

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
FINANCE AND GOVERNANCE COMMITTEE
Council Chambers, 305 West Third Street
April 11, 2023
Regular Meeting - 5:00 to 6:30 PM

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

- 1. Dial Phone Number: (888) 475-4499**
- 2. Enter Meeting ID: 862 2937 1252**
- 3. Passcode: 410482**

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 on 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 2449, MEMBERS OF THE LEGISLATIVE BODY MAY MEET IN-PERSON OR 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/](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](https://www.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.
3. PROVIDING PUBLIC COMMENTS REMOTELY DURING THE MEETING

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)

- 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

Consideration of Teleconference Participation pursuant to Assembly Bill 2449.

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 Finance & Governance Committee approve the minutes of the March 28, 2023 regular meeting as presented.

Contact: Rose Chaparro, (805) 385-7805

D. REPORTS

1. Public Works Department

SUBJECT: Proposed User Fees for Group Picnic Site Reservations within CFD Number 7. (10 minutes)

RECOMMENDATION: That the Finance and Governance Committee recommend that the City Council adopt a resolution establishing new user fees for two new picnic areas built within the Community Facilities District Number 7, Wagon Wheel.

Please click the following link to view the required Measure M pre-recorded presentation video: <https://youtu.be/dLt9I2B8iNA>

Contact: Michael Wolfe, (805) 385-8055

E. ITEMS FOR FUTURE AGENDAS

F. ADJOURNMENT



**FINANCE AND GOVERNANCE COMMITTEE
AGENDA REPORT**

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

DATE: April 11, 2023
TO: Finance & Governance Committee
FROM: Rose Chaparro, City Clerk, (805) 385-7805, rose.chaparro@oxnard.org
SUBJECT: Approval of Minutes.

RECOMMENDATION

That the Finance & Governance Committee approve the minutes of the March 28, 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 03 28 2023 Finance & Governance

MINUTES
OXNARD CITY COUNCIL
FINANCE AND GOVERNANCE COMMITTEE
Regular Meeting
March 28, 2023

A. ROLL CALL, POSTING OF AGENDA, FLAG SALUTE

At 5:00 p.m., Chair John C. Zaragoza called to order the regular meeting of the Oxnard City Council Finance and Governance Committee in the City Hall Council Chambers at 305 W. Third Street, Oxnard, California. The City Clerk called the roll and announced the posting of the agenda. Chair Zaragoza, Member Gabriela Basua; and Member Gabriel (Gabe) Teran were present in person.

Staff members present in person were Alexander Nguyen, City Manager; Shiri Klima, Deputy City Manager; Stephen M. Fischer, City Attorney; Denise Olson, Interim Chief Financial Officer; Beth Vo, Assistant Chief Financial Officer; Helen Miller, Chief Information Officer; Dee Lai, Assistant City Clerk and Rose Chaparro, City Clerk.

Auditor Eden Casareno, Partner In-Charge of Attest Services with Eadie + Payne LLP participated via videoconference.

B. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Public comments were received from Jim Lavery (comments on newspaper article).

C. CONSENT AGENDA

1. City Clerk Department

SUBJECT: Approval of Minutes.

RECOMMENDATION: That the Finance & Governance Committee approve the minutes of the February 28, 2023 regular meeting as presented.

It was moved by Member Basua, seconded by Member Teran, to approve the Information/Consent item as presented. VOTE: Basua, Teran, and Zaragoza voted in favor; the motion carried 3-0.

D. REPORTS

1. Finance Department

SUBJECT: Presentation of Single Audit Report.

RECOMMENDATION: That the Finance and Governance Committee receive the 2022 Single Audit Report from the audit firm Eadie + Payne and recommend staff forward presentation to the City Council.

(Eadie + Payne Presentation will be live upon consultant's request).

Shiri Klima, Deputy City Manager introduced Eden Casareno, Partner In-Charge of Attest Services with Eadie+Payne who presented and answered the Committee's questions. No public comments were received. Discussion ensued among the Committee and staff.

It was moved by Member Teran, seconded by Member Basua, to approve the recommended action as presented. VOTE: Basua, Teran, and Zaragoza voted in favor; the motion carried 3-0.

2. Finance Department

SUBJECT: Update on the Corrective Action Plan (CAP) for Closing Past Audit Findings.

RECOMMENDATION: That the Finance and Governance Committee receive an update on the Corrective Action Plan (CAP) for closing past audit findings and recommend staff forward the presentation to City Council.

Denise Olson, Interim Chief Financial Officer was available for questions. No public comments were received.

It was moved by Member Basua, seconded by Member Teran, to approve the recommended action as presented. VOTE: Basua, Teran, and Zaragoza voted in favor; the motion carried 3-0.

3. Information Technology Department

SUBJECT: Purchase of Microsoft Software and Licensing. (10 minutes)

RECOMMENDATION: That the Finance and Governance Committee recommend that City Council approve and the Mayor execute an agreement and purchase order with an authorized Microsoft licensing service provider (reseller), "piggybacking" off of County of Riverside Microsoft Enterprise Agreement #8084445, for an amount not-to-exceed \$2,028,260 for the continued use and purchase of Microsoft products for the three year agreement term of May 1, 2023, to April 30, 2026.

Helen Miller, Chief Information Officer presented and answered the Committee's questions. No public comments were received. Discussion ensued among the Committee and staff.

It was moved by Chair Zaragoza, seconded by Member Basua, to approve the recommended action as presented. VOTE: Basua, Teran, and Zaragoza voted in favor; the motion carried 3-0.

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

F. ADJOURNMENT

There being no further business on the agenda, and without objection, Chair Zaragoza adjourned the meeting at 5:27 p.m.

ROSE CHAPARRO
City Clerk

JOHN C. ZARAGOZA
Chair



FINANCE AND GOVERNANCE COMMITTEE AGENDA REPORT

REPORTS AGENDA ITEM NO. D.1

DATE: April 11, 2023

TO: Finance & Governance Committee

FROM: Michael Wolfe, Public Works Director, (805) 385-8055, michael.wolfe@oxnard.org

SUBJECT: Proposed User Fees for Group Picnic Site Reservations within CFD Number 7. (10 minutes)

RECOMMENDATION

That the Finance and Governance Committee recommend that the City Council adopt a resolution establishing new user fees for two new picnic areas built within the Community Facilities District Number 7, Wagon Wheel.

Please click the following link to view the required Measure M pre-recorded presentation video: <https://youtu.be/dLt9l2B8iNA>

BACKGROUND

On July 24, 2018, the City of Oxnard (the "City") passed Resolution No. 15164, adopting park reservation fees. The fees include a refundable security deposit and a fee to cover City costs incurred for the public's reservation and personal use of certain park facilities.

DISCUSSION

Conditions of Approval for the Wagon Wheel Development, located at the northern end of Oxnard Blvd. immediately adjacent to the 101 freeway, required the construction of certain park facilities that include picnic tables, trash cans, and shade structures. These facilities were completed in 2021 and can be used by the general public. Please see the attached map/aerial for the two locations, Area 1 and Area 2. Staff has received several requests to rent these spaces and Wagon Wheel residents have expressed concerns regarding the unregulated usage of the sites. By making these sites reservable, Staff will be able to accurately track usage, recover a portion of the costs for maintaining and administering these areas, and provide reservation information to Code Enforcement which will ensure groups are properly following City park rules.

As a means to define the initial cost to rent these two new areas, staff is using the rental costs for existing similar facilities in the City. For comparison, the "BBQ AREA RENTAL" Group rate for Riverpark, as outlined in the City's Fee Comparison Report presented to the City Council in 2018 was selected.

The larger of the two areas (Area 1) has one less table than other City park facilities designated within the "BBQ AREA RENTAL" Group rate for Riverpark and does not contain a BBQ grill but otherwise provides similar features to the public as the reservable sites in Riverpark. Due to the slightly reduced capacity and lack of a BBQ feature, Area 1 is recommended to be assessed a slightly reduced fee in comparison to the Riverpark Group reservation rate. The reduced capacity and lack of similar amenities at this facility support a reduced

fee, because the site will require less maintenance and administrative oversight to process reservations for this specific park facility.

The smaller of the two areas (Area 2) has one more table than other City park facilities designated within the “BBQ AREA RENTAL” Single rate for Riverpark and does not contain a BBQ grill. While the site lacks a BBQ grill, it does allow for greater capacity and, as such, is recommended to be assessed the same fee as the Riverpark Single reservation rate. The following table illustrates the recommended reservation rates. The similarity between these two park facilities support the same assessed fee for both locations, because the maintenance needs and administrative oversight to process reservations for this specific park facility are the same.

Site	Recommended Rate	Corresponding Riverpark Site Rate	Reason for difference
Wagon Wheel Picnic Area 1	\$30/day + \$50 Refundable Deposit	“Group” Rate \$50/day + \$50 Refundable Deposit	Lack of BBQ feature and 10 person lower capacity requiring reduced maintenance and administrative oversight
Wagon Wheel Picnic Area 2	\$15/day	“Single” Rate \$15/day	N/A

These recommended fees, if approved, will be added to the Master Fee Schedule as part of the City’s annual update performed during the Budget approval process in June 2023. Additionally, staff will be working on updating all Park fees, for future recommendations to the City Council. The current Park fees are outdated and need to be analyzed for consistency across the many parks throughout the City. As new amenities are added and old items are removed at existing parks, fees need to be reviewed. The fee analysis process takes time and may be added to a City-wide fee review process.

STRATEGIC PRIORITIES

This agenda item supports the Infrastructure and Natural Resources strategy. The purpose of the Infrastructure and Natural Resources strategy is to preserve and improve our roads, utilities, parks, trees, water supply and natural resources through effective planning, prioritization, and an equitable and efficient use of available funding.

FINANCIAL IMPACT

There will be no impact to the General Fund. Revenues are expected to be below \$2,800 annually. It is anticipated that funds collected by the reservation fees will cover the expenses related to the impact created by the use of the park facilities.

Prepared by: Steve Howlett, Assistant Public Works Director

ATTACHMENTS

1. Proposed Resolution - User Rates for Wagon Wheel
2. Aerial Photo of Reservable Sites
3. Resolution 15164
4. 2018-07-24 Fee for Service Update and Adoption of New Fees Relevant Page
5. Special Districts Map
6. City of Oxnard Special Districts Legend
7. Presentation

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF OXNARD ESTABLISHING USER FEES FOR THE
RENTAL OF WAGON WHEEL RESERVATION AREAS
NUMBERS 1 AND 2**

WHEREAS, the City of Oxnard has accepted the construction of two picnic shelters located within the Wagon Wheel development;

WHEREAS, Wagon Wheel Picnic Area 1 is located at 2680 Wagon Wheel Rd and features three tables for public use;

WHEREAS, Wagon Wheel Picnic Area 2 is located opposite Area 1 at 2680 Wagon Wheel Rd and features two tables for public use;

WHEREAS, Oxnard City Council Resolution No. 15,597 established a Master Fee Schedule for the City of Oxnard which includes User Fees for park facility rentals;

WHEREAS, Oxnard City Council Resolution No. 15,164 establishes fees for the rental of sites within the Riverpark neighborhood;

WHEREAS, the fees established by Oxnard City Council Resolution No. 15,164 were reviewed and set with the guidance and assistance of Revenue & Cost Specialists, LLC;

WHEREAS, Wagon Wheel Picnic Area 1 provides generally the same features and services to the public as do the “BBQ Area Rental” Group sites within Riverpark, albeit with slightly reduced capacity;

WHEREAS, Wagon Wheel Picnic Area 2 provides generally the same features and services to the public as do the “BBQ Area Rental” Single sites within Riverpark;

WHEREAS, due to the similar size and features, maintenance and administrative costs, the park reservation fees are similar to those that are incurred by the City for the Riverpark Single and Group BBQ Area Rentals available to the public;

Resolution No.

User Fees for the Rental of Wagon Wheel Reservation Areas Numbers 1 and 2

WHEREAS, the proposed site rental fees, for Wagon Wheel Picnic Areas 1 and 2, reflects costs incurred by the City for maintenance and administrative oversight of these two park rental facilities.

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

SECTION 1: The foregoing recitals are true and correct.

SECTION 2: Two new park reservation fees are approved for inclusion in the master fee schedule as follows:

Site	Rate
Wagon Wheel Picnic Area 1	\$30/day + \$50 Refundable Deposit
Wagon Wheel Picnic Area 2	\$15/day

PASSED AND ADOPTED THIS 2nd day of May, 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

John C. Zaragoza, Mayor

ATTEST:

APPROVED AS TO FORM:

Rose Chaparro, City Clerk

Stephen M. Fischer, City Attorney

Wagon Wheel
Picnic Area 1

Wagon Wheel
Picnic Area 2

Google

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO. 15,164

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
OXNARD ESTABLISHING AND ADJUSTING FEES AND
CHARGES FOR VARIOUS CITY SERVICES AND PERMITS

WHEREAS, on June 26, 2018, the City Council adopted financial management policies ("the policies") to be followed in the development and implementation of the City budget; and

WHEREAS, subsection B of section III of the policies requires annual review of activities supported by user fees and charges to determine costs and effect adjustments sufficient to recover actual costs, including the impact of inflation; and

WHEREAS, the City Of Oxnard has prepared a Cost of Services review with the guidance and assistance of Revenue & Cost Specialists, LLC, recognized experts in cost recovery studies; and

WHEREAS, such review has been performed to establish new fees and adjust current fees; and

WHEREAS, the new fees and adjustments to current fees included in this resolution will provide full cost recovery to Development Services, Public Safety (Fire, CUPA and Police), Cultural & Community Services, Maintenance Services, and Administrative Services (Treasurer, Information Technology) providing these services; and

WHEREAS, the adoption of this resolution is exempt from the California Environmental Quality Act (CEQA) as the establishment of fees for the purpose of meeting operating expenses, including employee wage rate and fringe benefits; and

WHEREAS, notice was given of the proposed adoption of this resolution and a public hearing was held thereon, as required by law.

NOW, THEREFORE, the City Council of the City of Oxnard finds that the fees adopted by this resolution are for the purpose of meeting operating expenses, including employee wage rates and fringe benefits, as set out in the fee schedule provided in Exhibit A.

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

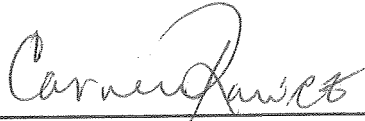
The fee schedule in Exhibit A is adopted, with the fees related to development projects taking effect sixty (60) days after adoption, and the remainder of the fees taking immediate effect.

PASSED AND ADOPTED this 24th day of July, 2018 by the following vote:

AYES: Councilmembers Ramirez, MacDonald, Perello and Madrigal.

NOES: None.

ABSENT: Mayor Flynn.



Tim Flynn, Mayor

ATTEST:



Michelle Ascencion, City Clerk

APPROVED AS TO FORM:



Stephen M. Fischer, City Attorney

**CITY OF OXNARD
FEE COMPARISON REPORT
FY 2016-2017**

REF #: S-237**TITLE: COLLEGE PARK EVENT RENTAL****CURRENT FEE**

\$400 fee + \$350 Security/Cleaning Deposit

RECOMMENDED FEE

\$1,000 fee + \$350 Security/Cleaning Deposit

REF #: S-238**TITLE: BBQ AREA RENTAL****CURRENT FEE**

Oxnard Beach:

Weekdays - \$100 + \$200 deposit Weekends - \$300 + \$200 deposit

Parking - \$1 per hour or \$5 per day

Del Sol Park:

Weekdays - \$150 + \$200 deposit Weekends - \$200 + \$200 deposit

Riverpark:

Single - \$15 Group - \$50 + \$50 Deposit

RECOMMENDED FEE

Oxnard Beach:

Weekdays - \$100 + \$300 deposit Weekends - \$450 + \$300 deposit

Parking - \$1 per hour or \$5 per day

Del Sol Park:

Weekdays - \$50 + \$300 deposit Weekends - \$150 + \$300 deposit

Riverpark:

Single - \$15 Group - \$50 + \$50 Deposit

REF #: S-239**TITLE: WEDDINGS ON THE BEACH PROCESSING****CURRENT FEE**

\$60 per event

RECOMMENDED FEE

\$95 per event

REF #: S-240**TITLE: JOLLY JUMP PERMIT****CURRENT FEE**

\$25 per permit

RECOMMENDED FEE

\$35 per permit

REF #: S-241**TITLE: FILMING MONITORING IN CITY PARKS****CURRENT FEE**

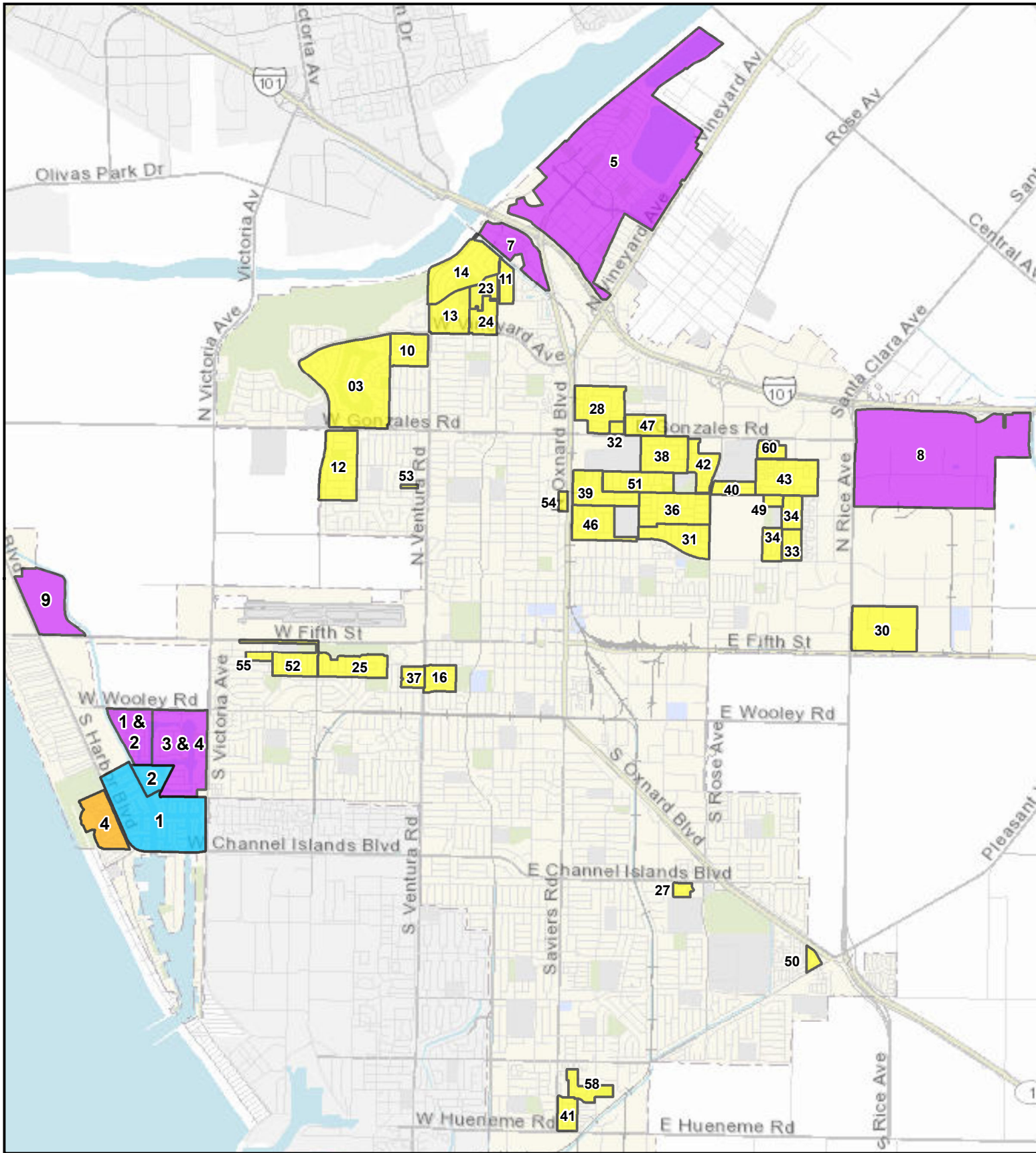
None

RECOMMENDED FEE

\$50 plus actual cost of staff for on-site monitoring plus \$500 deposit.

This is in addition to any Economic Development fees.

CITY OF OXNARD SPECIAL DISTRICTS



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

CITY OF OXNARD – SPECIAL DISTRICTS

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

COMMUNITY FACILITIES DISTRICTS	
1 & 2 – Westport at Mandalay Bay	7 – Wagon Wheel
3 & 4 – Seabridge at Mandalay Bay	8 – Sakioka Farms
5 – Riverpark	9 – Northshore at Mandalay Bay

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

MAINTENANCE ASSESSMENT DISTRICT
4 – Mandalay Beach/Colony

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

Adoption of Proposed User Fees for the Reservation of Two New Group Picnic Sites within Community Facilities District Number 7, Wagon Wheel

Finance and Governance Committee
April 11, 2023

Anthony Miller
Project Manager

That the Finance and Governance Committee recommend that the City Council adopt a resolution establishing new user fees for two new picnic areas built within the Community Facilities District Number 7, Wagon Wheel.

- The Public Works Department oversees and manages parks, facilities, streets, public right of way, landscape maintenance districts, community facilities districts, and waterways districts throughout the City of Oxnard
- On July 24, 2018, the City of Oxnard (the “City”) passed Resolution No. 15164, adopting park reservation fees. The fees include a refundable security deposit and a fee to cover City costs incurred for the public’s reservation and personal use of certain park facilities.

- Conditions of Approval for the Wagon Wheel Development, located at the northern end of Oxnard Blvd. immediately adjacent to the 101 freeway, required the construction of certain park facilities that include picnic tables, trash cans, and shade structures. These facilities were completed in 2021 and can be used by the general public.
- Staff has received several requests to rent these spaces and Wagon Wheel residents have expressed concerns regarding the unregulated usage of the sites.
- Making these sites reservable Staff would be able to accurately track usage, recover a portion of the costs for maintaining and administering these areas, and provide reservation information to Code Enforcement which will ensure groups are properly following City park rules.

- As a means to define the initial cost to rent these two new areas, staff is using the rental costs for existing similar facilities in the City. For comparison, the “BBQ AREA RENTAL” Group rate for Riverpark, as outlined in the City’s Fee Comparison Report presented to the City Council in 2018 was selected.
- Due to the slightly reduced capacity and lack of a BBQ feature, Area 1 is recommended to be assessed a slightly reduced fee in comparison to the Riverpark Group reservation rate.
- While Area 2 lacks a BBQ grill, it does allow for greater capacity and as such is recommended to be assessed the same fee as the Riverpark Single reservation rate.

Proposed Rates:

Site	Recommended Rate	Corresponding Riverpark Site Rate	Reason for difference
Wagon Wheel Picnic Area 1	\$30/day + \$50 Refundable Deposit	"Group" Rate \$50/day + \$50 Refundable Deposit	Lack of BBQ feature and 10 person lower capacity
Wagon Wheel Picnic Area 2	\$15/day	"Single" Rate \$15/day	N/A

- These recommended fees, if approved, will be added to the Master Fee Schedule as part of the City's annual update performed during the Budget approval process in June 2023.
- Staff will be working on updating the Parks fees, for future recommendation, that will provide the necessary fee structure for approved user fees that will be applied each time a new reservable park site is added to the City's park inventory.

- There will be no impact to the General Fund. Revenues are expected to be below \$2,800 annually. It is anticipated that funds collected by the reservation fees will cover the expenses related to the impact created by the use of the park facilities.



QUESTIONS