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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

June 3, 2014

4:30 P.M. – Closed Session

5:00 P.M - Reports

A. ROLL CALL/POSTING OF AGENDA

*** The Oxnard Community Development Commission Successor Agency and 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 5 for a description of closed session items)

K. REPORTS– 5:00 P.M

Finance Department

1. SUBJECT: Monthly Budget Status Report for the Period Ending April 30, 2014. (001)

RECOMMENDATION: Receive Report.

Legislative Body: CC

Contact: James Cameron

Phone: 385-7461

2. SUBJECT: Fiscal Year 2014-15 Recommended Budget Study Session. (019)

RECOMMENDATION: Hold a study session on the recommended budget for Fiscal Year (FY) 2014-15.

Legislative Body: CC

Contact: James Cameron

Phone: 385-7461

D. OPENING CEREMONIES – 6:00 P.M.

Pledge of allegiance to the flag of the United States.

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.

E. CEREMONIAL CALENDARF. 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.

G. TRANSMITTAL OF INFORMATION ONLY ITEMSJ. APPOINTMENT ITEM – 6: 15 P.M.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. (021)
RECOMMENDATION: 1) Approve a resolution containing revisions to City Council Procedures; 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 3) That the Housing Authority approve a resolution containing revisions to Housing Authority Procedures.

Legislative Body: CC/HA

Contact: Martin R. Erickson

Phone: 385-7870

H. INFORMATION/CONSENT PUBLIC HEARINGSPolice Department

1. SUBJECT: Edward Byrne Memorial Justice Assistance Grant Formula Program (JAG): FY 2014 Local Solicitation. (029)
RECOMMENDATION: Adopt a resolution: 1) Authorizing the City Manager to execute and submit an application for U.S. Department of Justice (DOJ) grant funds in the amount of \$112,980 from the Edward Byrne Memorial Justice Assistance Grant (JAG) Formula Program's FY 2014 Local Solicitation; 2) Authorizing the City Manager to execute a Memorandum of Understanding (A-7674) with the County of Ventura and the Cities of San Buenaventura, Thousand Oaks and Simi Valley, designating the City of Oxnard as the lead agency and fiscal agent for the JAG; 3) Authorizing the City Manager or designee to execute grant agreements and appropriate funds upon notification of grant award; 4) Authorizing the Chief Financial Officer or designee to submit financial reports and grant claims and approve special budget appropriations for the use of JAG funds; and 5) Authorizing the Chief of Police or designee to submit all program related progress or status reports.

Legislative Body: CC

Contact: Jeri Williams

Phone: 385-7624

I. PUBLIC HEARING – 6: 45 P.MHousing Department

1. SUBJECT: Public Hearing to Consider Oxnard's Fiscal Year 2014-2015 Annual Action Plan (AAP) including Applications to the U.S. Department of Housing and Urban Development (HUD). (051)

RECOMMENDATION: 1) Conduct a Public Hearing to receive comments and provide direction to staff on changes to the Annual Action Plan (AAP), and approve the AAP with recommended use of funds.; 2) Authorize the City Manager to make any changes and appropriate grant funding to the AAP as directed and approved; 3) Authorize the City Manager to execute the required applications, certifications, and other pertinent documents for the submission of the AAP to the United States Department of Housing and Urban Development (HUD); and 4) Authorize the City Manager to sign any documents or agreements required by HUD for the implementation of the AAP.

Legislative Body: CC

Contact: Juliette Dang

Phone: 385-7493

K. REPORTSL. 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.

M. CITY COUNCIL/HOUSING AUTHORITY/SUCCESSOR AGENCY/FINANCING AUTHORITY
BUSINESS/COMMITTEE REPORTSN. 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 SESSIONQ. 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 Meeting of the Oxnard City Council for May 6 and 13, 2014.
(109)
RECOMMENDATION: Approve.
Legislative Body: CC Contact: Daniel Martinez Phone: 385-7803

City Manager Department

2. SUBJECT: Agreements for City Council Review. (121)
RECOMMENDATION: Pursuant to Ordinance 2835 and Resolution 13,932, approve and authorize the City Manager, to execute the attached agreements/contracts and change orders/amendments in amounts more than \$25,000 but no more than \$250,000, which are described on the attached list.
Legislative Body: CC Contact: Greg Nyhoff Phone: 385-7430
3. SUBJECT: Fourth Amendment to the Agreement for Gang Intervention Street Outreach. (125)
RECOMMENDATION: Approve and ratify the Mayor's execution of the Fourth Amendment to the Agreement for Gang Intervention Street Outreach with City Impact, Inc. (5508-11-PO) to increase the agreement value by \$99,000 to a total agreement value of \$456,197.
Legislative Body: CC Contact: Ken Klopman Phone: 385-7471
4. SUBJECT: Blanket Purchase Order for Shell Fleet Card Services for Cardlock Fuel and Car Wash Service for FY 2014-15. (141)
RECOMMENDATION: Approve and authorize the Mayor to sign a blanket purchase order (No. 4864) with Shell Fleet Card Services, contract administrator for Oxnard Airport Shell and MacValley Oil Company, for the period from July 1, 2014, to June 30, 2015, in an amount not to exceed \$3,000,000 for gasoline, diesel, and car wash service at Shell stations through a fuel card system.
Legislative Body: CC Contact: Bill Birch Phone: 385-8080
5. SUBJECT: Blanket Purchase Order for DeWitt Petroleum for Bulk Fuel Delivery for FY 2014-15. (145)
RECOMMENDATION: Approve and authorize the Mayor to sign a blanket purchase order (No. 4865) with DeWitt Petroleum for the period from July 1, 2014, to June 30, 2015, in an amount not to exceed \$350,000 for bulk fuel delivery to various City sites.
Legislative Body: CC Contact: Bill Birch Phone: 385-8080

C. CLOSED SESSION - Continued from Page 1.

1. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION.

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

Name of case: Edmund Sotelo v. City of Oxnard, United States District Court,
Case No. CV13-6039 FMO(MRWx)

The Interim City Attorney requested that this item be discussed in closed session under the Brown Act exception of Conference with Legal Counsel – Existing Litigation. The purpose of the closed session is for the City Council to confer with its legal counsel regarding the pending litigation when discussion in open session would prejudice the position of the City in the litigation.

2. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION.

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

Name of case: The Estate of Alfonso Limon, Jr., et al. v. City of Oxnard, et al.
United States District Court, Case No. CV13-01961 SS

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

T. ADJOURNMENT

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

Prepared By: James Cameron

Agenda Item No. 15-1

Reviewed By: City Manager

City Attorney

Finance

Other (Specify)

DATE: May 22, 2014

TO: City Council

FROM: James Cameron, Chief Financial Officer
Finance Department

SUBJECT: Monthly Budget Status Report – April 30, 2014

RECOMMENDATION

That City Council receive the monthly City of Oxnard Budget Status Report as of April 30, 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 following table summarizes comparative results through April for the prior year and current year budget and actual for the General Fund.

General Fund	Prior FY	Budget	Current FY
From Operations			
Revenue			
Property Tax	31,989	32,169	32,003
Sales Tax	15,069	16,083	15,961
Other	30,366	30,367	33,713
Total	77,424	78,619	81,677
Expenditures			
Public Safety	49,450	49,380	51,481
Culture & Recreation	12,383	12,743	12,714
Other	17,989	17,814	16,638
Total	79,822	79,937	80,833
Non-Operating (net)	2,398	1,318	(844)

Compared to the prior year, General Fund revenues are up 5.5%; however, because much of this increase was built into the budget, on a budget basis, revenues are only up 4%. This variance may be in part due to timing differences. Sales taxes are lower than budget primarily due to a one-time reallocation to another City by the board of Equalization. General Fund expenditures are slightly higher than the prior year primarily due to salary increases provided for in labor agreements. On a budget basis, expenditures are about 1% higher.

Utility revenues reflect the full year impact of approved rate increases as well as pass through costs in Water for purchased water. Revenues through April have not been consistent for the utility funds. While water revenues are higher than both the prior year and the budget bases, wastewater revenues are below both the prior year and the budget. Environmental Resources (ER) is higher than the prior year, but under budget likely due to the transition to City operation in terms of timing and reporting. Expenditures for Water and Wastewater are higher than the prior year, but lower than budget. In the case of ER, expenditures are lower than both the prior year and the budget basis, again due to the transition to City operation.

Utility Funds	Prior FY	Budget	Current FY
From Operations			
Revenue			
Water	36,141	37,353	39,187
Wastewater	22,200	25,372	21,057
Environmental Resources	31,344	36,720	33,392
Total	89,685	99,445	93,636
Expenditures			
Water	25,801	26,797	26,236
Wastewater	13,194	14,433	13,979
Environmental Resources	29,043	29,373	26,487
Total	68,038	70,603	66,702

Revenues exclude one-time connection fees and interest earnings while expenditures exclude capital outlay and interest expense.

At the end of April, City accounts had cash balances totaling \$151 million as shown below. The Community Development Commission Successor Agency had an additional \$2 million.

Cash balance of Major Funds
as of April 30, 2014

General Fund	\$ 10.9
Measure O	16.6
Grants	(6.8)
Other Governmental	57.5
Water	
Operating	28.3
Other	9.7
Wastewater	
Operating	11.0
Other	3.3
Environmental Resources	7.0
PACC	(1.7)
Golf	(2.1)
Housing SA	4.5
Other (ISF)	12.7
Total	<u>\$ 150.9</u>
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 April 30, 2014 has no direct financial impact.

Attachment #1 - City of Oxnard Monthly Budget Status Report as of April 30, 2014

**City of Oxnard
Monthly Budget Status Report
As of April 30, 2014**

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**City of Oxnard
Budget Status Report
as of April 30, 2014
General Fund
(Unaudited)**

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual Amounts</u>
OPERATING REVENUES AND EXPENDITURES			
Operating Revenues			
Taxes:			
Property Taxes	\$ 26,861,000	\$ 26,861,000	\$ 24,635,545 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	15,961,335 b
Other Taxes and Fees	12,977,000	12,977,000	10,644,455 c
Licenses and Permits	1,967,000	1,967,000	1,897,770
Intergovernmental	12,939,000	12,939,000	10,336,155 c
Charges for Services	8,489,000	8,489,000	6,521,476
Fines and Forfeitures	591,000	591,000	317,952 c
Investment Earnings	103,000	103,000	102,571
Miscellaneous	<u>2,976,000</u>	<u>3,051,000</u>	<u>3,892,565</u>
Total Operating Revenues	\$ 108,409,000	\$ 108,484,000	\$ 81,676,822
Operating Expenditures			
General Government	10,644,903	10,651,803	7,529,173
Public Safety	64,738,295	64,687,295	51,480,989
Transportation	2,343,658	2,343,658	1,923,631
Community Development	8,903,327	8,957,904	7,184,529
Culture and Recreation	<u>15,721,355</u>	<u>15,732,878</u>	<u>12,714,496</u>
Total Operating Expenditures	\$ 102,351,538	\$ 102,373,538	\$ 80,832,818
NET REVENUES FROM OPERATIONS	\$ 6,057,462	\$ 6,110,462	\$ 844,004

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 April 30, 2014
General Fund
(Unaudited)**

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual Amounts</u>
NON-OPERATING SOURCES AND USES			
Non-operating Sources			
Transfers in	\$ 37,000	\$ 37,000	\$ 37,000
Sub-total Non-operating Sources	<u>37,000</u>	<u>37,000</u>	<u>37,000</u>
Non-operating Uses			
Capital outlay	75,000	216,000	299,736
Transfers out	<u>6,019,462</u>	<u>5,931,462</u>	<u>775,420</u> ^d
Sub-total Non-operating Uses	<u>6,094,462</u>	<u>6,147,462</u>	<u>1,075,156</u>
NET NON-OPERATING SOURCES AND USES	\$ (6,057,462)	\$ (6,110,462)	\$ (1,038,156)
USE OF FUND BALANCE			
Use of Reserve for Encumbrances	-	-	-
From Available Fund Balance	<u>-</u>	<u>-</u>	<u>194,152</u> ^e
TOTAL USE OF FUND BALANCE	\$ -	\$ -	\$ 194,152
FISCAL YEAR BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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 April 30, 2014
Measure O 1/2 Cent Sales Tax
(Unaudited)**

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual Amounts</u>
OPERATING REVENUES AND EXPENDITURES			
Operating Revenues			
Taxes	\$ 11,000,000	\$ 11,000,000	\$ 9,267,188 a
Investment Earnings	90,000	90,000	112,808
Other	-	-	37,708
Total Operating Revenues	\$ 11,090,000	\$ 11,090,000	\$ 9,417,704
Operating Expenditures			
General Government	50,000	161,449	52,227
Public Safety	3,002,642	4,637,700	2,699,262
Transportation	900,000	1,137,568	539,872
Community Development	420,000	470,000	319,238
Culture and Recreation	1,299,000	1,462,250	1,222,535
Total Operating Expenditures	\$ 5,671,642	\$ 7,868,967	\$ 4,833,134
NET REVENUES FROM OPERATIONS	\$ 5,418,358	\$ 3,221,033	\$ 4,584,570
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	1,790,210
Sub-total Non-operating Uses	745,000	15,685,464	1,790,210
NET NON-OPERATING SOURCES AND USES	\$ (745,000)	\$ (15,685,464)	\$ (1,790,210)
DEBT FINANCING & USE OF FUND BALANCE			
Designated for Authorized Projects & Encumbrances	-	5,662,943	1,911,683 b
From/(to) Fund Balance	-	8,800,846	1,064,392
TOTAL USE OF FUND BALANCE	\$ -	\$ 14,463,789	\$ 2,976,075
FISCAL YEAR BALANCE	\$ 4,673,358	\$ 1,999,358	\$ 5,770,435

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 April 30, 2014
Grant Funds
(Unaudited)**

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual Amounts</u>
OPERATING REVENUES AND EXPENDITURES			
Operating Revenues			
Intergovernmental	\$ 3,268,385	\$ 12,109,902	\$ 11,304,181
Fines and forfeitures	-	-	35,779
Investment Earnings	-	-	8,421
Miscellaneous	-	97,099	144,947
Total Operating Revenues	\$ 3,268,385	\$ 12,207,001	\$ 11,493,328
Operating Expenditures			
General Government	-	-	-
Public Safety	561,292	8,050,554	3,619,007
Transportation	-	910,313	9,462
Community Development	1,789,998	9,548,933	4,080,004
Culture and Recreation	37,940	446,290	64,041
Total Operating Expenditures	\$ 2,389,230	\$ 18,956,090	\$ 7,772,514
NET REVENUES FROM OPERATIONS	\$ 879,155	\$ (6,749,089)	\$ 3,720,814
NON-OPERATING SOURCES AND USES			
Non-operating Sources			
Transfers in	-	-	-
Sub-total Non-operating Sources	-	-	-
Non-operating Uses			
Capital Outlay	1,026,317	14,308,762	3,883,622
Transfers out	-	-	-
Sub-total Non-operating Uses	1,026,317	14,308,762	3,883,622
NET NON-OPERATING SOURCES AND USES	\$ (1,026,317)	\$ (14,308,762)	\$ (3,883,622)
DEBT FINANCING & USE OF FUND BALANCE			
Designated for Authorized Projects & Encumbrances	-	20,194,554	2,101,740
From/(to) Available Fund Balance	147,162	863,297	(1,938,932) a
TOTAL USE OF FUND BALANCE	\$ 147,162	\$ 21,057,851	\$ 162,808
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 April 30, 2014
Other Governmental Funds
(Unaudited)

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual Amounts</u>
OPERATING REVENUES AND EXPENDITURES			
Operating Revenues			
Taxes	\$ 12,000,000	\$ 12,000,000	\$ 12,359,839
Licenses and Permits	804,000	804,000	805,526
Intergovernmental	5,639,816	5,639,816	5,905,882
Growth and Development Fees	2,717,000	2,717,000	2,794,656
Charges for services	110,000	110,000	132,242
Fines and forfeitures	320,000	320,000	124,664
Investment Earnings	311,401	311,401	342,706
Special Assessments	9,133,079	9,133,079	8,012,613
Miscellaneous	1,354,500	1,362,050	1,858,382
Total Operating Revenues	\$ 32,389,796	\$ 32,397,346	\$ 32,336,510
Operating Expenditures			
General Government	253,177	253,177	231,812
Public Safety	20,631,913	20,631,913	15,399,372
Transportation	6,608,532	6,705,122	4,821,589
Community Development	9,400	42,938	71,407
Culture and Recreation	5,124,470	5,124,470	4,252,792
Total Operating Expenditures	\$ 32,627,492	\$ 32,757,620	\$ 24,776,972
NET REVENUES FROM OPERATIONS	\$ (237,696)	\$ (360,274)	\$ 7,559,538
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	1,217,239
Payment of Principal	4,134,322	4,134,322	1,200,199
Capital Outlay	1,811,580	19,820,434	3,885,554
Transfers out	1,788,471	1,788,101	- a
Sub-total Non-operating Uses	11,634,202	29,642,686	6,302,992
NET NON-OPERATING SOURCES AND USES	\$ (4,794,452)	\$ (22,802,936)	\$ (6,302,992)

**City of Oxnard
Budget Status Report
as of April 30, 2014
Other Governmental Funds
(Unaudited)**

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual Amounts</u>
DEBT FINANCING & USE OF FUND BALANCE			
Designated for Authorized Projects & Encumbrances	-	16,594,175	3,621,305
Appropriated Fund Balance	-	1,536,887	-
From Available Fund Balance	5,032,148	5,032,148	(4,877,851)
TOTAL USE OF FUND BALANCE	<u><u>\$ 5,032,148</u></u>	<u><u>\$ 23,163,210</u></u>	<u><u>\$ (1,256,546)</u></u>
FISCAL YEAR BALANCE	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

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 April 30, 2014
Water Funds
(Unaudited)**

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual Amounts</u>
OPERATING REVENUES AND EXPENDITURES			
Operating Revenues			
Charges for Services	\$ 46,620,000	\$ 46,620,000	\$ 38,902,760
Security/Contamination Prevention Fees	870,000	870,000	250,861
Miscellaneous and Reimbursements	5,000	150,000	33,621
Total Operating Revenues	<u>\$ 47,495,000</u>	<u>\$ 47,640,000</u>	<u>\$ 39,187,242</u>
Operating Expenditures			
Salaries and Wages	5,321,501	5,321,501	3,788,445
Contracts and Services	2,227,546	2,248,546	1,380,650
Operating Supplies	2,001,650	2,501,650	706,016
Water Acquisition	18,784,000	18,784,000	16,723,436
General and Administrative	4,302,582	4,617,582	3,636,990
Total Operating Expenditures	<u>\$ 32,637,279</u>	<u>\$ 33,473,279</u>	<u>\$ 26,235,537</u>
NET REVENUES FROM OPERATIONS	<u>\$ 14,857,721</u>	<u>\$ 14,166,721</u>	<u>\$ 12,951,705</u>
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	1,357,157
Connection Fees	1,090,000	1,090,000	1,218,465
Sub-total Non-operating Sources	<u>5,341,900</u>	<u>5,341,900</u>	<u>4,370,087</u>
Non-operating Uses			
Capital Outlay (non-debt financed)	20,325,000	28,793,812	1,159,699
Interest Expense	11,250,259	11,250,259	9,216,311
Transfers Out	-	-	-
Sub-total Non-operating Uses	<u>31,575,259</u>	<u>40,044,071</u>	<u>10,376,010</u>
NET NON-OPERATING SOURCES AND USES	<u>\$ (26,233,359)</u>	<u>\$ (34,702,171)</u>	<u>\$ (6,005,923)</u>
DEBT FINANCING & USE OF FUND BALANCE			
Payment of Principal	(3,864,734)	(3,864,734)	(2,486,276)
Designated for Authorized Projects & Encumbrances	-	14,196,564	6,091,464
Use of Bond Principal	-	(5,807,166)	(5,750,374)
From/(To) Capital Reserve	15,240,372	16,010,786	(4,800,596)
NET USE OF BONDS AND OTHER DEBT FINANCING	<u>\$ 11,375,638</u>	<u>\$ 20,535,450</u>	<u>\$ (6,945,782)</u>
FISCAL YEAR BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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 April 30, 2014
Wastewater Funds
(Unaudited)**

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual Amounts</u>
OPERATING REVENUES AND EXPENDITURES			
Operating Revenues			
Charges for Services	\$ 30,010,000	\$ 30,010,000	\$ 20,806,879
Security/Contamination Prevention Fees	350,000	350,000	-
Miscellaneous and Reimbursements	770,000	770,000	250,301 ^a
Total Operating Revenues	\$ 31,130,000	\$ 31,130,000	\$ 21,057,180
Operating Expenditures			
Salaries and Wages	7,035,467	7,035,467	4,989,489
Contracts and Services	5,047,927	5,438,218	4,736,537
Operating Supplies	1,747,500	1,747,500	1,252,082
General and Administrative	3,513,420	3,513,420	3,000,933
Total Operating Expenditures	\$ 17,344,314	\$ 17,734,605	\$ 13,979,041
NET REVENUES FROM OPERATIONS	\$ 13,785,686	\$ 13,395,395	\$ 7,078,139
NON-OPERATING SOURCES AND USES			
Non-operating Sources			
Investment Earnings	100,000	100,000	90,954
Connection Fees	210,000	210,000	1,222,653
Sub-total Non-operating Sources	310,000	310,000	1,313,607
Non-operating Uses			
Capital Outlay (non-debt financed)	5,400,000	9,586,006	498,405
Interest Expense	6,744,616	7,063,696	3,892,987
Sub-total Non-operating Uses	12,144,616	16,649,702	4,391,392
NET NON-OPERATING SOURCES AND USES	\$ (11,834,616)	\$ (16,339,702)	\$ (3,077,785)
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	217,643
Appropriated Fund Balance	-	418,348	339,933
From/(To) Capital Reserve	2,764,113	2,764,113	(3,657,682)
NET USE OF BONDS AND OTHER DEBT FINANCING	\$ (1,951,070)	\$ 2,944,307	\$ (4,000,354)
FISCAL YEAR BALANCE	\$ -	\$ -	\$ -

Notes:

a Prior period adjustment.

**City of Oxnard
Budget Status Report
as of April 30, 2014
Environmental Resources
(Unaudited)**

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual Amounts</u>
OPERATING REVENUES AND EXPENDITURES			
Operating Revenues			
Charges for Services	\$ 43,970,000	\$ 43,970,000	\$ 32,983,620 a
Security/Contamination Prevention Fees	80,000	80,000	172
Miscellaneous and Reimbursements	270,000	270,000	408,678
Total Operating Revenues	\$ 44,320,000	\$ 44,320,000	\$ 33,392,470
Operating Expenditures			
Salaries and Wages	7,607,149	8,207,126	5,565,153
Operating Supplies	584,400	2,798,486	1,398,715
Contracts and Services	26,378,449	21,551,293	16,032,287
General and Administrative	3,846,790	4,064,070	3,490,376
Total Operating Expenditures	\$ 38,416,788	\$ 36,620,975	\$ 26,486,531
NET REVENUES FROM OPERATIONS	\$ 5,903,212	\$ 7,699,025	\$ 6,905,939
NON-OPERATING SOURCES AND USES			
Non-operating Sources			
Investment Earnings	20,000	20,000	53,344
Connection Fees	60,000	60,000	70,615
Sub-total Non-operating Sources	80,000	80,000	123,959
Non-operating Uses			
Capital Outlay (non-debt financed)	232,000	3,268,899	1,294,066
Interest Expense	606,126	606,126	613,224
Transfers out	62,097	62,097	37,000 b
Sub-total Non-operating Uses	900,223	3,937,122	1,944,290
NET NON-OPERATING SOURCES AND USES	\$ (820,223)	\$ (3,857,122)	\$ (1,820,331)
DEBT FINANCING & USE OF FUND BALANCE			
Payment of Principal	(3,685,551)	(3,685,551)	(3,858,558)
Designated for Authorized Projects & Encumbrances	-	11,926	-
Appropriated Fund Balance	-	1,175,426	1,062,066
From/(To) Capital Reserve	(1,397,438)	(1,343,704)	(2,289,116)
NET USE OF BONDS AND OTHER DEBT FINANCING	\$ (5,082,989)	\$ (3,841,903)	\$ (5,085,608)
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 April 30, 2014
Golf
(Unaudited)

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual Amounts</u>
OPERATING REVENUES AND EXPENDITURES			
Operating Revenues			
Charges for Services	\$ 4,200,000	\$ 4,200,000	\$ 3,657,494
Miscellaneous and Reimbursements	<u>-</u>	<u>-</u>	<u>-</u>
Total Operating Revenues	<u>\$ 4,200,000</u>	<u>\$ 4,200,000</u>	<u>\$ 3,657,494</u>
Operating Expenditures			
Salaries and Wages	60,290	60,290	47,556
Operating Supplies	-	-	-
Contracts and Services	3,585,324	3,585,324	3,440,103
General and Administrative	<u>195,716</u>	<u>195,716</u>	<u>167,569</u>
Total Operating Expenditures	<u>\$ 3,841,330</u>	<u>\$ 3,841,330</u>	<u>\$ 3,655,228</u>
NET REVENUES FROM OPERATIONS	\$ 358,670	\$ 358,670	\$ 2,266
NON-OPERATING SOURCES AND USES			
Non-operating Sources			
Transfers In	-	-	-
Investment Earnings	<u>-</u>	<u>-</u>	<u>(15,446)</u>
Sub-total Non-operating Sources	<u>-</u>	<u>-</u>	<u>(15,446)</u>
Non-operating Uses			
Capital Outlay (non-debt financed)	80,500	80,500	-
Interest Expense	116,200	116,200	58,100
Transfers out	<u>-</u>	<u>-</u>	<u>-</u>
Sub-total Non-operating Uses	<u>196,700</u>	<u>196,700</u>	<u>58,100</u>
NET NON-OPERATING SOURCES AND USES	\$ (196,700)	\$ (196,700)	\$ (73,546)
DEBT FINANCING & USE OF FUND BALANCE			
Payment of Principal	(972,223)	(972,223)	-
Designated for Authorized Projects & Encumbrances	-	-	-
From/(To) Capital Reserve	<u>-</u>	<u>-</u>	<u>-</u>
NET USE OF BONDS AND OTHER DEBT FINANCING	<u>\$ (972,223)</u>	<u>\$ (972,223)</u>	<u>\$ -</u>
FISCAL YEAR BALANCE	<u><u>\$ (810,253)</u></u>	<u><u>\$ (810,253)</u></u>	<u><u>\$ (71,280)</u></u>

City of Oxnard
Budget Status Report
as of April 30, 2014
Performing Arts & Convention Center
(Unaudited)

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual Amounts</u>
OPERATING REVENUES AND EXPENDITURES			
Operating Revenues			
Charges for Services	\$ 440,000	\$ 440,000	\$ 382,779
Miscellaneous	<u>20,000</u>	<u>20,000</u>	<u>11,477</u>
Total Operating Revenues	<u>\$ 460,000</u>	<u>\$ 460,000</u>	<u>\$ 394,256</u>
Operating Expenditures			
Salaries and Wages	1,071,219	1,071,219	809,844
Operating Supplies	300	300	156
Contracts and Services	252,355	252,355	219,321
General and Administrative	<u>172,511</u>	<u>172,511</u>	<u>150,501</u>
Total Operating Expenditures	<u>\$ 1,496,385</u>	<u>\$ 1,496,385</u>	<u>\$ 1,179,822</u>
NET REVENUES FROM OPERATIONS	\$ (1,036,385)	\$ (1,036,385)	\$ (785,566)
NON-OPERATING SOURCES AND USES			
Non-operating Sources			
Transfers In	905,160	905,160	754,300 a
Investment Earnings	<u>-</u>	<u>-</u>	<u>(12,942)</u>
Sub-total Non-operating Sources	<u>905,160</u>	<u>905,160</u>	<u>741,358</u>
Non-operating Uses			
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Sub-total Non-operating Uses	<u>-</u>	<u>-</u>	<u>-</u>
NET NON-OPERATING SOURCES AND USES	\$ 905,160	\$ 905,160	\$ 741,358
DEBT FINANCING & USE OF FUND BALANCE			
Designated for Authorized Projects & Encumbrances	-	-	-
From/(To) Capital Reserve	<u>-</u>	<u>-</u>	<u>-</u>
NET USE OF BONDS AND OTHER DEBT FINANCING	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
FISCAL YEAR BALANCE	<u>\$ (131,225)</u>	<u>\$ (131,225)</u>	<u>\$ (44,208)</u>

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 April 30, 2014
Housing Set-aside Successor Agency Fund
(Unaudited)

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual Amounts</u>
OPERATING REVENUES AND EXPENDITURES			
Operating Revenues			
Taxes	\$ -	\$ -	\$ 9,874
Rental Income	-	-	-
Miscellaneous and Reimbursements	-	-	67,617 ^a
Total Operating Revenues	\$ -	\$ -	\$ 77,491
Operating Expenditures			
Salaries and Wages	-	-	131,899
Contracts and Services	-	-	-
General and Administrative	-	-	41,041
Total Operating Expenditures	\$ -	\$ -	\$ 172,940
NET REVENUES FROM OPERATIONS	\$ -	\$ -	\$ (95,449)
NON-OPERATING SOURCES AND USES			
Non-operating Sources			
Transfers In	-	-	-
Investment Earnings	-	-	-
Sub-total Non-operating Sources	-	-	-
Non-operating Uses			
Capital Outlay	-	-	194,100
Transfers out	-	-	-
Sub-total Non-operating Uses	-	-	194,100
NET NON-OPERATING SOURCES AND USES	\$ -	\$ -	\$ (194,100)
DEBT FINANCING & USE OF FUND BALANCE			
Payment of principal	-	-	-
Designated for Authorized Projects & Encumbrances	-	-	-
From/(To) Operating and Capital Reserves	-	-	289,549
TOTAL USE OF FUND BALANCE	\$ -	\$ -	\$ 289,549
FISCAL YEAR BALANCE	\$ -	\$ -	\$ -

Notes:

a Housing set-aside deposit.

City of Oxnard
Budget Status Report
as of April 30, 2014
Successor Agency to the Community Development Commission
(Unaudited)

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual Amounts</u>
OPERATING REVENUES AND EXPENDITURES			
Operating Revenues			
Taxes	\$ -	\$ -	\$ - a
Rental Income	-	-	39,844
Miscellaneous and Reimbursements	-	-	42,157
Total Operating Revenues	\$ -	\$ -	\$ 82,001
Operating Expenditures			
Salaries and Wages	-	-	346,521
Contracts and Services	-	-	159,796
General and Administrative	250,000	250,000	330,058
Total Operating Expenditures	\$ 250,000	\$ 250,000	\$ 836,375
NET REVENUES FROM OPERATIONS	\$ (250,000)	\$ (250,000)	\$ (754,374)
NON-OPERATING SOURCES AND USES			
Non-operating Sources			
Transfers In	-	-	-
Investment Earnings	-	-	98,483
Sub-total Non-operating Sources	-	-	98,483
Non-operating Uses			
Capital Outlay	-	-	-
Interest Expense	-	-	1,929,896
Project Costs	8,141,632	8,141,632	1,609,654 b
Transfers out	-	-	-
Sub-total Non-operating Uses	8,141,632	8,141,632	3,539,550
NET NON-OPERATING SOURCES AND USES	\$ (8,141,632)	\$ (8,141,632)	\$ (3,441,067)
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	5,655,441 c
TOTAL USE OF FUND BALANCE	\$ 8,391,632	\$ 8,391,632	\$ 4,195,441
FISCAL YEAR BALANCE	\$ -	\$ -	\$ -

Notes:

City of Oxnard
Budget Status Report
as of April 30, 2014
Successor Agency to the Community Development Commission
(Unaudited)

- 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.



Meeting Date: 6 / 03 / 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. 15-2Reviewed By: City Manager *J.P.P.* City Attorney *S.M.T.* Finance *J.C.* Other (Specify) _____

DATE: May 22, 2014

TO: City Council

FROM: James Cameron *James Cameron*
Chief Financial Officer

SUBJECT: Fiscal Year 2014-15 Recommended Budget Study Session

RECOMMENDATION

That City Council hold a study session on the recommended budget for Fiscal Year (FY) 2014-15.

DISCUSSION

On May 20, 2014, the City Council received a presentation on the recommended budget for FY 2014-15. City Council discussed many aspects of the budget including the cash shortfalls in the Golf and Performing Arts and Convention Center (PACC) funds, prioritizing City programs, and rebuilding the General Fund Operating Reserve (Unassigned General Fund Balance). In addition, City Council approved the budget calendar including a June 10 Public Hearing and June 17 adoption.

Golf and PACC Funding

While all members of the City Council agreed the Golf and PACC funds were a concern, addressing those issues for this budget would be difficult without significantly impacting other programs. In June, the City will conduct a study of Golf operations and alternatives for addressing the funding shortfall. Regarding the PACC, the City is in the process of preparing for recruitment of an interim manager to evaluate opportunities to make the PACC a sustainable venue for performing arts. In addition, an education committee has been established that among other goals, is looking at opportunities to develop a performing arts school at the PACC.

Prioritizing Programs

Priority Based Budgeting (PBB) was discussed in response to the need for prioritizing programs to ensure that resources were used where needed most. PBB begins with establishing community priorities and specific strategies to support those priorities. Because of the time required to develop an effective community process, it would not be possible to incorporate PBB in the FY 2014-15 budget. As an alternative City Council may wish to commit to starting the PBB process in September of 2014 for the

FY 2015-16 and 2016-17 two-year budget. A community process could be held in the fall and based on the results of the community process, City Council would be in a position to approve the final priorities and strategies by November of 2014. This would provide a basis for evaluating and scoring programs and developing performance indicators for City Council review and adoption. Part of this process would involve identifying service efficiencies and innovations.

General Fund Operating Reserve

Finally, staff was asked to identify opportunities for increasing the General Fund Operating Reserve which is reported in the Comprehensive Annual Financial Report (CAFR) as the unassigned fund balance. The best approach to addressing this issue is to make it a part of the PBB process; however, the City does have an opportunity to commit to the operating reserve the annual repayment of loans originally made to the former Community Development Commission. Repayment of these loans have now been approved by both the Oversight Board and the California Department of Finance. While the total amount of the repayment is under review the first payment in the amount of \$962,326 has been approved and will be made in FY 2014-15. City Council has the option of depositing this and future repayments for the purpose of replenishing the operating reserve.

FINANCIAL IMPACT

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



Meeting Date: 06 /03 /2014

ACTION	TYPE OF ITEM
☐ Approved Recommendation	☐ Info/Consent
☐ Ord. No(s). _____	☐ Report
☐ Res. No(s). _____	☐ Public Hearing (Info/consent)
☐ Other _____	☒ Other Appt. Item 6:15 p.m.

Prepared By: Martin R. Erickson

Agenda Item No. J-1

Reviewed By: City Manager [Signature]

City Attorney S.M.F.

Finance [Signature]

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."

Consideration of Draft Resolution Revising City Council Procedures and Proposal from the Procedures Committee to form an Ethics Advisory Committee
Page 2

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

Consideration of Draft Resolution Revising City Council Procedures and Proposal from the Procedures Committee to form an Ethics Advisory Committee
Page 3

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."

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:

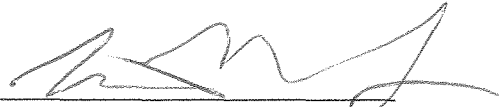
ABSENT:

Tim Flynn, Mayor

ATTEST:

Daniel Martinez, City Clerk

APPROVED AS TO FORM:



Stephen M. Fischer, Interim City Attorney

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:

“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



Meeting Date: 06 /03 / 14

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

Prepared By: Assistant Chief Scott Whitney

Agenda Item No. H-1

Reviewed By: City Manager

City Attorney

Finance

Other (Specify)

DATE: May 19, 2014

TO: City Council

FROM: Jeri Williams, Chief of Police
Police Department

SUBJECT: Edward Byrne Memorial Justice Assistance Grant Formula Program (JAG):
FY 2014 Local Solicitation

RECOMMENDATION

That City Council adopt a resolution:

1. Authorizing the City Manager to execute and submit an application for U.S. Department of Justice (DOJ) grant funds in the amount of \$112,980 from the Edward Byrne Memorial Justice Assistance Grant (JAG) Formula Program's FY 2014 Local Solicitation.
2. Authorizing the City Manager to execute a Memorandum of Understanding (City of Oxnard Agreement A-7674) with the County of Ventura and the Cities of San Buenaventura, Thousand Oaks and Simi Valley, designating the City of Oxnard as the lead agency and fiscal agent for the JAG.
3. Authorizing the City Manager or designee to execute grant agreements and appropriate funds upon notification of grant award.
4. Authorizing the Chief Financial Officer or designee to submit financial reports and grant claims and approve special budget appropriations for the use of JAG funds.
5. Authorizing the Chief of Police or designee to submit all program related progress or status reports.

DISCUSSION

The Edward Byrne Memorial Justice Assistance Grant (JAG) Program is the primary provider of federal criminal justice funding to state and local jurisdictions. JAG funded projects may address crime through the provision of services directly to individuals and/or communities and by improving the effectiveness and efficiency of criminal justice systems, processes, and procedures. A recent JAG funding allocation list provided by the Bureau of Justice Assistance

procedures. A recent JAG funding allocation list provided by the Bureau of Justice Assistance (BJA) announced that the combined award amounts for agencies within Ventura County totals \$112,980. Of this amount, the City of Oxnard is eligible to receive an award of \$52,268. No funding match is required.

BJA requires that a joint application be submitted by agencies within Ventura County. The City of Oxnard, whose award amount is 46% of the overall JAG award eligibility among Ventura County and its cities, will serve as the grant's lead agency. The lead agency will submit the application on behalf of all parties, and will receive the award and then disburse it to other grantees within Ventura County. The City of Oxnard intends to reallocate five percent (5%), or \$5,648 of the total countywide award eligibility to the City of Oxnard for costs related to administering the grant. Upon receipt of authorization from City Council, a Memorandum of Understanding will be circulated to participating agencies for signatures.

Of the \$112,980 in countywide JAG funding, the awards will be distributed as follows:

Agency	Agency Base Award Eligibility	Lead Agency Administration Fee (5%)	Agency Adjusted Award Amount
County of Ventura	13,771	689	13,082
Oxnard	52,268	2,613	49,655
San Buenaventura	24,563	1,228	23,335
Simi Valley	10,547	527	10,020
Thousand Oaks	11,831	591	11,240
City of Oxnard - Administration Fee			5,648
Total	112,980	5,648	112,980

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

The Oxnard Police Department intends to apply its \$49,655 share of JAG funding towards the following projects:

Ballistic Helmets	\$9,500
DETAC Equipment (heavy bags, wall mounts, baton holsters)	\$6,500
Crime Analysis Software and Licensing	\$33,655

The application deadline for JAG grant funding is June 10, 2014.

FINANCIAL IMPACT

Approval of this recommendation will have no effect on the General Fund Operating Reserve. This grant does not require any matching contribution. The funding will serve to supplement public safety and will not supplant existing effort.

SW

Attachment #1 - Resolution Approving Submittal of Application

Attachment #2 – JAG Grant Application

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD APPROVING
SUBMITTAL OF GRANT APPLICATION AND APPROVING THE EXECUTION OF A
MEMORANDUM OF UNDERSTANDING DESIGNATING THE CITY OF OXNARD
AS THE LEAD AGENCY AND FISCAL AGENT FOR GRANT FUNDS**

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

WHEREAS, U.S. Department of Justice grant funds in the amount of \$112,980 from the Edward Byrne Memorial Justice Assistance Grant (JAG) Formula Program has been allocated to law enforcement agencies within the County of Ventura; and

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

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

WHEREAS, the Police Department has requested that City Council approve the submittal of a joint application to the U.S. Department of Justice for \$112,980 in JAG funds, with the City's portion to be used for comparators, a virtual server, and network storage.

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

1. The City Manager is authorized to execute and submit a grant application for the Edward Byrne Memorial Assistance Grant (JAG) Formula Program.
2. The City Manager is authorized to execute a Memorandum of Understanding with the County of Ventura and the Cities of San Buenaventura, Thousand Oaks and Simi Valley, designating the City of Oxnard as the lead agency and fiscal agent for the JAG.
3. The City Manager or designee is authorized to execute grant agreements.
4. The Chief Financial Officer or designee is authorized to submit financial reports and grant claims and approve special budget appropriations for the use of grant funds.

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///

ATTACHMENT NO. 1
PAGE 1 OF 2

5. The Chief of Police or designee is authorized to submit all program related progress or status reports.

PASSED AND ADOPTED this 3rd day of June, 2014, by the following vote:

AYES:

NOES:

ABSENT:

Tim Flynn, Mayor

ATTEST:

APPROVED AS TO FORM:

Daniel Martinez, City Clerk

 for _____
Stephen M. Fischer, Interim City Attorney

ATTACHMENT NO. 1
PAGE 2 OF 2

APPLICATION FOR FEDERAL ASSISTANCE		2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION Application Non-Construction	3. DATE RECEIVED BY STATE		State Application Identifier
	4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier
5. APPLICANT INFORMATION			
Legal Name City of Oxnard		Organizational Unit Oxnard Police Department	
Address 305 West 3rd Street Oxnard, California 93030-5790		Name and telephone number of the person to be contacted on matters involving this application Van Atta, Amy (805) 385-7653	
6. EMPLOYER IDENTIFICATION NUMBER (EIN) 95-6000756		7. TYPE OF APPLICANT Municipal	
8. TYPE OF APPLICATION New		9. NAME OF FEDERAL AGENCY Bureau of Justice Assistance	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 16.738 CFDA EDWARD BYRNE MEMORIAL JUSTICE TITLE: ASSISTANCE GRANT PROGRAM		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT Ventura County Edward Byrne Memorial JAG FY2014	
12. AREAS AFFECTED BY PROJECT Ventura County			
13. PROPOSED PROJECT Start Date: October 01, 2013 End Date: September 30, 2017		14. CONGRESSIONAL DISTRICTS OF a. Applicant b. Project CA19 CA27	
15. ESTIMATED FUNDING		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
Federal	\$112,980	ATTACHMENT NO. <u>2</u> PAGE <u>1</u> OF <u>17</u> Program has not been selected by state for review	
Applicant	\$0		
State	\$0		
Local	\$0		

Other	\$0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? N
Program Income	\$0	
TOTAL	\$112,980	

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION
PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY
AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL
COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.

[Close Window](#)

**CITY OF OXNARD
VENTURA COUNTY'S EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE
GRANT FY2014 LOCAL SOLICITATION
PROGRAM NARRATIVE
ATTACHMENT 1**

The five (5) Ventura County agencies jointly applying for this grant will utilize funding for enhancement items, including: ballistic helmets, DETAC equipment, crime analysis software, enhanced surveillance and police station security, digital voice recorders, iPad, generator, printer/fax machine, participation in the High Tech Task Force, crime scene barriers, remote area lighting, and training. The various expenditures are needed to improve the safety and quality of life of the residents and visitors of Ventura County. The grant funding will be distributed as follows:

Jurisdiction Name	5% Fee	Equipment	Supplies	Other	Total
Ventura County	689		10,632	2,450	13,771
Oxnard City	2,613		16,000	33,655	52,268
San Buenaventura City	1,228			23,335	24,563
Simi Valley City	527		10,020		10,547
Thousand Oaks City	591		11,240		11,831
Total	5,648	0	47,892	59,440	112,980

Total Allocation \$112,980

The City of Oxnard, as lead agency, will be charging a 5% administrative fee.

The expenditures will be segregated by the City of Oxnard Grants Division with an assigned grant/project number and account numbers specifically allocated to this grant. The activities will begin upon approval of the grant application. The various agencies will track their performance objectives and submit them to the City of Oxnard prior to each reporting period.

**CITY OF OXNARD
VENTURA COUNTY'S EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE
GRANT FY2014 LOCAL SOLICITATION
BUDGET AND BUDGET NARRATIVE
ATTACHMENT 2**

Budget Summary

Jurisdiction Name	5% Fee	Equipment	Supplies	Other	Total
Ventura County	689		10,632	2,450	13,771
Oxnard City	2,613		16,000	33,655	52,268
San Buenaventura City	1,228			23,335	24,563
Simi Valley City	527		10,020		10,547
Thousand Oaks City	591		11,240		11,831
Total	5,648	0	47,892	59,440	112,980

Total Allocation \$112,980

Budget Narrative

The Ventura County agencies are requesting grant funding for the following items, described by category:

Supplies

Oxnard City:	Ballistic Helmets	\$9,500
	DETAC equipment (baton holsters, heavy bags, wall mounts)	\$6,500
County of Ventura:	Seven Infrared Security Cameras with Cases	\$5,565
	Twenty Crime Scene Barriers	\$3,480
	Pelican Remote Light with Case	\$1,587
Simi Valley:	Station Security Cameras	\$10,020
Thousand Oaks:	Fifteen Digital Voice Recorders	\$4,800
	iPad Air and accessories	\$2,550
	Gasoline electric generator	\$1,090
	Canon Multifunction Printer/Scanner/Fax	\$2,800

Other

Oxnard City:	Crime Analysis Software and Licensing	\$33,655
San Buenaventura:	Southern California High Tech Task Force	\$23,070
County of Ventura:	ICI Course – Technology in Investigations	\$1,100
	ICI Course – Identity Theft	\$1,350

CITY OF OXNARD
VENTURA COUNTY'S EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE
GRANT FY2014 LOCAL SOLICITATION
BUDGET AND BUDGET NARRATIVE
ATTACHMENT 2

Administrative Fee

The City of Oxnard shall receive 5% (\$5,648) of the total award amount to cover costs in administering the grant during the grant period.

**CITY OF OXNARD
VENTURA COUNTY'S EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE
GRANT FY2014 LOCAL SOLICITATION
REVIEW NARRATIVE
ATTACHMENT 3**

A public notice was published in the Ventura County Star on May 17, 2014 to announce the opportunity to comment on this grant application. Copies of the grant application were made available for public review on the City of Oxnard's website: www.ci.oxnard.ca.us and hardcopies were made available at the Oxnard Police Department on May 19, 2014. The grant application was made available to the public and was heard before the Oxnard City Council on Tuesday, June 3, 2014.

**CITY OF OXNARD
VENTURA COUNTY'S EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE
GRANT FY2014 LOCAL SOLICITATION
ABSTRACT NARRATIVE
ATTACHMENT 4**

The City of Oxnard shall serve as the lead agency for the following Ventura County agencies: County of Ventura; cities of: Oxnard, San Buenaventura, Simi Valley and Thousand Oaks. The agencies are submitting this Edward Byrne Justice Assistance Grant (JAG) FY 2014 Local Solicitation application with the intention of utilizing funds to improve local law enforcement efforts. The agencies share the goals of using the requested grant funding to avoid reductions and eliminations of vital equipment and supply purchases to enhance public safety. The goal of addressing crime in the community will be assisted with the various equipment and supplies expenditures proposed. The strategies used are having each participating agency assess its needs and submit them to the City of Oxnard. The major deliverables are the timely purchases and payments necessary to enhance each agency. The coordination plans are each agencies timely submission for reimbursement of their approved expenditures to the City of Oxnard. The agencies will be given deadlines for their submissions to the City of Oxnard so the necessary reporting requirements will be adhered to in a timely manner through the Grants staff.

The top five project identifiers associated with this grant funding are the following:

1. Computer software/hardware – crime analysis software
2. Protective Helmets – ballistic helmets
3. Task Forces – High Tech Task Force
4. Surveillance – security cameras
5. Communications – digital voice recorders, printer/scanner/fax machine

**CITY OF OXNARD
VENTURA COUNTY'S EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE
GRANT FY2014 LOCAL SOLICITATION
DISCLOSURE OF PENDING APPLICATIONS
ATTACHMENT 5**

The City of Oxnard and the following Ventura County agencies: County of Ventura; cities of: Oxnard, San Buenaventura, Simi Valley and Thousand Oaks do not have pending applications submitted within the last 12 months for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative, and worksheet in the application under this solicitation.

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

Approved by OMB
0348-0046

1. Type of Federal Action: ☒ a. contract ☐ b. grant ☐ c. cooperative agreement ☐ d. loan ☐ e. loan guarantee ☐ f. loan insurance		2. Status of Federal Action: ☒ a. bid/offer/application ☐ b. initial award ☐ c. post-award		3. Report Type: ☒ a. initial filing ☐ b. material change For Material Change Only: year <u> </u> quarter <u> </u> date of last report <u> </u>	
4. Name and Address of Reporting Entity: ☒ Prime ☐ Subawardee Tier <u> </u> , if known: City of Oxnard, Oxnard Police Department 251 South C Street Oxnard, CA 93030 Congressional District, if known: 19, 27			5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:		
6. Federal Department/Agency: Department of Justice			7. Federal Program Name/Description: Edward Byrne Memorial Justice Assistance Grant (JAG) Program FY14 Local Solicitation CFDA Number, if applicable: 16.738		
8. Federal Action Number, if known:			9. Award Amount, if known: \$ 112,980.00		
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): Mike Arnold & Associates 1127 Eleventh Street, Suite 820 Sacramento, CA 95814			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): O'Donnell, John - Murray, Montgomery, & O'Donnell 101 Constitution Avenue, NW 9th Floor Washington, DC 20001		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature: <u>Jeri Williams</u> Print Name: <u>Jeri Williams</u> Title: <u>Chief of Police</u> Telephone No.: <u>(805) 385-7624</u> Date: <u>5/19/2014</u>		
Federal Use Only:			Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)		

ATTACHMENT NO. 2
PAGE 9 OF 17

**INTERLOCAL AGREEMENT
BETWEEN THE CITY OF OXNARD, CALIFORNIA, ON ONE HAND, AND THE COUNTY OF VENTURA,
CALIFORNIA, AND THE CITIES OF THOUSAND OAKS, SAN BUENAVENTURA AND SIMI VALLEY,
CALIFORNIA, ON THE OTHER HAND**

**Edward Byrne Memorial Justice Assistance Grant Formula Program ("JAG"):
FY 2014 Local Solicitation**

This Agreement ("Agreement") is made and entered into on this 1st day of June, 2014, in the State of California, County of Ventura, by and between the City of Oxnard ("Oxnard"), on one hand; and on the other hand: the County of Ventura ("County"), and the Cities of Thousand Oaks, San Buenaventura and Simi Valley, all entities within the County of Ventura, California.

WHEREAS, each party to this Agreement, in performing governmental functions or in paying for the performance of governmental functions hereunder, shall make that performance or those payments from current revenues legally available to that party: and

WHEREAS, each party to this Agreement finds that the performance of this Agreement is in the best interest of all parties, that the undertaking will benefit the public, and that the division of costs fairly compensates the performing party for the services or functions under the Agreement: and

WHEREAS, all parties to this Agreement believe it to be in their best interests to procure JAG funds.

NOW THEREFORE, the parties entering into this Agreement stipulate/agree as follows:

Section 1.

All parties stipulate that Oxnard shall serve as the lead agency for this grant project. The lead agency shall serve as the fiscal agent for this grant and will submit a joint application on behalf of the parties to this Agreement. Oxnard shall assume the role of coordinating the application and administration of the grant.

Section 2.

The JAG allocation list is established by the Bureau of Justice Assistance (BJA) and indicates the amount for which each unit of local government is eligible to apply. The amounts prescribed in this allocation list shall be referred to hereinafter as agency "Base Award Eligibility". The Base Award Eligibility figures are listed in the table in Section 3, below.

Oxnard shall apply a fee of five percent (5%) to all agency's' Base Award Eligibility. This percentage shall be applied to costs related to administering the grant during its four year reporting period. Five percent shall be deducted from each party's Base Award Eligibility amount and allocated to Oxnard. The modified agency award amounts are reflected in the "Adjusted Award" portion of the table in Section 3, below.

Section 3.

The parties agree that Oxnard shall allocate the \$112,980 JAG award in the following manner to the parties entering into this Agreement as follows:

Agency	Agency Base Award Eligibility	Lead Agency Administration Fee (5%)	Agency Adjusted Award Amount
VENTURA COUNTY	\$13,771	\$689	\$13,082
OXNARD CITY	\$52,268	\$2,613	\$49,655
SAN BUENAVENTURA CITY	\$24,563	\$1,228	\$23,335
SIMI VALLEY CITY	\$10,547	\$527	\$10,020
THOUSAND OAKS CITY	\$11,831	\$591	\$11,240
CITY OF OXNARD ADMINISTRATION FEE			\$ 5,648
	\$112,980	\$5,648	\$112,980

Section 4.

JAG funds may be used for state and local initiatives, technical assistance, strategic planning, research and evaluation (including forensics), data collection, training, personnel, equipment, forensic laboratories, supplies, contractual support, and criminal justice information systems that will improve or enhance such areas as:

- Law enforcement programs
- Prosecution and court programs, including indigent defense
- Prevention and education programs
- Corrections and community corrections programs
- Drug treatment and enforcement programs
- Planning, evaluation, and technology improvement programs
- Crime victim and witness programs (other than compensation)

Section 5.

All parties to this Agreement shall develop individualized spending plans as to each party's respective grant allocation. JAG funds must be used to supplement existing funds for program activities and cannot replace or supplant nonfederal funds that have been appropriated for the same purpose.

Section 6.

Awards are made in the first fiscal year of the appropriation and may be expended during the following three (3) years, for a total of four (4) grant period years.

All parties to this Agreement should anticipate that awards under this grant are one-time awards and accordingly should propose project activities and deliverables that can be accomplished without additional Department of Justice funding.

Section 7.

Parties to this Agreement are aware that each unit of local government may draw down any or all JAG funds after acceptance of the award. To do so, a trust fund must be established in which to deposit the funds. The trust fund may or may not be an interest-bearing account. If parties to this Agreement draw down JAG funds in advance, they also must establish a trust fund in which to deposit funds.

Parties to this Agreement understand that recipients of funds, however, should be aware that the authority to retain such advance funding may be withdrawn should the recipient persistently remain delinquent in meeting reporting requirements.

Section 8.

No JAG funds may be expended outside of the JAG program areas. Even within the program areas, however, JAG funds cannot be used directly or indirectly for security enhancements or equipment for nongovernmental entities not engaged in criminal justice or public safety. Additionally, JAG funds may not be used directly or indirectly to pay for any of the following items unless BJA Director certifies that extraordinary and exigent circumstances exist, making them essential to the maintenance of public safety and good order:

- Vehicles (excluding police cruisers), vessels (excluding police boats), or aircraft (excluding police helicopters)
- Unmanned aerial vehicles/unmanned aircraft, aircraft system, or aerial vehicles (UA/UAS/UAV)
- Luxury items
- Real estate
- Construction projects (other than penal or correctional institutions)
- Any similar matters

Section 9.

All parties to this Agreement shall designate a point of contact for matters pertaining to the JAG grant, and shall notify Oxnard in the event of any changes. A list of contact persons is attached to this Agreement as Exhibit A.

Section 10.

All parties to this Agreement shall provide financial reporting documentation, as prescribed in the terms of the JAG grant, to Oxnard in a timely manner.

All parties to this Agreement must certify that they will satisfy reporting requirement, which requires detailed reporting (including reporting on sub-awards) not later than ten calendar days after the end of each calendar quarter. In order for the lead agency (Oxnard) to meet this demand, all parties must submit their quarterly reports to Oxnard within four days after the end of each calendar quarter beginning October of 2014.

Section 11.

Nothing in the performance of this Agreement shall impose any liability for claims against Oxnard other than claims for which liability may be imposed by the California Tort Claims Act.

Section 12.

Each party to this Agreement will be responsible for its own actions in providing services under this Agreement and shall not be liable for any civil liability that may arise from the furnishing of the services by any other party.

Section 13.

The parties to this Agreement do not intend for any third party to obtain a right by virtue of this Agreement.

JAG APPLICATION NUMBER: 2014-H1568-CA-DJ
City of Oxnard Agreement # A-7674

Section 14.

By entering into this Agreement, the parties do not intend to create any obligations express or implied other than those set out herein; further, this Agreement shall not create any rights in any party not a signatory hereto.

Section 15.

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

Section 16.

The parties agree that this Agreement will be considered signed when the signature of the party is delivered by facsimile transmission. Such facsimile signature will be treated in all respects having the same effect as an original signature.

Agreed to on this 1st of June, 2014.

CITY OF OXNARD

COUNTY OF VENTURA

Karen R. Burnham, Interim City Manager

Michael Powers, County Executive Officer

CITY OF SAN BUENAVENTURA

CITY OF SIMI VALLEY

Mark Watkins, City Manager

Eric Levitt, City Manager

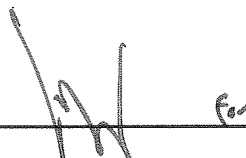
CITY OF THOUSAND OAKS

Scott Mitnick, City Manager

ATTACHMENT NO. 2
PAGE 12 OF 17

JAG APPLICATION NUMBER: 2014-H1568-CA-DJ
City of Oxnard Agreement # A-7674

APPROVED AS TO FORM:

A handwritten signature in black ink, appearing to read 'Stephen M. Fischer', is written over a horizontal line.

Stephen M. Fischer, Interim City Attorney

APPROVED AS TO INSURANCE:

A solid horizontal line intended for a signature.

James Cameron, Risk Manager

APPROVED AS TO CONTENT:

A solid horizontal line intended for a signature.

Jeri Williams, Oxnard Chief of Police

ATTACHMENT NO. 2
PAGE 14 OF 17

EXHIBIT "A"
CONTACT LIST FOR: JUSTICE ASSISTANCE GRANT PROGRAM AWARD ("JAG"):
FY 2012 LOCAL SOLICITATION

CITY OF OXNARD

Mary Diamond
Financial Services Manager
Oxnard Police Department

251 South "C" Street
Oxnard, CA 93030

(805) 385-7612
mary.diamond@oxnardpd.org

Scott Whitney
Assistant Police Chief
Oxnard Police Department

251 South "C" Street
Oxnard, CA 93030

(805) 385-7751
scott.whitney@oxnardpd.org

Amy Van Atta
Grants Specialist
Oxnard Police Department

251 South "C" Street
Oxnard, CA 93030

(805) 385-7653
amy.vanatta@oxnardpd.org

COUNTY OF VENTURA

OFFICE OF THE SHERIFF

Patricia Salas
Captain
Ventura County Sheriff's Department

800 South Victoria Avenue
Ventura, CA 93009

(805) 654-2881
patti.salas@ventura.org

JAG APPLICATION NUMBER: 2014-H1568-CA-DJ
City of Oxnard Agreement # A-7674

EXHIBIT "A"
CONTACT LIST FOR: JUSTICE ASSISTANCE GRANT PROGRAM AWARD ("JAG"):
FY 2012 LOCAL SOLICITATION

CITY OF THOUSAND OAKS

James Fryhoff
Captain
Ventura County Sheriff's Department

2101 East Olsen Road
Thousand Oaks, CA 91360

(805) 494-8248
james.fryhoff@ventura.org

CITY OF SIMI VALLEY

Eric Levitt
City Manager
City of Simi Valley

2929 Tapo Canyon Road
Simi Valley, CA 93063

(805) 583-6701
elevitt@simivalley.org

Stephanie Shannon
Commander
Simi Valley Police Department

3901 Alamo Street
Simi Valley, CA 93063

(805) 583-6914
sshannon@simivalley.org

Suzanne Daunt
Senior Management Analyst
Simi Valley Police Department
3901 Alamo Street
Simi Valley, CA 93063

(805) 583-6915
sdaunt@simivalley.org

JAG APPLICATION NUMBER: 2014-H1568-CA-DJ
City of Oxnard Agreement # A-7674

EXHIBIT "A"

**CONTACT LIST FOR: JUSTICE ASSISTANCE GRANT PROGRAM AWARD ("JAG"):
FY 2012 LOCAL SOLICITATION**

CITY OF SAN BUENAVENTURA

Ken Corney
Chief of Police
Ventura Police Department

1425 Dowell Drive
Ventura, CA 93003

(805) 339-4400
kcorney@ci.ventura.ca.us

Roger Wang
Business Services Officer
Ventura Police Department

1425 Dowell Drive
Ventura, CA 93003

(805) 339-4421
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Meeting Date: 06/03/2014

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

Prepared By: Juliette Dang *JD* Agenda Item No. I-1

Reviewed By: City Manager *SRB* City Attorney *SMF* Finance *none* Other (Specify) *to J.C.*

DATE: May 6, 2014

TO: City Council

FROM: William E. Wilkins, Housing Director *forward*
Housing Department

SUBJECT: Public Hearing to Consider Oxnard's Fiscal Year 2014-2015 Annual Action Plan (AAP) including Applications to the U.S. Department of Housing and Urban Development (HUD).

RECOMMENDATION

That City Council:

1. Conduct a Public Hearing to receive comments and provide direction to staff on changes to the Annual Action Plan (AAP), and approve the AAP with recommended use of funds.
2. Authorize the City Manager to make any changes and appropriate grant funding to the AAP as directed and approved.
3. Authorize the City Manager to execute the required applications, certifications, and other pertinent documents for the submission of the AAP to the United States Department of Housing and Urban Development (HUD).
4. Authorize the City Manager to sign any documents or agreements required by HUD for the implementation of the AAP.

DISCUSSION

Background

On May 6, 2014 the City Council convened a public hearing to receive comments and provide direction to staff on the Annual Action Plan. Following that public hearing, staff was directed to contact the Commission on Homelessness and the Parks, Recreation & Community Services Commission in order for them to conduct a Special Joint Meeting to make recommendations to City Council.

A Special Joint Meeting was held on Friday, May 16, 2014 at 5:30 p.m. in the City Council Chambers. Recommendations from the two Commissions were made jointly and the vote was taken independently by their respective Chairpersons, as follows (See also, Attachment 4):

• County Rain Child Care Program	-	\$25,000
• City Senior Technical Education	-	0
• City After School Program	-	0
• Fair Housing Services		\$30,000
• Food Share – Mobile Food Pantry	-	\$18,299
• Livingston – In Home Adult Care	-	0
• City Colonia Boxing	-	\$20,701
• City Colonia Park Gymnasium		\$50,000
• City Police Activities League	-	\$79,299
• Community Action – 1 Stop Day Shelter		\$80,000
• City Winter Warming Shelter	-	\$45,000
• Pacific Clinics Street Outreach	-	0

Every year, the City must submit an AAP to HUD, which serves as an annual application for three entitlement grants: Community Development Block (CDBG), HOME Investment Partnerships Act (HOME), and Emergency Solutions Grant (HESG). On May 2012, HUD's Office of Community Planning and Development (CPD) introduced the eCon Planning Suite, which requires cities to electronically submit the Consolidate Plan and the AAP in the Integrated Disbursement and Information System (IDIS).

The FY 2014-2015 AAP, which is the second-year component of the FY2013-2018 Consolidated Plan, is presented for your review and approval. The total amount available in CDBG, HOME, and HESG funding for projects and activities for the period from July 1, 2014 to June 30, 2015 is \$3,376,303 (Attachment 1).

Citizen Participation Plan Process

The FY2013-2018 Consolidated Plan and FY 2013-2014 AAP were approved by the Council in June 2013 and by HUD in September 2013. The City has added "Economic Development" as a new goal to the strategic plan of the Consolidated Plan in order to include the Micro-enterprise Assistance activity in the FY 2014-2015 AAP.

Prior to the submission of the application for FY 2014-2015 AAP, as required by the Citizen Participation Plan (Attachment 2), three public hearings were scheduled:

- First public hearing was held on December 10, 2013 to receive public comments on the unmet needs of the community
- Second public hearing was held on March 18, 2014 to receive public comments and City Council directions on goals and objectives to be included in the FY 2014-15 AAP.

- Third public hearing was scheduled for May 6, 2014 to obtain the approval from the City Council to submit the application of the FY2014-2015 entitlement grants and the AAP with detailed proposed projects to HUD.
- During the third public hearing, Council directed staff to coordinate a Special Joint meeting between the Commission on Homelessness and Parks, Recreation & Community Services Commission to obtain their recommendations for uses of funds appropriated within the Public Services Component of the CDBG funding;
- A new public hearing notice was published for the June 3, 2014 public hearing (Attachment 1).

Copies of the draft of the AAP (Attachment 3) are available for public review at the City of Oxnard's Main Library, City Clerk's Office, and Housing Department (See also Attachment 1). The city will accommodate people with special needs, wanting to participate in the hearing, if they contact the City Clerk's Office at least 72 hours prior to the public hearing.

Annual Action Plan FY 2014-2015 Funding

The City anticipates receiving FY 2014-2015 allocation from HUD, as follows:

CDBG	\$ 2,145,231
HOME	\$ 638,502
HESG	\$ 177,570
Total HUD allocation	\$ 2,961,303

Additionally, the City has reprogrammed \$185,000 of CDBG funds and \$130,000 of HOME funds from previously completed projects. The estimated program income is approximately \$50,000 for CDBG and \$50,000 for HOME. Staff recommendations for the detailed uses of CDBG, HOME and HESG funds were addressed during May 6, 2014 public hearing meeting.

FINANCIAL IMPACT

Final funding is subject to HUD's approval of the AAP submission. The total anticipated funding from the three HUD grants will be \$2,961,303 and the total available resources will be \$3,376,303 including the reprogrammed funds and program income.

The impact on the City's funds will depend on the final allocation approved by the City Council as well as approval of the AAP by HUD.

- Attachment 1 – Certificate of Publication
- Attachment 2 – Citizen Participation Plan
- Attachment 3 – Draft of FY 2014-2015 Annual Action Plan
- Attachment - 4 – Recommendations
- Attachment 5 – Joint meeting Agenda and Minutes

Certificate of Publication

Ad #349015

In Matter of Publication of:

Public Notice

State of California)

))§

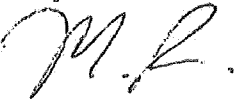
County of Ventura)

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

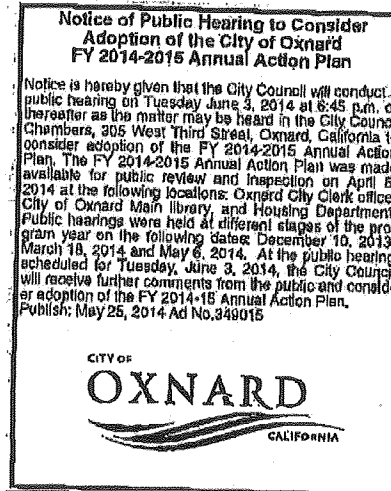
May 25, 2014

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

Dated this May 28, 2014; in Camarillo, California, County of Ventura.



Maria Rodriguez
(Signature)



**Notice of Public Hearing to Consider
Adoption of the City of Oxnard
FY 2014-2015 Annual Action Plan**

Notice is hereby given that the City Council will conduct a public hearing on Tuesday June 3, 2014 at 6:45 p.m. or thereafter as the matter may be heard in the City Council Chambers, 305 West Third Street, Oxnard, California to consider adoption of the FY 2014-2015 Annual Action Plan. The FY 2014-2015 Annual Action Plan was made available for public review and inspection on April 5, 2014 at the following locations: Oxnard City Clerk office, City of Oxnard Main library, and Housing Department. Public hearings were held at different stages of the program year on the following dates: December 10, 2013, March 18, 2014 and May 6, 2014. At the public hearing scheduled for Tuesday, June 3, 2014, the City Council will receive further comments from the public and consider adoption of the FY 2014-15 Annual Action Plan.



**Aviso de Audiencia Pública para Considerar
Adopción del Plan de Acción Anual
de la Ciudad de Oxnard del Año Fiscal 2014-2015**

Con el presente se da aviso que el Concejo Municipal realizará una audiencia pública para considerar la adopción del Plan de Acción Anual para el año fiscal 2014-2015, el Martes 3 de junio de 2014, a las 6:45 p.m. o tan pronto como sea posible tratar el asunto, en la Cámara del Concejo, 305 West Third Street, Oxnard. El Plan de Acción Anual del año fiscal 2014-2015 se puso a la disposición para revisión e inspección pública el 5 de abril de 2014 en los siguientes establecimientos: Oficina de la Secretaría Municipal, Biblioteca Pública Principal de la Ciudad y el Departamento de Vivienda. En las siguientes fechas se realizaron audiencias públicas tratando las diferentes etapas del programa del año fiscal: 10 de diciembre de 2013, 18 de marzo de 2014 y el 6 de mayo de 2014. En esta audiencia pública programada para el 3 de junio de 2014, el Concejo recibirá más comentarios por parte del público y considerará la adopción del Plan de Acción Anual para el año fiscal 2014-2015.



Certificate of Publication

I.O. #1335361

In Matter of Publication of:

Public Notice

State of California)

)§

County of Ventura)

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

April 05, 2014

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

Dated this April 07, 2014; in Camarillo, California, County of Ventura.

M.R.
Maria Rodriguez
(Signature)

CITY OF OXNARD NOTICE OF 30-DAY PUBLIC REVIEW FY 2014-2015 ANNUAL ACTION PLAN		HOME INVESTMENT PARTNERSHIPS ACT																													
NOTICE IS HEREBY GIVEN that the City of Oxnard (City) has prepared its One-Year Action Plan (FY 2014-2015). This publication of the notice is the beginning of the 30-day public review period required under Federal Regulation 24 CFR 91.10(b) (2). The public review and written comment period begins on April 7, 2014, and concludes on May 6, 2014. NOTICE IS HEREBY FURTHER GIVEN that the One-Year Action Plan will be presented to the City Council (Council) for approval on the following date: DATE: May 6, 2014 LOCATION: City Council Chambers 305 West Third Street Oxnard, California 93050 TIME: 8:00 PM and thereafter At this meeting, the Council will receive public comments on the One-Year Annual Action Plan (AAP) and consider the submission of the Plan to the U.S. Department of Housing and Urban Development (HUD) on or before May 15, 2014. BACKGROUND Each year, the City has participated in grant programs sponsored by HUD. HUD programs included the Community Development Block Grant (CDBG), HOME Investment Partnerships Act (HOME), and Emergency Solutions Grant (ESG) Programs. The City will receive the following amounts for FY 2014-2015 as follows: <table border="1"> <tr> <td>> CDBG</td> <td>\$ 2,145,231</td> </tr> <tr> <td>> HOME</td> <td>\$ 50,000</td> </tr> <tr> <td>> ESG</td> <td>\$ 177,570</td> </tr> <tr> <td>TOTAL EXPECTED RESOURCES:</td> <td>\$ 2,362,801</td> </tr> </table> ONE-YEAR ACTION PLAN For the fiscal year beginning July 1, 2014, and ending June 30, 2015, the City proposes the utilization of grant funds to implement the programs and activities as follows: <table border="1"> <tr> <th colspan="2">COMMUNITY DEVELOPMENT BLOCK GRANT</th> </tr> <tr> <td>Fiscal Year 2014-2015 Award</td> <td>\$ 2,145,231</td> </tr> <tr> <td>Estimated Program Income</td> <td>\$ 50,000</td> </tr> <tr> <td>Reprogrammed From Completed Projects</td> <td>\$ 105,000</td> </tr> <tr> <td>Total CDBG funding Available:</td> <td>\$ 2,360,231</td> </tr> <tr> <th colspan="2">PROPOSED CDBG PROJECTS</th> </tr> <tr> <td>Administrative Activities</td> <td>\$ 439,046</td> </tr> <tr> <td>Public Service Projects</td> <td>\$ 348,268</td> </tr> <tr> <td>Direct Benefit Projects</td> <td>\$ 1,592,888</td> </tr> <tr> <td>TOTAL PROPOSED CDBG ACTIVITIES/PROJECTS:</td> <td>\$ 2,380,231</td> </tr> </table>		> CDBG	\$ 2,145,231	> HOME	\$ 50,000	> ESG	\$ 177,570	TOTAL EXPECTED RESOURCES:	\$ 2,362,801	COMMUNITY DEVELOPMENT BLOCK GRANT		Fiscal Year 2014-2015 Award	\$ 2,145,231	Estimated Program Income	\$ 50,000	Reprogrammed From Completed Projects	\$ 105,000	Total CDBG funding Available:	\$ 2,360,231	PROPOSED CDBG PROJECTS		Administrative Activities	\$ 439,046	Public Service Projects	\$ 348,268	Direct Benefit Projects	\$ 1,592,888	TOTAL PROPOSED CDBG ACTIVITIES/PROJECTS:	\$ 2,380,231	Fiscal Year 2014-2015 Award Estimated Program Income Reprogrammed Funds Total HOME funding Available: \$ 618,592 PROPOSED HOME ACTIVITIES Program Administration CHDO** Self-Aided Projects/Programs TOTAL PROPOSED HOME ACTIVITIES/PROJECTS: \$ 618,592 ** CHDO means Community Housing Development Organization EMERGENCY SOLUTIONS GRANT Fiscal Year 2014-2015 Estimated Award Total HESG funding Available \$ 177,570 PROPOSED ESG ACTIVITIES Program Administration HMS Homeless Prevention Rapid Re-Housing Shelter TOTAL PROPOSED HESG ACTIVITIES/PROJECTS: \$ 177,570 PUBLIC COMMENTS Copies of the draft of the Plan and the AAP will be available for public review at the following locations: City of Oxnard Main Library 251 South "W" Street City of Oxnard City Clerk's Office 305 West Third Street, First Floor City of Oxnard Housing Department 435 South "D" Street If you plan to attend the hearing, still suggests that you contact the City Clerk Office at (805) 388-7803 this Thursday prior to the scheduled date to confirm the hearing has not been rescheduled. Persons with disabilities needing special assistance to participate in the hearing, or persons requiring a translator, should also contact the City Clerk's Office at least 72 hours prior to the meeting. For further information, contact: Julieta Damp, Grants Coordinator at (805) 388-7493. Written comments may be addressed to the following: City of Oxnard - Housing Department Grants Management Division 435 South "D" Street Oxnard, CA 93050	
> CDBG	\$ 2,145,231																														
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CITY OF OXNARD

CITIZEN PARTICIPATION PLAN

CONSOLIDATED PLAN

Introduction

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

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

The Oxnard CP Plan consists of the following elements:

Public Outreach and Access

- Prior to the adoption of the Consolidated Plan by City Council the following information shall be made available to citizens, public agencies and other interested parties.
 - Amount of funds available for the proposed plan
 - Range of activities that may be undertaken
 - Activities and funds that will benefit person of low- and very-low income
 - Plans to minimize displacement of persons and to assist any persons displaced.

- A summary of the proposed Consolidated Plan shall be published in one or more newspapers of general, local circulation. The summary shall describe the contents and purpose of the plan and include a list of the locations where copies of the entire plan may be examined. At a minimum, copies of the plan shall be available for public review at the Oxnard Public Library and City Clerk's Office.
- The Consolidated Plan and amendments to the plan shall be made available for public comment for a minimum of 30 days prior to submission to HUD.
- The Consolidated Annual Performance and Evaluation Report (CAPER) shall be made available for public comment for a minimum of 15 days prior to submission to HUD.
- Citizens shall be notified of the availability and given a reasonable opportunity to examine the adopted Consolidated Plan, any amendments, and its CAPER.
- The Housing Director shall be notified about housing and community development plan activities relating to the Oxnard Housing Authority development and surrounding communities.
- The City shall provide citizens, public agencies, and other interested parties with reasonable and timely access to information and records relating to the City's Consolidated Plan and the City's use of assistance under the programs covered by the plan during the preceding multi-year or single year planning process.

Public Hearings

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

One of these hearings must be held prior to the time that a public notice is published inviting comments on the proposed Consolidated Plan. The purpose of this initial hearing is to obtain the public comments on housing and community development needs, including priority non-housing community development needs. The second hearing shall be held prior to adoption of the Consolidated Plan and/or Annual Action Plan by the City Council.

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

- Notices of the hearings shall be sent to members of the Inter-Neighborhood Council Committee (INCC) and the presidents of the public housing tenant advisory councils.

Technical Assistance

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

Comments and Complaints

- The City shall consider any comments or views of citizens received in writing or orally at the public hearings in preparing the final Consolidated Plan, amendment to the Plan, or CAPER.

A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore, shall be attached to the final Consolidated Plan, amendment to the Plan, or CAPER.

- The City shall respond in a timely manner, within 15 days where practical, to all written complaints, grievances and requests for information about the Consolidated Plan.
- The City shall amend the Consolidated Plan when there is a substantial change, defined as follows:
 - A change of 25 percent of an annual grant amount; or
 - A change in an activity's address, where activity is defined as any program or project identified in the Annual Action Plan with an allocated dollar amount.

Adoption of the CP Plan

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

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

FISCAL YEAR 2014-2015 ANNUAL ACTION PLAN



Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

Each year during the current five-year Consolidated Plan cycle, the City must submit to HUD a one-year Action Plan. The Action Plan provides details on the proposed use of HUD funds to meet community needs identified in the Consolidated Plan. The current Action Plan covers the period of July 1, 2014 to June 30, 2015 (FY 2014-2015). It describes the expected federal, state and local resources, the priorities and specific objectives the City hopes to achieve, and the activities that will be undertaken throughout the fiscal year. In recent years, the City of Oxnard's funding allocation from HUD has continued to decline. The current Federal Budget Sequestration will further impact the City's ability to pursue much needed housing and community development activities. The City is struggling to maintain services for its residents. For federal FY 2014, the City's CDBG allocation has decreased less than 1 percent (.94%) and the HOME allocation has decreased by less than 1 percent (.59%), compared to the FY 2013 funding levels. However, the City's ESG allocation has been increased by 18 percent. The City's priorities, which are identified in the Consolidated Plan and can be found throughout this Action Plan, are designed to principally serve extremely low, low, and moderate income residents by addressing the following: Housing Needs, Homeless Needs, Community Services and Special Needs, Community Facilities and Infrastructure, Economic Development Needs. The purpose of the annual One-Year Action Plan is to update the Consolidated Plan. It also provides the City with a basis for assessing its progress in meeting the goals of the Plan through Consolidated Annual Performance and Evaluation Reports (CAPER). The One-Year Action Plan describes the resources expected to be available in the coming program year from federal, nonfederal, local and private sources. It includes a description of the activities that will be undertaken to meet the specific objectives in the federal FY 2013-2017 Consolidated Plan.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The City is being guided by HUD's Office of Community Planning Development (CPD) Outcome Performance Measurement System to address the high priority needs stated in its Consolidated Plan. When funding an activity, the City determines which of three HUD objectives best describes the purpose of the activity. The three objectives are:

- **Suitable Living Environment (SL)** - In general, this objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment.
- **Decent Housing (DH)** - The activities that typically would be found under this objective are designed to cover the wide range of housing programs possible under HOME, CDBG or ESG. This objective focuses on housing programs where the purpose of the program is to meet individual family or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under Suitable Living Environment.
- **Creating Economic Opportunities (EO)** - This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

Once the objective for the activity is identified, the City determines which of the three HUD outcome categories best reflects what the City seeks to achieve by funding the activity. The three outcome categories are:

- **Availability/Accessibility (1)** - This outcome category applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low and moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basis of daily living available and accessible to low and moderate income people in the area in which they live.
- **Affordability (2)** - This outcome category applies to activities that provide affordability in a variety of ways in the lives of low and moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as day care.
- **Sustainability (3)** - Promoting Livable or Viable Communities. This outcome applies to projects where the activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low and moderate income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The FY 2014-15 Action Plan is the second year of implementing the FY 2013 – FY 2017 Consolidated Plan. Accomplishments achieved during FY 2013 (July 1, 2013 through June 30, 2014) will be evaluated in detail in the Consolidated Annual Performance and Evaluation Report (CAPER). The CAPER will be completed and submitted to HUD by the required deadline of September 30, 2014

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

A first public hearing was held on December 10, 2013, to provide the opportunity to the public to comments on the unmet needs and to the City Council to make recommendation to staff regarding the priorities and objectives for the preparation of the FY 2014-15 Annual Action Plan (AAP). As part of the development process of the AAP, City Staff developed a mailing list of more than 130 addresses consisting of organizations, the faith community, service providers, the Oxnard Housing Authority, and cities within Ventura County. Copies of the public hearing notices are included in the "Neighborhood News" packets which are distributed weekly to the residents using the service of City Corps staff. The notice related to the public hearing was also posted on the the City website, broadcasted on the public viewing television channel 10/17, included in the utility billing statement and posted in the public buildings such as libraries, City Clerk's Office, Community centers, and Housing Authority office buildings.

A second public hearing was held on March 18, 2014 to receive recommendations/direction from the City Council regarding the 2014-15 action plan grant funding. A mailing list of more than 130 addresses consisting of organizations, the faith community, service providers, the Oxnard Housing Authority, and cities within Ventura County. Copies of the public hearing notices are included in the "Neighborhood News" packets which are distributed weekly to the residents using the service of City Corps staff. The notice related to the public hearing was also posted on the City website, broadcasted on the public viewing television channel 10/17, included in the utility billing statement and posted in the public buildings such as libraries, City Clerk's Office, Community centers, and Housing Authority office buildings

A third public hearing was held on May 6, 2014 to receive approval of the proposed projects from the City Council. During the month of April 2014, the City's utility customer bills included notice of the third public hearing. Approximately 34,000 residential customers receive the City's newsletter. Notice of the public hearings also appears on the City's public access television station. On April 4 2014, the draft of the FY2014-15 Action Plan was made available for public review. The Hearing notice was also published in the Ventura County Star newspaper on April 5, 2014, which was the official opening of the 30-day public comment period. Following that public hearing, the City Council directed staff to obtain recommendations for the proposed uses of CDBG-Public Services funds, from a Special Joint meeting between the Commission on Homelessness and the Parks, Recreation & Community Services Commission.

A Special Joint meeting was held on May 16, 2014 in the City Council Chambers. Recommendations of the two Commissions were made jointly and the vote was taken independently by the respective Chairperson to fund the projects as follows: RAIN (\$25,000), Food Share (\$18,299), Housing Right Center (\$30,000), Colonia Boxing (\$20,071), Colonia Park Gymnasium (\$50,000), Community Action of Ventura County (\$80,000), Police Activities League (\$79,299) and Winter Warming Shelter (\$45,000).

A notice of public hearing was advertised on the Ventura County Star newspaper on May 25, 2014 to announce the June 3, 2014 public hearing as a continuation of the May 6, 2014 public hearing.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

At the First Public Hearing regarding the city of Oxnard's FY2014-15 Action Plan held on December 10, 2013; comments were received from the following people: Berry Mullen, Lee Cobb, Mayle Alonso, Sampson Brue, and Tatuna Velasquez, Timothy Hockett, Eileen Tracy, Ron Mulvihill, Karol Schulkin, and Rick Barnes, Juliana Ramirez and Leticia Sandoval, Ellen Johnson, Tina McDonald, Lawrence Paul Stein, Francine Castanon, Jessie Tapia, and Victor Rodriguez. Comment topics included funding for: youth oriented programs, programs to help the city of Oxnard's homeless population, the Women's Economic Ventures (WEV) Program, and senior healthcare and technology. No written comments were submitted.

The second public hearing was held on March 18, 2014 regarding the city of Oxnard's FY2014-15 Action Plan. Nancy Pedersen, Timothy Hockett, Karol Schulkin, Laura Roberts, and Clyde Reynolds, Asencio Romero, Leticia Sandoval, Amy Fletcher, Yadira Valencia, Ellen Johnson, Tina McDonald, Kristy Pollard, Bonnie Weigel, Jason Zaragoza, Miguel Santos, Erik Larsen, Henry Casillas, Eileen Tracy, Karl Lawson. Comment topics included funding for: homelessness programs, the Women's Economic Ventures (WEV) Program, senior healthcare and technology, youth oriented programs, county based organizations, affordable housing programs. No written comments were submitted.

6. Summary of comments or views not accepted and the reasons for not accepting them

All public comments have been accepted. No written comments were submitted.

7. Summary

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	OXNARD	
CDBG Administrator	OXNARD	Housing Department
HOPWA Administrator		
HOME Administrator	OXNARD	Housing Department
ESG Administrator	OXNARD	Housing Department
HOPWA-C Administrator		

Table 1 – Responsible Agencies

Narrative (optional)

As entitlement grantee for the CDBG, HOME and ESG programs, the City of Oxnard Housing Department is the lead agency for the development and execution of this Annual Action Plan. The Department will also act as one of several public and private agencies that will administer programs and activities under the Plan.

Consolidated Plan Public Contact Information

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AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

As part of the Plan development process, federal regulations include the requirement that a PJ consult extensively with community service providers, other jurisdictions and other entities with a potential interest in or knowledge of that jurisdiction's housing and non-housing community development issues. Staff has developed and followed a detailed schedule which provides for and encourages citizen participation, emphasizing the participation of persons of low- and moderate-income.

The Consolidated Plan and Action Plans represent a comprehensive planning effort mainly led by the Housing Department-Grants Management Division staff, with involvement of (1) local government experts, (2) the social service community, (3) residents, and (4) consultation with other local HUD entitlement communities.

1) Grants Management Division staffs work closely with other City staff members such as Affordable Housing and Rehabilitation, Homeless Assistance, Planning and Building, Public Works, Oxnard Housing Authority, Code Compliance, Geographical Information System, Recreation and Community Services and Finance to ensure that careful consideration is given to the City's identified needs, and that programs and services are cost-effective and meet specific goals and objectives in order to develop the ConPlan and the Annual Action Plan,

2) By providing HUD programs workshops to social services agencies,

3) By providing the opportunities for the residents to participate to the public hearings,

4) Grants Management staff is a member of the C2 G2 forum group, created since November 2013. The goals of the group is to strategize CDBG and HOME grants' issues and learn from each other to administer the two programs using best practices to comply with HUD regulations.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

A first public hearing was held on December 10, 2013, to provide the opportunity to the public to comments on the unmet needs and to the City Council to make recommendation to staff regarding the priorities and objectives for the preparation of the FY 2014-15 Annual Action Plan (AAP). As part of the development process of the AAP, City Staff developed a mailing list of more than 130 addresses consisting of organizations, the faith community, service providers, the Oxnard Housing Authority, and cities within Ventura County. Copies of the public hearing notices are included in the "Neighborhood News" packets which are distributed weekly to the residents using the service of City

Corps staff. The notice related to the public hearing was also posted on the the City website, broadcasted on the public viewing television channel 10/17, included in the utility billing statement and posted in the public buildings such as libraries, City Clerk's Office, Community centers, and Housing Authority office buildings.

A second public hearing was held on March 18, 2014 to receive recommendations/direction from the City Council regarding the 2014-15 action plan grant funding. A mailing list was prepared to mail the notice of public hearing, comprising of more than 130 addresses of various organizations, the faith community, the service providers, the Oxnard Housing Authority, and the cities within Ventura County. Copies of the public hearing notices are included in the "Neighborhood News" packets which are distributed weekly to the residents using the service of City Corps staff. The notice related to the public hearing was also posted on the City website, broadcasted on the public viewing television channel 10/17, included in the utility billing statement and posted in the public buildings such as libraries, City Clerk's Office, Community centers, and Housing Authority office buildings

A third public hearing is scheduled for May 6, 2014 in order to have the approval of the proposed projects from the City council. During the month of April 2014, the City's utility customer bills included notice of the third public hearing. Approximately 34,000 residential customers receive the City's newsletter. Notice of the public hearings also appears on the City's public access television station. On April 4 2014, the draft of the FY2014-15 Action Plan was made available for public review. The Hearing notice was also published in the Ventura County Star newspaper on April 5, 2014, which was the official opening of the 30-day public comment period.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

In 2013 the two regional Continuums of Care were merged and are recognized as the Oxnard/San Buenaventura Continuum of Care. So, there is now one regional body known as the Continuum of Care. It is comprised of a Board of Directors and five sub committees (HMIS Steering Committee, Data Performance and Evaluation, Public Information and Outreach, Coordinated Intake, and Housing Service and Coordination). Within these standing committees and the CoC body are representatives from local housing authorities, homeless services providers, homeless health care, mental health, veteran's services, law enforcement, education, local homeless task forces, business leaders and city/county government.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

During the City's ESG proposal review process the CoC appoints a member from its body to serve on the ESG review committee. Additionally, the CoC's Data Performance and Evaluation Sub Committee is tasked with establishing performance measures and new policies and procedures for all homeless grant funds and activities. The HMIS Steering Committee is tasked with developing the policies and procedures that govern HMIS.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Meetings were held with the recently formed Ventura Countywide Continuum of Care, which the City is now a member and the Oxnard Commission on Homelessness. In addition the Homeless Program Coordinator met with various social service agencies including: Ventura County United Way, St. Vincent de Paul, Community Action of Ventura County, Turning Point Foundation, Ventura County Human Services Agency, Turning Point Foundation, Oxnard Housing Authority, Kingdom Center, and Khepera House. Lastly, many agencies, and churches that serve the homeless were informed of the opportunities to give input to the Plan through direct mailings, public cable television channels, and public hearing notices published in the Ventura County Star newspaper.

Table 2 – Agencies, groups, organizations who participated

Identify any Agency Types not consulted and provide rationale for not consulting

Not applicable

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Ventura County CEO's Office	The goals of the Strategic Plan overlap with the goals of each plan by ensuring homeless persons have access to adequate services to help reduce the incidences of homelessness.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

The City of Oxnard will continue to coordinate and share ideas with residents, other local government entities, affordable housing providers, and social service agencies to maximize the effectiveness of planned activities, to expand the existing relationships with local jurisdictions through participation in sub-regional planning efforts such the participation in the preparation of the regional Analysis of Impediments. In addition, City staff regularly meets with representatives from other cities through the Central Coast Grant Group (C2G2) forum group to share ideas and achieve coordinated solutions to regional issues. The City also regularly distributes its federal HUD reports and public meeting announcements to local officials. City staff also interacts with various non-profit agencies and public service groups in the delivery of programs through its federal entitlement and other resources assists these agencies in planning programs and projects, ensuring activity eligibility and costs, complying with federal regulations and requirements, and monitoring the timely expenditure of annually allocated program funds. The City requires agencies to submit quarterly and annual reports to meet federal requirements, and periodically conducts on-site monitoring reviews

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The FY 2014-2015 Annual Action Plan (APP) was developed in conjunction with residents and organizations through a public participation process that included workshops and public hearings. The City has developed a detailed schedule of events and the procedure is posted on the City website as follows:

GRANTS MANAGEMENT

Notice of Entitlement Grants Mandatory Pre-application Sessions

Housing Department Letter, March 5, 2014

Housing Department Memo, November 15, 2013

1. Program Funding Eligibility

2. Request for Proposal-Mandatory Pre-Application Workshops

2.1 Agenda

2.1.1 ESG

2.1.2 HOME

2.1.3 CDBG

2.2 Registration Form

2.3 Proposal Packet

2.3.1 ESG FY 2014-15 Proposal packet:

2.3.1.a ESG Project Overview and Information

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[2.3.1.b ESG Proposal Narrative](#)

[2.3.1.c Itemized Budget](#)

2.3.2 HOME FY 2014-15 Proposal Packet

[2.3.2.a HOME Project Overview and Information](#)

[2.3.2.b HOME Proposal Narrative](#)

[2.3.2.c Itemized Budget](#)

2.3.3 CDBG FY 2014-15 Proposal Packet

[2.3.3.a CDBG Project Overview and Information](#)

[2.3.3.b CDBG Proposal Narrative](#)

[2.3.3.c Itemized Budget](#)

3. Entitlement Grants Application information

3.1 Instructions for the Application

[3.1.1 PY 2014 HUD Income Limits \(External Link\)](#)

[3.1.2 Oxnard Strategic Plan \(FY 2013-2017\)](#)

[3.1.3 HUD Sample of Income Verification Forms](#)

3.1.4 Application Instructions

[3.1.4.a HESG Application Instructions](#)

[3.1.4.b CDBG and HOME Application Instructions](#)

3.2 Application Packet

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3.2.1 2014-15 HESG Application

3.2.2 HOME Application

3.2.3 CDBG

3.2.3.a. CDBG Public Services (PS)

3.2.3.b. CDBG Economic Development (ED)

3.2.3.c. CDBG Capital Improvement Projects (CIP)

3.3 Agreement Template

3.3.1 CDBG Inter Departmental Agreement

3.3.2 CDBG Subrecipient Agreement

3.3.3 ESG Subrecipient Agreement

3.3.4. CHDO Agreement

3.4 Certifications

3.4.1 Insurance

3.4.2 Lobbying Certification

3.4.3 Debarment Certification

3.5 Other Required Attachments

3.5.1 Preliminary Environmental Review Evaluation Sheet

3.5.2 Summary of the Beneficiary Information

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Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	low/mod. income Oxnard residents	See AD-26	See AD-26	Not Applicable	

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

The City expects to receive CDBG, HOME, and ESG, over the course of the Strategic Plan for use to address the community needs. In addition to these entitlement grants, Oxnard anticipates receiving funding from CoC, and the State of California's housing programs to support housing development, such as BEGIN and CalHome. Due to recent legislative changes in California, the 80% redevelopment tax increment funding will no longer be available for development or matching funds. The local Housing Trust Fund monies have been depleted as commercial development which generates these funds has stalled in recent years, but it is possible over a five-year period for commercial development to increase thereby generating growth in the trust funds to use for projects or matches.

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Narrative Description
			Annual Allocation:	Program Income:	Prior Year Resources:	Total:	
			\$2,961,303	\$100,000	\$315,000	\$3,376,303	
CDBG	Public Federal	-					The City 2014 allocation's from HUD for CDBG grant is \$2,145,231. The estimated program income is \$50,000 and the re-programmed amount of funds from prior year completed projects is \$185,000.
		Admin and Planning	\$439,046			\$439,046	
		Public Services	\$348,299			\$348,299	
		Direct Benefits	\$1,357,886	\$50,000	\$185,000	\$1,592,886	
		Total CDBG	\$2,145,231	\$50,000	\$185,000	\$2,380,231	
HOME	Public Federal	-					The City 2014 allocation's from HUD for HOME grant is \$638,502. The estimated program income is \$50,000 and the re-programmed amount of funds from prior year completed projects is \$130,000.
		Administration	\$68,608			\$68,608	
		Multifamily rental new construction	\$384,900			\$384,900	
		Homebuyer assistance	\$184,994	\$50,000	130,000	\$364,994	
		Total HOME	\$638,502	50,000	\$130,000	\$818,502	
ESG	Public Federal	-					The City 2014 allocation's from HUD for ESG grant is \$177,570.
		Administration	\$13,318			\$13,318	
		Overnight Shelter	\$86,540			\$86,540	
		Rapid re-housing	\$22,637			\$22,637	
		Homeless Prevention	\$20,075			\$20,075	
		HMIS	\$15,000			\$15,000	
		Transitional housing	\$20,000			\$20,000	
		Total ESG	\$177,570	0	0	\$177,570	

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The Affordable Housing and Rehabilitation Division utilize various sources to leverage the federal funds received for our First-Time Homebuyer and Single-Family Rehabilitation programs. Specifically, our programs utilize required investment from homebuyers and homeowners, along with funding from BEGIN program and the CalHome program. Combined, these meet and exceed the 25% match requirement of the HOME program.

For FY 2014-2015, a total of \$660,000 of HOME and CDBG funding is anticipated for first-time homebuyers, in addition to some funding from a state Cal-Home grant. Property rehabilitation for low-income homeowners will continue to draw from the remainder of the \$236,369 from HOME and \$300,000 from CDBG from FY 2013-2014.

FY 2014-15 ESG funds will be leveraged and matched with not only federal funds awarded to other agencies, but also by state and local private funds raised by other entities as well. While the ESG mandated match is dollar-for-dollar, the overall leverage the City receives is approximately 9:1. Some of these sources include County of Ventura general fund (eviction prevention and rapid rehousing), City of Ventura general fund (emergency winter warming shelter), Society of St. Vincent de Paul general fund (emergency winter warming shelter), and Turning Point Foundation general fund (emergency shelter for mentally ill individuals).

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

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

Discussion

Locally, state-wide and nationally, the traditional funding sources for housing and community development work will be in very limited supply for the foreseeable future. As the nation and the State of California move out of the effects of the recession and begin to experience economic growth and easing of national, state and local budget constraints jurisdiction may begin to see greater availability of housing funds to support local affordable housing construction and rehabilitation. This process will most likely take several years to occur. In the meantime, the City of Oxnard, as always, will continue to look for available public and private resources and creative ways to fund affordable housing.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

No Goals Found

Table 6 – Goals Summary

Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Indicator	Outcome
Help Achieve Homeownership	2014	2015	Affordable Housing	City-wide	Housing	CDBG: \$ HOME: \$364,994	Direct Financial Assistance to Homebuyers: 22	Households Assisted
New Affordable Rental Housing Units	2014	2015	Affordable Housing	City-wide	Housing	HOME: \$384,900	Rental Housing Constructed: 42	Household Housing Units
Infrastructure and Public Facilities	2014	2015	Non-Housing Community Development	Low-Mod Areas census tract neighborhoods	Public Improvements	CDBG: \$	Infrastructure Activities other than Low/Moderate Income Housing Benefit:	
Public Services	2014	2015	Non-Homeless Special Needs	Low-Mod Areas census tract neighborhoods City-wide	Housing and Supportive Services	CDBG: \$348,299	Public service activities other than Low/Moderate Income Housing Benefit: 2000 Persons Assisted Public service activities for Low/Moderate Income Housing Benefit: 300 Household Benefit	

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Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Indicator	Outcome
Reduce homelessness	2014	2015	Homeless	City-wide	Homeless Prevention/Rapid Re-Housing	ESG: \$177,570	Homeless Person Overnight Shelter: 908 Persons Assisted Homelessness Prevention: 33 Persons Assisted Rapid Rehousing: 13 Households Assisted	
Code Enforcement Effort	2014	2015	Code Enforcement	Low-Mod Areas census tract neighborhoods	Housing	CDBG: \$	Housing Code Enforcement: 750 Household Housing Unit	
Economic Development	2014	2015	Micro enterprise Assistance	City-wide	Job Development	CDBG: \$25,000	Businesses assisted: 15 Businesses Assisted	
Planning and Administration	2014	2015	Planning and administrative costs	City-wide		CDBG: \$439,046	Not Applicable	

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):

It is estimated that the jurisdiction will provide affordable housing to a total of 37 extremely low, low, and moderate income families. This includes 22 under the homebuyer program and 15 under the rehabilitation program.

AP-35 Projects – 91.220(d)

Introduction

The individual projects were recommended to the City Council on May 6th, 2014 public hearing. However, during that meeting, the Council direct staff to obtain recommendations on the proposed uses of CDBG-Public Services funds, from the two Citizen Advisory Committee, Commission on Homelessness and Parks, Recreations & Community Services Commission. A new public hearing meeting is scheduled on June 3, 2014 as a continuation of May 6, 2104 public hearing meeting.

The Table 7-Project Information will be updated after the June 3, 2014 meeting because the projects are actually submitted to HUD for funding approval through the Integrated Disbursement Information System. Since 2013, the City is required to use the federal system to update the AAP and electronically submit it to HUD for review and approval. The draft is a downloaded copy from the HUD system and reflects only HUD data entries requirements.

#	Project Name

Table 7 – Project Information

The applications information was submitted to Council during the March 18, 2014 meeting and they are included in the staff report as Attachment No 6 for that meeting and posted on the City website:

http://oxnard.granicus.com/MetaViewer.php?view_id=46&clip_id=2693&meta_id=138708

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Not Applicable

Projects

AP-38 Projects Summary

AP 38 is not available until AP 35 is updated.

Project Summary Information

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Because the primary national objectives of the Consolidated Plan programs are to benefit low-income and moderate-income residents, the City's CDBG funds will be targeted to extremely low, low, and moderate income neighborhoods and businesses that provide jobs to low or moderate income individuals. The City has traditionally dedicated 100 percent of its CDBG resources on activities that exclusively benefit low/moderate income persons. This trend is expected to continue in FY 2014. Therefore, the City will continue to assist the low-income and minority people citywide with HOME and ESG funds. CDBG funds will be used to serve the LMI person citywide and LMA neighborhoods

Geographic Distribution

Target Area	Percentage of Funds
City Wide	Not Available
Low-Mod Areas Census Tract Neighborhood	

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The need for affordable housing (funded from CDBG and HOME) is present throughout the City. CDBG funds for direct benefit category-capital improvements and code enforcement are allocated based on the percentage of LMI persons within the LMA neighborhoods. Regarding the Public Services category of the CDBG funds, the proposed projects will focus in the basic needs of the residents such as health care, essential and supportive services, as well as housing services. The special population such as seniors, homeless and youth will continue to receive their funding for the healthcare needs, education needs and recreational needs.

Discussion

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

Lower-income households continue to pay high percentage of their income for housing, compared to other income groups. A large percentage of lower-income renters tend to experience overcrowding and inadequate housing conditions as housing problems. In order to help provide decent and affordable housing, and improve the social and economic status for the LMI households in Oxnard, the following programs will be available during the next program year:

1. First Time Homebuyer Assistance Program
2. Rehabilitation of Single-Family Housing Units
3. Rehabilitation of Mobilehome Housing Units
4. Construction of new units for rent

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	0
Special-Needs	0
Total	0

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	42
Rehab of Existing Units	25
Acquisition of Existing Units	20
Total	87

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

Affordable Housing Division will continue to provide homeownership programs including the owner-occupied rehabilitation loans for repairs and first time homebuyer grants for down payment assistance to acquire existing units or new units.

AP-60 Public Housing – 91.220(h)

Introduction

Actions planned during the next year to address the needs to public housing

OHA currently administers 780 public housing units and over 1,700 rental assistance vouchers. It is anticipated that the number of Public Housing units will decrease to 666 upon the demolition of 114 units in the Colonia Village area, which has been approved by HUD for disposition. The OHA will also continue to address needs of public housing residents through its Resident Services Program which offers a variety of services to families on-site including youth programs. The OHA also operates a Family Self-sufficiency (FSS) program to public housing families which promotes homeownership and economic self-sufficiency. The FSS Program provides one-on-one counseling and individual assistance to families that participate in this program.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

OHA has promoted homeownership by partnering with homeownership counseling agencies such as Cabrillo Economic Development Corporation (CEDC) and offer homeownership services to public housing families. In addition, families are informed of these services through its Family Self-Sufficiency Program and distribution of fliers to all households.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

N/A

Discussion

N/A

AP-65 Homeless and Other Special Needs Activities – 91.220(I)

Introduction

The City of Oxnard, as with other jurisdictions across the country that receive federal funds for homeless assistance, is required to conduct a Point in Time Count of homeless persons each year. While the 2014 PIT results are not available to us at this time, the results from 2013 revealed 645 known homeless persons who designated Oxnard as their home. Of the identified homeless persons, 308 were unsheltered adults, 2 in-tact families identified as chronically homeless, and 17 unsheltered families with a total of 31 unsheltered children. Also, of the 308 unsheltered homeless persons, 108 were women.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The one year goal and actions for reducing and ending homelessness for reaching out to and assessing individuals is to implement the regional Coordinated Assessment as directed by HUD. The pilot program is set to begin April 1, 2014. This will allow agencies to provide immediate referrals to homeless persons both electronically and with hard copies. Additionally, certain information will be entered into the regional HMIS and clients can be tracked as they keep appointments and matriculate through the system towards ending homelessness.

Addressing the emergency shelter and transitional housing needs of homeless persons

The emergency shelter and transitional housing needs of homeless persons are currently being addressed by several service providers throughout Ventura County. The emergency shelter needs in the area are met by the following providers: Ventura County Rescue Mission - single men over the age of 18 with rotating stay schedule, 10 nights in/5 nights out; Society of St. Vincent de Paul - temporary emergency shelter for the general population and operated from December 1 - March 31 (2014-15 plans to be the last year of operation); Kingdom Center - emergency shelter for single women and women with children; Lighthouse Mission for Women and Children - single women and women with children; and Turning Point Foundation - mentally ill individuals.

Transitional housing needs are currently being met by the following providers: Kingdom Center - single women and women with children; Khepera House - single men; Many Mansions - transition aged youth, single women and women with children; Turning Point Foundation -

single mentally ill persons; Salvation Army - families, single parents and single persons; Ventura County Human Services Agency - families, single parents and children, and single persons; Project Understanding - families and single parent households.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

There are many providers that are working diligently to assist homeless persons from not only finding housing, but also to prevent further incidences of homelessness. However, the Ventura County Human Services Agency (HSA) utilizes both County General Funds and the City's Emergency Solutions Grant to provide eviction prevention and rapid re-housing services to all of these populations. Additionally, Ventura County Veterans Services, Homeless Health Care and Ventura County Behavioral Health all work closely with the service providers to provide other supportive services to assist in reducing the incidents of homelessness.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The Continuum of Care has documented discharge policies of all of the above mentioned services that spell out various directions to ensure persons are not discharged into homelessness. Additionally, as stated earlier, HSA works with qualifying low-income persons and families to avoid homelessness. This is done with the utilization of ESG and Ventura County allocated general fund dollars.

Discussion

One year goals for the number of households to be provided housing through the use of HOPWA for:
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family
Tenant-based rental assistance
Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds
Total

AP-75 Barriers to affordable housing – 91.220(j)

Introduction

Barriers or constraints to the affordability of housing exist in many forms. A particular building code that to one sector might be interpreted as a “negative” public policy that acts as a barrier to affordable housing may to another sector be seen as a life-saving necessity – for example, seismic safety construction requirements. The same can be said for zoning and land use regulations. It should be noted that in Ventura County, local growth limitations have been adopted by direct ballot measures. Some of these measures entail costs which can affect housing supply and the cost of housing that is produced.

Barriers to homelessness include the lack of a permanent, year round shelter and the lack of housing units for those at the very low and low income spectrum. Because of the high cost to develop housing for these populations, developers are choosing to pay the in-lieu fees instead of losing money. When this occurs, badly needed units go undeveloped, thus further limiting housing opportunities for those hardest to house.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

Environmental review, general planning, zoning, and related local land use regulations and development standards are all extensions of local government police powers to protect life and property, minimize nuisances, and achieve a desired quality of life as expressed through a participatory democratic process. . Certain barriers to affordability, then, can be required by State Law (such as preparing and adopting a General Plan and conducting environmental review), adopted for safety or civil rights reasons (such as the imposition of seismic construction standards in quake-prone areas, or requiring compliance with accessibility or visitability design standards), or enacted to remedy or prevent a specific local issue (such as requiring landscaping to deter graffiti). The term “barrier” should not be interpreted in the context that local development standards and development review procedures are inhibiting the provision of quality affordable housing that would otherwise be developed.

Discussion

The City strives to consistently implement all policies and procedures, to review local development standards and development review procedures in such a way as to avoid ensure that such do not have unintended negative consequences, and to improve policies and procedures so as to increase the opportunities and feasibility of developing affordable housing, especially for special needs and very low- and low-income units). The City will continue to engage in these efforts to identify and minimize any barriers over which the City has legal authority, in accordance with applicable law.

AP-85 Other Actions – 91.220(k)

Introduction

The City will implement the goals and strategies of the Consolidated Plan to achieve the other actions listed below.

Actions planned to address obstacles to meeting underserved needs

The City will continue to implement housing and community development activities that meet the underserved needs in the community. The 2013-2017 Consolidated Plan lists the following obstacles to meeting underserved needs as:

- Limited availability of funding from both federal, state and other sources;
- High cost of housing and provisions in the area which increases the difficulty of meeting affordable housing needs;
- Reduced or frozen funding from state and other sources due to inadequate state revenue; the housing and credit crisis causing a negative effect;
- High rate of unemployment and foreclosures continue to strain the ability to meet affordable housing needs; and,
- Credit crisis has limited the availability of capital to develop housing for low-and moderate-income households and special needs groups.

City staff will address the challenges of existing of existing and new obstacles in 2014 by focusing on the following programmatic and administrative areas:

- Staff will continue to research availability of future funding resources and will apply for grants for such funding when appropriate, aiming to leverage funding when possible.
- CDBG and other funds will be used to fund administrative support for programs that serve the needs of LMI citizens citywide. This is especially critical now that no redevelopment agency funding is available, given that redevelopment agencies no longer exist in California.
- Staff will continue to collaborate with private-sector partners when appropriate in the development and construction of affordable housing.

Staff will continue to collaboratively work with the service provide community, non-profit organizations, and neighboring cities and local governmental agencies within the County of Ventura to identify projects that also meet federal community development program eligibility and which can comply with timely draw-down requirements.

Actions planned to foster and maintain affordable housing

Please refer to AP 55 for discussion on the City-Affordable Housing's strategies and goals.

Actions planned to reduce lead-based paint hazards

The City will coordinate activities with the County of Ventura Department of Health and Human Services to reduce lead-based paint hazards in accordance with federal regulations. Any rehabilitation activities on housing units constructed prior to 1978 will have lead hazards identified and actions taken to remove the hazard.

Actions planned to reduce the number of poverty-level families

Eliminating poverty is a clear concern in Oxnard and the Ventura County in general. Efforts are constantly underway to improve the quality of life and economic well-being of the residents through collaborative efforts of the following agencies and their programs provide needed skills for individuals seeking jobs and thereby getting them out of poverty:

- EDCO
- City Corp
- Community Action of Ventura County
- Oxnard Housing Authority

Actions planned to develop institutional structure

<p align="left">Extensive public and private partnerships have been established and organized to address the City's housing, homeless, and community development needs: Entitlement Grants workshops and training, Affordable Housing workshops for homeowners, Relocation meetings for residents, Fair Housing training and other scheduled meetings (such as Pre-construction meetings, Commission on Homelessness meetings, Council meetings, Housing Committee meetings,...).</p>

Actions planned to enhance coordination between public and private housing and social service agencies

The City will continue to collaborate with public and private housing and social service agencies to meet the goals and objectives of the Consolidated Plan. This could be from ongoing

meetings, special meetings and/or task force.

Discussion

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction

In addition to the 20% cap for Administration, the City of Oxnard also allocates 15% of 2013 CDBG funds for community services including youth services and fair housing activities. The balance of the funds will be allocated to housing activities, code compliance and public facilities. In the event of an emergency (such as an earthquake, flooding, or hurricane ...) the City will cut the non-committed funds from other existing projects in order to fund the urgent need within the allowable range. However, the urgent need to meet the following tests: (1) the existing conditions pose serious and immediate threat to the health and welfare of the community, (2) the existing conditions are recent or recently became urgent, generally 18 months, (3) the City cannot finance on its own, (4) and when other funding sources are not available.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

- | | |
|--|----------|
| 1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed | 0 |
| 2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan. | 0 |
| 3. The amount of surplus funds from urban renewal settlements | 0 |
| 4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan | 0 |
| 5. The amount of income from float-funded activities | 0 |
| Total Program Income: | 0 |

Other CDBG Requirements

- | | |
|---|---|
| 1. The amount of urgent need activities | 0 |
|---|---|

2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income.

Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.

100.00%

HOME Investment Partnership Program (HOME)

Reference 24 CFR 91.220(l)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

Cal-Home funds were awarded in September 2012 for \$1,000,000 for acquisition/rehabilitation of single-family homes. The City anticipates making up to 16 acquisition/rehabilitation loans in FY 2014-2015. Each borrower will receive up to \$60,000 combined total for acquisition and rehabilitation of the house. This program will allow houses previously not eligible to be considered, brought up to code and improve the neighborhood's appearance and quality of life.

The remaining BEGIN funds of 2.1 million dollars will be exhausted in fiscal year 2013-2014 prior to June 30, 2014 for low and moderate-income households purchasing the newly constructed Vista Urbana homes in the Riverpark Master Plan.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

The homebuyer activity that the City of Oxnard uses HOME funds for is the City-wide Homebuyer Down Payment Assistance Loan. During the period of affordability (which may be from 5 to 10 years) depending upon the amount used for gap financing, the City will recapture the entire amount of HOME funds as allowed in 24 CFR 92.254 (a)(5)(ii)(A)(1). In some cases, there may be additional HOME subsidies if a Community Housing Development Organization (CHDO) constructed the development for homebuyer sales. Primarily, the developer subsidies are paid at the time of the sale and may be reprogrammed for

homebuyer activities to the new homebuyer.

At this time, our division does not have authorization from the City Council to use entitlement HOME funds for preserving affordability through a purchase option, right of first refusal, or to acquire the property at a Trustee's Sale in foreclosure.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

The City uses a promissory note secured by trust deed and recorded with the Ventura County Recorder's office to secure the recapture provisions.

Annually, staff sends a Certification of Owner-Occupancy, which requires a utility bill, mobile home space rental statement, and/or property tax or insurance bill confirming that the homeowner's name and address is the same as the property address. If non-owner occupancy or an unauthorized sale is reported, the homeowner is notified in writing and given a time to cure; the report is also investigated by staff through other means to verify the allegation. If the homebuyer/homeowner does not cure the default, staff sends a follow up demand letter. In the case of a default of a senior lien on the property, staff sends a default letter for the HOME-funded loan along with a loan modification/foreclosure prevention advisory by the Ventura County District Attorney, which includes local HUD-certified housing counselors. Staff tries to work with the homeowner to have a positive outcome if possible. Staff will attempt to or contact the lender to negotiate retaining the resale restriction agreement in place if the unit is an inclusionary unit for the City.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

The City of Oxnard does not include refinancing of existing debt secured by single-family or multi-family housing that is rehabilitated with HOME funds as an activity that is considered for funding. For multifamily housing which may have multiple federal funding sources for assistance in the construction of the units, 24 CFR 92.206(b)(2)(vi) does not permit refinancing of any loans made or insured with federal funding, including CDBG funds.

1. Include written standards for providing ESG assistance (may include as attachment)

The City does not provide any direct assistance under the ESG program any longer. All written standards vary by service providers and assistance type. However, all providers must ensure recipients meet the minimum qualifications established by HUD for each eligible funded activity.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

The CoC is implementing a pilot coordinated assessment as of April 1, 2014. Because it is only a pilot program the system's details will be provided at a later date.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

The process for making all sub-awards for ESG recipients are as follows:

1. The City formally posts the RFP in the regional newspaper, on the City's website and GATV, and emails and paper mail are sent to all existing and potential service providers from Santa Barbara to Los Angeles.
2. All interested agencies are required to attend information workshop/application training on the process, which includes all deadline dates and times.
3. Interested agencies then submit their letter of interest, project overview and qualifications. Those agencies meeting all of the minimum qualifications are then asked to submit a full proposal.
4. The Review Committee, which is comprised of 1 city staff person, a selected member of the Continuum of Care Collaborative, a member of the general public, and 2 selected members of the City's Commission on Homelessness.
5. The Review Committee reviews all proposals and makes award/funding recommendations. These recommendations are then submitted to the Commission on Homelessness for final review and recommendations to the Mayor and City Council.
6. All applicants are contacted and urged to attend the City Council meeting in which the items fall on the agenda. All supporting comments and grievances are done at this time.
7. The Mayor and City Council directs the City Manager and staff to move forward with final processing.

8. Staff prepares all contracts and routes for execution. Additionally, all internal processes are completed in order to encumber funds to each individual agency.
 9. Contracts are completed and services can begin providing from July 1 (even if the contracts are executed after July 1).
 10. All ESG contracts are two (2) year contracts, with the start date beginning on July 1 of the awarded grant year.
4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

The City meets the homeless participation requirement by having a homeless and a formerly homeless person serve on the City's Commission on Homelessness.

5. Describe performance standards for evaluating ESG.

PERFORMANCE MEASURES

Performance measures are in place to ensure the efficient administration of all ESGP funded activities. Additionally, along with the utilization of the HMIS, these measures will hopefully help to reduce the length of time of family and individual homelessness, reduce the overall incidences of homelessness, and monitor the overall use of emergency shelters. Some of the activity measures are as follows:

- Emergency Shelters: Excluding winter shelters, emergency shelter must be able to document placement of a minimum of 10% of the homeless households served in the Program Year into transitional or permanent housing.
- Transitional Housing: must be able to document placement of a minimum of 50% of the households who completed the transitional housing program in the Program Year into permanent housing. "Household" is defined as all clients including single individuals and families.
- Rapid Re-housing: must show continued housing of clients receiving assistance for at least three (3) months after receiving assistance. This should be done via case management of clients, documentation and HMIS entry and exit dates.
- Eviction Prevention: must show continued housing of clients receiving assistance for at least three (3) months after receiving assistance. This should be done via case management of clients, documentation and HMIS entry and exit.
- All clients, with the exception of victims of domestic violence, must be entered into the

Regional HMIS within fifteen (15) days of receiving service(s), and must be exited from the system within thirty (30) day of program completion or termination.

MINIMUM STANDARDS

Subgrantees are expected to have taken steps to meet the "Minimum Standards" for Homeless Programs within thirty (30) days of executing the Program Year contract. The Minimum Standards are provided as Attachment I to this document.

BUILDING AND HABITABILITY STANDARDS

Any building for which ESGP funding is used for renovation, major rehabilitation or conversion must meet local government safety and sanitation standards. In addition, the following are a number of basic standards to ensure that shelter and housing facilities funded through the ESGP program are safe, sanitary and adequately maintained.

MONITORING

CITY staff will monitor the use of grant funds through a combination of a thorough review of all submitted reports, review of audit or financial statements, monitoring and site visits.

Discussion

City of Oxnard
CDBG RECOMMENDATIONS
FY 2014-15

		REQUESTED FUNDING FOR FY 2014-2015				
Organization	Project Name	Administration	Public Services	CIP/Direct Benefits	STAFF RECOMMENDATIONS	CAG RECOMMENDATIONS
City of Oxnard-Affordable Hsg & Rehab	Administration & Planning	-			15,046	
City of Oxnard-Fair Housing	Fair Housing	23,904			24,000	
City of Oxnard-Fair Housing	Analysis of Impediment	25,000			25,000	
City of Oxnard - Homeless Assistance	Administration & Planning	73,000			75,000	
City of Oxnard - Grants Management	Administration & Planning	290,000			300,000	
					TOTAL	
					ADMINISTRATION:	
Ventura County-Human Services Agency	RAIN Child Care		25,000		20,000	25,000
City of Oxnard-Recreation	Colonia Boxing		28,000		20,000	20,701
City of Oxnard-Fair Housing	Fair Housing Services		28,992		29,000	29,000
Livingston	Subsidized Care Program		35,000		35,000	-
City of Oxnard - Homeless Assistance	Winter Warming Shelter		45,000		-	45,000
Food Share	Mobile Food Pantry		50,000		-	19,299
Pacific Clinics	Street Outreach		52,760		-	-
Community Action	One Stop Day Shelter		80,000		20,000	80,000
City of Oxnard-Recreation	ASP		98,000		70,000	-
City of Oxnard-Recreation	Senior Technology Education Program		100,000		35,000	-
City of Oxnard-Recreation	Colonia Park Gymnasium		100,000		40,000	50,000
City of Oxnard-Recreation	PAL		100,000		79,299	79,299
					TOTAL PUBLIC SERVICES:	348,299
Women's Economic Ventures (WEV)	Self-Employment Training (SET)			25,000	25,000	
City of Oxnard - Police Department	Code Compliance			200,000	200,000	
City of Oxnard-Affordable Hsg & Rehab	First Time Home Buyer			300,000	400,000	
City of Oxnard-Affordable Hsg & Rehab	Housing Services			386,000	390,000	
City of Oxnard-Affordable Hsg & Rehab	Rehabilitation			-	-	
City of Oxnard - Parks	Campus Park Gym			-	-	
City of Oxnard -Public Works	Alleys Reconstruction Phase 2			500,000	577,886	
		411,904	742,752	1,411,000		
				Total Requested Amt	2,565,656	
					TOTAL CAPITAL DIRECT BENEFITS	1,592,886
					TOTAL CDBG	2,380,231

FY 2014-2015	Program Income	Reprogrammed funds	Entitlement	Total
CDBG	50,000	185,000	2,145,231	2,380,231
		Administration	439,046	
		Public Services	348,299	
		Capital Direct Benefits	1,592,886	
			2,380,231	

City of Oxnard
HOME RECOMMENDATIONS
FY 2014-15

Organization Name	Project Name	FY 14-15 Requested Amt	STAFF RECOMMENDATIONS	CAP
Oxnard Affordable Housing Division	Administration	58,150	68,608	10% MAX
Cabrillo Economic Development Corporation	Etting Road	500,000	384,900	15% MIN
Oxnard Affordable Housing Division	First-Time Homebuyer Assistance	360,000	364,994	None
TOTALS		\$918,150	\$818,502	

FY 2014-2015 HOME	Program Income	Reprogrammed funds	Entitlement	Total
	50,000	130,000	638,502	818,502
Maximum Cap for HOME Adm	5,000.00	-	63,850.20	68,850
Minimum Cap for CHDO-Set Asides	-	-	95,775	95,775

City of Oxnard
HESG RECOMMENDATIONS
FY 2014-15

Name	Project Name	Requested Funding	REVIEW COMMITTEE RECOMMENDATIONS	CAP
City of Oxnard	ESG Grant Administration	10,160	13,318	7.5% Maximum
City of Oxnard	HMIS	10,000	15,000	
CVHSA	Homeless Prevention	29,000	20,075	
CVHSA	Rapid Re-Housing	41,000	22,637	
The Kingdom Center	KC Oxnard-Emergency Shelter	10,000	10,000	60% Maximum for all shelter Projects <i>*Total shelter Projects is \$106,540</i>
The Kingdom Center	KC Oxnard-Transistional Living	20,000	20,000	
St. Vincent de Paul	Winter Warming Shelter	70,000	46,540	
Turning Point	Our Place Shelter-Essential Svc	35,000	15,000	
Turning Point	Our Place Shelter-Shelter Operations	10,000	15,000	
Community Action	Oxnard-One-Stop Day Shelter	30,000	-	
TOTALS		265,160	177,570	
HESG Entitlement		177,570		
HESG-Aministration 7.5% MAX		13,318		
Shelters 60% MAX		106,542		

CDBG CAPS CALCULATIONS:

Administration: 20 % of 2014-15 Entitlement Plus 20% of the 2014-15 program Income

Entitlement	$\$2,145,231 * 20\%$	\$429,046
Program Income	$\$50,000 * 20\%$	10,000
TOTAL		\$439,046

Public Services 15 % of 2014-2015 Entitlement Plus 15% of the 2013-2014 Program Income

Entitlement	$\$2,145,231 * 15\%$	\$321,785
Program Income	$\$176,760 * 15\%$	26,514
TOTAL		\$348,299

As of 3/25/2014 total program income received for fiscal year 2013-14 is \$176,760.

Written materials relating to an item on this agenda that are distributed to members of the Parks, Recreation & Community Services Commission and Commission on Homelessness within 24 hours before the item is to be considered at the joint special meeting will be made available for public inspection at the City Clerk's Office, 305 West Third Street during customary business hours.



AGENDA
Joint Meeting
Parks, Recreation & Community Services Commission
and
Commission on Homelessness
Special Meeting
City Council Chambers, 305 West Third Street, Oxnard, CA
May 16, 2014
5:30 p.m.

A. ROLL CALL/POSTING OF THE AGENDA

B. PUBLIC COMMENTS

At a special meeting, the public may comment only on items which appear on the agenda. Speakers will be limited to three minutes each. Public comments will be taken prior to or during each item for discussion listed on the agenda.

C. GENERAL BUSINESS

1. **SUBJECT:** Discussion and joint recommendation to City Council on the allocation of CDBG funds of the annual action plan for Fiscal Year 2014-2015.

D. ADJOURNMENT

Attachment No. 5
Page 1 of 3

MINUTES OF THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION

CITY OF OXNARD
Joint Meeting
PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION
AND
COMMISSION ON HOMELESSNESS
Special Meeting
May 16, 2014

A. ROLL CALL/POSTING OF AGENDA

At 5:32 p.m. the special meeting of the Oxnard Parks, Recreation and Community Services Commission convened in the Council Chambers. Chair Cobb and Commissioners Postel, Garcia, Lemos, Pinkard and Summersille were present. Commissioner Barber was excused. The Recording Secretary stated that the agenda was posted on Wednesday at 5:30 p.m. The meeting opened with the pledge of allegiance to the flag of the United States. Chair Cobb presided and called the meeting to order. Staff members present were: Martin Erickson, Deputy City Manager; Terrel Harrison, Interim Recreation Superintendent; Sofia Balderrama, Management Analyst and Hidania Novoa, Recording Secretary.

B. PUBLIC COMMENTS

Adrian Casas, Jason Zaragoza, Eileen Tracy, Nancy Pedersen, Mike Ramirez Cathy Brudnicki, Bert Perello, Tim Hockett, Bonnie Weigel, Abel Magaña, Debbie Estrada, Barbara Macias-Ortiz and Laura Roberts commented on the allocation of CDBG funds.

C. GENERAL BUSINESS

1. **SUBJECT:** Discussion and joint recommendation to City Council on the allocation of CDBG funds of the annual action plan for Fiscal Year 2014-2015.

Dick Jacquez, Laura Roberts and Ron Mulvihill commented on the allocation of CDBG funds.

RECOMMENDATION: Commissioner Summersille motioned for a recommendation to City Council to allocate and distribute the CDBG Funds in the amount of \$348,299 under Public Services as follows: RAIN to receive \$25k, Food Share \$18,299, Fair Housing Contract \$30k, Colonia Boxing \$20,701, Colonia Park Gym \$50k, Community Action \$80k, Police Activities League \$79,299 and Winter Warming Shelter \$45k. She also recommended that City Council use Measure O funds to compensate Recreation for monies not received. Commissioner Postel seconded this recommendation. (Approved by consensus)

G. ADJOURNMENT

At 7:48 p.m. the Parks, Recreation and Community Services Commission concurred to adjourn the meeting.

Next regular meeting scheduled for May 28, 2014 at 5:30 p.m.

Attachment No. 5
Page 2 of 3

Edgar Leroy Cobb, Chair

Note: These "action minutes" and brevity is desirable. Details regarding issues contained herein are available on the tape recording covering these minutes

CITY OF OXNARD
Joint Meeting
PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION
AND
COMMISSION ON HOMELESSNESS
May 16, 2014
5:30 PM

At 5:32 p.m. the special meeting of the Commission on Homelessness convened in the Council Chambers at 305 West Third Street, Oxnard, CA 93030. Chair Peggy Rivera presided and called the meeting to order. Staff members present were: Norma Owens, Grants Manager, Juliette Dang, Grants Coordinator and William E. Wilkins, Housing Director.

A. ROLL CALL

The following persons were present:

Manuel Altobano, Francine Castanon, David Courtland, Darlene Miller, Peggy Rivera and Ken Tougas were present.

Felipe Flores, Jacob Jundef and Frank Perez were absent.

B. PUBLIC COMMENTS

I. None

C. GENERAL BUSINESS

1. **SUBJECT:** Discussion and joint recommendation to City Council on the allocation of CDBG funds of the annual action plan for Fiscal Year 2014-2015.

Dick Jaquez, Laura Roberts and Ron Mulvihill commented on the allocation of CDBG funds.

RECOMMENDATION: Commissioner Castanon made a motion for recommendation to City Council to allocate and distribute the CDBG funds in the amount of \$348,299 under Public Services as follows:

RAIN	\$25,000
Food Share	\$18,299
Fair Housing Contract	\$30,000
Colonia Boxing	\$20,701
Colonia Park Gym	\$50,000
Community Action	\$80,000
Police Activities League	\$79,299
Winter Warming Shelter	\$45,000

She also recommended that City Council use Measure O funds to compensate Recreation for monies not received. Commissioner Courtland seconded. The recommendation was approved by consensus.

D. MEETING ADJOURNED

The special meeting adjourned at 7:48 p.m.

Attachment No. 5
Page 3 of 3

MINUTES

OXNARD CITY COUNCIL
Regular Meeting
May 6, 2014A. ROLL CALL/POSTING OF AGENDA

At 5:19 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 and Jeri Williams, Police Chief.

B. PUBLIC COMMENTS ON CLOSED SESSION ITEMSC. CLOSED SESSION

At 5:20 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. Malcolm Pirnie, et al., Los Angeles County Superior Court, Case No. BC469176.

At 6:05 p.m. the City Council reconvened and recessed to the evening session.

D. OPENING CEREMONIES

At 6:06 p.m., the regular meeting of the Oxnard City Council reconvened in the Council Chambers. The meeting opened with the pledge of allegiance to the flag of the United States, followed by a moment of silence. Mayor Flynn presided. Additional staff members present were: Rob Roshanian, Interim Public Works Director; William Wilkins, Housing Director; James Cameron, Chief Financial Officer; Matthew Winegar, Development Services Director; Martin Erickson, Deputy City Manager; Daniel Rydberg, Construction and Maintenance Superintendent; Norma Owens, Grants Manager; Mary Chappell, Admin. Technician; Kymberly Horner, Interim Redevelopment Services Manager; Michael Henderson, General Services Manager; Chris Williamson, Principal Planner and Karl Lawson, Compliance Services Manager.

E. CEREMONIAL CALENDAR

1. SUBJECT: Presentation of Proclamation Designating May 2014 as "Older Americans' Month"
DISCUSSION: Mayor Flynn presented a proclamation to Senior Center Directors Nancy Rowe, Fernando Garcia, Claudia Valencia and Desire Ventura who commented on the services provided to the community and planned events.

F. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Public comments were received from: Lee Cobb; Donald Thibeault; Ed Ellis; Vincent Stewart; Joseph Contaoi; Paul Patuannano; Cyndi Hookstra; Nancy Conk; Eugenia Granados; Armando Vazquez; George Miller; Tammy Gutierrez; Eileen Tracy; Patrick Barrios; Larry Stein; Dick Jaquez; Harold Ceja; Elsa Serrano and Juan Delgado. The Housing Director stated that a meeting would be held between residents and Paragon Partners.

G. TRANSMITTAL OF INFORMATION ONLY ITEMSH. INFORMATION/CONSENT PUBLIC HEARINGS

ACTION: Mayor Flynn declared the public hearing open.

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

Development Services Department

1. SUBJECT: Approval of Planning and Zoning Permit (PZ) No. 11-610-03 (Annexation) and PZ No. 11-560-02 (Rezoning) for 2991 Ventura Boulevard, and Uphold Planning Commission's Approval of PZ No. 11-540-02 (Planned Development Permit). Filed by Brock Dewey, Dewey Pest Control, c/o Harry Heady, 8495 Garden Street, Alta Loma, CA 91701. (001)

RECOMMENDATION: 1) Adopt **Resolution No. 14,567** of annexation application (PZ 11-610-03) to the Ventura County Local Agency Formation Commission (LAFCo) for reorganization of boundaries for 2991 Ventura Boulevard; 2) Approved the first reading by title only and subsequent adoption of **Ordinance No. 2881** amending the City zone map (PZ No. 11-560-02) for rezoning of 2991 Ventura Boulevard to General Commercial Planned Development (C-2-PD); and 3) Adopt **Resolution No. 14,568** upholding the Planning Commission April 3, 2014 approval of PZ 11-540-02 (Planned Development Permit).

DISCUSSION: The Principal Planner briefly commented on the annexation request, site improvements, use of water and other City services.

Public comments were received from Wally Geer and Harry Heady.

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

I. PUBLIC HEARINGS

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

City Manager Department

1. SUBJECT: Levy of 2014-2015 Assessments in Mandalay Beach Maintenance District. (093)
RECOMMENDATION: 1) Hold a public hearing to receive public testimony regarding the proposed FY 2014-2015 assessments for the Mandalay Beach Maintenance District; and 2) Adopt **Resolution No. 14,569** fixing the special assessment tax in the Mandalay Beach Maintenance District for FY 2014-2015.

DISCUSSION: The General Services Manager briefly reported on the levy assessment for landscaping.

Public comments was received from George Miller.

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

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

Housing Department

2. SUBJECT: Public Hearing to Consider Oxnard's Fiscal Year 2014-2015 Annual Action Plan (AAP) including Applications to the U.S. Department of Housing and Urban Development (HUD). (103)

RECOMMENDATION: 1) Conduct a Public Hearing to receive comments and provide direction to staff on changes to the Annual Action Plan (AAP), and approve the AAP with recommended use of funds; 2) Authorize the Interim City Manager to make any changes to the AAP as directed; 3) Authorize the Interim City Manager to execute the required applications, certifications, and other pertinent documents for the submission of AAP to the United States Department of Housing and Urban Development (HUD); and 4) Authorize the Interim City Manager to sign any documents or agreements required by HUD for the implementation of the AAP.

DISCUSSION: The Housing Director reviewed staff funding recommendations for priorities and goals for fiscal year 2013-2018; CDBG Grant funding requests; Emergency Solutions; Grant funding requests and the AAP schedule. The Interim Public Works Director commented on alley replacement. The Grants Manager commented on change of HUD rules and reviewed the process of grant applications. The Compliance Services Manager and Admin Technician provided information regarding "loan repayment" funds and loan repayment. The Construction and Maintenance Superintendent reported on "Phase I" of Cypress Neighborhood improvement and planned "Phase II."

Public comments were received from: Peggy Rivera; Laura Pancake; Francine Castanon; Linda Stephens; Nancy Pedersen; Tim Hockett; Adrian Guzman; Mayte Alonso; Vincent Stewart; Ellen Johnson; Karen Flock; Jesus Garcia; Eileen Tracy; Gail Weller Brown; Jodie Solorio; Tina MacDonald; Laura Roberts; Karol Schulkin; Clyde Reynolds; Ron Mulvihill; George Miller; Barbara Macri-Ortiz; Larry Stein; Jennifer Gomez and Steve Nash.

The Council discussed several issues including: input from the Homelessness Commission and Parks and Recreation Commission; services provided for homelessness and youth programs; improvement of alleys; tracking of former redevelopment funds and the "AAP recommendation" process.

ACTION: Close the public hearing. (Perello/Ramirez) unanimously. Moved to continue to future date with the possibility of having only this item on the agenda. (Ramirez/Perello) Ayes: Padilla, Perello, Flynn and Ramirez. Noes: MacDonald.

J. APPOINTMENT ITEMS

K. REPORTS

Community Development Department

1. SUBJECT: Property-Based Business Improvement District Petition. (151)

RECOMMENDATION: 1) Consider the Property-Based Business Improvement District ("PBID") Petition ("Petition"); and 2) Authorize the Mayor, City Manager or a designee sign the Petition on behalf of the City.

ACTION: Continue to future date.

Finance Department

2. SUBJECT: Monthly Budget Status Report for the Period Ending March 31, 2014. (181)

RECOMMENDATION: Receive Report.

ACTION: Continue to future date.

Fire Department

3. SUBJECT: Verbal Report Regarding the Estimated Costs and Responsibilities for a Marine Safety Officer Position (MSO).

RECOMMENDATION: Receive Report.

ACTION: Continue to future date.

L. REPORT OF CITY MANAGER

1. SUBJECT: Verbal Update on the Fox Canyon Groundwater Management Agency Water Decision and the Impacts to the City's Water Conservation Program.

RECOMMENDATION: Receive report.

ACTION: Continue to future date.

M. CITY COUNCIL BUSINESS/COMMITTEE REPORTS

The City Council discussed: need to review OPAC issues; Cypress Neighborhood Community event; Fox Canyon Groundwater issues; Gang Injunction Update information and possible creation of Resident "Water" Committee.

Councilman MacDonald reported on discussions in Washington D.C. regarding supporting local military bases and meeting with Department of Transportation.

Mayor Pro Tem Ramirez reported on attending the annual Southern California Association of Governments Conference at which Oxnard was awarded a grant for the Advanced Water Purification Facility.

N. PUBLIC COMMENTS ON REPORTSO. PUBLIC COMMENTS ON STUDY SESSIONP. STUDY SESSIONQ. REVIEW OF INFORMATION/CONSENT AGENDAR. PUBLIC COMMENTS ON INFORMATION/CONSENT AGENDA

Public comment was received from: Steve Nash.

S. INFORMATION/CONSENT AGENDACity Manager Department

1. SUBJECT: Agreements for City Council Review. (201)
RECOMMENDATION: Continue to future date.
2. SUBJECT: Approval of Lowest Responsible Responsive Bid and Authorization to Issue and Execute a Contract for GS13-11R (Rebid) Vineyards Park Improvements of Walking Track. (203)
RECOMMENDATION: Continue to future date.

City Treasurer Department

3. SUBJECT: Quarterly Investment Report for the Third Quarter F/Y 2013-2014. (229)
RECOMMENDATION: Continue to future date.

Development Services Department

4. SUBJECT: Authorization to Appropriate General Plan Maintenance Fee Revenue. (237)
RECOMMENDATION: Continue to future date.

INFORMATION/CONSENT AGENDA ACTION: The Council concurred to continue items to future date.

T. ADJOURNMENT

At 10:55 p.m. the City Council concurred to adjourn the meeting.

DANIEL MARTINEZ
City Clerk

TIM FLYNN
Mayor

MINUTES

OXNARD CITY COUNCIL

Regular Meeting

May 13, 2014

A. ROLL CALL/POSTING OF AGENDA

At 4:32 p.m., the regular meeting of the Oxnard City Council convened in the Council. 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; Michelle Tellez, Human Resources Director; James Cameron, Chief Financial Officer and Grace Magistrale Hoffman, Deputy City Manager.

B. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

Public comments were received from: Steve Nash; Shirley Godwin; Larry Godwin; Pat Brown; Martin Jones; Rebecca Ralph; Gayle Elkins; Karl Lawson; Chris Williamson; Cynthia Daniels; Stephanie Huhn; Cyndi Hookstra and Miguel Lopez.

C. CLOSED SESSION

At 5:05 p.m. the City Council recessed to a closed session, pursuant to Government Code section 54956.9(d)(1), to confer with its attorneys. The title and case number of the litigation being discussed is Edmund Sotelo v. City of Oxnard, United States District Court, Case No. CV13-6039 FMO(MRWx).

The City Council also recessed to a closed session, pursuant to Government Code section 54957.6 to review the status of negotiations and to provide instructions to the City's negotiators, Michelle Téllez, Director of Human Resources and Jeffrey C. Freedman, City's labor attorney, regarding salaries, salary schedules and compensation paid in the form of fringe benefits for employees represented by the employee organization identified as the Oxnard Mid-Managers' Association and other matters within the scope of representation.

At 6:42 p.m. the City Council reconvened and recessed to the evening session.

D. OPENING CEREMONIES

At 6:44 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: William "Bill" Wilkins, Housing Director; Matthew Winegar, Development Services Director; James Williams, Fire Chief; Jason Benites, Assistant Police Chief; Michael Henderson, General Services Manager; Daniel Rydberg, Construction and Maintenance Superintendent and Kymberly Horner, Interim Redevelopment Services Manager

E. CEREMONIAL CALENDAR

1. SUBJECT: Presentation of Donation From Pangasinan Association of Ventura County to Improve Bus Stops/Shelters in Oxnard

DISCUSSION: Joseph Camo, Ampy Rabano and Luz Barcena of the Pangasinan Association of Ventura County, presented a \$3,000 check to the City for a bus stop shelter.

F. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Public comments were received from: Ed Ellis; Vincent Stewart; Joseph Contaoi; Lauraine Effress; Joe Avelar; Sandra Sudac; Larry Stein; Martin Jones; Daniel Lechlitter; Martin Glatt; Elizabeth Wolfel; Ana Lopez; Patrick Barrios and Juan Delgado.

G. TRANSMITTAL OF INFORMATION ONLY ITEMSH. INFORMATION/CONSENT PUBLIC HEARINGSI. PUBLIC HEARINGSJ. APPOINTMENT ITEMSM. CITY COUNCIL BUSINESS/COMMITTEE REPORTSHOUSING AUTHORITY

At 7:33 p.m., the City Council recessed while Housing Authority held a meeting. At 8:48 p.m. the Council meeting reconvened and the joint meeting with the Housing Authority concluded.

K. REPORTSCommunity Development Department

1. SUBJECT: Property-Based Business Improvement District Petition. (001)

RECOMMENDATION: 1) Consider the Property-Based Business Improvement District ("PBID") Petition ("Petition"); and 2) Authorize the Mayor, City Manager or a designee sign the Petition on behalf of the City.

DISCUSSION: The Interim Redevelopment Services Manager outlined the PBID petition process including boundaries, proposed assessments, "time-line" schedule process and Council's voting options.

Abel Magana, Downtown Management District, commented on the PBID process and stated that "churches" are exempt from assessment district and are not provided services.

Public comments were received from: Tom Garcia; Susan Smith; Larry Stein; Michelle Kenny; Kim Recharte; Gary Blum and Samuel Sepulveda.

Councilmembers discussed: the voting process, marketing of downtown, services to be provided by Downtown Management District and Council's commitment to the downtown area.

ACTION: Approve option three (Perello/Flynn) Ayes: Perello and Flynn. Noes: Ramirez, MacDonald and Padilla. (motion failed 2-3). Approved as recommended with Mayor signing PBID petition. (Padilla/Ramirez). Ayes: MacDonald, Padilla, Flynn and Ramirez. Noes: Perello.

Q. REVIEW OF INFORMATION/CONSENT AGENDA

Comments were received from: Construction and Maintenance Superintendent (S-9) and General Services Manager (S-3).

R. PUBLIC COMMENTS ON INFORMATION/CONSENT AGENDA

Public comments were received from: Larry Stein (S-3) and Steve Nash (S-3) & (S-9).

S. INFORMATION/CONSENT AGENDA

City Manager Department

1. SUBJECT: Agreements for City Council Review. (051)

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.

2. SUBJECT: Scheduling of Public Hearing and Adoption of Resolutions to Declare Intent to Levy FY 2014-2015 Assessments for Landscape Maintenance District Nos. 1 through 3, and 7 through 26. (055)

RECOMMENDATION: 1) Adopt resolutions declaring City Council's intention to levy FY 2014-2015 assessments for Landscape Maintenance Districts Nos. 1 through 3, and 7 through 26 in the following tracts: • **Resolution No. 14,570**: Tract No. 2247, District No. 1 (Summerfield); • **Resolution No. 14,571**: Tract Nos. 4065, 4164, 4355 and 4225, District No. 2 (Channel Islands Business Park); • **Resolution No. 14,572**: Tract No. 3384, District No. 3 (River Ridge); • **Resolution No. 14,573**: Tract Nos. 4183 and 3943, District Nos. 7 and 8 (Northfield/ Seagate Business Park); • **Resolution No. 14,574**: Tract Nos. 3051-2, 3051-3, and 4351, District No. 9 (Strawberry Fields); • **Resolution No. 14,575**: Tract No. 4405, District No. 10 (Country Club Estates); • **Resolution No. 14,576**: Tract No. 4376, District No. 11 (St. Tropez); • **Resolution No. 14,577**: Tract No. 4294, District No. 12 (Standard Pacific); • **Resolution No. 14,578**: Tract No. 4424, District No. 13 (Le Village); • **Resolution No. 14,579**: Tract No. 4492, District No. 14 (California Cove); • **Resolution No. 14,580**: Tract No. 4443, District No. 15 (Pelican Pointe); • **Resolution No. 14,581**: Tract No. 4810, District No. 16 (California Lighthouse); • **Resolution No. 14,582**: Tract No. 4702, District No. 17 (Village of San Miguel); • **Resolution No. 14,583** Parcel Map Nos. 213-0-031-355, 375, 385, 405, 415, 425, District No. 18 (St. John's Regional Medical Center); • **Resolution No. 14,584** Tract No. 4827, District No. 19 (Shopping at the Rose); • **Resolution No. 14,585** Parcel Map Nos. 231-0-020-200, 210, 240, District No. 20 (Wallenius Vehicle Preparation Center); • **Resolution No. 14,586** Tract Nos. 3384-7, 8, District No. 21 (Cypress Pointe); • **Resolution No. 14,587** Tract No. 4611, District No. 22 (McDonald's

Median); • **Resolution No. 14,588** Tract No. 4529, District No. 23 (Greystone); • **Resolution No. 14,589** Tract No. 4529, District No. 24 (Vineyards); • **Resolution No. 14,590** Tract No. 4840, District No. 25 (The Pointe); and • **Resolution No. 14,591** Parcel Map No. 202-0-010-685, District No. 26 (Albertson's); and 2) Set a public hearing for June 10, 2014, on the levy of the proposed assessments in Landscape Maintenance District Nos. 1 through 3, and 7 through 26. *Councilmember Perello abstain only for districts 13, 23, and 24.

3. SUBJECT: Approval of Lowest Responsible Responsive Bid and Authorization to Issue and Execute a Contract for GS09-04-East Village Park Construction of New Park. (153)
RECOMMENDATION: Award contract to the lowest responsible and responsive bidder, C.S. Legacy Construction, Inc. (A-7671) in the amount of \$1,396,440.00 for GS09-04 East Village Park Construction of New Park, located at 2051 Jacinto Drive, and authorize the purchasing agent to execute the contract upon receipt of final documents.
4. SUBJECT: Approval of Lowest Responsible Responsive Bid and Authorization to Issue and Execute a Contract for DS13-16-Median and Traffic Signal Modifications at Intersection of Pleasant Valley Road and Rose Avenue. (225)
RECOMMENDATION: Award contract to the lowest responsible and responsive bidder, Berry General Engineering Contractors, Inc. (A-7673) in the amount of \$285,223.45 for DS13-16-Median and Traffic Signal Modifications at Intersection of Pleasant Valley Road and Rose Avenue and authorize the purchasing agent to execute the contract upon receipt of final documents.
5. SUBJECT: Approval of Lowest Responsible Responsive Bid and Authorization to Issue and Execute a Contract for GS13-11R (Rebid) Vineyards Park Improvements of Walking Track. (267)
RECOMMENDATION: Award contract to the lowest responsible and responsive bidder, Hughes General Engineering, Inc. (A-7670) in the amount of \$303,520 for GS13-11R (Rebid)-Vineyards Park Improvements-Walking Tract, located at 2790 Smokey Mountain Road, and authorize the Purchasing Agent to execute the contract upon receipt of final documents.

City Treasurer Department

6. SUBJECT: Quarterly Investment Report for the Third Quarter F/Y 2013-2014. (361)
RECOMMENDATION: Accept the Quarterly Investment Report for the Third Quarter F/Y 2013-2014.

Development Services Department

7. SUBJECT: Second Reading of **Ordinance No. 2881** Amending the City Zone Map (PZ No. 11-560-02) for Rezoning of 2991 Ventura Boulevard to General Commercial Planned Development (C-2-PD). (369)
RECOMMENDATION: Second reading and adoption.
8. SUBJECT: Authorization to Appropriate General Plan Maintenance Fee Revenue. (373)
RECOMMENDATION: Recognize and appropriate \$125,000 from the General Plan Maintenance Fee in Fiscal Year 2013-2014 for the preparation of a comprehensive update of the Local Coastal Program and the completion of the 2014-2021 Housing Element.

Public Works Department

9. SUBJECT: Professional Services Agreement with KEH & Associates, Inc. for Wastewater and Storm Water Operations, Management and Assessment. (377)
RECOMMENDATION: 1) Approve and authorize the Mayor to execute an agreement with KEH & Associates, Inc. (A-7672) in the amount of \$2,275,355 for Phase 1 of Wastewater and Storm Water operations, management and assessment; and 2) Approve the appropriation of funds in the amount of \$189,614 from the Wastewater Treatment Operating Fund Balance and \$63,203 from Wastewater Collection Operating Fund Balance to fund FY 2013-14 costs related to Phase I of the Agreement.

INFORMATION/CONSENT AGENDA ACTION: Approved as recommended. (MacDonald/Ramirez) Ayes: MacDonald, Padilla, Perello, Flynn and Ramirez. *Abstain: Perello (S-2 districts 13, 23, and 24.)

K. REPORTSFinance Department

2. SUBJECT: Monthly Budget Status Report for the Period Ending March 31, 2014. (031)
RECOMMENDATION: Receive Report.
ACTION: Continue to May 20, 2014.

Fire Department

3. SUBJECT: Verbal Report Regarding the Estimated Costs and Responsibilities for a Marine Safety Officer Position (MSO).
RECOMMENDATION: Receive Report.
DISCUSSION: The Fire Chief briefly reviewed initial costs, annual costs (Junior Life Guard Program) and labor costs including a full-time Marine Safety Officer position. The Chief Financial Officer stated the recommended budget would be presented and priority issues could be discussed.

Public comment was received from: Larry Stein.

The Council discussed: hiring of personnel; alternatives (partnerships) such as working with County and having a life guard program.

ACTION: The City Council received report.

M. CITY COUNCIL BUSINESS/COMMITTEE REPORTS

1. SUBJECT: Verbal Update on the Fox Canyon Groundwater Management Agency Water Decision and the Impacts to the City's Water Conservation Program.
RECOMMENDATION: Receive report.
DISCUSSION: The Construction and Maintenance Superintendent reviewed: future regulations; Fox Canyon Ground Water Management Agreement; use of water wells; staffing & training of personnel; future "water" supply and "water" rates.

At 11:14 p.m., Mayor Flynn left the meeting and Mayor Pro Tem Ramirez presided. At 11:19 p.m., Mayor Flynn returned to the meeting and presided.

Public comments were received from: Steve Nash and George Miller.

The Council discussed: city-wide "water" impacts; residential water use; Ground water credits; discussions with Fox Canyon Groundwater Management Agency to recharge ground water and communications with the community.

ACTION: The City Council received report.

L. REPORT OF CITY MANAGER

The Interim City Manager stated that the Oxnard Police Memorial for fallen officers would be held on May 14, 2014.

M. CITY COUNCIL BUSINESS/COMMITTEE REPORTS

The Council commented on: street push-cart vendors; park restroom facilities; mobile food vendor ordinance; youth leadership council; community bike safety; receiving sample ballots; summer concert series; Strawberry Festival and golf course contract.

N. PUBLIC COMMENTS ON REPORTS

O. PUBLIC COMMENTS ON STUDY SESSION

P. STUDY SESSION

T. ADJOURNMENT

At 11:45 p.m. the City Council concurred to adjourn the meeting.

DANIEL MARTINEZ
City Clerk

TIM FLYNN
Mayor

CARMEN RAMIREZ
Mayor Pro Tem



Meeting Date: 06/03/2014

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 *[Signature]*

City Attorney *[Signature]*

Finance *[Signature]*

Other (Specify)

DATE: May 6, 2014

TO: City Council

FROM: Karen R. Bunham, 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 06/03/2014

Item	Type	Department/Contact	Vendor/Agreement Number	Description/Purpose	Amount
A	Original Agreement	Library Sofia Kimsey 385-7529	Midwest Tape Agreement No. 6549-14-LI	To provide digital content, software applications, technology services Request for Proposals for a Library Digital Materials Distributor was issued on September 23, 2013. Nine qualified proposals were received. Midwest Tape submitted the most comprehensive and responsive proposal for the needed services that include a media platform for movies, music, television and audiobooks. The contract amount for the first year is \$10,000 with the option to renew for four additional years for a total cost not to exceed \$58,000. Total Contract Amount: \$58,000 FundingSource: General Fund	\$58,000
B	Amendment	Library - Library Community Outreach Barbara J. Murray 385-7522	Quipu Group LLC Agreement No. 6421-13-LI Amendment 1	1st Amendment to Extend Agreement and Increase Amount The Oxnard Public Library contracted for consulting services for the selection and procurement of a new integrated Library System (ILS). The existing ILS agreement will expire June 30, 2014. This amendment will extend coverage to June 30, 2015. The revised timeframe will allow time for vendor demonstrations, migration, and implementation. Total Contract Amount: \$56,680 FundingSource: General Fund	\$31,825
C	Amendment	Recreation and Community Services Sofia Balderrama 385-7993	Mark McCampbell Agreement No. 6090-12-CS Amendment 2	Manage, administer and operate the Oxnard Tennis Center In 2012, staff conducted an RFP process to select an operator for the Oxnard Tennis Center. The City received only one proposal and that was from Mr. Mark McCampbell. The City entered into an original agreement for one year for a not to exceed amount of \$30,000 with two one year extensions. The agreement has been amended one time previously. This is the second amendment authorized under the original agreement. Total Contract Amount: \$110,000 FundingSource: General Fund	\$40,000
	Amendment	City Attorney Stephen M. Fischer 385-7483	Hunt Ortmann Palffy Nieves Darling & Mah, Inc. Agreement No. 6216-13-CA Amendment 1	To increase total not to exceed amount by and extend term by an additional year Amendment needed to cover incurred expenses and future expenses on matters under Agreement and extend term as work covered under Agreement will take longer than current term. Total Contract Amount: \$75,000 FundingSource: General Fund	\$50,000

ATTACHMENT
PAGE 1 OF 3

City Manager Contract List for 06/03/2014

Item	Type	Department/Contact	Vendor/Agreement Number	Description/Purpose	Amount
D	Amendment	City Attorney	Hunt Ortmann Palffy Nieves Darling & Mah, Inc.	To increase total not to exceed amount by and extend term by an additional year	\$50,000
		Stephen M. Fischer	Agreement No. 6216-13-CA	Amendment needed to cover incurred expenses and future expenses on matters under Agreement and extend term as work covered under Agreement will take longer than current term.	
		385-7483	Amendment 1	Total Contract Amount: \$75,000 FundingSource: General Fund	
E	Purchase Order	Police	CompuCom	Yearly Microsoft Enterprise Software Licensing Maintenance Agreement	\$77,302
		Keith Brooks	Purchase Order No. 1589	In 2005 the City approved the acquisition of software licenses under the Microsoft Enterprise Master License Agreement purchased through CompuCom for the County of Riverside. Our piggybacking with the Riverside agreement allows the purchase of software licenses at a reduced bulk rate only available to organizations with over 15,000 users. The agreement is the renewal of that license.	
		385-7597		Total Contract Amount: \$77,302 FundingSource: General Fund	
F	Purchase Order	Police	AT & T	Purchase fiber-capable networking equipment	\$99,229
		Keith Brooks	Purchase Order No. 1613	This purchase is for fiber-capable networking equipment that will allow the Police Department to be able to connect to the fiber optic cabling already installed between Police locations under the Intelligent Traffic System project.	
				Purchase will be made under the State of California-Department of Technology Services (DTS) Statewide Telecommunications and Network Division (STND) has established the CALNET 2 contract to provide a comprehensive array of telecommunications services to public entities throughout the State.	
				Under this contract, local municipalities are able to purchase equipment and services at State-negotiated prices. Therefore, the Oxnard Police Department is utilizing this contract to purchase networking equipment through the State-qualified vendor AT & T.	
		385-7597		Total Contract Amount: \$99,229 FundingSource: Supplemental Law Enforcement Services Funds	

ATTACHMENT #1
PAGE 2 OF 3

City Manager Contract List for 06/03/2014

Item	Type	Department/Contact	Vendor/Agreement Number	Description/Purpose	Amount
G	Purchase Order	IS Tom Clock 385-7558	Verizon Select Services Purchase Order No. 1617/1618	Network Infrastructure Upgrades for Wastewater Treatment Facility and the Corporate Yard Information Systems is using the Western States Contracting Alliance which creates multi-state contracts to achieve the most cost effective and efficient acquisition of quality products and services. New Cisco networking equipment will be purchased to replace outdated switches and routers at the Wastewater Treatment Facility, and City Hall East Wing locations. These contract services will be performed by Verizon Select Services Inc. under the auspices of the WSCA contract. Total Contract Amount: \$71,188 FundingSource: Info Systems Internal Service Funds	\$71,188
H	Purchase Order	Police Scott Hebert 805-385-7765	U.S. Armor Purchase Order No. 1595	Replacement of expired Ballistic Vest The Oxnard Police Department will need to replace approximately 66 ballistic vests that will reach the 5 year shelf life in 2014. The cost per ballistic vest is approximately \$650; the estimated cost for 66 ballistic vests is \$42,900. Three bids were submitted and U.S. Armor was the lowest bid. Total Contract Amount: \$42,900 FundingSource: Workers Compensation & Half Cent Sales Tax fund	\$42,900
I	Change Order	Development Services/Transportation Planning Program Cynthia Daniels 385-7871	Berry General Engineering Contractors, Inc. Agreement No. A-7642 Change Order #1	Project Specification DS 14-04 for Ventura Blvd. Park & Ride Lot, Pedestrian Crossing Project Specification DS 14-04 for Ventura Blvd. Park & Ride Lot/Pedestrian Crossing. Extra work on time & materials basis for block wall revisions due to site conditions. Zone wall height increased to 6 ft. on parking lot side. Added concrete pad and upgraded partitions for four bike lockers. 28 days added to schedule due to site conditions. Total Contract Amount: \$198,196 FundingSource: Air Pollution Buy-Down Fund	\$47,766
J	Task Order	GS PPM for Development Services Pat Friend/ for Paul Wendt 385-7821	Penfield & Smith Engineering Agreement No. A-7425 Task Order 25B	General On-Call Engineering Services for Development Services for various projects General On-Call Engineering Services for Development Services for various projects; request is for additional survey services for map plan checking. Total Contract Amount: \$900,000 FundingSource: General Fund/Revenue Offset	\$50,000

ATTACHMENT #1
PAGE 3 OF 3



Meeting Date: 06/03/2014

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

Prepared By: Ken Klopman *KK* Agenda Item No. S-3Reviewed By: City Manager *JKP* City Attorney *RT* Finance *JC* Other (Specify) _____

DATE: April 21, 2014

TO: City Council

FROM: Ken Klopman, Youth Safety Coordinator *KK*
City Manager's Office

SUBJECT: Fourth Amendment to Agreement for Gang Intervention Street Outreach

RECOMMENDATION

That City Council approve and authorize the Mayor to execute the Fourth Amendment to the Agreement for Gang Intervention Street Outreach with City Impact, Inc. (Agreement No. 5508-11-PO) to increase the agreement value by \$99,000 to a total agreement value of \$456,197.

DISCUSSION

This is the Fourth Amendment to the Agreement for Gang Prevention Street Outreach that City Council approved on February 5, 2013. This amendment will add \$99,000 to the agreement with City Impact, Inc. to provide for additional street outreach staff hours and case management (\$64,267), additional gang intervention and outreach training (\$8,780), additional office expenses (\$4,023), a vehicle lease and mileage (\$15,000), and increased indirect costs (\$6,930).

FINANCIAL IMPACT

This agreement is funded by the California Board of State and Community Corrections (BSCC) California Gang Reduction, Intervention, and Prevention (Cal-GRIP) grant.

(kk)

Attachment #1 - Prior Agreement and Amendments for Gang Intervention Street Outreach
Attachment #2 - Fourth Amendment to the Agreement for Gang Intervention Street Outreach

**FOURTH AMENDMENT TO AGREEMENT FOR GANG INTERVENTION STREET
OUTREACH**

This Fourth Amendment ("Fourth Amendment") to the Agreement for Gang Intervention Street Outreach ("Agreement") is made and entered into in the County of Ventura, State of California, effective as of April 16, 2014, by and between the City of Oxnard, a municipal corporation ("City"), and City Impact ("Consultant"). This Fourth Amendment amends the Agreement entered into on August 1, 2011, by City and Consultant. The Agreement previously has been amended on October 1, 2012 by a First Amendment, on December 21, 2012 by a Second Amendment, and on February 14, 2013 by a Third Amendment.

City and Consultant agree as follows:

1. In Paragraph 14a. of the Agreement, the amount of "\$357,197" is deleted and replaced with the amount "\$456,197".
2. Exhibit C-2 is deleted and replaced with Exhibit C-3 and the reference to "Exhibit C-2" in Paragraph 14 of the Agreement is replaced with "Exhibit C-3", which is attached hereto and incorporated by this reference in full herein.
3. As so amended, the Agreement remains in full force and effect.

CITY OF OXNARD:

CONSULTANT:

Tim Flynn, Mayor

Betty Ham, President
City Impact, Inc.

APPROVED AS TO FORM:

APPROVED AS TO INSURANCE:

Stephen M. Fischer, Interim City Attorney

James Cameron, Risk Manager

APPROVED AS TO CONTENT:

APPROVED AS TO AMOUNT:

Grace Magistrale-Hoffman, Deputy City Manager

Karen R. Burnham, Interim City Manager

Cal GRIP Gang Intervention-Street Outreach Program
City Impact, Inc.

EXPENSES

A. <u>Staff Salaries</u>	<u>Rate</u>	<u>Hours</u>	<u>TOTAL</u>
Outreach Specialists	\$18	6,879	\$123,815
Outreach Coordinator	\$35	767	\$26,845
Outreach Specialist (2014 rate)	\$20	10,213	\$204,267
Outreach Coordinator (2014 rate)	\$40	1,000	<u>\$40,000</u>
			\$394,927
B. <u>Training</u>			
Training of Outreach Specialists			<u>\$18,000</u>
			\$18,000
C. <u>Office & Supplies</u>			
Printing, paper, office supplies, telephone, etc.			<u>\$10,000</u>
			\$10,000
D. <u>Transportation</u>			
Vehicle lease and mileage			<u>\$15,000</u>
			\$15,000
E. <u>Indirect Costs</u>			
Calculated at a US Dept. Education rate of 7%			<u>\$18,270</u>
			\$18,270
TOTAL Expenses:			<u>\$456,197</u>

FIRST AMENDMENT TO AGREEMENT FOR CONSULTING SERVICES

This First Amendment ("First Amendment") to the Agreement for Consulting Services Agreement ("Agreement") is made and entered into in the County of Ventura, State of California, this 1st day of October, 2012, by and between the City of Oxnard, a municipal corporation ("City"), and City Impact, Inc. ("Consultant"). This First Amendment amends the Agreement entered into on August 1, 2011, by City and Consultant.

City and Consultant agree as follows:

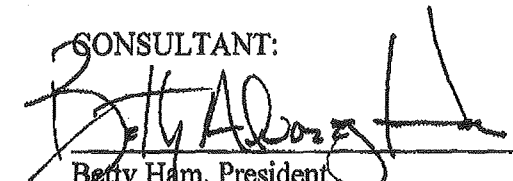
1. Effective October 1, 2012, Exhibit A is deleted and replaced with Exhibit A-1 and the reference to "Exhibit A" in Section 1 of the Agreement is replaced with "Exhibit A-1", which is attached hereto and incorporated by this reference in full herein.
2. Effective October 1, 2012, Exhibit C is deleted and replaced with Exhibit C-1 and the reference to "Exhibit C" in Section 14 of the Agreement is replaced with "Exhibit C-1", which is attached hereto and incorporated by this reference in full herein.
3. In Section 14 of the Agreement, the figure "\$159,503" is deleted and replaced with "\$177,197".
4. The following is added to Section 14 of the Agreement: "f. Expenses incurred by the Consultant to provide clothing and equipment to Street Outreach Specialists that is specifically authorized and approved as part of a grant budget, will be reimbursed to the Consultant in addition to the compensation listed in Exhibit C-2."
5. As so amended, the Agreement remains in full force and effect.

CITY OF OXNARD:

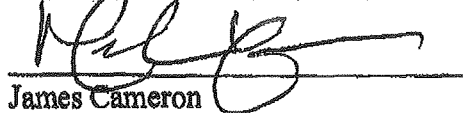


Karen R. Burnham
Interim City Manager

CONSULTANT:

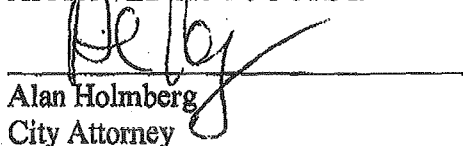

Betty Ham, President
City Impact, Inc.

APPROVED AS TO INSURANCE:

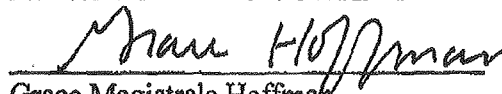


James Cameron
Risk Manager

APPROVED AS TO FORM:


Alan Holmberg
City Attorney

APPROVED AS TO CONTENT:


Grace Magistrale Hoffman
Project Manager

City Of Oxnard
Gang Intervention – Street Outreach
Scope of Work
Exhibit A-1

I. INTRODUCTION

a. General Description

- i. The following duties and activities will serve as the scope of work for City Impact, Inc. (Consultant) for the implementation of gang intervention services as part of the City of Oxnard's 'Operation PeaceWorks'. These services will be provided in a target area defined in a California Gang Reduction, Intervention and Prevention (CalGRIP) grant which funds 'Operation PeaceWorks', as the Cities of Oxnard and Port Hueneme and the unincorporated area of El Rio.
- ii. The City of Oxnard's gang reduction efforts seek to bring about significant, long-term reductions in gang activity and improve overall community health through collaborative efforts at local, state, and federal levels.

b. Consultant Responsibilities

- i. Consultant will provide gang intervention services that will utilize a two-pronged approach, integrating both Community-Based Gang Intervention and Individualized Service Provision.
 1. Community-Based Gang Intervention is defined as violence interruption and crisis response activities conducted by the organization. This includes engagement with law enforcement, parents, community members, and other community stakeholders regarding specific gang-related confrontations, referring potential gang members for wrap-around services (as defined under Individualized Service Provision), working to mediate and diffuse conflict and tensions, and actively promote peace-building with active gangs impacting the designated target area.
 2. Individualized Service Provision includes individualized assessment and referrals and follow-up to engage youth in counseling, academic and vocational education, job training and placement, and other linkages to programs in the community. Focus of this objective will be gang members or gang-involved youth and young adults ages 12-24 (target population can be lower/higher and will be determined on a case-by-case basis) who are ready to leave the gang life.

These two components are to be integrated into one cohesive program and requires the Consultant to collect and manage both process and outcome data. From the outset, the Consultant will work with the Gang Reduction Coordinator to submit program data in a timely manner.

II. Community-Based Gang Intervention: Violence Interruption and Crisis Response

- a. Community-Based Gang Intervention will focus on responding to gang-related incidents and confrontations in the target area. Consultant will maintain a 24-hour, 7-day a week schedule to dispatch a Street Outreach Specialist to calls regarding gang-violence confrontations such as shootings, aggravated assaults, homicides, and other violent incidents, within a time to be specified, after receiving notification from the Oxnard Police Department (OPD), the Port Hueneme Police Department (PHPD), or the Ventura County Sheriff's Office (VCSO), the Gang Reduction Coordinator, the City Manager's Office, or the community. The role of the responding Street Outreach Specialist(s) will include, but not be limited to:
 - i. Diffusing tensions by talking to other gang members in the area while assisting in rumor control.
 - ii. Providing accurate incident-related information to community members, providing resource information, attending community meeting(s) related to the incident, and community activities to mitigate any violent and non-violent repercussions of the gang related offense.
 - iii. Engaging potential clients who are gang-involved or gang affiliated, and referring them into the Individualized Service Provision component.
 - iv. Developing a relationship with target area schools and school resource officers.
 - v. Creating a basic dialogue with gangs and their gang members in the target area. The Consultant will identify local conflicts between gangs and the history of rivalries and alliances within the local neighborhood gangs.
 - vi. Working to create and maintain non-violent relationships between gangs in target area.
 - vii. Mitigating the influences of gang members who intentionally disrupt intervention activities.
- b. The Consultant will also provide supportive services to victim's families and friends. Support services will be provided through initial contact with victim's families and friends at the scene of an incident or at a time and location chosen by the victim's family and friends. These services may include but are not limited to the following, which will be subject to an established protocol:

- i. Providing input, if requested, during the family's' planning of activities such as memorials, funerals, or vigils for the victim.
- ii. Accompanying the victim's family members to the hospital and assisting with follow-up services.
- iii. Referring the victim, the victim's family members, and/or friends to appropriate programs for more intensive services if the organization or collaborative does not offer these services including, but not limited to, victims' assistance, case management, healthcare services, mental health services, anger management, drug rehabilitation, job training and placement, support groups, tattoo removal, etc.
- iv. Following-up with victims, the victim's family members, and/or friends to ensure that they receive services.
- v. Maintaining contact with members of the victim's family for at least 30 days after a violent incident to ensure intensive services are provided to them.
- vi. The Consultant will provide an incident report and follow-up plan to the Gang Prevention Coordinator within a time to be specified. Portions of the report that contain private information must be maintained as confidential. The incident report and follow-up plan should include the following information, the gathering of which will be according to established protocol:
 1. Basic incident information, including victim(s) involved in the incident, time and location of incident, family information, and related descriptive information
 2. Plan of action to specify staff members' responses to diffuse intra- and inter-gang tension and prevent follow-up incidents.
 3. Descriptive information on the incident, to the extent available. Particularly information about the dynamics of the incident and pre-incident gang activity and possibility of post-incident activity.
 4. Plan of action to interrupt inter-gang conflict.
 5. Provide information that might assist a victim and his/her family in escaping from the neighborhood cycle of violence through activities such as change of residence, school relocation, job opportunities, rehabilitation services, and case management.
 6. Linkages made to partner organizations and the specific outcomes of those referrals, such as Job and Career Centers for job training and placement.

- c. The Consultant will also be required to submit to the Gang Reduction Coordinator a monthly status update report. This report will provide an update on the incident, including information on the status of the victim's family.

III. Individualized Service Provision

- a. The focus of this service will be on gang members or gang-involved youth and young adults ages 12-24 (target population can be lower/higher and will be determined on a case-by-case basis) who desire to transition out of the gang life.
- b. The Consultant will refer a minimum of fifty (50) clients to services. These referrals will be for gang-involved youth and young adults that did not attend a community "Call-In".
- c. The Consultant will work closely with the Gang Reduction Coordinator and a number of referral agencies including schools, parents, community-based organizations, the Ventura County Probation Agency, the California Department of Corrections and Rehabilitation, the Oxnard and Port Hueneme Police Departments and the Ventura County Sheriff's Office to identify appropriate gang-involved youth or young adults in the target area. Services to these gang-involved youth or young adults may include, but are not limited to: jail outreach, relocation and transition services, job training and placement, educational support and services, tattoo removal, referrals to housing, healthcare services, mental health services, anger management, support groups, substance abuse treatment, etc. If services are not available through the Consultant, staff will refer clients to other organizations that can effectively serve this target population.
- d. The Consultant will provide a Street Outreach Coordinator to serve as a case manager for attendees of a community or Juvenile Facility "Call-In" that do not qualify for services by the OPW companion CalGRIP grant funded through EDD called "Transformation Works". The role of case manager for these youth will consist of encouraging them to enter the City Corps program, assisting them in remaining in the program and keeping track of their progress.
- e. The Consultant must collaborate fully with the Gang Reduction Coordinator and any evaluation team that may be utilized by the City. Collaboration requires open access to data sources and the timely submission of necessary evaluation data in a form to be specified. The Gang Reduction Coordinator and the evaluation team will maintain confidentiality of all data sources. Crime statistics will also be collected through the partner law enforcement agencies.

IV. Core Service Parameters

- a. The Consultant will:
 - i. Provide violence interruption and crisis response activities and individualized service provision as detailed above.

- ii. Participate in *Operation PeaceWorks* (OPW) meetings and multidisciplinary participant review and case conferences. OPW participant reviews and case conferences require information sharing and coordination of services. Case management will ensure that services are delivered effectively to clients.
- iii. The Consultant will actively participate in data collection and project management training that will be provided by the Gang Reduction Coordinator. Such training will ensure accurate collection and organization of process and outcome data.

V. Outcome Goals

- a. The primary outcome goals of the Gang Intervention Program are:
 - i. Reduce criminal behavior and violence in the target area.
 - ii. Reduce community residents' fear of crime, intimidation, and victimization while improving neighborhood cohesion and increasing perceptions of community safety (i.e., active community use of public and private spaces, such as parks, recreation fields, and similar areas).
 - iii. Reduce victimization and criminal conduct of clients who receive services in the target area.
- b. Grant-related performance measures:
 - i. In late 2012, 70% of gang involved youth incarcerated in the Juvenile Facility will know what Street Outreach Specialists are when surveyed by the Probation Agency:
 - ii. When surveyed, 75% of gang members participating in Operation PeaceWorks, who have been assigned a Street Outreach Specialist as a case manager, will report that their Street Outreach Specialist is an important person in their lives.
 - iii. The Consultant will seek to contact at least 1000 gang members or gang-involved persons during the course of the contract, as a cumulative total of all activities.
 - iv. The Consultant will refer 50 youth to services over the course of the contract.

VI. Staffing

- a. Consultant will provide a minimum of 100 hours per week of Street Outreach Specialist time for a contract minimum total of 6,660 hours Specialist time and 1,011 hours of Coordinator time.

Cal GRIP Gang Intervention-Street Outreach Program
City Impact, Inc.

EXPENSES

A. Staff Salaries

	<u>Rate</u>	<u>Hours</u>	<u>TOTAL</u>
Street Outreach Worker (.75 FTE)	\$21.00	2220	\$46,620

Total Staff Salaries: \$46,620

B. Staff Benefits 18%

15% of Personnel Costs:Taxes, SUI, W/C, OASDI, Medicare, SSI	\$6,993
3% Retirement	\$1,399

Total Staff Benefits: \$8,392

C. Staff Salaries

	<u>Rate</u>	<u>Hours</u>	<u>TOTAL</u>
Street Outreach Worker (.75 FTE)	\$15.00	2220	\$33,300
Street Outreach Worker (.75 FTE)	\$15.00	2220	\$33,300

Total Staff Salaries: \$66,600

D. Staff Benefits 9.65%

9.65% of Personnel Costs:Taxes, SUI, W/C, OASDI, Medicare, SSI	\$6,425
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Total Staff Benefits: \$6,425

E. Cell Phones

\$781

F. Contractual Services

Project Coordinator (.25 FTE)	\$ 35.00	1011	<u>\$35,385</u>
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G. Indirect Costs (7% of grant \$164,203)

\$11,494

TOTAL Expenses: \$175,697

City of Oxnard
Gang Intervention - Street Outreach
Budget - Exhibit C-1, Page 2

Staff Salaries - \$113,220: (3) Street Outreach workers (\$21/hr x 30 hrs/wk x 17 months x 1 Outreach worker, \$15/hr x 30 hrs/wk x 17 months x 2 Outreach workers). Street Outreach worker (part-time): This item represents the salary of the part-time Street Outreach workers who will provide direct services to program participants. Street Outreach workers will be directly supervised by the Project Coordinator.

Staff benefits - \$14,817: calculated at a rate of 18% of salary for one Outreach worker and includes: State Unemployment Insurance (1%), MC/SS (7.65%), health (5.35%), worker's compensation (1%) and retirement (3%); and 9.65% of salary for two Outreach workers and includes: State Unemployment Insurance (1%), MC/SS (7.65%), worker's compensation (1%).

Cell Phone - \$781: (\$17.35/phone x 3 phones x 15 months = \$880), this item represents monthly cell phone for project personnel.

Contractual Services - \$35,385: (\$35/hour x 1,011 hours = \$35,385), this item represents the sub-contract between City Impact and Socorro Gamboa for Project Coordinator services.

Indirect Costs - \$11,494: (7% of \$164,203 = \$11,494), this item represents the indirect costs associated with the program. Indirect costs are calculated at a rate of 7% of direct costs; the authorized rate as determined by the United States Department of Education Agreement Number 2008-129.

**FIRST AMENDMENT TO AGREEMENT FOR GANG INTERVENTION STREET
OUTREACH**

This First Amendment ("First Amendment") to the Agreement for Gang Intervention Street Outreach ("Agreement") is made and entered into in the County of Ventura, State of California, effective as of December 31, 2012, by and between the City of Oxnard, a municipal corporation ("City"), and City Impact ("Consultant"). This First Amendment amends the Agreement entered into on August 1, 2011, by City and Consultant.

City and Consultant agree as follows:

1. In Paragraph 12 of the Agreement, the date "December 31, 2012" is deleted and replaced with the date "December 31, 2014".
2. In Paragraph 14a. of the Agreement the amount of "\$159,503" is deleted and replaced with the amount "\$339,503".
3. In section V. Outcome Goals, point "b" of Exhibit A of the Agreement, "Grant-related performance measures" points "i to iv" are deleted and replaced with "i. In each of the two years, the Street Impact Team (SIT) will contact 2,000 target youth, 500 parents, and 150 businesses. ii. In each of the two years SIT will follow-up with 500 target youth. iii. In each of the two years, SIT will refer 650 youth to services. iv. Consultant will establish working relationships with all target area middle and high schools."
4. In section VI. Staffing, point "a" of Exhibit "A" of the Agreement, "The consultant will provide a minimum of 75 hours per week of Street Outreach Specialist time for a contract minimum total of 7,800 hours" is deleted and replaced with "The consultant will provide a minimum of 3,900 annual hours for the years 2013 and 2014."
5. In Exhibit "B" of the Agreement, bullet point III, the date "December 31, 2012" is deleted and replaced with the date "December 31, 2014".
6. In Exhibit "B" of the Agreement, bullet point III, the date "April 1, 2012" is deleted and replaced with the date "December 31, 2013".
7. In Exhibit "B" of the Agreement, bullet point III, points "a, b, c, and d" are deleted and replaced with "a. In each of the two years, the Street Impact Team (SIT) will contact 2,000 target youth, 500 parents, and 150 businesses. b. In each of the two years SIT will follow-up with 500 target youth. c. In each of the two years, SIT will refer 650 youth to services. d. Consultant will establish working relationships with all target area middle and high schools."
8. As so amended, the Agreement remains in full force and effect. COUNCIL APPROVAL

CITY OF OXNARD

CONSULTANT

Tim Flynn
Tim Flynn, Mayor

Pamela Stewart
for Betty Alvarez-Ham, President

ATTEST:

Daniel Martinez 1/3/2013
Daniel Martinez, City Clerk

APPROVED AS TO FORM:

Alan Holmberg
Alan Holmberg, City Attorney

APPROVED AS TO INSURANCE:

James Cameron
James Cameron, Risk Manager

APPROVED AS TO CONTENT:

Jeri Williams
Jeri Williams, Chief of Police

APPROVED AS TO CONTENT:

Eric Sonstegard for ES
Eric Sonstegard, Project Manager

APPROVED AS TO AMOUNT:

Karen R. Burnham
for Karen R. Burnham, Interim City Manager

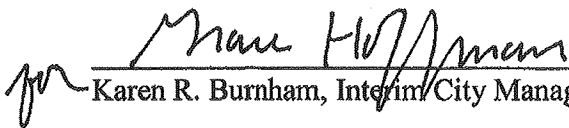
**THIRD AMENDMENT TO AGREEMENT FOR GANG INTERVENTION STREET
OUTREACH**

This Third Amendment ("Third Amendment") to the Agreement for Gang Intervention Street Outreach ("Agreement") is made and entered into in the County of Ventura, State of California, this 14th day of February, 2013, by and between the City of Oxnard, a municipal corporation ("City"), and City Impact ("Consultant"). This Third Amendment amends the Agreement entered into on August 1, 2011, by City and Consultant. The Agreement previously has been amended on October 1, 2012 by a First Amendment and by a Second Amendment on December 31, 2012.

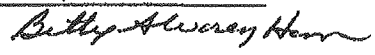
City and Consultant agree as follows:

1. In Paragraph 14a. of the Agreement the amount of "\$339,503" is deleted and replaced with the amount "\$357,197".
2. Exhibit C is deleted and replaced with Exhibit C-2. The reference to "Exhibit C" in Section 14 of the Agreement is replaced with "Exhibit C-2", which is attached hereto and incorporated by this reference in full herein.
3. As so amended, the Agreement remains in full force and effect.

CITY OF OXNARD:


Karen R. Burnham, Interim City Manager

CONSULTANT:


Betty Ham, President 
City Impact, Inc.

APPROVED AS TO FORM:


Alan Holmberg, City Attorney

APPROVED AS TO INSURANCE:


James Cameron, Risk Manager

APPROVED AS TO CONTENT:


Jeri Williams, Chief of Police

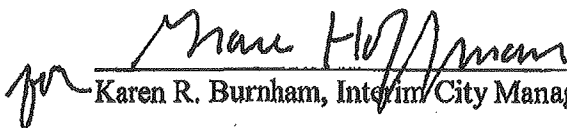
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3. As so amended, the Agreement remains in full force and effect.

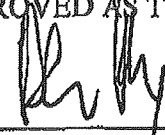
CITY OF OXNARD:


Karen R. Burnham, Interim City Manager

CONSULTANT:


Betty Ham, President
City Impact, Inc. 

APPROVED AS TO FORM:


Alan Holmberg, City Attorney

APPROVED AS TO INSURANCE:


James Cameron, Risk Manager

APPROVED AS TO CONTENT:


Jodi Williams, Chief of Police

ATTACHMENT #1
PAGE 12 OF 13

Cal GRIP Gang Intervention-Street Outreach Program
City Impact, Inc.

EXPENSES

A. <u>Staff Salaries</u>	<u>Rate</u>	<u>Hours</u>	<u>TOTAL</u>
3 Outreach Specialists	\$18	6,879	\$123,815
1 Outreach Coordinator	\$35	767	\$26,845
Outreach Specialist	\$20	9,000	<u>\$180,000</u>
			\$330,660
 B. <u>Training</u>			
Training of Outreach Specialists			<u>\$9,220</u>
			\$9,220
 C. <u>Supplies</u>			
Printing, paper and office supplies			<u>\$5,977</u>
			\$5,977
 D. <u>Indirect Costs</u>			
Calculated at a US Dept. Education rate of 7%			<u>\$11,340</u>
			\$11,340
 TOTAL Expenses:			\$357,197



Meeting Date: 06/03/2014

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

Prepared By: May Roque *MR* Agenda Item No. S-4Reviewed By: City Manager *JRP* City Attorney *SMF* Finance *JC* Other (Specify) N/A**DATE:** May 20, 2014**TO:** City Council**FROM:** Michael Henderson, General Services Superintendent
City Manager's Office *MA***SUBJECT:** Blanket Purchase Order for Shell Fleet Card Services for Cardlock Fuel and Car Wash Service for FY 2014-15**RECOMMENDATION**

That City Council approve and authorize the Mayor to sign a blanket purchase order (No. 4864) with Shell Fleet Card Services, contract administrator for Oxnard Airport Shell and MacValley Oil Company, for the period from July 1, 2014, to June 30, 2015, in an amount not to exceed \$3,000,000 for gasoline, diesel, and car wash service at Shell stations through a fuel card system.

DISCUSSION

The Fleet Services Division of General Services is responsible for providing maintenance, repair, and fuel for the City's fleet of vehicles and equipment.

The agreement with Oxnard Airport Shell and MacValley Oil Company began on December 1, 2012, as a result of Request for Bids No. FS13-01 after the previous cardlock fuel provider canceled the agreement with the City. The contract with Oxnard Airport Shell and MacValley Oil Company is administered by Shell under Shell Fleet Card Services. A provision of the blanket purchase order allows for its renewal on a year-to-year basis for a maximum period of five years. The agreement for period July 1, 2014-June 30, 2015, will be Year 3 of an anticipated five-year agreement.

Shell Fleet Card Services has provided excellent customer service with a two-day turnaround time on fuel card requests; access to Shell gasoline stations within and outside of California; car wash service using the Shell fuel card; fuel discount of 2.8%; electronic access to fuel transactions, invoices, and reports from the Shell website; and immediate access to a dedicated customer service representative via phone or e-mail.

Based on expenditures from July 2013 to March 2014, cardlock fuel amounted to \$1,763,920, and car washes amounted to \$785. Based on these amounts, it is estimated that FY 2014-15 expenditures would amount to \$2,400,000 for cardlock fuel and \$1,200 for car washes. The additional capacity in the agreement will provide for fluctuations in fuel costs.

Blanket Purchase Order for Shell Fleet Card Services for Cardlock Fuel and Car Wash Service for FY
2014-15
May 20, 2014
Page 2

FINANCIAL IMPACT

The Fleet Services Division is an internal service fund. Consumption of fuel and car wash service will be charged to City departments based on actual usage. Funds will be included in the recommended budget for this purpose.

mmoar

Attachment #1 – Blanket P.O. No. 4864 for Shell Fleet Card Services



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

**PURCHASE
ORDER NO.
004864**

DATE: 5/2/2014

VENDOR PHONE: (800)377-5150
VENDOR FAX: () -
VENDOR #: 8990
VENDOR ADDRESS: SHELL FLEET CARD SERVICES SHIP TO: FLEET SERVICES
P.O. BOX 183019 1060 PACIFIC AVE, BLDG 1
COLUMBUS, OH 43218-3019 OXNARD, CA 93030

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

DELIVER BY		REQUISITION #	REQUISITION DATE	CONFIRMED BY	
06/30/2015					
FOB		ACCOUNT NUMBER		AUTHORIZED BY	
				PATRICIA GARCIA	
ITEM #	QUANTITY/ UNIT	DESCRIPTION ARTICLE OR SERVICE		UNIT COST	EXTENDED COST

CHANGE ORDER
EXTEND AGREEMENT WITH SHELL FLEET CARD SERVICES
Effective date: 07/01/2014
Expiration date: 06/30/2015
Not to exceed: 3,000,000.00

CARDLOCK GASOLINE, DIESEL & CAR WASHES FY2014-15

TOTAL PURCHASE AMOUNT

\$0.00

Send Original and One Copy of Invoice to:
PURCHASING
300 W. THIRD ST, #202
OXNARD, CA 93030

AUTHORIZED SIGNATURE. _____
Tim Flynn, Mayor

APPROVED AS TO AMOUNT:

Karen R. Burnham, Interim City Manager

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

PURCHASE ORDERS
TERMS AND CONDITIONS

The City Purchasing Officer and the Vendor agree as follows:

1. Vendor shall furnish to City the labor, materials, equipment, supplies and/or services described in the Purchase Order preceding this page.
2. City shall pay to Vendor the price, or prices, specified in the Purchase Order upon delivery of the labor, materials, equipment, supplies and/or services, and acceptance thereof by the City Purchasing Officer, or upon the completion of the services to be performed and acceptance thereof.
3. If the Purchase Order is continuing in nature, City shall pay to Vendor the amount due Vendor for labor, materials, equipment or supplies furnished, or services completed and accepted.
4. Vendor shall deliver the labor, materials, equipment or supplies, or cause the services to be performed, within the time and in the manner specified in the Purchase Order. Vendor shall be excused in performance for delays resulting from causes beyond the control of Vendor.
5. If services are performed or labor furnished to City under the Purchase Order, Vendor agrees to indemnify, hold harmless and defend City, its City Council, and each member thereof, and every officer, employee, representative or agent of City, from any and all liability claims, demands, actions, damages (whether in contract or tort, including personal injury, death at any time, or property damage), costs and financial loss, including all costs and expenses and fees of litigation or arbitration, that arise directly or indirectly from any acts or omissions related to this Agreement performed by Vendor or its agents, employees, subcontractors, consultants and other persons acting on Vendor's behalf. This agreement to indemnify, hold harmless and defend shall apply whether such acts or omissions are the product of active negligence, passive negligence, willfulness or acts for which Vendor or its agents, employees, subcontractors, consultants and other persons acting on Vendor's behalf would be held strictly liable. Vendor's obligation to defend shall arise when a claim, demand or action is made or filed, whether or not such claim, demand or action results in a determination of liability or damages as to which Vendor is obligated to indemnify and hold harmless.
6. Insurance
 - a) Vendor shall obtain and maintain during the performance of any services under this Agreement the following insurance coverage issued by a company satisfactory to the Risk Manager, unless the Risk Manager waives, in writing, the requirement that Vendor obtain and maintain such insurance coverage.
 - i. Commercial general liability insurance, including a contractual liability endorsement, in an amount not less than \$1,000,000 combined single limit for bodily injury and property damage for each claimant for general liability with coverage equivalent to Insurance Services Office Commercial General Liability coverage (Occurrence Form CG0001ED, November 1988);
 - ii. Business automobile liability insurance in an amount not less than \$1,000,000 combined single limit for bodily injury and property damage for each claimant for automobile liability with coverage equivalent to Auto Liability Insurance Services Office coverage (Occurrence Form CA000TED, June 1992) covering Code No. 1, "any auto";
 - iii. Workers' compensation insurance in compliance with the laws of the State of California, including employer's liability insurance in an amount not less than \$1,000,000 per claimant.
7. Vendor, in the performance of any services or the furnishing of any labor under this Purchase Order, shall be considered an independent contractor, and Vendor and Vendor's agents and employees shall not be considered officers or employees of the City.
8. Vendor, without the written consent of the City Purchasing Officer, shall not:
 - a) Assign the Purchase Order, or any interest therein, or any money due thereunder; or
 - b) Make any changes, alterations or variations in the terms of the Purchase Order.
9. The cost of inspection on deliveries, or offers to make deliveries that do not meet specifications, will be paid by Vendor or deducted by City from amounts due Vendor.
10. Vendor shall indemnify and hold harmless City, its officers and employees, from liability, claims, loss or expense of any kind or nature on account of any copyrighted or uncopyrighted composition, patented or unpatented process or invention, article or appliance furnished or used under this Purchase Order.
11. Vendor shall comply with all applicable federal, state and local ordinance, laws and regulations and shall obtain and pay for all required licenses and permits, including a City of Oxnard business license.
12. Return or exchange of materials, equipment or supplies will not be permitted without written approval by the City Purchasing Officer.
13. All materials, supplies and equipment furnished under the Purchase Order shall, where applicable, be in full compliance with the Safety Orders and Regulations of the Division of Industrial Safety of the State of California and the Williams-Steiger Federal Occupational Health and Safety Act of 1970.
14. City may terminate this Purchase Order at any time by giving written notice of termination to Vendor. If termination is for cause, termination shall become effective on the date of the notice or at a later date, specified in the notice. If termination is without cause, termination shall become effective five days after the date of the notice or at a later date specified in the notice.
15. Vendor shall comply with all applicable equal employment opportunity requirements of the California Department of Fair Employment and Housing in performing or contracting for any services under this Purchase Order.
16. For public projects, Vendor shall pay prevailing wages in accordance with Labor Code Sections 1720 et seq.

ADDITIONAL REQUIREMENTS FOR GRANT-FUNDED PROJECTS

17. The following requirements apply to any Purchase Order funded in whole or in part by federal grant funds.
 - a) Upon expiration of the time specified on the reverse side, this Purchase Order shall terminate unless City and Vendor have mutually agreed in writing to an extension of time.
 - b) If legal action is brought by either party because the other has failed to comply with terms or conditions of this Purchase Order, the prevailing party shall be awarded its attorney's fees and costs in addition to its damages and/or equitable relief.
 - c) Vendor shall comply with all applicable requirements of Executive Order 11246 as amended by Executive Order 11375 and the regulations adopted pursuant thereto (41 CFR Chapter 60), which provide that no person shall be discriminated against on the basis of race, color, religion, sex or national origin.
 - d) Vendor shall insure that the grantee (City), the Federal Grantor Agency, the Comptroller General of the United States, or any duly authorized representative, shall have access to any books, records, documents and papers, specifically relating to this Purchase Order, for the purpose of making audit, examination, excerpts and transcriptions for not less than three years after completion of the project and/or until the completion of the final project audit as required by the Federal Grants Agency.

Attachment #1



Meeting Date: 06/03/2014

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

Prepared By: May Roque *MR*Agenda Item No. S-5 *(S-5)*Reviewed By: City Manager *JRB* City Attorney *JMF* Finance *JC* Other (Specify) Public Works**DATE:** May 20, 2014**TO:** City Council**FROM:** Michael Henderson, General Services Superintendent
City Manager's Office *MA***SUBJECT:** Blanket Purchase Order for DeWitt Petroleum for Bulk Fuel Delivery for FY 2014-15**RECOMMENDATION**

That City Council approve and authorize the Mayor to sign a blanket purchase order (No. 4865) with DeWitt Petroleum for the period from July 1, 2014, to June 30, 2015, in an amount not to exceed \$350,000 for bulk fuel delivery to various City sites.

DISCUSSION

The Fleet Services Division ("Fleet Services") of General Services is responsible for vehicle/equipment maintenance and repair and the provision of fuel for the City's automotive fleet.

Most City vehicles and equipment obtain their fuel from Shell gasoline stations, using a Shell fuel card, through a contract administered by Shell Fleet Card Services. Due to the nature of their operations, the Fire Department, River Ridge Golf Course ("Golf Course"), and the Wastewater Treatment Plant ("Wastewater") require bulk fuel deliveries to their sites. Fire Department vehicles and equipment get their fuel from on-site above-ground tanks at six Oxnard Fire Stations, replenished by the vendor every other week. Golf Course vehicles and equipment are fueled from on-site above-ground tanks replenished twice a week. Wastewater has two above-ground tanks replenished twice a year for their vehicles and numerous pieces of pumping and electrical generation equipment used during loss of utility power at the treatment facility and 15 Wastewater Lift Stations.

Maintenance of Fleet Services, Golf Course, and Wastewater vehicles and equipment also involves use of lubricants (oil, grease, transmission fluid, hydraulic fluid) and antifreeze. These items are also delivered in bulk upon request.

On February 18, 2014, the City posted Request for Bids No. GS-R14-11 for delivery of bulk fuel, lubricants, and antifreeze as follows:

- unleaded gasoline and clear diesel to Fire Station No. 1 located at 491 South "K" Street

- clear diesel to Fire Station Nos. 2-6 located at 531 East Pleasant Valley Road, 150 Hill Street, 230 West Vineyard Avenue, 1450 Colonia Road, and 2601 Peninsula Road
- unleaded gasoline, dyed (red) diesel, lubricants, and antifreeze to the Golf Course located at 2401 West Vineyard Avenue
- unleaded gasoline, biodiesel, and oils to Wastewater located at 6001 Perkins Road
- lubricants to Fleet Services shops located at 1060 Pacific Avenue and at 111 Del Norte Boulevard

Three vendors responded by the March 13, 2014, deadline: Sawyer Petroleum, SC Fuels, and DeWitt Petroleum. Based on bid prices, references, proposed emergency fuel support in case of a declared emergency, and the companies' experience and resources, staff recommends splitting the services requested and award the contract to DeWitt Petroleum for delivery of gasoline, clear diesel, and dyed diesel to the Fire Stations, Golf Course, and Wastewater for the period from July 1, 2014, to June 30, 2015, in an amount not to exceed \$350,000. (SC Fuels agreed to a separate contract to provide biodiesel and oils to Wastewater, and lubricants and antifreeze to Fleet Services and the Golf Course for the same contract period in an amount not to exceed \$250,000.) A provision of the blanket purchase order with DeWitt Petroleum allows for its renewal on a year-to-year basis for a maximum period of five years.

FINANCIAL IMPACT

As an internal service fund, Fleet Services charges customer departments for services and supplies purchased on their behalf. Fire Department will be charged to that department's General Fund budget while Wastewater deliveries will be paid from Wastewater Operating Revenues. High Tide and Green Grass, Inc., operators of the Golf Course, will pay for its own purchases under this contract. Adequate funds are budgeted in each department to cover anticipated requirements.

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Attachment #1 – Blanket P.O. No. 4865 for DeWitt Petroleum



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

**PURCHASE
ORDER NO.
004865**

DATE: 5/2/2014

VENDOR PHONE: (0) -
VENDOR FAX: () -
VENDOR #: 18960
VENDOR ADDRESS: DEWITT PETROLEUM
1903 DURFEE AVE
SOUTH EL MONTE, CA 91733

SHIP TO: FLEET SERVICES
1060 PACIFIC AVE, BLDG 1
OXNARD, CA 93030

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

DELIVER BY		REQUISITION #	REQUISITION DATE	CONFIRMED BY	
06/30/2015				J.E. DEWITT, INC.	
FOB		ACCOUNT NUMBER		AUTHORIZED BY	
				MIKE MORE	
ITEM #	QUANTITY/ UNIT	DESCRIPTION ARTICLE OR SERVICE		UNIT COST	EXTENDED COST

CHANGE ORDER
BLANKET PO FOR DEWITT PETROLEUM 2014-15
Effective date: 07/01/2014
Expiration date: 06/30/2015
Not to exceed: 350,000.00

BULK FUEL DELIVERY FOR FY 2014-15

TOTAL PURCHASE AMOUNT

\$0.00

Send Original and One Copy of Invoice to:
PURCHASING
300 W. THIRD ST, #202
OXNARD, CA 93030

AUTHORIZED SIGNATURE. _____

Tim Flynn, Mayor

APPROVED AS TO AMOUNT: _____

Karen R. Burnham, Interim City Manager

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

PURCHASE ORDERS
TERMS AND CONDITIONS

The City Purchasing Officer and the Vendor agree as follows:

1. Vendor shall furnish to City the labor, materials, equipment, supplies and/or services described in the Purchase Order preceding this page.
2. City shall pay to Vendor the price, or prices, specified in the Purchase Order upon delivery of the labor, materials, equipment, supplies and/or services, and acceptance thereof by the City Purchasing Officer, or upon the completion of the services to be performed and acceptance thereof.
3. If the Purchase Order is continuing in nature, City shall pay to Vendor the amount due Vendor for labor, materials, equipment or supplies furnished, or services completed and accepted.
4. Vendor shall deliver the labor, materials, equipment or supplies, or cause the services to be performed, within the time and in the manner specified in the Purchase Order. Vendor shall be excused in performance for delays resulting from causes beyond the control of Vendor.
5. If services are performed or labor furnished to City under the Purchase Order, Vendor agrees to indemnify, hold harmless and defend City, its City Council, and each member thereof, and every officer, employee, representative or agent of City, from any and all liability claims, demands, actions, damages (whether in contract or tort, including personal injury, death at any time, or property damage), costs and financial loss, including all costs and expenses and fees of litigation or arbitration, that arise directly or indirectly from any acts or omissions related to this Agreement performed by Vendor or its agents, employees, subcontractors, consultants and other persons acting on Vendor's behalf. This agreement to indemnify, hold harmless and defend shall apply whether such acts or omissions are the product of active negligence, passive negligence, willfulness or acts for which Vendor or its agents, employees, subcontractors, consultants and other persons acting on Vendor's behalf would be held strictly liable. Vendor's obligation to defend shall arise when a claim, demand or action is made or filed, whether or not such claim, demand or action results in a determination of liability or damages as to which Vendor is obligated to indemnify and hold harmless.
6. Insurance
 - a) Vendor shall obtain and maintain during the performance of any services under this Agreement the following insurance coverage issued by a company satisfactory to the Risk Manager, unless the Risk Manager waives, in writing, the requirement that Vendor obtain and maintain such insurance coverage.
 - i. Commercial general liability insurance, including a contractual liability endorsement, in an amount not less than \$1,000,000 combined single limit for bodily injury and property damage for each claimant for general liability with coverage equivalent to Insurance Services Office Commercial General Liability coverage (Occurrence Form CG0001ED, November 1988);
 - ii. Business automobile liability insurance in an amount not less than \$1,000,000 combined single limit for bodily injury and property damage for each claimant for automobile liability with coverage equivalent to Auto Liability Insurance Services Office coverage (Occurrence Form CA000TED, June 1992) covering Code No. 1, "any auto";
 - iii. Workers' compensation insurance in compliance with the laws of the State of California, including employer's liability insurance in an amount not less than \$1,000,000 per claimant.
7. Vendor, in the performance of any services or the furnishing of any labor under this Purchase Order, shall be considered an independent contractor, and Vendor and Vendor's agents and employees shall not be considered officers or employees of the City.
8. Vendor, without the written consent of the City Purchasing Officer, shall not:
 - a) Assign the Purchase Order, or any interest therein, or any money due thereunder; or
 - b) Make any changes, alterations or variations in the terms of the Purchase Order.
9. The cost of inspection on deliveries, or offers to make deliveries that do not meet specifications, will be paid by Vendor or deducted by City from amounts due Vendor.
10. Vendor shall indemnify and hold harmless City, its officers and employees, from liability, claims, loss or expense of any kind or nature on account of any copyrighted or uncopyrighted composition, patented or unpatented process or invention, article or appliance furnished or used under this Purchase Order.
11. Vendor shall comply with all applicable federal, state and local ordinance, laws and regulations and shall obtain and pay for all required licenses and permits, including a City of Oxnard business license.
12. Return or exchange of materials, equipment or supplies will not be permitted without written approval by the City Purchasing Officer.
13. All materials, supplies and equipment furnished under the Purchase Order shall, where applicable, be in full compliance with the Safety Orders and Regulations of the Division of Industrial Safety of the State of California and the Williams-Steiger Federal Occupational Health and Safety Act of 1970.
14. City may terminate this Purchase Order at any time by giving written notice of termination to Vendor. If termination is for cause, termination shall become effective on the date of the notice or at a later date, specified in the notice. If termination is without cause, termination shall become effective five days after the date of the notice or at a later date specified in the notice.
15. Vendor shall comply with all applicable equal employment opportunity requirements of the California Department of Fair Employment and Housing in performing or contracting for any services under this Purchase Order.
16. For public projects, Vendor shall pay prevailing wages in accordance with Labor Code Sections 1720 et seq.

ADDITIONAL REQUIREMENTS FOR GRANT-FUNDED PROJECTS

17. The following requirements apply to any Purchase Order funded in whole or in part by federal grant funds.
 - a) Upon expiration of the time specified on the reverse side, this Purchase Order shall terminate unless City and Vendor have mutually agreed in writing to an extension of time.
 - b) If legal action is brought by either party because the other has failed to comply with terms or conditions of this Purchase Order, the prevailing party shall be awarded its attorney's fees and costs in addition to its damages and/or equitable relief.
 - c) Vendor shall comply with all applicable requirements of Executive Order 11246 as amended by Executive Order 11375 and the regulations adopted pursuant thereto (41 CFR Chapter 60), which provide that no person shall be discriminated against on the basis of race, color, religion, sex or national origin.
 - d) Vendor shall insure that the grantee (City), the Federal Grantor Agency, the Comptroller General of the United States, or any duly authorized representative, shall have access to any books, records, documents and papers, specifically relating to this Purchase Order, for the purpose of making audit, examination, excerpts and transcriptions for not less than three years after completion of the project and/or until the completion of the final project audit as required by the Federal Grants Agency.