement shall consist of Phase 1 tasks. Future Phase 2 tasks are listed herein for purposes of reference only, and such listing is not an instruction to commence any such future Phase 2 tasks unless and until the Agreement is amended to include Phase 2 tasks and provide compensation therefor.

TASK 0 OVERALL PROJECT MANAGEMENT –
Phase 1 - $240,660
Future Phase 2 - $478,820

TASK 0.1 PROJECT MANAGEMENT

Task 0.1.1 Project Management - Phase 1

Provide oversight and management of the development of the Public Works Master Plans and all deliverables. Provide regular updates to the City on project budget and status, coordinate and participate on phone calls and emails. Manage the subconsultants and their scopes, schedules, and budgets.

Task 0.1.2 Integration Workshops – Phase 1

Prepare for and lead up to two (2) integration workshops to: review analysis and recommendations being presented, identify common elements and linkages; coordinate project timing and adjust alignment of CIP projects and programs.

Task 0.1.3 Project Quality & After Action Reviews (AARs) – Future Phase 2

Deliverables as identified herein will be delivered in final version, including hard copies (if requested) and electronic formats, as required by the City. This would consist of all project files in Microsoft Office or other City approved format. Quality management summaries consisting of After Action Reviews (AARs) will be developed relating to each master plan that will summarize the project activities.

TASK 0.2 GLOBAL PROJECT DELIVERABLES

Task 0.2.1 Execution of Early 'Spin-out' Projects/Deliverables – Phase 1

Provide for early execution of early priority projects and/or deliverables that are urgent, and should be initiated prior to completion of the master planning process.

Task 0.2.2 Public Works Maintenance and Optimization Plan – Phase 1

The Public Works Maintenance and Optimization Plan (PWMOP) will serve as a guidance document for the Public Works Department and related divisions, and create a framework of standards, procedures, and protocols for the delivery of future Departmental activities.

The PWMOP will include a summary of the findings and recommendations of the following:

- Summary of Agreements
- Existing and Required Memorandums of Understanding (MOUs)
- Information Systems Audit
- Computerized Maintenance Management System (CMMS) evaluation
- Financial and business requirements of the Department and divisions
- Rates and Fees analysis
- Staffing

DRAFT and FINAL versions of the PWMOP will be delivered to the City.

Task 0.2.3 Integrated Public Works Master CIP – Phase 1

An Integrated Public Works "Master CIP" will be developed that identifies and combines through the linkages and financials, the various master plan projects and programs. The overall integrated Capital Improvement Plan (CIP) will then be optimized based on project priority, need, timing with other projects, and budgetary constraints. It will be provided in an electronic format for easy updating and analysis on an on-going basis, and for use during the annual budget cycle.

Task 0.2.4 Integrated Public Works Master Plan – Future Phase 2

Goals, objectives and alternatives screening criteria were proposed in the Phase 1 IWRMP of Chapter 1, Introduction and Planning Framework. With City input, refine these goals, objectives and screening criteria to serve as the basis for the Master Plan effort. Update the basis of cost with City specific cost information where necessary to serve as the overall basis of cost for the entire Master Plan process.

All Plans (Water, Wastewater, Recycled Water, Stormwater, Environmental Resources, Streets) developed as part of the planning effort (described herein) will be compiled and a DRAFT and FINAL Integrated Public Works Master Plan will be delivered to the City. Included in the Integrated Public Works Plan will be:

- City and Master Plan goals and objectives
- Key deficiencies and system needs
- Project drivers
- Key features of the Capital Improvement Program (CIP)
- CIP Integration, Implementation and Phasing

Task 0.2.5 Executive Summary (Master Plans) – Future Phase 2

A DRAFT and FINAL Executive Summary (50 page max) will be prepared that combines all of the Master Plans into one succinct report that can be provided for presentation to the City Council.

TASK 1 IWRMP MASTER PLANS & FACILITIES ASSESSMENTS – Phase 1 - $2,429,481

Future Phase 2 - $925,295

The Integrated Water Resources Master Plan (IWRMP) is comprised of 4 areas: water, wastewater, recycled water, and storm water. This effort was previously started by Consultant and is summarized in the City of Oxnard IWRMP Phase 1 – Interim Deliverable, October 2013 (Phase 1 Draft). The effort described below will build upon the work completed in Phase 1. Optimization and integration principles will apply within each system as well as between systems. Each area and effort is described herein.

TASK 1.1 WATER SYSTEM

Task 1.1.1 Data Collection and Analysis – Phase 1

The main goals of this task are to:

- Data Collection: Collect data related to water system operation, including, but not limited to the following:
    - Annual average number of water connections by customer type from 2002 to 2012.
    - Total monthly water use per customer type from 2002 to 2012.
    - Total monthly water production from 2002 to 2012 from all sources.
    - Peak day production from 2002 to 2012.
    - Hourly water use for one week's period (including weekends) in the lowest demand month, highest demand month and average demand month
    - Water quality sampling and compliance reports for 2009 to 2012 for all sources and blended water.
    - Operating strategies:
        - Blend ratio targets
        - Operating pressure and flow setpoints
    - Recent as-built drawings or other data indicating changes to the model since it was last updated.
    - Supervisory Control and Data Acquisition (SCADA) Data: Historic source flows and pressures; historic reservoir and in-system storage tank levels.
- Planning Criteria: Confirm the proposed water system planning criteria, especially on any outstanding elements (from Phase 1).

Task 1.1.2 Review & Summarize Past Reports – Phase 1

Review and summarize any past reports that have become available since the Phase 1 work was completed.

Task 1.1.3 Population & Land use Estimates – Phase 1

The main goals of this task are to:

- Update/Confirm Current Land use/Population Estimates. Confirm current, 2020 and 2030 land use and population information.
- Consolidate land use categories for use in all water, wastewater, recycled water and stormwater modeling.
- Confirm planning horizon for this IWRMP.

- Confirm and update the individual systems service areas and existing service agreements and partnerships.

Task 1.1.4 Flow Projections – Phase 1

Water supply and demand information from the Phase 1 draft will be updated/confirmed using 10 years of historic data (2002-2012).

- Water Supply.
    - Update supply information to determine the current and future total, firm and standby supply capacity available to the City.
- Historic Water Demands.
    - Using the historical demand data, develop/confirm the current average day demands (ADD) and maximum day demands (MDD), the accounted-for revenue water uses, estimated water loss and leakage planning values, and establish historical demand coefficients for the different customer classes.
    - Review 2010 Water Conservation Plan and summarize currently implemented and planned for measures and their potential impact on current and future water demands.
- Estimated Future Demands.
    - Estimate future ADD and MDD water demand based on historical data. Average, high, and low estimates of the future water demand will be determined.
    - Peak hour demand (PHD) will be calculated using the City's estimated peaking factor from the diurnal demand data.

Task 1.1.5 Model Update and Calibration – Phase 1

The main goals of this task are to:

- Update existing WaterGEMs model to include new facilities and additional small diameter pipes.
- Apply the estimated existing demands to nodes in the model using geocoding.
- Apply historic diurnal curves to model.
- Identify up to 20 locations for fire hydrant flow tests. Submit a map and list of locations to City. City to perform flow tests and submit results to Consultant. Calibrate the hydraulic model within standard modeling accuracy of +/- 10%

Task 1.1.6 Water Quality and Analysis – Phase 1

The main goals of this task are to:

- Review water quality sampling and compliance reports, including Public Health Goals Report for the last 3 years and compare with current and future drinking water regulations to determine any current and potential future regulatory issues
- Conduct limited water quality analysis of blending stations and recommend additional capital and operational strategies to best meet future and existing water quality goals

Task 1.1.7 Asset Management Plan (AMP)/Condition Assessment/Water System Ops Review & Recommendations – Phase 1

Perform a condition assessment on the 5 blending stations, 10 water wells, and the water distribution system. The assessment will include a site visit to the blending stations, summary of existing conditions, preparation of cost estimates, assessment of risk, CIP recommendations. A review of the water system operation will also be conducted and any recommendations related to the management of water system assets will be included in the condition assessment. All of the findings will be summarized in a Technical Memorandum.

Deliverables as a result of this task will include:

- Asset Management Plan (AMP) Technical Memo for the Water System

Task 1.1.8 Alternatives Analysis – Phase 1

Analyze system capacity, operation and SCADA to identify improvement requirements to meet existing and future demands (i.e., 2020 and 2030), regulatory requirements, and to optimize system operation. Develop up to 3 alternatives for each of the 3 planning years (i.e., existing, 2020 and 2030) to meet capital and Operations & Maintenance (O&M) needs.

- Blending Station Capacity Analysis.
    - Identify future blending station capacity requirements to supply the system demands per the planning criteria.
    - Compare requirements to current well and pump station capacity as provided by the City to identify deficiencies demand scenarios specified.
    - Evaluate the ability to meet required demands in the system with each blending station or a key facility at each station out of service.
    - Provide recommendations for new facilities, operational changes, or where to provide auxiliary power and/or additional supply redundancy.
    - Run the water system model in Extended Period Simulation (EPS) mode to evaluate the pump stations' ability to perform under future increased system demands.
- Storage Analysis.
    - Identify the storage volume required based on the storage criteria for equalizing, fire flow, operational and standby volume under specified demand scenarios.
    - If storage deficiencies are identified, additional storage volume requirements will be identified and specific potential sites identified.
    - Run the water system model in EPS mode to evaluate the pump stations' ability to perform under future increased system demands.
- Fire and System Pressure Analysis.
    - Using the hydraulic model, perform steady state analysis of the system evaluating fire flow and system pressures per California Department of Public Health (CDPH) regulations and guidelines based on the City's water system criteria.
    - Identify improvements to address deficiencies under the MDD + fire flow simulations and the peak hour simulations for specified demand scenarios.
    - Assign fire flow requirements (FFR) to model nodes based on land use classification. In addition, specific FFR will be assigned to the single node in each zone representing the

account with the highest FFR. The model will also be used to identify minimum system pressures during peak-hour demands.

- Pressure Zone Analysis. Using the water system model, evaluate the need for 2 separate pressure zones within the system under the specified demand scenarios.
- SCADA: Develop SCADA system alternatives and conduct alternatives analysis to arrive at a recommended standardization of the City's SCADA system including: SCADA system, Programmable Logic Controllers (PLC) Cabinets / Human Machine Interface (HMI), Control Strategy, Facility SCADA and Control Communications Networking, and Remote Facilities Control.
- Alternatives Cost Estimate and Evaluation:
    - Planning level cost estimates and alternatives evaluation will be prepared for each of the proposed improvements in accordance with the IWRMP planning criteria.
    - Envision checklists and Green House Gas (GHG) emissions will be developed for each alternative and used as part of the alternatives comparison.
    - Workshops will be held with the City to screen and identify alternatives that will be evaluated.

Task 1.1.9 Development of CIP and Cost Estimates – Phase 1

Based on the alternatives analysis and evaluation, a proposed draft CIP including the recommended projects will be developed for the water system for existing, 2020, and 2030 conditions.

Task 1.1.9 Development of CIP and Cost Estimates – Future Phase 2

Based on the alternatives analysis and evaluation, and Phase 1 Draft CIP, a proposed final CIP including the recommended projects will be developed for the water system for existing, 2020, and 2030 conditions.

Task 1.1.10 Implementation Schedule – Future Phase 2

Based on the proposed CIP, an implementation schedule will be developed that identifies near-term ('Spin-out'), intermediate-term and long-term projects/deliverables.

Task 1.1.11 Arc Flash Assessment of Blending Stations – Phase 1

An arc flash assessment of blending stations 1-5 will be developed which includes 3 studies – Short Circuit Study, Protective Device Coordination Study, and an Arc Flash Study. The tasks include: data gathering/field investigation, one-line diagram reviews, building a model and running it, developing the report for each study, printing and installing labels, and training on proper access to panels.

Deliverables as a result of this task will include:

- Short Circuit Study
- Protective Device Coordination Study
- Arc Flash Study

Task 1.1.12 Energy Analysis & Recommendations – Future Phase 2

This effort will consist of reviewing and compiling the previously conducted energy analysis and recommendations, performing audits that have not been conducted for the water facilities, conducting an

analysis and developing recommendations for the overall CIP. This effort will be closely tied with the existing Energy Action Plan items.

Task 1.1.13 Hydrant Testing and Pressure Monitoring – Phase 1

This effort will consist of the following:

- Select up to four (4) hydrant test locations to confirm that established friction coefficients are still valid and up to eight (8) additional hydrant test locations to calibrate parts of the distribution system that are new or have undergone changes.
- Develop a hydrant flow test plan including a list of test locations, test procedures, and operational data needed to calibrate the model to actual system performance.
- Develop and provide blank data collection sheet templates to Oxnard staff to aid in accurate recording of key data. It is anticipated the testing will take place over the course of two days. It is assumed City staff will be responsible for conducting the flow testing. Consultant will attend up to eight hours of testing with City staff to witness the tests and will provide guidance as required.

As part of this Task, Consultant will provide pressure loggers that will continuously record pressures at strategic locations. Pressures will be recorded over a two to three week period which will include the days during when hydrant tests are conducted. Consultant will pre-program the loggers and the City will install the loggers at locations specified by Consultant.

Task 1.1.14 Cathodic Protection Assessment / Evaluation / Recommendations – Phase 1

This effort will include the following:

- Review all relevant documents for blending facilities, transmission and distribution pipelines including historical leak records
- Review existing City of Oxnard Engineering Standards for corrosion control for water facilities and new pipelines
- Develop cathodic protection draft and final reports including evaluations and recommendations
- Provide updated engineering standards and protocols for new water blending facilities and pipelines as needed

Task 1.1.15 SCADA – Phase 1

Information / data will be collected and reviewed (through site visits and data requests) on the existing hardware and software components of the water facilities' process automation systems. Specific SCADA system equipment audited will include:

- PLC Cabinets and HMI stations
- SCADA hardware / software (servers and workstations)
- SCADA networking system
- Localized switches and analytical instruments
- Remote facilities control stations

In addition, staff will be interviewed to determine their goals and objectives for their SCADA system along with any preferences they have for system manufacturer, features, etc.

Task 1.1.16 Automatic Meter Reading (AMR) Implementation Support – Evaluation / RFP – Phase 1

Assist the City to implement procurement and installation of automatic meter readers within the water system. Develop a request for proposals (RFP) to solicit proposals from AMR manufacturers. Evaluate the proposals and assist the City in selecting the optimal alternative based on the City's needs.

Task 1.1.17 CMMS Analysis & Program Management (PM) – Phase 1

This effort will identify draft current information capture efforts, identify software and equipment needs, and identify the changes that will need to be made within the context of the water system. The information identified within this task will be summarized into the Public Works Maintenance and Optimization Plan.

Task 1.1.17 CMMS Analysis & Program Management (PM) – Future Phase 2

This effort will define final information capture efforts, software and equipment needs, and the changes that will need to be made within the context of the water system. The information identified within this task will be summarized into the Public Works Maintenance and Optimization Plan.

Task 1.1.18 Facilities & Systems Operating Manuals – Future Phase 2

A Facilities & Systems Operating Manual with standard and emergency procedures will be developed for the City's water system. The manual will build upon current O&M information available from the City as well as the Water Systems Operations Review, conducted in a separate task. The manual will be published in electronic form and easily searchable.

Task 1.1.19 Maintenance Practices Technical Memorandum (TM) – Phase 1

Existing maintenance practices for the water system will be documented and summarized through interviews with related maintenance staff. The practices will be reviewed and considered against other standard industry practices and experience. Recommended adjustments to current maintenance practices will be made in a Technical Memorandum.

Deliverables as a result of this task will include:

- Water System Maintenance Practices Technical Memo

Task 1.1.20 Facilities & Systems Operation Best Practices – Phase 1

Best practices for operation of facilities and systems will be developed as needed. For example, a potable water system operations review will be conducted and recommendations provided. Water blending station operation strategies will be examined and optimized, especially for balancing the various supplies and timing of supplies versus the demands. Findings from this task will be included in the Facilities & Systems Operating Manual for the City's water system.

Task 1.1.21 Conservation Plan Update – Phase 1

Update the 2010 Water Conservation Plan to meet the current General Plan requirements and the outcomes of the IWRMP efforts. Actions and items that promote sustainability and use of local resources will be included within this conservation plan update.

Task 1.1.22 Draft & Final Plan – Future Phase 2

Revise and update Chapter 2 from Phase 1 with findings and recommendations from the effort in this task and prepare DRAFT and FINAL versions for IWRMP.

TASK 1.2 WASTEWATER TREATMENT AND COLLECTION SYSTEM

Task 1.2.1 Data Collection and Analysis – Phase 1

Gather and review existing information available from the City and other sources. Much of this information has already been collected as part of the Phase 1 effort, however additional information may still be required. Information needed may include as-built drawings and specifications, previous studies of existing facilities, sewer maps, flow and other facility operating data, pump operating records, bid tabulations, and maintenance and inspection records including CCTV videos compiled by the City and information compiled in the GIS system.

- Review current and future regulations, especially those that affect Oxnard Wastewater Treatment Plant (OWTP).
- Collect additional data as needed for the process model evaluation and to fill in the data gaps identified in Phase 1.
- Further analyze data and consider for capacity, quality, and other factors.
- Utilize existing GIS coverages to define existing, 2020, and 2030 detailed flows throughout system for input to collection system model.
- Revise survey datum.

Task 1.2.2 Review & Summarize Past Reports – Phase 1

Review and summarize any past reports that have become available since the Phase 1 work was completed.

Task 1.2.3 Population & Land Use Estimates – Phase 1

The main goals of this task are to:

- Update/Confirm Current Land use/Population Estimates, as needed, related to the wastewater system.
- Confirm land use categories as needed for determining flows for the wastewater system.
- Confirm and update the individual systems service areas and existing service agreements and partnerships.

Task 1.2.4 Flow & Load Projections – Phase 1

Five years of daily influent flow and loading data to the OWTP will be reviewed and flow and loading projections will be confirmed for the Master Plan buildout condition based on population projections developed in a previous task. Average dry weather and peak hour flow projections will be coordinated with projections developed from the collection system modeling. Flow and load projections for other conditions (maximum month, maximum week, and peak day) will be developed based on historical peaking factors. Hourly dry weather and wet weather hydrographs will be developed for current and future design conditions.

Task 1.2.5 Collection System Analysis / Model Update and Calibration – Phase 1

A new collection system model will be constructed and used to analyze the performance of the existing system as well as improvements needed for future conditions. Key activities included in this task include:

- Define wet weather design storm event (e.g. 5-year, 24-hour event) to be used for assessing sewer system capacity based on level of service (LOS) performance. Define other LOS metrics such as surcharging during wet weather events that will be used to define necessary improvements.
- Update model in SewerGEMS using the City's recently imported version (but not operational), and update with current information available in the City's GIS, and other data sources (e.g. pump curves, etc.).
- Calibrate collection system model to monitored flow, velocity and depth collected in the upcoming monitoring season (to be performed by others). Up to three monitored wet weather events will be used to calibrate the model. Monitored dry weather flows will also be used to calibrate the model to diurnal flow conditions.
- Evaluate the performance of the collection system using the calibrated model for existing and future conditions. Capacity deficiencies will be identified and improvements will be recommended to meet LOS requirements. These improvements will be coordinated with the alternatives and optimization task (Task 3.6).

Task 1.2.6 Treatment Plant Performance & Capacity – Phase 1

This task consists of evaluating the performance and the hydraulic and process capacity of the OWTP facilities. The capacity analysis will be based on desktop models and simulation tools. If actual capacities are larger than the original design capacity or permit capacity, this analysis can be used to re-rate the OWTP with the Regional Water Quality Control Board. Key activities in this task include:

- Review OWTP Process Performance. Review last five (5) years of historical OWTP operation and performance data and compare to original design criteria. Review performance, hydraulic, and solids loadings for each major unit process and associated reliability criteria. Review and summarize effluent and biosolids quality data. Some of the data needed to conduct the performance assessment has already been compiled as part of the Phase 1 analysis.
- OWTP Capacity Assessment. The objective of this task is to determine the current capacity of existing facilities. Each process will be assigned an equivalent flow or load capacity based on recommended operating and reliability criteria. Developing a capacity rating for the headworks, primary clarifiers, and chlorine contact basin will be straight-forward and will generally be based on hydraulic constraints, overflow rates, or detention times. Additional efforts, however, are required to determine the capacity for the secondary and solids handling process, and the different types of support facilities. Key activities for the capacity assessment are summarized below.
    - Develop Hydraulic Profile - A hydraulic model will be developed and used to assign a maximum hydraulic flow capacity for each process. The capacity will be based on maintaining a minimum freeboard for process tanks and a free discharge for flow splitting weirs. The hydraulic analysis will identify hydraulic restrictions and provide recommendations for alleviating them.
    - Develop a Dynamic Process Model - A steady-state solids balance and process model of the OWTP facilities has already been developed and can be used for estimating the capacities of the secondary process and solids handling facilities. This task includes the development of a dynamic model of the OWTP using a commercially available software, BioWin. A wastewater characterization sampling plan will be provided to the City so that data needed for the model development can be collected.

Task 1.2.7 AMP/Condition Assessment/Seismic – Phase 1

Perform a condition assessment of the OWTP, the 15 +/- lift stations, and wastewater collection system. The assessment will include a site visit to the OWTP and the necessary lift stations, summary of existing conditions, cost preparation of cost estimates, assessment of risk, CIP recommendations and a summary Tech Memo of the findings. The assessment will include utilizing existing available video and manhole inspection information to assess condition (it is not anticipated that raw video will be inspected - instead, conditions ranking already identified will be updated). Condition scoring or ranking should follow National Association of Sewer Service Companies (NASSCO) industry standards and develop a risk-based approach to prioritizing rehabilitation and replacement needs and incorporate into CIP.

A seismic evaluation will be conducted to determine the integrity of the wastewater system structures in the event of a pre-determined seismic event. This will be a cursory evaluation for the collection system based on available maps (e.g. seismic, soils, etc.) and will not include any field inspections. All of the findings will be summarized in a Technical Memorandum.

Deliverables as a result of this task will include:

- AMP/Seismic Technical Memo for the Wastewater System

Task 1.2.8 Alternatives Analysis – Phase 1

Analyze system capacity, operation and SCADA to identify improvement requirements to meet existing and future (i.e., 2020 and 2030), regulatory requirements, or to optimize system operation. Develop up to 3 alternatives for each of the 3 planning years (i.e., existing, 2020 and 2030) to meet capital and O&M needs and level of service (LOS) goals. The calibrated collection system and OWTP models will be used to develop basic sizing criteria for the alternatives.

- SCADA: Develop SCADA system alternatives and conduct alternatives analysis to arrive at a recommended standardization of the City's SCADA system including: SCADA system, PLC Cabinets / HMI, Control Strategy, Facility SCADA and Control Communications Networking, and Remote Facilities Control.
- Alternatives Cost Estimate and Evaluation:
    - Planning level cost estimates and alternatives evaluation will be prepared for each of the proposed improvements in accordance with the IWRMP planning criteria.
    - Envision checklists and Green House Gas (GHG) emissions will be developed for each alternative and used as part of the alternatives comparison.
    - Workshops will be held with the City to screen and identify alternatives that will be evaluated.

Task 1.2.9 O&M Manual (Headworks) – Future Phase 2

An Operations & Maintenance (O&M) Manual, with standard and emergency procedures will be developed for the OWTP Headworks. The manual will build upon current O&M information available from the City. The manual will be published in electronic form and easily searchable.

Deliverables as a result of this task will include:

- OWTP Headworks O&M Manual

Task 1.2.10 Development of CIP and Cost Estimates – Phase 1

Based on the alternatives analysis and evaluation, a proposed draft CIP including the recommended projects will be developed for the wastewater system for existing, 2020, and 2030 conditions.

Task 1.2.10 Development of CIP and Cost Estimates – Future Phase 2

Based on the alternatives analysis and evaluation and draft CIP, a final proposed CIP including the recommended projects will be developed for the wastewater system for existing, 2020, and 2030 conditions.

Task 1.2.11 Implementation Schedule – Future Phase 2

Based on the proposed CIP, an implementation schedule will be developed that identifies near-term ('Spin-out'), intermediate-term and long-term projects/deliverables.

Task 1.2.12 Arc Flash Assessment of OWTP – Phase 1

An arc flash assessment of the OWTP facilities will be developed which includes 3 studies – Short Circuit Study, Protective Device Coordination Study, and an Arc Flash Study. The tasks include: data gathering/field investigation, one-line diagram reviews, building a model and running it, developing the report for each study, printing and installing labels, and training on proper access to panels.

Deliverables as a result of this task will include:

- Short Circuit Study
- Protective Device Coordination Study
- Arc Flash Study

Task 1.2.13 Energy Analysis & Recommendations – Future Phase 2

This effort will consist of reviewing and compiling the previously conducted energy analysis and recommendations, performing audits that have not already been conducted for the wastewater facilities, conducting an analysis and developing recommendations for the overall CIP. This effort will be closely tied with the existing Energy Action Plan items.

Task 1.2.14 Odor Control Action Plan – Phase 1

Develop an Odor Control Action Plan for the wastewater collection system that contains: background information, regulatory requirements, identification and ranking of odor sources, available odor control technologies, odor control alternatives analysis, and an action plan. Site visits to known odor areas and up to 5 neighborhood interviews will be conducted. An action plan will be developed that the OWTP staff can put into action when complaints are received from neighborhoods.

Deliverables as a result of this task will include:

- Odor Control Action Plan

Task 1.2.15 Cathodic Protection Assessment / Evaluation / Recommendations – Phase 1

For the OWTP, this effort will include of the following:

- Review all relevant documents for the in-plant cathodic protection systems
- Conduct a survey of all existing cathodic protection facilities noting their condition and the level of protection being afforded to the subject facilities.
- Obtain GPS coordinates for all corrosion control system elements including test stations, bond boxes and rectifiers.
- Prepare a report of findings and prioritize any recommended remedial action.

A separate effort for the wastewater collection system will include:

- Review all relevant documents for force mains and pump stations including historical leak records
- Review existing City of Oxnard Engineering Standards for corrosion control for force mains and pump stations
- Prepare a report of findings
- Provide updated engineering standards and protocols for new wastewater facilities and pipelines as needed

Task 1.2.16 SCADA – Phase 1

Information / data will be collected and reviewed (through site visits and data requests) on the existing hardware and software components of the wastewater facilities' process automation systems. Specific SCADA system equipment audited will include:

- PLC Cabinets and HMI stations
- SCADA hardware / software (servers and workstations)
- SCADA networking system
- Localized switches and analytical instruments
- Remote facilities control stations

In addition, staff will be interviewed to determine their goals and objectives for their SCADA system along with any preferences they have for system manufacturer, features, etc.

Task 1.2.17 Flow Monitoring (Phase 1 – DWF, Future Phase 2 – WWF) – Phase 1

A flow monitoring program of the collection system will be completed in two phases. Phase 1 will include monitoring throughout the system to identify dry weather flows (DWF) in order to calibrate the model to existing population and land use. The unit flows estimated from the existing dry weather flows will be used to project future flows throughout the collection system. This monitoring is anticipated to take place over a two to three week period sometime between May and September 2014.

Future Phase 2 flow monitoring will be completed to estimate the wet weather flow (WWF) contributions throughout the collection system. It is anticipated that this monitoring period will take place over several months between December 2014 and April 2015. The WWF's derived from this monitoring period will be used to calibrate the collection system model to infiltration and inflow (I/I). Once measured contributions of I/I are estimated throughout the system, the calibrated model will be able to be used to project peak flows based on a design storm to analyze existing system capacity as well as plan for needed improvements.

The flow meters used for both phases will employ depth and velocity measurements in order to calculate flows using the continuity equation ($Q = v \times A$). The meters will be capable of recording accurate flows during both gravity flow and surcharge conditions. The depths, velocities and flows will be reported at 15 minute intervals and a TM will be delivered summarizing the results. It is anticipated this flow metering will be completed by the subconsultant Villalobos and Associates (V&A) who are highly qualified professionals that have completed hundreds of these types of programs. However, V&A will need assistance from City staff to locate and install the meters and have access for periodic maintenance.

Task 1.2.17 Flow Monitoring (Phase 1 – DWF, Phase 2 – WWF) – Future Phase 2

A flow monitoring program of the collection system will be completed in two phases. Phase 1 will include monitoring throughout the system to identify dry weather flows (DWF) in order to calibrate the model to existing population and land use. The unit flows estimated from the existing dry weather flows will be used to project future flows throughout the collection system. This monitoring is anticipated to take place over a two to three week period sometime between May and September 2014.

Future Phase 2 flow monitoring will be completed to estimate the wet weather flow (WWF) contributions throughout the collection system. It is anticipated that this monitoring period will take place over several months between December 2014 and April 2015. The WWF's derived from this monitoring period will be used to calibrate the collection system model to infiltration and inflow (I/I). Once measured contributions of I/I are estimated throughout the system, the calibrated model will be able to be used to project peak flows based on a design storm to analyze existing system capacity as well as plan for needed improvements.

The flow meters used for both phases will employ depth and velocity measurements in order to calculate flows using the continuity equation (Q = v x A). The meters will be capable of recording accurate flows during both gravity flow and surcharge conditions. The depths, velocities and flows will be reported at 15 minute intervals and a TM will be delivered summarizing the results. It is anticipated this flow metering will be completed by the subconsultant Villalobos and Associates (V&A) who are highly qualified professionals that have completed hundreds of these types of programs. However, V&A will need assistance from City staff to locate and install the meters and have access for periodic maintenance.

Task 1.2.18 Other / Miscellaneous – Phase 1

Various other smaller efforts will be managed and delivered through this effort including:

- Preparation of CEQA documentation/assistance, as needed for Recycled Water Facilities. Subconsultant will be retained to provide additional CEQA assistance, as needed.
- Retention of a Hydrogeologist for evaluation of groundwater considerations for IPR/DPR, as needed.
- Retention of Geotechnical expertise, used as needed for possible projects
- Define system security needs (done via a subconsultant)

Task 1.2.18 Other / Miscellaneous – Future Phase 2

Various other smaller efforts will be managed and delivered through this effort including:

- Preparation of CEQA documentation/assistance, as needed for Recycled Water Facilities. Subconsultant will be retained to provide additional CEQA assistance, as needed.
- Retention of a Hydrogeologist for evaluation of groundwater considerations for IPR/DPR, as needed.
- Retention of Geotechnical expertise, used as needed for possible projects
- Define system security needs (done via a subconsultant)

TASK 1.2.19 CMMS Analysis & PM – Phase 1

This effort will identify draft current information capture efforts, identify software and equipment needs, and identify the changes that will need to be made within the context of the wastewater system. The information identified within this task will be summarized into the Public Works Maintenance and Optimization Plan.

TASK 1.2.19 CMMS Analysis & PM – Future Phase 2

This effort will define final current information capture efforts, software and equipment needs, and the changes that will need to be made within the context of the wastewater system. The information identified within this task will be summarized into the Public Works Maintenance and Optimization Plan.

Task 1.2.20 Facilities & Systems Operating Manuals – Future Phase 2

A Facilities & Systems Operating Manual will be developed for the City's wastewater systems that do not exist. The manual will build upon O&M information currently available from the City. The manual will be published in electronic form and easily searchable.

Deliverables as a result of this task will include:

- Wastewater Facilities & Systems Operating Technical Memo

Task 1.2.21 Maintenance Practices Technical Memorandum (TM) – Phase 1

Existing maintenance practices for the wastewater system will be documented and summarized through interviews with related maintenance staff. The practices will be reviewed and considered against other standard industry practices and experience. Recommended adjustments to current maintenance practices will be made in a Technical Memorandum.

Deliverables as a result of this task will include:

- Wastewater System Maintenance Practices Technical Memo

Task 1.2.22 Facilities & Systems Operation Best Practices – Phase 1

Best practices for operation of facilities and systems will be developed as needed. For example, a potable water system operations review will be conducted and recommendations provided. Water blending station operation strategies will be examined and optimized, especially for balancing the various supplies and timing of supplies versus the demands. Findings from this task will be included in the Facilities & Systems Operating Manual for the City's wastewater system.

Task 1.2.23 Draft & Final Plan – Future Phase 2

Revise and update Chapter 3 from Phase 1 with findings and recommendations from the effort in this task and prepare DRAFT and FINAL versions for the IWRMP.

TASK 1.3 RECYCLED WATER SYSTEM

Task 1.3.1 Data Collection and Analysis – Phase 1

The main goals of this task are to:

- Data Collection: Collect data related to recycled water system operation for urban and agricultural irrigation, indirect and direct potable reuse, and industrial reuse.

- Planning Criteria: Confirm the proposed recycled water system planning criteria, especially on outstanding elements from Phase 1.
- Develop graphic materials and displays as needed for the AWPF Science Center

Task 1.3.2 Flow & Conservation Projections – Phase 1

Recycled water demands will be further defined to:

- Confirm demands of proposed Phase 1 and Phase 2 customers.
- Confirm/estimate the future ADD, seasonal, MDD and PHD recycled water system demand based on the demand projections of the proposed recycled water customers. Average, high, and low estimates of the future water demand will be determined.
- Develop a figure that represents the demands over time, for irrigation, IPR, and DPR vs supplies.
- Determine the impact of recycled water use on water conservation and the resulting increase/decrease in potable water system demands.

Task 1.3.3 Model Update and Calibration – Phase 1

Update and run the existing Recycled Water model with recent reuse scenarios – new customers, new reuse lines, new demands, planned phasing, etc.

Task 1.3.4 Water Quality & Analysis – Future Phase 2

Summarize the recycled water quality required to meet the needs of the various uses – irrigation, industrial, IPR, and DPR. Review recycled water quality sampling and compliance reports, if any, since inception of operation of the AWPF and compare with current and future recycled water regulations to determine current and potential future regulatory issues.

Task 1.3.5 Alternatives Analysis – Future Phase 2

Review currently proposed Groundwater Recovery Enhancement and Treatment (GREAT) program projects and compare them with recycled water system planning criteria. Deficiencies and/or improvements will be noted and discussed with City.

- Storage Analysis:
  - Identify the storage volume required based on the storage criteria for equalizing recycled water system flows. The storage analysis will be performed for Phase 1, 2 and 3 demands, including needs for the IPR/DPR uses.
  - If storage deficiencies are identified, additional storage volume requirements will be identified.
- Alternatives Cost Estimate and Evaluation:
  - Planning level cost estimates and alternatives evaluation will be prepared for each of the proposed improvements in accordance with the IWRMP planning criteria.
  - Envision checklists and Green House Gas (GHG) emissions will be developed for the alternatives and used as part of the alternatives comparison.
  - Workshops will be held with the City to screen and identify alternatives that will be evaluated.

Task 1.3.6 Development CIP & Cost Estimates – Phase 1

Based on the alternatives analysis and evaluation, a proposed draft CIP including the recommended projects will be developed for the water system for existing, 2020, and 2030 conditions. The CIP will be coordinated with the proposed phases of the GREAT program.

Task 1.3.6 Development CIP & Cost Estimates – Future Phase 2

Based on the alternatives analysis and evaluation and draft CIP, a proposed final CIP including the recommended projects will be developed for the water system for existing, 2020, and 2030 conditions. The CIP will be coordinated with the proposed phases of the GREAT program.

Task 1.3.7 Implementation Schedule – Future Phase 2

Based on the proposed CIP, an implementation schedule will be developed that identifies near-term ('Spin-out'), intermediate-term and long-term projects/deliverables and will be coordinated with the proposed phases of the GREAT program.

Task 1.3.8 Arc Flash Assessment of AWPF – Phase 1

An arc flash assessment of the AWPF facilities will be developed which includes 3 studies – Short Circuit Study, Protective Device Coordination Study, and an Arc Flash Study. The tasks include: data gathering/field investigation, one-line diagram reviews, building a model and running it, developing the report for each study, printing and installing labels, and training on proper access to panels.

Deliverables as a result of this task will include:

- Short Circuit Study
- Protective Device Coordination Study
- Arc Flash Study

Task 1.3.9 Envision Documentation & Certification Assistance – Future Phase 2

Provide assistance in gaining Envision certification of the AWPF. This effort includes the following tasks:

- Prepare a memo outlining the Envision certification level justification and documentation requirements
- Prepare and submit the Envision Application for the project
- Assist and guide the City in compiling documentation for the Envision credits that are being included in the Certification Packet; City will take main responsibility for locating and supplying the actual documentation
- Provide assistance and coordination through the Envision verification and authentication process by answering technical and documentation questions, corresponding with the Institute for Sustainable Infrastructure (ISI) during the certification process

Task 1.3.10 Recycled Water Customer/Groundwater Management Agency (GMA) Assistance – Future Phase 2

Provide assistance to the City, as needed with support of customers and implementation. This task will be budget limited and could include development of materials, discussions with customers, and/or meetings.

Task 1.3.11 Draft & Final Plan –Future Phase 2

Revise and update Chapter 4 from Phase 1 with findings and recommendations from the effort in this task. Provide the City with a DRAFT and FINAL version of the Chapter for the IWRMP.

TASK 1.4 STORMWATER SYSTEM

Task 1.4.1 Data Collection and Analysis – Phase 1

Gather and review existing information available from the City and other sources. Much of this information has already been collected as part of the Phase 1 effort; however, additional information may still be required. Information needed may include as-built drawings and specifications, previous studies of existing facilities, sewer maps, flow and other facility operating data, pump operating records, bid tabulations, and maintenance and inspection records including Closed Circuit Television (CCTV) videos compiled by the City and information compiled in the GIS system.

Task 1.4.2 Flow Projections – Phase 1

Confirm stormwater flow projections:

- Define wet weather design storm event (e.g. 10-year, 24-hour event) to be used for assessing system capacity based on level of service (LOS) performance.
- Define other LOS metrics such as surcharging and flooding during wet weather events that will be used to define necessary improvements.
- Develop design flow projections based on design storm and hydrologic projection methodology acceptable to the City. Flows generated from this effort will be used in the collection system analysis and modeling task.

Task 1.4.3 Model Update and Calibration – Phase 1

This task will include the development of new dynamic model constructed and used to analyze the performance of the existing system as well as improvements needed for future conditions. Key activities included in this task include:

- Develop a dynamic hydrologic/hydraulic model using the SewerGEMs software based on information available from previous spreadsheet model and City's GIS.
- Potentially incorporate drainage features less than 30-inches in diameter if necessary to better define conveyance connectivity.
- Evaluate the performance of the collection system using the model for existing and future conditions. Capacity deficiencies will be identified and improvements will be recommended to meet LOS requirements. These improvements will be coordinated with the alternatives and optimization task (Task 5.6).
- Evaluate feasibility and cost-effectiveness of incorporating storm water retention basins into the system. If implemented, retention basins will reduce peak flow capacity needs of downstream hydraulic facilities. In addition, it may also serve to recharge groundwater aquifers.

Task 1.4.4 AMP/Condition Assessment – Phase 1

Initiate condition assessment program as recommended in 2003 Master Plan Update including conducting visual (photographic) inspections of:

- Corregated Metal Pipe (CMP) older than 20 years
- Concrete culverts older than 35 years.
- Facilities that have been identified with either very low slope or excessive surcharge conditions.

Develop an asset management program that builds on recommendations from the 2003 Master Plan Update. Initial steps in the process:

- Use available data (inspections, photographic survey, age data, material type, etc) to conduct a desk top analysis of condition
- Interview staff and determine known deteriorated infrastructure
- Develop a risk-based approach to prioritizing rehabilitation and replacement needs and incorporate into CIP.

Task 1.4.5 Water Quality & Analysis – Future Phase 2

The regulatory requirements quantified during Phase 1 will be further developed for both current and future conditions as they affect water quantity and quality within the storm sewer system. Available water quality data will also be investigated and analyzed to estimate the current and potential future quality of the flows discharging to the storm water outfalls.

Task 1.4.6 Alternatives Analysis – Phase 1

Based on information developed in previous tasks, alternatives will be developed and evaluated for the drainage system by analyzing system capacity and operation to identify improvement requirements to meet existing and future (i.e., 2020 and 2030), regulatory requirements, or to optimize system operation. Develop up to 3 alternatives for each of the 3 planning years (i.e., existing, 2020 and 2030) to meet capital and O&M needs and level of service (LOS) goals. The collection system model will be used to develop basic sizing criteria for the alternatives.

- Alternatives Cost Estimate and Evaluation:
  - Planning level cost estimates and alternatives evaluation will be prepared for each of the proposed improvements in accordance with the IWRMP planning criteria.
  - Envision checklists and Green House Gas (GHG) emissions will be developed for each alternative and used as part of the alternatives comparison.
  - Workshops will be held with the City to screen and identify alternatives that will be evaluated.

Task 1.4.7 Development of CIP & Cost Estimates – Phase 1

Based on the alternatives analysis and evaluation, a proposed draft CIP including the recommended projects will be developed for the stormwater system for existing, 2020, and 2030 conditions.

Task 1.4.7 Development of CIP & Cost Estimates – Future Phase 2

Based on the alternatives analysis and evaluation and draft CIP, a proposed final CIP including the recommended projects will be developed for the stormwater system for existing, 2020, and 2030 conditions.

Task 1.4.8 Implementation Schedule – Future Phase 2

Based on the proposed CIP, an implementation schedule will be developed that identifies near-term ('Spin-out'), intermediate-term and long-term projects/deliverables.

Task 1.4.9 Draft & Final Plan – Future Phase 2

Revise and update Chapter 5 from Phase 1 with findings and recommendations from the effort in this task. Provide the City with a DRAFT and FINAL version of the Chapter for the IWRMP.

TASK 2 STREETS MASTER PLAN –
Phase 1 - $89,460
Phase 2 – $145,810

The Streets Master Plan, as defined in the RFP contains three major focus areas: Operations, Asset Management and Maintenance. Described below is how those three components of the Streets Master Plan will be formed, with the objective that they "roll up" into the Streets Master Plan and the Public Works Master Plan to enable elected officials and staff to make informed management decisions and prioritize capital expenditures in the most responsible, effective manner.

Task 2.1.1 Draft & Final Streets Master Plan – Future Phase 2

The Streets Master Plan will integrate the various transportation planning studies and reports already completed, or on-going, into a common database and planning tool. These include the Bicycle and Pedestrian Facilities Master Plan, Pavement Management Plan, Sidewalk Inventory, Intelligent Transportation Systems (ITS) Master Plan, Down Town Corridor Plan, and others. The Streets Master Plan will organize this past and current work into major planning elements. The objective is to allow for improved coordination with the other Public Works Master Plans to enable elected officials and staff to make informed management decisions, and to prioritize capital expenditures in the most responsible, effective manner.

Deliverables as a result of this task will include:

- Draft and Final Streets Master Plan

Task 2.1.2 GIS Data to Integrate Asset Data Into City's GIS Database – Phase 1

The City needs assistance in reviewing the type and format of data being collected to ensure that it can be seamlessly utilized within the City's GIS database. GIS data (as desired) to integrate prioritized CIP locations into City's GIS database will be compiled. The data will then be combined and integrated with data from the above referenced streets plans to provide one common GIS data location for relevant streets information.

Deliverables as a result of this task will include:

- Integrated GIS data

Task 2.1.3 Summary Report of Current Asset Management Efforts – Phase 1

The City is in the process of inventorying sidewalk and pavement condition as a part of its asset management system development. Consultant will assist the City identifying asset data that is not currently being collected (pavement marking, signage, bike lanes, street lighting, traffic signals, street trees, etc.) and finding a cost-effective way to collect and retrieve this information in order to form a comprehensive picture of the City's assets and the associated maintenance costs.

Deliverables as a result of this task will include:

- Summary report of current asset management efforts.
- Recommendations for additional asset management efforts (separate RFP's)

Task 2.1.4 Recommendations for Management Implementation – Future Phase 2

The Asset Management report defined above will establish the maintenance requirements for the City's streets and associated infrastructure. We will develop maintenance recommendations and procedures that will:

1. Establish maintenance priorities
2. Define maintenance costs
3. Develop maintenance implementation procedures
4. Be easy to update

Deliverables as a result of this task will include:

- Recommendations for management implementation procedures of maintenance requirements
- Summary report of sidewalk and pavement (and other, as available) maintenance needs and associated costs

TASK 3 CIP, RATES/FEES & APWA SELF ASSESSMENT – Phase 1 - $87,900

Phase 2 – $518,330

Task 3.1.1 APWA Self Assessment – Phase 1

Consultant will assist the City with performing the American Public Works Association (APWA) Self Assessment. The purpose of the accreditation program is to provide a means of formally verifying and recognizing public works agencies for compliance with the recommended practices set forth in the Public Works Management Practices Manual. It is a voluntary, self-motivated approach to objectively evaluate, verify and recognize compliance with the recommended management practices.

Task 3.1.1 APWA Self Assessment – Future Phase 2

Consultant will assist the City with continuation of performing the American Public Works Association (APWA) Self Assessment. The purpose of the accreditation program is to provide a means of formally verifying and recognizing public works agencies for compliance with the recommended practices set forth in the Public Works Management Practices Manual. It is a voluntary, self-motivated approach to objectively evaluate, verify and recognize compliance with the recommended management practices.

Task 3.1.2 Project Management Training – Future Phase 2

Project management training will be conducted in the form of a Project Management Boot Camp including the following topics.

- Leading, managing and controlling projects
- Planning & scheduling
- Managing risks
- Productivity

Task 3.1.3 Disaster Preparedness Plan – Future Phase 2

Review and update of the City's current Disaster Preparedness Plan. The City's current Plan will be reviewed and evaluated based upon current regulations, potential short-term and long-term disasters, and existing LOS goals for the City's water infrastructure. An updated Disaster Preparedness plan will be developed based upon the findings of the effort.

Task 3.1.4 Information Systems Audit & Recommendations – Phase 1

The fundamental goal of Information Systems Audit is to improve decision-making; thereby reducing costs, and reducing operating risks and probability of permit violations and non-compliance. The objectives of this effort are: 1) to improve the collection and validation of data; 2) to improve the development of data into knowledge (including trend analysis, cause and effect correlations, cost/benefit comparisons, and performance assessments), and to 3) improve the timing and quality of decisions concerning cost/benefit. This includes the timing and costs of capital improvements; and optimization of O&M energy, chemicals, labor and other critical resources.

Specific tasks include:

- Identify the mission critical choices that must be made by the City related to water, wastewater, recycled water, and storm water utilities using a decision-mapping process.
- Identify information needed to support these mission-critical decisions and trace to the sources (i.e. SCADA, Lab Information Management Systems (LIMS), Accounting/financial, Engineering, etc.).

- Develop a matrix of skills, certification requirements, training, etc for each staff/management position. This will be used to define required City needs for each position such as with licenses.
- Develop alternatives and recommendations for improving data collection and quality; improving data reduction and analysis; and improving management information and control.

The Information System Master Plan (ISMP) will review and consider information systems for the following public works areas: survey/CAD/GIS, GPS Data Collection, Modeling, CMMS, CIP, PM, Document management/manuals, cost accounting, CCTV, manuals, pavement management, billing, meter reading, routes (solid waste), customer services/work orders, SCADA, Networks/security/ITS.

The findings and recommendations for this task will be included in the Publics Works Maintenance and Optimization Plan.

Task 3.1.5 Summary of Agreements – Phase 1

A Summary of Agreements is currently being developed by Penfield & Smith Engineers, Inc. and will be provided to Consultant from the City to be reviewed for completeness and incorporated into the Public Works Master Plans.

Task 3.1.6 Existing & Required MOUs – Future Phase 2

A summary list of existing and required Memorandum of Understanding (MOUs) will be developed – such as an MOU between water and wastewater for the AWPF, MOU with general services for janitorial/landscape/facility maintenance or other common services. The list could also contain key bullet points for some of the MOUs.

Task 3.1.7 Fees and Utility Rates Analysis – Future Phase 2

Consultant will develop a revenue requirement and rate and development fee analysis for each Public Works division. The financial analysis will consider the overall funding strategy including near- and long-term capital and operational needs, as well as potential impacts on customer usage due to modifications of the rate structures. The results of the revenue requirement will be used in the City's rate model (not included in this agreement) to define what levels of rate increases are necessary in order to fund ongoing expenditures, identified capital needs, meet the City's policy goals, and adhere to Proposition 218 requirements. Consultant will also create updated development fees to equitably recover the costs to provide capacity to serve new developments. These development fees will adhere to California Government Code §66000.

Task 3.1.8 CIP Integration & Optimization – Future Phase 2

The integrated CIP deliverables will include: project descriptions, sizing criteria, and timing; estimated capital and O&M costs; estimated revenues (water reuse, and resource recovery – biosolids, energy, etc.); and a financial plan, including pro-forma estimates of rates and charges.

This subtask includes the development of the following:

- Summary of Planning Alternatives, and descriptions of recommended projects, programs, and policies.
- Basis of Costs.
- Estimated Project Costs, O&M Costs, for R&R Costs for Planning Alternatives.
- Estimated Repair and Replacement Funding Requirements Common to Alternatives.
- Summary of Project Funding Requirements for the Recommended Plan.

The City provided draft Capital Improvement Program (CIP) will be reviewed and revised based on the findings from the above tasks. The overall integrated CIP will then be optimized based on project priority, need, timing with other projects, budgetary constraints and more considerations. The Proposed CIP will:

- Update and integrate the existing CIP developed by the City for water, wastewater, recycled water, and storm water.
- Update annual expenditures and financing information.
- Develop annual expenditures based CIP

Presentation of the Integrated Master Plan CIP will be done under the Global Project Deliverables task.

DELIVERABLES

Task 0. Overall Project Management

1) Scope/schedule/budget updates.
2) Presentations for meetings/workshops
3) Monthly project status reports
4) Integrated Public Works Master CIP
5) Revenue requirements, Rates, and Fees
6) After Action Reviews (AARs)
7) Priority/early deliverables such as project memos and technical memo's from the preliminary investigations (as appropriate)
8) Public Works Maintenance and Optimization Report – Compilation Report
9) Integrated Water Resources Master CIP
10) Integrated Water Resources Master Plan Report (IWRMP) – Compilation Report
11) Master Plan Executive Summary

Task 1. IWRMP Master Plan

12) Water Master Plan:
    a) Draft and Final Chapter
    b) Proposed CIP and Cost Estimates
    c) Implementation Schedule
    d) Supplemental Information/Memos:
        i) Condition and cathodic protection assessments
        ii) Arc flash assessment of blending stations
        iii) Fire hydrant testing
        iv) AMR implementation support
        v) SCADA Plan
        vi) Energy Analysis and Recommendations
        vii) Water Conservation Plan Update

13) Wastewater Master Plan:
    a) Draft and Final Chapter
    b) Proposed CIP and Cost Estimates
    c) Implementation Schedule
    d) Supplemental Information/Memos:
        i) Condition assessment/seismic and cathodic protection assessment
        ii) Flow monitoring
        iii) Arc flash assessment of OWTP
        iv) Odor Control Action Plan.
        v) SCADA Plan
        vi) Energy Analysis and Recommendations.

14) Recycled Water Master Plan:

a) Draft and Final Chapter

b) Proposed CIP and Cost Estimates

c) Implementation Schedule

d) Supplemental Information/Memos:

i) Envision Certification Memo

ii) Arc Flash Assessment of AWPF

15) Stormwater Master Plan:

a) Draft and Final Chapter

b) Proposed CIP and Cost Estimates

c) Implementation Schedule

d) Supplemental Information/Memos:

e) Condition assessment

Task 2. Streets Master Plan:

16) Draft and Final Streets Master Plan

17) GIS data (as desired) to integrate CIP into City's GIS database

18) Summary report of current asset management efforts

19) Recommendations for management implementation procedures of maintenance requirements

Task 3. CIP, Rates & Fees, & APWA Self Assessment:

20) Draft and final Public Works Maintenance and Optimization Plan

21) APWA self assessment

22) Project management training

23) CMMS Project Memorandum

24) Information systems audit & recommendations

25) Facilities and systems operating manuals (up to 6)

26) Maintenance Practices Technical Memorandum

27) Disaster Preparedness Plan

28) Facilities O&M Manuals (up to 2)

29) Summary of Agreements

30) Fee and utility rates analysis

31) CIP integration & optimization

32) Existing and Required MOUs

CITY OF OXNARD
PUBLIC WORKS INTEGRATED MASTER PLANS INCLUDING
CONDITION ASSESSMENT, 0&M, AND PERFORMANCE OPTIMIZATION

		2014								2015												2016					
		PHASE 1								PHASE 2																	
	Task/Subtask Descriptions	NTP	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Task 0	Project Management																										
0.1.1	Project Management	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
0.1.2	Integration Workshops			▲						▲					▲								▲				
0.1.3	Project Quality & After Action Reviews (AARs)																						X	X	X	X	X
	Global Project Deliverables																										
0.2.1	Execution of Early Priority Projects/Deliverables		X	X	X	X	X	X	X	X																	
0.2.2	Public Works Maintenance and Optimization Plan								X	X														X	X	◇	◆
0.2.3	Integrated Public Works Master CIP																							X	X	◇	◆
0.2.4	Integrated Public Works Master Plan																							X	X	◇	◆
0.2.5	Executive Summary (Master Plans)																									◇	◆
Task 1	Integrated Water Resources Master Plan																										
1.1	**Water System**																										
1.1.1	Data Collection and Analysis		X	X	X																						
1.1.2	Review & Summarize Past Reports		X	X	X																						
1.1.3	Population & Land Use Estimates			X	X																						
1.1.4	Flow Projections				X	X																					
1.1.5	Model Update and Calibration					X	X	X																			
1.1.6	Water Quality and Analysis					X	X																				
1.1.7	AMP/Condition Assessment/Wtr Systm Ops Review & Recom		X	X	X	X	◇	◆																			
1.1.8	Alternatives Analysis							X	X	X	X	X	X														
1.1.9	Development of CIP and Cost Estimates									X	X	X	◇									X	X	◆			
1.1.10	Implementation Schedule																					X	X	◆			
1.1.11	Arc Flash Assessment of Blending Stations								X	X	◇	◆															
1.1.12	Energy Analysis & Recommendations																		X	◇	◆						
1.1.13	Hydrant Testing and Pressure Monitoring		X			X	X																				
1.1.14	Cathodic Protection Assessment / Evaluation / Recommendation										X	◇															
1.1.15	SCADA						X	X	◇					◆													
1.1.16	AMR Implementation - Evaluation / RFP					X	X	X																			
1.1.17	CMMS Analysis & PM										X	X							◇	◆							
1.1.18	Facilities & Systems Operating Manuals															◇	◆										
1.1.19	Maintenance Practices Technical Memorandum (TM)							X	X	◇	◆																
1.1.20	Facilities & Systems Operation Best Practices						X	X	◇	◆																	
1.1.21	Conservation Plan Update								X	◇	◆																
1.1.22	Draft & Final Plan																			X	◇		X	◇	◆	X	
1.2	Wastewater Treatment & Collection System																										
1.2.1	Data collection & analysis		X	X	X																						
1.2.2	Review & Summarize Past Reports		X	X	X																						
1.2.3	Population & Land Use Estimates				X	X																					
1.2.4	Flow & load projections				X	X	X	X																			
1.2.5	Collection System Analysis/Model update & calibration							X	X	X	X	X															
1.2.6	Treatment Plant Performance & Capacity							X	X																		
1.2.7	AMP/Condition Assessment/Seismic		X	X	X	X	X	◇	◆																		
1.2.8	Alternatives Analysis							X	X	X	X	X	X														
1.2.9	O&M Manual (Headworks)																X	◇	◆								
1.2.10	Development of CIP & cost estimates									X	X	◇										X	X	◆			
1.2.11	Implementation Schedule																					X	X	◆			
1.2.12	ARC Flash Assessment of OWTP				X	X	◇	◆																			
1.2.13	Energy Analysis & Reccomendations																		X	◇	◆						

1.2.14	Odor Control Action Plan								X	◇	◆															
1.2.15	Cathodic Protection Assessment / Evaluation / Recommendation											X	◇													
1.2.16	SCADA					X	◇	◆																		
1.2.17	Flow Monitoring (Phase 1 - DWF, Phase 2 - WWF)		X	X			X	X					X							X						
1.2.18	Other/Miscellaneous		X	X	X	X	X	X	X	X	X	X	X	X	v	X	X	X	X	X	X	X	X	X	X	X
1.2.19	CMMS Analysis & PM								X	X	X									X	◇	◆				
1.2.20	Facilities & Systems Operating Manuals																	◇	◆							
1.2.21	Maintenance Practices Technical Memorandum (TM)				X	◆																				
1.2.22	Facilities & Systems Operation Best Practices							X	X	◆																
1.2.23	Draft & Final Plan																				X	X	◇	X	◆	
1.3	Recycled Water System																									
1.3.1	Data Collection & Analysis					X	X																			
1.3.2	Flow & Conservation Projections						X	X																		
1.3.3	Model Update & Calibration							X	X																	
1.3.4	Water Quality & Analysis													X	X											
1.3.5	Alternatives Analysis													X	X	X										
1.3.6.	Development of CIP & Cost Estimates											X	◇													
1.3.7	Implementation Schedule																◇	◆								
1.3.8	Arc Flash Study for AWPF								X	◇	◆															
1.3.9	Envision Documentation & Certification Assistance															X	X	X								
1.3.10	Recycled Water Customer/GMA Assistance																	X	X	X	X	X	X			
1.3.11	Draft & Final Plan																						◇	X	◆	
1.4	Stormwater System																									
1.4.1	Data Collection & Analysis		X	X																						
1.4.2	Flow Projections			X	X	X																				
1.4.3	Model Development & Calibration						X	X	X																	
1.4.4	AMP/Condition Assessment			X	X	X																				
1.4.5	Water Quality Analysis													X	X											
1.4.6	Alternatives Analysis									X	X	X	X													
1.4.7	Development of CIP & Cost Estimates										X	X	◇									X	◆			
1.4.8	Implementation Schedule																					◇	◆			
1.4.9	Draft & Final PLan																			X	◇			X	◆	
Task 2	Streets MP																									
2.1.1	Draft & Final Streets Master Plan																		X	X	X	X	◇	X	◆	
2.1.2	GIS Data to Integrate Asset Data into City's GIS Database						X	X	X			X	X													
2.1.3	Sumary Report of Current Asset Management Efforts					X	X																			
2.1.4	Recommendations for Management Implementation																				X	X	X			
Task 3	CIP, Rates & Fees, APWA Self Assessment																									
3.1.1	APWA Self Assessment					X	X	X	X	X	X										X	X	X			
3.1.2	Project Management Training																				X	X	X			
3.1.3	Disaster Preparedness Plan															◇	◆									
3.1.4	Information Systems Audit & Recommendations					X	X	◇																		
3.1.5	Summary of Agreements										◇	◆														
3.1.6	Existing & Required MOUs															X	◇									
3.1.7	Fees and Utility Rates Analysis																			X	X	X	X	X		
3.1.8	CIP Integration & Optimization																	X	X	X						

X	**Work Progress**
▲	**Integration Workshop**
◇	**Draft Deliverable**
◆	**Final Deliverable**

Exhibit C

RATE SCHEDULE

As of January 1, 2014

	Hourly Rate
Engineers/Scientists	
Assistant Professional	$155.00
Professional	190.00
Project Professional	225.00
Lead Project Professional	245.00
Senior Professional	265.00
Technicians	
Technicians	125.00
Senior Technician	145.00
Support Staff	
Document Processing / Clerical	95.00
Subconsultants	Cost +5%

This rate schedule is subject to annual revisions due to labor adjustments.

Exhibit C
Schedule of Costs
Page 1 of 2

carollo PUBLIC WORKS INTEGRATED MASTER PLANS (PWMP), INCLUDING CONDITION ASSESSMENT, O&M, AND PERFORMANCE OPTIMIZATION Task/Subtask Descriptions		Total Carollo Hours	Carollo Labor Cost	Total Subconsultant Costs	Carollo Other Direct Costs (ODC) Markup	Total Consultant Cost (Carollo & Subconsultants)	Total Phase 1 (Carollo & Subconsultants)	Total Phase 2 (Carollo & Subconsultants)
Task 0	**Overall Project Management**							
0.1	**Project Management**	**1,416**	**$ 330,280**	**-**	**$ -**	**$ 330,280**	**$ 145,980**	**$ 184,300**
0.1.1	Project Management	840	$ 201,400	-	$ -	$ 201,400	$ 100,700	$ 100,700
0.1.2	Integration Workshops	416	$ 90,560	-	$ -	$ 90,560	$ 45,280	$ 45,280
0.1.3	Project Quality & After Action Reviews (AARs)	160	$ 38,320	-	$ -	$ 38,320		$ 38,320
0.2	**Global Project Deliverables**	**2,008**	**$ 389,200**	**-**	**$ -**	**$ 389,200**	**$ 94,680**	**$ 294,520**
0.2.1	Execution of Early Priority Projects/Deliverables	256	$ 60,640	-	$ -	$ 60,640	$ 60,640	
0.2.2	Public Works Maintenance and Optimization Plan	216	$ 34,040	-	$ -	$ 34,040	$ 34,040	
0.2.3	Integrated Public Works Master CIP	256	$ 56,720	-	$ -	$ 56,720		$ 56,720
0.2.4	Integrated Public Works Master Plan	800	$ 144,800	-	$ -	$ 144,800		$ 144,800
0.2.5	Executive Summary (Master Plans)	480	$ 93,000	-	$ -	$ 93,000		$ 93,000
	Total Task 0	**3,424**	**$ 719,480**	**-**	**$ -**	**$ 719,480**	**$ 240,660**	**$ 478,820**
Task 1	**IWRMP Master Plans & Facilities Assessments**							
1.1	**Water System**	**3,246**	**$ 703,750**	**40,000**	**$ 2,000**	**$ 745,750**	**$ 556,315**	**$ 189,435**
1.1.1	Data Collection and Analysis	60	$ 15,420	-	$ -	$ 15,420	$ 15,420	
1.1.2	Review & Summarize Past Reports	88	$ 19,000	-	$ -	$ 19,000	$ 19,000	
1.1.3	Population & Land Use Estimates	41	$ 10,465	-	$ -	$ 10,465	$ 10,465	
1.1.4	Flow Projections	96	$ 24,320	-	$ -	$ 24,320	$ 24,320	
1.1.5	Model Update and Calibration	164	$ 38,660	-	$ -	$ 38,660	$ 38,660	
1.1.6	Water Quality and Analysis	60	$ 14,300	-	$ -	$ 14,300	$ 14,300	
1.1.7	AMP/Condition Assessment/Wtr Systm Ops Review & Recom	328	$ 75,680	-	$ -	$ 75,680	$ 75,680	
1.1.8	Alternatives Analysis	244	$ 53,460	-	$ -	$ 53,460	$ 53,460	
1.1.9	Development of CIP and Cost Estimates	116	$ 28,340	-	$ -	$ 28,340	$ 14,170	$ 14,170
1.1.10	Implementation Schedule	72	$ 18,600	-	$ -	$ 18,600		$ 18,600
1.1.11	Arc Flash Assessment of Blending Stations	276	$ 61,420	-	$ -	$ 61,420	$ 61,420	
1.1.12	Energy Analysis & Reccomendations	80	$ 20,080	-	$ -	$ 20,080		$ 20,080
1.1.13	Hydrant Testing and Pressure Monitoring	80	$ 17,680	-	$ -	$ 17,680	$ 17,680	
1.1.14	Cathodic Protection Assessment / Evaluation / Recommendation	20	$ 4,400	40,000	$ 2,000	$ 46,400	$ 46,400	
1.1.15	SCADA	178	$ 39,410	-	$ -	$ 39,410	$ 39,410	
1.1.16	AMR Implementation - Evaluation / RFP	108	$ 28,620	-	$ -	$ 28,620	$ 28,620	
1.1.17	CMMS Analysis & PM	272	$ 57,720	-	$ -	$ 57,720	$ 28,860	$ 28,860
1.1.18	Facilities & Systems Operating Manuals	341	$ 51,845	-	$ -	$ 51,845		$ 51,845
1.1.19	Maintenance Practices Technical Memorandum (TM)	58	$ 8,610	-	$ -	$ 8,610	$ 8,610	
1.1.20	Facilities & Systems Operation Best Practices	108	$ 25,220	-	$ -	$ 25,220	$ 25,220	
1.1.21	Conservation Plan Update	160	$ 34,620	-	$ -	$ 34,620	$ 34,620	
1.1.22	Draft & Final Plan	296	$ 55,880	-	$ -	$ 55,880		$ 55,880
1.2	**Wastewater Treatment & Collection System**	**5,380**	**$ 1,217,800**	**684,000**	**$ 34,200**	**$ 1,936,000**	**$ 1,433,415**	**$ 502,585**
1.2.1	Data collection & analysis	32	$ 8,480	-	$ -	$ 8,480	$ 8,480	
1.2.2	Review & Summarize Past Reports	88	$ 19,000	-	$ -	$ 19,000	$ 19,000	
1.2.3	Population & Land Use Estimates	41	$ 10,465	-	$ -	$ 10,465	$ 10,465	
1.2.4	Flow & load projections	124	$ 31,580	-	$ -	$ 31,580	$ 31,580	
1.2.5	Collection System Analysis/Model update & calibration	384	$ 92,160	-	$ -	$ 92,160	$ 92,160	
1.2.6	Treatment Plant Performance & Capacity	152	$ 39,480	24,000	$ 1,200	$ 64,680	$ 64,680	
1.2.7	AMP/Condition Assessment/Seismic	1,116	$ 251,300	250,000	$ 12,500	$ 513,800	$ 513,800	
1.2.8	Alternatives Analysis	472	$ 115,240	25,000	$ 1,250	$ 141,490	$ 141,490	
1.2.9	O&M Manual (Headworks)	212	$ 55,380	-	$ -	$ 55,380		$ 55,380
1.2.10	Development of CIP & cost estimates	192	$ 50,560	25,000	$ 1,250	$ 76,810	$ 38,405	$ 38,405
1.2.11	Implementation Schedule	72	$ 19,080	-	$ -	$ 19,080		$ 19,080
1.2.12	ARC Flash Assessment of OWTP	384	$ 81,080	-	$ -	$ 81,080	$ 81,080	
1.2.13	Energy Analysis & Reccomendations	80	$ 20,080	-	$ -	$ 20,080		$ 20,080
1.2.14	Odor Control Action Plan	352	$ 74,680	-	$ -	$ 74,680	$ 74,680	
1.2.15	Cathodic Protection Assessment / Evaluation / Recommendation	20	$ 4,400	60,000	$ 3,000	$ 67,400	$ 67,400	
1.2.16	SCADA	178	$ 39,410	-	$ -	$ 39,410	$ 39,410	
1.2.17	Flow Monitoring (Phase 1 - DWF, Phase 2 - WWF)	70	$ 16,950	150,000	$ 7,500	$ 174,450	$ 87,225	$ 87,225
1.2.18	Other/Miscellaneous	176	$ 44,240	150,000	$ 7,500	$ 201,740	$ 100,870	$ 100,870
1.2.19	CMMS Analysis & PM	272	$ 57,720	-	$ -	$ 57,720	$ 28,860	$ 28,860
1.2.20	Facilities & Systems Operating Manuals	341	$ 51,845	-	$ -	$ 51,845		$ 51,845
1.2.21	Maintenance Practices Technical Memorandum	58	$ 8,610	-	$ -	$ 8,610	$ 8,610	
1.2.22	Facilities & Systems Operation Best Practices	108	$ 25,220	-	$ -	$ 25,220	$ 25,220	
1.2.23	Draft & Final Plan	456	$ 100,840	-	$ -	$ 100,840		$ 100,840

Exhibit C
Schedule of Costs
Page 2 of 2

PUBLIC WORKS INTEGRATED MASTER PLANS (PWMP), INCLUDING CONDITION ASSESSMENT, O&M, AND PERFORMANCE OPTIMIZATION Task/Subtask Descriptions		Total Carollo Hours	Carollo Labor Cost	Total Subconsultant Costs	Carollo Other Direct Costs (ODC) Markup	Total Consultant Cost (Carollo & Subconsultants)	Total Phase 1 (Carollo & Subconsultants)	Total Phase 2 (Carollo & Subconsultants)
1.3	**Recycled Water System**	**1,078**	**$ 243,731**	**125,000**	**$ 6,250**	**$ 374,981**	**$ 236,181**	**$ 138,800**
1.3.1	Data Collection & Analysis	8	$ 2,120	125,000	$ 6,250	$ 133,370	$ 133,370	
1.3.2	Flow & Conservation Projections	36	$ 8,580	-	$ -	$ 8,580	$ 8,580	
1.3.3	Model Update & Calibration	108	$ 28,620	-	$ -	$ 28,620	$ 28,620	
1.3.4	Water Quality & Analysis	14	$ 3,390	-	$ -	$ 3,390		$ 3,390
1.3.5	Alternatives Analysis	216	$ 52,440	-	$ -	$ 52,440		$ 52,440
1.3.6	Development of CIP & Cost Estimates	112	$ 27,440	-	$ -	$ 27,440	$ 13,720	$ 13,720
1.3.7	Implementation Schedule	46	$ 11,870	-	$ -	$ 11,870		$ 11,870
1.3.8	Arc Flash Study for AWPF	246	$ 51,891	-	$ -	$ 51,891	$ 51,891	
1.3.9	Envision Documentation & Certification Assistance	44	$ 10,060	-	$ -	$ 10,060		$ 10,060
1.3.10	Recycled Water Customer/GMA Assistance	44	$ 10,060	-	$ -	$ 10,060		$ 10,060
1.3.11	Draft & Final Plan	204	$ 37,260	-	$ -	$ 37,260		$ 37,260
1.4	**Stormwater System**	**1,301**	**$ 298,045**	**-**	**$ -**	**$ 298,045**	**$ 203,570**	**$ 94,475**
1.4.1	Data Collection & Analysis	56	$ 14,160	-	$ -	$ 14,160	$ 14,160	
1.4.2	Flow Projections	100	$ 24,900	-	$ -	$ 24,900	$ 24,900	
1.4.3	Model Development & Calibration	276	$ 66,740	-	$ -	$ 66,740	$ 66,740	
1.4.4	AMP/Condition Assessment	252	$ 50,340	-	$ -	$ 50,340	$ 50,340	
1.4.5	Water Quality Analysis	76	$ 18,220	-	$ -	$ 18,220		$ 18,220
1.4.6	Alternatives Analysis	132	$ 34,980	-	$ -	$ 34,980	$ 34,980	
1.4.7	Development of CIP & Cost Estimates	100	$ 24,900	-	$ -	$ 24,900	$ 12,450	$ 12,450
1.4.8	Implementation Schedule	52	$ 13,140	-	$ -	$ 13,140		$ 13,140
1.4.9	Draft & Final PLan	257	$ 50,665	-	$ -	$ 50,665		$ 50,665
	Total Task 1	**11,005**	**$ 2,463,326**	**849,000**	**$ 42,450**	**$ 3,354,776**	**$ 2,429,481**	**$ 925,295**
Task 2	**Streets Master Plan**							
2.1	**Streets Master Plan**							
2.1.1	Draft & Final Streets Master Plan	60	$ 9,100	100,000	$ 5,000	$ 114,100		$ 114,100
2.1.2	GIS Data to Integrate Asset Data into City's GIS Database	116	$ 30,740	25,000	$ 1,250	$ 56,990	$ 56,990	
2.1.3	Summary Report of Current Asset Management Efforts	44	$ 6,220	25,000	$ 1,250	$ 32,470	$ 32,470	
2.1.4	Recommendations for Management Implementation	36	$ 5,460	25,000	$ 1,250	$ 31,710		$ 31,710
	Total Task 2	**256**	**$ 51,520**	**175,000**	**$ 8,750**	**$ 235,270**	**$ 89,460**	**$ 145,810**
Task 3	**CIP, Rates & Fees, & APWA Self Assessment**							
3.1	**CIP, Rates & Fees, & APWA Self Assessment**							
3.1.1	APWA Self Assessment	360	$ 87,640	-	$ -	$ 87,640	$ 43,820	$ 43,820
3.1.2	Project Management Training	252	$ 50,860	50,000	$ 2,500	$ 103,360		$ 103,360
3.1.3	Disaster Preparedness Plan	124	$ 25,400	-	$ -	$ 25,400		$ 25,400
3.1.4	Information Systems Audit & Recommendations	148	$ 37,620	-	$ -	$ 37,620	$ 37,620	
3.1.5	Summary of Agreements	28	$ 6,460	-	$ -	$ 6,460	$ 6,460	
3.1.6	Existing & Required MOUs	124	$ 25,400	-	$ -	$ 25,400		$ 25,400
3.1.7	Fees and Utility Rates Analysis	568	$ 143,560	-	$ -	$ 143,560		$ 143,560
3.1.8	CIP Integration & Optimization	416	$ 98,040	75,000	$ 3,750	$ 176,790		$ 176,790
	Total Task 3	**2,020**	**$ 474,980**	**125,000**	**$ 6,250**	**$ 606,230**	**$ 87,900**	**$ 518,330**
						Project Total	**Phase I Total**	**Phase 2 Total**
	Total Project Hours & Cost	**16,705**	**$3,709,306**	**$1,149,000**	**$57,450**	**$4,915,756**	**$2,847,501**	**$2,068,255**

INSURANCE REQUIREMENTS FOR CONSULTANTS
(WITH ERRORS AND OMISSIONS REQUIREMENT)

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

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

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

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

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

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

City of Oxnard
Risk Manager
Reference No. A-7668
300 West Third Street, Suite 302
Oxnard, California 93030

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

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

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

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

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

4/14

INSTRUCTION FOR SUBMITTING INSURANCE CERTIFICATES AND ENDORSEMENT FORMS

Certificates of Insurance

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

Endorsement Forms

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

INS-A.doc

ACORD CERTIFICATE OF INSURANCE

ISSUE DATE (MM/DD/YY)

PRODUCER	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
CODE SUB-CODE	**COMPANIES AFFORDING INSURANCE COVERAGE**
INSURED	COMPANY LETTER A SPECIFY COMPANY NAMES IN THIS SPACE
	COMPANY LETTER B

COVERAGES

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

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

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

CERTIFICATE HOLDER ~~City of Oxnard~~ Attn: Risk Manager Reference No. A-7668 300 W. Third Street, Suite 302 Oxnard CA 93030	**CANCELLATION** ~~SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE~~ EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ~~ENDEAVOR TO~~ MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, ~~BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.~~ AUTHORIZED REPRESENTATIVE

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

SUBMIT IN DUPLICATE

ENDORSEMENT NO.	ISSUE DATE (MM/DD/YY)

PRODUCER

Telephone:

NAMED INSURED

POLICY INFORMATION:
Insurance Company:
Policy No.:
Policy Period: (from) (to)
LOSS ADJUSTMENT EXPENSE ☐ Included in Limits ☐ In Addition to Limits

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

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

CITY AGREEMENTS/PERMITS

TYPE OF INSURANCE

GENERAL LIABILITY
☐ COMMERCIAL GENERAL LIABILITY ☐ Claims Made
☐ COMPREHENSIVE GENERAL LIABILITY Retroactive Date _____
☐ OWNERS & CONTRACTORS PROTECTIVE ☐ Occurrence

OTHER PROVISIONS

COVERAGES	LIABILITY LIMITS IN THOUSANDS $	
	EACH OCCURRENCE	AGGREGATE
☐ GENERAL		
☐ PRODUCTS/COMPLETED OPERATIONS		
☐ PERSONAL & ADVERTISING INJURY		
☐ FIRE DAMAGE		
☐ _____		
☐ _____		

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

Name: _____
Address: _____
_____
Telephone: (____) _____

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

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

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

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

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

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

6. **SCOPE OF COVERAGE.** This policy, if primary, affords coverage at least as broad as:
   a. Insurance Services Office Commercial General Liability Coverage, "occurrence" form CG0001; or
   b. If excess, affords coverage which is at least as broad as the primary insurance form CG0001.

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

ENDORSEMENT HOLDER

CITY OF OXNARD
Attn: Risk Manager
Reference No.A-7668
300 W. Third Street, Suite 302
Oxnard, CA 93030

AUTHORIZED REPRESENTATIVE

☐ Broker/Agent ☐ Underwriter ☐ _____

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

Signature _____
(original signature required)
Telephone: (____) _____ Date Signed: _____

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Attachment No. 1
Exhibit INS-A
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AUTOMOBILE LIABILITY SPECIAL ENDORSEMENT FOR THE CITY OF OXNARD (the "City")

SUBMIT IN DUPLICATE

ENDORSEMENT NO.	ISSUE DATE (MM/DD/YY)

PRODUCER

Telephone:

NAMED INSURED

POLICY INFORMATION:
Insurance Company:
Policy No.:
Policy Period: (from) (to)
LOSS ADJUSTMENT EXPENSE ☐ Included in Limits ☐ In Addition to Limits

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

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

CITY AGREEMENTS/PERMITS

TYPE OF INSURANCE

☐ COMMERCIAL AUTO POLICY
☐ BUSINESS AUTO POLICY
☐ OTHER

OTHER PROVISIONS

LIMIT OF LIABILITY

$ _____ **per accident, for bodily injury and property damage.**

CLAIMS: Underwriter's representative for claims pursuant to this insurance.
Name: _____
Address: _____
_____
Telephone: ( ) _____

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

1. **INSURED.** The City, its officers, agents, volunteers and employees are included as insureds with regard to liability and defense of suits arising from the operations, products and activities performed by or on behalf of the named insured.
2. **CONTRIBUTION NOT REQUIRED.** As respects: (a) work performed by the named insured for or on behalf of the City; or (b) products sold by the named insured to the City; or (c) premises leased by the named insured from the City, the insurance afforded by this policy shall be primary insurance as respects the City, its officers, agents, employees or volunteers; or stand in an unbroken chain of coverage excess of the named insured's scheduled underlying primary coverage. In either event, any other insurance maintained by the City, its officers, agents, employees or volunteers shall be in excess of this insurance and shall not contribute with it.
3. **SEVERABILITY OF INTEREST.** This insurance applies separately to each insured against whom claim is made or suit is brought except with respect to the company's limits of liability. The inclusion of any person or organization as an insured shall not affect any right which such person or organization would have as a claimant if not so included.
4. **CANCELLATION NOTICE.** With respect to the interests of the City, this insurance shall not be canceled, or materially reduced in coverage or limits except after thirty (30) days prior written notice by receipted delivery has been given to the City.
5. **PROVISIONS REGARDING THE INSURED'S DUTIES.** Any failure to comply with reporting provisions of the policy or breaches or violations of warranties shall not affect coverage provided to the City, its officers, agents, employees or volunteers.
6. **SCOPE OF COVERAGE.** This policy, if primary, affords coverage at least as broad as:
   a. Insurance Services Office Automobile Liability Coverage, "occurrence" form CA0001, code ("any auto"); or
   b. If excess, affords coverage which is at least as broad as the primary insurance form referenced in the preceding section (1).

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

ENDORSEMENT HOLDER

CITY OF OXNARD
Attn: Risk Manager
Reference No. A-7668
300 W. Third Street, Suite 302
Oxnard, CA 93030

AUTHORIZED REPRESENTATIVE
☐ Broker/Agent ☐ Underwriter ☐ _____

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

Signature _____
(original signature required)

Telephone: ( ) Date Signed _____

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CITY OF OXNARD CALIFORNIA

Meeting Date: May 20, 2014

ACTION	TYPE OF ITEM
☐ Approved Recommendation	■ Info/Consent
☐ Ord. No(s). _____	☐ Report
☐ Res. No(s). _____	☐ Public Hearing (Info/consent)
☐ Other _____	☐ Other _____

Prepared By: Marisue Eastlake Agenda Item No. S-10

Reviewed By: City Manager City Attorney RT Finance Other *(Specify)*

DATE: May 12, 2014

TO: City Council

FROM: Greg Barnes
Recreation and Community Services

SUBJECT: **Recognize Revenue and Appropriate Funds for the Retired and Senior Volunteer Program (RSVP), Fiscal Year 2014/2015**

RECOMMENDATION

That the City Council:

1. Authorize the City Manager or designee to execute grant agreements.

2. Authorize the Chief Financial Officer or designee to submit financial reports and grant claims and appropriate grant funds and the City matching funds as required by the grant.

DISCUSSION

For the past 37 years the City of Oxnard has successfully operated the Retired and Senior Volunteer Program (RSVP), which last year served about 600 volunteers age 55 and older. In 2013, RSVP volunteers assisted over 40 non-profit or public agencies, serving 77,003 hours and providing over $2 million of time and talent to our community. The largest priorities addressed are hunger through food collection and distribution and helping seniors living independently.

The RSVP grant is funded by the federal Corporation for National and Community Service (CNCS). The dual purpose is to engage older adults in volunteer services to meet critical community needs and to provide a high quality service experience that will enrich the lives of the volunteers. Grant agreements with CNCS are awarded on a three-year basis, with FY 2014/15 being the second year of this cycle. The grant award this year is $67,777.

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

FINANCIAL IMPACT

The RSVP Grant FY 14-15 (Project 77804) includes $67,777 of grant funds and $29, 047 of general fund match. The general fund match will be included in the recommended FY 14-15 operating budget for Recreation / Senior Services (101-5303).