



EDMUND F. SOTELO  
City Manager

CITY MANAGER'S OFFICE  
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June 22, 2009

Ventura County Grand Jury  
800 S. Victoria Ave., L#3751  
Ventura, CA 93009

Honorable Kevin J. McGee, Presiding Judge  
Superior Court of California, Ventura County  
P.O. Box 6489  
Ventura, CA 93006

Subject: Grand Jury Report "Oversight of Oxnard's Purchasing System (Are They Doing It Right?)

Dear Honorable Grand Jury Members and Honorable Kevin J. McGee, Presiding Judge:

On behalf of the City of Oxnard, we are pleased to respond to the above report and generally concur with the findings, conclusions, and recommendations. Your determination that there were no significant procurement problems in the City's Purchasing System or in the administration of construction contracts is reassuring to the community, the City Council, and City staff. We understand the importance of managing the public's resources and the assurance of efficient purchases and proper expenditure of funds. Below, please find our responses to the specific issues stated in your report.

#### Findings

F-1 through F-8, F-10, F-11, F-13 through F-18, and F-20. The City concurs with the findings as stated.

F-9. In addition to the Public Works Director, the current Purchasing Agents delegated by the City Manager for the City are:

- Chief Financial Officer – responsible for those areas formerly noted for the Finance Director.
- Development Services Director – responsible for the placement and management of many public works construction projects.
- Maintenance Services Manager – (incorrectly listed as the General Services Division Director).

F-12. The City Manager appointed the following individuals as members of the Contract Compliance Review Committee (CCRC) and may appoint or remove any members of the committee.

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- Mathew Winegar, Development Services Director, Development Services – the CCRC Chairperson;
- Bruce Dandy, Accounting Manager, Finance and Management Services;
- Cynthia Daniels, Project Manager, Development Services;
- Ralph Alamillo, Project Manager, General Services; and
- Cynthia Hookstra, Management Analyst III, General Services.

F-19. A written spreadsheet identifying CCRC activities is provided to the City Clerk on a periodic basis to assist in tracking of approved agreements. Individual items reviewed and approved by the CCRC are stamped and returned to the Project Manager for implementation. Otherwise, we concur with the findings.

#### Conclusions

The City concurs with the conclusions with the following clarification:

C-02. Four individuals have been delegated by the City Manager to act as Purchasing Agents (see F-09 above). Their official titles are: Chief Financial Officer, Development Services Director, Maintenance Services Manager, and Public Works Director.

#### Recommendations

R-01. The City concurs with the recommendation. Staff and the City Attorney periodically review the Purchasing Manual to make changes consistent with purchasing requirements. Staff is in process of making changes to the manual to include policies and procedures for the CCRC, to update forms, and to add additional information intended to assist project managers with the purchasing processes. It is expected that the revised procedures will be republished in September 2009.

R-02. The City concurs with the recommendation. To accomplish this, the City has made changes to the spreadsheet used to track agreements to include the project manager and the status of the agreement as discussed at each meeting. This spreadsheet will comprise the written report of the CCRC and will be shared with the City Manager and the City's Executive Board through the CCRC Chairperson.

R-03. The City concurs with the recommendation. Staff will review the specific language and make any corrections and clarifications as necessary. Upcoming revisions to the Purchasing Procedures Manual will include designation consistent with the current revised organization and will recognize the role of the CCRC.

R-04. The City concurs with the recommendation and will continue to provide sufficient management oversight to ensure purchases and proper expenditure of public funds.

Sincerely,



Edmund F. Sotelo, City Manager