

Written materials relating to an item on this agenda that are distributed to the legislative bodies within 72 hours before the item is to be considered at its regularly scheduled meeting will be made available for public inspection at the City Clerk's Office, 300 West Third Street 4th Floor during customary business hours. Agenda reports are also on the City of Oxnard web site at www.oxnard.org.



AGENDA
OXNARD CITY COUNCIL
COMMUNITY SERVICES, PUBLIC SAFETY,
HOUSING & DEVELOPMENT COMMITTEE
Council Chambers, 305 West Third Street
January 24, 2023
Regular Meeting - 6:45 to 8:15 PM

Zoom details to call-in for public comment during a meeting:

- 1. Dial Phone Number: (888) 475-4499**
- 2. Enter Meeting ID: 829 5410 0066**
- 3. Passcode: 566113**

If you wish to speak during public comments or a particular item on the agenda, please sign-on by following the zoom call-in steps listed above. Once the presiding officer calls for public speakers, press *9 to raise your hand to inform the City Clerk you would like to speak during the public speaking section for that particular item on the agenda, while in the zoom waiting room. Press *6 when asked to unmute. Listen to the instructions provided virtually the phone while on hold in the zoom waiting room. Please note that there is a slight time delay when viewing the meeting via television.

IN ACCORDANCE WITH ASSEMBLY BILL 361 AND IN RESPONSE TO THE DECLARED STATE AND LOCAL EMERGENCIES DUE TO THE NOVEL CORONAVIRUS, THE LEGISLATIVE BODY WILL MEET IN-PERSON AND REMOTELY. TO PARTICIPATE REMOTELY VISIT WWW.OXNARD.ORG.

To find out how you may provide public comment, please refer to the instructions below or at www.https://www.oxnard.org/city-meetings/.

The public may view the meeting from home on Spectrum channel 10, Frontier channel 35, or YouTube at Youtube.com/oxnardnews. Video recordings of the meeting are typically available online following the meeting at the City's website at www.oxnard.org/city-meetings.

*Please see the link for the Measure M pre-recorded presentation video for each item listed on this agenda.

YOU MAY PARTICIPATE IN THE MEETING IN THE FOLLOWING WAYS:

- 1. ATTEND THE MEETING AT THE LOCATION LISTED ABOVE:** Submit a speaker card to the City Clerk.
- 2. EMAIL COMMENTS OR SIGN UP TO SPEAK REMOTELY BEFORE THE MEETING**
 - a. Submit a request to speak remotely by no later than 3 p.m. on the day of the meeting by using the form available at www.oxnard.org/citymeetings.
 - b. Submit an email to cityclerk@oxnard.org no later than 3 p.m. on the day of the meeting (indicate the agenda item number in the subject line). All email correspondence will be forwarded to the legislative body prior to the start of the meeting and made part of the legislative record.
 - c. Contact the City Clerk's Office at (805) 385-7803 to submit your request.

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.

Agenda Item Time Estimates include: (Minutes for Presentation + Council Discussion + Public Comment)

3. PROVIDING PUBLIC COMMENTS REMOTELY DURING THE MEETING

- a. To provide public comment during the meeting dial (888) 475-4499 and enter the Meeting ID and Passcode listed above as the Zoom details for this meeting. When the presiding officer announces the particular item on the agenda you want to speak on, **press *9 to raise your hand** while in the zoom waiting room. Once called on, **press *6 to unmute** your phone.
- b. Public comments on agenda items will be taken following the announcement of the item. After the item is announced, members of the public may register or otherwise be recognized for the purpose of providing public comment.

Please review the Zoom instructions on the registration page to help ensure there are no technical difficulties during your comments and help you understand public comment procedures using Zoom. Detailed participation instructions can be found at www.oxnard.org/city-meetings.

In the event of a disruption which prevents a legislative body of the City of Oxnard from broadcasting a meeting using a call-in option or internet-based service option, or in the event of a disruption within the City's control which prevents members of the public from offering public comment using the call-in option or internet-based service option, the legislative body shall take no further action on items appearing on a meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. However, if any of the broadcast options are disrupted, but any of the other broadcast options is still available to the public, the legislative body may take further action on items appearing on a meeting agenda without waiting for the disrupted broadcast option(s) to be restored.

* The City has filed pre-election and post-election lawsuits regarding the validity of Measure M.

A. ROLL CALL, POSTING OF AGENDA, FLAG SALUTE

B. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

A person may address the legislative body only on matters not appearing on the agenda and within the subject matter jurisdiction of the legislative body. Speaker requests shall be submitted as set forth on the first page of this agenda. Speakers are limited to three minutes. After 30 minutes, if all speakers have not had the opportunity to speak, the remaining speakers will be given an opportunity to speak prior to adjournment of the meeting. The legislative body cannot enter into a detailed discussion or take action on any items presented during public comments at this time. Such items may only be referred to the City Manager/Executive Director/Secretary for administrative action or scheduled on a subsequent agenda for discussion. Persons wishing to speak on public hearing items should do so at the time of the hearing.

C. CONSENT AGENDA

1. City Clerk Department

SUBJECT: Approval of Minutes.

RECOMMENDATION: That the Community Services, Public Safety, Housing & Development Committee approve the minutes of the January 10, 2023 regular meeting as presented.

Contact: Rose Chaparro, (805) 385-7805

D. REPORTS

1. Information Technology Department

SUBJECT: Oxnard 311 - Performance Update Report. (20 minutes)

RECOMMENDATION: That the Community Services, Public Safety, Housing and Development Committee receive a 311 constituent relationship management performance update for the period of performance year six (May 1, 2021 through April 30, 2022) and the first half of performance year seven (May 1, 2022 through October 31, 2022), and recommend that the City Council receive the same update.

Please click the following link to view the required Measure M pre-recorded presentation

video: <https://youtu.be/loJs5lX2dlw>

Contact: Helen Miller, (805)385-7446

2. Community Development Department

SUBJECT: Consideration to Increase the Number of Commercial Cannabis Cultivators and Allow an Expansion in the Location Where Commercial Cannabis Cultivators are Permitted. (10 minutes)

RECOMMENDATION: That the Community Services, Public Safety, Housing & Development Committee recommend that the City Council increase the number of commercial cannabis cultivators permitted to operate in the City from two to five; and, with the exception of the Rose Santa Clara Corridor Specific Plan area, allow these uses to be sited in the same location where the City has allowed commercial cannabis manufacturing, distribution, and testing.

(This item is not considered a project under the California Environmental Quality Act.)

Please click the following link to view the required Measure M pre-recorded presentation

video: <https://youtu.be/IBN0un7QAYo>

Contact: Ashley Golden, (805) 385-7478

3. Housing Department

SUBJECT: Plaza Vista Apartments Drain Line and Electrical Panel Project. (10 minutes)

RECOMMENDATION: That the Community Services, Public Safety, Housing & Development Committee recommend that the Board of Commissioners of the Housing Authority of the City of Oxnard approve and authorize execution of the following firm-fixed price contracts:

1. Agreement number A-8512 in the amount of \$267,472.92 with Oscalibur Plumbing, Inc to replace the plumbing drain line at the Plaza Vista public housing site using funds appropriated from the 2019 Capital Fund grant; and

2. Agreement number A-8510 in the amount of \$341,857.79 to replace the main electrical panels at the Plaza Vista public housing site using funds appropriated from the 2019 Capital Fund grant.

Please click the following link to view the required Measure M pre-recorded presentation

video: <https://youtu.be/oAbbRKln3rY>

Contact: Emilio Ramirez, (805) 385-8094

E. ITEMS FOR FUTURE AGENDAS

F. ADJOURNMENT



**COMMUNITY SERVICES, PUBLIC SAFETY, HOUSING &
DEVELOPMENT COMMITTEE AGENDA REPORT**

**CONSENT AGENDA
AGENDA ITEM NO. C.1**

DATE: January 24, 2023

TO: Community Services, Public Safety, Housing & Development Committee

FROM: Rose Chaparro, City Clerk, (805) 385-7805, rose.chaparro@oxnard.org

SUBJECT: Approval of Minutes.

RECOMMENDATION

That the Community Services, Public Safety, Housing & Development Committee approve the minutes of the January 10, 2023 regular meeting as presented.

BACKGROUND

Approval of Minutes.

STRATEGIC PRIORITIES

This agenda item is a routine operational item.

FINANCIAL IMPACT

There is no financial impact.

Prepared by: Rose Chaparro, City Clerk

ATTACHMENTS

1. MINUTES 01 10 2023 Community Services, Public Safety, Housing & Development

MINUTES
OXNARD CITY COUNCIL
COMMUNITY SERVICES, PUBLIC SAFETY,
HOUSING & DEVELOPMENT COMMITTEE
Regular Meeting
January 10, 2023

A. ROLL CALL, POSTING OF AGENDA, FLAG SALUTE

At 6:46 p.m., Chair Bryan A. MacDonald called to order the regular meeting of the Oxnard City Council Community Services, Public Safety, Housing & Development Committee in the City Hall Council Chambers at 305 W. Third Street, Oxnard, California. The Assistant City Clerk called the roll and announced the posting of the agenda. Chair MacDonald and Member Zaragoza were present in person.

Member Madrigal was absent.

Staff members Alexander Nguyen, City Manager; Ken Rozell, Chief Assistant City Attorney; Jason Benites, Police Chief; Tim Kelley, Special Operations Commander; Alexander Hamilton, Fire Chief; Michael Wolfe, Public Works Director; Tatiana B. Arnaout, P.E., City Engineer; Emilio Ramirez, Housing Director; Elsa Brown, Affordable Housing Manager and Dee Lai, Assistant City Clerk were present in person.

Consultant Rachel Om, AICP, Fehr & Peers participated via videoconference.

B. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA (None received.)

C. CONSENT AGENDA

1. City Clerk Department

SUBJECT: Approval of Minutes.

RECOMMENDATION: That the Community Services, Public Safety, Housing & Development Committee approve the minutes of the December 13, 2022 regular meeting as presented.

It was moved by Member Zaragoza, seconded by Chair MacDonald, to approve the meeting minutes as presented. VOTE: Zaragoza and MacDonald voted in favor; the motion carried 2-0. Member Madrigal was absent.

D. REPORTS

1. Public Works Department

SUBJECT: Caltrans Required Local Roadway Safety Plan.

RECOMMENDATION: That the Community Services, Public Safety, Housing & Development Committee:

1. Receive a presentation and comment on the Local Roadway Safety Plan and

2. Recommend that the City Council adopt the Caltrans Required Local Roadway Safety Plan as final.

(This item is not considered a project under the California Environmental Quality Act.)

(Public Works and Transportation Committee approved 2-0.)

Tatiana B. Arnaout, P.E., City Engineer answered the Committee's questions. There were no public comments. Discussion ensued among the Committee and staff.

It was moved by Member Zaragoza, seconded by Chair MacDonald, to approve the recommended action as presented. VOTE: MacDonald and Zaragoza voted in favor; the motion carried 2-0. Member Madrigal was absent.

2. Police Department

SUBJECT: Mobile Command Vehicle Purchase.

RECOMMENDATION: That the Community Services, Public Safety, Housing & Development Committee recommend that the City Council:

1. Approve and authorize the Purchasing Agent to execute a Purchase Order with Emergency Vehicles Incorporated (EVI) in the amount of \$698,513.912; and
2. Approve the purchase and use of a mobile command vehicle as military equipment as defined by Government Code Section 7070(c)(5).

Tim Kelley, Special Operations Commander presented and answered the Committee's questions. No public comments were received. Discussion ensued among the Committee and staff.

An amendment to the amount listed on item 2. (1), to authorize the Purchasing Agent to execute a Purchase Order with Emergency Vehicles Incorporated (EVI) in the *amended amount of \$700,094.75*.

It was moved by Member Zaragoza, seconded by Chair MacDonald, to approve the recommended action as amended. VOTE: MacDonald and Zaragoza voted in favor; the motion carried 2-0. Member Madrigal was absent.

3. Housing Department

SUBJECT: First Amendment to Agreement A-8434 for Housing Professional Services.

RECOMMENDATION: That the Community Services, Public Safety, Housing & Development Committee recommend that the Housing Authority Board of Commissioners Approve and authorize the execution of the First Amendment to Agreement A-8434, increasing the amount from \$200,000 to \$400,000 and extending the term by one year, with Nan McKay & Associates, Inc. for Housing Choice Voucher case management services.

Emilio Ramirez, Housing Director, answered the Committee's questions. There were no public comments. Discussion ensued among the Committee and staff.

It was moved by Member Zaragoza, seconded by Chair MacDonald, to approve the recommended action as presented. VOTE: MacDonald and Zaragoza voted in favor; the motion carried 2-0. Member Madrigal was absent.

4. Housing Department

SUBJECT: First Amendment to Agreement 9660-22-HO for Housing Contracts Administration Services.

RECOMMENDATION: That the Community Services, Public Safety, Housing & Community Development Committee recommend that:

1. The City Council approve and authorize the execution of a First Amendment to Agreement 9660-22-HO with Michael Baker International to increase the not to exceed amount from \$120,000 to \$481,000; and
2. The Housing Authority Board of Commissioners approve and authorize the use of up to \$164,000 in Housing Authority Funds to pay for Housing Contracts Administration Services under Agreement 9660-22-HO.

Emilio Ramirez, Housing Director, answered the Committee's questions. There were no public comments. Discussion ensued among the Committee and staff.

It was moved by Chair MacDonald, seconded by Member Zaragoza, to approve the recommended action as presented. VOTE: MacDonald and Zaragoza voted in favor; the motion carried 2-0. Member Madrigal was absent.

E. ITEMS FOR FUTURE AGENDAS (No requests were made.)

F. ADJOURNMENT

There being no further business on the agenda, and without objection, Chair Bryan A. MacDonald adjourned the meeting at 7:12 p.m.

ROSE CHAPARRO
City Clerk

BRYAN A. MACDONALD
Chair



COMMUNITY SERVICES, PUBLIC SAFETY, HOUSING & DEVELOPMENT COMMITTEE AGENDA REPORT

REPORTS AGENDA ITEM NO. D.1

DATE: January 24, 2023

TO: Community Services, Public Safety, Housing & Development Committee

FROM: Helen Miller, Chief Information Officer, (805)385-7446, helen.miller@oxnard.org

SUBJECT: Oxnard 311 - Performance Update Report. (20 minutes)

RECOMMENDATION

That the Community Services, Public Safety, Housing and Development Committee receive a 311 constituent relationship management performance update for the period of performance year six (May 1, 2021 through April 30, 2022) and the first half of performance year seven (May 1, 2022 through October 31, 2022), and recommend that the City Council receive the same update.

Please click the following link to view the required Measure M pre-recorded presentation video: <https://youtu.be/loJs5lX2dlw>

BACKGROUND

Oxnard 311 is the City's Constituent Relationship Management (CRM) software, which allows residents within the City to report a variety of issues using the mobile phone application or website. Requests may be submitted in English, Spanish, or one of 15 other languages offered by the software vendor. During the first six and a half years of availability, the Oxnard 311 mobile app has been downloaded 15,333 times and has been used to process approximately 123,550 service requests. The Oxnard 311 system allows residents to see live updates, track the status of their requests, and communicate directly to staff through in-app messaging. The Oxnard 311 system empowers resident guardianship and involvement in the community while increasing transparency and accountability of City staff.

DISCUSSION

The Oxnard 311 system completed its sixth full year of service at the end of April 2022. The following discussion focuses on performance trends and metrics from each full service year (May 2021 through April 2022) and the first half of service year 7 (May 2022 through October 2022).

1. Application Downloads

The Oxnard 311 system has grown each year in the number of Oxnard residents that are submitting service requests through the mobile application and website.

The majority of requests (75.8%) are submitted through the free mobile application. As such, application downloads are a reliable metric for system growth.

	Year 1	Year 2	Year 3	Year 4*	Year 5	Year 6	Year 7 (First Half)	Total
Downloads	2,139	1,995 (6.7% decrease compared to year one)	2,151 (7.8% increase compared to year two)	2,186 (1.6% increase compared to year three)	2,154 (1.5% decrease compared to year four)	3,007 (40% increase compared to year five)	1,701(13% increase compared to year six if first half trends continue)	15,333

Please note that the year four report contained an error in the number of downloads for both Year 4 and the first half of year 5. Staff had discovered an error with the service the City uses for tracking download statistics. In December of 2019, the service no longer reported the number of Apple iOS downloads. Staff have since corrected this issue and the app download statistics have been updated in this report.

2. Requests Submitted

In the first six and a half service years, the Oxnard 311 system has also increased in the number of service requests submitted. This steady increase per service year in the number of requests submitted reflects a growing user base.

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7 (First Half)	Total
Requests Submitted	7,900	15,435 (95% increase compared to year one)	17,704 (14% increase compared to year two)	18,784 (6% increase compared to year three)	22,747 (21% increase compared to year four)	26,750 (18% increase compared to year five)	14,230 (6% increase compared to year six if first half trends continue.	123,550

3. Performance Evaluation

There are 20 request types available to the public through the Oxnard 311 system. Staff from various departments in the City are involved in the Oxnard 311 system, which allows requests to be assigned to the correct person who has the appropriate skills/knowledge and is responsible for the required work to complete the request. The majority of requests, 69.2%, are for 3 of the 20 request types: illegal dumping, graffiti, and abandoned vehicles.

The following section covers performance statistics for each of the 20 request types. Each request type is presented in descending order by the total number of requests. Beyond number of requests, staff identified for each request type the percentage of requests completed on time, service level goal per year, and average completion time per year.

The Oxnard 311 system had slight database issues during the first three years that added a small margin of error to the performance statistics. City staff have resolved this issue and the performance stats from Service Years 4 and onward are accurate. In all cases, "days" refers to City working days and does not include weekends. The performance information is also summarized in the table at the end of this section of the report.

A. Illegal Dumping

Total number of requests in the first 6.5 years: 43,242 (35% of all requests)

Percentage of requests completed on time: 77.2%

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7 (First Half)
Goal	3 days	3 days	3 days	3 days	3 days	3 days	3 days
Number of Requests	2,371	5,470	6,433	6,556	8,616	10,059	3,737
Average	4.4 days (delayed by 46.7% over service goal)	8.6 days (delayed by 186.7% over service goal)	2.7 days (exceeded service goal by 10%)	5.5 days (delayed by 84.8% over service goal)	3.5 days (delayed by 17.4% over service goal)	1.2 days (exceeded service goal by 60%)	2.0 days (exceeded service goal by 33.3%)

While Public Works exceeded its service level goal in Year 6 and the first half of Year 7, there are factors that introduce challenges to maintaining this level of service. Illegal dumping on private property and illegal dumping related to the homeless involve processes that must be coordinated with Code Enforcement and the Police Department, which requires more time. There is an increase in the number of homeless encampments Citywide but not necessarily a parallel increase in the amount of resources to tackle these 311 requests. Finally, the rental of special equipment is often required for the removal of illegal dumping and encampments, and such rentals take extra time.

Through the budgeting process for Fiscal Year 2021/2022, the Environmental Resources Division requested and received two additional Maintenance Worker Trainees assigned to the 311 Crew. Also, an existing Solid Waste Equipment Operator II position was reassigned to the 311 Crew. A commitment to provide excellent customer service to the residents of Oxnard, and increased efficiencies in coordination with Oxnard PD, Housing and Oxnard Code Enforcement have also contributed to the improvement in work order completion times over the last few years.

Despite the increase in requests, the service level goal has been met for Year 6. Furthermore, staff is on track to exceed the goal in Year 7.

B. Graffiti

Total number of requests in the first 6.5 years: 28,839 (23.3% of all requests)

Percentage of requests completed on time: 93.1%

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7 (First Half)
Goal	3 days	3 days	3 days	3 days	3 days	3 days	3 days
Number of Requests	1,840	2,971	3,994	4,832	5,555	6,340	3,307
Average	1.7 days (exceeded service goal by 43.3%)	1.1 days (exceeded service goal by 63.3%)	1.8 days (exceeded service goal by 40%)	2.0 days (exceeded service goal by 32.4%)	2.3 days (exceeded service goal by 23.4%)	2.4 days (exceeded service goal by 20%)	2.7 days (exceeded service goal by 10%)

Public Works staff dedicated to removing graffiti on public property and Code Enforcement staff working with owners of private property with graffiti have both consistently met their service level goal.

While the City's Graffiti Action Program (GAP) staffing levels have remained the same or been reduced, the demand for the assigned resources continues to increase year over year (a 244% increase from Year 1 requests to Year 6). The team is challenged to meet the assigned service goal. The average response time has trended up each year. However, the GAP has exceeded its goal for all of Year 6 and the first half of year 7. It should be noted that if the demand for calls continues to see the same increasing trend, the GAP will no longer be able to meet its service goal unless additional resources are allocated or other tasks are deferred.

C. Abandoned Vehicles

Total number of requests in the first 6.5 years: 13,465 (10.9% of all requests)

Percentage of requests completed on time: 87.5%

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7 (First Half)
Goal	14 days	14 days	14 days	14 days	14 days	14 days	14 days
Number of Requests	700	1,671	1,774	2,073	2,564	2,832	1,851
Average	12.2 days (exceeded service goal by 12.9%)	9 days (exceeded service goal by 35.7%)	9.3 days (exceeded service goal by 33.6%)	9.9 days (exceeded service goal by 29.4 %)	9.2 days (exceeded service goal by 34.5%)	9.1 days (exceeded service goal by 35%)	7.5 days (exceeded service goal by 46.4%)

Staff from Traffic Enforcement and Code Enforcement are assigned abandoned vehicle requests on public and private property, respectively. Staff from both of these divisions have consistently met their service level goal.

D. Overgrown Landscape

Total number of requests in the first 6.5 years: 5,289 (4.3% of all requests)

Percentage of requests completed on time: 70.3%

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7 (First Half)
Goal	60 days	60 days	60 days	60 days	60 days	60 days	60 days
Number of Requests	313	891	902	898	936	873	476
Average	73.7 days (delayed by 22.8% over service goal)	92.5 days (delayed by 54.2% over service goal)	75.1 days (delayed by 25.2% over service goal)	36.7 days (exceeded service goal by 38.8%)	47.0 days (exceeded service goal by 21.6%)	43.2 days (exceeded service goal by 28%)	22.5 days (exceeded service goal by 62.5%)

The Public Works Parks Division cited staffing levels in the past as the main reason for performance issues that were preventing them from completing requests within the service level goal time. Public Works has made improvements to how it uses the County's work release crews to address overgrown landscaping (including for 311 requests). The Parks Division has also developed a 311 crew with dedicated staff assigned to respond to non-irrigation related 311 requests. They exceeded their service goal for Years 4, 5, and 6, and are continuing that trend in the first half of year 7.

With the addition of regular and ongoing contract services to assist our crews in both the parks and street landscapes, Parks staff anticipate the number of overgrown landscape requests to decrease over time as we get a handle on the deferred maintenance. However, the County has recently announced the drastic reduction or cancellation of the work release program due to budget constraints. To mitigate this, Parks staff will use additional contract services at a significantly higher cost to get the same amount of work completed, assuming sufficient budget is available. The response times are expected to take longer but still remain within the 60 day goal.

E. General Questions

Total number of requests in the first 6.5 years: 4,718 (3.8% of all requests)

Percentage of requests completed on time: 58.7%

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
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							(First Half)
Goal	15 days	15 days	15 days	15 days	15 days	15 days	15 days
Number of Requests	413	668	709	742	881	818	514
Average	41.5 days (delayed by 176.7% over service goal)	45.9 days (delayed by 206% over service goal)	42.2 days (delayed by 181.3% over service goal)	30.7 days (delayed by 104.7% over service goal)	15.2 days (delayed by 1.6% over service goal)	20 days (delayed by 33.3% over service goal)	12.4 days (exceeded service goal by 17.3%)

This category is a catch-all so residents can submit requests that otherwise do not fit into one of the existing categories. Sample submissions include dogs off leash and dogs barking, trash or furniture in the alleyways, code compliance concerns regarding blocked street parking, loud noise, overgrown trees, broken gates and fences, maintenance in general and special district parks, and broken playground equipment in parks. There are some instances where a submission is made to general questions rather than the correct other category. Staff responsible for the General Questions category often receive a request and reassign it to the appropriate staff in another department, which delays the process. Staff continue to work on speeding up the reassigning process and made progress in service years five and six. New staff were added to the Oxnard 311 system in the second half of year 6 to assist with completing these requests and the service goal was exceeded in the first half of service year seven.

F. Potholes

Total number of requests in the first 6.5 years: 4,132 (3.3% of all requests)

Percentage of requests completed on time: 41.8%

	Year 1	Year 2 (First Half)	Year 2 (Second Half)	Year 3	Year 4	Year 5	Year 6	Year 7 (First Half)
Goal	150 days	15 days	30 days	30 days	35 days	35 days	35 days	35 days
Number of Requests	592	382	260	717	759	493	687	234
Average	73.3 days (exceeded service goal by 51.2%)	110.6 days (delayed by 637% over service goal)	118.6 days (delayed by 295% over service goal)	81.7 days (delayed by 172.2% over service goal)	100.1 days (delayed by 186.1% over service goal)	135.9 days (delayed by 288.2% over service goal)	49.3 days (delayed by 40.9% over service goal)	19.5 days (exceeded service goal by 44.3%)

Streets Division staff have altered the workflow to accurately identify pothole requests that should be part of resurfacing efforts instead of standard pothole repairs. Resurfacing is a more complex activity and takes significantly more work and time compared to filling in a pothole with asphalt. This adjustment will better track the amount of time it takes to address true potholes versus resurfacing improvements to the overall street, which would be repaired as part of Capital Improvement Plan projects. It is this misclassification that drives the results of Year 6 above the stated goal of 35 days. Also, the improvement from Year 6 (49.3 days) to the first 6 months of Year 7 (19.5 days) is partially attributed to identifying and removing duplicate 311's for the same location, which may not reflect a long-term attainment level. As such, a goal of 35 days is still a good target.

In September 2021, Public Works Streets Division hired seven maintenance workers and purchased two asphalt patch trucks for pothole repairs with Measure E funding. Since that date, Public Works has assigned staff to specifically address potholes on a daily basis. With these aforementioned actions, staff anticipates meeting the 35 day target for the completion of potholes. It should be noted that the two asphalt patch trucks are still on order with a delayed delivery date due to global supply chain issues. The anticipated delivery date of the two trucks is June 2023.

In addition, the City dedicated significant funding for street rehabilitation and alley resurfacing projects for Fiscal Year 2021-2022 and plans to continue that for Fiscal Year 2022-2023. This investment in street improvements has reduced the number of 311 pothole requests.

G. Litter

Total number of requests in the first 6.5 years: 2,980 (2.4% of all requests)

Percentage of requests completed on time: 59.7%

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7 (First Half)
Goal	3 days	3 days	3 days	10 days	10 days	10 days	10 days
Number of Requests	373	451	347	385	498	531	396
Average	14.6 days (delayed by 386.7% over service goal)	24.7 days (delayed by 723.3% over service goal)	20.3 days (delayed by 576.7% over service goal)	12.2 days (delayed by 21.7% over service goal)	17.1 days (delayed by 71% over service goal)	9.2 days (exceeded service goal by 8%)	8.5 days (exceeded service goal by 15%)

Parks conducted an inventory of trash cans throughout the parks that are currently missing lids and has been working on adding lids that are locked to the top of each. Replacing and securing the lids has helped keep the trash from being blown out by the wind or pulled out by humans and birds.

In late September, contract services started in our parks, which included, among other tasks, servicing of all trash cans four days a week and weekly pickup of loose litter throughout the park boundaries. We anticipate that this will drastically reduce the number of litter related 311 requests over time.

During Year 6, prior staffing adjustments and contracting of services resulted in a measurable improvement, allowing staff to exceed the service goal while addressing more total requests than Year 5. The first half of Year 7 has also exceeded the service goal.

H. Water Waste and Leaks

Total number of requests in the first 6.5 years: 2,930 (2.4% of all requests)

Percentage of requests completed on time: 54.7%

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7 (First Half)
Goal	4 days	4 days	4 days	4 days	4 days	4 days	4 days
Number of Requests	133	310	321	326	454	546	844
Average	25.7 days (delayed by 542.5% over service goal)	42.9 days (delayed by 972.5% over service goal)	47.1 days (delayed by 1,077.5% over service goal)	12.5 days (delayed by 211.3% over service goal)	8.9 days (delayed by 123.1% over service goal)	17.6 days (delayed by 340% over service goal)	3.4 days (exceeded service goal by 15%)

During the third year performance report, City staff identified workflow issues within the system that were preventing requests from being assigned to the correct person. Staff responded by developing complex assignment logic within the 311 system to automatically assign requests to appropriate personnel based on the location of the issue and the type of equipment causing the water waste or leak. Response times have reduced dramatically from 47.1 days in the third year to 12.5, 8.9, and 17.6 days in the following three years. Staff continued to make progress in Years 4, 5 and 6 yet still did not meet the 4-day response goal. However, in the first half of Year 7 staff not only met but exceeded the service goal target by 15%, despite a significant increase in requests.

With the implementation of contractors to assist with regular and ongoing landscaping and maintenance in street landscapes and parks, Parks Division staff have been able to pivot from being strictly reactive to water leaks to being more proactive. The City Council has also appropriated funding specifically for the purpose of purchasing much needed irrigation supplies for our City staff as well as funding to utilize on-call contractors to assist with the repairs. In FY 2021-22, staff was able to do a rough assessment of the street landscapes and parks irrigation. At that time, staff only had the capacity to address the highest priority issues such as leaks and misaligned sprinkler heads that would waste water.

The Water Division assisted with coordinating irrigation audits at 22 parks between April and June of 2022. Once completed, staff used the findings to prioritize repairs based on the estimated water waste per park. To date, staff has completed repairs at 9 of the 22 parks that were assessed. The estimated annual water savings for these repairs equal 7,555,548 gallons at an estimated cost savings of \$45,154 per year.

Parks staff and contractors use a work order system to assign and complete irrigation repairs. Repair requests are directly routed to the system from 311 and are also manually assigned by staff to proactively deal with irrigation issues not identified by 311 users. In calendar year 2022, Parks staff and contractors have completed a total of 952 irrigation repair assignments, 184 of which were 311 requests and 768 were proactive repairs identified by our team (see map below). Repair assignments vary in size from an individual sprinkler replacement to the replacement and repair of half of a park's irrigation system. Going forward, staff is working on improving the data collection to provide more comprehensive information.

If funding continues to be provided for both irrigation supplies and contractors that assist with ongoing landscape maintenance and on-call irrigation services, City staff will be able to slowly address the years of deferred maintenance of our City's irrigation systems, eventually updating and upgrading our aging irrigation infrastructure over time. As this occurs, staff projects the number of water waste 311 requests to decrease. During that time, staff will have the ability to be more proactive and address issues more quickly.

Parks Irrigation Repair CY2022

311-Related

- Yes (184)
- No (768)

I. Trash and Recycling Service

Total number of requests in the first 6.5 years: 2,740 (2.2% of all requests)

Percentage of requests completed on time: 69.2%

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7 (First Half)
Goal	2 days	2 days	2 days	3 days	3 days	3 days	3 days
Number of Requests	126	320	313	313	513	649	510
Average	4.3 days (delayed by 115% over service goal)	4.5 days (delayed by 125% over service goal)	7.5 days (delayed by 275% over service goal)	2.4 days (exceeded service goal by 18.8%)	1.7 days (exceeded service goal by 44.5%)	4.0 days (delayed by 33.3% over service goal)	3.0 days (Met service goal)

There was a significant increase in this type of request from Year 1 to Year 6. These requests are exclusively related to Environmental Resources collection operations for missed pickups or repairs on residential trash carts and commercial bins.

Staff exceeded its performance goal in service Year 5, faced delays in Year 6, and met the performance goals for the first half of service Year 7.

J. Sidewalk Repair

Total number of requests in the first 6.5 years: 2,414 (2% of all requests)

Percentage of requests completed on time: 55.5%

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7 (First Half)
Goal	60 days	60 days	60 days	60 days	60 days	60 days	60 days
Number of Requests	241	687	410	427	252	259	153
Average	116 days (delayed by 93.3% over service goal)	121.9 days (delayed by 103.2% over service goal)	58.7 days (exceeded service goal by 2.2%)	65.3 days (delayed by 8.8% over service goal)	43.1 days (exceeded service goal by 28.17%)	34 days (exceeded service goal by 43.3%)	14.8 days (exceeded service goal by 75.3%)

Public Works Streets Division staff has steadily improved its response to this type of request since the first two service years and has exceeded the service level goal since Year 5. Currently, the City has a contract with a third-party vendor for grinding concrete that has helped in resolving many sidewalk repair service requests.

K. Animal Safety

Total number of requests in the first 6.5 years: 2,221 (1.8% of all requests)

Percentage of requests completed on time: 76.6%

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7 (First Half)
Goal	2 days	2 days	2 days	7 days	7 days	7 days	7 days
Number of Requests	103	217	308	213	216	785	380
Average	7.3 days (delayed by 265% over service goal)	8.3 days (delayed by 315% over service goal)	5.8 days (delayed by 190% over service goal)	6.8 days (exceeded service goal by 3.4%)	2.8 days (exceeded service goal by 60.5%)	2.2 days (exceeded service goal by 68.6%)	1.9 days (exceeded service goal by 72.9%)

Staff requested, and was granted, an extension of its service goal from two to seven days to more appropriately reflect the workflow related to animal safety requests. The Police Department has been facing staffing challenges for this, and has been operating with one Animal Safety Officer since April of 2022. Staff has exceeded its performance goal in years four, five, six, and the first half of year seven.

L. Homeless Encampment

Total number of requests in the first 6.5 years: 2,131 (1.7% of all requests)

Percentage of requests completed on time: 98.6%

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7 (First Half)
Goal	NA	NA	NA	21 days	21 days	21 days	21 days
Number of Requests	NA	NA	NA	7	561	827	701
Average	NA	NA	NA	7.6 days (exceeded service goal by 63.9%)	6.6 days (exceeded service goal by 68.4%)	4.6 days (exceeded service goal by 78.1%)	3.4 days (exceeded service goal by 83.8%)

The Homeless Encampment request type was created and made available to the public April 23, 2020, which was close to the end of service year four. This request type is marked as “sensitive” and limits access to the request to the person who submitted it and the staff who are assigned to it. Staff from the Police Department, Environmental Resources, Code Compliance, and Housing are all involved in the workflow and work as a team to coordinate safe outreach and cleanup efforts. Staff has consistently exceeded its performance goal.

M. Streetlight Out

Total number of requests in the first 6.5 years: 1,611 (1.3% of all requests)

Percentage of requests completed on time: 71.3%

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7 (First Half)
Goal	15 days	15 days	15 days	15 days	15 days	15 days	15 days
Number of Requests	128	234	213	255	317	355	106
Average	123.6 days (delayed by 724% over service goal)	55.9 days (delayed by 272.7% over service goal)	28.5 days (delayed by 90% over service goal)	19.1 (delayed by 27.6% over service goal)	7.0 days (exceeded service goal by 53.2%)	16.8 days (delayed by 12% over service goal)	10.9 days (exceeded service goal by 27.3%)

City staff continues to assist with Southern California Edison (SCE) street light outages City-wide. Approximately 96% of the street lights within the City limits are owned and maintained by SCE. Once an outage is received, it is reported to SCE and the 311 request is closed. City street-owned lighting outages are reported to the appropriate division for repairs. Depending on the complexity of the repair and parts needed, a delay may occur due to contractor scheduling or material availability. The goal was not obtained in Year 6 due to other planned and unplanned work for staff that include safety related transportation improvements and traffic signal repairs with higher priority than illumination outages. The first half of Year 7 is on track to meet the goal.

N. Traffic - General Issues

Total number of requests in the first 6.5 years: 1,458 (1.2% of all requests)

Percentage of requests completed on time: 73.4%

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7 (First Half)
Goal	15 days	15 days	15 days	18 days	18 days	18 days	18 days
Number of Requests	11	53	174	185	285	456	286
Average	384.7 days (delayed)	40.5 days (delayed)	18.2 days (delayed)	19.1 days (delayed by)	27.1	26.7 days	8.8 days

	by 2464.7% over service goal)	by 170.0% over service goal)	by 21.3% over service goal)	6% over service goal)	(delayed by 50.7% over service goal)	(delayed by 48.3% over service goal)	(exceeded service goal by 51.1%)
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Requests that are traffic enforcement related (and responded to by the Oxnard Police Department) consistently perform well in the Oxnard 311 system and exceed their performance goals. Public Works Engineering Division staff has cited recent staffing levels and high turnover as the main reason its staff could not complete requests within the service level goal time. Requests within this category often take a significant amount of time to complete due to the complexity of the solutions, such as when staff must perform an analysis or mandated procedure. Staff requested, and were granted, a service level goal extension from 15 days to 18 days starting in service year four.

The Transportation and Mobility Division continued to experience extreme staff shortages for much of 2021. Since April 2021, only the City Traffic Engineer has been available to respond to Oxnard 311 requests. Three engineer positions in the division remained vacant for much of the year with two only being filled in late October 2021. Staff has employed consultant assistance to help with the backlog of 311 requests, but COVID impacts to conducting field review have delayed processing of requests. Staff triaged requests for prioritization with a focus on safety. Additionally, with public schools reoccupying in August of 2021 after a year of COVID stay at home orders, staff experienced a significant increase in 311 and other requests for traffic control review.

Two positions were successfully recruited and filled in late 2021 and staff have begun to review and close out 311 requests. Additionally, a new modified approach to 311 requests was implemented in FY 2021/22 with 311 requests that require substantial field investigation or follow-up study being moved into the Traffic Request process to monitor requests. This should assist in closing out standard 311 requests to meet the objectives and still track and process major complex requests as they are submitted.

Based upon the first six months of Year 7, adjustments to the process have resulted in seeing a measurable improvement in this area. If the current trend remains consistent for the rest of Year 7, this area will see success in meeting the performance goal while addressing more total requests than last year.

O. Street Signs

Total number of requests in the first 6.5 years: 1,341 (1.1% of all requests)

Percentage of requests completed on time: 76.8%

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7 (First Half)
Goal	60 days	60 days	60 days	60 days	60 days	60 days	60 days
Number of Requests	86	221	185	200	247	250	154

Average	70.5 days (delayed by 17.5% over service goal)	60.9 days (delayed by 1.5% over service goal)	32.3 days (exceeded service goal by 46.2%)	46.6 days (exceeded service goal by 22.3%)	24.8 days (exceeded service goal by 58.7%)	35.7 days (exceeded service goal by 40.5%)	7.4 days (exceeded service goal by 87.7%)
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The City has contracted with a sign vendor that supplies and makes signs, which has improved the response time for the repair and replacement of signs. Staff has been exceeding its performance goal consistently since Year 3.

P. Assessment District

Total number of requests in the first 6.5 years: 1,224 (1% of all requests)

Percentage of requests completed on time: 63.3%

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7 (First Half)
Goal	21 days	21 days	21 days	21 days	21 days	21 days	21 days
Number of Requests	190	229	211	211	124	189	66
Average	18.9 days (exceeded service goal by 10%)	31.6 days (delayed by 50.5% over service goal)	58.6 days (delayed by 179% over service goal)	17.9 days (exceeded service goal by 14.8%)	15.4 days (exceeded service goal by 26.8%)	31.7 days (delayed by 51% over service goal)	42.6 days (delayed by 102.9% over service goal)

The goals for both years 4 and 5 were met, but the goals for year 6 and into year 7 have been delayed for multiple reasons.

First, a majority of the requests are for tree trimming services and sidewalk grinding, both of which require funding to address. Second, the majority of the 311 requests received are related to the landscape maintenance districts (LMDs). This district type has varying levels of funding for each district to address these requests. For example, LMD-31 has 55 active requests for services, but is currently at a D-level of service (monthly mowing) because of its capped assessment with limited available fund balance. Therefore, this LMD cannot support its current maintenance and operation needs that includes grid pruning of all trees. As some LMDs become increasingly less able to fund themselves at their current assessment levels, more deferred maintenance is accumulated and costs increase. More information on the LMDs' budgets can be reviewed here:

<https://www.oxnard.org/city-department/finance/special-assessment-districts/lmds/> .

In an effort to get back below the 21 day goal, Special Districts staff are developing plans to address tree trimming and sidewalk grinding. The City now has new shared agreements in place to address and resolve the Special District tree trimming and sidewalk grinding requests during the term of the agreements. However, this

will require funding from the FY 2023-24 assessment process and appropriations from the available fund balance within each District, if such funding is available.

Services will continue to be unavailable in some LMDs due to their assessment limitations and their limited available fund balance as a result of their capped assessments related to the passage of Proposition 218. As such, any requests beyond the scheduled routine landscape maintenance services are not able to be performed in a timely manner, or at all, due to these LMDs being underfunded.

Q. Traffic - Signal Issues

Total number of requests in the first 6.5 years: 843 (0.7% of all requests)

Percentage of requests completed on time: 44.7%

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7 (First Half)
Goal	3 days	3 days	3 days	15 days	15 days	15 days	15 days
Number of Requests	176	135	136	132	101	103	58
Average	300.5 days (delayed by 9916.7% over service goal)	73.9 days (delayed by 2363.3% over service goal)	21.1 days (delayed by 603.3% over service goal)	23.8 days (delayed by 58.7% over service goal)	26.8 days (delayed by 78.7% over service goal)	22 days (delayed by 46.7% over service goal)	13.9 days (exceeded service goal by 7.3%)

The City of Oxnard maintains over 170 signalized intersections. (A few traffic lights were installed and made operational in the last year as a part of new developments.) Public Works staff have cited the aging infrastructure, current staffing levels, and occasional multi-jurisdictional coordination as the main reasons for delay in responding to some of these requests. All safety related issues, including malfunctioning lights, are immediately responded to. However, if the complaint is a signal knockdown, the completion of the request could take weeks or even months to resolve.

Additionally, due to the age of some of the infrastructure, parts needed for repairs can have a substantial lead time or may not be available at all. As an example, a replacement signal pole can have a lead time of six to twelve months (or more) depending upon the type. Replacing aging equipment, though expensive, will also reduce the need for frequent repairs as well as maintenance costs. As such, staff requested, and were granted, a performance goal extension from 3 days to 15 days in Year 4 for requests that are not considered urgent.

The filling of vacant positions has helped decrease the time to respond to requests from Year 5 to Year 6. The data for the first 6-months of Year 7 is trending below the goal of 15 days. A new third party maintenance contract has been obtained with a traffic signal provider to perform preventive maintenance and emergency work on the traffic signal system. This, along with adjustments to the internal work order process, is anticipated to reduce the time it takes to respond to Oxnard 311 requests.

R. Technical Support & Questions

Total number of requests in the first 6.5 years: 414 (0.3% of all requests)

Percentage of requests completed on time: 91.1%

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7 (First Half)
Goal	6 days	6 days	6 days	6 days	6 days	6 days	6 days
Number of Requests	20	13	9	10	17	11	5
Average	61.2 days (delayed by 920.0% over service goal)	6.7 days (delayed by 11.7% over service goal)	1.2 days (exceeded service goal by 80.0%)	8.8 days (delayed by 46.7% over service goal)	4.4 days (exceeded service level by 27.5%)	5.0 days (exceeded service level by 16.7%)	4.6 days (exceeded service level by 23.3%)

Poor performance during service year one was attributed to one request that took multiple months to complete. For the majority of requests, staff has consistently met the service level goal. However, Oxnard 311 app software-related issues often take more time to resolve than the service level goal allows. For example, when a user submitted a request regarding issues with uploading pictures, Accela had to release a software update patch that took close to a month to develop and release. With these types of issues, City staff cannot process the request any faster.

Staff are completing requests within the service level goal for service year six and the first half of service year seven.

S. Street Markings

Total number of requests in the first 6.5 years: 383 (0.3% of all requests)

Percentage of requests completed on time: 71%

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7 (First Half)
Goal	60 days	60 days	60 days	60 days	60 days	60 days	60 days
Number of Requests	27	61	61	72	54	70	40
Average	68.3 days (delayed	78.9 days (delayed by	83.2 days (delayed	31.2 days (exceeded	34.3 days (exceeded service	37.4 days (exceeded service	8.5 days (exceeded service

	by 13.8% over service goal)	31.5% over service goal)	by 38.7% over service goal)	service goal by 47.9%)	goal by 42.8%)	goal by 37.7%)	goal by 85.8%)
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The Streets Division continues to improve its response time for service requests as well as making efforts to maintain pavement markings with in-house staffing and contracted work.

T. Curb and Gutter Repair

Total number of requests in the first 6.5 years: 315 (0.3% of all requests)

Percentage of requests completed on time: 48.3%

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7 (First Half)
Goal	60 days	60 days	60 days	60 days	60 days	60 days	60 days
Number of Requests	14	51	52	52	42	62	39
Average	205.7 days (delayed by 242.8% over service goal)	150.8 days (delayed by 151.3% over service goal)	58.1 days (exceeded service goal by 3.2%)	80.1 days (delayed by 33.5% over service goal)	37.9 days (exceeded service goal by 36.8%)	37.8 days (exceeded service goal by 37%)	20.2 days (exceeded service goal by 66.3%)

Public Works Streets Division staff improved its response time during Year 6 and has been exceeding its service level goal for the first six months of Year 7.

Summary Table

A summary of the request types, their service level goals, and the performance for each service year can be found in the table immediately below. Each column of the table represents a different service year. Each row represents a different request type. In each cell of the table, the "goal" represents the service level goal in that year for that request type, and each "average" states the average completion time of staff in that year for that request type. For example, in Year 2 for abandoned vehicles, the table lists "Goal: 14 , Average: 9." This means that in Service Year 2, the service level goal for abandoned vehicles was 14 working days, but staff was responsive to those requests on an average of 9 working days.

Category	Year 1		Year 2		Year 3		Year 4		Year 5		Year 6		Year 7 (First Half)	
	Goal	Avg	Goal	Avg	Goal	Avg	Goal	Avg	Goal	Avg	Goal	Avg	Goal	Avg
Illegal Dumping	3	4.4	3	8.6	3	2.7	3	5.5	3	3.5	3	1.2	3	2.0
Graffiti	3	1.7	3	1.1	3	1.8	3	2	3	2.3	3	2.4	3	2.7

Abandoned Vehicle	14	12.2	14	9	14	9.3	14	9.9	14	9.2	14	9.1	14	7.5
Category	Year 1		Year 2		Year 3		Year 4		Year 5		Year 6		Year 7 (First Half)	
	Goal	Avg	Goal	Avg	Goal	Avg	Goal	Avg	Goal	Avg	Goal	Avg	Goal	Avg
Overgrown Landscape	60	73.7	60	92.5	60	75.1	60	36.7	60	47	60	43.2	60	22.5
Pothole	150	73.3	15/30*	113.4	30	81.7	35	100.1	35	135.9	35	49.3	35	19.5
General Questions	15	41.5	15	45.9	15	42.2	15	30.7	15	15.2	15	20	15	12.4
Sidewalk Repair	60	116	60	121.9	60	58.7	60	65.3	60	43.1	60	34	60	14.8
Litter	3	14.6	3	24.7	3	20.3	10	12.2	10	17.1	10	9.2	10	8.5
Water Waste and Leaks	4	25.7	4	42.9	4	47.1	4	12.5	4	8.9	4	17.6	4	3.4
Trash and Recycling Service	2	4.3	2	4.5	2	7.5	3	2.4	3	1.7	3	4.0	3	3.0
Assessment District	21	18.9	21	31.6	21	58.6	21	17.9	21	15.4	21	31.7	21	42.6
Animal Safety	2	7.3	2	8.3	2	5.8	7	6.8	7	2.8	7	2.2	7	1.9
Streetlight Out	15	123.6	15	55.9	15	28.5	15	19.1	15	7.0	15	16.8	15	10.9
Street Signs	60	70.5	60	60.9	60	32.3	60	46.6	60	24.8	60	35.7	60	7.4
Traffic - Signal Issues	3	300.5	3	73.9	3	21.1	15	23.8	15	26.8	15	22.0	15	13.9
Tech Support and Questions	6	61.2	6	6.7	6	1.2	6	8.8	6	4.4	6	5.0	6	4.6
Homeless Encampment	NA	NA	NA	NA	NA	NA	21	7.6	21	6.6	21	4.6	21	3.4
Traffic - General Issues	15	384.7	15	40.5	15	18.2	18	19.1	18	27.1	18	26.7	18	8.8
Street Markings	60	68.3	60	78.9	60	83.2	60	31.2	60	34.3	60	37.4	60	8.5
Curb and Gutter Repair	60	205.7	60	150.8	60	58.1	60	80.1	60	37.9	60	37.8	60	20.2

*The service level goal for pothole requests was changed in the middle of year 2. The first half of year 2 had a service level goal of 15 days. The second half of year 2 had a service level goal of 30 days.

4. Summary

A. Projected Future Use of Oxnard 311

Oxnard staff have communicated with other cities around the country that use the same CRM platform (Accela's PublicStuff) to estimate what future Oxnard 311 use could look like. Most cities reported a large increase in submitted requests between years one and two as more users discovered the system, which Oxnard experienced. The following years display steady request increases between 7 to 30%, with an average over 9 years of 19%. Oxnard 311 growth appears to be close to following the same trend, as seen by the 18% overall increase in requests submitted between years five and six.

While impossible to predict the exact volume of request increases for Oxnard 311, the City should be prepared for continuous growth. The related increase in workload will need to be met with a variety of solutions, including more efficient workflows, additional staff, and potentially increasing service level goals to account for additional work.

B. Analysis

As of October 31, 2022, the last day of the 18 month performance update period, the City successfully met or exceeded the service level goal for 19 out of 20 of the service request types.

In year 6, staff met the service level goals in 12 of the 20 (60%) categories: abandoned vehicles, animal safety, curb and gutter repair, graffiti, homeless encampment, illegal dumping, litter, overgrown landscape, sidewalk repair, street markings, street signs, and tech support and questions.

In the first half of year 7, staff met the service level goal in another seven categories (35%): general questions, potholes, street lights out, traffic general issues, traffic signal issues, trash and recycling service, and water waste and leaks. Assuming a continuation of the same resources, staff will strive to continue on this successful path with these categories.

There is 1 of the 20 categories that did not meet its service level goal: Assessment Districts. This represents 1% of all 311 requests. Based upon the first six months of Year 7, these requests are being completed on an average of 40.9 days (a 94% delay of the 21 day service goal). Most of these requests are for tree trimming services and sidewalk repairs, which require significant funding. Although the City has new shared agreements to resolve the Special District tree trimming and sidewalk grinding requests, this will require funding from the FY 23-24 assessment process and the subsequent necessary appropriations from each District. The majority of the requests are from landscape maintenance districts (LMDs), which is a district type with highly varying levels of funding from district to district. Services will continue to be unavailable in some LMDs due to their limited available fund balance as a result of their capped assessments.

STRATEGIC PRIORITIES

This agenda item supports the Quality of Life strategy. The purpose of the Quality of Life strategy is to restore and increase quality services and programs that enrich Oxnard's diverse community, promotes safe

neighborhoods, encourages community engagement, and supports our residents in their efforts to improve their quality of life.

This agenda item supports the Organizational Effectiveness strategy. The purpose of the Organizational Effectiveness strategy is to reinforce, stabilize, improve, and strengthen the organizational foundation of the City in order to build a modern, high-functioning City government that effectively and efficiently supports the operating departments in providing high-quality services and programs for our residents and businesses.

FINANCIAL IMPACT

There is no financial impact.

Prepared by: Helen Johnson, Interim GIS Manager

ATTACHMENTS

1. Oxnard 311 Performance Update Presentation

Oxnard 311 - Performance Update Report

Community Services, Public Safety, Housing & Development Committee

January 24, 2023

Helen Miller, Chief Information Officer
Helen Johnson, Interim GIS Manager

That the Community Services, Public Safety, Housing & Development Committee receive a City of Oxnard 311 constituent relationship management performance update for the period of performance year six (May 1, 2021 through April 30, 2022) and the first half of performance year seven (May 1, 2022 through October 31, 2022), and recommend that the City Council receive the same update.

Launched



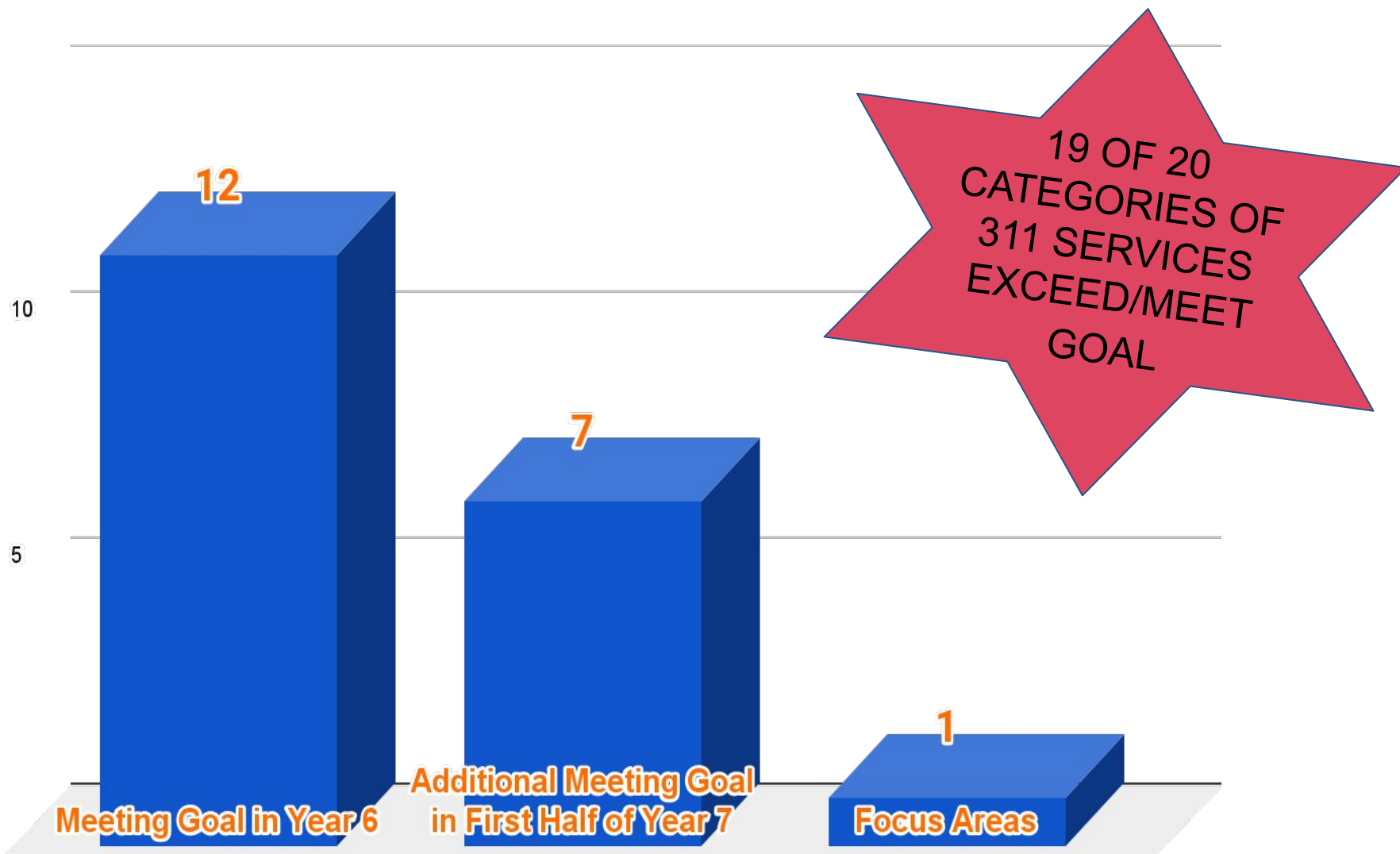
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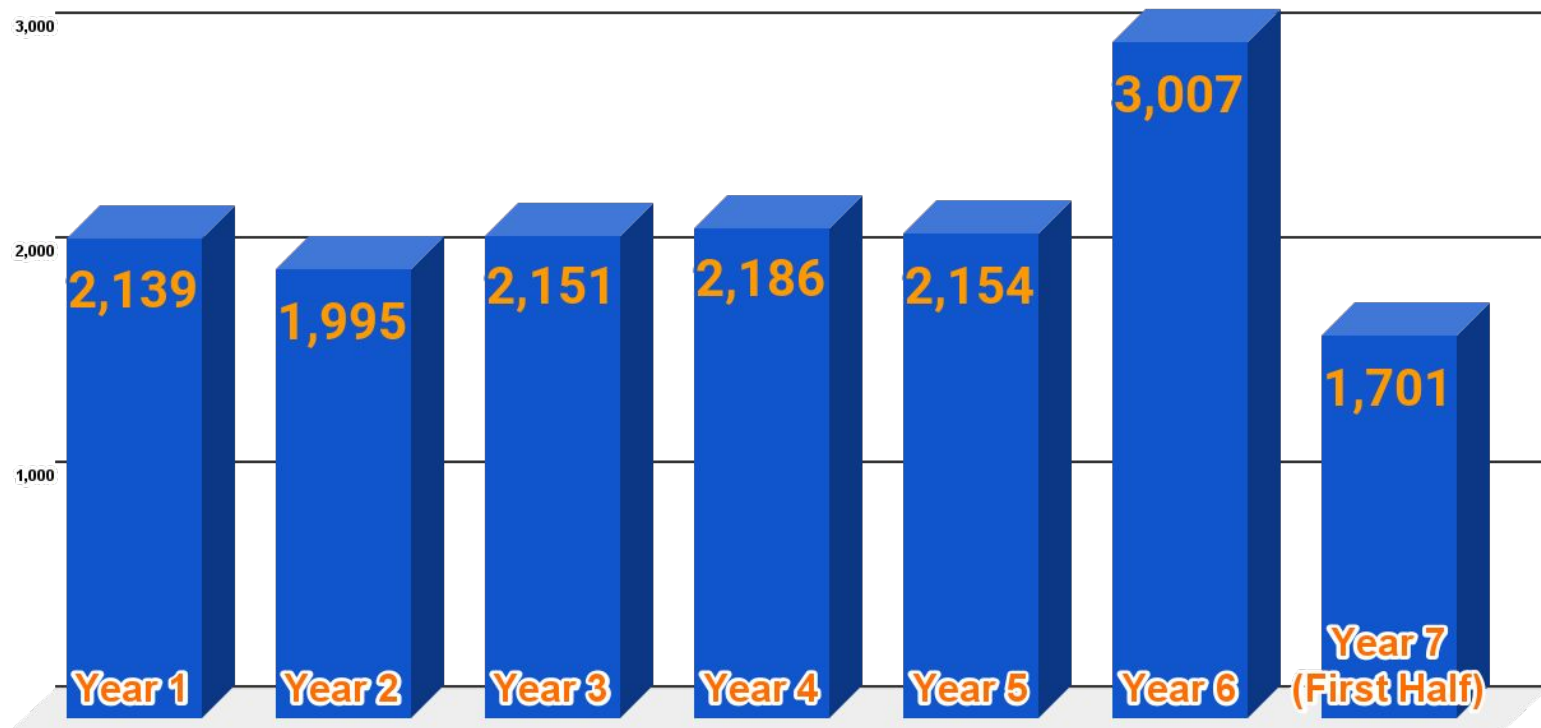


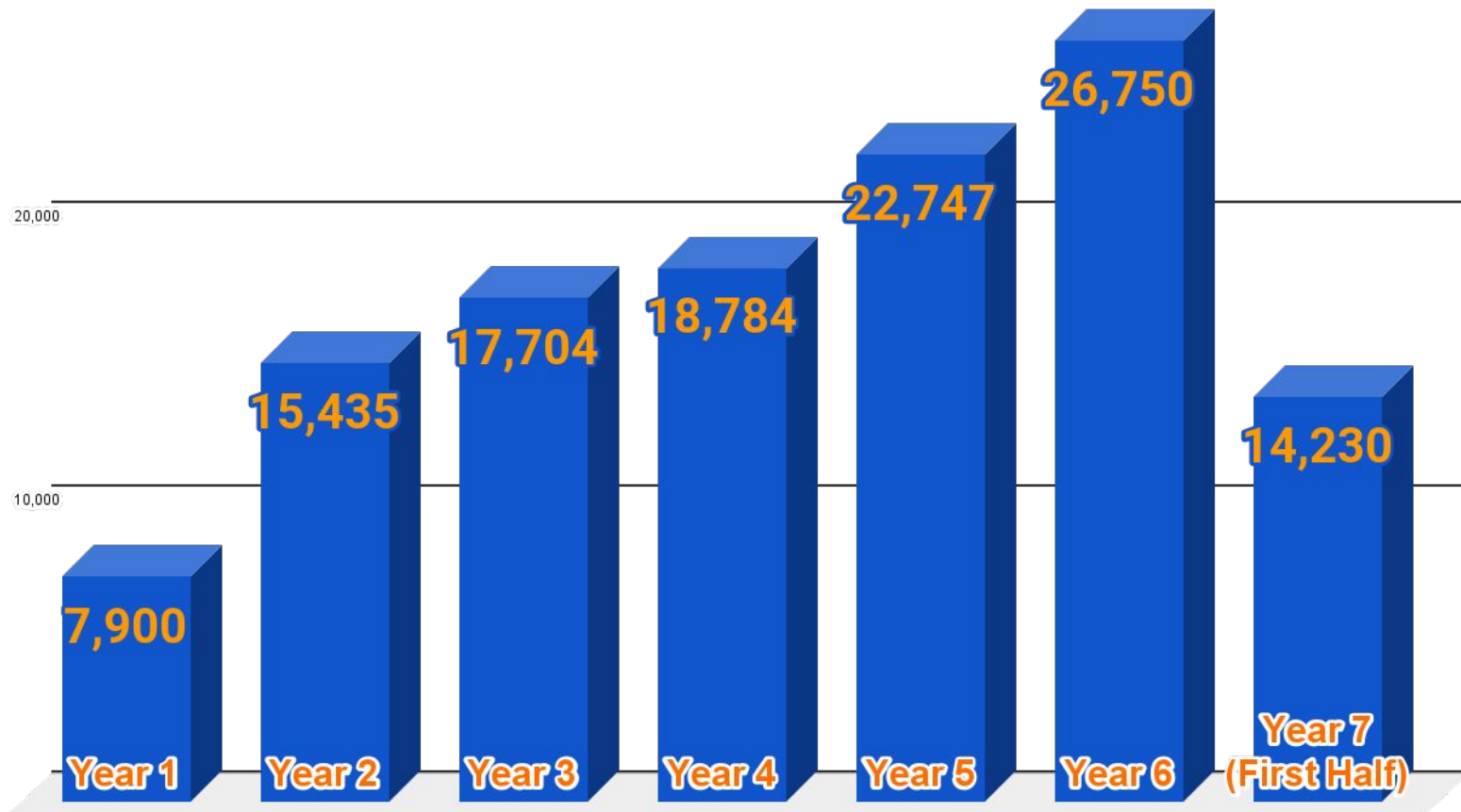
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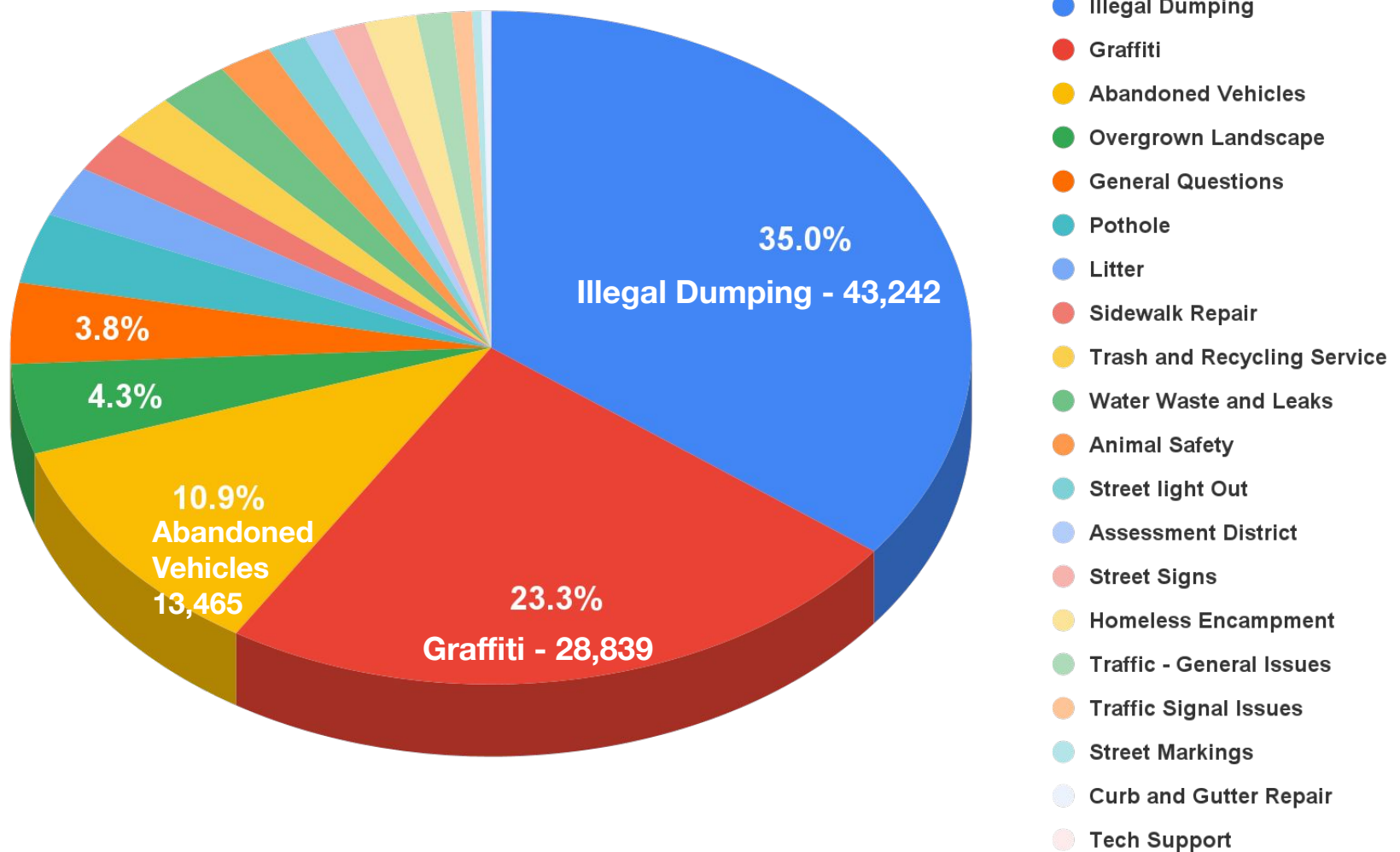


17 languages supported





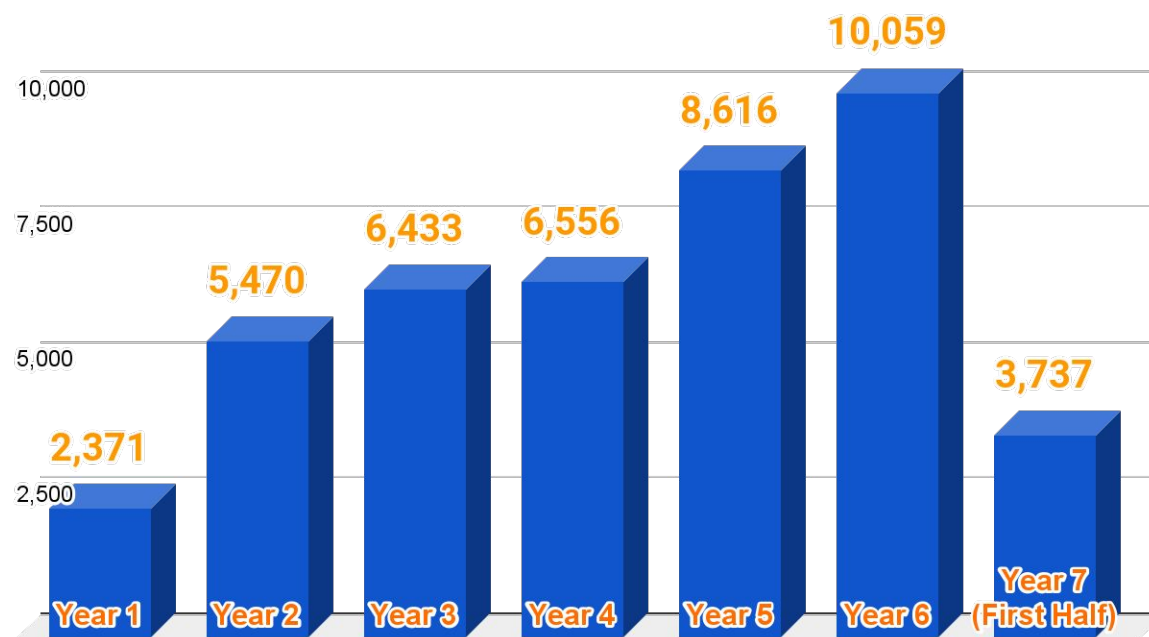




43,242 Total Illegal Dumping Requests in first 6 ½ years



Number of Requests Per Year



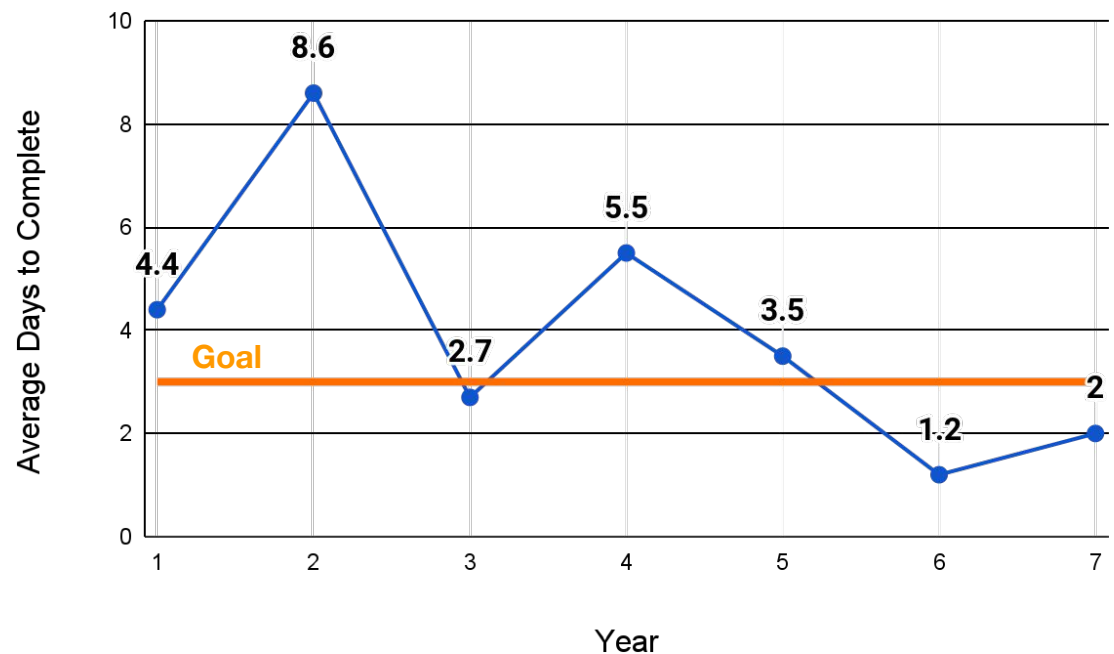
ILLEGAL DUMPING REQUESTS PERFORMANCE PER YEAR

9

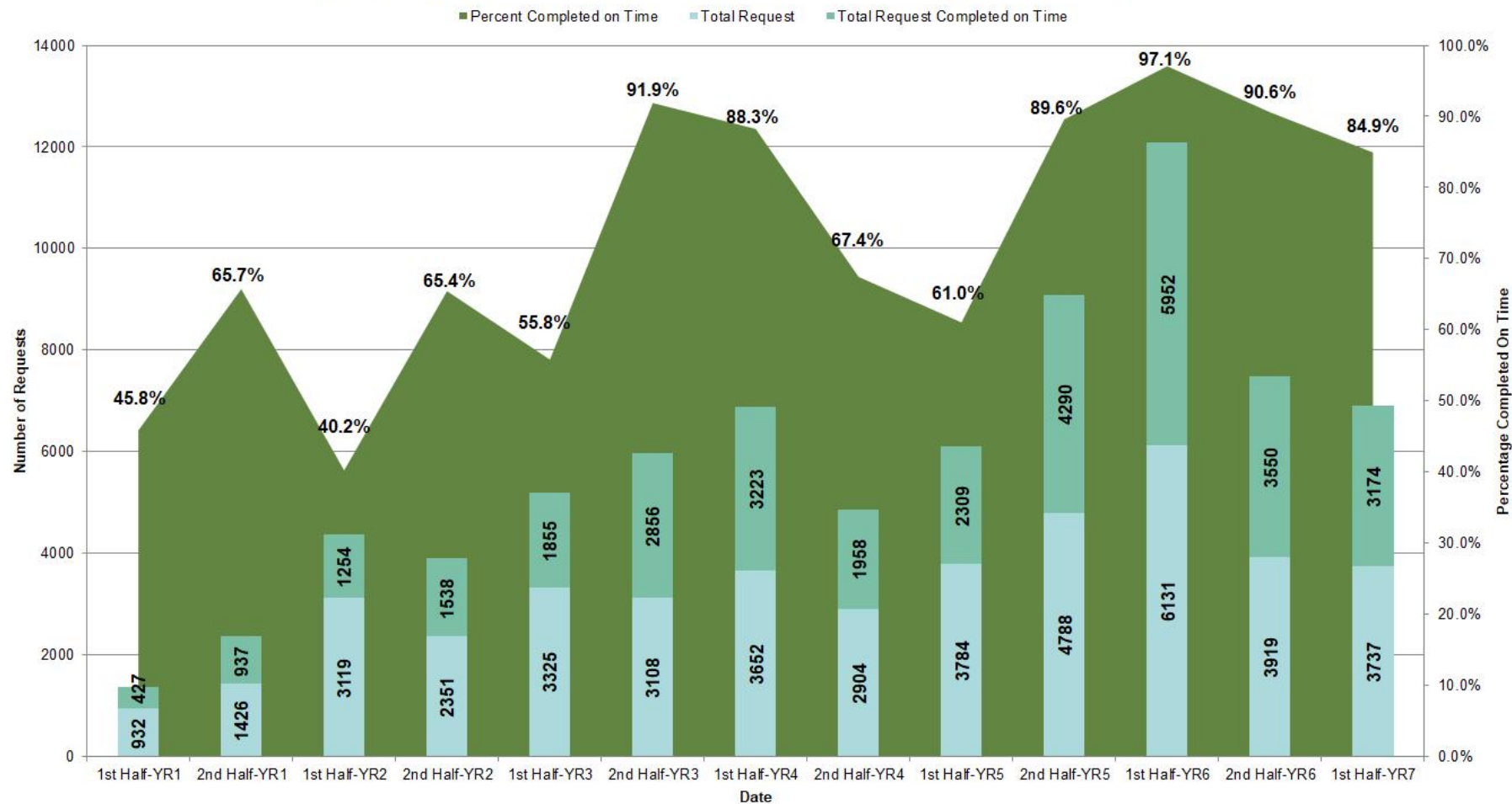


Goal = **3 Days**

Avg = **4 Days**



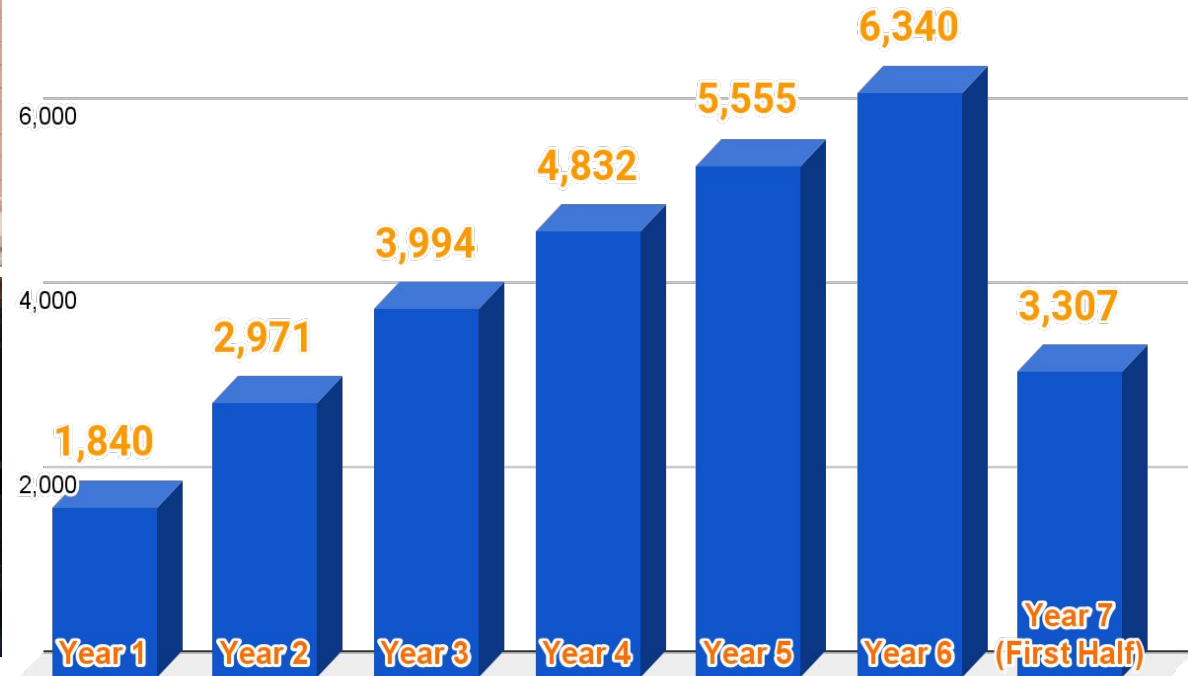
Illegal Dumping - 311 Total Requests and Percentage Completed On Time

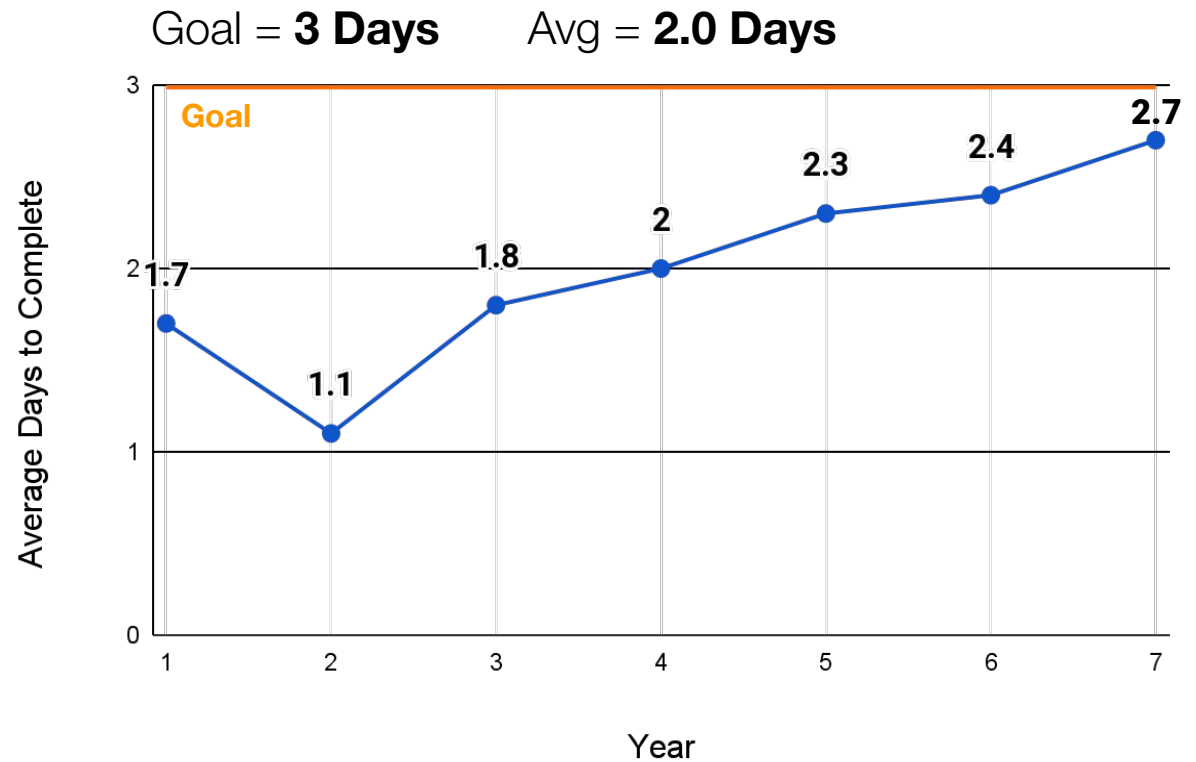


28,839 Total Graffiti Requests in first 6 ½ years

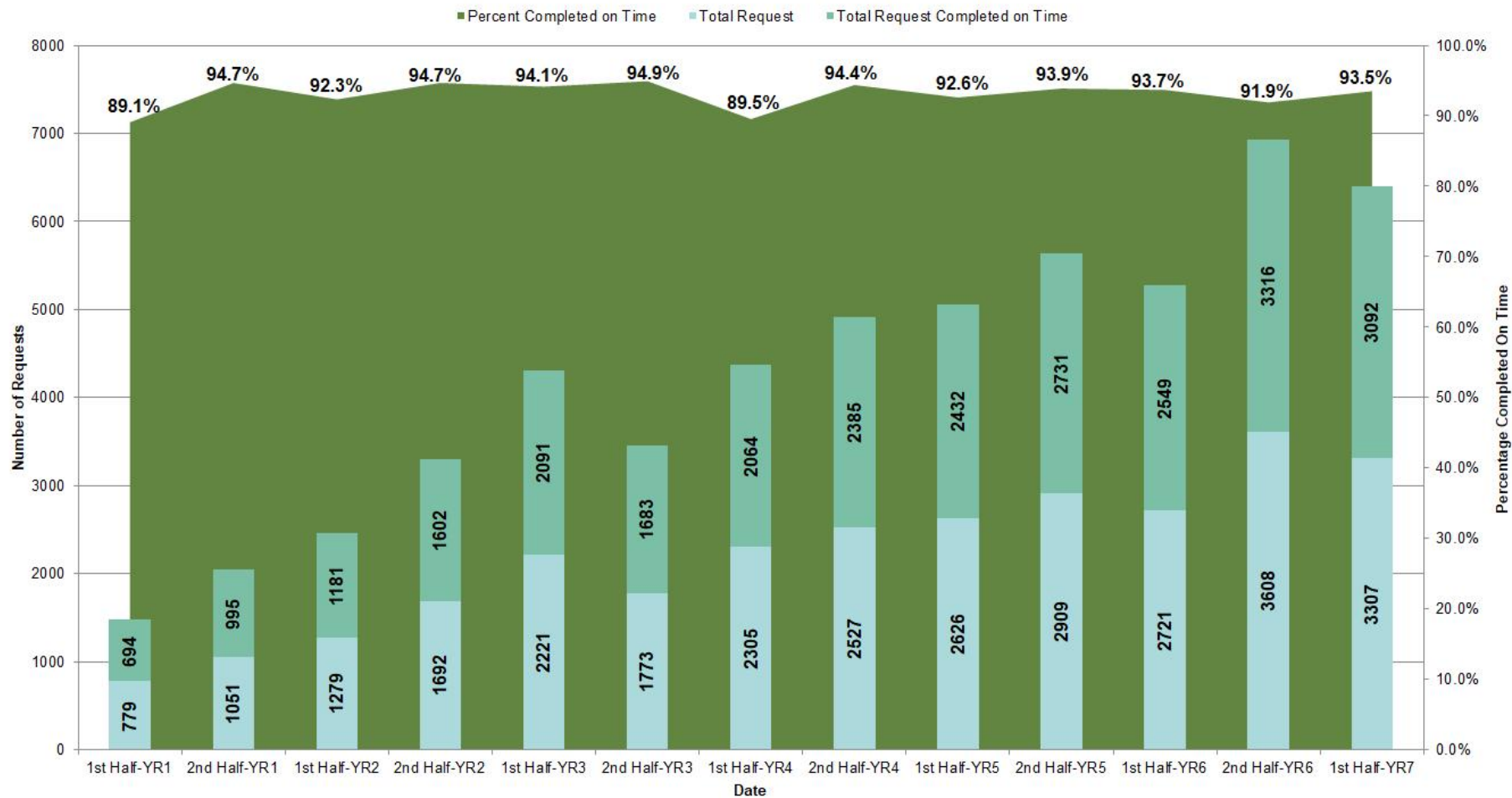


Number of Requests Per Year





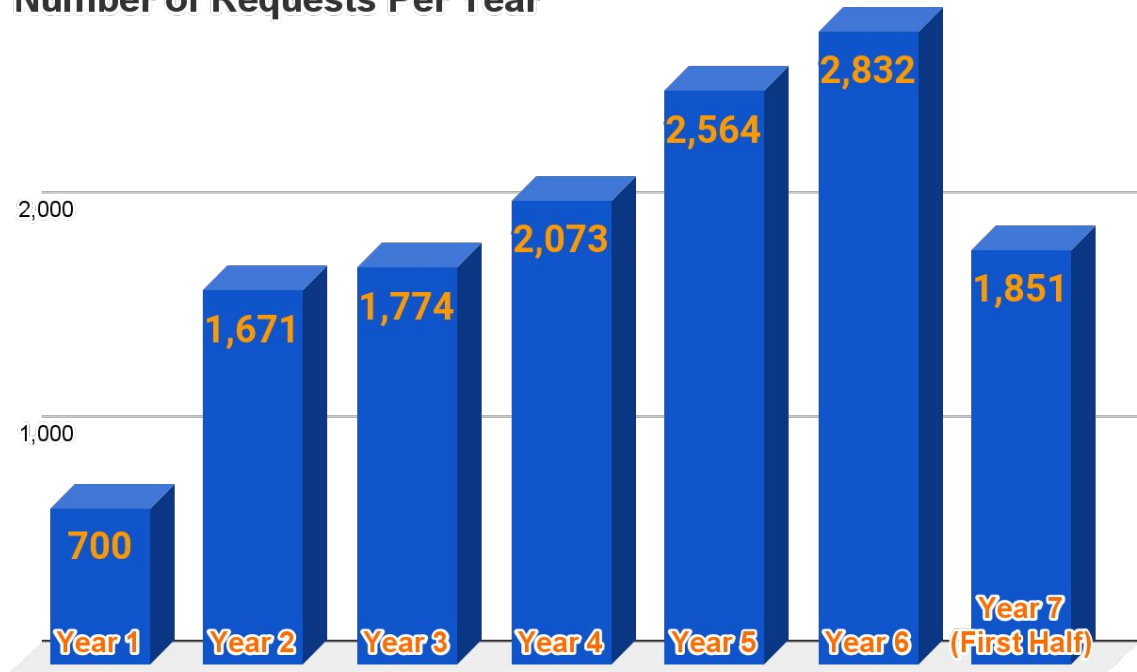
Graffiti - 311 Total Requests and Percentage Completed On Time



13,465 Abandoned Vehicle Requests in first 6 ½ years



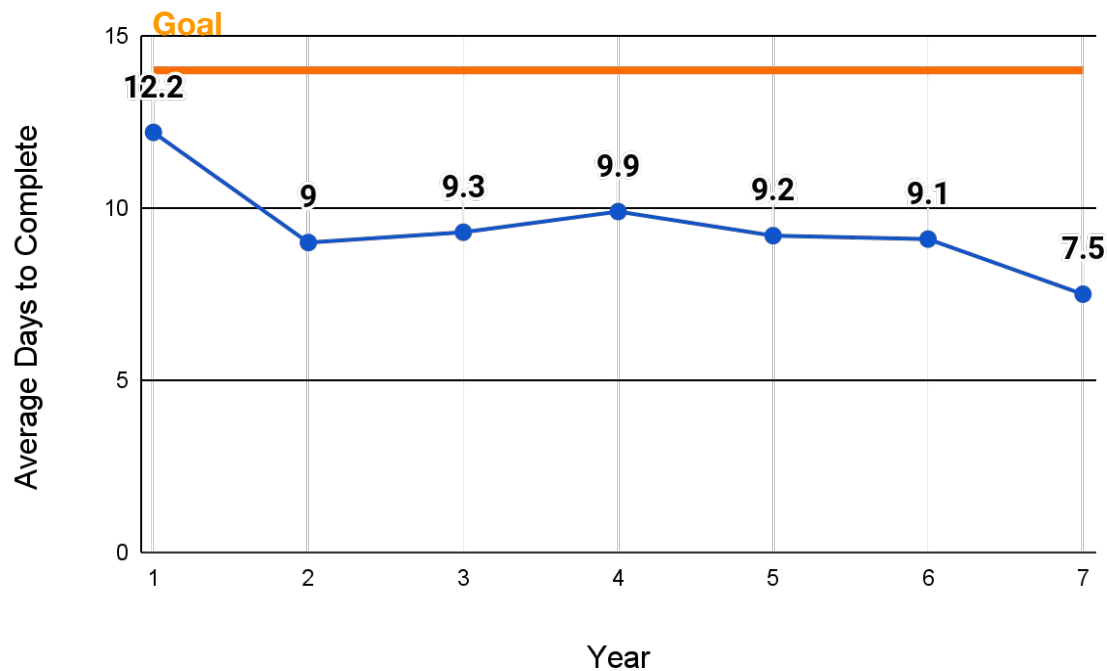
Number of Requests Per Year



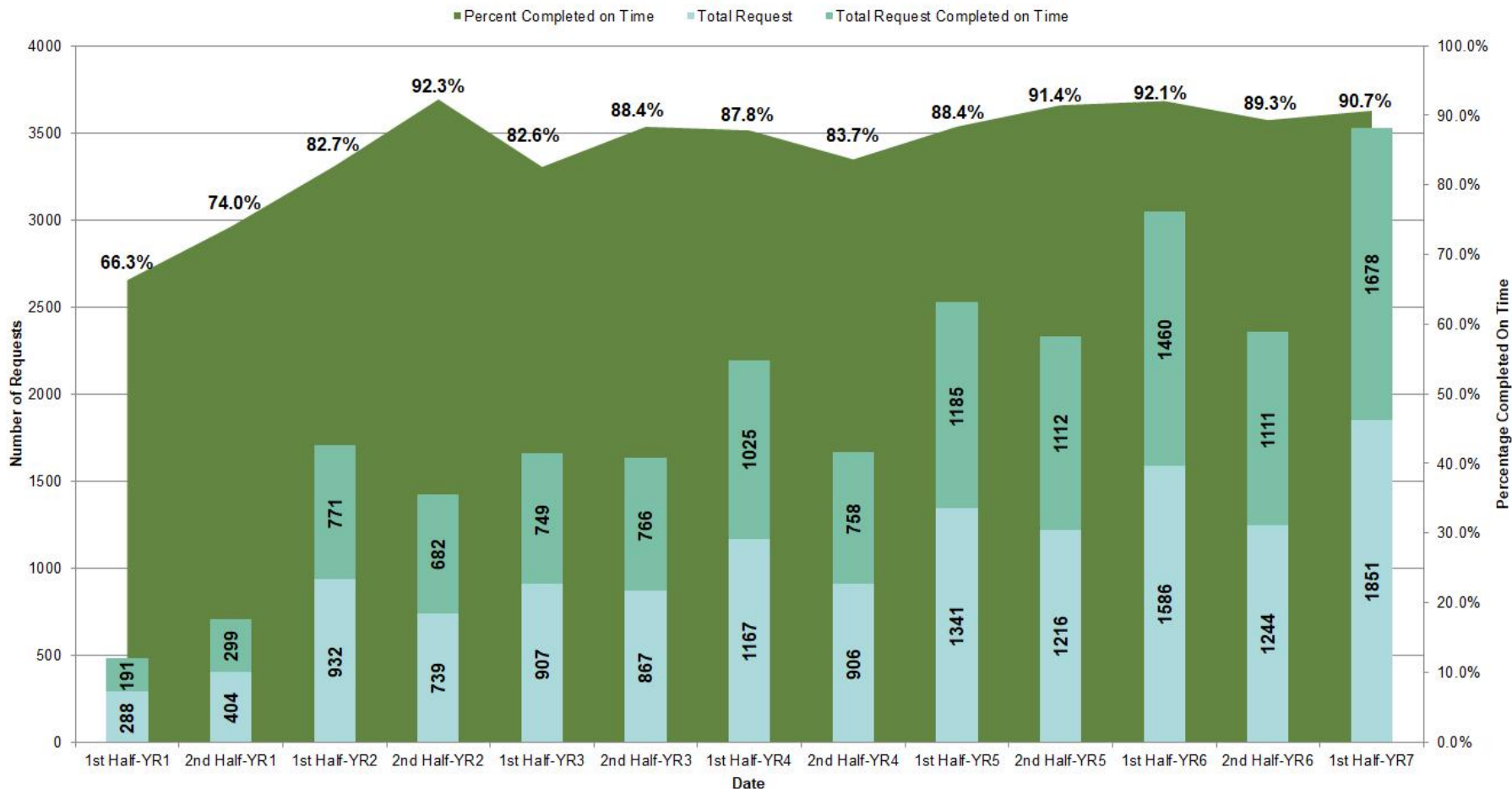


Goal = **14 Days**

Avg = **9.4 Days**



Abandoned Vehicle - 311 Total Requests and Percentage Completed On Time



Assessment Districts

- Most requests are for tree trimming services and sidewalk repairs, both of which require funding
- The majority of requests are from Landscape Maintenance Districts (LMDs), which is a district type with highly varying levels of funding from district to district
- Special Districts staff are utilizing new shared agreements to address and resolve their tree trimming and sidewalk grinding requests
- Services will continue to be unavailable in some LMDs due to their limited available fund balance as a result of their capped assessments - see website: <https://www.oxnard.org/city-department/finance/special-assessment-districts/lmds/> for more information

That the Community Services, Public Safety, Housing & Development Committee receive a City of Oxnard 311 constituent relationship management performance update for the period of performance year six (May 1, 2021 through April 30, 2022) and the first half of performance year seven (May 1, 2022 through October 31, 2022), and recommend that the City Council receive the same update.



QUESTIONS



COMMUNITY SERVICES, PUBLIC SAFETY, HOUSING & DEVELOPMENT COMMITTEE AGENDA REPORT

REPORTS AGENDA ITEM NO. D.2

DATE: January 24, 2023

TO: Community Services, Public Safety, Housing & Development Committee

FROM: Ashley Golden, Assistant City Manager, (805) 385-7478, ashley.golden@oxnard.org

SUBJECT: Consideration to Increase the Number of Commercial Cannabis Cultivators and Allow an Expansion in the Location Where Commercial Cannabis Cultivators are Permitted. (10 minutes)

RECOMMENDATION

That the Community Services, Public Safety, Housing & Development Committee recommend that the City Council increase the number of commercial cannabis cultivators permitted to operate in the City from two to five; and, with the exception of the Rose Santa Clara Corridor Specific Plan area, allow these uses to be sited in the same location where the City has allowed commercial cannabis manufacturing, distribution, and testing.

(This item is not considered a project under the California Environmental Quality Act.)

Please click the following link to view the required Measure M pre-recorded presentation video: <https://youtu.be/IBN0un7QAYo>

BACKGROUND

On June 26, 2018, the City Council directed Staff to proceed with evaluating the siting and land use regulations associated with the following cannabis related uses: 1) Retail; 2) Manufacturing; 3) Distribution; 4) Testing Laboratories; and 5) Cultivation. On October 2, 2018, the City Council received a presentation regarding land use and siting (location) options for all five types of cannabis uses, and information on the number/cannabis business type which could be supported within the City. The City Council was supportive of advancing cannabis regulations for manufacturing, distribution, and testing of cannabis (see Attachment 1). The October 2018 action conceptually approved the number and location for all five types of cannabis uses within the City and discussed the feasibility of indoor and outdoor cultivation. On June 4, 2019, City Council approved a cannabis manufacturing, distribution, and testing ordinance. On December 3, 2019, the City Council approved a cannabis retail ordinance.

On October 20, 2020, the City Council provided direction to Staff to prepare an indoor commercial cannabis cultivation ordinance for up to two indoor commercial cannabis cultivators. Since 2020, Staff has been focusing on advancing the manufacturing, distribution, testing, retail cannabis permit process, while continuing to monitor best practices associated with cultivation.

DISCUSSION

In the four years that have passed since the Council's original direction, there have been changes in market conditions and best practices. As such, staff is recommending changes to where commercial cultivation be

permitted and the number of cultivation permits allowed.

Suggested Increase in Number of Commercial Cannabis Cultivators

In 2018, the City’s cannabis consultant, HdL, initially recommended that the City proceed with a “go slow” approach whereby the City would allow two cannabis cultivators to avoid being overrun by a large request for cultivation licenses. According to the consultant, since this initial recommendation, the cannabis cultivation market has dramatically cooled, with new entrants into the market now being driven by local entrepreneurship rather than industry speculation.

In September 2022, HdL recommended increasing the number of cultivators from two to five due to the City’s location and proximity to the Los Angeles cannabis market and to allow for changing market conditions and trends.

Suggested Change in Commercial Cannabis Locations

In October 2018, City Council conceptually approved cannabis manufacturing, distribution, and testing in the following locations:

- Rose Santa Clara Corridor Specific Plan area (Business Park and Commercial) – north of US 101, west of N. Rice Ave., and generally east of Paseo Mercado
- Sakioka Farms Specific Plan area (Industrial and Business Research Park) – south of US 101, east of N. Rice Ave.
- McInnes Ranch Specific Plan area (Industrial) - south of Sakioka, and north of W. Fifth Street, east of N. Rice Ave
- Arcturus (Industrial) – north and south of E. Hueneme Rd., west of Perkins, Ormond Beach area
- Northfield Seagate (Industrial) – west of N. Rice Ave., north of W. Fifth Street, south of US 101
- Channel Islands Business Center (Industrial) - south of Wooley Rd., west of S. Rose Ave., and north of E. Channel Island Blvd.
- Statham Blvd. (Industrial) – west of S. Rose Ave., north of Channel Islands Blvd., east of Rose Ave.

In October 2018, City Council conceptually approved indoor commercial cannabis cultivation in the following locations:

- Rose Santa Clara Corridor Specific Plan area
- Sakioka Farms Specific Plan areas (matching the description of the areas, above)
- McInnes Ranch Specific Plan area (matching the description of the area, above)
- Arcturus area (matching the description of the area, above)

As a result of industry best practices to mitigate potential impacts, Staff recommends not allowing cultivation within the Rose Santa Clara Corridor Specific Plan area, but allowed cultivation in two other new locations where commercial manufacturing, distribution, and testing is permitted. This expanded area would mean cultivation is coterminous with the locations where cannabis manufacturing, distribution, and testing is allowed; i.e., now allowing cultivation in the Northfield Seagate, Channel Islands Business Center, and Statham Blvd. Specific Plan and project areas, respectively. Not allowing cultivation in the Rose Santa Clara Corridor Specific Plan ensures maximizing commercial uses including auto sales, employment opportunities, and commercial viability north of US 101. In summary, the proposed Commercial Cultivation Areas are:

- Sakioka Farms Specific Plan area (matching the description of the areas, above)

- McInnes Ranch Specific Plan area (matching the description of the areas, above)
- Arcturus (matching the description of the area, above)
- Northfield Seagate (matching the description of the area, above) - NEW AREA
- Channel Islands Business Center (matching the description of the areas, above) - NEW AREA
- Statham Blvd.(matching the description of the areas, above) - NEW AREA

NEXT STEPS

Following direction from the Committee on the locations and maximum number of indoor cultivation permits, Staff will prepare an amendment to relevant chapters of the Oxnard City Code (OCC). This will include commercial cannabis cultivation regulations, drawing upon best practices to ensure compatibility and mitigation of any potential impacts, and permit processes. Community engagement regarding the expansion of the cultivation areas will occur as part of the ordinance development, including engagement with Specific Plan Association groups, as applicable. The regulations will be presented to the Planning Commission for a recommendation to the City Council.

Additionally, through the processing of retail cannabis permits (and issuance of the required occupancy licenses), Staff has identified the need for additional OCC revisions which will streamline the cannabis permit renewal process for all types of cannabis uses in the City. These OCC amendments will be coupled with the indoor cultivation regulations. This is anticipated to occur in late winter 2023, with final City Council approval in spring 2023.

Following Council approval action, Staff will prepare the cultivation application materials and initiate a competitive solicitation process later in 2023.

STRATEGIC PRIORITIES

This agenda item supports the Economic Development strategy. The purpose of the Economic Development strategy is to focus on the retention and expansion of Oxnard businesses by increasing the skills and employability of our local workforce, to invite new business investments, and target site-based redevelopment opportunities.

FINANCIAL IMPACT

Due to market conditions and as a result of the potential increase in the number of commercial cannabis cultivators, HdL has provided updated annual revenue estimates:

Business Type	Number	Low Tax Rate	Low Estimate	High Tax Rate	High Estimate
2018 Cultivation Estimates	2	\$7/sf	\$140,000	\$10/sf	\$200,000
2022 Cultivation Estimates	5	\$7/sf	\$350,000	\$10/sf	\$500,000

The 2018 estimates were based upon a “go slow” approach as recommended by HdL. All estimates assume an average facility size of 10,000 square feet (sq. ft.). The City’s cannabis business tax (Article XVI of the City of Oxnard Municipal Code) establishes an initial rate of \$7/sq. ft. for indoor cultivation with a maximum rate not to exceed \$10/sq. ft. The tax also includes an annual increase as of January 1, 2022, consistent with the Consumer Price Index ("CPI") California Department of Finance (DOF) for the Los Angeles Metropolitan

region. However, since there are no cultivators in the City yet, the business tax rate has not been adjusted to incorporate the allowable CPI factor.

Prepared by: Kathleen Mallory, Planning & Sustainability Manager, Matthew Simpkins, Management Analyst I

ATTACHMENTS

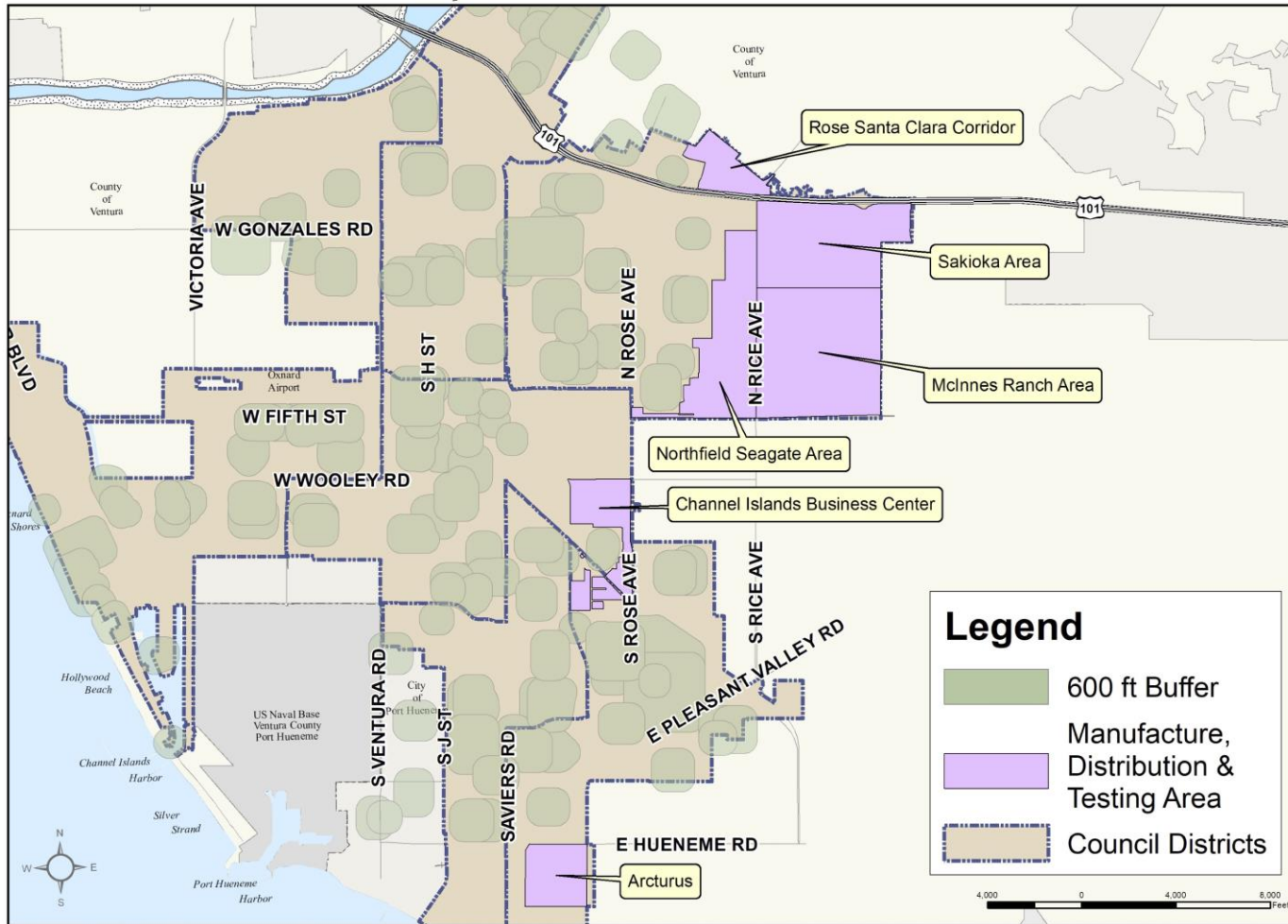
1. October 2, 2018 City Council Conceptually Approved Locations of Cultivation and Manufacturing, Distribution, and Test
2. January 2023 Proposed expansion of commercial cannabis cultivation areas
3. January 24, 2023 Presentation

CULTIVATION MAP



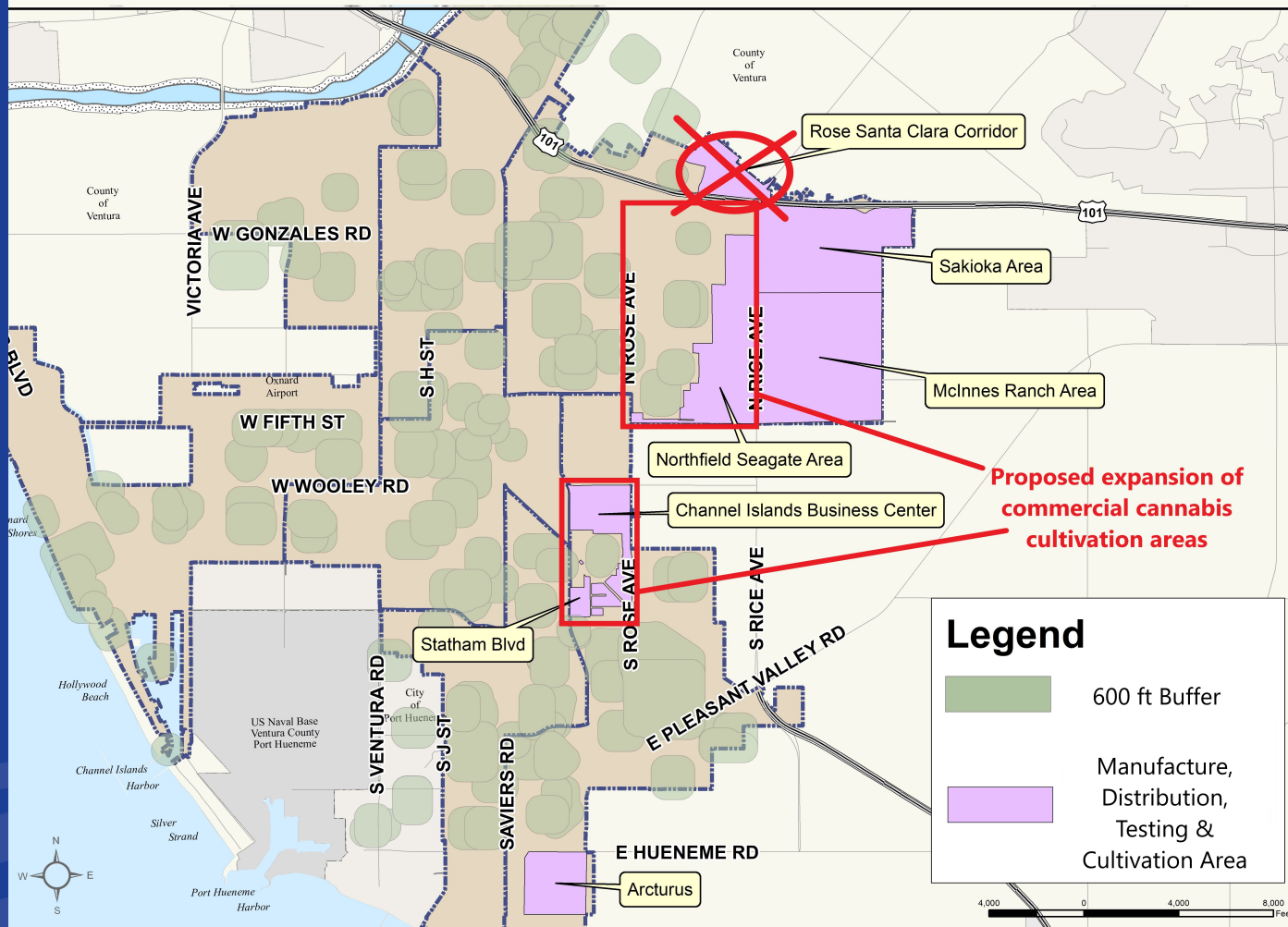
October 2 2018

MANUFACTURE, DISTRIBUTION & TESTING MAP



October 2 2018

MANUFACTURE, DISTRIBUTION, TESTING & CULTIVATION MAP



January 24 2023

Consideration to Increase the Number of Commercial Cannabis Cultivators and Allow an Expansion in the Location Where Commercial Cannabis Cultivators are Permitted

Kathleen Mallory, Planning & Sustainability Manager
Matthew Simpkins, Management Analyst
Community Development Department

Community Services, Public Safety, Housing & Development Committee
January 24, 2023

- June 26, 2018: Council studied locations/regulations associated with cannabis retail, manufacturing, distribution, testing and cultivation.
- October 2, 2018: Council support for locations/regulations of cannabis manufacturing, distribution, and testing; and support for two indoor cannabis cultivators.
- June 4, 2019: Council approved manufacturing, distribution, and testing ord.
- December 3, 2019: Council approved retail cannabis ord.

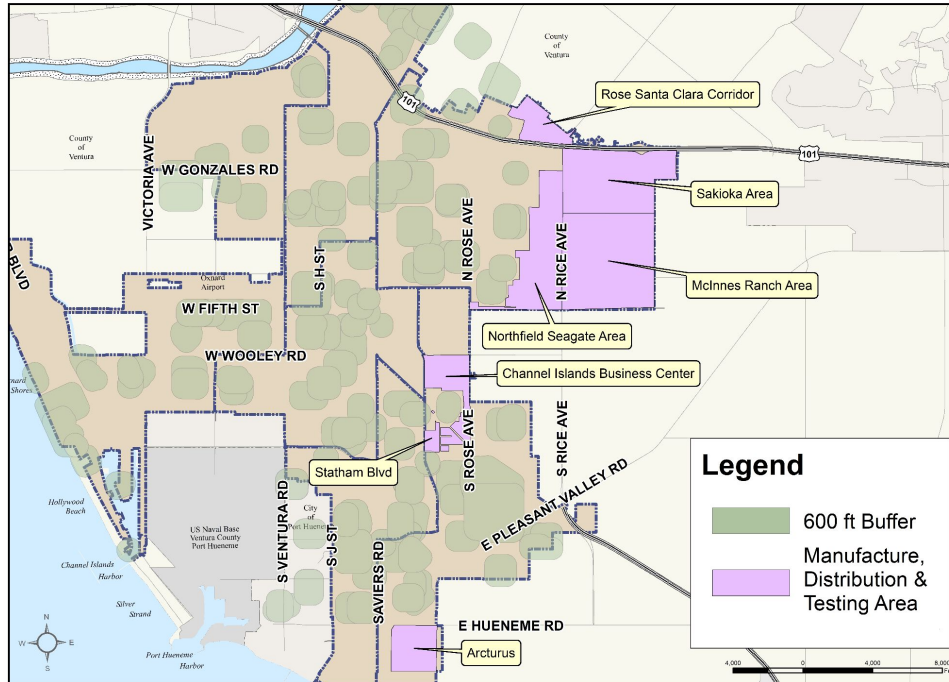
- October 2020: Council direction to allow two commercial cannabis cultivators; and prepare indoor cultivation ord.
- Since 2020, staff focus on manufacturing, distribution & retail cannabis permitting & process, and monitoring best practices related to cultivation.

- City's cannabis consultant initially recommended that the City "go slow" and allow two cultivators to avoid being overrun with cultivation applications.
- Since this recommendation the cannabis cultivation sector has cooled dramatically.
- September 2022, City's cannabis consultant recommends increasing the number of cultivators from two to five, due to the City's location and proximity to the Los Angeles cannabis market.

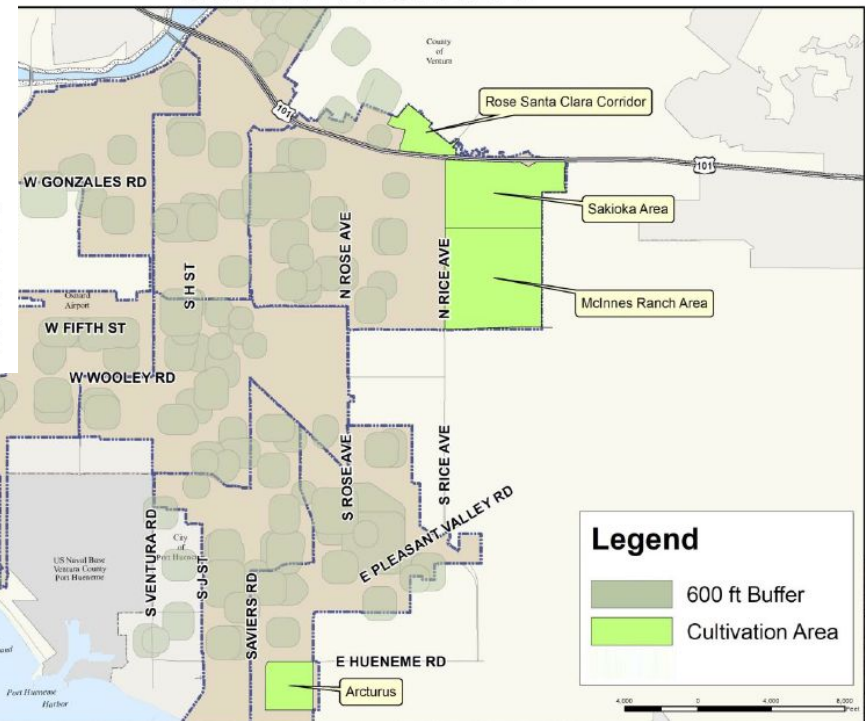
2018 Council Approved Manufacturing, Distribution, Testing and Cultivation Locations

5

MANUFACTURE, DISTRIBUTION & TESTING MAP



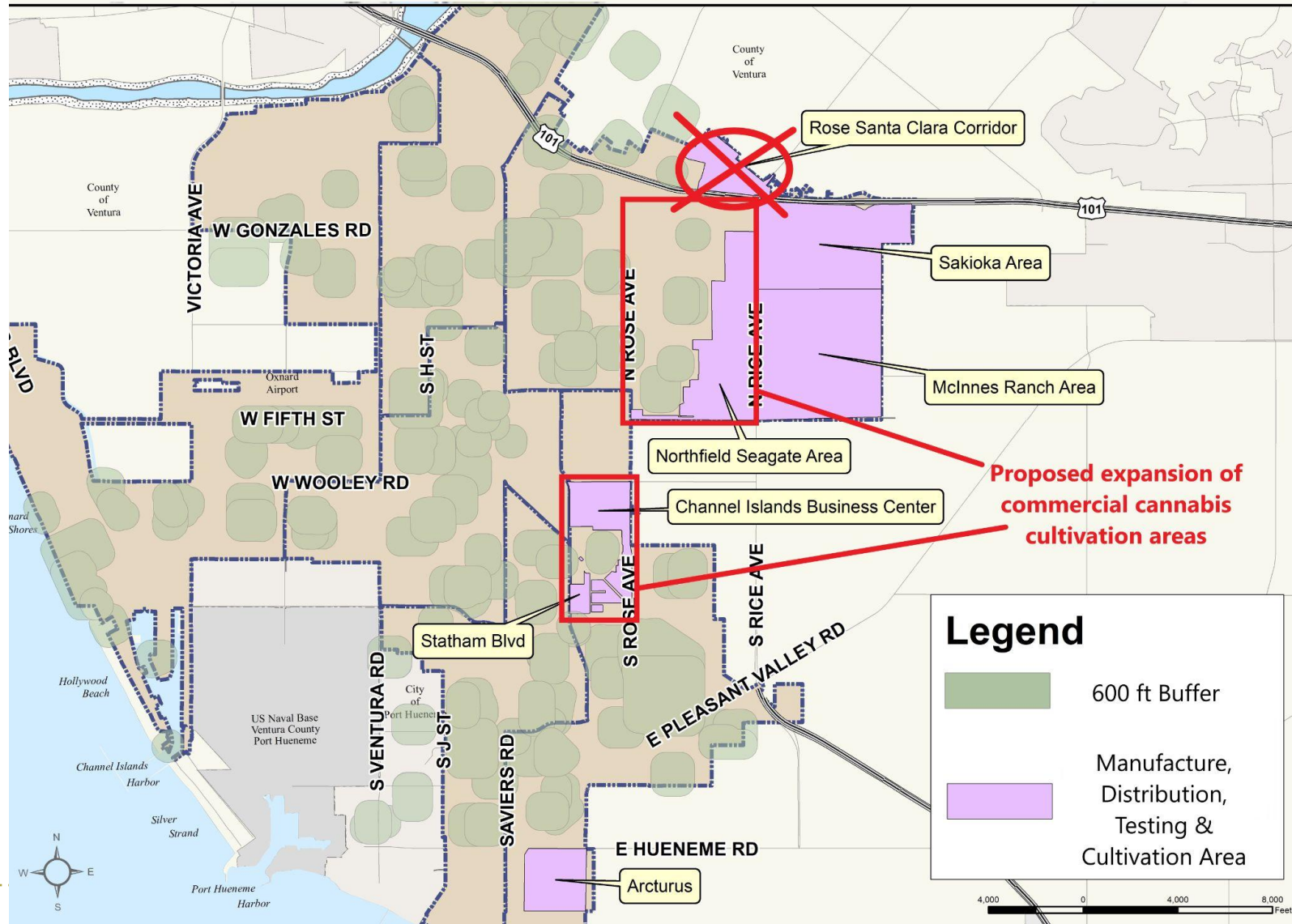
CULTIVATION MAP



2023 Proposed New Cultivation Locations

6

MANUFACTURE, DISTRIBUTION, TESTING & CULTIVATION MAP



- Following Committee direction, Staff will:
 - Prepare an amendment to relevant chapters of the Oxnard City Code.
 - Develop indoor commercial cannabis cultivation regulations.
 - Amendments presented to Planning Commission in winter 2023 and City Council consideration spring 2023.

- No immediate financial impact to the City.
- Updated annual revenue estimates; increase in the number of cannabis cultivators.

Business Type	Number	Low Tax Rate	Low Estimate	High Tax Rate	High Estimate
2018 Cultivation Estimates	2	\$7/sf	\$140,000	\$10/sf	\$200,000
2022 Cultivation Estimates	5	\$7/sf	\$350,000	\$10/sf	\$500,000

That the Community Services, Public Safety, Housing & Development Committee recommend that the City Council increase the number of commercial cannabis cultivators permitted to operate in the City from two to five; and, with the exception of the Rose Santa Clara Corridor Specific Plan area, allow these uses to be sited in the same location where the City has allowed commercial cannabis manufacturing, distribution, and testing.



Questions?



COMMUNITY SERVICES, PUBLIC SAFETY, HOUSING & DEVELOPMENT COMMITTEE AGENDA REPORT

REPORTS AGENDA ITEM NO. D.3

DATE: January 24, 2023

TO: Community Services, Public Safety, Housing & Development Committee

FROM: Emilio Ramirez, Housing Director, (805) 385-8094, emilio.ramirez@oxnard.org

SUBJECT: Plaza Vista Apartments Drain Line and Electrical Panel Project. (10 minutes)

RECOMMENDATION

That the Community Services, Public Safety, Housing & Development Committee recommend that the Board of Commissioners of the Housing Authority of the City of Oxnard approve and authorize execution of the following firm-fixed price contracts:

1. Agreement number A-8512 in the amount of \$267,472.92 with Oscalibur Plumbing, Inc to replace the plumbing drain line at the Plaza Vista public housing site using funds appropriated from the 2019 Capital Fund grant; and
2. Agreement number A-8510 in the amount of \$341,857.79 to replace the main electrical panels at the Plaza Vista public housing site using funds appropriated from the 2019 Capital Fund grant.

Please click the following link to view the required Measure M pre-recorded presentation video: <https://youtu.be/oAbbRKln3rY>

BACKGROUND

The Plaza Vista public housing site is a seven-floor building built in 1966 with a total of fifty (50) apartment units which includes two (2) guest units. The Oxnard Housing Authority has begun replacing operating systems and remodeling the apartments based on funding availability and urgency of repairs needed. During the two most recent years, the number of emergency repairs due to the age and poor condition of the drain line system has nearly doubled. The drain lines are the sewer waste lines that run throughout the entire building. They are leaking in multiple areas, which are causing flooding of units. This issue not only jeopardizes the tenant's personal belongings, but most importantly, water leaks create a safety hazard. Based on the number and scale of leaks and condition of the drain lines, their replacement is necessary.

In addition to the drain line system, the electrical panels and breakers manufactured by Zinsco and Federal Pacific need to be replaced. Although the panels are in proper working condition, the industry has moved away from panels manufactured by both companies because of potential safety hazards. Zinsco panels are no longer considered safe due to the type of aluminum used by the manufacturer which have been known to melt and fuse to the buss bar and issues with interior tripping mechanisms getting jammed. The Federal Pacific breakers have also shown problems with not tripping when an electric surge is detected, which could lead to a fire hazard. Therefore, it is recommended that the panels be replaced.

Both projects were planned for and included in the 2019 Capital Fund Program Five-Year Action Plan of the Housing Authority of the City of Oxnard.

ANALYSIS

The City of Oxnard and the Housing Authority of the City of Oxnard are members of Sourcewell (formerly known as the National Joint Powers Alliance), which competitively bids construction tasks with pre-set unit prices and specifications for general construction services including materials, equipment, and labor costs. The California Government Code authorizes public agencies to participate in cooperative purchasing agreements like those established by Sourcewell, while still complying with the local procurement policies. This project is subject to wage requirements of the Davis-Bacon and Related Acts (29 CFR Part 5) and the Section 3 Act of 1968 (24 CFR Part 75).

The Housing Authority of the City of Oxnard engaged Gordian, which is a service consultant authorized by Sourcewell, to procure a plumbing contractor for the drain line project and a general contractor for the electrical panel project.

Agreement A-8512- Drain Line Project

Oscalibur Plumbing, Inc. submitted a proposal in the amount of \$267,472.92. The proposed scope of work includes:

1. Demolition and removal of existing copper drainpipes for lavatory, toilet, bathtub, kitchen sink for 48 units,
(the other 2 remaining units were recently updated)
2. Demolition and patching of drywalls used to access plumbing behind restrooms
3. Replacement of existing copper drain lines with polyvinyl chloride drain-waste-vents
4. Area of work will be cleaned daily and protected by plastic when in progress
5. Asbestos test will be performed

Agreement A-8510- Electrical Panel Project

MDJ Management, LLC submitted a proposal for the amount of \$341, 857.79. The proposed scope of work includes:

1. Removal and replacement of existing 700-amp Federal Pacific main meter panel. Installation of Siemens switchboard meter, breakers, and 2 Siemens subpanels
2. Removal and replacement of existing 200-amp Federal Pacific subpanel. All new required breakers will be installed in each sub panel.
3. For floors 2 through 7, removal and replacement of existing breakers, switchgear and cabinets.
4. All 50 apartment units will have existing 70-amp Federal Pacific subpanels and individual breakers removed and replaced with new 100-amp Siemens panels. All new panels will also have new breakers installed.

STRATEGIC PRIORITIES

This agenda item supports the Quality of Life strategy. The purpose of the Quality of Life strategy is to restore and increase quality services and programs that enrich Oxnard's diverse community, promotes safe neighborhoods, encourages community engagement, and supports our residents in their efforts to improve their quality of life.

FINANCIAL IMPACT

The funding for this item will be from the Housing Authority Capital Fund Grant of 2019. The Capital Fund allocation to the Housing Authority of the City of Oxnard was \$2,165,525. After deducting debt service, management fees and the cost of this agreement the remaining fund balance will be \$66,291. There is no impact to any City Fund.

Prepared by: Emilio Ramirez, Housing Director

ATTACHMENTS

1. Agreement Number A-8512
2. Agreement Number A-8510
3. Presentation

CAPITAL IMPROVEMENT CONTRACT

Contract No: **A-8512**

Name of Contractor: Oscalibur Plumbing, Inc.

Address: 16025 Archwood Street, Van Nuys, CA 91406

Project description: Plaza Vista Building Drain Lines Plumbing

This Capital Improvement Contract ("**Contract**") is made at Oxnard, California, as of this 19th day of December 2022 between the City of Oxnard Housing Authority, called herein the "**Authority**", and the above-named contractor ("**Contractor**") for the construction of the capital improvement project described herein. The parties hereto agree as follows:

I. Type of Contract

This contract is a firm-fixed price contract as defined by 2CFR Part 200 and the Department of Housing and Urban Development (HUD) Handbook 7460.8, Rev. 2.

2. Contract Price

Contractor shall perform the scope of work per the detailed scope of work submitted for the 50 Unit Drain Lines Upgrade at Plaza Vista. Authority shall pay Contractor, as described in **Exhibit A**, attached hereto and incorporated herein by this reference, in full payment for said work, the following sum: **\$267,472.92**

The above sum includes all taxes and the costs of any required bonds.

3. Payment Schedule

Authority shall pay Contractor no later than 30 calendar days after Authority accepts Contractor's invoices and Authority shall make final payment no later than 60 calendar days after Authority has issued and approved a certificate of completion for the work contemplated herein, provided that the Authority may withhold from progress payments an amount equal to 5 percent of the progress payment and may withhold from final payment an amount sufficient to protect the Authority from disputes equivalent to 150 percent of the value of any disputed amount of work.

4. Scope of Work

Contractor shall furnish all tools, equipment, apparatus, facilities, labor and materials necessary to, and shall perform and complete in a good, safe and workmanlike manner, the work described in the approved plans.

5. Contract Documents

The complete Contract consists of all the following, which are specifically incorporated herein by reference:

- a. Change Orders
- b. Contract Amendments –
- c. This Contract
- d. Amendments to HUD Form 5370-C
- e. HUD Form 5370-C General Conditions for Non-Construction Contracts – Public Housing Programs
- f. Specifications
- g. Plans
- h. Permits
- i. Contractor's bid proposal and list of subcontractors (if applicable).
- j. Performance and payment bonds as required by the specifications and applicable law. Unless otherwise specified, each such bond shall be 100 percent of the Contract price.
- k. Insurance as required by the specifications and applicable law.
- l. All applicable wage determinations, safety and health regulations, non-discrimination provisions, labor standards, and requirements if the Contract is federally assisted. This includes but is not limited to such items enumerated in the specifications and addenda thereto.

6. Indemnity

Contractor agrees to indemnify, hold harmless and defend Authority, its Commission, and each member thereof, and every officer, employee, representative or agent of Authority, 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 Contractor or its agents, employees, Subcontractors, Contractors, and other persons acting on Contractor'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 Contractor or its agents, employees, subcontractors, consultants and other persons acting on Contractor's behalf would be held strictly liable.

7. Time for Performance

The time limit for the completion of the work is **45 working days** after receipt of the Notice to Proceed.

Contractor shall not perform any work until the Authority issues a Notice to Proceed. Work will be completed within the time limit specified above and in the Notice to Proceed.

8. Acknowledgement

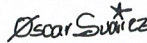
Contractor by signing hereunder acknowledges that he has reviewed all the foregoing documents and agrees with the requirements, conditions and covenants contained therein.

The parties agree that this Agreement may be transmitted and signed by electronic or digital means by either/any or both/all Parties and that such signatures shall have the same force and effect as original signatures, in accordance with California Government Code Section 16.5 and California Civil Code Section 1633.7.

CITY OF OXNARD
HOUSING AUTHORITY

OSCALIBUR PLUMBING, INC.

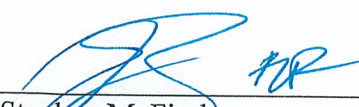
John C. Zaragoza
Chairman



Oscar Suarez
President

APPROVED AS TO FORM:

APPROVED AS TO INSURANCE:



Stephen M. Fischer,
Housing General Counsel

Rhonda Hodge
Housing Finance Officer

APPROVED AS TO COMPLIANCE:

Rhonda Hodge
Contract Administrator

GENERAL CONDITIONS

Work Hours:

From 8:00 AM to 5:00 PM max. Including 1-hour lunch.

No work is allowed Saturdays, Sundays and during any official holidays.

Safety and Security:

The contractors are required to secure the work area during the work hours, lunch hours, weekends, and holidays. The contractors shall secure and render safe the entire construction area at the end of each working day. Work areas must be well barricaded and flagged, and all precautions should be taken to avoid injury or damage to any person or property and shall protect and indemnify the Housing against any claim or liability arising from or based on the lack of proper safeguards or negligence whether by it or its agents, employees or Subcontractors.

Compliance with all Laws:

The contractors shall comply with all applicable federal, State and local laws, ordinances, codes and regulations in force at the time the contractors perform pursuant to the contract documents.

Project Schedule:

The contractor is expected to complete the job in not to exceed forty-five **(45) working days**.

Construction Debris:

Due to the nature of the job, the contractor is responsible for hauling away debris.

Storage Bin

The contractor shall provide bins and/or containers for temporary storage.

Warranty:

The contractor shall warranty the work for a period of **One (1) year** against workmanship.

Final Walkthrough, and Sign off:

The contractor is required to call for a final walk through with the project manager and/ or the Housing Authority staff after completion of the project. Upon approval, the contractor may bill the Housing Authority for said work. All the payments will be pending obtaining a final sign off from the City inspector and turning in those permits.



Work Order Signature Document

EZIQC Contract No.: CA-R8-PLUM02-123021-OPI



New Work Order



Modify an Existing Work Order

Work Order Number.: 111470.00

Work Order Date: 12/07/2022

Work Order Title: OHA - Plaza Vista Building Drain Lines Plumbing

Owner Name: Oxnard Housing Authority

Contractor Name: Oscalibur Plumbing, Inc

Contact: Fredi Contreras

Contact: Oscar Suarez

Phone: 805-890-8319

Phone: 213-858-2575

Work to be Performed

Work to be performed as per the Final Detailed Scope of Work Attached and as per the terms and conditions of Sourcewell EZIQC Contract No CA-R8-PLUM02-123021-OPI.

Brief Work Order Description:

Time of Performance

Estimated Start Date:

Estimated Completion Date:

Liquidated Damages

Will apply:



Will not apply:



Work Order Firm Fixed Price: \$267,472.92

Owner Purchase Order Number:

Approvals

Oxnard Housing Authority

Date

Oscar Suarez

Oscalibur Plumbing, Inc

12/19/2022

Date

Detailed Scope of Work

To: Oscar Suarez
Oscalibur Plumbing, Inc
16025 Archwood St.
Van Nuys, CA 91406

From: Fredi Contreras
Oxnard Housing Authority
1470 E Colonia Rd
oxnard, CA 93030
805-890-8319

Date Printed: December 07, 2022

Work Order Number: 111470.00

Work Order Title: OHA - Plaza Vista Building Drain Lines Plumbing

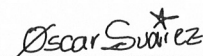
Brief Scope:

☐ Preliminary☐ Revised☒ Final

The following items detail the scope of work as discussed at the site. All requirements necessary to accomplish the items set forth below shall be considered part of this scope of work.

Date: December 6, 2022 OHA - Plaza Vista Building Drain Lines Plumbing Scope of Work 1. Demo and remove existing copper drainpipe for Lavatory, Toilet, Bathtub and Kitchen sink for 48 units on 7 floors. 2. Demo existing drywall to access the plumbing behind the restroom. 3. Replace existing 2", 3" and 4" Copper Drain line with PVC DWV. Add new supports and anchors. 4. Patch opening with Drywall, finish, and Paint. 5. Area of work must be cleaned daily for Resident Safety. 6. Area of work will be protected by plastic when work is not in progress. 7. Prior to demo, Asbestos test will need to be performed. If test is clean, demo will proceed. If samples are returned hot, abatement must be performed. (Not part of this proposal) a. Provide Lab technician to take samples from various locations throughout the building. b. Take samples to lab to test for Asbestos. c. Asbestos report provided did not provide enough information on the entire building.

Subject to the terms and conditions of JOC Contract **CA-R8-PLUM02-123021-OPI**.



Oscalibur Plumbing, Inc

12/19/2022

Date

Oxnard Housing Authority

Date

Contractor's Price Proposal - Summary

Date: December 07, 2022

Re: IQC Master Contract #: CA-R8-PLUM02-123021-OPI
Work Order #: 111470.00
Owner PO #:
Title: OHA - Plaza Vista Building Drain Lines Plumbing
Contractor: Oscalibur Plumbing, Inc
Proposal Value: \$267,472.92

Section - 01	\$12,370.21
Section - 02	\$4,266.24
Section - 09	\$35,000.27
Section - 22	\$207,441.47
Section - 23	\$8,394.73
Proposal Total	\$267,472.92

This total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.

The Percentage of NPP on this Proposal: %

Contractor's Price Proposal - Detail

Date: December 07, 2022

Re: IQC Master Contract #: CA-R8-PLUM02-123021-OPI
 Work Order #: 111470.00
 Owner PO #:
 Title: OHA - Plaza Vista Building Drain Lines Plumbing
 Contractor: Oscalibur Plumbing, Inc
 Proposal Value: \$267,472.92

Sect.	Item	Mod.	UOM	Description	Line Total
Labor	Equip.	Material	(Excludes)		
Section - 01					
1	01 22 16 00 0002		EA	Reimbursable Fees Reimbursable Fees will be paid to the contractor for eligible costs as directed by Owner. Insert the appropriate quantity to adjust the base cost to the actual Reimbursable Fee. If there are multiple Reimbursable Fees, list each one separately and add a comment in the "note" block to identify the Reimbursable Fee (e.g. sidewalk closure, road cut, various permits, extended warranty, expedited shipping costs, etc.). A copy of each receipt shall be submitted with the Price Proposal.	\$5,757.73
			Installation	Quantity 5,234.30 x Unit Price 1.00 x Factor 1.1000 = Total 5,757.73	
				2% Bond Reimbursement (\$261,715.19 x 2% = \$5,234.30	
2	01 56 16 00 0003		SF	6 Mil, Plastic Sheeting, Applied To Walls	\$2,550.53
			Installation	Quantity 4,608.00 x Unit Price 0.45 x Factor 1.2300 = Total 2,550.53	
				Plastic to seal wall opening when work is not taking place to protect the residents. 4' x 8' space = 32SF x 48 Locations = 1,536 SF x 3 = 4608. must be done 3 times per location to demo, plaster and paint.	
3	01 66 19 00 0003		CY	Transfer Delivered Material Between Floors Via Elevator , Per TripQuantity is not multiplied by number of floors traveled. Includes transfer of materials between elevators, if more than one bank of elevators is required.	\$3,046.46
			Installation	Quantity 240.00 x Unit Price 10.32 x Factor 1.2300 = Total 3,046.46	
				Transfer material from ground floor to floors 2 - 7. Estimated trips = 3 trips per location x 8 locations = 24 per floor x 5 floors = 120 trips of 2CY = 240 CY	
4	01 66 19 00 0071		CY	Transfer Demolition Debris Between Floors Via Elevator, Per TripQuantity is not multiplied by number of floors traveled. Includes transfer of materials between elevators, if more than one bank of elevators is required.	\$1,015.49
			Installation	Quantity 80.00 x Unit Price 10.32 x Factor 1.2300 = Total 1,015.49	
				Transferring debris from floors 3-7 to Dumpster. Estimated trips = 2 trips per location x 8 locations = 16 per floor x 5 floors = 80 trips of 1CY	
Subtotal for Section - 01					\$12,370.21
Section - 02					
5	02 82 13 00 0002		HR	Certified Asbestos Air Sampling Technician For Bulk Sampling Or Air Monitoring	\$2,575.92
			Installation	Quantity 24.00 x Unit Price 87.26 x Factor 1.2300 = Total 2,575.92	
				Hours for testing for Asbestos prior to Demolition. 16 hours for field testing and 8 hours lab time	
6	02 82 13 00 0003		EA	48 Hours Or Longer Turnaround, (Bulk Point Counting) PLM Test, Asbestos Testing	\$1,690.32
			Installation	Quantity 28.00 x Unit Price 49.08 x Factor 1.2300 = Total 1,690.32	
				Asbestos samples. 4 samples per floor x 7 = 28.	
Subtotal for Section - 02					\$4,266.24
Section - 09					

Contractor's Price Proposal - Detail Continues..

Work Order Number: 111470.00

Work Order Title: OHA - Plaza Vista Building Drain Lines Plumbing

Section - 09

7	09 01 20 91 0005	SF	>8 To 16 SF, Cut And Patch Hole In Gypsum Board To Match ExistingPer location.				\$6,467.09
		Installation	Quantity	Unit Price	Factor	Total	
			460.00	11.43	1.2300	6,467.09	
		Cut and patch drywall at Kitchen Ceiling to replace pipe. 2' x 4' space = 8SF x 48 Locations = 384 SF x 20%					
8	09 01 20 91 0006	SF	>16 To 32 SF, Cut And Patch Hole In Gypsum Board To Match ExistingPer location. See CSI section 09 29 10 00-0001 for "Gypsum Board" repairs > 32 SF.				\$23,167.62
		Installation	Quantity	Unit Price	Factor	Total	
			1,843.00	10.22	1.2300	23,167.62	
		Cut and patch drywall at restroom wall to replace pipe. 4' x 8' space = 32SF x 48 Locations = 1,536 x 20% =					
9	09 91 23 00 0065	SF	2 Coats Paint, Brush Work, Paint Interior Plaster/Drywall Walls				\$5,365.56
		Installation	Quantity	Unit Price	Factor	Total	
			3,072.00	1.42	1.2300	5,365.56	
		Paint walls after patching and finishing gypsum. 48 areas x 64sf each = 3072 sf					

Subtotal for Section - 09

\$35,000.27

Section - 22

10	22 13 13 00 0042	EA	Single Fixture Rough-In, Polyvinyl Chloride (PVC) Waste And Vent Pipe, Floor Mounted, Water ClosetIncludes polyvinyl chloride (PVC) waste and vent pipe and copper domestic supply. Excludes fixture and flush valve.				\$28,768.42
		Installation	Quantity	Unit Price	Factor	Total	
			48.00	487.27	1.2300	28,768.42	
		New Rough in after replacing Copper Pipe with PVC.					
11	22 13 13 00 0046	EA	Single Fixture Rough-In, Polyvinyl Chloride (PVC) Waste And Vent Pipe, Wall Mounted, LavatoryIncludes polyvinyl chloride (PVC) waste and vent pipe and copper domestic supply. Excludes fixture, carrier and faucet.				\$19,146.08
		Installation	Quantity	Unit Price	Factor	Total	
			48.00	324.29	1.2300	19,146.08	
		New Rough in after replacing Copper Pipe with PVC.					
12	22 13 13 00 0047	EA	Single Fixture Rough-In, Polyvinyl Chloride (PVC) Waste And Vent Pipe, Countertop, Kitchen SinkIncludes polyvinyl chloride (PVC) waste and vent pipe and copper domestic supply. Excludes fixture and faucet.				\$26,382.02
		Installation	Quantity	Unit Price	Factor	Total	
			48.00	446.85	1.2300	26,382.02	
		New Rough in after replacing Copper Pipe with PVC.					
13	22 13 13 00 0048	EA	Single Fixture Rough-In, Polyvinyl Chloride (PVC) Waste And Vent Pipe, BathtubIncludes polyvinyl chloride (PVC) waste and vent pipe and copper domestic supply. Excludes fixture and faucet.				\$26,446.38
		Installation	Quantity	Unit Price	Factor	Total	
			48.00	447.94	1.2300	26,446.38	
		New Rough in after replacing Copper Pipe with PVC.					
14	22 13 16 00 0499	LF	2" Hard Drawn DWV Copper Tube/Pipe				\$1,794.82
		Installation	Quantity	Unit Price	Factor	Total	
			0.00	23.23	1.2300	0.00	
		Demolition	240.00	6.08	1.2300	1,794.82	
		Demo existing 2" Copper Pipe					
15	22 13 16 00 0500	LF	3" Hard Drawn DWV Copper Tube/Pipe				\$8,337.06
		Installation	Quantity	Unit Price	Factor	Total	
			0.00	49.88	1.2300	0.00	
		Demolition	805.00	8.42	1.2300	8,337.06	
		Demo existing 3" Copper Pipe					

Work Order Number: 111470.00
Work Order Title: OHA - Plaza Vista Building Drain Lines Plumbing

Contractor's Price Proposal - Detail

Contractor's Price Proposal - Detail Continues..

Work Order Number: 111470.00
Work Order Title: OHA - Plaza Vista Building Drain Lines Plumbing

Subtotal for Section - 23	\$8,394.73
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Proposal Total	\$267,472.92
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This total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.

The Percentage of NPP on this Proposal: %

Subcontractor Listing

Date: December 07, 2022
Re: IQC Master Contract #: CA-R8-PLUM02-123021-OPI
 Work Order #: 111470.00
 Owner PO #:
 Title: OHA - Plaza Vista Building Drain Lines Plumbing
 Contractor: Oscalibur Plumbing, Inc
 Proposal Value: \$267,472.92

Name of Contractor	Duties	Amount	%
Oscalibur Plumbing Inc		\$267,472.92	100.00

CAPITAL IMPROVEMENT CONTRACT

Contract No: **A-8510**

Name of Contractor: MDJ Management

Address: 531 Main Street, #611, El Segundo, CA 90245

Project description: Plaza Vista Building Electrical Panel Upgrade

This Capital Improvement Contract (“**Contract**”) is made at Oxnard, California, as of this 19th day of December 2022 between the City of Oxnard Housing Authority, called herein the “**Authority**”, and the above-named contractor (“**Contractor**”) for the construction of the capital improvement project described herein. The parties hereto agree as follows:

I. Type of Contract

This contract is a firm-fixed price contract as defined by 2CFR Part 200 and the Department of Housing and Urban Development (HUD) Handbook 7460.8, Rev. 2.

2. Contract Price

Contractor shall perform the scope of work per the detailed scope of work submitted for the 50 Unit Complex Panel Upgrade at Plaza Vista. Authority shall pay Contractor, as described in **Exhibit A**, attached hereto and incorporated herein by this reference, in full payment for said work, the following sum: **\$341,857.79**

The above sum includes all taxes and the costs of any required bonds.

3. Payment Schedule

Authority shall pay Contractor no later than 30 calendar days after Authority accepts Contractor’s invoices and Authority shall make final payment no later than 60 calendar days after Authority has issued and approved a certificate of completion for the work contemplated herein, provided that the Authority may withhold from progress payments an amount equal to 5 percent of the progress payment and may withhold from final payment an amount sufficient to protect the Authority from disputes equivalent to 150 percent of the value of any disputed amount of work.

4. Scope of Work

Contractor shall furnish all tools, equipment, apparatus, facilities, labor and materials necessary to, and shall perform and complete in a good, safe and workmanlike manner, the work described in the approved plans.

5. Contract Documents

The complete Contract consists of all the following, which are specifically incorporated herein by reference:

- a. Change Orders
- b. Contract Amendments –
- c. This Contract
- d. Amendments to HUD Form 5370-C
- e. HUD Form 5370-C General Conditions for Non-Construction Contracts – Public Housing Programs
- f. Specifications
- g. Plans
- h. Permits
- i. Contractor's bid proposal and list of subcontractors (if applicable).
- j. Performance and payment bonds as required by the specifications and applicable law. Unless otherwise specified, each such bond shall be 100 percent of the Contract price.
- k. Insurance as required by the specifications and applicable law.
- l. All applicable wage determinations, safety and health regulations, non-discrimination provisions, labor standards, and requirements if the Contract is federally assisted. This includes but is not limited to such items enumerated in the specifications and addenda thereto.

6. Indemnity

Contractor agrees to indemnify, hold harmless and defend Authority, its Commission, and each member thereof, and every officer, employee, representative or agent of Authority, 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 Contractor or its agents, employees, Subcontractors, Contractors, and other persons acting on Contractor'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 Contractor or its agents, employees, subcontractors, consultants and other persons acting on Contractor's behalf would be held strictly liable.

7. Time for Performance

The time limit for the completion of the work is **30 working days** after receipt of the Notice to Proceed.

Contractor shall not perform any work until the Authority issues a Notice to Proceed. Work will be completed within the time limit specified above and in the Notice to Proceed.

8. Acknowledgement

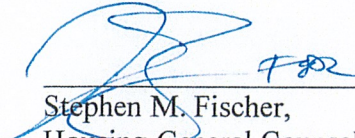
Contractor by signing hereunder acknowledges that he has reviewed all the foregoing documents and agrees with the requirements, conditions and covenants contained therein.

The parties agree that this Agreement may be transmitted and signed by electronic or digital means by either/any or both/all Parties and that such signatures shall have the same force and effect as original signatures, in accordance with California Government Code Section 16.5 and California Civil Code Section 1633.7.

CITY OF OXNARD
HOUSING AUTHORITY

John C. Zaragoza
Chairman

APPROVED AS TO FORM:

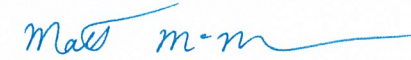


Stephen M. Fischer,
Housing General Counsel

APPROVED AS TO COMPLIANCE:

Rhonda Hodge
Contract Administrator

MDJ MANAGEMENT



Matthew McMillon
President

APPROVED AS TO INSURANCE:

Rhonda Hodge
Housing Finance Officer

GENERAL CONDITIONS

Work Hours:

From 8:00 AM to 5:00 PM max. Including 1-hour lunch.

No work is allowed Saturdays, Sundays and during any official holidays.

Safety and Security:

The contractors are required to secure the work area during the work hours, lunch hours, weekends, and holidays. The contractors shall secure and render safe the entire construction area at the end of each working day. Work areas must be well barricaded and flagged, and all precautions should be taken to avoid injury or damage to any person or property and shall protect and indemnify the Housing against any claim or liability arising from or based on the lack of proper safeguards or negligence whether by it or its agents, employees or Subcontractors.

Compliance with all Laws:

The contractors shall comply with all applicable federal, State and local laws, ordinances, codes and regulations in force at the time the contractors perform pursuant to the contract documents.

Project Schedule:

The contractor is expected to complete the job in not to exceed thirty **(30) working days**.

Construction Debris:

Due to the nature of the job, the contractor is responsible for hauling away debris.

Storage Bin

The contractor shall provide bins and/or containers for temporary storage.

Warranty:

The contractor shall warranty the work for a period of **One (1) year** against workmanship.

Final Walkthrough, and Sign off:

The contractor is required to call for a final walk through with the project manager and/ or the Housing Authority staff after completion of the project. Upon approval, the contractor may bill the Housing Authority for said work. All the payments will be pending obtaining a final sign off from the City inspector and turning in those permits.


Work Order Signature Document
EZIQC Contract No.: CA-R7-GB06-123021-MDJ
☒
New Work Order
☐
Modify an Existing Work Order

Work Order Number.: 111469.00

Work Order Date: 11/30/2022

Work Order Title: OHA - Plaza Vista Building Electrical Panel Upgrade

Owner Name: City of Oxnard Housing Authority

Contractor Name: MDJ Management

Contact: Fredi Contreras

Contact: Matt McMillon

Phone: 805-890-8319

Phone: 310-490-1521

Work to be Performed

Work to be performed as per the Final Detailed Scope of Work Attached and as per the terms and conditions of Sourcewell EZIQC Contract No CA-R7-GB06-123021-MDJ.

Brief Work Order Description:
Time of Performance

Estimated Start Date:

Estimated Completion Date:

Liquidated Damages

Will apply:

☐

Will not apply:

☒
Work Order Firm Fixed Price: \$341,857.79

Owner Purchase Order Number:

Approvals

City of Oxnard Housing Authority

Date

12/20/22

MDJ Management

Date

Detailed Scope of Work

To: Matt McMillon
MDJ Management
531 Main St #611
El Segundo, CA 90245
310-490-1521

From: Fredi Contreras
City of Oxnard Housing Authority
1470 E Colonia Rd
oxnard, CA 93030
805-890-8319

Date Printed: November 30, 2022

Work Order Number: 111469.00

Work Order Title: OHA - Plaza Vista Building Electrical Panel Upgrade

Brief Scope:

☐

Preliminary

☐

Revised

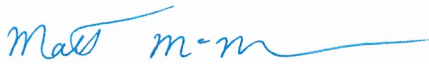
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Final

The following items detail the scope of work as discussed at the site. All requirements necessary to accomplish the items set forth below shall be considered part of this scope of work.

See attached

Subject to the terms and conditions of JOC Contract **CA-R7-GB06-123021-MDJ**.



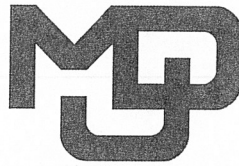
MDJ Management

12/20/22

Date

City of Oxnard Housing Authority

Date



MDJ Management, LLC
License # 1044711
DIR # 1000061313
531 Main St. #611 El Segundo CA 90245
310-490-1521

Job Name: 401 C St. Panel Upgrade
Location: 401 South C St. Oxnard, CA
Customer: Oxnard Housing Authority

Submission Date: 11/29/22

Detailed Scope of Work

Main Meter Panel

- Removal of existing 700 amp Federal Pacific Main Meter Panel
 - Along with associated breakers, subpanels, and switchgear
- Purchase and installation of 700 to 1000 amp Siemens switchboard meter
 - 208/120 3 phase 4 wire
 - All 2 pole Siemens HQ type breakers
 - Installation of (2) 100 amp Siemens subpanels
- Will require inspection and communication with inspector
- Could take 2-3 days
 - Temporary power generator to be supplied by MDJ to provide power to building during changeout

Subpanel in Maintenance Closet

- Removal of existing 200 amp Federal Pacific subpanel
- Purchase and installation of a new 200 amp Siemens subpanel
 - Will use existing subpanel box as junction box to install new panel surface mount on the wall
 - Per code new panel will not extend beyond wall more than 4"
 - Reconnect all existing electrical wires back into the new sub panel properly
 - Modification of all sub panels so that the existing electrical feeds will connect into subpanel properly
- Purchase and installation of all new required breakers in each sub panel
 - (6) 220/30 amp breakers
 - (18) single pole 20 amp breakers
 - Exclusion: Additional breakers required outside of what is listed above will require an additional cost
 - Label Existing panels per existing labels prior to demolition

Floors 2-7 Meter Banks

- Each of the 6 floors have the same Meter Banks
- Removal of the existing Federal Pacific Meter banks and all existing breakers, switchgear, and cabinets
- Purchase and installation of Siemens Meter Bank
 - 8 meters per floor
 - All required breakers, switchgear, and cabinets
- Each floor will be down for 1 full day
 - Customer to provide small generators to power tenant apartments as required

Apartment Subpanels

- 50 separate units require new panels
 - Work will require power down for up to 4 hours per unit
- Removal of the existing 70 amp Federal Pacific subpanel and its breakers for each unit
- Purchase and installation of a new 100 amp Siemens subpanel
 - Will use existing subpanel box as junction box to install new panel surface mount on the wall
 - Per code new panel will not extend beyond wall more than 4"
 - Reconnect all existing electrical wires back into the new sub panel properly
 - Modification of all sub panels so that the existing electrical feeds will connect into subpanel properly
- Purchase and installation of all new required breakers in each sub panel
 - (2) 220/40 amp breakers
 - (6) single pole 20 amp breakers
 - Exclusion: Additional breakers required outside of what is listed above will require an additional cost
 - Label Existing panels per existing labels prior to demolition

Notes:

- Any additional add on items will be at the request of Customer. Any adjustment shall be an additional cost.
- Price includes all labor (**Normal Working Hours - Davis Bacon Wages**), materials, equipment to complete this scope of work.
- Asbestos and Lead Report not included in plans
 - If area is found to be contaminated additional costs to be incurred
- Construction Exclusions:
 - Additional breakers required outside of what is listed above will require an additional cost
 - Existing wiring is not up to code. This scope excludes bringing all panels, distribution, and feeds up to code
 - Customer confirmed with Oxnard City Inspector surfaced mounted panels are acceptable as long as they extend no more than 4" from wall
 - Access to panels for MDJ is the responsibility of customer
 - Client to provide generators for use as needed to power each unit

CLARIFICATIONS AND EXCLUSIONS:

- Warranty
 - One year warranty against workmanship

- Manufacturer's warranty varies
- We exclude plans, permits, permit fees, related fees, testing, inspection, survey, and engineering unless specified above
- We exclude utilities and hazardous or contaminated material.
- Construction water, power, and sanitary facilities available on site for MDJ's use at no cost.
- We exclude premium time.
- We exclude anything not specifically mentioned above.
- MDJ reserves the right to review, change, and/or delete any provisions of any prime contract or subcontract, which results from this quotation.
- All terms to be net 30 days in full upon receipt of invoice. Interest will be charged at the rate of 2% monthly on the unpaid balance.

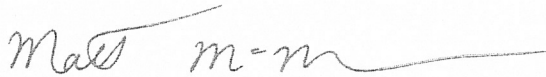
BID PRICE: See Price Proposal

All work to be completed in a substantial and workmanlike manner according to standard practices for the sum of **See Price Proposal**. Any additional add on items will be at the request of Customer. Any adjustment shall be an additional cost.

Bid price is good for thirty (30) days only.

Any controversy or claim based on, arising out of, or relating to this agreement, or breach thereof, including any claim based on the work performed pursuant to this agreement, shall be submitted to the American Arbitration Association for binding arbitration in accordance with its rules. If any arbitration, legal action is brought to enforce this agreement, or arising out of or relating to the agreement, the prevailing party shall be entitled to recover from the non-prevailing party reasonable attorney fees and costs incurred, in addition to any and all other relief to which that party may be entitled.

Submitted by:

A handwritten signature in dark ink, appearing to read "Matt m-m", with a long horizontal flourish extending to the right.

Matthew McMillon
President MDJ
310.490.1521
matt@buildwithmdj.com

Contractor's Price Proposal - Summary

Date: November 30, 2022

Re: IQC Master Contract #: CA-R7-GB06-123021-MDJ
Work Order #: 111469.00
Owner PO #:
Title: OHA - Plaza Vista Building Electrical Panel Upgrade
Contractor: MDJ Management
Proposal Value: \$341,857.79

Section - 01	\$31,270.26
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Section - 26	\$310,587.53
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Proposal Total	\$341,857.79
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This total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.

The Percentage of NPP on this Proposal: %

Contractor's Price Proposal - Detail

Date: November 30, 2022

Re: IQC Master Contract #: CA-R7-GB06-123021-MDJ
 Work Order #: 111469.00
 Owner PO #:
 Title: OHA - Plaza Vista Building Electrical Panel Upgrade
 Contractor: MDJ Management
 Proposal Value: \$341,857.79

Sect.	Item	Mod.	UOM	Description	Line Total
Labor	Equip.	Material	(Excludes)		
Section - 01					
1	01 22 16 00 0002		EA	Reimbursable FeesReimbursable Fees will be paid to the contractor for eligible costs as directed by Owner. Insert the appropriate quantity to adjust the base cost to the actual Reimbursable Fee. If there are multiple Reimbursable Fees, list each one separately and add a comment in the "note" block to identify the Reimbursable Fee (e.g. sidewalk closure, road cut, various permits, extended warranty, expedited shipping costs, etc.). A copy of each receipt shall be submitted with the Price Proposal.	\$7,357.90
			Installation	Quantity 6,689.00 x Unit Price 1.00 x Factor 1.1000 = Total 7,357.90	
				Bond = \$334,499 x 2%	
2	01 22 20 00 0089		HR	Maintenance Electrician With Truck And ToolsThis task will be used specifically for maintenance service calls.	\$12,422.21
			Installation	Quantity 83.00 x Unit Price 141.93 x Factor 1.0545 = Total 12,422.21	
				Existing panels, meter banks, and switchgear are old and outdated as well as the feed and distribution openings in the Block walls. Each new panel will need to be field modified to allow existing conditions to work with new equipment. 1 hours per panel (51 hours), 4 hours per meter bank (24 hours), and 8 hours for main (8 hours).	
3	01 22 23 00 0741		WK	750.0 KW, 60 Hertz Container Diesel Powered Generator SetFuel consumption: 100% load - 53.4 gallons per hour, 75% load - 39.3 gallons per hour, 50% load - 24.4 gallons per hour.	\$6,266.57
			Installation	Quantity 1.00 x Unit Price 6,266.57 x Factor 1.0000 = Total 6,266.57	
				need generator to power building for 3 days. Weekly Li cheaper than Daily rate	
4	01 66 19 00 0003		CY	Transfer Delivered Material Between Floors Via Elevator, Per TripQuantity is not multiplied by number of floors traveled. Includes transfer of materials between elevators, if more than one bank of elevators is required.	\$2,611.79
			Installation	Quantity 240.00 x Unit Price 10.32 x Factor 1.0545 = Total 2,611.79	
				40 CY of debris and 40 CY of material for each floor.	
5	01 66 19 00 0071		CY	Transfer Demolition Debris Between Floors Via Elevator, Per TripQuantity is not multiplied by number of floors traveled. Includes transfer of materials between elevators, if more than one bank of elevators is required.	\$2,611.79
			Installation	Quantity 240.00 x Unit Price 10.32 x Factor 1.0545 = Total 2,611.79	
				40 CY of debris and 40 CY of material for each floor.	
Subtotal for Section - 01					\$31,270.26
Section - 26					
6	26 24 13 00 0012		EA	1,200 Amperes, 240 Volt, 3 Phase, 4 Wire, Distribution Switchboard With MC Main Breaker	\$12,875.89
			Installation	Quantity 1.00 x Unit Price 11,248.42 x Factor 1.0545 = Total 11,861.46	
			Demolition	1.00 x 962.00 x 1.0545 = 1,014.43	
				In Electrical Room. Main breaker and feed for entire building	

Contractor's Price Proposal - Detail Continues..

Work Order Number: 111469.00

Work Order Title: OHA - Plaza Vista Building Electrical Panel Upgrade

Section - 26

7	26	24	13	00	0032	EA	600 To 1,200 Amperes, 240 Volt, MC Branch Breaker										\$95,251.38
							Installation	Quantity		Unit Price		Factor			Total		
								8.00	x	10,864.39	x	1.0545	=		91,651.99		
							Demolition	8.00	x	426.67	x	1.0545	=		3,599.39		
							In Electrical Room. Branch breaker to each meter bank on each floor										
8	26	24	13	00	0213	EA	800 Amperes, 480 Volt, 4 Wire, Switchboard Incoming No Switch Circuit										\$32,311.93
							Installation	Quantity		Unit Price		Factor			Total		
								6.00	x	4,332.49	x	1.0545	=		27,411.66		
							Demolition	6.00	x	774.50	x	1.0545	=		4,900.26		
							Incoming and distribution switchgear from in each laundry room feeding the meters for each subpanel in each apartment.										
9	26	24	13	00	0221	EA	800 Amperes, Switchboard Distribution Section Aluminum Bus Less Breaker										\$38,393.37
							Installation	Quantity		Unit Price		Factor			Total		
								6.00	x	5,353.79	x	1.0545	=		33,873.43		
							Demolition	6.00	x	714.39	x	1.0545	=		4,519.95		
							Incoming and distribution switchgear from in each laundry room feeding the meters for each subpanel in each apartment.										
10	26	24	16	00	0456	EA	125 Ampere Rating, Main Breaker, Indoor, 12 Circuit, 3 Wire, 120/240 Volt, 1 Phase, Assembled Panelboard With 20 Ampere, 1 Pole Plug-In Breakers										\$61,715.67
							Installation	Quantity		Unit Price		Factor			Total		
								52.00	x	840.35	x	1.0545	=		46,079.75		
							Demolition	52.00	x	285.15	x	1.0545	=		15,635.92		
							removal of existing and installation of new panels. 2 in main electrical room and 1 per apartment.										
11	26	24	16	00	0470	EA	200 Ampere Rating, Main Breaker, Indoor, 42 Circuit, 4 Wire, 120/208 Volt, Assembled Panelboard With 20 Ampere, 1 Pole Plug-In Breakers										\$4,145.25
							Installation	Quantity		Unit Price		Factor			Total		
								1.00	x	3,075.97	x	1.0545	=		3,243.61		
							Demolition	1.00	x	855.04	x	1.0545	=		901.64		
							removal of existing and installation of new service panel in maintenance closet.										
12	26	27	13	00	0125	EA	Single Phase M-90 Meter, Socket, NEMA 3R Enclosure										\$50,460.99
							Installation	Quantity		Unit Price		Factor			Total		
								50.00	x	905.76	x	1.0545	=		47,756.20		
							Demolition	50.00	x	51.30	x	1.0545	=		2,704.79		
							meter for each of the subpanels to each apartment. for floors 2-7 eight meters in each laundry room.										
13	26	28	16	13	0117	EA	35 To 60 Amperes, 1 Pole, 240 Volt, Branch Circuit Breaker, 42,000 Ampere Interrupting Capacity										\$16,388.74
							Installation	Quantity		Unit Price		Factor			Total		
								106.00	x	131.23	x	1.0545	=		14,668.50		
							Demolition	106.00	x	15.39	x	1.0545	=		1,720.25		
							Each apartment unit has (2) 40 amp 220 breaker installed. Maintenance Panel has (6) 30 amp breakers installed. Panel LI includes 20 amp breakers. Additional cost to remove and install new 30/40 amp breakers.										
14	26	28	16	13	0117	0041	MOD	For Installation In New Panelboard, DeductAlso for use with new interiors in panelboards.									-\$955.69
							Installation	Quantity		Unit Price		Factor			Total		
								106.00	x	-8.55	x	1.0545	=		-955.69		

Subtotal for Section - 26

\$310,587.53

Proposal Total

\$341,857.79

This total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.

The Percentage of NPP on this Proposal: %

Subcontractor Listing

Date: November 30, 2022

Re: IQC Master Contract #: CA-R7-GB06-123021-MDJ
Work Order #: 111469.00
Owner PO #:
Title: OHA - Plaza Vista Building Electrical Panel Upgrade
Contractor: MDJ Management
Proposal Value: \$341,857.79

Name of Contractor	Duties	Amount	%
No Subcontractors have been selected for this Work Order		\$0.00	0.00

Plaza Vista Drain Line and Electrical Panel Projects

Emilio Ramirez, Director of Housing & Redevelopment
Housing Authority of the City of Oxnard

Community Services, Public Safety, Housing & Development Committee
January 24, 2023



BACKGROUND

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1. The proposal is to replace the drain lines and electrical panels at the Plaza Vista public housing site. The building was originally built in 1966 and neither system has been upgraded.
2. There are 50 public housing apartment units, including 2 guest units
3. The existing drain lines are in poor condition, resulting in major leaks. Therefore, replacement is required. Current drain lines will be upgraded from copper to polyvinyl chloride drain-waste-vents.
4. The electrical main panels, subpanels, and breakers for the building require upgrading due to potential safety hazards that have been reported over the years in association with the company/products that manufactured the building's panels.
5. This proposed project was included in the 2019 adopted Capital Fund Program Five-Year Action Plan

That the Community Services, Public Safety, Housing & Development Committee recommend that the Housing Authority Board of Commissioners Approve and Authorize the execution of:

A firm-fixed price contract in the amount of \$341,857.79 with MDJ Management LLC (Agreement number A-8510) for the electrical panel project and a firm-fixed price contract in the amount of \$267,472.92 (Agreement number A-8512) with Oscalibur Plumbing, Inc. for the drain line project, using funds appropriated from the 2019 Capital Fund Grant for the Plaza Vista public housing site.



End of Presentation