

# Submitting or Updating a CIP Project to the Website

## Summary

The City of Oxnard's Project Webpage is an important resource for community members to learn, stay updated and request more information about current and upcoming capital improvement projects.

Please follow these procedures to ensure all steps involving submitting or updating a project are completed.

## Submitting a New Project

The project manager or appointed admin will submit a new project. Use this online form to submit a new project to the website:

<https://www.oxnard.gov/city-projects-new-submission>

The information you will need to complete this form is:

- Project Name
- Project Contact(s)
- Project CIP Category
  - Buildings
  - Information Technology
  - Parks & Open Space
  - Sea Walls
  - Transportation & Drainage
  - Utilities
- Project Council District(s)
  - City Wide
  - Council District 1
  - Council District 2
  - Council District 3
  - Council District 4
  - Council District 5
  - Council District 6
- Primary Project Funding Source
  - General Fund
  - Measure O
  - Development Impact Fees
  - Grants
  - Gas Tax
  - Enterprise Funds

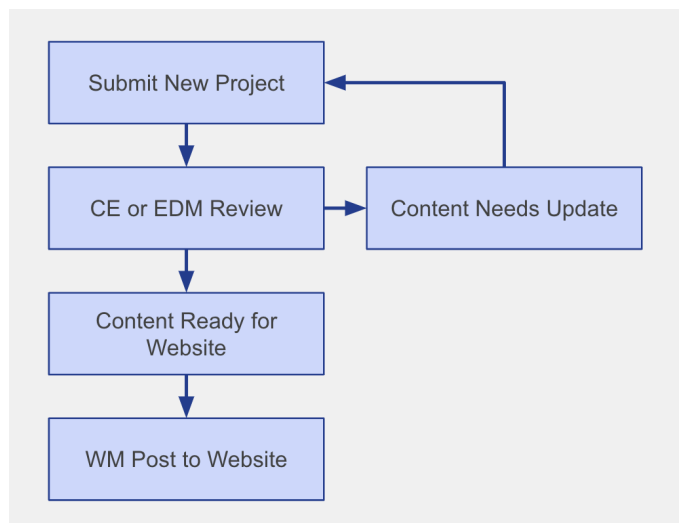
- Special Districts
- Funding Priority Level
  - 1 - Health & Safety
  - 2 - Asset Protection
  - 3 - New or Expanded Services
- Project Summary
- Current Project Phase
  - Planning
  - Design
  - Construction
  - Completed
- Project Pictures
- Additional Attachments

Once the new project has been submitted, using the online form, the submission will be sent to the email address of the City Engineer and Engineer Division Manager. The Website Manager and Communications Staff will be cc'd.

The City Engineer or Engineer Division Manager will review the new project submission for content quality and accuracy.

If either determine content changes are needed they will inform the Project Manager or appointed admin who will make the changes and resubmit the form.

If the content is determined to be ready for the website, the City Engineer or Engineer Division Manager will inform the Website Manager who will create a new project and input the content.



## Submitting a Project Update

If there is a significant update or change to the project the project manager or appointed admin will submit a project update. Use this online form to submit a project update to the website:

<https://www.oxnard.gov/city-projects-update>

The information you will need to complete this form is:

- Project Name

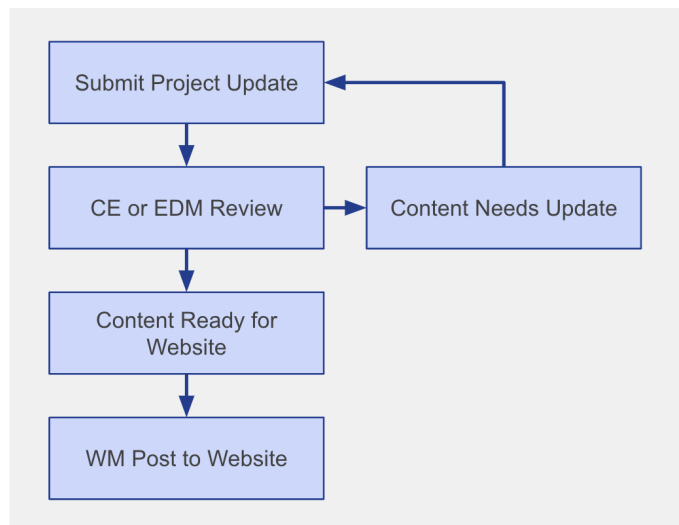
- Project Update Summary
- Are You Updating the Project Phase?
  - Yes
    - Planning
    - Design
    - Construction
    - Completed
  - No
- Additional Pictures of the Project
- Additional Documents

The project update submission will go through the same review process as a new project.

The City Engineer or Engineer Division Manager will review the new project submission for content quality and accuracy.

If either determine content changes are needed they will inform the Project Manager or appointed admin who will make the changes and resubmit the form.

If the content is determined to be ready for the website, the City Engineer or Engineer Division Manager will inform the Website Manager who will update the existing project with new content.



### Communications Contact Information

Kenneth Newville  
[kenneth.newville@oxnard.org](mailto:kenneth.newville@oxnard.org)

Esmeralda Garcia  
[esmeralda.garcia@oxnard.org](mailto:esmeralda.garcia@oxnard.org)

### Engineering Contact Information

Abe Anbessaw  
[abebaw.anbessaw@oxnard.org](mailto:abebaw.anbessaw@oxnard.org)

Morgan Kessler  
[morgan.kessler@oxnard.org](mailto:morgan.kessler@oxnard.org)