



ACTION	TYPE OF ITEM
<input type="checkbox"/> Approved Recommendation	<input checked="" type="checkbox"/> Info/Consent
<input type="checkbox"/> Ord. No(s). _____	<input type="checkbox"/> Report
<input type="checkbox"/> Res. No(s). _____	<input type="checkbox"/> Public Hearing (Info/consent)
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

Prepared By: Martin Meyer, Police CommanderAgenda Item No. I-6Reviewed By: City ManagerCity Attorney DAFinance JL

Other (Specify) \_\_\_\_\_

**DATE:** November 29, 2012**TO:** City Council**FROM:** Jeri Williams, Chief of Police JW  
Police Department**SUBJECT:** First Amendment to Agreement for Security Services in the Central Business District Core Area and Oxnard Downtown Management District**RECOMMENDATION**

That City Council approve and authorize the Mayor to execute the First Amendment to the Agreement for Trade Services with Securitas Security Services USA, Inc. (Agreement No. A-7362) to extend the term one year to December 31, 2013, and reduce the not-to-exceed amount for the year to \$260,000 for a total agreement value of \$950,000.

**DISCUSSION**

Securitas Security Services USA, Inc. ("Securitas") has provided security services to Oxnard's Central Business District ("CBD") since 2005. The CBD is the area defined as an approximately thirty-five square block area in downtown Oxnard bounded by the north side of Wooley Road to the south, south of Second Street to the north, the alley west of "C" Street to the west and the east alley of Meta Street to the east. Securitas security services include foot and bike patrols, and its security officers also act as "ambassadors" to the business community and those persons patronizing CBD establishments. These security officers also assist police officers with Crime Free Business surveys and the Oxnard Downtown Management District with varied tasks including distributing information to businesses. Security officers use a guard tour system which ensures that security officers are making their regular rounds. The combination of private security and police employing a community oriented policing and problem-solving approach to crime and disorder has proven successful in the CBD.

This vendor was selected for the initial Agreement based upon its presence and breadth of experience in working with business improvement districts. A Request for Proposal was distributed in November 2010, seeking qualified and licensed private patrol operators to provide comprehensive private patrol, customer service, and security services in the CBD core area and Centennial Plaza. Twenty-five licensed private patrol operators attended a mandatory pre-proposal meeting, and eight operators submitted proposals. Four private patrol operators were subsequently interviewed, and Securitas was

selected to provide the required services under a two-year contract. The existing contract expires on December 31, 2012.

**FINANCIAL IMPACT**

The projected cost of the amended agreement is approximately \$260,000 for calendar year 2013. This agreement is funded by General Fund (101-2101-802-8487) and the Oxnard Downtown Management District reimbursement.

(MM)

Attachment #1 - First Amendment to Agreement for Trade Services with Securitas Security Services USA, Inc.

**FIRST AMENDMENT TO AGREEMENT  
FOR TRADE SERVICES**

This First Amendment ("First Amendment"), to the Agreement for Trade Services ("Agreement") is made and entered into in the County of Ventura, State of California, this 31<sup>st</sup> day of December, 2012, by and between the City of Oxnard, a municipal corporation ("City"), and Securitas Security Services USA, Inc. ("Vendor"). This First Amendment amends Agreement entered into on January 1, 2011, by City and Vendor.

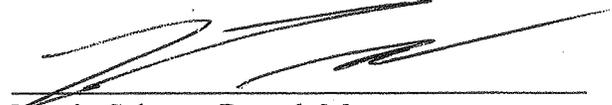
City and Vendor agree as follows:

1. As of January 1, 2013, in Sections 1 and 2 of the Agreement, "Exhibit A1" attached hereto and incorporated herein by reference, is substituted for "Exhibit A".
2. In section 3 of the Agreement, the date "December 31, 2012" is deleted and replaced with the date "December 31, 2013."
3. Section 4 of the Agreement is amended to read: "For the period from January 1, 2011 to December 31, 2012, City shall pay Vendor no more than \$345,000 annually for services provided based on the fees specified in Exhibit B. For the period from January 1, 2012 to December 31, 2013, City shall pay Vendor an amount not to exceed \$260,000 for services provided based on the fees specified in Exhibit B1." Exhibit B1 is attached hereto and incorporated herein by reference.
4. As so amended, the Agreement remains in full force and effect.

CITY OF OXNARD

VENDOR

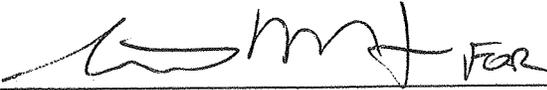
\_\_\_\_\_  
Tim Flynn, Mayor

  
\_\_\_\_\_  
Martin Scherer, Branch Manager  
Securitas Security Services USA, Inc.

ATTEST:

\_\_\_\_\_  
Daniel Martinez, City Clerk

APPROVED AS TO FORM:



\_\_\_\_\_  
Alan Holmberg, City Attorney

APPROVED AS TO INSURANCE:



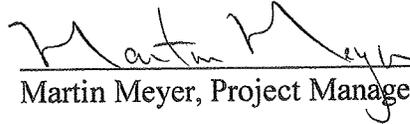
\_\_\_\_\_  
James Cameron, Risk Manager

APPROVED AS TO CONTENT:



*For* \_\_\_\_\_  
Jeri Williams, Chief of Police

APPROVED AS TO CONTENT:



\_\_\_\_\_  
Martin Meyer, Project Manager

APPROVED AS TO AMOUNT:



\_\_\_\_\_  
Karen R. Burnham, Interim City Manager

## Exhibit A1

### Scope of Services

Vendor will provide private security patrol services to the area known as the Property Based Improvement District ("PBID") managed by the Oxnard Downtown Management District ("ODMD"), an approximately thirty-five square block area in downtown Oxnard bounded by north side of Wooley Road to the south, south of Second Street to the north, the alley west of "C" Street to the west and the east alley of Meta Street to the east.

The general parameters for the private patrol operation are as follows:

#### Downtown Patrol

1. One uniformed patrol person may be on site from 12:00 a.m. to 8:30 a.m. seven days per week with an unpaid 30-minute meal break (56 hours per week).
2. One uniformed patrol person may be on site from 8:30 a.m. to 5:00 p.m. seven days per week with an unpaid 30-minute meal break (56 hours per week)
3. One uniformed patrol person on site from 3:30 p.m. to 12:00 a.m. seven days per week with an unpaid 30-minute meal break (56 hours per week)
4. One uniformed patrol person may be on site from 10:00 p.m. to 3:30 a.m. two days per week, Friday and Saturday, with an unpaid 30-minute meal break. (11 hours per week)
5. Patrols will occur by a variety of means throughout the PBID Area with a focus on the Parking Structure (300 block of South B Street) and Centennial Plaza (400 Block of South B Street).

District Safety Officers will work in conjunction with Oxnard Police officers assigned to the Downtown Area.

#### Overnight Patrol

1. One uniformed patrol person may be on site from 12:00 a.m. to 8:30 a.m. seven days per week with an unpaid 30-minute meal break (56 hours per week).
2. The overnight patrol person will be responsible for patrolling the PBID Area, Centennial Plaza and the Parking Structure by a variety of means.

#### Day Shift Patrol

1. One uniformed patrol person may be on site for eight hours-per-day, seven days per week, with an unpaid 30 minute meal break (56 hours per week). The exact work hours will be

agreed upon by City and Vendor and will occur between the hours of 8:30 a.m. to 5:00 p.m.

2. The Day shift patrol person will be responsible for patrolling the PBID Area, Centennial Plaza and the Parking Structure by a variety of means.

### **Swing Shift Patrol**

1. One uniformed patrolperson may be on site for eight hours-per-day, seven days per week, with an unpaid 30 minute meal break (56 hours per week). The exact work hours will be agreed upon by City and Vendor and will occur between the hours of 3:30 p.m. to 12:00 a.m.
2. The swing shift patrol person will be responsible for patrolling the PBID Area, Centennial Plaza and the Parking Structure by a variety of means.

### **Support Shift Patrol (Friday & Saturday)**

1. One uniformed patrolperson may be on site for 5 and one half hours-per-day, 2 days per week, Friday and Saturday, 10:00 p.m. to 3:30 a.m. with unpaid 30 minute meal break (11 hours per week).
2. The swing shift patrol person will be responsible for patrolling the PBID Area, Centennial Plaza and the Parking Structure by a variety of means.

### **Vendor Responsibilities**

1. Vendor will provide adequate supervision and management for all patrol persons.
2. Vendor will utilize an automated guard tour checkpoint tracking and reporting system. The system shall provide proof to the City that a location was inspected by documenting the time, date and location of the patrol person's inspection.
3. Location of guard tour checkpoints and frequency of tours will be agreed upon by the Vendor and City.
4. Vendor shall provide copies of the guard tour logs and daily post logs to City upon demand.
5. Vendor must be a licensed private patrol operator in good standing with the California Department of Consumer Affairs, Bureau of Security and Investigative Services.
6. Each security officer and supervisor assigned to this project must possess a valid and permanent California Department of Consumer of Affairs, Bureau of Security and Investigative Security Services security guard registration while on the job site. A "screen print of the Bureau's approval from the Bureau's web site at [www.dca.gov/bsis](http://www.dca.gov/bsis)

along with valid photo identification” is not an acceptable alternative to this requirement.

7. Each security officer and supervisor assigned to this project must be able to speak, read and write in English.
8. Vendor employees assigned to this project may be required to submit a Live Scan and criminal history check performed by the Oxnard Police Department at the City’s expense with or without notice.
9. ODMD and City reserve the right to reject Vendor employees from this project with or without cause.

### Regulations

Vendor shall comply with the following private patrol operator regulations:

#### Badges/Insignia

The Chief of Police or designee may prescribe the size, shape, and inscription upon the badge or insignia to be worn by a patrol person. The design of the badge or insignia shall not be an imitation of, resemble, or be readily mistaken as a badge or insignia of local, county, state, or federal law enforcement officers. The badge or insignia must comply with the provisions of the California Business and Professions Code.

#### Uniforms

(a) No patrol person shall wear or be required to wear any uniform that imitates, resembles, or may readily be mistaken for the uniform of local, county, state, or federal law enforcement officers. Uniforms must comply with the provisions of the California Business and Professions Code.

(b) No patrol person shall wear or be required to wear a uniform shirt which is similar to, or may be mistaken for the uniform shirt of local, county, state, or federal law enforcement agency. Shirt colors specifically prohibited are black, dark blue, navy blue, French blue, khaki (yellowish-brown), or a similar color or hue.

(c) When a patrol person wears any type of clothing or covering over an authorized uniform shirt, the outermost garment will be marked with a patch on at least one shoulder that reads “private security” and will include the name of the private patrol company by which the person is employed, or which the person represents. A badge or cloth patch will be affixed on the upper left breast of the uniform and shall have clearly visible the words “PRIVATE SECURITY.” Across the back to the outmost garment will be permanently marked “DISTRICT SAFETY” in a high-contrast color in standard sans-serif characters no smaller than two inches in height.

(d) The Chief of Police or designee may authorize special uniform blazer apparel for a patrol person or uniformed in-house security guard working a fixed post at a specific location, e.g.

commercial building lobby and not assigned to a foot or vehicle patrol assignment. The uniform blazer typically consists of a light-weight, single-breasted jacket with the insignia or uniform patch affixed over the breast pocket.

## Vehicles

(a) Private patrol operators shall be prohibited from using any vehicle that imitates, resembles, or may be readily mistaken for the vehicles used by any local, county, state, or federal official public law enforcement agency. No vehicle used by a private patrol service shall be equipped with a red light or siren.

(b) The private patrol operator license number, prefaced with the letters "PPO," will be permanently affixed to the rear of each vehicle used for patrol services by a private patrol operator.

(c) Any vehicle used for private patrol must be marked permanently with the words "Private Security" or "Security Patrol" on the rear and both sides of the vehicle.

(d) Any required vehicle lettering pursuant to this section shall:

1. Consist of a standard sans-serif font with characters no smaller than two inches in height.
2. The lettering must be in a high contrast color with the background color where affixed.

(e) Vehicles owned by the City and used by the private patrol operator are exempt from this section.

## **Reports of Violations of Laws**

No patrol person shall perform, or be required to perform, official police or investigation activities but shall make a report to the Police Department of any felonies, high-grade misdemeanors or violations of federal law which come to his or her attention. High grade misdemeanors include petty theft, violations of dangerous weapons control laws, traffic manslaughter, indecent exposure, child molesting, contributing to the delinquency of a minor, lewd conduct, and all other misdemeanor sex offenses. Such report may be made by telephone or personal visit to the watch commander or other person charged with the duty of receiving reports of law violations.

## Exhibit B1

### Fee Schedule

#### Salary/Compensation

<u>Position</u>	<u>Wage Rate</u>	<u>Straight Time Billing Rate</u>	<u>OT* and Holiday** Billing Rate</u>
Security Officer (Ambassador)	\$14.14	\$20.81	\$29.09
Security Officer (Sergeant)	\$14.69	\$21.56	\$30.17
Post Commander	\$17.00	\$24.56	\$35.50

\* OT (Overtime) is defined as any hours beyond 8 hours per shift or 40 hours per week specifically requested by the City, without 48 hours advance notice.

\*\* Holidays include New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day, when worked.

Officer will receive 40-hours of on-site training prior to permanent assignment to be billed at the training rate of \$20.81 per hour.

#### TOUR/INCIDENT MANAGEMENT SYSTEM: SECURITAS VISION

Monthly cost included in overall pricing

#### OPTIONAL PATROL VEHICLE COSTS

\$10,315.12 annual billing/\$859.59 monthly billing

## LIVING WAGE POLICY

The Living Wage Policy of the City of Oxnard is hereby adopted by the City Council on July 9, 2002 to be effective October 1, 2002.

1. Pursuant to this Living Wage Policy, a service contractor shall pay those employees who provide services to the City under contract:
  - (a) Effective October 1, 2002, at least \$9.00 an hour for the time during which the employee is providing services to the City;
  - (b) Effective July 1, 2003, at least \$9.25 an hour for the time during which the employee is providing services to the City and 32 hours of paid leave per every calendar year in which an employee provides services to the City;
  - (c) Effective July 1, 2004, at least \$10.59 an hour for the time during which the employee is providing services to the City and 64 hours of paid leave per every calendar year in which an employee provides services to the City; and
  - (d) Effective July 1, 2005, at least \$12.22 an hour for the time during which the employee is providing services to the City and 96 hours of paid leave per every calendar year in which an employee provides services to the City.
2. The hourly rates established in Section 1 shall be adjusted July 1, 2006 and, each July 1 thereafter, according to the percentage change since July 1, 2005 in the Consumer Price Index prepared by the Bureau of Labor Statistics for the Los Angeles, Anaheim, Riverside area relating to all urban consumers.
3. A service contractor executing a service contract with the City for which the City will pay the contractor \$25,000 or more during the contract term shall be subject to the Living Wage Policy.
4. A service contractor executing more than one service contract with the City, and the combined monetary total of the payments by the City pursuant to such contracts is \$25,000 or more for the combined contract terms shall be subject to the Living Wage Policy.
5. This Living Wage Policy shall not govern the following types of contracts for: (a) the purchase, rental or lease of goods, products, equipment, supplies or other personal property; (b) public works projects as defined in State or local law; and (c) professional services.
6. This Living Wage Policy shall not govern the following service contractors: (a) nonprofit entities organized under IRS Code section 501(c)(3); (b) public entities such as cities, counties, special districts, states and the federal government; and (c) businesses employing fewer than five persons.

7. The City Attorney is directed to include in all standard trade services contracts and all contracts involving unique trade services, the language set forth in Exhibit A attached hereto and incorporated herein by this reference.
8. If a service contractor fails to comply with this Living Wage Policy, the City Manager is directed to terminate the subject service contract immediately and to impose appropriate fines and penalties as set forth in the service contract.
9. The City Manager and the City Attorney are responsible for the administration and enforcement, respectively, of the Living Wage Policy. If an employee of a service contractor governed by the Living Wage Policy concludes that he/she has been retaliated against for the exercise of rights under the Living Wage Policy, the employee should contact the City Manager at 385-7430.
10. The City Manager shall reasonably cooperate with representatives of the Ventura County Living Wage Coalition to ensure the effective administration and enforcement of the Living Wage Policy.
11. This Living Wage Policy may be changed only by City Council and only after a duly noticed public hearing.
12. The City Manager is directed to ensure that the City Council will review the Living Wage Policy as part of the FY 2003-2004/05 budget process.

## EXHIBIT A

Pursuant to the Living Wage Policy adopted July 9, 2002 by the City Council and effective October 1, 2002, the City Manager and City Attorney are directed to include the following language in all standard trade services contracts and all unique trade services contracts governed by the Living Wage Policy.

- A. (Contractor or Vendor) shall compensate any employee of (Contractor or Vendor) who provides services under this Agreement in accordance with the Living Wage Policy, attached hereto and incorporated herein by reference as Exhibit \_\_\_\_\_. While this Agreement is in effect, (Contractor or Vendor) shall pay such employee no less than \$\_\_\_\_\_ per hour for each hour that such employee provides services under this Agreement. In addition, while this Agreement is in effect, (Contractor or Vendor) shall provide to such employee no less than \_\_\_\_\_ hours of paid leave per calendar year.
- B. (Contractor or Vendor) agrees to post, at a location readily accessible to those employees providing services to the City, a copy of the Living Wage Policy adopted by City Council on July 9, 2002 and effective October 1, 2002.
- C. If (Contractor or Vendor) fails to compensate such employee pursuant to the Living Wage Policy, the City Manager or designee shall terminate this Agreement on written notice to (Contractor or Vendor), effective immediately.
- D. In addition, if (Contractor or Vendor) fails to comply with the Living Wage Policy in any manner, (Contractor or Vendor) shall pay to City a fine of \$500 and shall pay to any employee providing services under this Agreement a penalty of three times the amount or value of the compensation owed to such employee under the Living Wage Policy. (Contractor or Vendor) shall pay such fine and penalty within 15 days after the City Manager or designee provides written notice to (Contractor or Vendor) of the amount owed.

**CITY OF OXNARD LIVING WAGE REQUIREMENTS  
EFFECTIVE JULY 1, 2012**

5. a. Vendor shall compensate any employee of Vendor who provides services under this Agreement in accordance with the Living Wage Policy, attached hereto and incorporated herein by reference as Exhibit 1. While this Agreement is in effect, Vendor shall pay such employee no less than **\$14.37 per hour** for each hour that such employee provides services under this Agreement. **This hourly rate shall be adjusted on July 1, 2013, and each July 1 thereafter, according to the percentage change in the Consumer Price Index**, all items, prepared by the Bureau of Labor Statistics for the Los Angeles, Riverside, Orange County area relating to all urban consumers (CPI-U), index base 1967 + 100, comparing May of the previous year to May of the current year. In addition, while this Agreement is in effect, Vendor shall provide to such employee no less than 96 hours of paid leave per calendar year.

b. Vendor agrees to post, at a location readily accessible to those employees providing services to the City, a copy of the Living Wage Policy adopted by the Oxnard City Council on July 9, 2002 and effective October 1, 2002.

c. If Vendor fails to compensate such employee pursuant to the Living Wage Policy, the City Manager or designee shall terminate this Agreement on written notice to Vendor, effective immediately.

d. In addition, if Vendor fails to comply with the Living Wage Policy in any manner, Vendor shall pay to City a fine of \$500 and shall pay to any employee providing services under this Agreement a penalty of three times the amount or value of the compensation owed to such employee under the Living Wage Policy. Vendor shall pay such fine and penalty within 15 days after the City Manager or designee provides written notice to Vendor of the amount owed.

e. The foregoing requirements are restated on page 1 and 2 of the Agreement for Trade Services.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/20/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Marsh Risk & Insurance Services CA License #0437153 777 South Figueroa Street Los Angeles, CA 90017 Attn: Securitas.Certrequest@marsh.com 502375-ALL-CAS-12/13      SEC    AI    Ex9	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): E-MAIL: ADDRESS:		<b>FAX (A/C, No):</b>
	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURED</b> Securitas Holdings, Inc., Including: Securitas Security Services USA, Inc.; Pinkerton Consulting & Investigations, Inc.; Pinkerton Corporate Risk Management; Burns Int'l Services Company, LLC 4330 Park Terrace Drive Westlake Village, CA 91361	INSURER A : XL Insurance America, Inc.		24554
	INSURER B : ACE American Insurance Company		22667
	INSURER C : Indemnity Ins Co Of North America		43575
	INSURER D : N/A		N/A
	INSURER E :		
	INSURER F :		

**COVERAGES**      **CERTIFICATE NUMBER:** LOS-001313183-07      **REVISION NUMBER:** 6

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			US00005451L12A	01/01/2012	01/01/2013	EACH OCCURRENCE	\$ 2,000,000
X	COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ N/A
X	Excess of \$500,000 SIR						PERSONAL & ADV INJURY	\$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$ 2,000,000
X	POLICY						PRODUCTS - COMP/OP AGG	\$ 2,000,000
	PRO-JECT							\$
	LOC							\$
B	AUTOMOBILE LIABILITY			ISA H08693687	01/01/2012	01/01/2013	COMBINED SINGLE LIMIT (Ea accident)	\$ 2,000,000
X	ANY AUTO						BODILY INJURY (Per person)	\$
	ALL OWNED AUTOS						BODILY INJURY (Per accident)	\$
	HIRED AUTOS						PROPERTY DAMAGE (Per accident)	\$
	SCHEDULED AUTOS							\$
	NON-OWNED AUTOS							\$
A	UMBRELLA LIAB			US00005452L12A	01/01/2012	01/01/2013	EACH OCCURRENCE	\$ 1,000,000
X	EXCESS LIAB						AGGREGATE	\$ 1,000,000
	DED							\$
	RETENTION \$							\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WLR C46780267 (AOS)	01/01/2012	01/01/2013	X WC STATUTORY LIMITS	
B	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)			WLR C46780279 (MA)	01/01/2012	01/01/2013	E.L. EACH ACCIDENT	\$ 1,000,000
B	If yes, describe under DESCRIPTION OF OPERATIONS below			SCF C46780280 (WI)	01/01/2012	01/01/2013	E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
B				WCU C46780310 (CA,OH,WA) *\$1m SIR	01/01/2012	01/01/2013	E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)**  
 City, its City Council, officers, employees and volunteers are named as Additional Insured where required by written contract between the Insured and the Certificate Holder (or between the Insured and its client, if different from the Certificate Holder), and in accordance with the terms and conditions of such contract and the terms and conditions of the insurance policy. Acts or omissions of Additional Insureds are not covered under any circumstances. Additional insured coverage does not apply to the above Workers Compensation or Professional Liability/Employee Theft Liability policies. Where required and where applicable insurance evidence herein is primary.

<b>CERTIFICATE HOLDER</b> City of Oxnard Attn: Risk Manager 300 W. 3rd Street, Suite 302 Oxnard, CA 93030	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE of Marsh Risk & Insurance Services Andy Blasher
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**ADDITIONAL REMARKS SCHEDULE**

<b>AGENCY</b> Marsh Risk & Insurance Services		<b>NAMED INSURED</b> Securitas Holdings, Inc., Including: Securitas Security Services USA, Inc.; Pinkerton Consulting & Investigations, Inc.; Pinkerton Corporate Risk Management; Burns Int'l Services Company, LLC 4330 Park Terrace Drive Westlake Village, CA 91361	
<b>POLICY NUMBER</b>		<b>EFFECTIVE DATE:</b>	
<b>CARRIER</b>	<b>NAIC CODE</b>		

**ADDITIONAL REMARKS**

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
 FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

Where required under written contract or agreement; only to the extent that the Named Insured has agreed in writing prior to the occurrence or accident to provide insurance for such persons or organizations and then only with respect to liability for bodily injury or property damage arising out of operations performed for such additional insured by or on behalf of the Named Insured. The insurance provided by this endorsement, subject to all other policy terms, conditions and limits of insurance, does not extend coverage beyond that agreed to in the contract between the additional insured designated above and the Named Insured. Acts or omissions of Additional Insureds are not covered under any circumstances.

