

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 Library, 251 South "A" Street and the City Clerk's Office, 300 West Third Street 4th Floor during customary business hours. Any materials to be presented at this meeting will be made available electronically 24 hours prior to the meeting, at the end of this agenda. The agenda reports are on the City of Oxnard web site at www.oxnard.org.



AGENDA
OXNARD CITY COUNCIL
OXNARD COMMUNITY DEVELOPMENT COMMISSION SUCCESSOR AGENCY
OXNARD FINANCING AUTHORITY
OXNARD HOUSING AUTHORITY
Council Chambers, 305 West Third Street
July 24, 2018
Closed Session - 4:30 PM
Appointment Item - 5:00 PM
Regular Meeting - 6:00 PM

A. ROLL CALL/POSTING OF AGENDA

THE FOLLOWING LEGISLATIVE BODIES ARE MEETING: City Council and Housing Authority.

B. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

At this time, a person may address the legislative body only on matters appearing on the closed session agenda. The presiding officer shall limit public comments to three minutes

C. CLOSED SESSION (4:30 PM)

1. Conference with Legal Counsel – Existing Litigation

CC (Government Code section 54956.9 (d)(1))

Name of case: City of Oxnard. v. Mayer Hoffman McCann P.C.

Ventura County Superior Court, Case No. 56-2017-00501459-CU-PN-VTA

The City Attorney requested that this item be discussed in closed session under the Brown Act authorization for the City Council to confer with its legal counsel regarding pending litigation.

D. APPOINTMENT ITEMS (5:00 PM)

Police Department

1. SUBJECT: Homelessness and Anti Vagrancy Efforts. (10/10/10)

RECOMMENDATION: That City Council receive and file a report from the Police Department and the City Attorney's Office regarding efforts to address homelessness and vagrancy, and provide feedback to staff

Legislative Body: CC

Contact: Scott Whitney

Phone: (805) 385-7624

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.

City of Oxnard internet address: www.oxnard.org.

Housing Department2. SUBJECT: Partnership to Address Homelessness (5/5/5)RECOMMENDATION: That the City Council:

1. Authorize the Mayor to sign a letter of intent expressing the City's support to partner with the County of Ventura on the development and operations of a year-round homeless shelter; and
2. Direct the City Manager and Housing Director to work with Ventura County to develop a detailed agreement to be scheduled for City Council consideration as soon as possible.

Legislative Body: CC

Contact: Arturo Casillas

Phone: (805) 385-8094

E. OPENING CEREMONIES (6:00 PM)

Pledge of allegiance to the flag of the United States.

F. CEREMONIAL CALENDAR

1. SUBJECT: Presentation of a Resolution to Tammy Gutierrez for Over Twenty-Nine Years of Outstanding Service to the City of Oxnard.

G. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

At this time, the legislative body will consider public comments for a maximum of thirty minutes. 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 cards will not be accepted after the beginning of the general public comment period. Based on the number of speaker cards submitted, the presiding officer may impose time limits per speaker. Typically, speakers are limited to three minutes, but shorter time may be established as deemed necessary. A person not able to address the legislative body at this time because the thirty minutes expires may do so just 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.

H. REPORT OF CITY MANAGER/EXECUTIVE DIRECTOR/SECRETARY

The City Manager/Executive Director/Secretary shall report on items of interest to the legislative body occurring since the last meeting. The legislative body cannot enter into detailed discussion or take action on any item presented during this report. Such items may only be referred to the City Manager/Executive Director/Secretary for administrative action or scheduled on a subsequent agenda for discussion.

I. CITY COUNCIL/HOUSING AUTHORITY/SUCCESSOR AGENCY/FINANCING AUTHORITY BUSINESS/COMMITTEE REPORTS

At this time, a member of the legislative body may make a brief announcement, or make a brief report on his or her activities. Further, members of the legislative body may request to schedule consideration of whether to place an item on a future agenda. The legislative body cannot enter

into detailed discussion or take action on any item presented during this report. The member's report shall not exceed three minutes, unless additional time is granted by the presiding officer.

City Attorney Department

1. SUBJECT: Ballot Argument for Measure G -- Cannabis Business Tax (5/5/10)

RECOMMENDATION: That the City Council determine if either:

1. The City Council as a whole; or
 2. One or more Councilmembers designated by the City Council
- will file the written argument in support of Measure G, which would impose a cannabis business tax.

If the City Council determines that the City Council as a whole will file the argument, then the City Council should designate one or more signatories for the argument if all members of the City Council will not be available to sign the argument by the filing deadline of August 2, 2018.

Legislative Body: CC Contact: Stephen M. Fischer Phone: (805) 385-7483

2. SUBJECT: Ballot Arguments Against Measures F, H & I - Seabridge Initiatives (10/10/10)

RECOMMENDATION: That the City Council determine if the City Council wishes to file written arguments against:

1. Measure F -- Reduction of the maximum special tax for CFD-4 (Seabridge at Mandalay Bay);
2. Measure H -- Reduction of allowed overhead for CFD-3 (Seabridge at Mandalay Bay); and
3. Measure I -- Reduction of portion of special tax used for Harbor Patrol services for CFD-4 (Seabridge at Mandalay).

If the City Council determines that it wishes to file a written argument against one or more of the ballot measures, then the City Council should designate one or more signatories for the argument (on behalf of the City Council as a whole) if all members of the City Council will not be available to sign the argument(s) by the filing deadline of August 2, 2018.

Legislative Body: CC Contact: Stephen M. Fischer Phone: (805) 385-7483

J. REVIEW OF INFORMATION/CONSENT AGENDA

The members of the legislative body will consider whether to remove Information/Consent Agenda items for discussion later during the meeting.

K. PUBLIC COMMENTS ON INFORMATION/CONSENT AGENDA

At this time, a person may address the legislative body only on matters appearing on the information/consent agenda. The presiding officer shall limit public comments to three minutes.

L. INFORMATION CONSENT AGENDA

City Attorney Department

1. SUBJECT: Adoption of Alcohol Possession and Consumption Ordinance.

RECOMMENDATION: That City Council adopt Ordinance No. 2944 (read by title only, waiving further reading) amending Section 7-125 of the Oxnard City Code, concerning the possession and consumption of alcohol in public places.

Legislative Body: CC

Contact: Stephen M. Fischer

Phone: (805) 385-7483

2. SUBJECT: Response to Grand Jury Report Regarding Seabridge Community Facilities District No. 4.

RECOMMENDATION: That City Council authorizes the Mayor, the City Clerk, and the City Attorney to respond, on behalf of the City Council, to the Grand Jury report titled "Seabridge Community Facilities District No. 4" dated May 10, 2018, in the form included as Attachment A.

Legislative Body: CC

Contact: Stephen M. Fischer

Phone: (805) 385-7483

City Clerk Department

3. SUBJECT: Approval of Minutes.

RECOMMENDATION: That the City Council approve the minutes of the June 19, 2018 Regular Meeting, June 26, 2018 Regular Meeting, and July 5, 2018 Special Meeting as presented.

Legislative Body: CC

Contact: Michelle Ascencion

Phone: (805) 385-7805

City Manager Department

4. SUBJECT: League of California Cities Annual Conference Voting Delegate/Alternate 2018

RECOMMENDATION: That City Council designate Councilman MacDonald as the voting delegate to the League of California Cities Annual Conference and to vote on behalf of the City.

Legislative Body: CC

Contact: Alexander Nguyen

Phone: (805) 385-7430

Development Services Department

5. SUBJECT: Adoption of Safe Homes Safe Families Program

RECOMMENDATION: That City Council:

1. Adopt Ordinance No. 2945 (read by title only, waiving further reading) adding Article XXVII to Chapter 14 of the Oxnard City Code to establish a Safe Homes Safe Families, Repeat Offender Program;

2. Adopt Ordinance No. 2946 (read by title only, waiving further reading) repealing uncodified Ordinance No. 2726, and adding Article XXVI to Chapter 14 of the Oxnard City Code to establish Tenant Relocation Assistance; and

3. Adopt Ordinance No. 2947 (read by title only, waiving further reading) adding Article XXVIII to Chapter 14 of the Oxnard City Code related to substandard and improper occupancies.

Legislative Body: CC

Contact: Stephen M. Fischer

Phone: (805) 385-7483

Housing Department

6. SUBJECT: Revision of the Housing Authority of the City of Oxnard's Procurement Policy.

RECOMMENDATION: That the Board of Commissioners of the Housing Authority of the City of Oxnard adopt a resolution approving the revision of the Housing Authority of the City of Oxnard's Procurement Policy in accordance with new policies and procedures set

forth by the U.S. Office of Management and Budget (OMB) guidance from 24 CFR Part 85 to 2 CFR Part 200.

Legislative Body: HA

Contact: Arturo Casillas

Phone: (805) 385-8094

Public Works Department

7. SUBJECT: Award Agreement No. A-8093 to Aquatic Bioassay & Consulting Laboratories, Inc.
RECOMMENDATION: That City Council award, and authorize the Mayor to execute when finalized, Agreement No. A-8093 with Aquatic Bioassay and Consulting Laboratories, Inc. in the amount of \$453,888 for receiving water monitoring services.

Legislative Body: CC

Contact: Rosemarie Gaglione

Phone: (805) 385-8055

M. PUBLIC HEARINGS

Finance Department

1. SUBJECT: Fee for Service Update and Adoption of New Fees (10/10/5)
RECOMMENDATION: That the City Council hold a public hearing on the proposed new and adjusted service fees, and adopt a resolution establishing new fees and adjusting current fees for the services identified in the attachments and appendices to said resolution.

Legislative Body: CC

Contact: Jim Throop

Phone: (805) 385-7475

N. REPORTS

City Treasurer Department

1. SUBJECT: Unclaimed Funds Escheated to the City's General Fund. (5/5/5)
RECOMMENDATION: That City Council adopt a resolution transferring unclaimed funds from their respective fund(s) to the general fund pursuant to California Government Code Sections 50050 et seq.
2. SUBJECT: City Treasurer's 4Th Quarter FY 17-18 Investment Report (5/5/5)
RECOMMENDATION: That City Council receive, accept and file the Annual City Treasurer's Investment Report for the period ending June 30, 2018.

Legislative Body: CC

Contact: Phillip S. Molina

Phone: (805) 385-7808

Legislative Body: CC

Contact: Phillip S. Molina

Phone: (805) 385-7808

Finance Department

3. SUBJECT: Internal Control Integrated Framework (ICIF) Policy (10/10/10)
RECOMMENDATION: That City Council direct staff to prepare resolutions to adopt Management Partners, Inc.'s recommendations for City Council internal control policies in their report "City of Oxnard, California Internal Control – Integrated Framework Council Policies and Administrative Implementation Guidelines." This report was prepared to address critical audit findings by the City's independent auditor in connection with its work on the City's Single Audit.

Legislative Body: CC

Contact: Deanne Purcell

Phone: (805) 200-5400

Public Works Department

4. SUBJECT: Award Contract for Auto Center Commercial Neighborhood Street Resurfacing Project PW 17-07 (5/5/5)

RECOMMENDATION: That City Council:

1. Award and authorize the Mayor to execute Agreement A-8088 in the amount of \$1,560,856 for the Auto Center Commercial Neighborhood Street Resurfacing Project PW 17-07 with Toro Enterprises, Inc.;

2. Approve \$156,085 for Project contingency for the Auto Center Commercial Neighborhood Street Resurfacing Project PW 17-07;

3. Approve \$156,085 for construction engineering, inspection, survey and project management for the Auto Center Commercial Neighborhood Street Resurfacing Project PW 17-07; and

4. Approve an appropriation of \$92,000 from the Street Maintenance Fund (105) for the Auto Center Commercial Neighborhood Street Resurfacing Project PW 17-07.

Legislative Body: CC

Contact: Rosemarie Gaglione

Phone: (805) 385-8055

5. SUBJECT: Rice Avenue at Fifth Street Grade Separation Design Contract (5/5/5)

RECOMMENDATION: That City Council:

1. Award, and authorize the Mayor to execute when finalized, Agreement No. A-8094 with WKE, Inc. to complete the plans, specification and estimates (PS&E) for the Rice Avenue at Fifth Street Grade Separation Project in the amount of \$5,354,840; and

2. Approve the attached budget Appropriation in the amount of \$13,929,000, recognizing grant \$12,406,000 from State TCEP grant funds and \$1,523,000 from Federal Transportation Multi-Year Grants Fund 275 to Project #133101, Rice Avenue at 5th Street Grade.

3. Authorized the City Manager or his designee to amend the budget of TCEP grants funds based on actual award by phase of work once grant agreement is fully executed.

Legislative Body: CC

Contact: Rosemarie Gaglione

Phone: (805) 385-8055

O. ADJOURNMENT



**CITY COUNCIL
AGENDA REPORT**

**TYPE OF ITEM: Appointment
Item**

AGENDA ITEM NO.: 1

DATE: July 24, 2018

TO: City Council

THROUGH: Alexander Nguyen
City Manager

FROM: Scott Whitney
Police Chief

SUBJECT: Homelessness and Anti Vagrancy Efforts. (10/10/10)

CONTACT: Scott Whitney, Police Chief
Scott.Whitney@OxnardPD.org, (805) 385-7624

RECOMMENDATION:

That City Council receive and file a report from the Police Department and the City Attorney's Office regarding efforts to address homelessness and vagrancy, and provide feedback to staff

BACKGROUND

Like many other cities across California, homelessness and vagrancy issues in Oxnard are a growing problem and present a variety of challenges. Recent events, such as the 2018 homeless count in Ventura County, the Halaco encampment cleanup, discussions concerning sheltering solutions for the homeless, a homicide in Ventura, and a general sense of their increased presence have brought greater local attention to the issue. This report must be prefaced with a statement that the Police Department distinguishes homelessness and vagrancy as two separate, yet often interrelated issues. Homelessness is viewed as a person's status or situation of not having a place to live. Being homeless is not a crime. Vagrancy adds the layer of antisocial, nuisance, and criminal behavior, and this is what often results in calls to the Police Department.

The 2018 *Preliminary Homeless Count Report* for Ventura County stated that the number of homeless children and adults in Ventura County increased 12.8% from the previous year. This report also stated that the cities of Oxnard and Ventura account for nearly two-thirds (65.5%) of the homeless population in Ventura County. Though Oxnard's 2018 homeless population count

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was stated at 335, it is believed to be higher. A significant portion of the homeless population suffers from physical and mental health problems, substance addiction, or combinations of these. These ailments, in conjunction with limited long-term treatment and resources, perpetuate the problem. A significant portion of the homeless population is also service-resistant, which makes it more difficult for law enforcement and service providers to help them improve their situation. As a result, it is not uncommon to have repeat calls for service related to such an individual. A growing number of Police Department calls for service deal with either the homeless or vagrants. In 2017, the Police Department responded to over 2,200 calls for service related to them. While this number seems high, the actual numbers may actually be higher.

The Police Department allocated two (2) full-time police officer positions to address issues related to homelessness and vagrancy. Known as Homeless Liaison Officers (HLOs), their primary responsibilities are to handle complaints of transient encampments and other homeless and vagrancy issues throughout the city, and respond to related calls for service when available.

HLOs connect with local social service providers, businesses, churches, and others to help implement short-term and longer-term solutions to homeless and vagrant-related issues. The HLOs are part of the Neighborhood Policing Team (NPT), and also work closely with the Central Business District (CBD) officers, especially when working on transient encampments. These personnel supplement the Police Department's Patrol Division officers, who respond to calls for service. Also of note, the CBD officers also directly communicate with the Oxnard Downtown Improvement District, as well downtown businesses, which regularly experience issues related to homelessness and vagrancy.

Organizations that the HLOs collaborate with include the *Ventura County Rescue Mission*, *Community Action of Ventura County*, *Turning Point Foundation*, and the *Society of St. Vincent de Paul*. Other service providers include the *Salvation Army*, *Ventura County Behavioral Health*, *Ventura County Homeless Services*, and *Ventura County Public Health*. Oxnard's Housing Department also plays a role in implementing solutions. HLOs frequently communicate with these groups, and meet with them to assess those in need of services. HLOs also help provide transportation to and from appointments that would help improve an individual's situation (e.g., the Department of Motor Vehicles, Social Security Office, court, etc.). HLOs are also currently working with the *New Life Church* in Oxnard to help establish a mentorship program to assist local homeless persons.

A significant portion of HLO time is spent dealing with service-resistant homeless individuals who engage in antisocial behaviors and criminal activity. These are often the same persons that the Police Department, Fire Department, and emergency medical services deal with on a recurring basis. While the HLOs regularly offer to link homeless persons with services, at times, enforcement becomes necessary. In 2017, the HLOs made over 250 arrests (including citation and booking arrests) for various vagrancy-related offenses. This was generally in the form of enforcing Oxnard City Code violations, or California Penal Code/Health & Safety Code violations. This number does not include vagrants that were arrested by patrol officers.

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HLOs are forming a steering committee in order to coordinate problem-solving efforts related to the homeless and vagrancy. Having a coordinated effort will better identify those who present the most serious needs, problems, and challenges, and collectively apply solutions to address them. HLOs, along with the Police Department's Community Affairs Manager, are also developing materials for a "responsible giving" outreach campaign. The purpose of this effort is aimed at properly directing contributions to bona fide service providers, rather than to panhandlers. The HLOs also communicate with the City's Commission on Homelessness advisory group, and its Commission's Safety and Hygiene subcommittee.

Taking Back our Parks initiative

During the latter months of 2017, the Police Department received an uptick in complaints about vagrancy in a number of Oxnard's parks. The complaints largely centered around vagrants scaring people away, alcohol consumption and drug use. Other common complaints included disturbances, fights, aggressive panhandling, persons urinating/defecating in the parks, and reports of suspicious activity. In June of 2017, a homicide occurred at Wilson Park during nighttime hours, and this drew more attention to vagrants camping in parks after dark (Oxnard City Code section 7-136 states that City parks are closed between dusk and 7 AM). Residents and officers reported finding drug paraphernalia left behind in parks. In November of 2017, the Police Department began the *Taking Back our Parks* effort, aimed at promoting clean, safe locations that families and children should not fear to visit. Officers are currently being directed to regularly check on the parks in their assigned beats and take a zero tolerance posture against alcohol, drug, and disorderly conduct violations.

HLO, NPT, CBD, and patrol officers sweep City parks with greater frequency, and vagrant activity at the parks has been noticeably reduced. For example, there were thirteen (13) calls for service at Wilson Park in November of 2017; in May of 2018 there were two (2) calls for service. This is an ongoing effort that requires maintenance on a daily basis to keep our parks safe for our residents.

Challenges and resources

Addressing issues related to homelessness and vagrancy require resources, funding, partnerships, coordination, persistence, and a will to succeed. Until coordinated large-scale, long-term solutions are implemented, the calls for service and issues related to homelessness and vagrancy will continue to challenge the Police Department, the City, as well as the community. Much of this burden will continue to fall on the Police Department's officers, and this competes with their availability to quickly respond to other calls for service.

For example, dismantling illegal homeless encampments can be costly. The HLOs are notified of new encampments on a weekly basis. Last year, HLOs addressed complaints of over fifty (50) encampments, including the Halaco site, which at one point had approximately 150 inhabitants. The camps must be carefully dismantled, and many contain hazardous materials, such as garbage and human waste. It often becomes the City's responsibility to store personal belongings from these camps' inhabitants. Other City departments, including Environmental Resources, Parks, City Corps, and the Fire Department should be recognized for their teamwork and assistance with their removal. It is becoming increasingly apparent that given the number of

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encampments, which can be large-sized, funding for resources to maintain these cleanups will be needed in the future.

Incorporating best practices to address vagrancy

Enforcement is often needed to encourage offenders to seek services and assistance. In October of 2017, the HLOs worked with the Ventura County District Attorney's Office to establish a diversion court for homeless offenders who commit criminal violations (e.g. California Penal Code, Health & Safety Code, Business & Professions Code). The Ventura County Public Defender's Office, St. Vincent de Paul, and the Ventura County Superior Court have partnered in this effort to encourage individuals who meet criteria to accept and receive individually specified services in lieu of serving custody time. Eight months after the program began, its first person recently completed this program, and more are expected to follow. This approach is viewed as a "best practice."

Another "best practice" component that Oxnard would benefit from is one that coordinates the prosecution of Oxnard City Code violations. Those that put forth an effort to change their ways for the better may be given leniency in the charges filed and sentences recommended, while those that choose not to would be subject to the standard consequences for their actions. Incurable, chronic offenders are subject to stay-away orders from the areas that they continue to offend. The cities of Anaheim, Santa Monica, Santa Barbara, and Ventura employ similar practices. The Police Department and the City Attorney's Office have discussed ways to better address vagrancy in Oxnard, particularly utilizing the City Attorney's Office to coordinate the prosecution of city ordinances, and to encourage offenders to choose alternatives rather than custody time.

Ordinances

Homelessness and vagrancy are complex problems faced by many cities in California. Managing both the needs of homeless individuals and the secondary impacts associated with homelessness involves navigating a variety of legal issues. Legal considerations include, but are not limited to, equal protection, fair punishment, vagueness, property rights, and free speech issues.

The review of potential new city ordinances is an ongoing effort. In 2017, the Police Department reached out to several California cities, and researched a number of ordinances that have been viewed as effective tools in addressing vagrancy. Some of these ordinances included: the prohibition of possession/consumption of alcohol in public places (used in Anaheim and Ventura), and the prohibition of camping and storage of personal property in public places (enforced in Ventura, Anaheim, Santa Monica, Fresno). Other ordinances such as the closure of civic center grounds during nighttime hours, restricting unregulated food distribution in public places, and addressing panhandling methods have been reviewed.

However, legal challenges currently exist to some of these ordinances in other cities, particularly those that are narrow enough in scope that some may claim they discriminate against the homeless. This has caused Oxnard to be both cautious and selective of potential ordinances that are presented for adoption.

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At this point, the City Attorney's Office is moving forward with a revision of the public consumption and possession of alcohol ordinance. Of note, the proposed ordinance amendment adds the possession of open containers of alcoholic beverages, and has a broad application.

STRATEGIC PRIORITIES

This agenda item supports the Quality of Life Strategy. The purpose of the Quality of Life strategy is to build relationships and create opportunities within the community for safe and vibrant neighborhoods, which will showcase the promising future of Oxnard. This items supports the following goals and objectives:

Goal 1. Improve community safety and quality of life through a combination of prevention, intervention, and suppression efforts that address crime and underlying issues.

Goal 2. Address homelessness through the development and implementation of a multi-tiered strategy.

FINANCIAL IMPACT

None.

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**CITY COUNCIL
AGENDA REPORT**

**TYPE OF ITEM: Appointment
Item**

AGENDA ITEM NO.: 2

DATE: July 24, 2018

TO: City Council

THROUGH: Alexander Nguyen
City Manager

A handwritten signature in black ink, appearing to read "Alex Nguyen".

FROM: Arturo Casillas
Housing Director

A handwritten signature in black ink, appearing to read "Arturo Casillas".

SUBJECT: Partnership to Address Homelessness (5/5/5)

CONTACT: Arturo Casillas, Housing Director
Arturo.Casillas@oxnard.org, (805) 385-8094

RECOMMENDATION:

That the City Council:

1. Authorize the Mayor to sign a letter of intent expressing the City's support to partner with the County of Ventura on the development and operations of a year-round homeless shelter; and
2. Direct the City Manager and Housing Director to work with Ventura County to develop a detailed agreement to be scheduled for City Council consideration as soon as possible.

BACKGROUND

On June 19 2018, the Ventura County Board of Supervisors heard a status presentation from County staff on local entities' collective progress to establish two year-round shelters, one each in the cities of Ventura and Oxnard.

Since March of 2018, Housing Department staff has been working closely with the Ventura County Executive Office and the City of Ventura's Community Development Department to develop a Tri-Party Agreement for developing year-round shelters in Oxnard and Ventura. For Oxnard, several considerations are that the shelter be located preferably within the City's SB 2 Emergency Shelter Overlay zone, and that the shelter concept be expected to operate as a "no-walk-in entry" model. All those using the shelter will be brought in through the shelter operator's outreach and transportation efforts, through coordination with the Oxnard Police Department and

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local homeless service providers, and other agencies consistent with the Continuum of Care's Pathways to Home Coordinated Entry system. The facility will have adequate size for 100 to 150-bed shelter and the space will accommodate service providers from the County and the nonprofit sector. Ideally, the space available should be sufficient to accommodate an animal kennel, other amenities necessary to serve our current homeless population, including space for safe sleep vehicles.

Given the potential for a Year-Round shelter, the two cities and the County of Ventura, have set forth several preliminary agreement points to guide the next steps and the development of a formal agreement.

1. The agencies agree to work collaboratively to establish a permanent year around full-service navigation/emergency shelters, one in each city.
2. In pursuit of a coordinated crisis response system, the parties agree to jointly develop and release a Request for Proposals for one or more operators for full-service navigation/emergency shelters in the cities of Oxnard and Ventura.
3. Each City shall identify and secure shelter sites in their respective communities.
4. The amount of funding requested from the County toward acquisition/rehabilitation and operation of each shelter shall not exceed the amount of funding committed by each city and shall be no more than is necessary to fill any funding gap for establishment and operation.
5. Non-profit entities will be solicited to operate the shelters and will be requested to demonstrate their ability to augment resources available for shelter operation based upon responses to the RFP.
6. County staff will recommend its level of support of social services toward operations, and a committee of city and County subject matter experts shall form the RFP review committee and shall identify qualified operators for the shelters, subject to final selection by each City each City Council and the Board of Supervisors' approval.
7. Each City shall contract with a qualified operator of its choosing.
8. Each city shall expeditiously process the necessary land use entitlements for the shelter to be located in that city, and may, through appropriate entitlements, develop and impose all appropriate operational conditions.
9. In negotiating the operational agreement(s), the specific level and amount of County services shall be clearly articulated. Each host city shall retain administrative authority over the operational agreement with regular consultation with the County unless otherwise negotiated between the parties.

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The Western Ventura County region faces multiple challenges for preventing, reducing and ending homelessness within its service jurisdiction. With that said, the highest priority is to build and develop Year-Round Shelters and Navigation Centers with supportive programs and services. Augmenting the Year-Round Shelter concept with a Navigation Center implicates not only providing shelter, hygiene and nutrition services, but also providing on-site wrap around social services, mental health services, referrals for drug and alcohol abuse and treatment, adult education, workforce training and sustainable re-housing opportunities.

The purpose for developing a Year-Round Shelter is to address ongoing issues that have made homelessness in Oxnard a crisis. This is consistent with HUD's direction to the local Continuum of Care consortium to address homeless issues in a coordinated and regional basis, as a "Best Practice" approach. County support also will help to leverage, possibly up to 100%, of the recently approved \$1.5 million of Measure O funds being made available by the City of Oxnard to address homelessness.

Annually, there continues to be a need to provide emergency shelter for homeless persons during the cold winter months. In the past, City officials and homeless advocates in West Ventura County have focused efforts to fund Winter Warming Shelters. However, these efforts do not provide sustainable outcomes considering the three-to-four month financial investments made to operate a winter shelter. Therefore, the development of a Year-Round Shelter is the first step for not only better utilizing public dollars, but also for providing a comprehensive and holistic approach towards preventing and reducing homelessness in Oxnard.

Currently City staff is working diligently to secure a suitable facility to operate a Year-Round shelter. The County and the two cities have agreed that if a shelter facility is not secured by October 1, 2018, at that point focus will shift to identify potential sites for a winter "foul weather" shelter operation. One option is to return to the former Oxnard National Guard Armory facility, which is owned by the City of Oxnard. In 2017, the National Guard relinquished its long-term lease to the facility. This now provides an option for a "foul weather" shelter, should a new building not be procured in time for the 2018-19 winter. Also, since the National Guard no longer is involved, it could be used as a temporary 24-hour facility.

STRATEGIC PRIORITIES

This agenda item supports the Quality of Life strategy. The purpose of the Quality of Life strategy is to build relationships and create opportunities within the community for safe and vibrant neighborhoods, which will showcase the promising future of Oxnard. This item supports the following goals and objectives:

Goal 1. Improve community safety and quality of life through a combination of prevention, intervention, and suppression efforts that address crime and underlying issues.

Goal 2. Address homelessness through the development and implementation of a multi-

(5PM Appointment Item) Partnership to Address Homelessness (5/5/5)

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tier strategy.

FINANCIAL IMPACT

Approval of the recommended action will permit the City to possibly leverage up to \$1.5 million in matching funds from the County of Ventura to address homelessness in the City of Oxnard.

ATTACHMENTS:

Ventura County Action 2018

RFP 5949 Emergency Shelter Operator

Draft MOU

PETER C. FOY, Chair
 STEVE BENNETT
 LINDA PARKS
 KELLY LONG
 JOHN C. ZARAGOZA



BOARD OF SUPERVISORS COUNTY OF VENTURA

GOVERNMENT CENTER, HALL OF ADMINISTRATION
 800 SOUTH VICTORIA AVENUE, VENTURA, CALIFORNIA 93009

STEVE BENNETT
 SUPERVISOR, FIRST DISTRICT
 (805) 654-2703
 FAX: (805) 654-2226
 E-mail: steve.bennett@ventura.org

March 20, 2018

Board of Supervisors
 County of Ventura
 800 South Victoria Avenue
 Ventura, CA 93009

SUBJECT: Recommendation of Supervisor Bennett for This Board to Approve Protocols and Policies for Working with Cities to Provide Crisis Housing, Year-Round Shelter or Foul Weather Shelter for the Homeless

RECOMMENDATIONS:

It is recommended that our Board:

- 1) Approve the concept of working with each interested city in developing crisis housing, homeless shelters, and foul weather shelters to serve the needs of that city.
- 2) Approve using the following core principals as a tool to coordinate cooperation with cities on addressing this pressing need and to help finance and support crisis housing, homeless shelter, and foul weather shelter development and operations:
 - a) The County and the city establish in writing the financial arrangements and other division of responsibilities of a proposed effort.
 - b) Conceptually, the County intends to match the amount of money the city is willing to put into an effort for capital improvements and on-going operations. There is a recognition that there is a limit to this capacity, and the actual funding commitment would be made after discussions with the city.
 - c) The city takes the lead and officially approves the location of the facility.
 - d) A non-profit operates the facility and provides the funds needed beyond the amount provided by the city and the County.
 - e) The city and the County jointly approve the operator of the facility, the operator contract is administered by the city with regular consultation with the County on important issues.
 - f) The County determines its level of support of social services to the homeless population in the facility. The exact services and the amount of services are agreed to in writing in advance with the operator and the city.
 - g) After the above arrangements are finalized in writing and approved by the Board of Supervisors and the city council, a joint effort by city and County staff can explore the more detailed specific possibilities and options.

- h) The second phase agreement would encompass specific operational issues individual to each city regarding matters such as funding requirements, site selection, hours of operation, length of stay, services provided, etc.
 - i) The CEO returns to the Board with the final proposals with any cities that participate, including the budget request for the start-up cost and the annual cost.
- 3) Direct the CEO to communicate our decision and the model to the city managers for their councils to deliberate and determine if they wish to partner with the County under these protocols.

DISCUSSION:

The number of residents experiencing or facing homelessness in Ventura County continues to be a significant challenge for local government and our communities.

In the past, our Board offered a \$2 million matching fund to cities to partner in building homeless shelters. For a variety of reasons, that offer has not resulted in any construction of shelter options by a joint city-county effort. One of those reasons is a lack of clarity regarding the intersection of County and city policies and responsibilities regarding such an endeavor. This proposal is an attempt to provide more clarity to that process with the hope that more projects will move forward.

While progress in the overall number of homeless has been made, those facing homelessness still have few options. Even with success in our efforts to increase the number of affordable housing units, there will still be a need for crisis housing. The individual who loses his job and is evicted, the family who has been bunking in with friends and is thrown out, or the person living in their car that is towed -- all of them need a safe place to sleep and access to services that can help them get back on their feet and back into sustainable housing.

Our 10-year Strategic Plan to End Homelessness recommends modest-sized homeless shelters for each city to serve its own homeless. Each community is different, each has unique needs and priorities. Some will focus on a year-round shelter, others on crisis housing for those who have a caseworker and recovery plan. Hopefully, at a minimum, all communities will provide shelter from foul weather.

This proposed partnership alone won't solve all our homeless issues. Just as there are many causes of homelessness, we need many solutions. We may have to start small. Neither our resources nor those of the cities are limitless, but we can and should do something. It is time to redouble our effort to work together, pool our resources, leverage our individual strengths, and move some of our homeless off the streets.

Please join me in approving this effort to provide shelter to our residents when they are most in need.

Sincerely,



Steve Bennett
Supervisor, First District



COUNTY OF VENTURA – CITY OF OXNARD – CITY OF VENTURA

COUNTY OF VENTURA (CONTACT AGENCY)

GENERAL SERVICES AGENCY

PROCUREMENT SERVICES

800 S. VICTORIA AVE., L#1080

VENTURA CA 93009

REQUEST FOR PROPOSAL

5949

FOR

FULL SERVICE EMERGENCY SHELTER OPERATOR

ISSUED: JULY 9, 2018

PROPOSALS DUE: AUGUST 15, 2018

**Please note that the parties sponsoring this solicitation
are under no obligation to enter into a contract.**

SECTION 1.0 -- **BACKGROUND AND GENERAL INFORMATION**

This Request for Proposal (RFP) has been posted on the GSA Procurement website for your convenience. Addenda and attachments, if issued, are also posted. It is the Offeror's responsibility to ensure that the entire RFP package, in its latest version, is reviewed prior to submittal of a proposal.

1.1 **Background**

Since 2002, the County of Ventura and the cities of Oxnard and Ventura have been funding partners in the West County Winter Warming Shelter (WWS) model, and have provided oversight for the WWS program. The program has historically used the National Guard Armory locations in the cities of Ventura and Oxnard from 6pm-6am nightly between the winter months of December-March. The Armory WWS model provides homeless individuals in West Ventura County with a safe place to sleep, a hot meal and linkages to supportive services. When the WWS closes for the season, Ventura County automatically loses 110-120 emergency shelter beds with participants returning to the street.

In 2018, as evidence of the County's commitment to the development of permanent shelter solutions, the County of Ventura Board of Supervisors committed to partnering with cities in establishing effective crisis response systems tailored to each city's unique needs for their homeless residents. The cities of Ventura and Oxnard have made formal requests to partner with the County in establishing new emergency shelter programs in their respective cities to augment their existing services. On March 23, 2018, the County Board of Supervisors conceptually agreed to match funding committed by the cities toward shelter improvements and ongoing operations, recognizing that there is a limit to that capacity. The City of Ventura's residents recently passed 'Measure O', with homelessness identified as one of the community's top priorities, and the Oxnard City Council has identified addressing and reducing homelessness as a priority Quality of Life goal. Both cities are actively pursuing locations for a permanent year-round emergency shelter program(s). Locations will be identified and in place before contracts are awarded. The City of Ventura has committed an initial \$600,000 towards capital improvements with \$300,000 annually for operations and the City of Oxnard has approved \$1.2million to acquire a facility and \$500,000 for ongoing operations.

In May 2017, the County Board of Supervisors established Guiding Principles for priority uses of county funding for homeless programs. For emergency shelter programs, the County will fund programs that meet the following program criteria and performance goals:

Program Criteria

1. Low-barrier to program entry;
2. Focus on housing first with the intent of stabilizing persons to work on a housing plan;
3. Treatment modalities will be trauma-informed and strengths-based;
4. Program will participate in Pathways to Home and Ventura County Homeless Management Information System (HMIS);
5. Program goals should be to help persons move into permanent housing as quickly as possible and prevent returns to homelessness

VC Continuum of Care (CoC) Performance Goals

1. Reduce length of time persons are homeless
2. Increase number of persons housed
3. Increase income of persons served through employment and other resources
4. Prevent homelessness whenever possible

5. Prevent and reduce returns to homelessness after permanent housing placement
6. Reduce high utilization of publicly funded systems of care

These principles and goals mean that programs strive to screen participants in, not out, and provide reasonable accommodations to help vulnerable members of our community move off the streets and begin working on a housing plan.

1.2 **Statement of Need**

The cities of Ventura and Oxnard account for over 65% of Ventura County's homeless population. 1,299 persons were surveyed in the annual homeless count. This number was an increase of over 12% in the total county population. Most concerning was the finding of a 23% increase in the number of unsheltered persons. Both cities have limited year-round emergency shelter programs. The City of Ventura has 22 beds for single adults. The City of Oxnard has 35 beds for men and 61 beds for women and children. The target population of the new program(s) will likely be individuals living in unsheltered locations of the cities of Ventura and Oxnard including river encampments and may have experienced long-term homelessness. Operator(s) should have demonstrated experience working with populations with complex needs including behavioral health issues and effectively partnering with homeless persons to move them to permanent housing.

1.3 **Objective**

The goal of this RFP is to identify qualified operator(s) to work with jurisdictions (County of Ventura, City of Oxnard and City of Ventura) to develop and operate one or more full-service emergency shelter programs to serve primarily adults in the cities of Ventura and Oxnard. Locations for permanent 24-hour emergency shelters are being actively pursued in both cities through cooperative efforts from all three jurisdictions. All jurisdictions hope to have shelter programs open and operational by late 2018/early 2019.

The selected operator(s) of the shelter program(s) will be expected to:

- 1) Enter into a multi-year operational and funding agreement based on satisfactory performance to operate a full-service emergency shelter;
- 2) Incorporate the County/City approved shelter program criteria and monitor relevant performance goals;
- 3) Participate in the Ventura County Continuum of Care coordinated entry system, Pathways to Home, including conducting assessments, documenting chronic homeless status when appropriate, making referrals and attending case conference meetings to prioritize persons for supportive housing vacancies;
- 4) Divert persons from shelters whenever possible by assisting with problem solving and connections to natural supports (i.e. family and loved ones);
- 5) Partner with rapid rehousing programs to quickly begin a housing focused plan;
- 6) Partner with County and non-profit agencies to serve the whole person with connections to medical, behavioral health, mainstream benefits, drug and alcohol treatment programs, workforce training, employment and educational opportunities and other services as determined by individual need;
- 7) Accommodate the care for pets into program design;
- 8) Collaborate with other non-profit organizations and public agencies to provide case management and, to the extent feasible, exit participants to appropriate locations (treatment, housing, etc.);
- 9) Cooperate with sponsors of the RFP in ultimate program design to both ensure compliance with the goals of the program, and to minimize operational costs to the maximum extent feasible;
- 10) Cooperate with the sponsors of the RFP to minimize neighborhood impacts including design of a shuttle system and 24-hour security for the safety of program participants and staff.

The selected operator should be prepared to participate and align its goals for this program with the local Continuum of Care, with the mission to make homelessness in Ventura County rare, brief and non-recurring. The Ventura County Continuum of Care is working with regional stakeholders to identify appropriate permanent housing opportunities for homeless persons, while recognizing there is an immediate need for 24 hour permanent emergency shelter/crisis response system. Achieving the goal of establishing an effective crisis response system would assist in reducing the number of persons who are living on the streets of Ventura County and provide spaces where service providers can effectively partner with homeless persons to develop a plan to address their housing needs.

Potential Operators must demonstrate that their staff or contracted partner has the knowledge and experience in all pertinent areas required to provide the services proposed in the manner described and to achieve the expected outcomes. If selected, applicants may contract with other qualified service providers to provide services to program participants. If applicant's contract with other qualified service providers they must provide that information as part of their proposal. Potential Operators must demonstrate the capacity to acquire the resources necessary to fulfill the scope of the resulting contract. This RFP is open to non-profit agencies that can design and implement full-service emergency shelter programs to ensure a successful transition into permanent housing for program participants. One or more qualified applicants may be awarded through this RFP.

The City of Ventura's goal is to open a 55 bed full service shelter to primarily serve single adults. The applicant should address the ability to expand shelter bed capacity during weather events and other emergencies. Ventura's ideal program will have a shuttle and referral system to prevent walk-ups to shelter. The applicant should have a plan for working within the service system to divert families with children from shelter. More information on the City's ordinance for shelter development can be found in Section XIV of this RFP.

The City of Oxnard's goal is to open a 100-150 bed full service shelter to primarily serve single adults. The applicant should have a plan for working within the service system to divert families with children from shelter but the ability to shelter vulnerable populations such as youth and families in an urgent situation. The applicant should address the ability to expand shelter bed capacity during inclement weather events and other emergencies. The selected Operator will work with the City of Oxnard to develop a shuttle system and a process for accommodating walk-up clients.

1.4 **Action Dates**

RFP Issued: July 9, 2018

Proposal Due: August 15, 2018

Last Day for Questions: August 7, 2018

RFP Evaluation/Award: August 29, 2018

Contract effective: December 2018

1.5 **Questions Regarding RFP**

All questions concerning this proposal may be directed to Boyd Donavon, Assistant Purchasing Agent, under **Message** tab of RFP or via email at bettina.vicencio@ventura.org

Deadline for questions or clarifications concerning this RFP is **August 7, 2018 at 3:00 p.m.**

SECTION 2.0 INSTRUCTIONS TO OFFERORS/RULES GOVERNING COMPETITION

2.1 Submittal Deadline

Completed proposals must be submitted online per instructions.

Offerors are responsible for making certain their proposals are received by GSA-Procurement on or before the Proposal Submittal Deadline. The time in the electronic submittal system will be the governing time for acceptability of proposals. No oral, telegraphic, facsimile, or telephone proposals or modifications will be considered.

2.2 Proposal Response

Offerors must submit their proposals and all required information and forms by the submittal deadline. Proposals failing to provide complete information may be deemed non-responsive. Offerors should keep copies of their submittals for future reference.

Offerors who fail to notify County of intention to not respond, or not respond to proposal solicitations, may be removed from the supplier mailing list.

2.3 Modification of Proposals

Any Offeror who wishes to make modifications to a proposal already received by County must withdraw their proposal in order to make the modifications. All modifications must be made online, properly by Offeror's authorized representative, executed, and submitted in accordance with the terms and conditions of this solicitation. It is the responsibility of Offeror to ensure that modified proposals are resubmitted before the Submittal Deadline.

Offerors may withdraw their proposals, at any time prior to the due date and time, through the electronic submittal system.

Proposals cannot be changed or modified after the date and time designated for receipt.

2.4 Examination of the Request for Proposal

Offerors should carefully examine the entire RFP, any addenda thereto, and all related materials and data referenced herein or otherwise available to offeror.

Offeror will be presumed to be familiar with all specifications and requirements of this RFP. The failure or omission to examine any form, instrument or document will in no way relieve offerors from any obligation with respect to this proposal.

2.5 Proposal Validity

Proposals submitted hereunder will be firm for ninety (90) calendar days from the due date unless otherwise qualified.

2.6 Proposal Content/Format

To be considered responsive, proposals should address all items identified in this section.

Please note: some items require that the offeror provide a detailed response and/or attachments. Failure to provide a complete response may be grounds for rejection of proposal.

Furthermore, proposals should be prepared in such a way as to provide a straightforward and concise discussion of Offeror's ability to provide the services that can best satisfy the requirements herein and the needs of County. Elaborate or unnecessarily lengthy documents are discouraged.

Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements and on completeness and clarity of content.

In order to facilitate evaluation and comparison, proposals should be submitted in the format described in this section. Format instructions must be adhered to; all requirements and requests for information in the proposal must be responded to; all requested data must be supplied. Failure to comply with this requirement may be cause for rejection.

Answer/Responses that are required to be uploaded, use 8 1/2" X 11" sheets. Assemble and present your proposal response in the order that the items are listed, identifying each response by the corresponding number.

a. **Compliance with County Standard Contract Terms and Conditions**

Successful Contractor will be required to enter into a written contract.

Offerors will review County's standard contract in Section 4 Contract Questionnaire, which will form the **basis** for any contract entered into hereunder. A full version can be viewed under Files.

Offeror's response will state on a **point-by-point** basis whether their proposal is in compliance with the terms and conditions in Section 4 of this RFP.

Address each item in the order given; identify each response by item number. Any comments/exceptions to this contract must be included in your proposal. Precise substitute wording must be offered in place of the paragraph objected to. It is not sufficient to state merely that an exception is noted to a particular paragraph.

Deviations considered excessive by County may reduce or eliminate an Offeror.

b. **Payment Terms**

Customary payment terms are Net 30 for work performed. Offerors will indicate their proposed payment terms. Discount for payment in fewer than thirty (30) days may be considered in the evaluation.

2.7 Costs Incurred in Responding

County will not pay any costs incurred in proposal preparation, presentation, demonstration or negotiation, nor does it commit to procure or contract for any services. All costs of proposal preparation will be borne by the offeror. It is understood that all proposals, inquiries, and correspondence relating to this RFP and all reports, charts, displays, schedules, exhibits, and other documentation will become the property of the County of Ventura when received by County and may be considered public information under applicable law. County assumes no liability for any costs incurred by offerors throughout the entire selection process.

2.8 Confidential and Proprietary Data

All materials received relative to this RFP will be kept confidential, until such time an award is made, or the RFP is canceled, at which time all materials received will be made available to the public. Proposals received will be subject to Government Code §6250, the Public Information Act. Offerors should mark information they consider proprietary or confidential in the event it is exempt from the requirements of the Act.

2.9 Commitments, Warranty and Representations

The proposal submitted in response to this RFP will be included as part of the final contract. Offerors are cautioned that if a contract is awarded as a result of this procurement process, any written commitment by an offeror within the scope of this procurement will be binding upon the offeror whether or not incorporated into a contract document. Failure of the vendor to fulfill any such commitment will render the offeror liable for liquidated or other damages due County under the terms of the Contract. For the purpose of this procurement, a commitment by an offeror includes:

- Any modification of, or affirmation or representation as to the above, which is made by an offeror in or during the course of negotiation.
- Any representation by an offeror in a proposal, supporting document, or negotiations subsequent thereto as to services to be performed, regardless of the fact that the duration of such commitment may exceed the duration of the contract.

2.10 Proposal Validation/Evaluation/Award

Proposals will be reviewed by City and County designated individuals for minimum qualifications, completeness, and adherence to the RFP requirements.

a. Validation

Proposals will be checked for the information required to conform to this RFP. Absence of required information may be cause for rejection.

b. Evaluation

The successful offeror will be chosen in accordance with, but not limited to criteria as described in the RFP.

2.11 Award

Award will be made to the Offeror that is offering the most advantageous proposal after considerations of all evaluation criteria set forth herein. The criteria are not listed in any order of preference. County and cities will establish an Evaluation Committee. The Committee will evaluate all proposals received in accordance with the evaluation criteria.

The Evaluation Committee may also contact and evaluate the Offeror's and subcontractor's references; contact any Offeror to clarify any response; contact any current users of an Offeror's services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process.

County reserves the right to establish weight factors that will be applied to the criteria depending upon order of importance. Weight factors and summary of evaluation scores will not be released until after award of proposal. County will not be obligated to accept the lowest priced proposal, but will make an award in the best interests of County after all factors have been evaluated.

While County intends to enter a contract for these services, it will not be bound to do so. County reserves the right to reject any or all proposals.

County will be the sole judge of the successful offers hereunder. County reserves the right to award a contract to other than the offeror submitting the lowest total price and to negotiate with any or all Offerors. Offerors are advised that it is possible that an award may be made without discussion or any contact concerning the proposals received. Accordingly, proposals should contain the most favorable terms from a price and technical standpoint, which the vendor can submit to County. **DO NOT ASSUME** that you will be contacted or afforded an opportunity to clarify, discuss, or revise your proposal.

Award will be by means of a written agreement with the successful Offeror. A Notification of Intent to Award may be sent to any Offeror selected. Award is contingent upon the successful negotiation of final contract terms. Negotiations will be confidential and not subject to disclosure to competing Offerors unless an agreement is reached. If contract negotiations cannot be concluded successfully, the government partners may negotiate with the next highest scoring Offeror or withdraw the RFP.

Based on the criteria in the RFP, the City and County staff will perform final scoring and rankings. Final contract awards will be approved by City of Ventura City Council, City of Oxnard City Council and the County of Ventura Board of Supervisors. An award will be made to the firm with the highest rated proposal.

The County Board of Supervisors' approval must be obtained for all contracts resulting from this Request for Proposal if services exceed \$100,000.

2.12 Presentations

Offerors may be invited to make oral presentations to designated personnel.

2.13 Cancellation of RFP

County reserves the right to cancel this solicitation at any time, prior to the submittal deadline.

SECTION 3 -- PLAN AND APPROACH REQUIREMENTS

The information below is to facilitate your responses within the system section marked: Section 3 – RFP 5949 Plan and Approach Requirements (Questionnaire):

3.1 Funding

The cities of Ventura and Oxnard have committed over \$2 million dollars in funding towards the acquisition and operation of a year-round multi-service emergency shelter in each city. The County of Ventura has conceptually agreed to match funding for acquisition, rehabilitation, and operation of such facilities, with actual funding commitments to be made after discussions with each City. In addition, the Ventura County Continuum of Care anticipates receiving approximately \$4million in emergency homeless aid funding from the State of California to assist with addressing the shelter crisis in Ventura County. Applicants will be evaluated on their ability to leverage public and private funding including grant funding to assist with ongoing operations of the program.

3.2 Service Model

A full-service emergency shelter and navigation center will provide a safe place for homeless persons/households to stay and stabilize while partnering with service providers to develop a plan for safe secure permanent housing. The Operator's staff and community partners will assist program participants to quickly secure and move into suitable permanent housing - and to achieve stability in that housing. A qualified Operator will demonstrate ability to develop partnerships to provide the scope of services required to serve the program participants. The shelter operator will actively participate in the Ventura County coordinated entry system, Pathways to Home and enter all program participants into the Ventura County Homeless Management Information System (VCHMIS). In addition to providing emergency shelter services, the qualified service provider will seek to leverage other housing resources that the program participant qualifies for and chooses. All program participants should be assessed for programs available within the Ventura County Continuum of Care spectrum of services.

The qualified operator should have a client-centered and culturally competent approach to provide excellent customer service as participants seek shelter and begin to work on a plan for permanent housing. The approach should be trauma-informed and sensitive to a wide-range of participant needs. The provider will communicate, encourage, facilitate and support the client's progress and activities toward housing and stability. The following competencies are an integral part of the program design:

- Low Barrier Access and Services
- Housing First
- Harm Reduction
- Trauma-Informed Care
- Client-centered

The County of Ventura and Cities of Ventura and Oxnard seek a provider who is skilled in providing humane care that preserves individual dignity. Services shall be inclusive of participants as full partners in their treatment and care. Policies and procedures must ensure client's privacy and rights are protected. Program participants shall have the right to religious liberty and the right to present complaints and grievances.

The selected qualified provider will work openly and collaboratively with the funding jurisdictions to develop and refine approaches and operations to ensure that program participants receive the support they need to locate and secure permanent housing as quickly as possible and to remain stably housed.

3.3 **Required Program and Service Components**

- ***Program Development:*** Working with the County and City, the shelter operator will fully develop standardized policies, procedures & protocols that further the goal of reducing the number of unsheltered persons in Ventura County. While maintaining flexibility to meet participant needs, the shelter operator should incorporate a standardized approach to assessment, case management and services to ensure fair treatment of all program participants.

Program objectives include:

- Managing program resources to achieve cost efficiencies and effectiveness and to facilitate services to as many program participants as feasible;
- Expanding the capacity to serve participants by facilitating the delivery of services of multiple service providers;
- Seeking additional resources to augment emergency shelter and housing opportunities for program participants.

- ***Housing Navigation:*** Housing navigation services provide ongoing engagement and support in order to facilitate a match to an appropriate permanent housing placement. Housing navigation can be provided by the emergency shelter operator or a partner agency. Housing navigation objectives include:

- Connecting participants to needed resources;
- Buffering participants from the stress of navigating housing access;
- Supporting participants in managing their own lives within the scope of their resources and abilities.

Core navigation services include:

- Providing housing location and counseling services;
- Establishing relationships with private and public owners and rental agencies willing to provide permanent housing opportunities to program participants;
- Assisting with housing applications and appeals;
- Negotiating rental agreements;
- Facilitating shared housing opportunities in community based housing and through master leasing;
- Assisting with the move-in process including identifying resources for basic furnishings, accessibility modifications or other expenses

- ***Housing Case Management:*** The service provider should offer, but not require, services that the client needs and wants in order to achieve the goal of moving into permanent housing. Case management must be conducted on a regular basis and the provider must document ongoing progress. Core case management services include:

- Development of an individualized service plan based on needs, circumstances and market conditions, focused on helping individuals find and keep permanent housing and linkages to other community-based support services as needed;

- **System Level Partnerships and Collaboration:** Collaborate, coordinate and maintain partnerships with other community agencies in order to enhance and maximize available resources for program participants.
 - Work in partnership with the Ventura County Continuum of Care service provider network to coordinate a smooth transition between interim and permanent housing;
 - Establish and maintain effective working relationships with employment programs and education/career centers;
 - Partner with other key stakeholders and establish MOUs as necessary and appropriate;
 - Participate in regional meetings including VC CoC meetings, Pathways to Home case conferencing, city stakeholder group meetings.

3.4 **Expected Objectives and Performance Measures**

Contract(s) awarded under this RFP will include provisions for every effort to be put forth to make homelessness rare, brief and non-recurring. To this end, program performance will be a key part of this RFP contracting. Performance measures will include those identified below, as well as other performance measures that may be identified during contract negotiations or at a later date. Outcomes will be reported quarterly to City/County staff and shared at minimum bi-annually with the respective Board of Supervisors/City Council(s).

- Objectives: The full-service emergency shelter program is intended to achieve the following:
 - Increase accessibility to shelter and housing services for unsheltered persons in Ventura and Oxnard or both cities;
 - Reduce the number of individuals experiencing unsheltered homelessness;
 - Rapidly connect participants with stable housing for long-term stability;
 - Improve benefit and resource connections and housing retention.
- Performance Metrics
 - Number served
 - Number of days in emergency shelter
 - Numbers exiting to permanent housing;
 - Numbers exiting to other acceptable exits (treatment, transitional housing as appropriate)
 - Increase in income, including disability income and other public benefits. Shelter services will initiate services related to income stability that will continue in permanent housing
 - Returns to homelessness within 12 months

DRAFT

Memorandum of Understanding

The undersigned hereby agree to work collaboratively to establish permanent year around full-service navigation/emergency shelters in each city. In pursuit of a coordinated crisis response system, the parties agree as follows:

- To jointly develop and release a Request for Proposals for one or more operators for full-service navigation/emergency shelters in the cities of Oxnard and Ventura;
- Each City shall identify and secure shelter(s) in their respective communities;
- The amount of funding requested from the County toward acquisition/rehabilitation and operation of each shelter shall not exceed the amount of funding committed by each city, and shall be no more than is necessary to fill any funding gap for establishment and operation;
- Non-profit entities will be solicited to operate the shelter(s) and will be requested to demonstrate their ability to augment resources available for shelter operation;
- Based upon responses to the RFP and resources being committed therein, County staff will recommend its level of support of social services toward operations
- A committee of city and County subject matter experts, appointed by each elected body, shall form the RFP review committee and recommend operator(s) for each City Council and the Board of Supervisors' approval;
- In negotiating the operational agreement(s), the specific level and amount of County services shall be clearly articulated; and
- Each host city shall retain administrative authority over the operational agreement with regular consultation with the County unless otherwise negotiated between the parties.

APPROVED:

Tim Flynn, Mayor
City of Oxnard

Neal Andrews, Mayor
City of San Buenaventura

Date:

Date:

Peter Foy, Chair
Ventura County Board of Supervisors

Date:

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD
 COMMENDING TAMMY GUTIERREZ FOR OVER TWENTY NINE YEARS
 OF OUTSTANDING SERVICE TO THE CITY OF OXNARD

WHEREAS, Tammy Gutierrez has given over twenty-nine years of exceptional service as an employee of the City of Oxnard; and

WHEREAS, Tammy Gutierrez began her career with the City of Oxnard in the Oxnard Finance Department on August 15, 1988 as an Account Clerk II. Tammy had to contend with changing rules, laws, and management during her tenure. Those who have had the privilege of working with Tammy know that she always worked for fairness, impartiality and equity in licensing each business in Oxnard. In August 1995, Tammy became an Account Clerk III and in May 2006, she became the City's License Collector. Tammy soon became the go to expert in all licensing matters including license fees, classification codes, collection of unpaid licenses, permits, animal license and transient occupancy tax. Tammy often represented the City working directly with the District Attorney, Bureau of Licensing & Permits, the Labor Commission, State Board of Equalization and the State Contractor's Board to name a few. In 2008, Tammy became the Treasury Supervisor; and

WHEREAS, Tammy was always the driving force in outperforming business license revenue projections year after year. As the City Treasury Supervisor, it is estimated Tammy managed the staff that collected total revenue exceeding \$93 million for the City during her tenure; and

WHEREAS, Tammy Gutierrez, during her City employment became an active and respected member of California Municipal Revenue and Taxation Association, a statewide group of professionals whose expertise centers on business licensing.

NOW, THEREFORE, the City Council of the City of Oxnard does hereby resolve to commend, recognize and extend its gratitude to Tammy Gutierrez for twenty nine years and nine months of outstanding service to the City of Oxnard and extend best wishes to her in her continuing endeavors.

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

AYES:

NOES:

ABSENT:

ABSTAIN:

 Tim Flynn, Mayor

ATTEST:

APPROVED AS TO FORM:

 Michelle Ascencion, City Clerk

 Stephen M. Fischer, City Attorney

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**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Report

AGENDA ITEM NO.: 1

DATE: July 24, 2018

TO: City Council

FROM: Stephen Fischer
City Attorney

A handwritten signature in dark ink, appearing to be "S. Fischer".

SUBJECT: Ballot Argument for Measure G -- Cannabis Business Tax (5/5/10)

CONTACT: Stephen Fischer, City Attorney
Stephen.Fischer@oxnard.org, (805) 385-7483

RECOMMENDATION:

That the City Council determine if either:

1. The City Council as a whole; or
2. One or more Councilmembers designated by the City Council

will file the written argument in support of Measure G, which would impose a cannabis business tax.

If the City Council determines that the City Council as a whole will file the argument, then the City Council should designate one or more signatories for the argument if all members of the City Council will not be available to sign the argument by the filing deadline of August 2, 2018.

BACKGROUND

On June 5, 2018, the City Council ordered an election to be held on November 6, 2018 to consider the adoption of a measure imposing a cannabis business tax. The Ventura County Elections Division subsequently designated this ballot measure as Measure G.

Under state law, because the City Council placed Measure G on the ballot, the City Council may submit a ballot argument in favor of Measure G. Alternatively, the City Council may designate one or more of its members to file a written argument in support of Measure G. (Elections Code Section 9282.)

If City Council does not file a ballot argument or authorize one or more of its members to file a

Ballot Argument for Measure G-- Cannabis Measure (5/5/10)

July 24, 2018

Page 2

ballot argument, then a ballot argument in favor of Measure G that was filed by either a bona fide association of voters or an individual who is eligible to vote on Measure G would be selected to be published in the Voter Information Guide. (Elections Code Section 9287.)

The time period to file ballot arguments for the November 6, 2018 election runs from July 24, 2018 to August 2, 2018.

STRATEGIC PRIORITIES

This agenda item is a routine operational item.

FINANCIAL IMPACT

The designation of who will be filing the ballot argument in favor of Measure G will not have a financial impact on the City.



**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Report

AGENDA ITEM NO.: 2

DATE: July 24, 2018

TO: City Council

FROM: Stephen Fischer
City Attorney

SUBJECT: Ballot Arguments Against Measures F, H & I - Seabridge Initiatives (10/10/10)

CONTACT: Stephen Fischer, City Attorney
Stephen.Fischer@oxnard.org, (805) 385-7483

RECOMMENDATION:

That the City Council determine if the City Council wishes to file written arguments against:

1. Measure F -- Reduction of the maximum special tax for CFD-4 (Seabridge at Mandalay Bay);
2. Measure H -- Reduction of allowed overhead for CFD-3 (Seabridge at Mandalay Bay); and
3. Measure I -- Reduction of portion of special tax used for Harbor Patrol services for CFD-4 (Seabridge at Mandalay).

If the City Council determines that it wishes to file a written argument against one or more of the ballot measures, then the City Council should designate one or more signatories for the argument (on behalf of the City Council as a whole) if all members of the City Council will not be available to sign the argument(s) by the filing deadline of August 2, 2018.

BACKGROUND

On April 3, 2018 and June 12, 2018, the City Council (acting as the legislative body for Oxnard Community Facilities District (CFD) No. 3 and 4 (Seabridge at Mandalay Bay)) placed a total of three initiative measures on the November 6, 2018 ballot because the initiative proponent had submitted a sufficient number of valid signatures. These three measures were later designated as Measures F, H and I.

Measure F would reduce the amount of special taxes that could be charged to properties within CFD-4. Measure H would reduce the amount of CFD-3 special taxes used to pay overhead

Ballot Arguments Against Measures F, H and I - Seabridge Initiatives (10/10/10)

July 24, 2018

Page 2

charges. Measure I would reduce the portion of CFD-4 special taxes used to pay Harbor Patrol costs.

Under state law, because Measures F, H and I qualified for the ballot because of voter-submitted petitions, the City Council has the option of submitting a ballot argument against each of the three Measures. (Election Code Section 9282.)

If the City Council wishes to file a ballot argument against one or more of the Measures, the ballot argument would be submitted under the name of the City Council and would include the name of at least one of the members of the City Council who was the author of the ballot argument. All five members of the City Council can sign the ballot argument(s) if desired. (Elections Code Section 9283.)

The time period to file ballot arguments runs from July 24, 2018 to August 2, 2018.

STRATEGIC PRIORITIES

This agenda item is a routine operational item.

FINANCIAL IMPACT

The filing the ballot argument against Measures F, H and I will not have a financial impact on the City.



**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Info/Consent
AGENDA ITEM NO.: 1

DATE: July 24, 2018

TO: City Council

FROM: Stephen Fischer
City Attorney

A handwritten signature in cursive script, appearing to read "S. Fischer".

SUBJECT: Adoption of Alcohol Possession and Consumption Ordinance.

CONTACT: Stephen Fischer, City Attorney
Stephen.Fischer@oxnard.org, (805) 385-7483

RECOMMENDATION:

That City Council adopt Ordinance No. 2944 (read by title only, waiving further reading) amending Section 7-125 of the Oxnard City Code, concerning the possession and consumption of alcohol in public places.

BACKGROUND

This agenda item is for the adoption of the ordinance, regulating the possession of and prohibiting the consumption of alcohol in public places, that was introduced by the City Council at a meeting of July 17, 2018. At that meeting the City Council approved the introduction and first reading by title only of the ordinance.

STRATEGIC PRIORITIES

This agenda item supports the Quality of Life strategy. The purpose of the Quality of Life strategy is to build relationships and create opportunities within the community for safe and vibrant neighborhoods, which will showcase the promising future of Oxnard. This item supports the following goals:

Goal 1. Improve community safety and quality of life through a combination of prevention, intervention, and suppression efforts that address crime and underlying issues.

Goal 3. Strengthen neighborhood development, and connect City, community and

Adoption of Alcohol Possession and Consumption Ordinance

July 24, 2018

Page 2

culture.

Objective 3a. Create a renewed focus on establishing a positive outlook and orientation of our City, neighborhoods and overall community.

FINANCIAL IMPACT

It is not anticipated that additional resources would be dedicated to enforcement.

ATTACHMENTS:

Ordinance 2944 Consumption and Possession of Alcohol Ordinance

CITY COUNCIL OF THE CITY OF OXNARD
ORDINANCE NO. 2944

ORDINANCE OF THE CITY OF OXNARD, CALIFORNIA, AMENDING SECTION 7-125
CONCERNING THE POSSESSION AND CONSUMPTION OF ALCOHOL IN PUBLIC
PLACES

WHEREAS, the City Council finds that the adoption and enforcement of this ordinance will assist in addressing the problems associated with the consumption and possession of alcoholic beverages in public, including vandalism, litter, trespassing, unlawful loitering, public urination, disturbing the peace and violence; and

WHEREAS, the City Council also finds that regulating and prohibiting consumption and possession of alcoholic beverages in public is necessary to preserve the public's health, safety and welfare by curbing the aforementioned activities which frequently accompany the consumption of alcohol in public places.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OXNARD DOES ORDAIN AS FOLLOWS:

Part 1. Oxnard City Code ("OCC") Section 7-125 is hereby amended to read as follows:

"SEC. 7-125. CONSUMPTION AND POSSESSION OF ALCOHOL

(A) Consumption of alcoholic beverages on streets and public places

No person shall consume beer, wine or other alcoholic beverage, as defined by the Alcoholic Beverage Control Act of the State of California:

(1) While upon any publicly owned property in the City, improved or unimproved, including, but not limited to, any of the following: public alleyways; public parking lots; public passageways; public streets; public rights-of-way; publicly owned, maintained or operated parks; publicly owned, maintained or operated landscaped areas or greenbelts; publicly owned, maintained or operated open spaces, including, but not limited to, those adjacent to City Hall or other public facilities or buildings of any kind; public sidewalks, curbs and gutters; public educational institutions; or other government owned, maintained or operated properties located within the City.

(2) Upon any private street, building or private property within the City without the consent of the person or entity in possession or control thereof.

(B) Possession of alcoholic beverages on streets or other public places

(1) No person shall possess any can, bottle, or other receptacle containing any alcoholic beverage that has been opened, or a seal broken, or contents of which have been partially removed while upon any publicly owned property in the City, improved or unimproved,

including, but not limited to, any of the following: public alleyways; public parking lots; public passageways; public streets; public rights-of-way; publicly owned, maintained or operated parks; publicly owned, maintained or operated landscaped areas or greenbelts; publicly owned, maintained or operated open spaces, including, but not limited to, those adjacent to City Hall or other public facilities or buildings of any kind; public sidewalks, curbs and gutters; public educational institutions; or other government owned, maintained or operated properties located within the city.

(2) This section does not apply when an individual is in the possession of an alcoholic beverage container for the purpose of recycling or other related activity.

(3) This section does not apply to possession and transport of a corked bottle of wine removed from a bona fide eating place pursuant to California Business and Professions Code Section 23396.5.

(4) This section is enacted pursuant to California Business and Professions Code Section 25620.

(C) Possession of alcoholic beverages adjacent to a licensed retail establishment

No person who has in his or her possession any can, bottle, or other receptacle containing any alcoholic beverage that has been opened, or a seal broken, or the contents of which have been partially removed, shall enter, be, or remain on the posted premises of, including the posted parking lot immediately adjacent to, any retail package off-sale alcoholic beverage licensee licensed pursuant to Division 9 (commencing with Section 23000) of the California Business and Professions Code.

(D) Penalty- Misdemeanor or infraction

(1) Any person violating any of the provisions of Section 7-125 division (A) shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined in an amount not to exceed \$1,000 or be imprisoned in the county jail for a period not to exceed six months or both such fine and imprisonment.

(2) The City may issue a civil citation to any person who violates Section 7-125 division (B) or (C) or prosecute such violation as an infraction.

This section shall not be deemed to make punishable any act which is prohibited or expressly permitted by any law of the state of California; provided further that the provisions of this section shall not prohibit the holding, exercise of dominion over, or consumption of such beverages upon any premises licensed for the consumption of alcoholic beverages on the premises.”

Part 2. If any section, sentence, clause or phrase of this Ordinance is determined to be invalid, illegal or unconstitutional by a decision or order of any court or agency of competent jurisdiction, then such decision or order will not affect the validity and enforceability of the

remaining portions of this Ordinance. The City Council declares that it would have passed and adopted the Ordinance, and each section, sentence, clause or phrase thereof, regardless of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid or unconstitutional.

Part 3. Within fifteen days after passage, the City Clerk shall cause this ordinance to be published one time in a newspaper of general circulation, published and circulated in the City. Ordinance No. 2944 was first read on July 17, 2018, and finally adopted on July 24, 2018, to become effective thirty days thereafter.

AYES:

NOES:

ABSENT:

ABSTAIN:

Tim Flynn, Mayor

ATTEST:

Michelle Ascencion, City Clerk

APPROVED AS TO FORM:

Stephen M. Fischer, City Attorney

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**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Info/Consent

AGENDA ITEM NO.: 2

DATE: July 24, 2018

TO: City Council

FROM: Stephen Fischer
City Attorney

A handwritten signature in dark ink, appearing to read "S. Fischer".

SUBJECT: Response to Grand Jury Report Regarding Seabridge Community Facilities District No. 4.

CONTACT: Stephen Fischer, City Attorney
Stephen.Fischer@oxnard.org, (805) 385-7483

RECOMMENDATION:

That City Council authorizes the Mayor, the City Clerk, and the City Attorney to respond, on behalf of the City Council, to the Grand Jury report titled "Seabridge Community Facilities District No. 4" dated May 10, 2018, in the form included as Attachment A.

BACKGROUND

The Ventura County Grand Jury recently published a report regarding Seabridge Community Facilities District No. 4. The City is required to respond to certain findings, conclusions and recommendations in the Grand Jury report. The Grand Jury report is attached as Attachment B.

Because the Grand Jury report contains incorrect information and conclusions, and unfounded recommendations, the draft response presented as Attachment A provides a written response to each of the facts, conclusions and recommendations contained in the report.

The City is required to respond by August 21, 2018.

STRATEGIC PRIORITIES

This agenda item is a routine operational item or does not relate to the four strategic plans adopted by City Council on May 17, 2016.

Response to Grand Jury Report -- Seabridge CFD-4
July 24, 2018
Page 2

FINANCIAL IMPACT

There is no financial impact associated with responding to this Grand Jury report.

ATTACHMENTS:

Attachment A -- Response to Grand Jury

Attachment B -- Grand Jury Report

Response to Grand Jury Report Form

Report Title: Seabridge Community Facilities District No. 4

Report Date: May 10, 2018

Response by: Tim Flynn Title: Mayor

FINDINGS/CONCLUSIONS

- The City of Oxnard disagrees with all or part of each Finding and Conclusion because the Findings or Conclusions contain incorrect information or need additional clarification. The City's specific responses are as indicated in the attached four-page response.

RECOMMENDATIONS

- Recommendation R-01 is not applicable to the City of Oxnard.
- Recommendations R-02 to R-06 will not be implemented because they are not warranted or are not reasonable as outlined in the attached analysis. The City's specific responses to the Recommendations are indicated in the attached response.

Date: _____ Signed: _____
Tim Flynn, Mayor

ATTEST:

Michelle Ascencion, City Clerk

Date: _____ Signed: _____
Stephen M. Fischer, City Attorney

RESPONSES OF THE CITY OF OXNARD TO GRAND JURY REPORT DATED MAY 10, 2018

FA-01. On November 23, 2004 the City Council, acting as the legislative body of Community Facilities District No. 4 (Seabridge at Mandalay Bay)(hereafter, “CFD-4”) adopted Resolution No. 12,739, which established CFD-4 and authorized the levy of a special tax. On December 14, 2004, the City Council, acting as the legislative body of CFD-4, adopted Ordinance No. 2677 authorizing the initial levy of taxes for CFD-4. The taxes are available for use for a range of services.

FA-02. The adopted Rate and Method of Apportionment for CFD-4 (the “RMA”) sets the maximum special tax that can be charged for each type of land use class within CFD-4. Pursuant to the RMA, the amount of the maximum special tax increases two percent each year. However, CFD-4 is not obligated to charge the maximum special tax, only the amount that is necessary for the operations of the CFD-4 plus prudent reserves. The funds needed can vary from year to year.

FA-03. The MOU is between the City, County and OLY Mandalay Bay General Partnership.

FA-04. It is unknown if this statement is correct given that it relates to a County budget expenditure.

FA-05. The City agrees that FA-05 quotes a portion of Proposition 218; however, the Proposition includes additional language regarding taxes and assessments.

FA-06. The City agrees that FA-06 quotes a portion of an article from the Ventura County Star.

FA-07. This information does not match the City’s numbers.

FA-08. In fiscal year 2013-2014, the City budgeted \$543,318 for Harbor Patrol services and the actual County charges were \$677,791.

FA-09. In fiscal year 2014-2015, the City budgeted \$554,185 for Harbor Patrol services. The actual costs were \$654,032.

FA-10. In fiscal year 2015-2016, the City budgeted \$554,185 for Harbor Patrol services. The actual costs were \$735,935.

FA-11. A former City employee incorrectly indicated at a meeting that the 2015 CFD-4 budget had improper charges. City staff later clarified that this reference was to a Landscape Maintenance District not associated with CFD-4 or the Seabridge community.

FA-12. The study calls for a beginning reserve balance of \$2.598 million, with an annual CPI escalator.

FA-13. The statement includes some of the applicable costs.

FA-14. This statement regarding the establishment of the Reserve Fund balance is correct.

FA-15. The City has prudently included reserves for dredging needs if required in the future. This is clearly an allowed use of the funds in the CFD-4 formation documents.

FA-16. This statement is correct as of today's date; however, dredging services may be necessary in the future that will not be provided by the Corps of Engineers.

FA-17. This statement is incorrect. Per the conclusion in the Reserve Study from 2014, it was "recommended that the annual fees (levy) remain steady for one more year (FY 2015-2016) to make sure the Reserve Fund does not reduce further. If the Reserve Fund is able to rise next year, then it would be appropriate to consider a reduction in annual fees or taxes."

FA-18. Three initiative petitions relating to Seabridge were presented by one individual, proponent Robert Chatenever. Because the petitions had the required number of valid signatures, the City Council placed them on the ballot for the November election.

C-01. It is unknown if this statement regarding the Harbor Patrol's budget is correct.

C-02. The City budgeted for CFD-4 services based upon specific information that was provided by the County, as well as information from other sources. These amounts are reconciled each year. If more funds are generated than actually needed, then the excess amounts are placed in the reserves. If the bills from the County and/or the contractors are higher than estimated, then reserve amounts are prudently used as necessary.

C-03. The City budgeted for CFD-4 services based upon specific information that was provided by the County, as well as information from other sources. These amounts are reconciled each year. If more funds are generated than actually needed, then the excess amounts are placed in the reserves. If the bills from the County and/or the contractors are higher than estimated, then reserve amounts are prudently used as necessary.

C-04. The City has collected reserve funds that are consistent with the formation documents for CFD-4 and provide adequate funding if dredging is needed in the future.

C-05. This conclusion is incorrect. The City has prudently and conservatively budgeted for CFD-4 each year based on the information that was available at the time that the budget was prepared. There is not a “dependency” on budget reserves. If more funds are generated than actually needed, then the excess amounts are placed in the reserves. If the bills from the County and/or the contractors are higher than estimated, then reserve amounts are prudently used as necessary.

C-06. There are a number of incorrect statements in this conclusion. The amount of the annual assessments for CFD-4 is not based upon the MOU. It is based upon the adopted RMA for CFD-4. The RMA sets the maximum special tax that can be charged for each type of land use class within CFD-4. The maximum special tax increases two percent each year; however, CFD-4 is not obligated to charge the maximum special tax each year. As long as the amount charged for each type of land use class does not exceed the maximum special tax, it can be adjusted each year as appropriate.

R-01. This recommendation is not applicable to the City.

R-02. The City does not regularly use the CFD-4 reserve funds to balance the budget for CFD-4. Each year, the City prepares a balanced budget based upon the estimates provided by the County and the City’s contractors. These amounts are reconciled each year. If more funds are generated than actually needed, then the excess amounts are placed in the reserves. If the bills from the County and/or the contractors are higher than estimated, then reserve amounts are prudently used as necessary.

R-03. The City does not regularly use the CFD-4 reserve funds to balance the budget for CFD-4. Each year, the City prepares a balanced budget based upon the

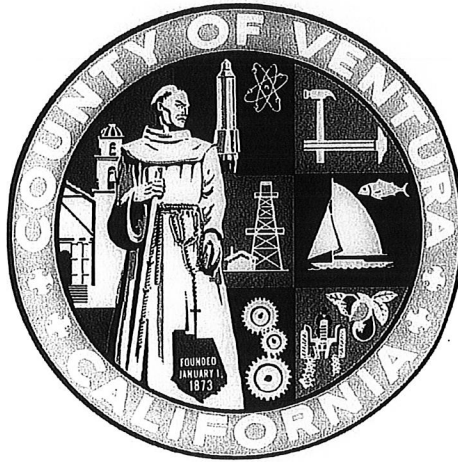
estimates provided by the County and the City's contractors. These amounts are reconciled each year. If more funds are generated than actually needed, then the excess amounts are placed in the reserves. If the bills from the County and/or the contractors are higher than estimated, then reserve amounts are prudently used as necessary.

R-04. The City has prudently included reserves for dredging needs if required in the future. This is clearly an allowed use in the CFD-4 formation documents.

R-05. Many of the fluctuations have been the result of the County providing one number for estimated costs for the upcoming fiscal year and then billing a substantially larger amount at a later date. The City has prudently and conservatively budgeted for CFD-4 each year based on the information that was available at the time that the budget was prepared.

R-06. R-06 is based upon incorrect facts and an incorrect premise. The amount of the annual assessments CFD-4 is not based upon the MOU; it is based upon the adopted RMA for CFD-4. The RMA sets the maximum special tax that can be charged for each type of land use class within CFD-4. The maximum special tax increases two percent each year. As long as the amount charged for each type of land use class does not exceed the maximum special tax, it can be adjusted each year as appropriate.

Ventura County Grand Jury 2017 - 2018



Final Report

Seabridge Community Facilities District No. 4

May 10, 2018

Seabridge Community Facilities District No. 4

Summary

The 2017-2018 Ventura County Grand Jury (Grand Jury) opened an investigation after receiving complaints from residents of Oxnard's Seabridge community regarding taxes assessed under Community Facilities District No. 4 (CFD No. 4).

Grand Jury research showed that in recent years, CFD No. 4 assessments have increased as much as 27 percent. The Grand Jury also found the Memorandum of Understanding (MOU) between the City of Oxnard (City) and Ventura County (County) includes an annual payment of \$100,000 for the added value the Channel Islands Harbor provides to Seabridge property owners.

Over a period of three consecutive fiscal years (2013-2015), the bill the City received from the County for Harbor Patrol costs increased by 18 percent. The Grand Jury concluded that during this period, the City underbudgeted for County services it received.

A City-sponsored report on CFD No. 4's reserve fund stated the reserve-fund balance was established for extraordinary or infrequently occurring expenses. The Grand Jury concluded County Harbor Patrol – Capital Equipment, Parks Landscaping, Hardscaping and Structures and storm drain filters are ordinary and frequently occurring expenses and should not be paid using the CFD No. 4 reserve fund.

Increases in CFD No. 4 assessments were also reportedly due to the unlikely event that the Army Corps of Engineers (Corps) would stop providing dredging services of the harbor entrance at no cost to the County. However, the Grand Jury found that in the history of Seabridge, this has not happened. The Grand Jury concluded the City is collecting assessments from Seabridge residents for services that are provided by the Corps without charge.

The City report concluded should the reserve-fund balance increase in 2015, it would be appropriate to consider a reduction in the annual fees or taxes levied on residents of CFD No. 4. No action has been taken to date. The Grand Jury found that an updated report is in the process of being completed.

The Grand Jury recommends the Ventura County Board of Supervisors consider directing the County CEO to ensure that Channel Islands Harbor Patrol budgets clearly explain the expenditure of \$100,000 charged annually to CFD No. 4.

Background

Community Facilities Districts (CFD), more commonly known as Mello-Roos, are special districts established by local governments in the State of California (State) as a means of obtaining funding to finance public improvements and

services such as streets, roads, water, and sewer systems so that homes and commercial space can be built. (Ref-01)

In September 2002, the Seabridge Project (Seabridge) was incorporated into a Memorandum of Understanding (MOU) between Oly/Mandalay Bay (OMB), the County, and the City.

OMB, the County, and the City then formed CFD No. 4 to levy special taxes for the unfunded costs associated with Seabridge.

The Seabridge development consists of 135.3 acres of residential, retail, and commercial property within an area known as the Mandalay Bay Phase IV Specific Plan area. There are 501 taxable units in the Seabridge development.

Methodology

The Grand Jury examined State regulations, and County and City ordinances, as well as documents from OMB related to the development and maintenance of CFD No. 4. The Grand Jury conducted witness interviews and internet research.

Facts

- FA-01.** In December 2004, the City adopted Resolution No. 12,739, establishing CFD No. 4 and Ordinance No. 2677 to levy a special tax assessment to pay unfunded costs relating to the infrastructure and maintenance of Seabridge. (Att-01)
- FA-02.** CFD No. 4 is a non-bonded district for services and maintenance with no sunset clause. Annual assessments can increase up to a maximum of 2 percent each year. (Ref-02)
- FA-03.** The MOU between the City and the County includes an annual payment of \$100,000 for the added value the Channel Islands Harbor provides to Seabridge property owners. (Ref-03)
- FA-04.** The Grand Jury could not locate a budget expenditure related to the \$100,000 the County receives annually for the added value the harbor brings to Seabridge. (Ref-04)
- FA-05.** Proposition 218 was approved by State voters in November 1996 as "...a means of curbing perceived abuses in the use of assessments and property-related fees, specifically the use of these revenue-raising tools to pay for general governmental services rather than property-related services." (Ref-05)
- FA-06.** A Ventura County Star article, dated April 19, 2018, reported: "Currently, Seabridge residents pay \$1.6 million every year to the District; half of that goes toward Harbor Patrol." It further reported: "This past year, residents saw their Community Facilities District payments increased by 27 percent." (Ref-06)
- FA-07.** Over a period of three consecutive fiscal years, the Channel Islands Harbor Patrol's (Harbor Patrol) budget increased 18 percent.

- FA-08.** In fiscal year 2013-2014, the City budgeted \$543,000 for Harbor Patrol services. The actual costs for that fiscal year were \$678,000.
- FA-09.** In fiscal year 2014-2015, the City budgeted \$545,000 for Harbor Patrol services. The actual costs for that fiscal year were \$654,000.
- FA-10.** In fiscal year 2015-2016, the City budgeted \$720,000 for Harbor Patrol services. The actual costs for that fiscal year were \$736,000.
- FA-11.** The City reported the 2015 CFD No. 4 budget showed some improper charges. The City later corrected its statement regarding improper charges by indicating the comment was referring to a Land Maintenance District and not CFD No. 4.
- FA-12.** In September 2014, the City completed the CFD No. 4 Seabridge at Mandalay Bay Evaluation of Reserve Fund report. The report showed a reserve-fund balance of \$2.9 million. The report recommended a reserve-fund balance of \$2.6 million, two times larger than CFD No. 4's annual operating budget. (Att-02)
- FA-13.** The Reserve Fund Summary includes costs related to County Harbor Patrol capital equipment, seawall and public walkways/docks, harbor entrance dredging, parks, landscaping, hardscaping, structures, and storm drain filters. (Att-02)
- FA-14.** The Reserve Fund Summary states, "The Reserve Fund balance is supposed to be established for extraordinary or infrequently occurring expenses." (Att-03)
- FA-15.** The City increased reserve-fund assessments in the unlikely event that the Corps stopped providing dredging of the harbor entrance at no cost to the County.
- FA-16.** In the history of Seabridge, the Corps has never charged for Channel Islands Harbor dredging services.
- FA-17.** The reserve-fund report concluded, "If the Reserve Fund is able to rise next year; then, it would be appropriate [for the City and County] to consider a reduction in the annual fees or taxes." This has not been done to date. The City is completing an updated evaluation of the CFD No. 4 reserve fund. (Att-03)
- FA-18.** On February 13, 2018, Seabridge residents delivered a petition to the City requesting that a ballot measure entitled Ordinance Reducing Special Tax in Community Facilities District No. 4 be placed on the ballot for the November 6, 2018, general election. The City Council unanimously approved the petition. (Att-04)

Conclusions

- C-01.** The Grand Jury concluded there is no expenditure within the Channel Islands Harbor Patrol's budget related to the \$100,000 charged by the County annually to CFD No. 4. (FA-03, FA-04, FA-05)

- C-02.** The Grand Jury concluded that during a three-year period, the City underbudgeted for County services. As a result, CFD No. 4 reserve funds were used to address the budget shortfalls. (FA-06, FA-07, FA-08)
- C-03.** The Grand Jury concluded County Harbor Patrol – Capital Equipment, Parks Landscaping, Hardscaping and Structures and storm drain filters are ordinary and frequently occurring expenses and should not be paid using the CFD No. 4 reserve fund. (FA-12, FA-13)
- C-04.** The Grand Jury concluded the City is collecting assessments from Seabridge residents for dredging services already provided by the Corps without charge. (FA-14, FA-15)
- C-05.** The Grand Jury concluded that fluctuations in the City's budget pass-through and shortfalls created a dependency on the CFD No. 4 reserve-fund account. This dependency prevented a reduction in the annual assessments. (FA-06, FA-07, FA-08, FA-10, FA-11, FA-13)
- C-06.** Seabridge CFD No. 4 assessment has increased in recent years by as much as 27 percent. The Grand Jury concluded this is in conflict with the Seabridge MOU, which limits annual assessment increases to no more than 2 percent above the previous year. (FA-01, FA-02, FA-09, FA-10)

Recommendations

- R-01.** The Grand Jury recommends the Ventura County Board of Supervisors consider directing the County CEO to ensure that Channel Islands Harbor Patrol budgets clearly explain the expenditure of \$100,000 charged annually to CFD No. 4. (C-01)
- R-02.** The Grand Jury recommends the City consider avoiding the regular use of CFD No. 4 reserve funds to balance its budget. (C-02, C-03)
- R-03.** The Grand Jury recommends the City revise the list of potential issues that might require funding from the CFD No. 4 reserve-fund account, ensuring that the list only includes extraordinary or infrequently occurring expenses. (C-02, C-03)
- R-04.** The Grand Jury recommends the City review the need for the CFD No. 4 assessment for Channel Islands Harbor dredging services. (C-04)
- R-05.** The Grand Jury recommends that the City strive to eliminate fluctuations in County pass-through funds and budgeting shortfalls. (C-02, C-05)
- R-06.** The Grand Jury recommends the City adhere to the MOU restrictions limiting annual assessment increases to the 2 percent escalator. (C-06)

Responses

Responses Required From:

Ventura County Board of Supervisors (C-01, C-04, R-01)

4

Seabridge Community Facilities District No. 4

City Council, City of Oxnard (C-02, C-03, C-05, R-02, R-03, R-04, R-05)

References

- Ref-01.** California Tax Data, Mello-Roos
http://www.californiataxdata.com/A_Mello_Roos/index.asp
 Accessed on April 24, 2018
- Ref-02.** Seabridge Memorandum of Understanding, Page 4, Section 5
https://www.oxnard.org/wpcontent/uploads/2016/05/CIH_Seabridge-MOU.pdf
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- Ref-03.** Seabridge Memorandum of Understanding, Page 4, Section 5
https://www.oxnard.org/wpcontent/uploads/2016/05/CIH_Seabridge-MOU.pdf
 Accessed on April 24, 2018
- Ref-04.** County of Ventura Adopted Budget Fiscal Year 2017-2018
www.ventura.org/.../adopted-budget-fy-2017-2018
 Accessed on April 24, 2018
- Ref-05.** Proposition 218
www.californiataxdata.com./pdf/Proposition218.pdf
 Accessed on April 24, 2018
- Ref-06.** Why Seabridge voters will face choice on ballot. Ventura County Star, April 19, 2018
www.vcstar.com/videos/news/2018/04/19/channelislandsharborpatrolcostscausesseabridgediscontentandballotmeasure/533576002/
 Accessed on April 25, 2018

Attachments

- Att-01.** Rate and Method of Apportionment for Community Facilities District No. 4 (Seabridge at Mandalay Bay) of the City of Oxnard
- Att-02.** CFD No. 4, Reserve Fund Summary
- Att-03.** City of Oxnard CFD No. 4 – Conclusions and Recommendations Seabridge at Mandalay Bay Evaluation of Reserve Fund
- Att-04.** Calling of Election for Initiative Measure For CFD No. 4 (Seabridge at Mandalay Bay)
- Att-05.** City of Oxnard CFD No. 4 (Seabridge at Mandalay Bay) 2014-2018 Fiscal Year Cost Recovery Analysis

Glossary

<u>TERM</u>	<u>DEFINITION</u>
CFD No. 4	Community Facilities District Number 4
City	City of Oxnard
Corps	Army Corps of Engineers
County	County of Ventura
Grand Jury	2017-2018 Ventura County Grand Jury
Harbor Patrol	Channel Islands Harbor Patrol
MOU	Memorandum of Understanding
OMB	Oly/Mandalay Bay

Attachment 01

Rate and Method of Apportionment for Community Facilities District No. 4 (Seabridge at Mandalay Bay) of the City of Oxnard

Resolution No. 12,739

**RATE AND METHOD OF APPORTIONMENT FOR
COMMUNITY FACILITIES DISTRICT NO. 4
(SEABRIDGE AT MANDALAY BAY)
OF THE CITY OF OXNARD**

A Special Tax as hereinafter defined shall be levied on all Assessor's Parcels in Community Facilities District No. 4 (Seabridge at Mandalay Bay) of the City of Oxnard ("CFD No. 4") and collected each Fiscal Year commencing in Fiscal Year 2004-2005, in an amount determined by the Council through the application of the appropriate Special Tax for "Developed Property" and "Undeveloped Property" as described below. All of the real property in CFD No. 4, unless exempted by law or by the provisions hereof, shall be taxed for the purposes, to the extent and in the manner herein provided.

A. DEFINITIONS

The terms hereinafter set forth have the following meanings:

"Acre or Acreage" means the land area of an Assessor's Parcel as shown on an Assessor's Parcel Map, or if the land area is not shown on an Assessor's Parcel Map, the land area shown on the applicable final map, parcel map, condominium plan, or other recorded County parcel map.

"Act" means the Mello-Roos Community Facilities Act of 1982, as amended, being Chapter 2.5, Division 2 of Title 5 of the Government Code of the State of California.

"Administrative Expenses" means the following actual or reasonably estimated costs directly related to the administration of CFD No. 4: the costs of computing the Special Taxes and preparing the annual Special Tax collection schedules (whether by the City or designee thereof or both); the costs of collecting the Special Taxes (whether by the County or otherwise); the costs to the City, CFD No. 4 or any designee thereof of complying with City, CFD No. 4 or obligated persons disclosure requirements associated with applicable federal and state securities laws and of the Act; the costs associated with preparing Special Tax disclosure statements and responding to public inquiries regarding the Special Taxes; the costs of the City, CFD No. 4 or any designee thereof related to an appeal of the Special Tax; and the City's annual administration fees and third party expenses. Administrative Expenses shall also include amounts estimated or advanced by the City or CFD No. 4 for any other administrative purposes of CFD No. 4, including attorney's fees and other costs related to commencing and pursuing to completion any foreclosure of delinquent Special Taxes.

"Assessor's Parcel" means a lot or parcel shown in an Assessor's Parcel Map with an assigned Assessor's Parcel number.

"Assessor's Parcel Map" means an official map of the Assessor of the County designating parcels by Assessor's Parcel number.

Attachment 02**CFD No. 4, Reserve Fund Summary**

RESERVE FUND SUMMARY**TABLE 3**

Item	Total \$
1. County Harbor Patrol – Extraordinary Charges	100,000
2. County Harbor Patrol – Capital Equipment	100,000
3. Seawall and Public Walkways/Docks	300,000
4. Tract Waterway Dredging	0
5. Harbor Entrance Dredging	960,000
6. Main Channel Circulation Pump Station	301,000
7. Tract Waterway Circulation Pump Station	125,000
8. Parks Landscaping, Hardscaping and Structures	200,000
9. Storm Drain Filters	173,000
10. Legal and Consulting	0
Subtotal	2,259,000
Contingencies @15%	339,000
Grand Total Reserve Fund	2,598,000

Attachment 03**City of Oxnard CFD No. 4
Conclusions and Recommendations Seabridge at Mandalay Bay
Evaluation of Reserve Fund**

SECTION 3 CONCLUSIONS AND RECOMMENDATIONS

The annual administration and operations of the Seabridge Development has resulted in a beautiful community and great place to live. The Reserve-fund balance is supposed to be established for extraordinary or infrequently occurring expenses. It is important to maintain an amount that can cover all of the expenses that have been listed herein.

Table 3 indicates that a reasonable reserve fund is estimated at \$2,598,000 in 2014 dollars. It is important to note that inflation will more than likely occur in the future years. We have therefore recommended that this reserve fund should be tied to the Consumer Price Index for all urban consumers (CPI-U), for the Los Angeles, Riverside, Orange County, California Area with 1982-84 = 100. The June 2014 index is 243.528.

It is a good financial practice to keep the reserve so that the City does not have to go back to the property owners and raise the fees to cover these unusual expenses. On the other hand, now that a suitable Reserve Fund is established, it might be possible to reduce the annual fees. If you observe Table 2, you will notice that the reserve fund is down from what it was 2 years prior. We therefore recommend that the annual fees remain steady one more year, to make sure that the reserve fund does not reduce further. If the Reserve Fund is able to rise next year, then it would be appropriate to consider a reduction in the annual fees or taxes.

If you have any questions or comments, feel free to contact me at (805) 981-0706, ext. 104, or via e-mail at pjr@penfieldsmith.com. Thank you for this opportunity to be of service.

Sincerely,

PENFIELD & SMITH

Patrick J. Reeves, P.E.
Principal Engineer

Attachment 04**Calling of Election for Initiative Measure
for CFD No. 4 (Seabridge at Mandalay Bay)**

1.1

	CITY COUNCIL AGENDA REPORT	TYPE OF ITEM: Info/Consent AGENDA ITEM NO.: <u>1</u>
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DATE: April 3, 2018

TO: City Council

FROM: Michelle Ascencion
City Clerk



SUBJECT: Calling of Election for Initiative Measure for CFD No. 4 (Seabridge at Mandalay Bay).

CONTACT: Michelle Ascencion, City Clerk
Michelle.Ascencion@oxnard.org, 385-7805

RECOMMENDATION:

That the City Council (acting as the legislative body of Community Facilities District No. 4 (Seabridge at Mandalay Bay) of the City of Oxnard) adopt a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD ACTING AS THE LEGISLATIVE BODY OF COMMUNITY FACILITIES DISTRICT NO. 4 (SEABRIDGE AT MANDALAY BAY) OF THE CITY OF OXNARD ORDERING AN ELECTION TO BE HELD ON NOVEMBER 6, 2018 TO CONSIDER THE ADOPTION OF A MEASURE ENTITLED "ORDINANCE REDUCING SPECIAL TAX IN COMMUNITY FACILITIES DISTRICT NO. 4 (SEABRIDGE AT MANDALAY BAY)", REQUESTING THE COUNTY CLERK TO CONDUCT THE ELECTION, AND AUTHORIZING THE BOARD OF SUPERVISORS TO CANVASS THE RETURNS.

BACKGROUND

On February 2, 2018, the City Clerk received a notification letter that a Notice of Intention to Circulate a Petition for Community Facilities District No. 4 (Seabridge at Mandalay Bay) had been posted and published as required by Elections Code Sections 9302 and 9303.

The initiative proponent delivered the completed petitions to the City Clerk's office on February 13, 2018, which were forwarded to the Ventura County Elections Division for signature verification. On March 2, 2018, the Elections Division finalized its count of the signatures and

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Attachment 05**CITY OF OXNARD
CFD No. 4 (Seabridge at Mandalay Bay)
2014-2018 Fiscal Year Cost Recovery Analysis**

Ventura County 2017 – 2018 Grand Jury

Final Report

CITY OF OXNARD
CFD 4 (Seabridge at Mandalay Bay)
2014-2018 Fiscal Year Cost Recovery Analysis

Description	2017/18 Levy	2016/17 Levy	2016/17 Actuals	Net Under/Over Budget	2015/16 Levy	2015/16 Actuals	Net Under/Over Budget	2014/15 Levy	2014/15 Actuals	Net Under/Over Budget	2013/14 Levy	2013/14 Actuals	Net Under/Over Budget
Park Maintenance	\$192,600.00	\$209,417.40	\$209,417.40	\$126,582.60	\$247,720.00	\$179,853.54	\$61,906.46	\$291,910.00	\$168,516.48	\$55,000.52	\$170,000.00	\$119,868.92	\$231.38
Contingency for Special Projects	\$100,000.00	400.00	400.00	(\$400.00)			\$0.00		46,802.67	(\$46,802.67)		52,836.10	\$0.00
Utilities	\$51,000.00	44,011.46	44,011.46	(\$4,011.46)		\$43,978.89	(\$43,978.89)		5,742.84	(\$5,742.84)		1,336.95	(\$52,836.10)
Materials and Supplies	\$11,000.00	15,456.81	15,456.81	(\$15,456.81)		\$7,080.80	(\$7,080.80)			\$0.00			(\$1,336.95)
Operations and Field Staff	\$107,620.00			\$0.00		\$0.00	\$0.00			\$0.00			\$0.00
Maintenance Services		880.81	880.81	(\$880.81)		21,794.86	\$7,811.14	40,000.00	45,420.00	(\$5,420.00)		39,840.00	(\$39,840.00)
Flood and Storm Protection Services		0.00	0.00	\$0.00			\$45,100.00	45,100.00		\$0.00			\$0.00
Code Enforcement-Harbor Patrol		741,424.00	741,424.00	(\$741,424.00)		735,935.00	(\$16,415.00)	45,100.00	654,032.00	(\$108,863.14)		677,791.00	(\$134,473.00)
Police Protection Services		24,577.24	24,577.24	\$725,422.76		26,334.71	\$58,685.29	45,100.00	86,731.43	(\$17,314.3)		63,800.82	\$21,198.18
Waterway Repairs		57,067.31	57,067.31	\$20,442.68		63,283.53	\$95,128.47	45,100.00	42,554.40	(\$42,554.40)		30,556.40	\$138,626.60
Ambulance/Paramedic Services		0.00	0.00	\$0.00		0.00	\$0.00	0.00	0.00	\$0.00		0.00	\$0.00
Contingency Special Tax Req.		0.00	0.00	\$0.00		0.00	\$0.00	0.00	0.00	\$0.00		0.00	\$0.00
Subtotal	\$1,599,439.00	\$1,093,225.03	\$1,093,225.03	\$115,774.97	\$1,093,225.03	\$1,078,271.33	201,136.67	\$1,093,225.03	1,093,225.03	(\$100,943.96)	\$1,093,225.03	\$96,030.19	(\$68,440.89)
Agency Administration Costs	\$40,182.05	\$84,849.96	\$84,849.96	(\$40,182.05)		54,849.96	0.04	\$45,950.00	49,848.00	5,002.09		49,848.00	0.00
Indirect and Fixed Charges	\$42,816.00			\$0.00		0.00	0.00		0.00	0.00		0.00	0.00
County Collection Fees (1)	\$1,073.58	3,081.02	3,081.02	(\$1,073.58)		2,635.64	(75.64)	2,557.00	2,621.03	(84.03)		1,600.56	1,889.64
Administrative Costs	\$300,000.00	3,459.84	3,459.84	(\$300,000.00)		3,231.40	(3,231.40)	5,000.00	3,911.37	(3,911.37)		3,911.37	(411.37)
Administration Expenses		0.00	0.00	\$0.00		0.00	150.00	5,000.00	0.00	5.00		0.00	0.00
Other costs	\$1,756.00	0.00	0.00	\$0.00		0.00	0.00	1,756.00	0.00	0.00		0.00	0.00
Subtotal	\$37,915.63	\$91,390.82	\$91,390.82	(\$33,265.82)		\$80,717.00	(\$3,167.00)	\$57,000.00	56,380.40	\$1,011.60		55,361.75	\$1,488.27
Del. management charges	\$0.00			\$0.00				\$0.00					
Manual adjustments	0.00			\$0.00				0.00					
Special tax levy credit													
Rounding adjustments													
Subtotal	\$0.00			\$0.00									
Total Annual Levy/Budget	\$1,599,439.00	\$1,093,225.03	\$1,093,225.03	\$115,774.97	\$1,093,225.03	\$1,138,988.33	(\$132,716.55)	\$1,093,225.03	1,093,225.03	(\$99,936.76)	\$1,093,225.03	\$1,041,391.92	(\$56,552.62)
County Apportionment (2)	\$1,507,481.23	\$1,183,547.92			\$1,003,711.78			\$984,006.46			\$970,939.30		
Parcels Levied	501	501			501			501			501		
Total Expected Special Tax (3)	\$1,653,677.52	\$1,653,677.52			\$1,621,241.66			\$1,589,452.61			\$1,589,452.61		
Total Maximum Special Tax (3)	\$1,898,947.68	\$1,898,947.68			\$1,861,722.22			\$1,825,217.86			\$1,825,217.86		

(1) Total Annual Levy reduced by the collection fee taken by the County Auditor/Controller.

(2) Amount to be disbursed by Tax Collector if 100% collection is made.

(3) Estimated Tax

6/30/2013	
\$2,944,659.13	
\$2,005,978.06	
\$1,825,217.86	

6/30/2014	
\$2,944,659.13	
\$2,005,978.06	
\$1,825,217.86	

6/30/2015	
\$2,944,659.13	
\$2,005,978.06	
\$1,825,217.86	

6/30/2016	
\$2,944,659.13	
\$2,005,978.06	
\$1,825,217.86	

Fund/Account	6/30/2017	6/30/2016
Total Fund Equity	\$2,843,616.57	\$2,790,915.12
Reserve Requirement	\$2,664,793.09	\$2,664,793.09



**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Info/Consent

AGENDA ITEM NO.: 3

DATE: July 24, 2018

TO: City Council

FROM: Michelle Ascencion
City Clerk

A handwritten signature in cursive script, appearing to read "Michelle Ascencion".

SUBJECT: Approval of Minutes.

CONTACT: Michelle Ascencion, City Clerk
Michelle.Ascencion@oxnard.org, (805) 385-7805

RECOMMENDATION:

That the City Council approve the minutes of the June 19, 2018 Regular Meeting, June 26, 2018 Regular Meeting, and July 5, 2018 Special Meeting as presented.

STRATEGIC PRIORITIES:

This agenda item is a routine operational item that does not directly relate to the four strategic plans adopted by City Council on May 17, 2016. This agenda items does provide transparency of Council meetings to the public.

FINANCIAL IMPACT:

There is no financial impact.

ATTACHMENTS:

Attachment A: Minutes 06.19.2018 CC,HA regular meeting

Attachment B: Minutes 06.26.2018 CC,HA regular meeting

Attachment C: Minutes 07.05.2018 CC special meeting

MINUTES
 OXNARD CITY COUNCIL
 Regular Meeting
 June 19, 2018

A. ROLL CALL/POSTING OF AGENDA

At 4:36 p.m., Mayor Flynn called to order the regular meeting of the Oxnard City Council (concurrently with the Oxnard Housing Authority) in the City Hall Council Chambers, 305 W. Third Street, Oxnard, California. The City Clerk called the roll and announced the posting of the agenda. Councilmembers Bryan A. MacDonald, Oscar Madrigal, Bert Perello, Mayor Pro Tem Carmen Ramirez, and Mayor Tim Flynn were present. Housing Commissioners Jose Andrade and Francisco Vega arrived at 6:00 p.m.

Staff members present were Scott Whitney, Interim City Manager/Police Chief; Stephen Fischer, City Attorney; Jesús Nava, Assistant City Manager; Ashley Golden, Interim Assistant City Manager; and Michelle Ascencion, City Clerk.

B. PUBLIC COMMENTS ON CLOSED SESSION ITEMS (None received.)

C. CLOSED SESSION

Mayor Flynn read the following closed session statement:

“The City Council will recess to a closed session pursuant to Government Code section 54956.9(d)(4), based on existing facts and circumstances, to decide whether to initiate litigation in one potential case.

The City Council will also recess to a closed session pursuant to Government Code section 54956.9(d)(2), based on existing facts and circumstances, there is significant exposure to litigation against the City in one potential case.

The City Council will also recess to a closed session, pursuant to Government Code section 54957.6(a), to provide instructions to the City’s negotiator regarding the position of City Manager.

The City Council will also recess to a closed session, pursuant to Government Code section 54957(b)(1), to consider the appointment and employment of a City Manager.”

At 4:37 p.m., the City Council recessed to a closed session. At 6:12 p.m. the City Council reconvened in open session in the Council Chambers. The City Attorney made the following announcement: “In closed session, the Council by unanimous vote has appointed Alexander Nguyen as the new Oxnard City Manager and contract consideration for the new City Manager is later on this agenda.” Discussion ensued among the Council.

D. OPENING CEREMONIES

The flag salute was followed by a moment of silence.

Additional staff members present at this time were Darwin Base, Fire Chief; Keith Brooks, Information Technology Director; Jason Benitez, Assistant Police Chief; Sandra Burkhart, Special Districts Administrator; Shiri Klima, Assistant City Attorney; Thien Ng, Assistant Public Works Director; Deanne Purcell, Assistant Chief Financial Officer; Beth Vo, Budget Manager; and Karen Moore, Assistant City Clerk.

Mayor Flynn announced that item K-5 will be the first Public Hearing conducted.

E. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Public comments were received from Woodrow Thomas Sr. (recent Juneteenth event), Becky Quinn (need for more Police K-9 units), Morey Navarro (homelessness in the Downtown), Steve Nash (expressed appreciation to City Management staff), Michael Gleason (expressed hopes for ethical leadership), Pat Brown (upcoming Air Pollution Control District community workshop), and Richard Kristofferson (complaints about animal control).

F. REPORT OF CITY MANAGER

The Interim City Manager announced various upcoming meetings and special events, and provided program updates. He highlighted the upcoming Educational Sessions for residents interested in running for City Council, the Mayor's upcoming State of the City presentation, and reminded residents that all fireworks are illegal in Oxnard.

The Assistant Public Works Director gave an update on water quality in the Channel Islands Harbor and the stoppage of the NRG cooling pumps. Discussion ensued among the Council and staff.

Public comments were received from Steve Nash.

G. CITY COUNCIL REPORTS

Councilmember Madrigal thanked Chief Whitney for serving as Interim City Manager. He reported on attending the West Village neighborhood meeting, Juneteenth celebration, Carnegie Art Museum special exhibit, and recent high school graduations. He commented on fireworks, pothole repairs, and the importance of child welfare.

Mayor Pro Tem Ramirez commented on fireworks, an upcoming free pet microchipping event, and the upcoming Air Pollution Control District community workshop. She reported on attending the Juneteenth celebration, thanked Chief Whitney for serving as Interim City Manager, and spoke out against children being separated from their parents at the U.S./Mexico border.

Councilman MacDonald reported on attending the Juneteenth celebration, Carnegie Art Museum special exhibit, Los Angeles/San Diego/San Luis Obispo Rail Corridor ("LOSSAN") meeting, and thanked Chief Whitney and welcomed the new City Manager.

Councilmember Perello commented on K-9s and budget restraints. He commended the City Attorney's office for recent important negotiations. He commented on the city's recent credit card breach, fireworks, Measure O funds, the incoming City Manager, and the Vietnam Memorial Wall's visit to Ventura County.

Mayor Flynn commented on fireworks, encouraged residents to report fireworks, and suggested establishing block captains to help with fireworks reporting. Discussion ensued among the Council and staff.

City Attorney Department

1. SUBJECT: Approval of City Manager Employment Agreement.
RECOMMENDATION: That City Council approve and authorize the Mayor to execute an agreement (Agreement No. 8087) with Alexander T. Nguyen to serve as City Manager for an initial term to expire on July 8, 2021, with two automatic one year extensions, with a base salary of \$285,000 and providing terms and conditions concerning his employment as the City Manager.

The City Attorney gave a report. Public comments were received from Daniel Chavez Jr. and Woodrow Thomas Sr. Discussion ensued among the Council and staff.

It was moved by Mayor Pro Tem Ramirez, seconded by Councilman MacDonald, to approve the recommended action as presented. VOTE: Flynn, MacDonald, Madrigal, Perello, and Ramirez voted in favor; the motion carried 5-0.

H. REVIEW OF INFORMATION/CONSENT AGENDA

Items J-3, J-4, J-6, and J-8 were discussed among the Council and staff.

I. PUBLIC COMMENTS ON INFORMATION/CONSENT AGENDA

Public comments were received from Pat Brown, Larry Stein, and Woodrow Thomas Sr.

J. INFORMATION/CONSENT AGENDA

City Clerk Department

1. SUBJECT: Approval of Minutes.
RECOMMENDATION: That the City Council approve the minutes of the April 17, 2018 Regular Meeting, April 24, 2018 Regular Meeting, May 8, 2018 Regular Meeting, May 10, 2018 Special Meeting, May 15, 2018 Special Meeting, and May 15, 2018 Regular Meeting, as presented.

City Manager Department

2. SUBJECT: Oxnard Development Impact Fee Program Phase II.
RECOMMENDATION: That City Council approve the agreement with Harris & Associates (No. 8300-18-CM) for the Oxnard Development Impact Fees Program Phase II Project in the amount of \$440,045.

Finance Department

3. SUBJECT: April 2018 Month-End Financial Summary with Dashboard.

RECOMMENDATION: That the City Council receive and file the April 2018 monthly financial summary report, with the dashboard highlights included.

4. SUBJECT: Adopt a Resolution Authorizing the Special Tax Levy for Community Facilities District No. 5 (Riverpark).

RECOMMENDATION: That City Council:

1. Acting as the legislative body of Community Facilities District (CFD) No. 5, adopt **Resolution No. 15,142** setting a special tax rate within CFD No. 5 (Riverpark) for FY 2018-19; and

2. Authorize the Special Districts Manager to execute an agreement for Billing of Direct Assessments with the Ventura County Auditor-Controller to provide the service of placement of direct assessments on the Ventura County Secured Tax Roll.

5. SUBJECT: Adoption of the New Purchasing Ordinance No. 2943.

RECOMMENDATION: That City Council adopt **Ordinance No. 2943** (read by title only, waiving further reading) amending Oxnard City Code Chapter 4, the Purchasing Manual, the Administrative Manual, and a variety of purchasing resolutions and policies.

6. SUBJECT: Budget Appropriation Adjustment for External Auditors.

RECOMMENDATION: For the City Council to approve a total appropriation of \$102,785 from General Fund Reserves to General Fund General Accounting Audit (Account No. 101-1601-801-8203) and Finance Legal Services (Account No. 101-1600-801-8204) for the additional out of scope work and the additional costs due to existing City litigation concerning the City's prior external auditors. The contract amendment (Agreement A-7819) was approved on May 22, 2018; however, the staff report omitted a budget recommendation to appropriate the funding.

Information Technology Department

7. SUBJECT: Extension of Compuwave Blanket Purchase Order for Computer Upgrade.

RECOMMENDATION: That City Council authorize a request to raise the not-to-exceed amount of Compuwave Purchase Order #6668 from \$225,000 to \$350,000. This purchase order was approved on February 6, 2018 and issued for the purchase of computers, network hardware and software.

Public Works Department

8. SUBJECT: Approve Funding for Street Project Design.

RECOMMENDATION: That City Council approve a budget appropriation for project design funding for residential and arterial street resurfacing projects and preventative maintenance projects in the amount of \$3,383,972.

Regarding item J-4: it was moved by Councilman MacDonald, seconded by Councilmember Perello, to continue the assessments for Community Facilities District No. 5 (Riverpark) at the current levels, and once the Reserve study is completed, re-examining the rates. Discussion ensued among the Council and staff. Councilman MacDonald withdrew his motion.

It was moved by Councilman MacDonald, seconded by Councilmember Perello, to table item J-4 until the next City Council meeting. VOTE: Flynn, MacDonald, Perello, and Ramirez voted in favor; Madrigal voted against. The motion carried 4-1. Further discussion ensued.

It was moved by Mayor Pro Tem Ramirez, seconded by Councilman MacDonald, to rescind the action to table item J-4. VOTE: Flynn, MacDonald, Madrigal, and Ramirez voted in favor; Perello voted against. The motion carried 4-1. Further discussion ensued.

It was moved by Councilman MacDonald, seconded by Councilmember Perello, to approve the assessments for Community Facilities District No. 5 (Riverpark) (Item J-4) at the current levels, removing the half-percent increase. VOTE: Flynn, MacDonald, Perello, and Ramirez voted in favor; Madrigal voted against. The motion carried 4-1.

It was moved by Councilman MacDonald, seconded by Mayor Pro Tem Ramirez, to approve the remaining Information/Consent agenda items (J-1, J-2, J-3, J-5, J-6, J-7, and J-8) as presented. VOTE: Flynn, MacDonald, Madrigal, Perello, and Ramirez voted in favor; the motion carried 5-0.

Mayor Flynn announced that due to time, items L-1 and L-2 are pulled from the agenda and will be considered at the next meeting.

K. PUBLIC HEARINGS

City Manager Department

5. SUBJECT: Public Hearing on the Fiscal Year 2018-19 Operating Budget.
RECOMMENDATION: That the City Council and Housing Authority, for the City of Oxnard, conduct a public hearing on the Fiscal Year 2018-19 operating budget for the City of Oxnard and Oxnard Housing Authority; and provide staff direction regarding any adjustments to the proposed budgets, in preparation for final budget adoption on June 26, 2018.

The City Clerk announced the affidavit of publication and stated that no written communications had been received. The Interim City Manager gave a report.

Mayor Flynn opened the public testimony portion of the public hearing. Public comments were received from Daniel Chavez Jr., Larry Stein, and Michael Gleason. Mayor Flynn clarified that the City Clerk's office had received seven written communications (emails) from Mr. Stein.

Without objection, the Council approved closing the public testimony portion of the public hearing. Discussion ensued among the Council and staff.

It was moved by Councilman MacDonald, seconded by Mayor Pro Tem Ramirez, to accept the Budget as presented, with a one-time addition from Measure O for \$145,855 to offset the money that would have come from CFD-5 for public safety. VOTE: Andrade, Flynn, MacDonald, Madrigal, Ramirez, and Vega voted in favor; Perello voted against. The motion carried 6-1.

The Council took a brief break at 10:12 p.m.; the meeting resumed at 10:14 p.m. As it was after 10:00 p.m., the City Council voted unanimously for the meeting to continue and the following items to be heard.

Finance Department

1. SUBJECT: Levy of Fiscal Year 2018-19 Assessments in Mandalay Beach Maintenance District (MAD 4).

RECOMMENDATION: That City Council:

1. Hold a public hearing to receive public testimony regarding the proposed Fiscal Year 2018-2019 assessments for the Mandalay Beach Maintenance District; and
2. Adopt **Resolution No. 15,143** fixing the special assessments in the Mandalay Beach Maintenance District for Fiscal Year 2018-2019.

The City Clerk announced the affidavit of publication and stated that no written communications had been received. The Special Districts Administrator gave a report.

Mayor Flynn opened the public testimony portion of the public hearing. No public comments were received. Without objection, the Council approved closing the public testimony portion of the public hearing. Discussion ensued among the Council and staff.

It was moved by Councilman MacDonald, seconded by Mayor Pro Tem Ramirez, to approve the recommended action as presented. VOTE: Flynn, MacDonald, Madrigal, Perello, and Ramirez voted in favor; the motion carried 5-0.

2. SUBJECT: Levy of Waterway Maintenance District Assessments Fiscal Year 2018-19.

RECOMMENDATION: That City Council:

1. Hold a public hearing regarding proposed assessments for the Waterway Maintenance District for Fiscal Year 2018-2019; and
2. Adopt **Resolution No. 15,144** for Fiscal Year 2018-2019 fixing assessments for the Waterway Maintenance District.

The City Clerk announced the affidavit of publication and stated that no written communications had been received. The Special Districts Administrator gave a report.

Mayor Flynn opened the public testimony portion of the public hearing. No public comments were received. Without objection, the Council approved closing the public testimony portion of the public hearing. Discussion ensued among the Council and staff.

It was moved by Mayor Pro Tem Ramirez, seconded by Councilmember Madrigal, to approve the recommended action as presented. VOTE: Flynn, MacDonald, Madrigal, Perello, and Ramirez voted in favor; the motion carried 5-0.

3. SUBJECT: Adoption of Resolution Ordering the Dissolution of Two Landscape Maintenance Districts: LMD 9 – Strawberry Fields and LMD 15 – Pelican Pointe.

RECOMMENDATION: That City Council:

1. Hold a public hearing to receive public testimony regarding the dissolution of two (2) of the City's Landscape Maintenance Districts for Fiscal Year 2018-2019 pursuant to the Landscaping and Lighting Act of 1972, Part 2, Division 15 of the California Streets and Highways Code (commencing with Section 22500); and
2. Adopt **Resolution No. 15,145** approving the dissolution of two (2) of the City's Landscape Maintenance Districts for Fiscal Year 2018-2019 pursuant to the Landscaping

and Lighting Act of 1972, Part 2, Division 15 of the California Streets and Highways Code (commencing with Section 22500).

The City Clerk announced the affidavit of publication and stated that no written communications had been received. The Special Districts Administrator gave a report.

Mayor Flynn opened the public testimony portion of the public hearing. No public comments were received. Without objection, the Council approved closing the public testimony portion of the public hearing. Discussion ensued among the Council and staff.

It was moved by Councilman MacDonald, seconded by Councilmember Madrigal, to approve the recommended action as presented. VOTE: Flynn, MacDonald, Madrigal, Perello, and Ramirez voted in favor; the motion carried 5-0.

4. SUBJECT: Adoption of Resolution Approving Engineer's Report and Ordering the Levy and Collection of Assessments for the Fiscal Year 2018-19 Within the City's Landscape Maintenance Districts.

RECOMMENDATION: That City Council:

1. Hold a public hearing to receive public testimony regarding the proposed Fiscal Year 2018-2019 assessments in the City's Landscape Maintenance Districts; and
2. Adopt **Resolution No. 15,146** approving the Fiscal Year 2018-2019 Consolidated Engineer's Report and ordering the levy and collection of assessments for Fiscal Year 2018-2019 within the City's Landscape Maintenance Districts pursuant to the Landscaping and Lighting Act of 1972.

The City Clerk announced the affidavit of publication and stated that no written communications had been received. Councilmember Perello announced that he has a real property conflict of interest with this matter and left the dais.

The Special Districts Administrator gave a report.

Mayor Flynn opened the public testimony portion of the public hearing. Public comments were received from Michael Gleason and Dan Pinedo.

Without objection, the Council approved closing the public testimony portion of the public hearing. Discussion ensued among the Council and staff.

It was moved by Councilman MacDonald, seconded by Mayor Pro Tem Ramirez, to approve the recommended action as presented. VOTE: Flynn, MacDonald, Madrigal, and Ramirez voted in favor; the motion carried 4-0 (Perello absent [recused]).

L. REPORTS

Housing Department

1. SUBJECT: Section 8 Housing Choice Voucher Program Budget for Fiscal Year 2019.

(This item was postponed due to time.)

2. SUBJECT: Low Rent Public Housing Budget for Fiscal Year 2019.

(This item was postponed due to time.)

M. ADJOURNMENT

There being no further business on the agenda, and without objection, Mayor Flynn adjourned the meeting at 10:53 p.m.

MICHELLE ASCENCION, CMC
City Clerk

TIM FLYNN
Mayor

MINUTES
OXNARD CITY COUNCIL
Regular Meeting
June 26, 2018

A. ROLL CALL/POSTING OF AGENDA

At 5:02 p.m., Mayor Flynn called to order the regular meeting of the Oxnard City Council (concurrently with the Oxnard Housing Authority) in the City Hall Council Chambers, 305 W. Third Street, Oxnard, California. The City Clerk called the roll and announced the posting of the agenda. Councilmembers Bryan A. MacDonald, Oscar Madrigal, Bert Perello, and Mayor Tim Flynn were present; Mayor Pro Tem Carmen Ramirez was absent (arrived at 5:07 p.m.). Housing Commissioner Jose Andrade arrived at 5:50 p.m.; Commissioner Francisco Vega was absent.

Staff members present were Jesús Nava, Interim City Manager; Stephen Fischer, City Attorney; Ashley Golden, Interim Assistant City Manager; Arturo Casillas, Housing Director; Phillip Molina, City Treasurer; Steve Naveau, Human Resources Director; Jim Throop, Chief Financial Officer; Scott Whitney, Police Chief; Geri Cooper, Special Districts Project Manager; Karl Lawson, Housing Compliance Services Manager; Kathleen Mallory, Planning Division Manager; Thien Ng, Assistant Public Works Director; Kenneth Rozell, Assistant City Attorney; Karen Moore, Assistant City Clerk; and Michelle Ascencion, City Clerk.

B. APPOINTMENT ITEM

Development Services Department

1. SUBJECT: Cannabis Study Session.

RECOMMENDATION: That City Council:

1. Receive the report from HdL Companies on their Feasibility Study and Fiscal Analysis of the potential cannabis industry in the City of Oxnard; and
2. Provide direction to staff regarding the permitting and regulation of various types of cannabis businesses in the City of Oxnard.

The Planning Division Manager gave a report. Public comments were received from Gabriel Teran, Jesse Calvillo, Dick Jacquez, and Joe Kyle. Discussion ensued among the Council and staff. Councilmembers stated their individual preferences for the proposed options.

It was moved by Councilmember Perello, seconded by Mayor Pro Tem Ramirez, to direct staff to return to Council with further recommendations and information on all of the options listed in the staff report. VOTE: Flynn, MacDonald, Madrigal, Perello, and Ramirez voted in favor; the motion carried 5-0.

C. OPENING CEREMONIES

The flag salute was followed by a moment of silence.

D. CEREMONIAL CALENDAR

1. SUBJECT: Presentation of a Proclamation Designating June 21, 2018 as “Pastor Edward and Barbara Williams’ 50th Wedding Anniversary Celebration Day.”

Mayor Flynn read the proclamation and presented it to Pastor and Mrs. Williams, who made some remarks and thanked the Council.

E. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Mayor Flynn announced that Items J-6 and J-7 are removed from the agenda.

Public comments were received from Woodrow Thomas Sr. (complaint about overpaid bus fares), Gabriel Teran (newly elected Chair of Fremont South Neighborhood), Felix Bobritski (recommendations for cannabis establishments), Florencia Ramirez (organic landscaping and weed abatement), Patricia Cortez Washington (concern about weed abatement near schools), Audrey Keller (discolored water in Channel Islands Harbor), Rocco Belmonte (discolored water in Channel Islands Harbor), Patricia Younis (discolored water in Channel Islands Harbor), Angel Garcia (unsecured mailboxes in the East Village neighborhood), Pat Brown (proposed new hotels near freeway), Chuck Carter (discolored water in Mandalay Bay), Larry Ehrhardt (discolored water in Channel Islands Harbor), Adam Vega (discolored water in Channel Islands Harbor), and Richard Kristofferson (complaints about animal control). The City Attorney made some comments on the Brown Act.

F. REPORT OF CITY MANAGER

The Interim City Manager announced various upcoming meetings, special events, and provided program updates. He highlighted the reconditioned former Landscape Maintenance Districts that were recently dissolved and the upcoming educational sessions for potential candidates conducted by the City Clerk.

G. CITY COUNCIL REPORTS

Councilmember Madrigal commented on the upcoming annual Downtown meeting, La Colonia neighborhood meeting, the recent APCD air quality community meeting, the Downtown improvement task force, Blackstock South neighborhood meeting, and fireworks.

Mayor Pro Tem Ramirez thanked Mr. Nava for stepping up as Interim City Manager, the water quality in Channel Islands Harbor, issues in each City Council District, and expressed concern about family separation at the border with Mexico.

Councilman MacDonald commended active senior volunteers in the community.

Councilmember Perello commented on a letter to the Board of Supervisors regarding the Channel Islands Harbor water quality, Vietnam Memorial Wall, VRSD Board meeting, Via Marina neighborhood meeting, and the recent educational session held by the City Clerk.

Mayor Flynn commended Pastor and Mrs. Williams for their service to the community, commented on the Channel Islands Harbor water quality issue, and the Vietnam Memorial Wall.

H. REVIEW OF INFORMATION/CONSENT AGENDA

Items J-2(C), J-2(H), J-3, J-5, and J-6(removed) were discussed among the Council and staff.

I. PUBLIC COMMENTS ON INFORMATION/CONSENT AGENDA

Public comments were received from Julie Mino.

J. INFORMATION/CONSENT AGENDACity Clerk Department

1. SUBJECT: Approval of Minutes.

RECOMMENDATION: That the City Council approve the minutes of the May 22, 2018 Regular Meeting, May 29, 2018 Special Meeting, June 1, 2018 Special Meeting, and June 5, 2018 Regular Meeting as presented.

City Manager Department

2. SUBJECT: Agreements for City Council Review.

RECOMMENDATION: That City Council, pursuant to Ordinance No. 2835, and Resolution No. 13,932, approve and authorize the City Manager to execute the following agreements/contracts and change orders/amendments in amounts more than \$25,000 but no more than \$250,000:

- A. BrightView Landscape, Inc. (A-8073) for maintenance of Waterways Zone 1 Mandalay Bay and Zone 2 Harbour Island (\$180,226).
- B. E. P. Consulting (8083-17-CM) for legislative services (\$50,000).
- C. Final Details (7114-15-FN) for citywide vehicle mobile washing (\$25,000).
- D. Ebix, Inc. (7778-17-HR) to provide continuing certificate of insurance data management (\$25,000).
- E. Oxnard Housing Authority (A-7727) for use of property at 1500 Camino Del Sol (\$72,000).
- F. Iteris, Inc. (6422-13-DS) for on-call operation and maintenance for the City's transportation maintenance center and intelligent transportation system (\$100,000).
- G. Solid Waste Solutions, Inc. (8180-18-PW) for compliance with CalRecycle program reporting (\$80,000).
- H. Vida Newspaper (Purchase Order No. 6901) for legal publication of stale dated checks and unclaimed funds (\$25,830).

Economic Development Department

3. SUBJECT: 2018-2019 Oxnard Convention & Visitors Bureau Agreement.

RECOMMENDATION: That City Council approve a new contract between the City of Oxnard and the Oxnard Convention and Visitors Bureau.

4. SUBJECT: Oxnard Downtown Improvement District Annual Update.

RECOMMENDATION: That the City Council adopt **Resolution No. 15,147** ordering the levy and collection of assessments within the Oxnard Downtown Improvement District ("ODID") for Fiscal Year ("FY") 2018-19.

Finance Department

5. SUBJECT: Approval of Agreement A-8067 Landscape Maintenance Contract for Seabridge CFD 4.

RECOMMENDATION: That City Council:

1. Approve and authorize the City Manager to execute Agreement A-8067 with Landscape Development, Inc. to provide landscape maintenance services to Seabridge Community Facilities District (CFD 4) in the total amount of \$755,640;
2. Approve a 10 percent contingency amount of \$75,564 for Agreement A-8067; and
3. Authorize the Special Districts Manager or designee to change service levels within the contract based upon available funding in the assessment district without returning to Council.

6. SUBJECT: City of Oxnard General Fund Loan to LMD 31 Rancho De La Rosa.

(This item was removed from the agenda.)

7. SUBJECT: Approval of Agreement No. A-8073 for Landscape Maintenance in Waterways Districts Zone 1 Mandalay Bay and Zone 2 Harbour Island.

(This item was removed from the agenda.)

Public Works Department

8. SUBJECT: Second Amendment to Agreement No. 6552-14-PW with the Groundskeeper, Inc. for Landscape Maintenance Services to Public Works Facilities.

RECOMMENDATION: That the City Council:

1. Approve and authorize the Mayor to execute the Second Amendment to the agreement with the Groundskeeper, Inc. for the period of April 13, 2018, through December 31, 2018 and increase the amount by \$43,960 for an amount not-to-exceed \$347,295; and
2. Adopt **Resolution No. 15,148** creating a one-time exemption from Resolution Number 13,932's requirement to not extend the expiration date of a contract for trade services for more than three years.

9. SUBJECT: Approve Trade Services Agreement No. 8284-18-PW with Mac Valley Oil Company for Additional Funds and Time.

RECOMMENDATION: That the City Council approve and authorize the Mayor to execute an Agreement No. 8284-18-PW with MacValley Oil and to amend the terms of Blanket Purchase Order No. 5640, adding an additional \$200,000 and extending the expiration date by six months to December 31, 2018.

10. SUBJECT: Federal, State and Regional Grants and Matching Funds for Six (6) Capital Improvement Projects.

RECOMMENDATION: That City Council:

1. Adopt **Resolution No. 15,149** ratifying the submittal of grant applications for: \$3,260,000 in Ventura County Transportation Commission (VCTC)/California Department of Transportation (Caltrans) grant funds, to be used for the Rice Avenue Fifth Street grade separation; \$1,523,000 in Federal Railroad Administration (FRA) grant funds, to be used for the Rice Avenue Fifth Street grade separation; \$5,000,000 in Public Utilities Commission

(PUC) grant funds, to be used for the Rice Avenue Fifth Street grade separation; \$68,606,000 in California Transportation Commission (CTC) grant funds, to be used for the Rice Avenue Fifth Street grade separation; \$434,000 in VCTC/Caltrans grant funds, to be used for the Rose Avenue sidewalk project; \$914,000 in VCTC/Caltrans grant funds, to be used for the Ventura Boulevard sidewalk project; and \$1,445,100 in Caltrans grant funds, to be used for the citywide signal modification project; and

2. Appropriate local matching funds in the amount of \$193,537 for six capital improvement projects—the Rice Avenue at Fifth Street grade separation, the Rose Avenue sidewalk, the Ventura Boulevard sidewalk, citywide signal modification, Oxnard Transit Center maintenance, and bicycle and pedestrian improvements and maintenance—as described in the attached budget appropriation.

It was moved by Councilman MacDonald, seconded by Mayor Pro Tem Ramirez, to approve the Information/Consent items as presented [items J-6 and J-7 removed]. VOTE: Flynn, MacDonald, Madrigal, and Ramirez voted in favor; Perello voted against item J-3. The motion carried 4-1 on item J-3, and 5-0 on the remaining items.

K. REPORTS

Housing Department

1. SUBJECT: Section 8 Housing Choice Voucher Program Budget for Fiscal Year 2019.
RECOMMENDATION: That the Board of Commissioners of the Housing Authority of the City of Oxnard (1) adopt **Resolution No. 1304** approving and adopting the recommended \$20,739,184 operating budget for the Section 8 Housing Choice Voucher Program (“Section 8”) for fiscal year 2019 and (2) approve and authorize the use of \$277,256 of unrestricted cash/investments to fund the projected deficit.
2. SUBJECT: Low Rent Public Housing Budget for Fiscal Year 2019.
RECOMMENDATION: That the Board of Commissioners of the Housing Authority of the City of Oxnard (1) adopt **Resolution No. 1305** approving and adopting the recommended \$7,291,752 operating budget for the Low Rent Public Housing program (“LRPH”) for fiscal year 2019, as presented for each project area and (2) approve and authorize the use of \$428,224 of unrestricted cash/investments to fund the projected deficit.

The Housing Director reported concurrently on the two Housing budget items. Discussion ensued among the Council and staff. Public comments were received from Woodrow Thomas Sr.

It was moved by Councilman MacDonald, seconded by Councilmember Perello, to approve the recommended actions on both items as presented. VOTE: Andrade, Flynn, MacDonald, Madrigal, Perello, and Ramirez voted in favor; the motion carried 6-0 (Commissioner Vega absent).

City Manager Department

3. SUBJECT: Adoption of Fiscal Year 2018-19 Operating Budget.
RECOMMENDATION: That the City Council:
 1. Adopt the following resolutions:
 - a. **Resolution No. 15,150** of the City Council of the City of Oxnard Approving the City Operating Budget for the Fiscal Year 2018-19;

- b. **Resolution No. 15,151** of the City Council of the City of Oxnard Establishing an Appropriation Limit for the Fiscal Year 2018-19;
 - c. **Resolution No. 15,152** of the City Council of the City of Oxnard Authorizing Full-Time Equivalent Positions in the City Service Effective July 1, 2018 in accordance with the Operating Budget for the Fiscal Year 2018-19;
 - d. **Resolution No. 15,153** of the City Council of the City of Oxnard Authorizing Classification and Salary Schedules Resolution and Approving the attached Classification and Salary Schedule; and
 - e. **Resolution No. 15,154** of the City Council of the City of Oxnard Establishing Financial Management Policies.
2. Authorize the City Manager to transfer and make adjustment of inter-fund transfers on June 30, 2018 to eliminate any cash deficits in funds when necessary including: Capital Improvement Funds, Utilities, Impact Fee Funds, Assessment District Funds, Grant Funds, Debt Service Funds, and all other funds that may need such adjustments.

That the Housing Commissioners:

- 1. Adopt **Resolution No. 1306** approving the Housing Authority's Fiscal Year 2018-19 Operating and Capital Budget.

The Interim City Manager gave a report. Public comments were received from Yukio Okano, Jackie Tedeschi, and Woodrow Thomas Sr. Discussion ensued among the Council and staff.

It was moved by Councilman MacDonald, seconded by Councilmember Madrigal, to approve the recommended action as presented. Councilmember Perello requested an amendment that a Councilmember be included in labor negotiations with the bargaining units; with no second the amendment failed. VOTE: Andrade, Flynn, MacDonald, Madrigal, Perello, and Ramirez voted in favor; the motion carried 6-0 (Commissioner Vega absent).

- 4. SUBJECT: Public Safety Tax Assessment FY2018-19.
RECOMMENDATION: That City Council adopts **Resolution No. 15,155** establishing the FY 18-19 tax rates on property in the City of Oxnard for the payment of voter approved obligations.

The Chief Financial Officer gave a report. Discussion ensued among the Council and staff.

It was moved by Mayor Pro Tem Ramirez, seconded by Councilmember Perello, to approve the recommended action as presented. VOTE: Flynn, MacDonald, Madrigal, Perello, and Ramirez voted in favor; the motion carried 5-0.

L. PUBLIC COMMENTS ON CLOSED SESSION ITEMS (None received.)

M. CLOSED SESSION

Mayor Flynn read the following closed session statement:

“The City Council will recess to a closed session pursuant to Government Code section 54956.9(d)(4), based on existing facts and circumstances, to decide whether to initiate litigation in one potential case.”

At 9:02 p.m., the City Council recessed to a closed session. At 9:58 p.m. the City Council reconvened in open session in the Council Chambers. The City Attorney made the following announcement: “The City Council by a unanimous vote has directed the City Attorney to initiate an action. The action, the defendants, and the other particulars shall, once unsealed, be disclosed to any person upon inquiry, unless to do so would jeopardize the City’s ability to effectuate service of process on one or more unserved parties, or that to do so would jeopardize its ability to conclude existing settlement negotiations to its advantage.”

N. ADJOURNMENT

There being no further business on the agenda, and without objection, Mayor Flynn adjourned the meeting at 9:59 p.m.

MICHELLE ASCENCION, CMC
City Clerk

TIM FLYNN
Mayor

MINUTES
 OXNARD CITY COUNCIL
 Special Meeting
 July 5, 2018

A. ROLL CALL/POSTING OF AGENDA

At 9:01 a.m., Mayor Flynn called to order the special meeting of the Oxnard City Council in the City Hall Council Chambers, 305 W. Third Street, Oxnard, California. The City Clerk called the roll and announced the posting of the agenda. Councilmembers Bryan A. MacDonald, Oscar Madrigal, Bert Perello, Mayor Pro Tem Carmen Ramirez, and Mayor Tim Flynn were present.

Staff members present were Scott Whitney, Police Chief (serving as Acting City Manager); Stephen Fischer, City Attorney; Rosemarie Gaglione, Public Works Director; Sujin Beck, Public Works Project Manager; Sandra Burkhardt, Special Districts Administrator; Shiri Klima, Assistant City Attorney; Thien Ng, Assistant Public Works Director; Karen Moore, Assistant City Clerk; and Michelle Ascencion, City Clerk.

B. OPENING CEREMONIES

The flag salute was followed by a moment of silence.

C. PUBLIC COMMENTS ON REPORT ITEM (Received following the staff presentation.)

D. REPORTS

Public Works Department

1. SUBJECT: Fifth Amendment to Agreement No. 7620, Aquatic Bioassay and Consulting Laboratories, Inc.
RECOMMENDATION: That the City Council:
 1. Approve and authorize the Mayor to execute the Fifth Amendment to Agreement No. 7620 with Aquatic Bioassay and Consulting Laboratory, Inc. in the amount of \$72,650 for monitoring services in Channel Islands Harbor.
 2. Approve a budget appropriation from General Fund reserves in the amount of \$72,650 to fund the Fifth Amendment to Agreement No. 7620.

The Assistant Public Works Director and Public Works Project Manager gave a report. Public comments were received from George Miller, Audrey Keller, Robert Chatenever, and Akshay Manek. Discussion ensued among the Council and staff.

It was moved by Councilman MacDonald, seconded by Councilmember Perello, to approve the recommended action as presented. VOTE: Flynn, MacDonald, Madrigal, Perello, and Ramirez voted in favor; the motion carried 5-0.

E. ADJOURNMENT

There being no further business on the agenda, and without objection, Mayor Flynn adjourned the meeting at 9:45 a.m.

MICHELLE ASCENCION, CMC
City Clerk

TIM FLYNN
Mayor



**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Info/Consent
AGENDA ITEM NO.: 4

DATE: July 24, 2018

TO: City Council

FROM: Alexander Nguyen
City Manager

A handwritten signature in black ink, appearing to read "A. Nguyen".

SUBJECT: League of California Cities Annual Conference Voting Delegate/Alternate 2018

CONTACT: Alexander Nguyen, City Manager
Alexander.Nguyen@oxnard.org, 805-385-7430

RECOMMENDATION:

That City Council designate Councilman MacDonald as the voting delegate to the League of California Cities Annual Conference and to vote on behalf of the City.

BACKGROUND

This year's League of California Cities Annual Conference is scheduled for Wednesday, September 12, through Friday, September 14, 2018, at the Long Beach Convention Center. An important part of the conference is the Annual Business Meeting. The League's annual business meeting will be held at 12:00 noon on Friday, September 14th. At this meeting, the League membership considers and takes action on resolutions that establish League policy. At the request of the League, and in order to expedite the conduct of business at this policy-making meeting, a City Councilmember from each City is designated as the voting delegate. Only those individuals who are voting delegates (or alternates) may sign petitions to initiate a resolution pertaining to League policy.

Each City Council is asked to designate a voting delegate and a voting alternate who will be present at the annual business meeting. This year, Councilman MacDonald will be attending the conference. League bylaws provide that each city is entitled to one vote in matters affecting municipal or League policy.

FINANCIAL IMPACT

League of California Cities Annual Conference Voting Delegate/Alternate 2018 (5/5/5)

July 24, 2018

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This action alone does not require funding.

ATTACHMENTS:

Attachment A: Annual Conference Voting Procedures

Attachment B: Voting Delegate Form



1400 K Street, Suite 400 • Sacramento,
California 95814
Phone: 916.658.8200 Fax: 916.658.8240
www.cacities.org

Council Action Advised by July 31, 2018

May 17, 2018

TO: Mayors, City Managers and City Clerks

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference – September 12 - 14, Long Beach**

The League's 2018 Annual Conference is scheduled for September 12 – 14 in Long Beach. An important part of the Annual Conference is the Annual Business Meeting (during General Assembly), scheduled for 12:30 p.m. on Friday, September 14, at the Long Beach Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

Please complete the attached Voting Delegate form and return it to the League's office no later than Friday, August 31, 2018. This will allow us time to establish voting delegate/alternate records prior to the conference.

Please note the following procedures are intended to ensure the integrity of the voting process at the Annual Business Meeting.

- **Action by Council Required.** Consistent with League bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. To register for the conference, please go to our website: www.cacities.org. In order to cast a vote, at least one voter must be present at the

Annual Conference Voting Procedures

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the League Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in his or her possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.

CITY: Oxnard**2018 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM**

Please complete this form and return it to the League office by Friday, August 31, 2018. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

In order to vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

Please note: Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

1. VOTING DELEGATE

Name: _____

Title: _____

2. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.

OR

ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).

Name: _____ E-mail: _____

Mayor or City Clerk _____ Phone: _____
(circle one) (signature)

Date: _____

Please complete and return by Friday, August 31, 2018

League of California Cities
ATTN: **Kayla Curry**
1400 K Street, 4th Floor
Sacramento, CA 95814

FAX: (916) 658-8240
E-mail: kcurry@cacities.org
(916) 658-8254

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**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Info/Consent

AGENDA ITEM NO.: 5

DATE: July 24, 2018

TO: City Council

FROM: Stephen Fischer
City Attorney

A handwritten signature in cursive script, appearing to read "S. Fischer".

SUBJECT: Adoption of Safe Homes Safe Families Program

CONTACT: Stephen Fischer, City Attorney
Stephen.Fischer@oxnard.org, (805) 385-7483

RECOMMENDATION:

That City Council:

1. Adopt Ordinance No. 2945 (read by title only, waiving further reading) adding Article XXVII to Chapter 14 of the Oxnard City Code to establish a Safe Homes Safe Families, Repeat Offender Program;
2. Adopt Ordinance No. 2946 (read by title only, waiving further reading) repealing uncodified Ordinance No. 2726, and adding Article XXVI to Chapter 14 of the Oxnard City Code to establish Tenant Relocation Assistance; and
3. Adopt Ordinance No. 2947 (read by title only, waiving further reading) adding Article XXVIII to Chapter 14 of the Oxnard City Code related to substandard and improper occupancies.

BACKGROUND

1. This agenda item is for the adoption of the ordinance establishing the Safe Homes Safe Families Repeat Offender Program that was introduced by the City Council at the meeting of July 17, 2018. At that meeting the City Council approved the introduction and first reading by title only of the ordinance.
2. This agenda item is for the adoption of the ordinance repealing uncodified Ordinance No. 2726, and establishing Tenant Relocation Assistance that was introduced by the City Council at the meeting of July 17, 2018. At that meeting the City Council approved the introduction and first reading by title only of the ordinance.

Adoption of Safe Homes Safe Families Program

July 24, 2018

Page 2

3. This agenda item is for the adoption of the ordinance adding code sections related to substandard and improper occupancies that was introduced by the City Council at the meeting of July 17, 2018. At that meeting the City Council approved the introduction and first reading by title only of the ordinance. This adoption reflects a change to the ordinance approved by City Council on July 17, 2018. Prior to introduction of the ordinance, the following was added to section 14-110 of the Oxnard City Code, “or as defined in California Civil Code section 1941 et seq.”.

STRATEGIC PRIORITIES

This agenda item supports the Quality of Life strategy. The purpose of the Quality of Life strategy is to build relationships and create opportunities within the community for safe and vibrant neighborhoods, which will showcase the promising future of Oxnard. This item supports the following goals and objectives:

Goal 1. Improve community safety and quality of life through a combination of prevention, intervention, and suppression efforts that address crime and underlying issues.

Objective 3a. Create a renewed focus on establishing a positive outlook and orientation of our City, neighborhoods and overall community.

FINANCIAL IMPACT

As part of the FY 17-18 mid-year budget requests, Council approved \$100,000 of Measure O funding to kick off the Safe Homes, Safe Families program. That allocation was to cover the costs of purchasing a vehicle (estimated at \$25,000), and a portion of the salaries for 4 positions associated with the program. The FY 18-19 budget includes \$330,137 in Measure O funding for a Deputy City Attorney, Paralegal, Code Compliance Inspector, and Administrative Technician costs associated with the program. The FY 18-19 budget also includes \$50,000 in one-time Measure O funding for the Tenant Relocation program costs.

<INSERT BODY HERE>

ATTACHMENTS:

Ordinance 2945 Safe Homes Safe Families Repeat Offender Program

Ordinance 2946 Tenant Relocation Assistance

Ordinance 2947 Substandard and Improper Occupancy

THE CITY COUNCIL OF THE CITY OF OXNARD
ORDINANCE NO. 2945

ORDINANCE OF THE CITY OF OXNARD, CALIFORNIA, ADDING ARTICLE XXVII TO
CHAPTER 14 OF THE CITY CODE ESTABLISHING THE SAFE HOMES SAFE FAMILIES
REPEAT OFFENDER PROGRAM

WHEREAS, the City of Oxnard (the “City”) is committed to ensuring that residential properties in the community are safe and maintained in accordance with the public health, safety, and property maintenance standards in the City Code.

WHEREAS, the City has an interest in ensuring residents have access to safe and habitable housing; and

WHEREAS, the City requires compliance from property owners or property managers (“responsible persons”) who are failing to maintain their residential properties and have repeatedly created health and safety hazards; and

WHEREAS, certain responsible persons have repeated violations regarding substandard conditions, including improper occupancies, unsafe or unpermitted construction, or major hazardous property maintenance issues; and

WHEREAS, staff has taken a holistic look at the City Council’s Quality of Life Strategy and developed a focused approach to eliminate substandard housing focusing on repeat offenders; and

WHEREAS, the Safe Homes Safe Families Repeat Offender Program (the “Program”) will be dedicated to improving the lives of City residents by encouraging voluntary code compliance, and initiating legal proceedings focusing on the worst violators of health and safety laws.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OXNARD DOES ORDAIN AS FOLLOWS:

Part 1. The Program’s goal is to ensure habitable housing by pursuing violators to obtain code compliance, and initiating legal proceedings against repeat offenders of applicable health and safety laws. The Program may also pursue nuisance violations if they are in addition to health and safety violations and incidental to the goal of increasing ensuring habitable housing in the City.

Part 2. The Program’s identified violators shall consist of responsible persons who have at least three separate confirmed code enforcement violations within three years at the same location; or at least three separate confirmed code enforcement violations within three years at different locations under common ownership; or unresolved violations pending three years or more.

Part 3. Article XXVII of Chapter 14 is hereby added to the Oxnard City Code to read as follows:

“SEC. 14-102. PURPOSE

The purpose of this chapter is to protect the health and safety of all residential property dwellers in the City by establishing the Safe Homes Safe Families Repeat Offender Program.

SEC. 14-103. DEFINITIONS

- (A) **CODE OFFICIAL** - the Code Compliance Manager or his or her designee.
- (B) **DANGEROUS** - an imminent danger is present, or the conditions are able or likely to cause physical harm or injury to someone in the environment.
- (C) **DWELLING UNIT** - a residential unit providing complete, independent living facilities including permanent provisions for living, sleeping, eating, and cooking.
- (D) **EMERGENCY CONDITIONS** - include, but are not limited to, fire, natural disaster, flood, collapse, hazard, burst pipes, lack of working utilities, or other condition that requires an immediate response to prevent harm to the property, the tenants of the property, or the public.
- (E) **HABITABILITY** - conditions, including but not limited to, hot water, electric service, heating, electrical hazards and infestation, which impair the quality of life for the tenant.
- (F) **REPEAT OFFENDER** - a responsible person who has at least three or more confirmed code enforcement violations for conditions that are dangerous or impair habitability within three years at the same location; or at least three separate confirmed code enforcement violations within three years at different locations under common ownership; or unresolved violations pending three years or more.
- (G) **RESPONSIBLE PERSON** – a responsible person as defined in Section 7-51(J) of the Oxnard City Code.
- (H) **THE PROGRAM** – the Safe Homes Safe Families Repeat Offender program.
- (I) **NOTICE OF VIOLATION** - a written notice that a violation of the City Code exists.

SEC. 14-104. REPEAT OFFENDER REGISTRATION

- (A) Registration into the Program is required under this Chapter if any the following conditions are met:

1. Three or more separate confirmed code enforcement violations for conditions that are dangerous or impair habitability are issued at the same property within a consecutive three year period; or
 2. Three or more separate confirmed code enforcement violations for conditions that are dangerous or impair habitability are issued at different properties owned by the same responsible person; or
 3. A confirmed code enforcement violation for any condition that is dangerous or impairs habitability is issued at the property, and the violation remains unresolved for at least three years.
- (B) The Code Official shall notify the Repeat Offender by written notice that the property is enrolled in the Program.
- (C) All units within a multi-unit complex that have addresses registered in the Program shall be subject to inclusion in the Program.

SEC. 14-105. APPEAL OF REGISTRATION

- (A) A Repeat Offender having an objection to registration under this chapter shall file with the City Clerk a written request for an appeal before a hearing officer within fifteen (15) days of receiving a notice from the Code Official.
- (B) On receiving a request for an appeal hearing, the City Clerk shall send the request to the hearing officer. The hearing officer shall promptly schedule and conduct the matter for hearing. At least ten (10) days before the hearing, the hearing officer shall mail written notice of the date, time and place of hearing to the Repeat Offender.

SEC. 14-106. INSPECTIONS

- (A) Once a property has been identified by the Code Official for enrollment in the Program, the responsible person shall be required to attend an initial meeting with the Code Official.
- (B) Following the initial meeting, the Code Official shall register the property into the Program.
- (C) Once a property is registered into the Program, the Code Official shall perform an initial inspection of the registered property.
- (D) Following the initial inspection, the Code Official may issue a notice of violation or citation to the responsible person. The notice shall provide a reasonable time to make repairs or cure health and safety violations, not to exceed an initial thirty (30) days. Extensions may be granted by the Code Official or his or her designee for good cause.

- (E) The registered property shall be subjected to mandatory yearly inspections which shall include inspection fees established by City Council resolution.
- (F) If one or more significant or dangerous violations are found during an inspection of a registered property, the Code Official shall investigate the status of other properties in the City held by the same responsible person and determine if violations exist at the other properties. If the Code Official determines that violations exist at the other properties, an action may be brought to collectively address multiple properties of the same responsible person.
- (G) Properties registered in the Program are subject to double civil citation fine amounts, not to exceed \$1,000 per violation.
- (H) After re-inspection and finding all repairs have not been completed or health and safety violations cured, the City Attorney shall decide the proper course of action, including obtaining a court appointed receiver to take control of the property.
- (I) If an inspected property is determined not be a candidate for the Program, it may be assigned to the Code Enforcement division to conduct an inspection and pursue traditional code enforcement channels.
- (J) A responsible person may refuse consent to an inspection conducted by the Code Official. If consent is refused, the Code Official may seek an administrative search warrant pursuant to California Code of Civil Procedure Sections 1822.50 et. seq.

SEC. 14-107. REGISTRATION PERIOD

The property shall remain registered in the Program until the property has successfully undergone two consecutive inspections, no less than 12 months apart, without violations established by the Code Official.

If within 90 days following the sale of a registered property, the property becomes compliant, the property shall be removed from the Program.”

Part 4. If any section, subsection, sentence, clause, phrase, part or portion of this Ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Ordinance. The City Council declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase, part or portion thereof, irrespective of the fact that any one of more section, subsections, sentences, clauses, phrases, parts or portions be declared invalid or unconstitutional.

Part 5. The City Council determines and finds that this ordinance is exempt from the California Environmental Quality Act under section 15061(b)(3) because the activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the

activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

Part 6. Pursuant to Government Code Section 36933(c)(1), the City Attorney was designated to prepare, and the City Clerk published, a summary of this ordinance, and a certified copy of the ordinance was posted in the Office of the City Clerk a minimum of five days before the City Council's adoption of the ordinance.

Part 7. The City Clerk shall certify as to the adoption of this ordinance and shall cause the summary thereof to be published within fifteen calendar (15) days of the adoption and shall post a certified copy of this ordinance, including the vote for and against the same, in the office of the City Clerk, in accordance with Government Code Section 36933. Ordinance No. 2945 was first read on July 17, 2018, and finally adopted on July 24, 2018, to become effective thirty (30) days thereafter.

AYES:

NOES:

ABSENT:

ABSTAIN:

Tim Flynn, Mayor

ATTEST:

Michelle Ascencion, City Clerk

APPROVED AS TO FORM:

Stephen M. Fischer, City Attorney

CITY COUNCIL OF THE CITY OF OXNARD
ORDINANCE NO. 2946

ORDINANCE OF THE CITY OF OXNARD, CALIFORNIA, REPEALING
UNCODIFIED ORDINANCE 2726 AND ADDING ARTICLE XXVI TO CHAPTER
14 OF THE OXNARD CITY CODE, TENANT RELOCATION ASSISTANCE

WHEREAS, some rental units in the City have code violations that threaten the health and safety of the tenants and require the units be vacated to allow for extensive repairs; and

WHEREAS, state law requires landlords to pay relocation costs to tenants displaced by an order of the City to vacate the residential unit for immediate health and safety reasons (Health and Safety Code Section 17975); and

WHEREAS, state law allows a city to advance the relocation benefits to qualified tenants when the landlord fails, neglects, or refuses to pay the relocation payments to the tenant where the city has adopted a policy (Health and Safety Code Section 17975.5); and

WHEREAS, it is the intention of the City Council by this Ordinance to create a policy that allows the City to advance relocation payments to displaced tenants when the property owner fails, neglects or refuses to do so and to collect from the property owner the payments advanced along with any costs or penalties.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OXNARD DOES ORDAIN AS FOLLOWS:

Part 1. Uncodified Ordinance No. 2726, implementing provisions of Health and Safety Code 17975 et seq. is hereby repealed.

Part 2. Article XXVI of Chapter 14 is hereby added to the Oxnard City Code to read as follows:

“CHAPTER 14: BUILDING REGULATIONS

ARTICLE XXVI. TENANT RELOCATION ASSISTANCE

SEC. 14-96. FINDINGS

(A) Some rental units in Oxnard have severe code violations which threaten the health and safety of occupants and require the units or rooms to be vacated to allow for extensive repairs.

(B) Such code violations are often caused by deferred maintenance, and may breach the landlord’s implied warranty of habitability and sometimes constitute constructive eviction of the tenant household from its residence.

(C) Health and Safety Code Section 17975 requires the property owner to pay relocation payments to the tenant where the need to relocate arises from violations so extensive and of such

a nature that the immediate health and safety of the residents is endangered.

(D) Financial hardship arises because the tenant generally needs a large sum of money to relocate, often including first and last month's rent, deposits, moving expenses and utility deposits for a new residence. Low-income tenants are generally unable to obtain such sums and, as a result, are at great risk of becoming homeless.

(E) Health and Safety Code Sections 17975.1 and 17975.2 specify the timing and level of payments to be provided by the property owner. If a tenant is entitled to relocation benefits, the building official or designee provides written notice to the tenant of his or her entitlement to the benefits. Written notice may be satisfied by posting notice on the premises stating that tenants may be entitled to relocation benefits.

(F) Health and Safety Code Section 17975.5 authorizes the City to adopt an ordinance that allows the City to advance relocation payments to tenants where the landlord fails, neglects, or refuses to pay the displaced tenant and to later collect the amount paid to the displaced tenant, along with a penalty, from the property owner.

(G) This Article is adopted pursuant to Health and Safety Code Sections 17975 *et seq.*

SEC. 14-97. DEFINITIONS

For the purpose of this chapter, the following definitions apply:

(A) "Displaced" means a tenant that is ordered to move out of a residential unit or structure by an order to vacate issued by the City or by another enforcement agency.

(B) "Order to vacate" means the first notice sent by an authorized City official to the owner and posted on the affected property declaring that, due to failure to repair or maintain, the unit or structure shall be vacated.

(C) "Owner" means the owner of the property at the time the order to vacate is issued, as shown on the last equalized assessment roll, and any successor in interest.

(D) "Residential unit or structure" means any dwelling, apartment, room or place which is the place of permanent or customary and usual abode of any person or household. Residential unit or structure shall include mobile homes located in mobile home parks, provided that the City has assumed enforcement authority over such parks from the State Department of Housing and Community Development.

(E) "Tenant" means any resident of the affected property who is a tenant as that term is used in Chapter 2 of Title 5 of Part 4 of the California Civil Code (Section 1940, *et seq.*)

(F) “Vacation date” means the date by which a tenant is required to vacate a unit or structure, pursuant to an order by an authorized City official.

SEC. 14-98. ELIGIBILITY FOR RELOCATION BENEFITS AND APPEAL

(A) A tenant shall be eligible for relocation assistance and payments pursuant to this chapter and Health and Safety Code Sections 17975 *et seq.* when the City determines that the condition of a building or portion thereof is such that a residential unit cannot be safely occupied by that tenant while the building or portion thereof is being brought into code compliance.

(B) Exceptions: A tenant shall not be eligible for relocation assistance and payments under the following conditions:

(1) The property owner provides a replacement dwelling of comparable size and appurtenances to the tenant; or

(2) The tenant has caused or substantially contributed to the condition giving rise to the order to vacate or unreasonably prevented the property owner or designated agent from undertaking maintenance or repairs that would have prevented or rectified the code violation. Nor shall any relocation benefits be payable to a tenant if any guest or invitee of the tenant has caused or substantially contributed to the condition giving rise to the order to vacate, as determined by the building official or designee. The building official or designee shall make the determination whether a tenant, tenant's guest, or invitee caused or substantially contributed to the condition, giving rise to the order to vacate; or

(3) If the residential unit or structure becomes unsafe or hazardous as a result of a natural disaster or force majeure; or

(4) If the residential unit or structure is operated as an emergency or temporary shelter for homeless persons (whether such persons have assigned rooms or beds, and regardless of duration of stay by any occupant) by a nonprofit organization or public agency owning, leasing, or managing such dwelling unit; or

(5) If the tenant is in default in payment of rent, unless rent is being lawfully withheld by the tenant.

(C) The building official shall have sole discretion to determine the amount, type and duration of the relocation benefits pursuant to this chapter and Health and Safety Code Sections 17975 *et seq.* The property owner or designated agent and any displaced tenant or his or her representative shall be entitled to meet with the building official to present facts demonstrating that relocation benefits should or should not be paid. The building official or designee shall make a determination based on the provisions of this chapter, the rules and regulations adopted pursuant to this chapter, and the factual information submitted by the parties or otherwise readily

available and shall communicate his or her determination in writing to the tenant and the property owner or designated agent. When notice to the property owner of the building official's relocation benefits determination is not reasonably possible because immediate vacation is necessary, the property owner shall have only the appeal right set forth in Section 14-100.

(D) When the property owner or tenant wishes to contest a determination regarding eligibility or relocation payment amounts made by the building official, such party should file a written request for a hearing with the City Manager within ten (10) days of the determination. Any property owner requesting an appeal must first deposit with the building official the full unpaid amount in dispute, unless the property owner can demonstrate significant hardship or other extraordinary circumstances to the building official that would justify a waiver of such deposit. The City Manager or designee shall hold a hearing and shall use reasonable efforts to render his or her decision on any such appeal within 30 days of a timely hearing request. The City Manager's or designee's decision shall be final with no appeal to the City Council.

SEC. 14-99. PAYMENT RELOCATION COSTS BY CITY

(A) In the event the property owner or designated agent fails, neglects or refuses to pay relocation benefits as required by this chapter to a displaced tenant, the City may, within budgetary limitations, make payment of such relocation benefits as the building official or designee determines is necessary to assist the displaced tenant to relocate, up to the amount payable by the property owner under this chapter and Health and Safety Code Section 17975.2.

(B) The City may recover from the property owner any amount paid to a tenant pursuant to this chapter. The City shall also be entitled to recover from the property owner an additional amount, not to exceed \$10,000, equal to one-half the amount so paid as a penalty for failure to make timely payment to the displaced tenant.

(C) Any amount paid by the City and any applicable penalties and administrative costs shall be a personal obligation of the property owner and may be recorded as a special assessment against the property with the county recorder if the property owner fails to pay the City.

(D) Nothing contained in this chapter shall require the City to pay any relocation benefits to any tenant, or to assume any obligation, requirement, or duty of the property owner or designated agent pursuant to this chapter.

(E) The damages which a displaced tenant may receive from the property owner under Health and Safety Code Section 17975.2 shall be reduced by the amount of any benefits received from the City.

SEC. 14-100. RECOVERY OF RELOCATION COSTS BY CITY- NOTICE, HEARING, APPEAL

(A) Prior to instituting any action to collect relocation payments from the property owner or to record a special assessment pursuant to this chapter, the building official or designee shall send to the property owner by first-class mail, postage prepaid, at the property owner's address as shown on the last equalized assessment roll, an itemized accounting of all benefits paid by the City to the property owner's tenants, and any penalties or costs the City is seeking to recover.

(B) If the property owner contends that not all of the benefits are chargeable to the property owner because the recipients were not displaced tenants, or on other grounds, the property owner shall submit a written appeal to the building official within twenty (20) days after receipt of the itemized accounting. The building official, or designee, shall hold an administrative hearing for the purpose of determining the amount of benefits and any penalties or costs.

(C) The building official's decision may be appealed to the City Manager within ten (10) days of the date of the service of the building official's written decision. The City Manager may appoint a hearing officer in his or her discretion. The City Manager's or hearing officer's decision shall be final and conclusive, and shall be served no later than five (5) calendar days after the decision is signed and be sent first-class mail, postage prepaid to the property owner's address as shown on the last equalized assessment roll. The property owner shall pay the charge that was the subject of the appeal within 30 days after the date an adverse decision is mailed to the property owner. The decision shall be appealed pursuant to Code of Civil Procedure Section 1094.6 and review of the decision shall be in accordance with Code of Civil Procedure Section 1094.5. The decision shall include reference to this section and Code of Civil Procedure Section 1094.6.

(D) If the property owner fails to obtain a more favorable decision than that set forth in the itemized accounting, the property owner or designated agent shall be liable to the City for the costs of the administrative hearing and appeal, not to exceed \$5,000. The failure to receive the itemized accounting shall not relieve the property owner of any obligation to the City.

(E) Notwithstanding Section 14-99(B) of this chapter, if there are fewer than ten (10) days between the first posting and mailing of the order to vacate and the vacation date, and if the City advances relocation benefits to any tenant, no penalty shall be payable by the property owner if reimbursement is made to the City within thirty (30) days after the date an itemized accounting from the City is mailed as set forth in this section.

SEC. 14-101. REMEDIES CUMULATIVE

The remedies hereunder are cumulative and in addition to any other remedies available under law."

Part 3. If any section, subsection, sentence, clause, phrase, part or portion of this Ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Ordinance. The City Council declares that it would have adopted this Ordinance and each section,

subsection, sentence, clause, phrase, part or portion thereof, irrespective of the fact that any one of more section, subsections, sentences, clauses, phrases, parts or portions be declared invalid or unconstitutional.

Part 4. The City Council determines and finds that this ordinance is exempt from the California Environmental Quality Act under section 15061(b)(3) because the activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

Part 5. Pursuant to Government Code Section 36933(c)(1), the City Attorney was designated to prepare, and the City Clerk published, a summary of this ordinance, and a certified copy of the ordinance was posted in the Office of the City Clerk a minimum of five days before the City Council's adoption of the ordinance.

Part 6. The City Clerk shall certify as to the adoption of this ordinance and shall cause the summary thereof to be published within fifteen calendar (15) days of the adoption and shall post a certified copy of this ordinance, including the vote for and against the same, in the office of the City Clerk, in accordance with Government Code Section 36933. Ordinance No. 2946 was first read on July 17, 2018, and finally adopted on July 24, 2018, to become effective thirty (30) days thereafter.

AYES:

NOES:

ABSENT:

ABSTAIN:

Tim Flynn, Mayor

ATTEST:

Michelle Ascencion, City Clerk

APPROVED AS TO FORM:

Stephen M. Fischer, City Attorney

THE CITY COUNCIL OF THE CITY OF OXNARD
ORDINANCE NO. 2947

ORDINANCE OF THE CITY OF OXNARD, CALIFORNIA, ADDING ARTICLE XXVIII TO
CHAPTER 14 OF THE CITY CODE ESTABLISHING REGULATIONS REGARDING
SUBSTANDARD AND IMPROPER OCCUPANCY CONDITIONS

WHEREAS, the existence of buildings that are substandard, unfit for human habitation and are hazardous to the public health, safety and welfare is a matter of legitimate concern in the City of Oxnard ("City"); and

WHEREAS, improper occupancies of buildings and structures may pose unsafe and dangerous conditions for Oxnard residence; and

WHEREAS, to promote the health, safety and welfare of Oxnard residence, the Oxnard City Council desires to specify its regulations regarding substandard conditions and improper occupancies.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OXNARD DOES ORDAIN AS FOLLOWS:

Part 1. Article XXVIII of Chapter 14 is hereby added to the Oxnard City Code to read as follows:

"SEC. 14-110. SUBSTANDARD CONDITIONS

It shall be unlawful for any responsible person, as defined in Section 7-51(J) of the Oxnard City Code, to maintain, after having been issued a notice of violation, any building or portion thereof including any dwelling unit, guestroom or suite of rooms, or the premises on which the same is located, in which there exists substandard conditions as defined in California Health and Safety Code Section 17920.3, or as defined in California Civil Code Sections 1941 et seq.

SEC. 14-111. IMPROPER OCCUPANCY

It shall be unlawful for any responsible person, as defined in Section 7-51(J) of the Oxnard City Code, to maintain any building or portion thereof including any dwelling unit, guestroom or suite of rooms, or the premises on which the same is located, in which there exists improper occupancy or improper occupancies. Kitchens and non-habitable spaces shall not be used for sleeping purposes."

Part 2. If any section, subsection, sentence, clause, phrase, part or portion of this Ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Ordinance. The City Council declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase, part or portion thereof, irrespective of the fact that any one of more section, subsections, sentences, clauses, phrases, parts or portions be declared invalid or unconstitutional.

Part 3. The City Council determines and finds that this ordinance is exempt from the California Environmental Quality Act under section 15061(b)(3) because the activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

Part 4. Pursuant to Government Code Section 36933(c)(l), the City Attorney was designated to prepare, and the City Clerk published, a summary of this ordinance, and a certified copy of the ordinance was posted in the Office of the City Clerk a minimum of five days before the City Council's adoption of the ordinance.

Part 5. The City Clerk shall certify as to the adoption of this ordinance and shall cause the summary thereof to be published within fifteen calendar (15) days of the adoption and shall post a certified copy of this ordinance, including the vote for and against the same, in the office of the City Clerk, in accordance with Government Code Section 36933. Ordinance No. 2947 was first read on July 17, 2018, and finally adopted on July 24, 2018, to become effective thirty (30) days thereafter.

AYES:

NOES:

ABSENT:

ABSTAIN:

Tim Flynn, Mayor

ATTEST:

Michelle Ascencion, City Clerk

APPROVED AS TO FORM:

Stephen M. Fischer, City Attorney

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**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Info/Consent

AGENDA ITEM NO.: 6

DATE: July 24, 2018

TO: Housing Authority

THROUGH: Alexander Nguyen
City Manager

A handwritten signature in blue ink, appearing to read "Alex Nguyen".

FROM: Arturo Casillas
Housing Director

A handwritten signature in blue ink, appearing to read "Arturo Casillas".

SUBJECT: Revision of the Housing Authority of the City of Oxnard's Procurement Policy.

CONTACT: Arturo Casillas, Housing Director
Arturo.Casillas@oxnard.org, (805) 385-8094

RECOMMENDATION:

That the Board of Commissioners of the Housing Authority of the City of Oxnard adopt a resolution approving the revision of the Housing Authority of the City of Oxnard's Procurement Policy in accordance with new policies and procedures set forth by the U.S. Office of Management and Budget (OMB) guidance from 24 CFR Part 85 to 2 CFR Part 200.

BACKGROUND

HUD PIH Notice SD-2015-01, issued February 16, 2015; adopted the revised procurement guidelines implemented by the U.S. Office of Management and Budget (OMB) and authorized the adoption and implementation of the revision from 24 CFR Part 84 and 85 by housing authorities.

Federal Register Volume 82, Number 94 dated May 17, 2017, Extended Implementation Authorization extended the time for adoption of the new guidelines by Public Housing Authorities based on their fiscal years beginning after December 26, 2017.

STRATEGIC PRIORITIES

This agenda item supports the Quality of Life strategy. The purpose of the Quality of Life strategy is to build relationships and create opportunities within the community for safe and vibrant neighborhoods, which will showcase the promising future of Oxnard. This item supports the following goals and objectives:

Goal 2. Address homelessness through the development and implementation of a multi-tiered strategy.

Objective 2a. Identify the City's homelessness mission and create a 5-year plan to address homelessness.

Goal 3. Strengthen neighborhood development, and connect City, community and culture.

FINANCIAL IMPACT

None

ATTACHMENTS:

Attachment A: Resolution 2018

Attachment B: PROCUREMENT POLICY

HOUSING AUTHORITY OF THE CITY OF OXNARD

RESOLUTION NO. _____

RESOLUTION REVISING THE HOUSING AUTHORITY OF THE CITY OF OXNARD'S
PROCUREMENT POLICY

WHEREAS, the Board of Commissioners of the Housing Authority of the City of Oxnard (HACO) adopted a Procurement Policy on October 6, 1998; and

WHEREAS, the U.S. Office of Management and Budget (OMB) issued government-wide policies and procedures for the award and administration of grants and agreements; and

WHEREAS, the Procurement Policy is covered by the OMB policies and procedures; and

WHEREAS, OMB'S new policies and procedures substantially affect the current Procurement Policy; and

WHEREAS, HACO staff has recommended changes to the Procurement Policy in order to conform to OMB's new policies and procedures;

NOW, THEREFORE, BE IT RESOLVED, that the HACO Board of Commissioners adopts the Procurement Policy attached to this Resolution as Exhibit A and incorporated herein by this reference.

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

AYES:

NOES:

ABSTAIN:

ABSENT:

Tim Flynn, Mayor

ATTEST:

APPROVED AS TO FORM:

Michelle Ascencion, City Clerk

Stephen M. Fischer, City Attorney

CITY OF OXNARD HOUSING AUTHORITY PROCUREMENT POLICY

Adopted: October 6, 1998

Resolution No.: 1109

Revised 07/24/2018

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CITY OF OXNARD HOUSING AUTHORITY PROCUREMENT POLICY

Adopted: October 6, 1998

Resolution No.: 1109

Revised 07/24/2018

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1.0 INTRODUCTION

- 1.1 General.** Established for the Housing Authority of the City of Oxnard (hereinafter, "the Authority") by Action of the Authority Board of Commissioners (Board) on October 6, 1998, this Procurement Policy (Policy) complies with the Annual Contributions Contract (ACC) between the Authority and the United States Department of Housing and Urban Development (HUD), Federal Regulations at 2 CFR §200.317 through §200.326, *Procurement Standards*, the procurement standards of the Procurement Handbook for Public Housing Authorities (PHAs), HUD Handbook 7460.8, REV 2, and applicable State and Local laws.

2.0 GENERAL PROVISIONS

- 2.1 General.** The Authority shall:

- 2.1.1** Provide for a procurement system of quality and integrity;
- 2.1.2** Provide for the fair and equitable treatment of all persons or firms involved in purchasing by the Authority;
- 2.1.3** Ensure that supplies and services (including construction) are procured efficiently, effectively, and at the most favorable and valuable prices available to the Authority;
- 2.1.4** Promote competition in contracting; and
- 2.1.5** Assure that the Authority purchasing actions are in full compliance with applicable Federal standards, HUD regulations, State, and local laws.

- 2.2 Application.** This Policy applies to all procurement actions of the Authority, regardless of the source of funds, except as noted under "exclusions" below. However, nothing in this Policy shall prevent the Authority from complying with the terms and conditions of any grant, contract, gift or bequest that is otherwise consistent with the law. When both HUD and non-Federal grant funds are used for a project, the work to be accomplished with the funds should be separately identified prior to procurement so that appropriate requirements can be applied, if necessary. If it is not possible to separate the funds, HUD procurement regulations shall be applied to the total project. If funds and work can be

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separated and work can be completed by a new contract, then regulations applicable to the source of funding may be followed.

- 2.3 Definition.** The term “procurement,” as used in this Policy, includes the procuring, purchasing, leasing, or renting of: (1) goods, supplies, equipment, and materials, (2) construction and maintenance; consultant services, (3) Architectural and Engineering (A/E) services, (4) Social Services, and (5) other services.
- 2.4 Exclusions.** This policy does not govern administrative fees earned under the Section 8 voucher program, the award of vouchers under the Section 8 program, the execution of landlord Housing Assistance Payments contracts under that program, or non-program income, e.g., fee-for-service revenue under 24 CFR §990. These excluded areas are subject to applicable State and local requirements.
- 2.5 Changes in Laws and Regulations.** In the event an applicable law or regulation is modified or eliminated, or a new law or regulation is adopted, the revised law or regulation shall, to the extent inconsistent with these Policies, automatically supersede these Policies.
- 2.6 Public Access to Procurement Information.** Most procurement information that is not proprietary is a matter of public record and shall be available to the public to the extent provided in the State of California Freedom of Information Act.

3.0 ETHICS IN PUBLIC CONTRACTING

- 3.1 General.** The Authority hereby establishes this code of conduct regarding procurement issues and actions and shall implement a system of sanctions for violations. This code of conduct, etc., is consistent with applicable Federal, State, or local law.
- 3.2 Conflicts of Interest.** No employee, officer, Board member, or agent of the Authority shall participate directly or indirectly in the selection, award, or administration of any contract if a conflict of interest, either real or apparent, would be involved. This type of conflict would be when one of the persons listed below has a financial or any other type of interest in a firm competing for the award:
- 3.2.1** An employee, officer, Board member, or agent involved in making the award;

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- 3.2.2 His/her relative (including father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister);
- 3.2.3 His/her partner; or
- 3.2.4 An organization which employs or is negotiating to employ, or has an arrangement concerning prospective employment of any of the above.

3.3 Gratuities, Kickbacks, and Use of Confidential Information. No officer, employee, Board member, or agent of the Authority shall ask for or accept gratuities, favors, or items of more than nominal value (i.e. inexpensive hat with logo) from any contractor, potential contractor, or party to any subcontract, and shall not knowingly use confidential information for actual or anticipated personal gain.

3.4 Prohibition against Contingent Fees. Contractors wanting to do business with the Authority must not hire a person to solicit or secure a contract for a commission, percentage, brokerage, or contingent fee, except for bona fide established commercial selling agencies.

4.0 PROCUREMENT PLANNING

4.1 General. Planning is essential to managing the procurement function properly. Hence, the Authority will periodically review its record of prior purchases, as well as future needs, to:

- 4.1.1 Find patterns of procurement actions that could be performed more efficiently or economically;
- 4.1.2 Maximize competition and competitive pricing among contracts and decrease the Authority's procurement costs;
- 4.1.3 Reduce Authority administrative costs;
- 4.1.4 Ensure that supplies and services are obtained without any need for re-procurement (i.e., resolving bid protests); and
- 4.1.5 Minimize errors that occur when there is inadequate lead time.

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Consideration shall be given to storage, security, and handling requirements when planning the most appropriate purchasing actions.

5.0 PROCUREMENT METHODS

- 5.1 Petty Cash Purchases.** Purchases from \$50 to \$100 may be handled through the use of a petty cash account. Petty Cash Accounts may be established in an amount sufficient to cover small purchases made during a reasonable period, e.g., one month. For all Petty Cash Accounts, the Authority shall ensure that security is maintained and only authorized individuals have access to the account. These accounts shall be reconciled and replenished periodically.
- 5.2 Small Purchase Procedures.** For any amounts above the Petty Cash ceiling, but not exceeding \$100,000, the Authority may use small purchase procedures. Under small purchase procedures, the Authority shall obtain a reasonable number of quotes (preferably three); however, for purchases of less than \$3,000 (except for construction procurements which is set at \$2,000), also known as Micro Purchases, only one quote is required provided the quote is considered reasonable. To the greatest extent feasible, and to promote competition, small purchases should be distributed among qualified sources. Quotations for Small Purchases (QSP), or quotes, may be obtained orally (either in person or by phone), by fax, in writing, or through e-procurement. Award shall be made to the responsive and responsible vendor that submits the lowest cost to the Authority. If award is to be made for reasons other than lowest price, documentation shall be provided in the contract file. The Authority shall not break down requirements aggregating more than the small purchase threshold (or the Micro Purchase threshold) into several purchases that are less than the applicable threshold merely to: (1) permit use of the small purchase procedures or (2) avoid any requirements that applies to purchases that exceed the Micro Purchase threshold.
- 5.3 Sealed Bids.** Sealed bidding, also known as Invitation for Bids (IFB), shall be used for all contracts that exceed the small purchase threshold and that are not competitive proposals or non-competitive proposals, as these terms are defined in this Policy. Under sealed bids, the Authority publicly solicits bids and awards a firm fixed-price contract (lump sum or unit price) to the responsive and responsible bidder whose bid, conforming with all the material terms and conditions of the IFB, is the lowest in price. Sealed bidding is the preferred method for procuring construction, supply, and non-complex service contracts that are expected to exceed \$100,000.

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- 5.3.1 Conditions for Using Sealed Bids.** The Authority shall use the sealed bid method if the following conditions are present: a complete, adequate, and realistic statement of work, specification, or purchase description is available; three or more responsible bidders are willing and able to compete effectively for the work; the contract can be awarded based on a firm fixed price; and the selection of the successful bidder can be made principally on the lowest price.
- 5.3.2 Solicitation and Receipt of Bids.** An IFB is issued which includes the specifications and all contractual terms and conditions applicable to the procurement, and a statement that award will be made to the lowest responsible and responsive bidder whose bid meets the requirements of the solicitation. The IFB must state the time and place for both receiving the bids and the public bid opening. All bids received will be date and time-stamped and stored unopened in a secure place until the public bid opening. A bidder may withdraw the bid at any time prior to the bid opening.
- 5.3.3 Bid Opening and Award.** Bids shall be opened publicly. All bids received shall be recorded on an abstract (tabulation) of bids, which shall then be made available for public inspection. If equal low bids are received from responsible bidders, selection shall be made by drawing lots or other similar random method. The method for doing this shall be stated in the IFB. If only one responsive bid is received from a responsible bidder, award shall not be made unless the price can be determined to be reasonable, based on a cost or price analysis.
- 5.3.4 Mistakes in Bids.** Correction or withdrawal of bids may be permitted, where appropriate, before bid opening by written or telegraphic notice received in the office designated in the IFB prior to the time set for bid opening. After bid opening, corrections in bids may be permitted only if the bidder can show by clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature of the mistake, and the bid price actually intended. A low bidder alleging a nonjudgmental mistake may be permitted to withdraw its bid if the mistake is clearly evident on the face of the bid document but the intended bid is unclear or the bidder submits convincing evidence that a mistake was made. All decisions to allow correction or withdrawal of a bid shall be supported by a written determination signed by the Contracting Officer. After bid opening, changes in bid prices or other

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provisions of bids prejudicial to the interest of the Authority or fair competition shall not be permitted.

5.4 Competitive Proposals. Unlike sealed bidding, the competitive proposal method, also known as Request for Proposals (RFP), permits: consideration of technical factors other than price; discussion with offerors concerning offers submitted; negotiation of contract price or estimated cost and other contract terms and conditions; revision of proposals before the final contractor selection; and the withdrawal of an offer at any time up until the point of award. Award is normally made on the basis of the proposal that represents the best overall value to the Authority, considering price and other factors, e.g., technical expertise, past experience, quality of proposed staffing, etc., set forth in the solicitation and not solely the lowest price.

5.4.1 Conditions for Use. Where conditions are not appropriate for the use of sealed bidding, competitive proposals may be used. Competitive proposals are the preferred method for procuring professional services that will exceed the small purchase threshold. As detailed within Section 7.2.B of HUD Procurement Handbook 7460.8 REV 2, "Only under limited circumstances would construction services be procured by competitive proposals;" accordingly, construction services will most typically be procured utilizing the sealed bid (IFB) or small purchase procedures (QSP).

5.4.2 Form of Solicitation. Other than A/E services, developer-related services and energy performance contracting, competitive proposals shall be solicited through the issuance of an RFP. The RFP shall clearly identify the importance and relative value of each of the evaluation factors as well as any subfactors and price. A mechanism for fairly and thoroughly evaluating the technical and price proposals shall be established before the solicitation is issued. Proposals shall be handled so as to prevent disclosure of the number of offerors, identity of the offerors, and the contents of their proposals until after award. The Authority may assign price a specific weight in the evaluation factors or the Authority may consider price in conjunction with technical factors; in either case, the method for evaluating price shall be established in the RFP.

5.4.3 Evaluation. The proposals shall be evaluated only on the factors stated in the RFP. Where not apparent from the evaluation factors, the Authority shall establish an Evaluation Plan for each RFP. Generally, all RFPs shall be evaluated by an appropriately appointed Evaluation Committee. The Evaluation Committee shall be required

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to disclose any potential conflicts of interest and to sign a Non-Disclosure statement. An Evaluation Report, summarizing the results of the evaluation, shall be prepared prior to award of a contract.

- 5.4.4 Negotiations.** Negotiations shall be conducted with all offerors who submit a proposal determined to have a reasonable chance of being selected for award, unless it is determined that negotiations are not needed with any of the offerors. This determination is based on the relative score of the proposals as they are evaluated and rated in accordance with the technical and price factors specified in the RFP. These offerors shall be treated fairly and equally with respect to any opportunity for negotiation and revision of their proposals. No offeror shall be given any information about any other offeror's proposal, and no offeror shall be assisted in bringing its proposal up to the level of any other proposal. A common deadline shall be established for receipt of proposal revisions based on negotiations. Negotiations are exchanges (in either competitive or sole source environment) between the Authority and offerors that are undertaken with the intent of allowing the offeror to revise its proposal. These negotiations may include bargaining. Bargaining includes persuasion, alteration of assumptions and positions, give-and-take, and may apply to price, schedule, technical requirements, type of contract or other terms of a proposed contract. When negotiations are conducted in a competitive acquisition, they take place after establishment of the competitive range and are called discussions. Discussions are tailored to each offeror's proposal, and shall be conducted by the contracting officer with each offeror within the competitive range. The primary object of discussions is to maximize the Authority's ability to obtain best value, based on the requirements and the evaluation factors set forth in the solicitation. The contracting officer shall indicate to, or discuss with, each offeror still being considered for award, significant weaknesses, deficiencies, and other aspects of its proposal (such as technical approach, past performance, and terms and conditions) that could, in the opinion of the contracting officer, be altered or explained to enhance materially the proposer's potential for award. The scope and extent of discussions are a matter of the contracting officer's judgment. The contracting officer may inform an offeror that its price is considered by the Authority to be too high, or too low, and reveal the results of the analysis supporting that conclusion. It is also permissible to indicate to all offerors the cost or price that the Authority's price analysis, market research, and other reviews have identified as reasonable. "Auctioning" (revealing one offeror's price in an attempt to get another offeror to lower their price) is prohibited.

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5.4.4 Award. After evaluation of the revised proposals, if any, the contract shall be awarded to the responsible firm whose technical approach to the project, qualifications, price and/or any other factors considered, are most advantageous to the Authority provided that the price is within the maximum total project budgeted amount established for the specific property or activity.

5.4.6 A/E Services. The Authority shall contract for A/E services using Qualifications-based Selection (QBS) procedures, utilizing a Request for Qualifications (RFQ). Sealed bidding shall not be used for A/E solicitations. Under QBS procedures, competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. Price is not used as a selection factor under this method. QBS procedures shall not be used to purchase other types of services, other than Energy Performance Contracting and Developer services, though architectural/engineering firms are potential sources.

5.5 Noncompetitive Proposals.

5.5.1 Conditions for Use. Procurement by noncompetitive proposals (sole or single-source) may be used only when the award of a contract is not feasible using small purchase procedures, sealed bids, cooperative purchasing, or competitive proposals, and if one of the following applies:

5.5.1.1 The item is available only from a single source, based on a good faith review of available sources;

5.5.1.2 An emergency exists that seriously threatens the public health, welfare, or safety, or endangers property, or would otherwise cause serious injury to the Authority, as may arise by reason of a flood, earthquake, epidemic, riot, equipment failure, or similar event. In such cases, there must be an immediate and serious need for supplies, services, or construction such that the need cannot be met through any of the other procurement methods, and the emergency procurement shall be limited to those supplies, services, or construction necessary simply to meet the emergency;

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5.5.1.3 HUD authorizes the use of noncompetitive proposals; or

5.5.1.4 After solicitation of a number of sources, competition is determined inadequate.

5.5.2 **Justification.** Each procurement based on noncompetitive proposals shall be supported by a written justification for the selection of this method. The justification shall be approved in writing by the responsible Contracting Officer. Poor planning or lack of planning is not justification for emergency or sole-source procurements. The justification, to be included in the procurement file, should include the following information:

5.5.2.1 Description of the requirement;

5.5.2.2 History of prior purchases and their nature (competitive vs. noncompetitive);

5.5.2.3 The specific exception in 2 CFR §200.320(f)(1)-(4) which applies;

5.5.2.4 Statement as to the unique circumstances that require award by noncompetitive proposals;

5.5.2.5 Description of the efforts made to find competitive sources (advertisement in trade journals or local publications, phone calls to local suppliers, issuance of a written solicitation, etc.);

5.5.2.6 Statement as to efforts that will be taken in the future to promote competition for the requirement;

5.5.2.7 Signature by the Contracting Officer's supervisor (or someone above the level of the Contracting Officer); and

5.5.2.8 Price Reasonableness. The reasonableness of the price for all procurements based on noncompetitive proposals shall be determined by performing an analysis, as described in this Policy.

5.6 **Cooperative Purchasing/Intergovernmental Agreements.** The Authority may enter into State and/or local cooperative or intergovernmental agreements to purchase or use common supplies, equipment, or services. The decision to

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use an interAgency agreement instead of conducting a direct procurement shall be based on economy and efficiency. If used, the interAgency agreement shall stipulate who is authorized to purchase on behalf of the participating parties and shall specify inspection, acceptance, termination, payment, and other relevant terms and conditions. The Authority may use Federal or State excess and surplus property instead of purchasing new equipment and property if feasible and if it will result in a reduction of project costs. The goods and services obtained under a cooperative purchasing agreement must have been procured in accordance with 2 CFR §200.317 through §200.326.

6.0 INDEPENDENT COST ESTIMATE (ICE)

6.1 General. For all purchases above the Micro Purchase threshold, the Authority shall prepare an ICE prior to solicitation. The level of detail shall be commensurate with the cost and complexity of the item to be purchased.

7.0 COST AND PRICE ANALYSIS (CPA)

7.1 General. The Authority shall require assurance that, before entering into a contract, the price is reasonable, in accordance with the following instructions.

7.1.1 Petty Cash and Micro Purchases. No formal cost or price analysis is required. Rather, the execution of a contract by the Contracting Officer (through a Purchase Order or other means) shall serve as the Contracting Officer's determination that the price obtained is reasonable, which may be based on the Contracting Officer's prior experience or other factors.

7.1.2 Small Purchases. A comparison with other offers shall generally be sufficient determination of the reasonableness of price and no further analysis is required. If a reasonable number of quotes are not obtained to establish reasonableness through price competition, the Contracting Officer shall document price reasonableness through other means, such as prior purchases of this nature, catalog prices, the Contracting Officer's personal knowledge at the time of purchase, comparison to the ICE, or any other reasonable basis.

7.1.3 Sealed Bids. The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient bids are not received, and when the bid received is substantially more than the ICE, and where the Authority cannot reasonably determine price reasonableness, the Authority must

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conduct a cost analysis, consistent with federal guidelines, to ensure that the price paid is reasonable.

7.1.4 Competitive Proposals. The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient proposals are not received, the Authority must compare the price with the ICE. For competitive proposals where prices cannot be easily compared among offerors, where there is not adequate competition, or where the price is substantially greater than the ICE, the Authority must conduct a cost analysis, consistent with Federal guidelines, to ensure that the price paid is reasonable.

7.1.5 Contract Modifications. A cost analysis, consistent with federal guidelines, shall be conducted for all contract modifications for projects that were procured through Sealed Bids, Competitive Proposals, or Non-Competitive Proposals, or for projects originally procured through Small Purchase procedures and the amount of the contract modification will result in a total contract price in excess of \$100,000.

8.0 SOLICITATION AND ADVERTISING

8.1 Method of Solicitation.

8.1.1 Petty Cash and Micro Purchases. The Authority may contact only one source if the price is considered reasonable.

8.1.2 Small Purchases. Quotes may be solicited orally, through fax, E-Procurement, or by any other reasonable method.

8.1.3 Sealed Bids and Competitive Proposals. Solicitation must be done publicly. The Authority must use one or more following solicitation methods, provided that the method employed provides for meaningful competition.

8.1.3.1 Advertising in newspapers or other print mediums of local or general circulations.

8.1.3.2 Advertising in various trade journals or publications (for construction).

8.1.3.3 E-Procurement. The Authority may conduct its public procurements through the Internet using e-procurement

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systems. However, all e-procurements must otherwise be in compliance with 2 CFR §200.317 through §200.326, State and local requirements, and the Authority's procurement policy.

- 8.2 Time Frame.** For purchases of more than \$100,000, the public notice should run not less than once each week for two consecutive weeks.
- 8.3 Form.** Notices/advertisements should state, at a minimum, the place, date, and time that the bids or proposals are due, the solicitation number, a contact that can provide a copy of, and information about, the solicitation, and a brief description of the needed items(s).
- 8.4 Time Period for Submission of Bids.** A minimum of 30 days shall generally be provided for preparation and submission of sealed bids and 15 days for competitive proposals. However, the Housing Director may allow for a shorter period under extraordinary circumstances.
- 8.5 Cancellation of Solicitations.**
- 8.5.1** An IFB, RFP, or other solicitation may be cancelled before bids/offers are due if:
- 8.5.1.1** The supplies, services or construction is no longer required;
 - 8.5.1.2** The funds are no longer available;
 - 8.5.1.3** Proposed amendments to the solicitation are of such magnitude that a new solicitation would be best; or
 - 8.5.1.4** Other similar reasons.
- 8.5.2** A solicitation may be cancelled and all bids or proposals that have already been received may be rejected if:
- 8.5.2.1** The supplies or services (including construction) are no longer required;
 - 8.5.2.2** Ambiguous or otherwise inadequate specifications were part of the solicitation;

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- 8.5.2.3** All factors of significance to the Authority were not considered;
- 8.5.2.4** Prices exceed available funds and it would not be appropriate to adjust quantities to come within available funds;
- 8.5.2.5** There is reason to believe that bids or proposals may not have been independently determined in open competition, may have been collusive, or may have been submitted in bad faith; or
- 8.5.2.6** For good cause of a similar nature when it is in the best interest of the Authority.
- 8.5.3** The reasons for cancellation shall be documented in the procurement file and the reasons for cancellation and/or rejection shall be provided upon request.
- 8.5.4** A notice of cancellation shall be sent to all bidders/offerors solicited and, if appropriate, shall explain that they will be given an opportunity to compete on any re-solicitation or future procurement of similar items.
- 8.5.5** If all otherwise acceptable bids received in response to an IFB are at unreasonable prices an analysis should be conducted to see if there is a problem in either the specifications or the Authority's cost estimate. If both are determined adequate and if only one bid is received and the price is unreasonable, the Contracting Officer may cancel the solicitation and either
 - 8.5.5.1** Re-solicit using an RFP; or
 - 8.5.5.2** Complete the procurement by using the competitive proposal method. The Contracting Officer must determine, in writing, that such action is appropriate, must inform all bidders of the Authority's intent to negotiate, and must give each bidder a reasonable opportunity to negotiate.
- 8.5.6** If problems are found with the specifications, the Authority should cancel the solicitation, revise the specifications and re-solicit using an IFB.

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- 8.6 Credit (or Purchasing) Cards.** Credit card usage should follow the rules for all other small purchases. For example, the Contracting Officer may use a credit card for Micro Purchases without obtaining additional quotes provided the price is considered reasonable. However, for amounts above the Micro Purchase level, the Contracting Officer would generally need to have obtained a reasonable number of quotes before purchasing via a credit card. When using credit cards, the Authority shall adopt reasonable safeguards to assure that they are used only for intended purposes (for instance, limiting the types of purchases or the amount of purchases that are permitted with credit cards).

9.0 BONDING REQUIREMENTS

- 9.1 General.** The standards under this section apply to construction contracts that exceed \$150,000. There are no bonding requirements for small purchases or for competitive proposals. The Authority may require bonds in these latter circumstances when deemed appropriate; however, non-construction contracts should generally not require bid bonds.

- 9.1.1 Bid Bonds.** For construction contracts exceeding \$150,000, offerors shall be required to submit a bid guarantee from each bidder equivalent to 5% of the bid price.

- 9.1.2 Payment Bonds.** For construction contracts exceeding \$100,000, the successful bidder shall furnish an assurance of completion. This assurance may be any one of the following four:

- 9.1.2.1** A performance and payment bond in a penal sum of 100% of the contract price; or
- 9.1.2.2** Separate performance and payment bonds, each for 50% or more of the contract price; or
- 9.1.2.3** A 20 % cash escrow; or
- 9.1.2.4** A 25 % irrevocable letter of credit.

These bonds must be obtained from guarantee or surety companies acceptable to the U. S. Government and authorized to do business in the State of California. Individual sureties shall not be considered. U. S. Treasury Circular Number 570 lists companies approved to act as sureties on bonds securing Government contracts, the maximum underwriting limits on each contract bonded, and the States in which

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the company is licensed to do business. Use of companies on this circular is mandatory.

10.0 CONTRACTOR QUALIFICATIONS AND DUTIES

10.1 Contractor Responsibility

10.1.1 The Authority shall not award any contract until the prospective contractor, i.e., low responsive bidder, or successful offeror, has been determined to be responsible. A responsible bidder/offeror must:

10.1.1.1 Have adequate financial resources to perform the contract, or the ability to obtain them;

10.1.1.2 Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all of the bidder's/offeror's existing commercial and governmental business commitments;

10.1.1.3 Have a satisfactory performance record;

10.1.1.4 Have a satisfactory record of integrity and business ethics;

10.1.1.5 Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;

10.1.1.6 Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and,

10.1.1.7 Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not be suspended, debarred or under a HUD-imposed LDP.

10.1.2 If a prospective contractor is found to be non-responsible, a written determination of non-responsibility shall be prepared and included in the official contract file, and the prospective contractor shall be advised of the reasons for the determination.

10.2 Suspension and Debarment. Contracts shall not be awarded to debarred, suspended, or ineligible contractors. Contractors may be suspended, debarred, or determined to be ineligible by HUD in accordance with HUD regulations (2 CFR §200.317 through §200.326) or by other Federal agencies, e.g.,

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Department of Labor for violation of labor regulations, when necessary to protect housing authorities in their business dealings. Prior to issuance of a contract, Authority staff shall, as detailed within Section 10.2.H.1 and 10.2.H.2 of HUD Procurement Handbook 7460.8 REV 2, conduct the required searches within the HUD Limited Denial of Participation (LDP) system and the U.S. General Services Administration System for Award Management (SAM) and place within the applicable contract file a printed copy of the results of each such search.

- 10.3 Vendor Lists.** All interested businesses shall be given the opportunity to be included on vendor mailing lists. Any lists of persons, firms, or products which are used in the purchase of supplies and services (including construction) shall be kept current and include enough sources to ensure competition.

11.0 CONTRACT PRICING ARRANGEMENTS

- 11.1 Contract Types.** Any type of contract which is appropriate to the procurement and which will promote the best interests of the Authority may be used, **provided the cost -plus-a-percentage-of-cost and percentage-of-construction-cost methods are not used.** All solicitations and contracts shall include the clauses and provisions necessary to define the rights and responsibilities of both the contractor and the Authority. For all cost reimbursement contracts, the Authority must include a written determination as to why no other contract type is suitable. Further, the contract must include a ceiling price that the contractor exceeds at its own risk.

- 11.2 Options.** Options for additional quantities or performance periods may be included in contracts, provided that:

- 11.2.1** The option is contained in the solicitation;
- 11.2.2** The option is a unilateral right of the Authority;
- 11.2.3** The contract states a limit on the additional quantities and the overall term of the contract;
- 11.2.4** The options are evaluated as part of the initial competition;
- 11.2.5** The contract states the period within which the options may be exercised;
- 11.2.6** The options may be exercised only at the price specified in or reasonably determinable from the contract; and

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- 11.2.7** The options may be exercised only if determined to be more advantageous to the Authority than conducting a new procurement.

12.0 CONTRACT CLAUSES

- 12.1 Contract Pricing Arrangements.** All contracts shall identify the contract pricing arrangement as well as other pertinent terms and conditions, as determined by the Authority.
- 12.2 Required Forms.** Additionally, the forms HUD-5369; 5369-A; 5369-B; 5369; 5370; 5370-C (Sections I and II); 51915; and 51915-A, which contain all HUD-required clauses and certifications for contracts of more than \$150,000, as well as any forms/clauses as required by HUD for small purchases, shall be used, as applicable, in all corresponding solicitations and contracts issued by the Authority.
- 12.3 Required Contract Clauses:** The Authority shall ensure that each contract executed by the Authority contains the required contract clauses detailed within 2 CFR §200.326 and Appendix II.

13.0 CONTRACT ADMINISTRATION

- 13.1 General.** The Authority shall maintain a system of contract administration designed to ensure that Contractors perform in accordance with their contracts. These systems shall provide for inspection of supplies, services, or construction, as well as monitoring contractor performance, status reporting on major projects including construction contracts, and similar matters. For cost-reimbursement contracts, costs are allowable only to the extent that they are consistent with the cost principles in HUD Handbook 2210.18.

14.0 SPECIFICATIONS

- 14.1 General.** All specifications shall be drafted so as to promote overall economy for the purpose intended and to encourage competition in satisfying the Authority's needs. Specifications shall be reviewed prior to issuing any solicitation to ensure that they are not unduly restrictive or represent unnecessary or duplicative items. Function or performance specifications are preferred. Detailed product specifications shall be avoided whenever possible. Consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. For equipment purchases, a lease versus

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purchase analysis should be performed to determine the most economical form of procurement.

14.2 Limitation. The following types of specifications shall be avoided:

14.2.1 Geographic restrictions not mandated or encouraged by applicable Federal law (except for A/E contracts, which may include geographic location as a selection factor if adequate competition is available);

14.2.2 Brand name specifications (unless the specifications list the minimum essential characteristics and standards to which the item must conform to satisfy its intended use).

Nothing in this procurement policy shall preempt any State licensing laws. Specifications shall be reviewed to ensure that organizational conflicts of interest do not occur.

15.0 APPEALS AND REMEDIES

15.1 General. It is Authority policy to resolve all contractual issues informally and without litigation. Disputes will not be referred to HUD unless all administrative remedies have been exhausted. When appropriate, a mediator may be used to help resolve differences.

15.2 Informal Appeals Procedure. The Authority shall adopt an informal bid protest/appeal procedure for contracts of \$150,000 or less. Under these procedures, the bidder/contractor may request to meet with the appropriate Contracting Officer.

15.3 Formal Appeals Procedure. A formal appeals procedure shall be established for solicitations/contracts of more than \$150,000.

15.3.1 Bid Protest. Any actual or prospective contractor may protest the solicitation or award of a contract for serious violations of the principles of this Policy. Any protest against a solicitation must be received before the due date for the receipt of bids or proposals, and any protest against the award of a contract must be received within ten (10) calendar days after the contract receives notice of the contract award, or the protest will not be considered. All bid protests shall be in writing, submitted to the Contracting Officer or designee, who shall issue a written decision on the matter. The Contracting Officer may, at his/her discretion, suspend the procurement pending resolution of the protest if the facts presented so warrant.

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15.3.2 Contractor Claims. All claims by a contractor relating to performance of a contract shall be submitted in writing to the Contracting Officer for a written decision. The contractor may request a conference on the claim. The Contracting Officer's decision shall inform the contractor of its appeal rights to the next higher level of authority in the Authority. Contractor claims shall be governed by the Changes clause in the relevant form HUD-5370.

16.0 ASSISTANCE TO SMALL AND OTHER BUSINESSES

16.1 Required Efforts. Consistent with Presidential Executive Orders 11625, 12138, and 12432, and Section 3 of the HUD Act of 1968, all feasible efforts shall be made to ensure that small and minority-owned businesses, women's business enterprises, and other individuals or firms located in or owned in substantial part by persons residing in the area of the HACO project are used when possible. Such efforts shall include, but shall not be limited to:

- 16.1.1** Including such firms, when qualified, on solicitation mailing lists;
- 16.1.2** Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources;
- 16.1.3** Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;
- 16.1.4** Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;
- 16.1.5** Using the services and assistance of the Small Business Administration, and the Minority Business Development Authority of the Department of Commerce;
- 16.1.6** Including in contracts, to the greatest extent feasible, a clause requiring contractors, to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in connection with the project to business concerns which provide opportunities to low-income residents, as described in 24 CFR §135 (so-called Section 3 businesses); and
- 16.1.7** Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed above.

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16.2 Goals. Shall be established periodically for participation by small businesses, minority-owned businesses, women-owned business enterprises, labor surplus area businesses, and Section 3 business concerns in Authority prime contracts and subcontracting opportunities.

16.3 Definitions.

16.3.1 A small business is defined as a business that is: independently owned; not dominant in its field of operation; and not an affiliate or subsidiary of a business dominant in its field of operation. The size standards in 13 CFR §121 should be used to determine business size.

16.3.2 A minority-owned business is defined as a business which is at least 51% owned by one or more minority group members; or, in the case of a publicly-owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans, and Hasidic Jewish Americans.

16.3.3 A women's business enterprise is defined as a business that is at least 51% owned by a woman or women who are U.S. citizens and who control and operate the business.

16.3.4 A "Section 3 business concern" is as defined under 24 CFR §135.

16.3.5 A labor surplus area business is defined as a business which, together with its immediate subcontractors, will incur more than 50% of the cost of performing the contract in an area of concentrated unemployment or underemployment, as defined by the DOL in 20 CFR §654, Subpart A, and in the list of labor surplus areas published by the Employment and Training Administration.

17.0 BOARD APPROVAL OF PROCUREMENT ACTIONS

17.1 Authority. The Board appoints and delegates procurement authority to the Housing Director in the amount not to exceed \$250,000 and is responsible for ensuring that any procurement policies and procedures adopted are appropriate

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for the Authority. All procurements that exceed \$250,000 must have approval from the Board prior to award and/or contract execution.

18.0 DELEGATION OF CONTRACTING AUTHORITY

18.1 Delegation. While the Housing Director is responsible for ensuring that the Authority's procurements comply with this Policy, the Director may delegate in writing all procurement authority as is necessary and appropriate to conduct the business of the Authority.

18.2 Procedures. Further, and in accordance with this delegation of authority, the Director shall, where necessary, establish operational procedures (such as a procurement manual or standard operating procedures) to implement this Policy. The Director shall also establish a system of sanctions for violations of the ethical standards described in Section 3.0 herein, consistent with Federal, State, or local law.

19.0 DOCUMENTATION

19.1 Required Records. The Authority must maintain records sufficient to detail the significant history of each procurement action. These records shall include, but shall not necessarily be limited to, the following:

19.1.1 Rationale for the method of procurement (if not self-evident);

19.1.2 Rationale of contract pricing arrangement (also if not self-evident);

19.1.3 Reason for accepting or rejecting the bids or offers;

19.1.4 Basis for the contract price (as prescribed in this handbook);

19.1.5 A copy of the contract documents awarded or issued and signed by the Contracting Officer;

19.1.6 Basis for contract modifications; and

19.1.7 Related contract administration actions.

19.2 Level of Documentation. The level of documentation should be commensurate with the value of the procurement.

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19.3 Record Retention. Records are to be retained for a period of three years after final payment and all matters pertaining to the contract are closed.

20.0 DISPOSITION OF SURPLUS PROPERTY

20.1 General. Property no longer necessary for the Authority's purposes (non-real property) shall be transferred, sold, or disposed of in accordance with applicable Federal, state, and local laws and regulations.

21.0 FUNDING AVAILABILITY

21.1 General. Before initiating any contract, the Authority shall ensure that there are sufficient funds available to cover the anticipated cost of the contract or modification.

22.0 SELF-CERTIFICATION

22.1 General. The Authority self-certifies that this Procurement Policy, and the Authority's procurement system, complies with all applicable Federal regulations and, as such the Authority is exempt from prior HUD review and approval of individual procurement action.

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**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Info/Consent

AGENDA ITEM NO.: 7

DATE: July 24, 2018

TO: City Council

THROUGH: Alexander Nguyen
City Manager

A handwritten signature in black ink, appearing to read "A. Nguyen".

FROM: Rosemarie Gaglione
Public Works Director

SUBJECT: Award Agreement No. A-8093 to Aquatic Bioassay & Consulting Laboratories, Inc.

CONTACT: Rosemarie Gaglione, Public Works Director
rosemarie.gaglione@oxnard.org, (805) 385-8055

RECOMMENDATION:

That City Council award, and authorize the Mayor to execute when finalized, Agreement No. A-8093 with Aquatic Bioassay and Consulting Laboratories, Inc. in the amount of \$453,888 for receiving water monitoring services.

BACKGROUND

Oxnard's Wastewater Treatment Plant (OWTP), located at 6001 South Perkins Road, provides primary and full secondary wastewater treatment. The OWTP currently treats approximately 19 million gallons of wastewater per day (mgd).

After secondary treatment and final disinfection, approximately 8 mgd is diverted to the Advanced Water Purification Facility (AWPF) for recycled water treatment, and the remaining treated wastewater is discharged into the Pacific Ocean via a mile long ocean outfall pipeline. As part of the regulatory permit requirements, the City is mandated to monitor the ocean discharge. In order to meet these requirements, the City contracts with a laboratory certified by the California Department of Health, Environmental Laboratory Accreditation Program (ELAP) to perform ocean discharge water monitoring services and to submit a monitoring report to the Los Angeles Regional Water Quality Control Board (Regional Board) on a quarterly basis.

On May 24th, 2018, the Public Works Department's Wastewater Division issued a request for proposals (RFP) for receiving water monitoring services to the 13 ELAP-certified laboratories. The RFP was advertised in the Ventura County Star and Vida newspapers, and it was posted on the City's website and the publicpurchase.com website. Only one firm, Aquatic Bioassay & Consulting Laboratories, Inc., responded to the City's RFP.

Staff followed up with the 12 remaining laboratories that initially demonstrated interest in participating in the RFP process. The reasons given by these laboratories for not responding were as follows:

- **Not able to submit due to geographic location**
- **Lack of staffing support**
- **Not equipped to handle subject project**
- **Decided not to participate at this time**

Aquatic Bioassay & Consulting Laboratories, Inc. is being recommended to provide the required services. If approved, this agreement would be for a period of one year with the provision for two one-year extensions. The total cost of services for the first year is \$453,888.

This agreement is solely for the regulatory required monitoring of the ocean outfall produced by the OWTP and is exclusive of all work being performed at the Channel Islands Harbor.

STRATEGIC PRIORITIES:

These monitoring services are a requirement of the Wastewater Treatment Plant's National Pollutant Discharge Elimination System Permit No. CA0054097, Order No. R4-2013-0094. It does not relate to the four strategic plans adopted by the City Council on May 17, 2016.

FINANCIAL IMPACT

Funds are available in the FY 2018-19 Wastewater Treatment Division budget account 621-6202-842-8239 to cover the cost of these expenses.



**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Public Hearing

AGENDA ITEM NO.: 1

DATE: July 24, 2018

TO: City Council

THROUGH: Alexander Nguyen
City Manager

A handwritten signature in black ink, appearing to read "A. Nguyen".

FROM: Deanne Purcell
Interim Finance Director

Deanne Purcell

SUBJECT: Fee for Service Update and Adoption of New Fees (10/10/5)

CONTACT: Jim Throop, Chief Financial Officer
Jim.Throop@oxnard.org, (805) 385-7475

RECOMMENDATION:

That the City Council hold a public hearing on the proposed new and adjusted service fees, and adopt a resolution establishing new fees and adjusting current fees for the services identified in the attachments and appendices to said resolution.

BACKGROUND

In 2015, an organizational assessment was commissioned by the City Council in order to address a number of fiscal and management issues identified. The Organizational Assessment identified the need for review of fees for services.

Under State law, cities are entitled to recover the costs (fees for service) associated with providing certain services, as long as the amount of a fee does not exceed the reasonable estimated cost of providing the service. On June 26, 2018, City Council established financial management policies with the adoption of the budget. Subsection B of section III requires that the full cost of providing services for private benefit be recovered through user fees and charges and that staff conduct annual reviews of activities supported by such fees or charges to determine if existing fees and charges provide full cost recovery.

Determining the cost of providing services is a complex task. To assist the City, in 2016, the

Fee for Service Update and Adoption of New Fees (10/10/5)

July 24, 2018

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City hired Revenue & Cost Specialists, LLC., recognized experts in cost recovery studies. At that time, they met with all affected departments and developed schedules that identified the costs for services, including all labor, overhead and materials. These costs were then calculated following generally accepted procedures for cost of services studies, and a report generated for review by the City. Much discussion happened between the departments and the consultant to ensure that the proposed fees were in line with the costs to provide the services.

At this time, staff is recommending adjustment to fees for the following departments: Development Services, Public Safety (Fire, CUPA, Police), Cultural & Community Services, Maintenance Services, and Administrative Services (Treasurer, Information Technology). The recommended fees represent the estimated cost of providing the service and are not Consumer Price Index (CPI) adjustments. Exhibit A is a summary of the new fees recommended for adoption as well as the existing fees recommended for adjustment, both per the study.

The fees approved by Council for CUPA on April 17, 2018 erroneously contained a draft version of the fees and not the final version, as such, the CUPA fees are being presented again for adoption consistent with the final version of the study.

STRATEGIC PRIORITIES

This agenda item supports the Organizational Effectiveness strategy. The purpose of the Organizational Effectiveness strategy is to strengthen and stabilize the organizational foundation of the City in the areas of Finance, Information Technology, and Human Resources, and to improve workforce quality while increasing transparency to the public. This item supports the following goals and objectives:

Goal 1. To help foster a healthy and accountable corporate foundation by strengthening the support functions of the organization, which include Finance, Information Technology and Human Resources.

Goal 2. Increase transparency with Council, community and staff related to the City's budget and financial management processes.

FINANCIAL IMPACT

The proposed fee adjustment will impact the amount of revenue the City will bring in, however, the additional revenue is dependent upon the actual demand for services, which is difficult to predict. The FY2018-19 budget included an additional \$900,000 in new fee increases including Planning Building & Engineering Plan Review, Public Improvement / Grading Plan Check and Inspection, Building Plan Check, and various Cultural & Leisure Services. All collected fees will be deposited into the corresponding fund / account to which services are provided.

Fee for Service Update and Adoption of New Fees (10/10/5)

July 24, 2018

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ATTACHMENTS:

Appendix A - Service Fee Information for 7-24-18

Appendix D - Bldg Dev Eng fees

Appendix E - PACC Proposed Fees

Appendix E - Recreation Facility Rental Fees

Resolution Establishing and Adjusting Fees and Charges 7-24-18

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

REF #: S-001 TITLE: CBD DESIGN REVIEW - MAJOR

CURRENT FEE

\$1,833.27 per application

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$2,150 per application (fixed fee)

plus 5% Development Permit Center Surcharge

REF #: S-002 TITLE: CBD DESIGN REVIEW - MINOR

CURRENT FEE

\$495.76 per application

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$745 per application (fixed fee)

plus 5% Development Permit Center Surcharge

REF #: S-003 TITLE: CBD SIGN (OTC) REVIEW

CURRENT FEE

\$144.60 per application

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$140 per application (fixed fee)

plus 5% Development Permit Center Surcharge

REF #: S-004 TITLE: SFD DEVELOPMENT DESIGN REVIEW

CURRENT FEE

\$2,560.39 per application

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$1,595 per application (fixed fee)

plus 5% Development Permit Center Surcharge

REF #: S-005 TITLE: NON-SFD DEVELOPMENT DESIGN REVIEW

CURRENT FEE

\$5,820 per application

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$6,300 per application (fixed fee)

plus 5% Development Permit Center Surcharge

REF #: S-006 TITLE: DEVELOPMENT PLAN

CURRENT FEE

Actual Cost; \$6,153.60 Deposit

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

This is no longer provided as a separate service. It is part of a Special Use Permit (S-007).

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

REF #: S-007**TITLE: SPECIAL USE PERMIT****CURRENT FEE**

Actual Cost; \$7,615.06 Deposit
plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$8,000 deposit with charges at the fully allocated hourly rate for all personnel involved plus any outside costs.
plus 5% Development Permit Center Surcharge

REF #: S-008**TITLE: SPECIAL USE PERMIT - MINOR****CURRENT FEE**

Actual Cost; \$3,244.12 Deposit
plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$4,000 deposit with charges at the fully allocated hourly rate for all personnel involved plus any outside costs.
plus 5% Development Permit Center Surcharge

REF #: S-009**TITLE: COASTAL DEVELOPMENT PERMIT****CURRENT FEE**

Actual Cost; \$7,615.06 Deposit
plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$9,000 deposit with charges at the fully allocated hourly rate for all personnel involved plus any outside costs.
plus 5% Development Permit Center Surcharge

REF #: S-010**TITLE: COASTAL DEVELOPMENT REVIEW****CURRENT FEE**

\$5,820 per application
plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$6,775 per application (fixed fee)
plus 5% Development Permit Center Surcharge

REF #: S-011**TITLE: COASTAL PLAN AMENDMENT****CURRENT FEE**

Actual Cost; \$14,498.87 Deposit
plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$12,000 deposit with charges at the fully allocated hourly rate for all personnel involved plus any outside costs.
plus 5% Development Permit Center Surcharge

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

REF #: S-012 TITLE: COASTAL VARIANCE

CURRENT FEE

\$2,218.52 per application

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$3,305 per application (fixed fee)

plus 5% Development Permit Center Surcharge

REF #: S-013 TITLE: COASTAL PLAN CONSISTENCY

CURRENT FEE

Actual Cost; \$2,104.91 Deposit

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$3,000 deposit with charges at the fully allocated hourly rate for all personnel involved plus any outside costs.

plus 5% Development Permit Center Surcharge

REF #: S-014 TITLE: COASTAL ADMINISTRATIVE MODIFICATION

CURRENT FEE

\$1,486.24 per application

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$1,845 per application (fixed fee)

plus 5% Development Permit Center Surcharge

REF #: S-015 TITLE: COASTAL EXEMPTION DETERMINATION

CURRENT FEE

\$910.96 per application

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$1,075 per application (fixed fee)

plus 5% Development Permit Center Surcharge

REF #: S-016 TITLE: COASTAL EMERGENCY PERMIT

CURRENT FEE

\$1,179.49 per application

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$1,620 per application (fixed fee)

plus 5% Development Permit Center Surcharge

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

REF #: S-017**TITLE: DEVELOPMENT AGMT AUTHORIZATION****CURRENT FEE**

\$2,691.55 per application

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$5,000 deposit with charges at the fully allocated hourly rate for all personnel involved plus any outside costs.

plus 5% Development Permit Center Surcharge

REF #: S-018**TITLE: DEVELOPMENT AGREEMENT****CURRENT FEE**

Actual Cost; \$10,328.30 Deposit

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$10,000 deposit with charges at the fully allocated hourly rate for all personnel involved plus any outside costs.

plus 5% Development Permit Center Surcharge

REF #: S-019**TITLE: DEVELOPMENT AGREEMENT AMENDMENT****CURRENT FEE**

Actual Cost; \$5,164.15 Deposit

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$10,000 deposit with charges at the fully allocated hourly rate for all personnel involved plus any outside costs.

plus 5% Development Permit Center Surcharge

REF #: S-020**TITLE: GENERAL PLAN AMENDMENT****CURRENT FEE**

Actual Cost; \$14,498.87 Deposit

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$10,000 deposit with charges at the fully allocated hourly rate for all personnel involved plus any outside costs.

plus 5% Development Permit Center Surcharge

REF #: S-021**TITLE: GENERAL PLAN CONSISTENCY****CURRENT FEE**

Actual Cost; \$2,104.91 Deposit

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$3,000 deposit with charges at the fully allocated hourly rate for all personnel involved plus any outside costs.

plus 5% Development Permit Center Surcharge

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

REF #: S-022**TITLE: SPECIFIC PLAN REVIEW****CURRENT FEE**

Actual Cost; \$7,718.34 Deposit
plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$10,000 deposit with charges at the fully allocated hourly rate for all personnel involved plus any outside costs.
plus 5% Development Permit Center Surcharge

REF #: S-023**TITLE: SPECIFIC PLAN AMENDMENT****CURRENT FEE**

Actual Cost; \$5,699.16 Deposit
plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$7,000 deposit with charges at the fully allocated hourly rate for all personnel involved plus any outside costs.
plus 5% Development Permit Center Surcharge

REF #: S-024**TITLE: PRE-ZONING****CURRENT FEE**

\$3,388.72 per application
plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$4,050 per application (fixed fee)
plus 5% Development Permit Center Surcharge

REF #: S-025**TITLE: ANNEXATION****CURRENT FEE**

Actual Cost; \$8,445.45 Deposit
plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$15,000 deposit with charges at the fully allocated hourly rate for all personnel involved plus any outside costs.
plus 5% Development Permit Center Surcharge

REF #: S-026**TITLE: PLANNING PRE-APPLICATION REVIEW****CURRENT FEE**

\$2,772.12 per application
plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$3,605 per application (fixed fee)
plus 5% Development Permit Center Surcharge

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

REF #: S-027 **TITLE: ZONE CHANGE**

CURRENT FEE

Actual Cost; \$4,641.54 Deposit

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$6,000 deposit with charges at the fully allocated hourly rate for all personnel involved plus any outside costs.

plus 5% Development Permit Center Surcharge

REF #: S-028 **TITLE: ZONE TEXT AMENDMENT**

CURRENT FEE

Actual Cost; \$8,445.45 Deposit

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$9,000 deposit with charges at the fully allocated hourly rate for all personnel involved plus any outside costs.

plus 5% Development Permit Center Surcharge

REF #: S-029 **TITLE: VARIANCE**

CURRENT FEE

\$2,910.51 per application

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$3,960 per application (fixed fee)

plus 5% Development Permit Center Surcharge

REF #: S-030 **TITLE: REASONABLE ACCOMODATION**

CURRENT FEE

\$1,486.24 per application

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$1,070 per application (fixed fee)

plus 5% Development Permit Center Surcharge

REF #: S-031 **TITLE: CEQA EXEMPTION REVIEW**

CURRENT FEE

\$237.55 per application

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$145 per application (fixed fee) plus County fees

plus 5% Development Permit Center Surcharge

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

REF #: S-032**TITLE: ENVIRON. INITIAL STUDY/NEG. DEC.****CURRENT FEE**

\$4,538.26 per application

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$5,220 per application (fixed fee)

plus 5% Development Permit Center Surcharge

REF #: S-033**TITLE: ENVIRON INIT STUDY/MITIGATE NEG DEC****CURRENT FEE**

\$8,575.59 per application

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$10,000 deposit with charges at the fully allocated hourly rate for all personnel involved plus any outside costs.

plus 5% Development Permit Center Surcharge

REF #: S-034**TITLE: ENVIRONMENTAL IMPACT REPORT REVIEW****CURRENT FEE**

Administrative Charge equal to 15% of the EIR Contract Amount

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

Initial deposit shall be 15% of the EIR Contract Value. Actual Staff Cost for all departments except Fire will be charged at the fully-burdened hourly rate.

plus 5% Development Permit Center Surcharge

REF #: S-035**TITLE: PLANNED DEVELOPMENT PERMIT****CURRENT FEE**

Actual Cost; \$7,615.06 Deposit

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$8,000 deposit with charges at the fully allocated hourly rate for all personnel involved plus any outside costs.

plus 5% Development Permit Center Surcharge

REF #: S-036**TITLE: PLANNING MAJOR MODIFICATION****CURRENT FEE**

Actual Cost; \$4,910.07 Deposit

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$6,500 deposit with charges at the fully allocated hourly rate for all personnel involved plus any outside costs.

plus 5% Development Permit Center Surcharge

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REF #: S-037**TITLE: PLANNING MINOR MODIFICATION****CURRENT FEE**

\$1,486.24 per application

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$1,510 per application (fixed fee)

plus 5% Development Permit Center Surcharge

REF #: S-038**TITLE: DENSITY BONUS****CURRENT FEE**

\$3,750.21 per application

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$4,570 per application (fixed fee)

plus 5% Development Permit Center Surcharge

REF #: S-039**TITLE: TENTATIVE MAP REVIEW (PLNG)****CURRENT FEE**

Actual Cost; \$7,333.09 Deposit

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$8,000 deposit with charges at the fully allocated hourly rate for all personnel involved plus any outside costs.

plus 5% Development Permit Center Surcharge

REF #: S-040**TITLE: VESTING TENTATIVE MAP****CURRENT FEE**

Actual Cost; \$8,547.70 Deposit

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$12,000 deposit with charges at the fully allocated hourly rate for all personnel involved plus any outside costs.

plus 5% Development Permit Center Surcharge

REF #: S-041**TITLE: FINAL MAP (PLNG)****CURRENT FEE**

\$2,605.83 per map

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$1,195 per map (fixed fee)

plus 5% Development Permit Center Surcharge

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REF #: S-042 TITLE: LOT LINE ADJUSTMENT (PLNG)

CURRENT FEE

\$2,016.08 per application

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$1,270 per application (fixed fee)

plus 5% Development Permit Center Surcharge

REF #: S-043 TITLE: LOT MERGER (PLNG)

CURRENT FEE

\$2,016.08 per application

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$1,270 per application (fixed fee)

plus 5% Development Permit Center Surcharge

REF #: S-044 TITLE: PARCEL MAP WAIVER (PLNG)

CURRENT FEE

\$2,743.20 per application

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$3,815 per application (fixed fee)

plus 5% Development Permit Center Surcharge

REF #: S-045 TITLE: CERTIFICATE OF COMPLIANCE

CURRENT FEE

\$993.58 per application

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

Planning Services - \$1,150 per application (fixed fee)
 Engineering Services - deposit determined by Engineering staff
 with charges at the fully allocated hourly rate for all Engineering
 personnel involved plus any outside costs.

plus 5% Development Permit Center Surcharge

REF #: S-046 TITLE: ACCESSORY DWELLING UNIT REVIEW

CURRENT FEE

\$1,569.90 per application

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$1,705 per application (fixed fee)

plus 5% Development Permit Center Surcharge

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REF #: S-047 **TITLE: RESIDENTIAL CARE FACILITY**

CURRENT FEE

\$1,197.05 per application

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$1,595 per application (fixed fee)

plus 5% Development Permit Center Surcharge

REF #: S-048 **TITLE: LARGE FAMILY DAY CARE**

CURRENT FEE

\$412.10 per application

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$605 per application (fixed fee)

plus 5% Development Permit Center Surcharge

REF #: S-049 **TITLE: SPECIAL USE PERMIT - ALCOHOL**

CURRENT FEE

\$1,982 per application

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$3,490 per application (fixed fee)

plus 5% Development Permit Center Surcharge

REF #: S-050 **TITLE: SPECIAL USE PERMIT - WIRELESS**

CURRENT FEE

\$7,436.38 per application

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$6,790 per application (fixed fee)

plus 5% Development Permit Center Surcharge

REF #: S-051 **TITLE: WIRELESS ADMINISTRATIVE PERMIT**

CURRENT FEE

\$4,743.79 per application

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$3,390 per application (fixed fee)

plus 5% Development Permit Center Surcharge

REF #: S-052 **TITLE: MOBILE HOME REVIEW**

CURRENT FEE

\$868.61 per application

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$930 per application (fixed fee)

plus 5% Development Permit Center Surcharge

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REF #: S-053**TITLE: ART PROPOSAL REVIEW****CURRENT FEE**

\$1,119.59 per application

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

This service is no longer provided.

REF #: S-054**TITLE: MILLS ACT AGREEMENT****CURRENT FEE**

\$724.01 per application

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$1,500 deposit with charges at the fully allocated hourly rate for all personnel involved plus any outside costs.

plus 5% Development Permit Center Surcharge

REF #: S-055**TITLE: MILLS ACT ANNUAL INSPECTION****CURRENT FEE**

\$201.40 per year

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$325 per year (fixed fee)

plus 5% Development Permit Center Surcharge

REF #: S-056**TITLE: CULT. HERITAGE CERT. OF APPROP.****CURRENT FEE**

\$205.53 per application

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

Actual Cost of Service plus 15%

plus 5% Development Permit Center Surcharge

REF #: S-057**TITLE: CULTURAL HERITAGE REV - PUB HRNG****CURRENT FEE**

Actual Cost; \$2,237.11 Deposit

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$2,000 deposit with charges at the fully allocated hourly rate for all personnel involved plus any outside costs.

plus 5% Development Permit Center Surcharge

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REF #: S-058**TITLE: PLANNING ADULT BUSINESS REVIEW****CURRENT FEE**

None

RECOMMENDED FEE

\$6,000 deposit with charges at the fully allocated hourly rate for all personnel involved plus any outside costs.

plus 5% Development Permit Center Surcharge

REF #: S-059**TITLE: MEDICAL CANNABIS DELIVERY PERMIT****CURRENT FEE**

None

RECOMMENDED FEE

New - \$280

Renewal - \$280

REF #: S-060**TITLE: MEDICAL CANNABIS DELIV. DRIVER PRMT****CURRENT FEE**

None

RECOMMENDED FEE

New - \$295

Renewal - \$270

REF #: S-061**TITLE: MEDICAL CANNABIS DELIVERY APPEAL****CURRENT FEE**

None

RECOMMENDED FEE

\$555 per appeal

REF #: S-062**TITLE: STREET VACATION****CURRENT FEE**

\$2,070.82 per application

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$1,840 per application plus deposit determined by staff with charges at the fully allocated hourly rate for all Engineering personnel involved plus any outside costs.

plus 5% Development Permit Center Surcharge

REF #: S-063**TITLE: STREET NAMING/RENAMING****CURRENT FEE**

\$2,743.20 per application

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$3,740 per application (fixed fee)

plus 5% Development Permit Center Surcharge

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REF #: S-064 TITLE: TIME EXTENSION (ADMINISTRATIVE)

CURRENT FEE

\$444.12 per application

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$575 per application (fixed fee)

plus 5% Development Permit Center Surcharge

REF #: S-065 TITLE: TEMPORARY USE PERMIT - TIER 1

CURRENT FEE

\$103.28 per application

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$195 per application (fixed fee)

plus 5% Development Permit Center Surcharge

REF #: S-066 TITLE: TEMPORARY USE PERMIT - TIER 2

CURRENT FEE

\$247.88 per application

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$345 per application (fixed fee)

plus 5% Development Permit Center Surcharge

REF #: S-067 TITLE: TEMPORARY USE PERMIT - TIER 3

CURRENT FEE

Actual Cost; \$598.01 Deposit

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$865 per application (fixed fee)

plus 5% Development Permit Center Surcharge

REF #: S-068 TITLE: TEMP.USE PERMIT - SECURITY DEPOSIT

CURRENT FEE

\$393.46 per permit

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$750 deposit with charges at the fully allocated hourly rate for all personnel involved plus any outside costs.

plus 5% Development Permit Center Surcharge

REF #: S-069 TITLE: PLANNING APPEAL

CURRENT FEE

\$671.34 per appeal

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$1,830 per appeal (fixed fee)

plus 5% Development Permit Center Surcharge

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REF #: S-070**TITLE: WIRELESS APPEAL****CURRENT FEE**

Administrative - \$1,781.63 per appeal
Planning Commission - 50% of permit fees

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

Administrative - \$2,165
Planning Commission - \$1,825

(fixed fee)

plus 5% Development Permit Center Surcharge

REF #: S-071**TITLE: PLANNING BUILDING PLAN REVIEW****CURRENT FEE**

Minor Alteration/Base Fee - \$98.36
Minor Alteration PD - \$196.72
Major Alteration - \$220.33
Commercial/Industrial Structure - \$951.19 per structure
Residential/Subdivision - \$1,464.65 per phase, fine grade plan, or
grp of model homes
Grading - \$216.40

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

Counter Review/Signs/Facades - \$120
Minor Alteration - \$335
Major Alteration - \$560
New Comm/Ind/MFR/Multiple SFDs - \$1,115
Grading - \$280

plus 5% Development Permit Center Surcharge

REF #: S-072**TITLE: LANDSCAPE PLAN CHECK/INSPECTION****CURRENT FEE**

Actual Cost of Service plus 15%

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

Actual Cost of Service plus 15%

plus 5% Development Permit Center Surcharge

REF #: S-073**TITLE: ARCHITECTURAL REVIEW****CURRENT FEE**

Actual Cost of Service plus 15%

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

Actual Cost of Service plus 15%

plus 5% Development Permit Center Surcharge

REF #: S-074**TITLE: HOME OCCUPATION PERMIT****CURRENT FEE**

\$103.28 per application

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$80 per application (fixed fee)

plus 5% Development Permit Center Surcharge

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REF #: S-075 **TITLE: ZONE CLEARANCE (BUS.LIC)**

CURRENT FEE

\$144.60 per application

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$110 per application (fixed fee)

plus 5% Development Permit Center Surcharge

REF #: S-076 **TITLE: PROPERTY OWNERS LIST/MAP**

CURRENT FEE

\$144.60 per request

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$385 per request (fixed fee)

plus 5% Development Permit Center Surcharge

REF #: S-077 **TITLE: ZONING/STANDARD FORM LETTER**

CURRENT FEE

\$129.10 per request

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$200 per request

plus 5% Development Permit Center Surcharge

REF #: S-078 **TITLE: NEWSPAPER/MEDIA PUBLIC NOTICING**

CURRENT FEE

Actual cost of the service plus 15%

RECOMMENDED FEE

Actual cost of the service plus 15%

REF #: S-079 **TITLE: ON-SITE POSTING**

CURRENT FEE

Actual cost of the service plus 15%

RECOMMENDED FEE

Actual cost of the service plus 15%

REF #: S-080 **TITLE: PLANNING HOURLY BILLING SERVICES**

CURRENT FEE

\$140.98 per hour

Overtime - \$211.47 per hour

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

Charge the fully allocated hourly rate for all personnel involved plus any outside costs.

plus 5% Development Permit Center Surcharge

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REF #: S-081**TITLE: OTHER DEPT/CITY ATTORNEY REVIEW****CURRENT FEE**

City Attorney - \$10,328.30 Deposit
 Other Departments - \$5,164.15 Deposit
 plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$5,000 deposit with charges at the fully allocated hourly rate for all personnel involved from City Attorney or other departments plus any outside costs.

plus 5% Development Permit Center Surcharge

REF #: S-082**TITLE: THIRD PARTY SERVICES****CURRENT FEE**

Actual Cost of Service plus 15%
 plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

Actual Cost of Service plus 15%
 plus 5% Development Permit Center Surcharge

REF #: S-083**TITLE: ADDITIONAL SCREEN CHECK REVIEW****CURRENT FEE**

25% of all Permit Fees submitted
 plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

25% of all Permit Fees submitted
 plus 5% Development Permit Center Surcharge

REF #: S-084**TITLE: PLANNING ELECTRONIC FILE COPY****CURRENT FEE**

\$15.49 per disc
 plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$5 per device (City-Wide Fixed Fee)
 plus 5% Development Permit Center Surcharge

REF #: S-085**TITLE: PROJECT REVISION****CURRENT FEE**

50% of all permit fees submitted

RECOMMENDED FEE

50% of all permit fees submitted

REF #: S-086**TITLE: NOTICE-LAND USE RESTR.+CONDIT.****CURRENT FEE**

\$15 fee

RECOMMENDED FEE

This fee has been incorporated into all Discretionary Permits and should be eliminated as a separate fee.

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REF #: S-087**TITLE: RECORDED DOCUMENT****CURRENT FEE**

\$35.78

RECOMMENDED FEE

This service is not being provided and the fee should be eliminated from the fee schedule.

REF #: S-088**TITLE: DEV ENG PLAN REVIEW - COM'L/IND'L****CURRENT FEE**

\$1,177.43 per application

Traffic Plan Review - \$805.61

Traffic Model Update - \$320.18 per application

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$2,575 per application

Traffic Plan Review - \$1,530 per plan

Traffic Model Review - Deposit determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside costs.

plus 5% Development Permit Center Surcharge

REF #: S-089**TITLE: DEV ENG PLAN REVIEW - RESIDENTIAL****CURRENT FEE**

\$826.26 per application

Traffic Plan Review - \$506.09

Traffic Model Update - \$320.18

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$1,800 per application

Traffic Plan Review - \$955 per plan

Traffic Model Review - Deposit determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside costs.

plus 5% Development Permit Center Surcharge

REF #: S-090**TITLE: DEV ENG PRE-APPLIC REV-COM'L/IND'L****CURRENT FEE**

25% of full fee with full credit towards full application

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$705 per review with this fee credited towards future fees for this same project

plus 5% Development Permit Center Surcharge

REF #: S-091**TITLE: DEV ENG PRE-APPLIC REV-RESIDENTIAL****CURRENT FEE**

25% of full fee with full credit towards full application

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$705 per review with this fee credited towards future fees for this same project

plus 5% Development Permit Center Surcharge

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REF #: S-092**TITLE: DEV ENG MINOR MODIF-COM'L/IND'L****CURRENT FEE**

15% of full fee

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$770 per application

plus 5% Development Permit Center Surcharge

REF #: S-093**TITLE: DEV ENG MINOR MODIF-RESIDENTIAL****CURRENT FEE**

15% of full fee

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$515 per application

plus 5% Development Permit Center Surcharge

REF #: S-094**TITLE: DEV ENG MAJOR MODIF-COM'L/IND'L****CURRENT FEE**

25% of full fee

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$1,285 per application

plus 5% Development Permit Center Surcharge

REF #: S-095**TITLE: DEV ENG MAJOR MODIF-RESIDENTIAL****CURRENT FEE**

25% of full fee

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$1,285 per application

plus 5% Development Permit Center Surcharge

REF #: S-096**TITLE: TENTATIVE MAP REVIEW (ENG)****CURRENT FEE**

\$1,394.32 per map plus \$26.34 per lot

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$1,760 per map plus \$145 per lot

plus 5% Development Permit Center Surcharge

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REF #: S-097**TITLE: FINAL MAP REVIEW (ENG)****CURRENT FEE**

\$2,189.60 plus \$53.71 per lot
plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

Deposit determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside costs.
plus 5% Development Permit Center Surcharge

REF #: S-098**TITLE: LOT LINE ADJUSTMENT (ENG)****CURRENT FEE**

\$2,700.85 per application plus \$50.61 per lot being adjusted
plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

Deposit determined by staff with charges at the fully allocated hourly rates for all involved personnel plus any outside costs.
plus 5% Development Permit Center Surcharge

REF #: S-099**TITLE: LOT MERGER (ENG)****CURRENT FEE**

\$2,700.85 per application plus \$24.79 per original parcel being merged
plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

Deposit determined by staff with charges at the fully allocated hourly rates for all involved personnel plus any outside costs.
plus 5% Development Permit Center Surcharge

REF #: S-100**TITLE: PARCEL MAP WAIVER (ENG)****CURRENT FEE**

\$588.71 per application
plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

Deposit determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside costs.
plus 5% Development Permit Center Surcharge

REF #: S-101**TITLE: PUB IMP/GRADING PLAN CHECK/INSPECT****CURRENT FEE**

Various fees based on construction valuation or cubic yards.
See Appendix D of this report for detail

RECOMMENDED FEE

Increase fees by 10%
See Appendix D of this report for detail

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REF #: S-102**TITLE: ENCR. PMT - ANNUAL UTILITY REVIEW****CURRENT FEE**

\$335.67 per permit

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$580 per permit

plus 5% Development Permit Center Surcharge

REF #: S-103**TITLE: UTILITY ENCROACHMENT PERMIT****CURRENT FEE**

\$48.03 per permit

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$55 per permit

plus 5% Development Permit Center Surcharge

REF #: S-104**TITLE: ENCR. PMT - CONSTR. MAT'L IN R-O-W****CURRENT FEE**

\$92.95 each 5 days

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$155 each 5 days

plus 5% Development Permit Center Surcharge

REF #: S-105**TITLE: ENCR. PMT - COMMERCIAL DRIVEWAY****CURRENT FEE**

\$526.74 each opening

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$860 each opening

plus 5% Development Permit Center Surcharge

REF #: S-106**TITLE: ENCR. PMT - RESIDENTIAL DRIVEWAY****CURRENT FEE**

\$289.19 each opening

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$315 each opening

plus 5% Development Permit Center Surcharge

REF #: S-107**TITLE: ENCR. PMT - DOCK PILINGS****CURRENT FEE**

\$144.60 for the first pile plus \$92.95 for each additional pile

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$235 for the first pile plus \$155 for each additional pile

plus 5% Development Permit Center Surcharge

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REF #: S-108**TITLE: ENCR. PMT - EXCAVATION****CURRENT FEE**

\$289.19 - 1st 100 SF of excavated surface area - earthwork only
\$1.45 - per SF over 100 SF

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$235 - 1st 100 SF of excavated surface area - earthwork only
\$1.17 - per SF over 100 SF

plus 5% Development Permit Center Surcharge

REF #: S-109**TITLE: ENCR. PMT - FIRE FLOW TEST****CURRENT FEE**

\$92.95 - 1st test
\$48.03 - each add'l test at the same location

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$155 - 1st test
\$80 - each add'l test at the same location

plus 5% Development Permit Center Surcharge

REF #: S-110**TITLE: ENCR. PMT - FIRE HYDRANT INSTAL'N****CURRENT FEE**

\$289.19 (no hot tap)

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$470 (no hot tap)

plus 5% Development Permit Center Surcharge

REF #: S-111**TITLE: ENCR. PMT - FIRELINE BACKFLOW****CURRENT FEE**

\$335.67 (no hot tap)

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$550 (no hot tap)

plus 5% Development Permit Center Surcharge

REF #: S-112**TITLE: ENCR. PMT - HANDICAP ACCESS RAMP****CURRENT FEE**

\$240.65 each

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$390 each

plus 5% Development Permit Center Surcharge

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REF #: S-113**TITLE: ENCR. PMT - WELL/BORING IN R-O-W****CURRENT FEE**

\$92.95 - 1st Well or Boring
\$23.76 - Each Additional Well or Boring at the same site

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$155 - 1st Well or Boring
\$40 - Each Additional Well or Boring at the same site

plus 5% Development Permit Center Surcharge

REF #: S-114**TITLE: ENCR. PMT - PAVEMENT REPAIR****CURRENT FEE**

\$289.19 - 1st 100 SF or less of excavated surface area
\$1.45 - Each additional square foot

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$235 - 1st 100 SF or less of excavated surface area
\$1.17 - Each additional square foot

plus 5% Development Permit Center Surcharge

REF #: S-115**TITLE: ENCR. PMT - SEWER TIE IN****CURRENT FEE**

\$289.19 - Existing, each lateral
\$722.98 - New, if less than 5' deep, each lateral
\$908.89 - New, if greater than 5' deep, each lateral

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$470 - Existing, each lateral
\$1,175 - New, if less than 5' deep, each lateral
\$1,485 - New, if greater than 5' deep, each lateral

plus 5% Development Permit Center Surcharge

REF #: S-116**TITLE: ENCR. PMT - TRAFFIC DETOUR INSPECT****CURRENT FEE**

\$92.95 per permit

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$155 per permit

plus 5% Development Permit Center Surcharge

REF #: S-117**TITLE: ENCR. PMT - TREE/STUMP REMOVAL****CURRENT FEE**

\$191.07 - 1st Day, per Location
\$92.95 - Each Additional Day, per Location

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$155 - 1st Day, per Location
\$155 - Each Additional Day, per Location

plus 5% Development Permit Center Surcharge

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REF #: S-118**TITLE: ENCR. PMT - UTILITY POTHOLING****CURRENT FEE**

\$191.07 per permit

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$315 per permit

plus 5% Development Permit Center Surcharge

REF #: S-119**TITLE: ENCR. PMT - WATER MAIN HOT TAP****CURRENT FEE**

\$480.27 per permit

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$785 per permit

plus 5% Development Permit Center Surcharge

REF #: S-120**TITLE: ENCR. PMT - WATER SERVICE INSTALL****CURRENT FEE**

\$480.27 - 2" or smaller, each service, plus ENCR.PMT-PAVING REPAIR

\$619.70 - 3" or larger, each service, plus ENCR.PMT-PAVING REPAIR

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$785 - 2" or smaller, each service, plus Street Cut Repair Charge

\$1,020 - 3" or larger, each service, plus Street Cut Repair Charge

plus 5% Development Permit Center Surcharge

REF #: S-121**TITLE: ENCR. PMT - MISCELLANEOUS****CURRENT FEE**

\$92.95 per hour

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$155 per hour

plus 5% Development Permit Center Surcharge

REF #: S-122**TITLE: ENCROACHMENT PERMIT PLAN REVIEW****CURRENT FEE**

None

RECOMMENDED FEE

\$125 per plan

plus 5% Development Permit Center Surcharge

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REF #: S-123**TITLE: ENGINEERING HOURLY BILLING SERVICES****CURRENT FEE**

Actual hourly rates

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

Charge the fully allocated hourly rate for all personnel involved plus any outside costs.

plus 5% Development Permit Center Surcharge

REF #: S-124**TITLE: BUILDING PLAN CHECKING****CURRENT FEE**

Various fees based on construction valuation and individual fees for trade permits.

See Appendix D of this Report for detail

RECOMMENDED FEE

New Construction Plan Check and Inspection:

Plumbing - 13% surcharge

Electrical - 13% surcharge

Mechanical - 7% surcharge

ADA Surcharge - 20%

See Appendix D of this Report for detail

REF #: S-125**TITLE: BUILDING INSPECTION****CURRENT FEE**

Various fees based on construction valuation and individual fees for trade permits.

See Appendix D of this Report for detail

RECOMMENDED FEE

New Construction Plan Check and Inspection:

Plumbing - 13% surcharge

Electrical - 13% surcharge

Mechanical - 7% surcharge

See Appendix D of this Report for detail

REF #: S-126**TITLE: REPORT OF BUILDING RECORDS****CURRENT FEE**

\$36.51 - 1/2 hour (est. 1,806 units, revenue = \$65,937)

\$73.02 - Hourly (est. 720 hours, revenue = \$52,574)

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$45 - First 1/2 hour

\$90 - Hourly

plus 5% Development Permit Center Surcharge

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REF #: S-127**TITLE: POLICE ALARM SYSTEM****CURRENT FEE**

\$0 - 1st & 2nd Response in 12 months
 \$205 - 3rd False Alarm/1st Panic Alarm Response in 12 months
 \$230 - 4th False Alarm/2nd Panic Alarm Response in 12 months
 \$280 - 5+ False Alarm/3+ Panic Alarm Response in 12 months
 \$25 - New Alarm - valid for 2 years, free to residents 60+
 \$5 - Alarm Biannual Renewal - valid for 2 years, free to residents 60+
 \$79 - Appeal

RECOMMENDED FEE

PERMIT HOLDER: \$40 - Annual Alarm Permit provides for one false alarm response during the term of the permit (Includes \$5 for Alarm Contractor)
 \$145 - each add'l false alarm for permit holder during the term of the permit
 UNPERMITTED ALARM:
 \$290 - each false alarm without a permit
 Within 20 days of false alarm, a permit may be purchased for \$215 to cover the cost of the permit, the late fee and the false alarm. Next false alarm: no charge; subsequent: \$145
 Appeal - \$80

REF #: S-128**TITLE: VEHICLE TOWING - UNLIC DRIVER/BASIC****CURRENT FEE**

\$241 per vehicle

RECOMMENDED FEE

\$245 per vehicle

REF #: S-129**TITLE: VEHICLE TOWING - DUI ARREST****CURRENT FEE**

\$416 per vehicle

RECOMMENDED FEE

\$445 per vehicle

REF #: S-130**TITLE: VEHICLE TOWING -ABANDON'D VEH.ABATE****CURRENT FEE**

\$149 per vehicle

RECOMMENDED FEE

\$185 per vehicle

REF #: S-131**TITLE: DUI COST RECOVERY - POLICE****CURRENT FEE**

\$2.32 per minute

RECOMMENDED FEE

\$2.56 per minute up to a maximum of \$12,000 by State law

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REF #: S-132 **TITLE: ALCOHOL SALES COMPLIANCE**

CURRENT FEE

\$259/year

RECOMMENDED FEE

\$265/Year

REF #: S-133 **TITLE: CLEARANCE LETTER**

CURRENT FEE

\$21 per letter

RECOMMENDED FEE

\$35 per letter

REF #: S-134 **TITLE: CONFIRMATION OF ARREST**

CURRENT FEE

\$35 per request

RECOMMENDED FEE

\$35 per request

REF #: S-135 **TITLE: BACKGROUND CHECK**

CURRENT FEE

None

RECOMMENDED FEE

\$20 per check

(Note: Other cities charge for this service but Oxnard has never charged.)

REF #: S-136 **TITLE: LIVE SCAN SERVICE**

CURRENT FEE

\$19 per scan

RECOMMENDED FEE

\$25 per scan plus any State or Federal fees

REF #: S-137 **TITLE: POLICE DEVELOPMENT REVIEW - DAC**

CURRENT FEE

None

RECOMMENDED FEE

\$400 per application

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REF #: S-138**TITLE: POLICE DEVELOPMENT REVIEW - ALCOHOL****CURRENT FEE**

None

RECOMMENDED FEE

\$2,070 per application

REF #: S-139**TITLE: PERMIT TO SELL CONCEALABLE WEAPON****CURRENT FEE**

\$65 per application plus DOJ fee

RECOMMENDED FEE

\$125 per application plus DOJ fee

Duplicate - \$11

REF #: S-140**TITLE: PAWN BROKER/SECOND HAND DEALER PRMT****CURRENT FEE**Second Hand Dealer - \$50 per application (good for 2 years)
Pawn Broker - None

(Note: Pawn Broker Permits are the same process as Second Hand Dealers but have never been charged. Staff should determine if there is a reason or if this is an oversight.)

RECOMMENDED FEESecond Hand Dealer:
New - \$50 per application plus DOJ fee (good for 2 years)
Renewal - \$30 per application (good for 2 years)
Pawn Broker: (needs to be adopted)
New - \$50 per application plus DOJ fee
Renewal - \$30 per application**REF #: S-141****TITLE: MASSAGE ESTABLISHMENT PERMIT****CURRENT FEE**

\$375 per application plus DOJ fees

RECOMMENDED FEE

\$375 per application plus DOJ fees

REF #: S-142**TITLE: MASSAGE ESTABLISHMENT RENEWAL****CURRENT FEE**

\$150 per renewal plus DOJ fees

RECOMMENDED FEE

\$150 per renewal plus DOJ fees

REF #: S-143**TITLE: MASSAGE TECHNICIAN PERMIT****CURRENT FEE**

\$85 per application plus DOJ fees

RECOMMENDED FEE

This fee is now covered by the State.

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REF #: S-144**TITLE: MESSAGE TECHNICIAN RENEWAL****CURRENT FEE**

\$70 per renewal plus DOJ fees

RECOMMENDED FEE

This fee is now covered by the State.

REF #: S-145**TITLE: POLICE PHOTOGRAPHS****CURRENT FEE**

\$19 per disk

RECOMMENDED FEE

\$22 per disk

REF #: S-146**TITLE: POLICE REPORT COPY****CURRENT FEE**

\$21 per report

RECOMMENDED FEE

\$1.25 for the first page plus \$0.25 per page thereafter for reports covered by the Public Records Act
\$22 per report for reports not covered by the Public Records Act

REF #: S-147**TITLE: ANIMAL IMPOUNDMENT****CURRENT FEE**

Licensed Dog or Cat - \$25 per each impoundment
Unlicensed Dog or Cat - \$35 for first impoundment plus \$30 for each additional impoundment.

RECOMMENDED FEE

Licensed Dog or Cat - \$30
Unlicensed Dog or Cat - \$50

REF #: S-148**TITLE: ANIMAL QUARANTINE****CURRENT FEE**

Home - \$20
Shelter - \$30 plus daily board and fees
6 month Home - \$20
6 month Shelter - \$30 plus daily board and fees

RECOMMENDED FEE

Home - \$40
Shelter - \$50 plus daily board and fees
6 month Home - \$120
6 month Shelter - \$155 plus daily board and fees

REF #: S-149**TITLE: ANIMAL EUTHANASIA/DISPOSAL****CURRENT FEE**

Licensed Dog or Cat - \$7.50
Unlicensed Dog or Cat - \$30

RECOMMENDED FEE

Dog or Cat - \$60

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REF #: S-150**TITLE: DEAD ANIMAL PICK-UP/DISPOSAL****CURRENT FEE**

Unlicensed animal - \$25

RECOMMENDED FEEDog/Cat - \$30
Fowl/Rodent/Bird/Other Small Pet - \$10**REF #: S-151****TITLE: ANIMAL NUISANCE HEARING****CURRENT FEE**

None

RECOMMENDED FEE

\$50 per hearing

REF #: S-152**TITLE: PET SHOP/KENNEL/CIRCUS ANIMAL INSP.****CURRENT FEE**

None

RECOMMENDED FEENew Pet Shop/Kennel - \$65 per inspection
Annual Pet Shop/Kennel - \$65 per inspection
Circus/Commercial Animal Exhibit - \$90 per inspection**REF #: S-153****TITLE: ANIMAL CONTROL SERVICES****CURRENT FEE**License fees:
Spayed/Neutered - \$20
Non-Spayed/Neutered - \$50
Late Penalty - 100% of license fee
Animal Relinquishment - \$1.50**RECOMMENDED FEE**License fees:
Spayed/Neutered - \$20
Non-Spayed/Neutered - \$100
Late Penalty - License fee plus 100% of license fee
Animal Relinquishment - \$60**REF #: S-154****TITLE: NEW FIRE SPRINKLER SYSTEM****CURRENT FEE**\$568 - 1st 5,000 sq.ft. (\$199.26-Plan Check plus \$369-Inspection; 580 units, \$329,440), plus
\$49 - ea. add'l 1,000 sq.ft. (\$17.28-Plan Check plus \$32-Inspection; 1 unit, \$49), plus
\$189 - 1st Standpipe outlet (\$66.42-Plan Check plus \$123-Inspection; 12 units, \$2,268), plus
\$63 - ea. add'l standpipe (\$22.14-Plan Check plus \$41-Inspection; 75 units, \$4,725)
\$82 per hour - Reinspection Fee (Minimum 1 hour, 10x1.5 hrs, \$1,230)
plus 5% Development Permit Center Surcharge**RECOMMENDED FEE**\$630 - 1st 5,000 sq.ft., plus \$175 for plan checking unique plan, plus
\$65 - ea. add'l 1,000 sq.ft., plus
\$290 - 1st Standpipe outlet, plus
\$95 - ea. add'l standpipe

Expedited Plan Check - 100% surcharge in addition to the above fees

plus 5% Development Permit Center Surcharge

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REF #: S-155**TITLE: EXIST'G FIRE SPRKLR SYS-ALTERATIONS****CURRENT FEE**

\$379 - 0 to 10 Heads (\$132.84-Plan Check plus \$246-Inspection;
73 units, \$27,667), plus
\$5 - Ea. add'l head (\$1.76-Plan Check plus \$3.25-Inspection;
720 units, \$3,600), plus
\$189 - Each Standpipe Outlet (\$66.42-Plan Check plus
\$123-Inspection; 1 unit, \$189)
\$82 per hour - Reinspection Fee (Minimum 1 hour, 6x1.5hrs, \$738)

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$605 - 0 to 10 Heads, plus
\$8 - Ea. add'l head, plus
\$290 - Each Standpipe Outlet

Expedited Plan Check - 100% surcharge in addition to the above
fees

plus 5% Development Permit Center Surcharge

REF #: S-156**TITLE: UNDERGROUND WATER LINE PLAN CHECK****CURRENT FEE**

None

RECOMMENDED FEE

\$200 per application

Expedited Plan Check - 100% surcharge in addition to the above
fees

plus 5% Development Permit Center Surcharge

REF #: S-157**TITLE: FIXED EXTINGUISHING SYSTEM - BASIC****CURRENT FEE**

\$253 - Includes rough and final inspections (\$88.56 - Plan Review
& \$164-Initial Inspection; 18 units; \$4,554)
\$82 per hour - Reinspection Fee (Minimum 1 hour;
12x1.5x\$82=\$1,476)

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$410 - Permit

Expedited Plan Check - 100% surcharge in addition to the above
fees

plus 5% Development Permit Center Surcharge

REF #: S-158**TITLE: ANNUAL KITCHEN HOOD SYSTEM PERMIT****CURRENT FEE**

None

RECOMMENDED FEE

\$130 per permit

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REF #: S-159**TITLE: NEW FIXED EXT. SYS - SPRAY BOOTH****CURRENT FEE**

\$365 - Permit (\$127.98 Plan Check + \$237 Inspection; 4 units;
\$1,460)

\$82 per hour - Reinspection Fee (Minimum 1 hour;
2x1.5x\$82=\$246)

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$530 - Permit

Expedited Plan Check - 100% surcharge in addition to the above
fees

plus 5% Development Permit Center Surcharge

REF #: S-160**TITLE: EXIST FIXED EXT. SYS - SPRAY BOOTH****CURRENT FEE**

\$253 - Permit (\$88.56 Plan Check + \$164 Inspection 2 units, \$506)

\$82 per hour - Reinspection Fee (Minimum 1 hour,
1x1.5x\$82=\$123)

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$440 - Permit

plus 5% Development Permit Center Surcharge

REF #: S-161**TITLE: ANNUAL SPRAY BOOTH PERMIT****CURRENT FEE**

None

RECOMMENDED FEE

\$95 per permit

REF #: S-162**TITLE: NEW/ALT FIXED EXT. SYS - HALON/CO2****CURRENT FEE**

\$253 - Basic System (\$88.56 plan check plus \$164 inspection; #3,
\$759), +

\$25 - Each Detector (\$8.64 plan check plus \$16 inspection; #3,
\$75), plus

\$12 - Each Manual Pull Station (\$4.32 plan check plus \$8
inspection; #4, \$48), plus

None - Each Annunciator Panel; plus

\$12 - Each System Activated Device (\$4.32 plan check plus \$8
inspection; #6, \$72)

\$82 per hour - Reinspection Fee (Min. 1 hr; 5x1.5x\$82=\$615)

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$410 - Basic System, plus

\$40 - Each Detector, plus

\$40 - Each Manual Pull Station, plus

\$95 - Each Annunciator Panel, plus

\$40 - Each System Activated Device

Expedited Plan Check - 100% surcharge in addition to the above
fees

plus 5% Development Permit Center Surcharge

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REF #: S-163**TITLE: NEW FIRE ALARM/DETECTION SYSTEM****CURRENT FEE**

\$253 - Basic System (\$88.56 pln chk plus \$164 insp; #46, \$11,638), plus
 \$25 - Each Detector (\$8.64 pln chk plus \$16 insp; #100, \$2,500), plus
 \$25 - Each Manual Pull Station (\$8.64 pln chk plus \$16 insp; #115, \$2,875), plus
 \$63 - Each Annunciator Panel (\$22.14 pln chk plus \$41 insp; #64, \$4,032), plus
 \$12 - Each System Activated Device (\$4.32 pln chk plus \$8 insp; #115, \$1,380)
 \$82 per hour - Reinspection Fee (Minimum 1 hour, #1, \$164)
 plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$410 - Basic System, plus
 \$40 - Each Detector, plus
 \$40 - Each Manual Pull Station, plus
 \$95 - Each Annunciator Panel, plus
 \$40 - Each System Activated Device
 Expedited Plan Check - 100% surcharge in addition to the above fees
 plus 5% Development Permit Center Surcharge

REF #: S-164**TITLE: ALTER FIRE ALARM/DETECTION SYSTEM****CURRENT FEE**

\$253 - Basic System (\$88.56 pln chk plus \$164 insp; #31, \$7,843), plus
 \$25 - Each Detector (\$8.64 pln chk plus \$16 insp; #66, \$1,650), plus
 \$25 - Each Manual Pull Station (\$8.64 pln chk plus \$16 insp; #76, \$1,900), plus
 \$63 - Each Annunciator Panel (\$22.14 pln chk plus \$41 insp; #43, \$2,709), plus
 \$12 - Each System Activated Device (\$4.32 pln chk plus \$8 insp; #76, \$912)
 \$82 per hour - Reinspection Fee (Minimum 1 hour)(#1, \$164)
 plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$390 - Basic System, plus
 \$40 - Each Detector, plus
 \$40 - Each Manual Pull Station, plus
 \$95 - Each Annunciator Panel, plus
 \$40 - Each System Activated Device
 Expedited Plan Check - 100% surcharge in addition to the above fees
 plus 5% Development Permit Center Surcharge

REF #: S-165**TITLE: FIRE PREV. DAC REV - COMMERCIAL****CURRENT FEE**

\$884 per application
 plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$1,000 per application
 plus 5% Development Permit Center Surcharge

REF #: S-166**TITLE: FIRE PREV. DAC REV - INDUSTRIAL****CURRENT FEE**

\$799 per application
 plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$905 per application
 plus 5% Development Permit Center Surcharge

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REF #: S-167**TITLE: FIRE PREV. DAC REV - RES <8 SF/4 MF****CURRENT FEE**

\$297 per application

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$335 per application

plus 5% Development Permit Center Surcharge

REF #: S-168**TITLE: FIRE PREV. DAC REV - 8-49 SF/4+ MF****CURRENT FEE**

\$892 per application

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$1,010 per application

plus 5% Development Permit Center Surcharge

REF #: S-169**TITLE: FIRE PREV. DAC REV - 50+ SF****CURRENT FEE**

\$1,275 per application

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$1,445 per application

plus 5% Development Permit Center Surcharge

REF #: S-170**TITLE: FIRE PREVENTION EIR REVIEW****CURRENT FEE**

\$680 per project

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$770 per project

plus 5% Development Permit Center Surcharge

REF #: S-171**TITLE: FIRE PREVENTION - TEMP. USE PERMIT****CURRENT FEE**

\$123 per permit

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$310 per permit

plus 5% Development Permit Center Surcharge

REF #: S-172**TITLE: FIRE PREVENTION FALSE ALARM REVIEW****CURRENT FEE**

None

RECOMMENDED FEE

\$150 per review

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REF #: S-173**TITLE: FIRE CODE PERMIT****CURRENT FEE**

\$123 per permit

RECOMMENDED FEE

\$180 per permit

REF #: S-174**TITLE: RACK/PALLETIZED STORAGE PLAN REVIEW****CURRENT FEE**

\$168 per permit

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$240 per permit

Expedited Plan Check - 100% surcharge in addition to the above fees

plus 5% Development Permit Center Surcharge

REF #: S-175**TITLE: KNOX BOX REVIEW & INSPECTION****CURRENT FEE**

\$143 per permit

RECOMMENDED FEE

\$280 per permit

Expedited Plan Check - 100% surcharge in addition to the above fees

REF #: S-176**TITLE: CLICK TO ENTER FIRE PERMIT****CURRENT FEE**

None

RECOMMENDED FEE

\$110 per permit

REF #: S-177**TITLE: PYROTECHNIC DISPLAY PERMIT****CURRENT FEE**

None

RECOMMENDED FEE

\$260 per permit

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REF #: S-178**TITLE: LIC CARE FACILITY PRE-INSPECTION****CURRENT FEE**

\$82/Hr (unspecified fee)

RECOMMENDED FEE

\$150 per facility

REF #: S-179**TITLE: INITIAL FIRE CLEARANCE INSPECTION****CURRENT FEE**

\$123 - 7 to 25 residents

\$164 - 26 or more residents

\$82 - Each Additional Inspection after 2 Insp.

RECOMMENDED FEE

\$165 - 7 to 25 residents

\$210 - 26 or more residents

REF #: S-180**TITLE: ANNUAL INSP -LICENSED CARE FACILITY****CURRENT FEE**

\$82 - Capacity 7 to 25 (unspecified fee)

\$164 - Capacity 25 to 50 (unspecified fee)

\$205 - Capacity greater than 50 (unspecified fee)

\$82 - Each Additional Inspection after the 2nd Insp. (unspecified fee)

RECOMMENDED FEE

\$115 - Capacity 7 to 25

\$210 - Capacity 25 to 50

\$260 - Capacity greater than 50

REF #: S-181**TITLE: ANNUAL INSP - STATE MANDATED R1/R2****CURRENT FEE**

None

RECOMMENDED FEE

\$115 - 3 to 10 units

\$165 - 11 to 25 units

\$210 - 26 to 50 units

\$305 - more than 50 units

REF #: S-182**TITLE: ANNUAL INSP - HIGH PILED STORAGE****CURRENT FEE**

\$82/Hr

RECOMMENDED FEE

\$210 per permit

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REF #: S-183**TITLE: ANNUAL INSP - HIGH RISE****CURRENT FEE**

\$82/Hr (unspecified fee)

RECOMMENDED FEE

\$280 per facility plus fully allocated hourly rates for all personnel used for the inspection time.

REF #: S-184**TITLE: PRIV. SCH. ANNUAL FIRE CLEAR INSP****CURRENT FEE**

None

RECOMMENDED FEE

\$115 - Basic Inspection

REF #: S-185**TITLE: 5-YEAR FIRE PROTECTION REPORT REV.****CURRENT FEE**

None

RECOMMENDED FEE

\$130 per report

REF #: S-186**TITLE: FIRE PREVENTION FILMING PERMIT****CURRENT FEE**

None

RECOMMENDED FEE

\$150 per permit

REF #: S-187**TITLE: CANDLES/OPEN FLAME IN ASSEMBLY AREA****CURRENT FEE**

\$82/Hr (1Hr. minimum)

RECOMMENDED FEE

\$115 per permit

REF #: S-188**TITLE: OTC LICENSE FIRE INSPECTION****CURRENT FEE**

None

RECOMMENDED FEE

\$115 per license

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REF #: S-189**TITLE: NEW BUSINESS LICENSE FIRE INSPECT****CURRENT FEE**

None

RECOMMENDED FEE

\$90 - up to 5K sq.ft.
 \$165 - 5K to 25K sq.ft.
 \$210 - 25K to 200K sq.ft.
 \$305 - >200K sq.ft.

plus 5% Development Permit Center Surcharge

REF #: S-190**TITLE: FIRE OTHER/ADD'L INSPECT/PLAN REV****CURRENT FEE**

\$82/Hr - Inspections for which no fee is specified
 \$164/Hr - Inspections after hours & Holidays
 \$84/Hr - Plan Reviews for which no fee is specified & additional
 Plan Reviews

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$150 - Inspections for which no fee is specified
 \$280 - Inspections after hours & Holidays
 \$140 - Plan Reviews for which no fee is specified & additional Plan
 Reviews

Fine for Unpermitted Work - Actual fee plus 100% of the fee

plus 5% Development Permit Center Surcharge

REF #: S-191**TITLE: FIRE PREV. CONSULTATION & SEARCHES****CURRENT FEE**

\$84/Hr

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$140 for the 1st hour and \$120 for each additional hour

plus 5% Development Permit Center Surcharge

REF #: S-192**TITLE: CUPA HAZ. MAT. - QUANTITY RANGE #1****CURRENT FEE**

\$532 per permit

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$690 per permit

REF #: S-193**TITLE: CUPA HAZ. MAT. - QUANTITY RANGE #2****CURRENT FEE**

\$887 per permit

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$1,185 per permit

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REF #: S-194**TITLE: CUPA HAZ. MAT. - QUANTITY RANGE #3****CURRENT FEE**

\$1,108 per permit

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$1,545 per permit

REF #: S-195**TITLE: CUPA HAZ. MAT. - QUANTITY RANGE #4****CURRENT FEE**

\$1,463 per permit

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$2,105 per permit

REF #: S-196**TITLE: CUPA HAZ. WASTE - CESQG****CURRENT FEE**

\$284 per permit

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$340 per permit

REF #: S-197**TITLE: CUPA HAZ. WASTE - CESQG-SILVER ONLY****CURRENT FEE**

\$217 per permit

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$225 per permit

REF #: S-198**TITLE: CUPA HAZARDOUS WASTE - RANGE #1****CURRENT FEE**

\$355 per permit

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$225 per permit

REF #: S-199**TITLE: CUPA HAZARDOUS WASTE - RANGE #2****CURRENT FEE**

\$443 per permit

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$450 per permit

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REF #: S-200**TITLE: CUPA HAZARDOUS WASTE - RANGE #3****CURRENT FEE**

\$621 per permit

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$900 per permit

REF #: S-201**TITLE: CUPA - UNDERGROUND STORAGE TANK****CURRENT FEE**

\$310 per tank

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$675 for the 1st tank

\$150 for each additional tank at the same location

REF #: S-202**TITLE: CUPA - ABOVEGROUND STORAGE TANK****CURRENT FEE**

\$266 per site

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$450 - Site with a total of 10K or less gallons in petroleum storage tanks

\$900 - Site with a total of more than 10K but equal to or less than 30K gallons in petroleum storage tanks

\$1,200 - Site with a total of more than 30K gallons in petroleum storage tanks

REF #: S-203**TITLE: CALARP FACILITY FEE****CURRENT FEE**

\$399 annually

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$1,850 annually

REF #: S-204**TITLE: TIERED PERMIT-COND.AUTH/PMT BY RULE****CURRENT FEE**

\$975 - 1st Unit

\$222 - Each Additional Unit

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$1,050 - 1st Unit

\$525 - Each Additional Unit

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REF #: S-205**TITLE: TIERED PERMIT-CONDITIONALLY EXEMPT****CURRENT FEE**

\$328 - 1st Unit
\$177 - Each Additional Unit

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$375 - 1st Unit
\$225 - Each Additional Unit

REF #: S-206**TITLE: CO2 COMPRESSED GAS FOR BEVERAGES****CURRENT FEE**

\$291 per permit

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$300 per permit

REF #: S-207**TITLE: NEW UNDERGROUND STOR. TANK PC/INSP****CURRENT FEE**

\$2,217 - 1st tank
\$266 - ea. add'l tank

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$4,505 - 1st Tank
\$750 - Each additional tank at the same location

REF #: S-208**TITLE: U/G TANK MODIFICATION/REPAIR INSP.****CURRENT FEE**

\$1,064 - minimum for the first 8 hours plus \$133 for each additional hour

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$1,200 - minimum for the first 8 hours plus \$150 for each additional hour

REF #: S-209**TITLE: UNDRGRND STORAGE TANK CLOSURE INSP****CURRENT FEE**

\$975 - 1st tank
\$266 - ea. add'l tank

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$1,200 - 1st Tank
\$600 - Each additional tank at the same location

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REF #: S-210**TITLE: ABOVEGRND STORAGE TANK CLOSURE INSP****CURRENT FEE**

None

(Note: A permit is required by OMC Sec.11-358 but a fee was never established.)

RECOMMENDED FEE

\$300 - 1st Tank

\$75 - Each additional tank at the same location

REF #: S-211**TITLE: CUPA - NEW BUSINESS PROCESSING****CURRENT FEE**\$199 from January to April
\$0 for May & June

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

Staff recommends deleting this fee and prorating the fees for all new businesses as the current process is too hard to administer without additional staff.

REF #: S-212**TITLE: CUPA PLANS REVIEW****CURRENT FEE**

\$177 per hour

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$150 per hour

REF #: S-213**TITLE: SPECIAL CUPA INSPECTION****CURRENT FEE**

None

RECOMMENDED FEE

\$150 per hour

REF #: S-214**TITLE: CUPA EMERGENCY RESPONSE****CURRENT FEE**

None

RECOMMENDED FEE

\$150 per hour

(NOTE: This would need an enabling Ordinance to implement.)

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REF #: S-215**TITLE: HAZMAT EMERGENCY/COMPLAINT RESPONSE****CURRENT FEE**

None

RECOMMENDED FEE

This service benefits the general taxpayer and should not be subsidized by the CUPA fee payer. When this service is performed by CUPA, it either reduces the level of service that CUPA customers expect or it reduces the fees that CUPA can charge. The City needs to create a program to reimburse CUPA for their services and the contracted hazardous waste contractors that CUPA should use to perform this service.

REF #: S-216**TITLE: COST RECOVERY - FIRE****CURRENT FEE**

\$2.39 per minute

RECOMMENDED FEE

\$20 plus \$3.78 per minute per engine company

REF #: S-217**TITLE: CODE COMPLIANCE INSPECTION****CURRENT FEE**

None

RECOMMENDED FEE

\$140 per inspection

plus 5% Development Permit Center Surcharge

REF #: S-218**TITLE: CODE COMPLIANCE ABATEMENT NOTICE****CURRENT FEE**

\$50 per notice

plus 5% Development Permit Center Surcharge

RECOMMENDED FEE

\$75 per notice

All inspections and actual abatement costs are in addition to this fee.

plus 5% Development Permit Center Surcharge

REF #: S-219**TITLE: INTER-LIBRARY LOAN PROCESSING****CURRENT FEE**

\$1 per item

Overdue - \$3 per item per day (\$10 maximum)

Lost/Non-returned items - \$40 per item plus \$7.50 processing fee

RECOMMENDED FEE

\$3 per item

Overdue - \$3 per item per day (\$10 maximum)

Lost/Non-returned items - Actual cost per item plus \$10 processing fee

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REF #: S-220**TITLE: LOST LIBRARY CARD REPLACEMENT****CURRENT FEE**

\$2 per card

RECOMMENDED FEE

\$3 per card

REF #: S-221**TITLE: OVERDUE LIBRARY MATERIAL PROC.****CURRENT FEE**

Video/DVD - \$1 per day
 CD ROM - \$1 per day
 I-CAN Library Loan - \$3 per day
 Children's books - \$0.20 per day
 All Others - \$0.20 per day
 Senior Citizens - No Charge
 Braille Book - No Charge
 Maximum Fine: Adult - \$10 Child - \$5

Library Hold - \$0.25 if not picked up after the seventh day from
 notification

RECOMMENDED FEE

All Patrons:

Video/DVD/CD ROM/Other Media - \$1 per day per item
 I-CAN Library Loan - \$3 per day per item
 Books - \$0.25 per day per item
 Braille Book - No Charge

Maximum Fine: Adult - \$5 Child - \$5

Library Hold - \$0.25 if not picked up after the seventh day from
 notification

REF #: S-222**TITLE: LOST/DAMAGE LIBRARY MATERIAL PROC.****CURRENT FEE**

\$7.50 processing fee plus actual cost of lost item

\$1 per missing or damaged barcode

RECOMMENDED FEE

\$10 processing fee plus cost of item

\$1 per missing or damaged barcode/RFID Tag/Case/Cover

REF #: S-223**TITLE: PASSPORT APPLICATION****CURRENT FEE**

\$25 processing fee set by the Federal Government

Photo - \$10

RECOMMENDED FEE

This service is no longer provided.

REF #: S-224**TITLE: TEST ADMINISTRATION****CURRENT FEE**

\$25 per hour, 2 hour minimum

RECOMMENDED FEE

This service is no longer provided.

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REF #: S-225**TITLE: COMPUTER LAB ACCESS/PRINTING****CURRENT FEE**

Computer Usage - \$2 per hour after first hour
 Printing:
 Black and White - \$0.10 per page

RECOMMENDED FEE

Computer Usage - \$3 per hour after first hour
 Printing:
 Black and White - \$0.20 per page
 Issuing Visitor Pass - \$2

REF #: S-226**TITLE: LOCAL HISTORY COPY/USE****CURRENT FEE**

Image Copy:
 Personal Use - \$5 each
 Commercial Use - \$15 each

Image Recovery - \$25 each
 Publication Use - \$100 each
 DVD/Media/Website Use - \$100 each
 Movie/TV Use - \$150 each

RECOMMENDED FEE

Image Copy:
 Personal Use - \$5 each
 Commercial Use - \$30 each
 Image Recovery - \$25 each
 Publication Use - \$100 each
 DVD/Media/Website/Social Media Internet Use - \$100 each
 Movie/TV Use - \$300 each

REF #: S-227**TITLE: OBITUARY RESEARCH****CURRENT FEE**

None

RECOMMENDED FEE

Charge the fully allocated hourly rate for all involved personnel.

REF #: S-228**TITLE: RENTAL OF LIBRARY ROOMS****CURRENT FEE**

Room A:
 Non-Profit Use - \$5 per hour
 For-Profit Use - \$15 per hour
 Room B:
 Non-Profit Use - \$10 per hour
 For-Profit Use - \$25 per hour
 Cleaning Deposit - \$50
 PC Projector - \$25
 Stove/Coffeemaker - \$5/\$20

RECOMMENDED FEE

See Appendix E of this Report

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REF #: S-229**TITLE: YOUTH SPORTS****CURRENT FEE**

Mighty Might - \$50 per person
 Winter Sports Basketball - \$60 per team
 Fall Sports Girls Volleyball & Flag Football - \$60 per team
 Rotary Tournament - \$60 per team
 Rotary non participating league teams - \$110 per team
 Spring Boys Volleyball, Soccer & softball - \$150 per team

RECOMMENDED FEE

Might Might - \$50 per person plus \$5 per person for non-residents
 Winter and Fall Sports - per team:
 Year 1 - \$90 Year 2 - \$120 Year 3 - \$150
 plus \$75 per team for non-resident teams
 Spring Sports - \$150 per team plus \$75 per team for non-resident teams
 Rotary Tournament - per team:
 Year 1 - \$90 Year 2 - \$120 Year 3 - \$150
 Rotary Non-Participating League Teams - per team:
 Year 1 - \$180 Year 2 - \$240 Year 3 - \$300

REF #: S-230**TITLE: ADULT SPORTS****CURRENT FEE**

Softball - \$375 per team
 Basketball - \$300 per team

RECOMMENDED FEE

This fee increase should have a two year phase-in:

Softball:
 Year 1 - \$400 per team
 Year 2 - \$425 per team

Basketball:
 Year 1 - \$325 per team
 Year 2 - \$350 per team

REF #: S-231**TITLE: DAY CAMPS****CURRENT FEE**

\$95 per participant per week
 Registration - \$25 per participant

RECOMMENDED FEE

This fee increase should have a three year phase-in:

Year 1 - \$110 per participant per week
 Year 2 - \$130 per participant per week
 Year 3 - \$150 per participant per week

Registration - \$30 per participant

REF #: S-232**TITLE: GRAD NIGHT****CURRENT FEE**

Early Bird - \$70
 Other - \$80

RECOMMENDED FEE

Early Bird - \$80
 Other - \$90

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REF #: S-233**TITLE: RECREATION CLASSES****CURRENT FEE**

The instructor receives on average 60% of the class fee and the City receives 40% of the class fee.

RECOMMENDED FEE

The instructor receives on average 60% of the class fee and the City receives 40% of the class fee.

Non-Resident - additional \$5 per participant per class

REF #: S-234**TITLE: TENNIS CENTER****CURRENT FEE**

Member Fees:
Individual - \$188
Senior - \$135
Family - \$314
Junior - \$114

Court Fee - Non-Members - \$8 per person per day

RECOMMENDED FEE

Member Fees:
Individual - \$188
Senior - \$135
Family - \$314
Junior - \$114

Court Fee - Non-Members - \$10 per person per day

REF #: S-235**TITLE: FACILITY RENTAL****CURRENT FEE**

1-3 hrs - \$100/hr 4-6 hrs - \$90/hr 7-10 hrs - \$80/hr 11-13 hrs - \$70/hr
\$300 refundable deposit regulations not followed/cleaning - \$50
Insurance:
Class I: 1-100 attendance - \$83.32 101-200 attendance - \$113
Class II: 1-100 attendance - \$122.46 101-200 attendance - \$213.36
Alcohol Use - \$60 Class II with alcohol use is additional \$150
Kitchen Usage - \$50 + \$20 cleaning deposit
Dance Permit - \$40 Meeting - \$40/hr
Showmobile - \$650/day + \$162.24 delivery + \$500 delivery

RECOMMENDED FEE

See Appendix E of this Report

REF #: S-236**TITLE: BALLFIELD RENTAL****CURRENT FEE**

Softball Complex:

Field Rental - \$125 per day Lights - \$25 per field per day

Soccer Field:

Youth - \$25 per hour - Del Sol Stadium & College Park Others - \$5 per hour
Adult - \$50 per hour - Del Sol Stadium & College Park Others - \$10 per hour
Lights - \$25 per hour

Baseball Fields - No Charge

RECOMMENDED FEE

Softball Complex:

Field Rental - \$125 per day Lights - \$25 per field per hour

Soccer Fields:

Del Sol Stadium & College Park:

Youth: Year 1 - \$30 per hour Year 2 - \$55 per hour
Adult: Year 1 - \$35 per hour Year 2 - \$60 per hour
Others: Youth - \$10 per hour Adult - \$15 per hour
Lights - \$25 per hour

Baseball Fields - No Charge

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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.

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REF #: S-242**TITLE: PERFORMING ARTS CENTER****CURRENT FEE**

Various fees based on the room and time of day

RECOMMENDED FEE

See Appendix E of this Report

REF #: S-243**TITLE: SERVICE/METER INSTALLATION****CURRENT FEE**

3/4" - \$1,500
 1" - \$1,700
 1 1/2" - \$2,200
 2" - \$2,500

Current revenues include cost of materials.

RECOMMENDED FEE

Service:
 3/4"-2" - \$1,840 + Material and paving costs
 3"+ - \$2,575 + Material and paving costs

Meter:
 3/4"-3" - \$80 + Materials
 4"+ - \$175 + Materials

REF #: S-244**TITLE: WATER SERVICE/METER ABANDONMENT****CURRENT FEE**

3/4" - 1" - \$120
 1 1/2" - \$150
 2" - \$180

RECOMMENDED FEE

Meter:
 3/4-3" - \$70 per abandonment
 4+" - \$175 per abandonment

Service Abandonment - Charge the actual cost time spent for all personnel at the fully allocated hourly rates plus any outside costs.

REF #: S-245**TITLE: HYDRANT FLOW TEST INSPECTION****CURRENT FEE**

None

RECOMMENDED FEE

\$90 per test

REF #: S-246**TITLE: TEMPORARY HYDRANT METER RENTAL****CURRENT FEE**

\$30 plus \$300 deposit

Monthly Water Charge:

1" - \$20.06
 3" - \$67.50

RECOMMENDED FEE

Set-up/Retrieval - \$75 plus \$1,500 deposit
 Move - \$40

Plus Monthly Water Charges

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REF #: S-247
TITLE: DAMAGED HYDRANT METER REPAIR
CURRENT FEE

Time and Materials

RECOMMENDED FEE

Charge the Fully Allocated Hourly Rate for all personnel involved plus any parts and materials.

REF #: S-248
TITLE: WATER CURB STOP REPAIR
CURRENT FEE

Time and Materials

RECOMMENDED FEE

Charge the Fully Allocated Hourly Rate for all personnel involved plus any parts and materials.

REF #: S-249
TITLE: WATER METER TEST
CURRENT FEE

\$64 per test plus actual shipping and testing costs

Fee is refunded if the meter is running fast.

RECOMMENDED FEE

4" - \$225

All Others - \$115

Plus actual shipping and testing costs.

Fee will be refunded if the meter is running fast.

REF #: S-250
TITLE: DELINQUENT WATER TAG
CURRENT FEE

\$13 per tag

RECOMMENDED FEE

No Change

This fee is meant to be punitive to encourage payment of water bills.

REF #: S-251
TITLE: DELINQUENT WATER TURN-OFF/ON
CURRENT FEE

\$80 per turn off

After Hours - additional \$65 per turn-on

RECOMMENDED FEE

\$95 per turn off

After Hours - additional \$65 per turn-on

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REF #: S-252**TITLE: WATER METER TAMPERING****CURRENT FEE**

\$110 per removal
plus penalties

RECOMMENDED FEE

\$150 per removal or actual time and materials if necessary
plus estimated water usage or the unmetered water rate
plus penalties

REF #: S-253**TITLE: TRASH ENCLOSURE PLAN CHECK****CURRENT FEE**

None

RECOMMENDED FEE

\$110 per plan

REF #: S-254**TITLE: CONSTR & DEMO SOLID WASTE REPORTING****CURRENT FEE**

None

RECOMMENDED FEE

\$10 per form

REF #: S-255**TITLE: WASTEWATER PERMIT****CURRENT FEE**

Annual:
Significant User - \$2,500 per permit
Other User - \$100 per permit

New - Additional \$100 per permit

Appeal - \$100 per appeal

RECOMMENDED FEE

Annual:
Significant User - \$1,620 per permit
Other User - \$245 per permit

Appeal - \$100 per appeal

REF #: S-256**TITLE: DAMAGE TO CITY PROPERTY****CURRENT FEE**

Time and Materials

RECOMMENDED FEE

Charge the Fully Allocated Hourly Rate for all personnel involved plus any parts and materials.

REF #: S-257**TITLE: NEW BUSINESS LICENSE PROCESSING****CURRENT FEE**

\$25 per business

RECOMMENDED FEE

\$48 per business

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REF #: S-258 **TITLE: BUSINESS LICENSE RENEWAL**

CURRENT FEE

\$10 per renewal

RECOMMENDED FEE

\$12 per renewal

REF #: S-259 **TITLE: BUSINESS LICENSE AMENDMENT**

CURRENT FEE

\$10 per application

RECOMMENDED FEE

\$30 per application

REF #: S-260 **TITLE: BUSINESS LICENSE APPEAL**

CURRENT FEE

\$160 per appeal

RECOMMENDED FEE

\$555 per appeal

REF #: S-261 **TITLE: BUSINESS LICENSE DUPLICATE**

CURRENT FEE

\$10 per duplicate

RECOMMENDED FEE

\$11 per duplicate

REF #: S-262 **TITLE: TOBACCO RETAILER PERMIT**

CURRENT FEE

\$69 per application

RECOMMENDED FEE

\$95 per application

Duplicate - \$10

Duplicate - \$11

REF #: S-263 **TITLE: TAXICAB OPERATOR PERMIT**

CURRENT FEE

\$57 per application

RECOMMENDED FEEFirst Vehicle - \$155 per application
Each Additional Vehicle - \$60

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REF #: S-264**TITLE: TAXICAB OPERATOR PERMIT RENEWAL****CURRENT FEE**

\$57 per renewal

RECOMMENDED FEEFirst Vehicle - \$135 per renewal
Each Additional Vehicle - \$60**REF #: S-265****TITLE: TAXICAB DRIVER PERMIT****CURRENT FEE**

\$75 per application plus DOJ fees

RECOMMENDED FEE

\$155 per application plus DOJ fees

REF #: S-266**TITLE: TAXICAB DRIVER PERMIT RENEWAL****CURRENT FEE**

\$64 per renewal plus DOJ fees

RECOMMENDED FEE

\$105 per renewal plus DOJ fees

REF #: S-267**TITLE: TAXICAB DUPLICATE PERMIT****CURRENT FEE**

\$10 per duplicate

RECOMMENDED FEE

\$11 per duplicate

REF #: S-268**TITLE: ADULT BUSINESS PERMIT****CURRENT FEE**

\$572 per application

RECOMMENDED FEE

\$270 per application Plus deposit determined by staff with charges for actual time spent of City Attorney staff at the fully allocated hourly rates plus any outside costs.

REF #: S-269**TITLE: ADULT BUSINESS RENEWAL PERMIT****CURRENT FEE**

\$341 per renewal

RECOMMENDED FEE

\$355 per renewal

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REF #: S-270**TITLE: VENDOR PERMIT****CURRENT FEE**

\$84 per application plus DOJ fee

RECOMMENDED FEE

\$125 - New application plus DOJ fee
\$80 - Renewal application plus DOJ fee

REF #: S-271**TITLE: DANCE PERMIT****CURRENT FEE**

\$506 - Annual Permit
\$242 - Annual Permit Renewal
\$155 - Daily Dance Permit

RECOMMENDED FEE

Annual Permit:
New - \$415
Renewal - \$355
\$155 - Daily Dance
\$11 - Duplicate

REF #: S-272**TITLE: BINGO LICENSE****CURRENT FEE**

\$50 per application

Duplicate - \$10

RECOMMENDED FEE

Annual application - \$50 per application plus DOJ fees
Fee is set by Penal Code section 326.5(l)(1)

Duplicate - \$11

REF #: S-273**TITLE: DANCE/MASSAGE/TAXI APPEAL****CURRENT FEE**

\$160 per appeal

RECOMMENDED FEE

\$555 per appeal with fee refunded if appeal upheld

REF #: S-274**TITLE: NSF CHECK PROCESSING****CURRENT FEE**

\$20 per NSF check

RECOMMENDED FEE

\$46 per NSF Check

REF #: S-275**TITLE: ASSESSMENT DISTRICT FORMATION****CURRENT FEE**

Deposit with charges at actual costs

RECOMMENDED FEE

Deposit with charges at the Fully Allocated Hourly Rates for all
personnel used plus any outside costs.

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REF #: S-276**TITLE: PROPERTY DAMAGE CLAIM****CURRENT FEE**

None

RECOMMENDED FEE

\$290 per claim

REF #: S-284**TITLE: GIS ELECTRONIC DATA****CURRENT FEE**

Project Area of 4 square miles or less - \$172
 \$56 per hour if more than 3 hours is needed
 Project Area of more than 4 square miles - \$340
 \$56 per hour if more than 6 hours is needed

RECOMMENDED FEE

Standard - \$35 per request
 Custom - Actual costs at the fully allocated hourly rates for all
 personnel involved plus any outside costs.

REF #: S-285**TITLE: GIS MAP PRINTS****CURRENT FEE**

Size A/B Plain - \$2
 Size C/D Plain - \$14
 Size C/D Glossy - \$25
 Size E Plain - \$23
 Size E Glossy - \$38

RECOMMENDED FEE

Size A/B Plain - \$3
 Size C/D Plain - \$20
 Size C/D Glossy - \$25
 Size E Plain - \$25
 Size E Glossy - \$40

REF #: S-286**TITLE: CUSTOM MAP/GENERAL GIS SERVICES****CURRENT FEE**

\$56 per hour

RECOMMENDED FEE

Actual costs at the fully allocated hourly rates for all personnel
 involved plus any outside costs.

Appendix D

Engineering Fees

	Current Fees	Proposed Fees
Improvement Pan Check		
\$0 - \$2,250	\$619.70	\$682.00
\$2,251-\$75,000	\$619.70 + 2.75% of Valuation over \$2,250	\$682 + 3.05% of Valuation over \$2,250
\$75,001-\$450,000	\$2,620.33 + 2.25% of Valuation over \$75,000	\$2,882 + 2.48% of Valuation over \$75,000
\$450,000-\$12,000,000	\$11,057.83 + 1.15% of Valuation over \$450,000	\$12,164 + 1.26% of Valuation over \$450,000
\$12,000,000 +	\$143,882.83 + 1.00% of Valuation over \$12,000,000	\$158,271 + 1.10% of Valuation over \$12,000,000
Improvement Inspection		
\$0 - \$35,000	5.3% of valuation	5.83% of valuation
\$35,001 - \$150,000	\$1,855 + 3.8% of Valuation over \$35,000	\$2,041 + 4.2% of Valuation over \$35,000
\$150,000 +	\$6,225 + 2.7% of Valuation over \$150,000	\$6,848 + 2.97% of Valuation over \$150,000
Grading Plan Check		
50 cubic yards or less	\$58.87	\$65.00
51-100 cubic yards	\$87.79	\$97.00
101-200 cubic yards	\$130.14	\$143.00
201-300 cubic yards	\$172.48	\$190.00
301-400 cubic yards	\$213.80	\$235.00
401-500 cubic yards	\$254.08	\$279.00
501-600 cubic yards	\$294.36	\$324.00
601-700 cubic yards	\$338.77	\$373.00
701-800 cubic yards	\$382.15	\$420.00
801-900 cubic yards	\$423.46	\$466.00
901-10,000 cubic yards	\$447.22	\$492.00
10,001 - 100,000 cubic yards	\$447.22 for 1st 10K CY + \$30.98 each add'l 10K CY	\$492 for 1st 10K CY + \$34.11 each add'l 10K CY
100,001 - 200,000 cubic yards	\$726.04 for 1st 100K CY + \$16.53 each add'l 10K CY	\$799 for 1st 100K CY + \$18.10 each add'l 10K CY
200,001+ cubic yards	\$891.34 for 1st 200K CY + \$7.23 each add'l 10K CY	\$980 for 1st 200K CY + \$7.95 each add'l 10K CY
Grading Inspection		
100 cubic yards or less	\$130.14	\$143.00
101 to 1,000 cubic yards	\$130.14 for 1st 100 CY + \$37.18 each add'l 100 CY	\$143 for 1st 100 CY + \$40.89 each add'l 100 CY
1,001 to 10,000 cubic yards	\$464.76 for 1st 1K CY + \$30.98 each add'l 1K CY	\$511 for 1st 1K CY + \$34.11 each add'l 1K CY
10,001 to 100,000 cubic yards	\$743.58 for 1st 10K CY + \$140.46 each add'l 10K CY	\$818 for 1st 10K CY + \$154.44 each add'l 10K CY
100,000 cubic yards or more	\$2,007.72 for 1st 100K CY + \$78.50 each add'l 10K CY	\$2,208 for 1st 100K CY + \$86.35 each add'l 10K CY
Permit Center Improvement Surcharge	5% of all processing fees	5% of all processing fees

Appendix D

Building and Safety Fees

	Current Fees	Proposed Fees
1. Building Plan Review	73% of Permit fee	85% of Permit fee
ADA Surcharge	N/A	20% of Plan Check fee
Misc/Extra Hourly Plan Review	\$117.74	Hourly Rates
2. Prototype Plan (after the first identical structure)	50% of plan check fees	50% of plan check fees
3. Investigation/Enforcement		
a. Investigation Inspection	Hourly Rates	Hourly Rates
b. Enforcement Inspection	Hourly Rates	Hourly Rates
c. Reinspection	Hourly Rates	Hourly Rates
4. Certificate of Occupancy		
Under 5000 sq. ft.	\$92.95	\$92.95
greater than 5,000 to 10,000 sq. ft.	\$129.10	\$129.10
greater than 10,000 to 50,000 sq. ft.	\$149.76	\$149.76
greater than 50,000 to 100,000 sq. ft.	\$180.75	\$180.75
Each additional 5,000 sq.ft. or fraction thereof	\$31.50	\$31.50
5. Imaging		
11" x 17" or smaller	\$1.37	\$1.37
larger than 11" x 17"	\$1.67	\$1.67
6. Document Copy		
Microfilm printer, first copy	\$7.20	\$7.20
Each additional copy	\$3.60	\$3.60
Microfiche printer, first copy	\$4.16	\$4.16
Each additional copy	\$2.38	\$2.38
7. Moving of Building Permit	1% of value of building after relocation	1% of value of building after relocation
8. Pre-move Inspection		
Residential	\$0.10	\$0.10
Garage, Attached or Detached	\$0.06	\$0.06
Commercial/Industrial	\$0.10	\$0.10
9. Energy Conservation		
Residential Buildings	\$0.06	\$0.06
Nonresidential Buildings	\$0.09	\$0.09
10. Appeals Hearing	\$214.83	\$214.83
11. Demolition Permit		
Buildings and Structures with Floor Area	\$98.12	\$98.12
Structures without Floor Area or development credits	\$57.84	\$57.84
Plan Review - 85%		
12. Other Inspection and Plan Check		
a. Reinspections	Hourly Rates	Hourly Rates
b. Inspections for which no fee is specifically provided.	Hourly Rates	Hourly Rates
c. Inspections outside of normal business hours	OT Hourly Rates	OT Hourly Rates

Appendix D

	Current Fees	Proposed Fees
13. Permit Issuance		
For each permit or revision during the same visit	\$31.50	\$45.00
For each supplemental permit for the same project	\$10.12	\$15.00
14. Photovoltaic System Permit		
a. Building Permit Basis	See Building Permit Table	See Building Permit Table
b. Electrical Permit - Comm/Indust/Multi-Family		
0 - 100 kW	\$413.13	\$413.13
101-500 kW	\$413.13 + \$1.31 for each kW above 100 kW	\$413.13 + \$1.31 for each kW above 100 kW
501+ kW	\$937.13 + \$1.03 ea kW above 100 kW (\$1,724.13 max)	\$937.13 + \$1.03 ea kW above 100 kW (\$1,724.13 max)
c. Electrical Permit - Single Family Dwellings	\$96.05	\$96.05
15. Fee Refunds - minimum withholding	\$61.97	\$61.97
16. Permit Center Improvement Surcharge	5% of all processing fees	5% of all processing fees
Building Permit/Inspection		
<u>Total Building Valuation</u>		
\$1 to \$750	\$31.50	\$31.50
\$751 to \$3,000	\$31.50 plus 2.95% of valuation over \$750	\$31.50 plus 2.95% of valuation over \$750
\$3,001 to \$37,500	\$97.88 plus 1.240% of valuation over \$3000	\$97.88 plus 1.240% of valuation over \$3000
\$37,501 to \$75,000	\$525.68 plus 0.880% of valuation over \$37,500	\$525.68 plus 0.880% of valuation over \$37,500
\$75,001 to \$150,000	\$855.68 plus 0.650% of valuation over \$75,000	\$855.68 plus 0.650% of valuation over \$75,000
\$150,001 to \$750,000	\$1,343.18 plus 0.470% of valuation over \$150,000	\$1,343.18 plus 0.470% of valuation over \$150,000
\$750,001 to \$1,500,000	\$4163.18 plus 0.410% of valuation over \$750,000	\$4163.18 plus 0.410% of valuation over \$750,000
\$1,500,001 and up	\$7,238.18 plus 0.295% of valuation over \$1,500,000	\$7,238.18 plus 0.295% of valuation over \$1,500,000
New Construction Trade Surcharges (in lieu of using trade fee tables below)		
Plumbing	N/A	13% of Building Permit Fee
Electrical	N/A	13% of Building Permit Fee
Mechanical	N/A	7% of Building Permit Fee
General Plan Maintenance	0.24% of the valuation of any Building Permit	0.24% of the valuation of any Building Permit

Appendix D

Electrical Permits	Current Fees	Proposed Fees
1. New Residential Buildings		
New Multi Family Dwellings	\$0.06	\$0.06
New Single and Two Family Dwellings	\$0.08	\$0.08
Associated Garages and Carports	\$0.03	\$0.03
2. Private Swimming Pools	\$63.52	\$63.52
3. Carnivals and Circuses		
Electrical generators	\$31.50	\$31.50
Mechanical driven rides and attractions with electrical	\$10.33	\$10.33
Lighting system or area and booth lighting, each unit	\$10.33	\$10.33
4. Temporary Power Service		
Temp Power Pole	\$31.50	\$31.50
Temp distribution system	\$16.32	\$16.32
5. Receptacle, Switch, and Lighting Outlets		
First 20, each unit	\$1.60	\$1.60
Additional outlets, each unit	\$0.98	\$0.98
6. Lighting Fixtures		
First 20, each unit	\$1.60	\$1.60
Additional fixtures, each unit	\$0.98	\$0.98
Pole or platform-mounted lighting fixtures, ea unit	\$1.60	\$1.60
Theatrical-type lighting fixtures or assemblies, ea unit	\$1.60	\$1.60
7. Residential Appliances	\$6.35	\$6.35
8. Nonresidential Appliances	\$6.35	\$6.35
9. Power Apparatus - Motors, generators, transformers, rectifiers, etc...		
First unit, each	\$6.35	\$6.35
Over one, but not over 10, each unit	\$16.01	\$16.01
Over 10, but not over 50, each unit	\$31.50	\$31.50
Over 50, but not over 100, each unit	\$61.97	\$61.97
Over 100, each unit	\$97.09	\$97.09
10. Busways-trolley & plug-in type busways, ea 100 feet	\$10.07	\$10.07
11. Signs, Outline Lighting, and Marquees		
Signs, outline lighting systems, or marquees, supplied	\$31.50	\$31.50
For each additional branch circuit within the same sign,	\$6.35	\$6.35
12. Services		
600 volts or less and		
not over 200 amperes in rating each unit.	\$39.25	\$39.25
201 amperes to 1,000 amperes in rating, ea unit	\$80.56	\$80.56
600 volts or over 1,000 amperes in rating, each unit	\$160.09	\$160.09
13. Miscellaneous Apparatus, Conduits, and Conductors	\$23.76	\$23.76
14. Electrical Plan Review	50% of Permit Fee	60% of Permit Fee

Appendix D

	Current Fees	Proposed Fees
Mechanical Permits		
1. Forced-air or gravity-type furnace up to 100,000 BTU/h	\$19.11	\$19.11
2. Forced-air or gravity-type furnace over 100,000 BTU/h	\$23.76	\$23.76
3. Floor furnace	\$19.11	\$19.11
4. Suspended, recessed wall or floor-mounted unit heater	\$19.11	\$19.11
5. Each appliance duct or vent system installed	\$9.81	\$9.81
6. Each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption, or evaporative cooling system	\$19.11	\$19.11
or each absorption system up to and including 100,000 BTU/h	\$19.11	\$19.11
8. Each boiler or compressor over three HP, up to and including 15 HP, or each absorption system over 100,000 BTU/h, up to and including 500,000 BTU/h	\$35.63	\$35.63
9. Each boiler or compressor over 15 HP, up to and including 30 HP, or each absorption system over 500,000 BTU/h, up to and including 1,000,000 BTU/h	\$46.48	\$46.48
10. Each boiler or compressor over 30 HP, up to and including 50 HP, or for each absorption system over 1,000,000 BTU/h, up to and including 1,750,000 BTU/h	\$71.27	\$71.27
11. Each boiler or refrigeration compressor over 50 HP, or each absorption system over 1,750,000 BTU/h	\$118.78	\$118.78
12. For each air-handling unit, up to and including 10,000 cubic feet per minute, including attached ducts	\$13.94	\$13.94
13. For each air-handling unit over 10,000 cfm	\$23.76	\$23.76
14. For each evaporative cooler other than a portable type	\$13.94	\$13.94
15. For each ventilation fan connected to a single duct	\$10.07	\$10.07
16. For each ventilation system which is not a portion of any heating or air conditioning system authorized by a permit	\$13.94	\$13.94
17. For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood.	\$13.94	\$13.94
18. For the installation or relocation of each commercial or industrial type incinerator.	\$97.09	\$97.09
19. each appliance or piece of equipment regulated by the code	\$13.94	\$13.94
20. Fuel/Gas piping	\$0.00	\$0.00
a. Up to and including four outlets	\$5.53	\$5.53
b. Five or more outlets, ea outlet	\$1.39	\$1.39

Appendix D

	Current Fees	Proposed Fees
21. Process Piping		
a. Hazardous process piping (HPP) system up to and including four outlets	\$9.04	\$9.04
b. Piping system of fire or more outlets, each outlet	\$1.86	\$1.86
c. Non-hazardous process piping (NPP) system, up to and including four outlets	\$3.61	\$3.61
d. Piping system of fire or more outlets, each outlet	\$0.93	\$0.93
22. Mechanical Plan Review	50% of Permit Fee	60% of Permit Fee
Plumbing Permits		
1. Plumbing fixture, trap or set of fixtures on one trap	\$12.39	\$12.39
2. For each building sewer and each trailer park sewer	\$31.50	\$31.50
3. Rainwater systems per drain (inside buildings)	\$12.39	\$12.39
4. For each industrial waste sample well	\$25.30	\$25.30
5. For each private sewage disposal system	\$97.09	\$97.09
6. For each water heater and/or vent	\$16.01	\$16.01
7. For each industrial waste pretreatment interceptor, including its trap and vent, excluding kitchen-type grease interceptors functioning as a fixture.	\$25.30	\$25.30
8. For installation, alteration, or repair of water piping and/or water treating equipment, each unit.	\$6.30	\$6.30
9. For repair or alteration of drainage or vent	\$6.30	\$6.30
10. For each lawn sprinkler system on any one meter, including backflow protection devices thereof	\$19.11	\$19.11
11. For atmospheric-type vacuum breakers not included in item 12 below		
a. 1 to 5 units	\$16.01	\$16.01
b. Over 5, each unit	\$3.61	\$3.61
12. For each backflow protective device, other than atmospheric-type vacuum breakers		
a. 2 inches or smaller	\$16.01	\$16.01
b. Over 2 inches	\$31.50	\$31.50
13. Gas piping system, up to and including four outlets	\$6.30	\$6.30
14. Gas piping system of fire or more outlets, each outlet	\$1.60	\$1.60
15. Swimming Pool, Spa, and Hot Tub - Plumbing Permits		
1. Public pool	\$63.52	\$63.52
2. Private Pool	\$42.35	\$42.35
3. Pool filling system	\$16.01	\$16.01
4. Each water heater and or vent	\$16.01	\$16.01
5. Gas piping system, each unit	\$6.30	\$6.30
6. Replacing of piping	\$6.30	\$6.30
7. Miscellaneous replacements	\$6.30	\$6.30
8. Backwash receptor	\$6.30	\$6.30
16. Plumbing Plan Review	50% of Permit Fee	60% of Permit Fee

**OXNARD PERFORMING ARTS & CONVENTION CENTER
PROPOSED RENTAL RATES**

THEATER

Monday-Thursday

Daytime 8 am – 6 pm	\$1,150
Evening 6 pm – 12 am	\$1,650
Full Day 8 am – 12 am	\$2,475
Cleaning Deposit:	
Low Risk Event	\$200
High Risk Event	\$750

Friday - Sunday

Daytime 8 am – 6 pm	\$2,475 or 10%
Evening 6 pm – 12 am	\$3,550 or 10%
Full Day 8 am – 12 am	\$4,950 or 10%
Cleaning Deposit:	
Low Risk Event	\$500
High Risk Event	\$750

Rehearsal fees – 75% of standard rental rates

Administrative Fee	\$200
Processing Fee	\$100
Custodial Fee	\$150
Overtime Rate	\$180

VENTURA ROOM

Monday – Thursday

\$150 per hour (3 hour minimum)

Friday – Sunday

Daytime 8 am – 3 pm	\$1,225
Evening 4 pm – 11 pm	\$2,000
Overtime Rate	\$50 per hour

OXNARD ROOM

Monday – Thursday

\$200 per hour (3 hour minimum)

Friday – Sunday

Daytime 8 am – 3 pm	\$1,795
Evening 4 pm – 11 pm	\$2,500
Overtime Rate	\$65 per hour

**OXNARD PERFORMING ARTS & CONVENTION CENTER
PROPOSED RENTAL RATES**

MEETING ROOMS

Monday – Thursday

\$45 per hour (2 hour minimum)

Friday – Sunday

\$65 per hour (2 hour minimum)

LOBBY/ATRIUM

Monday – Thursday

\$75 per hour (3 hour minimum)

Friday – Sunday

Daytime 8 am – 3 pm	\$700
Evening 4 pm – 11 pm	\$1,100
Overtime Rate	\$50 per hour

VENTURA OUTDOOR STAGE

Monday – Thursday

\$75 per hour (3 hour minimum)

Friday – Sunday

Daytime 8 am – 3 pm	\$700
Evening 4 pm – 11 pm	\$1,100
Overtime Rate	\$50 per hour

Plus existing fees for labor and equipment

City of Oxnard
Cultural and Community Services
Proposed Facility Rental Fees

M.1.d

	Oxnard Resident/Business/Commercial Rate	Non Oxnard Resident/Business/Commercial Rate
Wilson Senior Center		
Classroom and Meeting Rentals		
Main Room	\$45/hour	\$60/hour
Activity Room	\$45/hour	\$60/hour
Art Building	\$45/hour	\$60/hour
Cleaning Deposit	\$100	\$100
25% discount on above rental rates for Oxnard Based Non-Profits.		
Party/Event Rentals		
Main Room (12:00 - 5:00 p.m.)	\$500	\$700
Main Room (6:00 - 12:00 p.m.)	\$650	\$850
Security Deposit	\$500	\$500
<u>Add Ons</u>		
Kitchen	\$100	\$100
Large Coffeemaker	\$20	\$20
PC Projector	\$25	\$25
PA System	\$100	\$100
Facility Attendant	Actual Cost	Actual Cost
Janitorial Staff	Actual Cost	Actual Cost
PC Support	Actual Cost	Actual Cost

City of Oxnard
Cultural and Community Services
Proposed Facility Rental Fees

	Oxnard Resident/Business/Commercial Rate	Non Oxnard Resident/Business/Commercial Rate
South Oxnard Center		
Classroom and Meeting Rentals		
Monday - Fridays (2:00 p.m. - 5:00 p.m.)		
Meeting Room 1	\$45/hour	\$60/hour
Meeting Room 2	\$45/hour	\$60/hour
Meeting Room 3	\$45/hour	\$60/hour
All Meeting Rooms	\$125/hour	\$150/hour
Cleaning Deposit	\$100	\$100
25% discount on above rental rates for Oxnard Based Non-Profits.		
Party/Event Rentals		
Afternoon (12:00 - 5:00 p.m.)	\$600	\$800
Evening (6:00 p.m. - 12:00 a.m.)	\$750	\$950
Security Deposit	\$500	\$500
<u>Add Ons</u>		
Kitchen	\$100	\$100
Large Coffeemaker	\$20	\$20
PC Projector	\$25	\$25
PA System	\$100	\$100
Facility Attendant	Actual Cost	Actual Cost
Janitorial Staff	Actual Cost	Actual Cost
PC Support	Actual Cost	Actual Cost

City of Oxnard
Cultural and Community Services
Proposed Facility Rental Fees

	Oxnard Resident/Business/Commercial Rate	Non Oxnard Resident/Business/Commercial Rate
Oxnard Public Library		
Classroom and Meeting Rentals		
Meeting Room A	\$30/hour	\$45/hour
Meeting Room B	\$45/hour	\$60/hour
SOBL - Santa Rosa Room	\$45/hour	\$60/hour
25% discount on above rental rates for Oxnard Based Non-Profits.		
<u>Add Ons</u>		
Kitchen	\$50	\$50
Large Coffeemaker	\$20	\$20
PC Projector	\$25	\$25
PA System	\$25	\$25
Facility Attendant	Actual Cost	Actual Cost
Janitorial Staff	Actual Cost	Actual Cost
PC Support	Actual Cost	Actual Cost
Showmobile		
Showmobile Rental	\$700/day	N/A
Delivery Fee	\$162.64	N/A
Security Deposit	\$500	N/A

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO.

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:

NOES:

ABSENT:

Tim Flynn, Mayor

ATTEST:

Michelle Ascencion, City Clerk

APPROVED AS TO FORM:

Stephen M. Fischer, City Attorney



**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Report
AGENDA ITEM NO.: 1

DATE: July 24, 2018

TO: City Council

FROM: Phillip Molina
City Treasurer

A handwritten signature in cursive script that reads "Phillip - Molina".

SUBJECT: Unclaimed Funds Escheated to the City's General Fund. (5/5/5)

CONTACT: Phillip Molina, City Treasurer
Phillip.Molina@oxnard.org, (805) 385-7808

RECOMMENDATION:

That City Council adopt a resolution transferring unclaimed funds from their respective fund(s) to the general fund pursuant to California Government Code Sections 50050 et seq.

BACKGROUND

In April 2017 the City Treasurer was informed by his staff that there were approximately 2600 stale dated checks that the City issued but were never cashed. Additionally the Treasurer became aware that "other assets" such as unclaimed cash were being held by the Oxnard Police Department. Both asset records went back approximately 20 years.

At that point, the accounting research that was performed by staff in the Treasurer's office, Finance Department, City Attorney and Police department resulted in a list of unclaimed assets, which are made up of both uncashed checks and cash. That set of unclaimed assets were further divided into 5 lists. The 5 separate lists that made up the total unclaimed assets were defined as:

- City checks for invoices that had not been cashed;
- General Fund miscellaneous utility accounts, and business license accounts;
- General Fund recreation checks issued but not cashed;
- Oxnard City payroll checks issued but not cashed; and
- Cash in the Police Trust Account from welfare check ups, and other miscellaneous police work.

Unclaimed Funds Escheated to the City's General Fund (5/5/5)

July 24, 2018

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So now we had to determine what to do with these unclaimed assets. Escheat is the legal term to express the process of lapsing or reverting ownership of unclaimed private property to the government by operation of law. During the fact gathering process, we became aware that the California Government Code 50050-50057 establishes specific rules, time frames, and dollar amounts that general law cities, like Oxnard, must follow when the City is in possession of unclaimed assets that do not belong to the City.

The law separates unclaimed checks into 2 groups: checks less than \$15.00, which were not cashed by their recipients within twelve (12) months after the date of issue; and those exceeding \$15.00 that were not cashed within 3 years. Now, for those checks held by the City which remain unclaimed that exceed \$15.00 and for a period of over three (3) years, the City must make every effort to return the checks to the proper individuals per Government Code sections 50050-50057.

Sections 50050-50051 require the list of unclaimed checks and identified cash exceeding \$15.00 and more than 3 years old, must be identified and published as a “public notice” once a week for two successive weeks in a newspaper of general circulation published in the local agency. The unclaimed checks or cash shall then become the property of the City on a designated date if not claimed by someone or some entity not less than forty-five days nor more than sixty days after the first publication of the notice. Section 50052 provides guidelines for the claiming process. The attached Attachment C shows a list of all outstanding checks (approximately 2700) that meet this criteria and which were included in the Vida Newspaper official publication.

Section 50053 further states that if such money becomes the property of a local agency and if the money is in a special fund, the legislative body may transfer it to the General Fund. Checks generated by the City of Oxnard Accounts Payable, Payroll divisions and Police Trust fund would fall under this code section. Section 50055 authorizes the transfer without publication of a notice in a newspaper for checks and unclaimed cash less than fifteen dollars (\$15.00) and more than one year old. The City Treasurer’s staff and the Oxnard IT staff generated lists and placed them on the City’s web page <https://www.oxnard.org/city-department/city-treasurer/does-the-city-of-oxnard-owe-you-money/>) on September 20, 2017. The local newspapers, Ventura County Star, VC Reporter, and VIDA wrote news articles about the list of money that belong to Oxnard businesses, residents and government entities, and KEYT Channel 3 ran a report about the City’s unclaimed asset list. The City Manager provided regular updates at the Council meetings to tell the public the time, place and method for claiming these assets.

That City’s web page was disabled after February 24th, the 59th day after the first official publication.

The California Government Code states “the money will become the property of the local agency on a designated date not less than forty-five days nor more than sixty days after the first publication of the notice”. The City Treasurer published the detailed notice in the Vida Newspaper on December 28, 2017 and January 4, 2018. The notice was also published on the City's website on September 20, 2017 with instructions for any party of interest to file a claim for

Unclaimed Funds Escheated to the City's General Fund (5/5/5)

July 24, 2018

Page 3

any of the 2700 unclaimed checks and identified cash listed. The attached Exhibit shows the proof of publication in the Oxnard Vida Newspaper and on the City's website. The revised final date for submitting a claim was Saturday, February the 24th, which is 59 days after the first official notice was published in the VIDA newspaper on December 28th. Initially the date of February 20th was noticed, but the preference of the City Treasurer was to provide the residents with every opportunity to file a claim.

FINANCIAL IMPACT

The Treasurer's stale dated checks and other assets project processed 2177 accounts, totaling \$381,945.32 of which 27 claims were rejected for a dollar amount of \$23,844.99 and 184 claims were paid for a total of \$83,967.99 and 1966 accounts were not claimed and totals \$274,132.34. (There are 5 rejection letters that have not cleared the 30 day requirement. Those 5 rejections amount to \$726.42.) The Treasurer is submitting this report identifying that the City Council transfer from all funds and accounts plus \$3,241.14 of interest earnings posted to date to Fund 551 in FY 2017-2018 that belongs to the General Fund but was allocated to the Police Trust Fund for a total amount of \$277,373.48 into the General Fund. The transfers to perspective funds will be reflected as transactions of the balance sheet for stale checks and interest earned for the fiscal year will be reflected as revenues / cash adjustment..

RECAP	VALUES	#
<i>Processed</i>	\$ 381,945.32	2177
<i>Claims pd</i>	\$ 83,967.99	184
<i>Rejected</i>	\$ 23,844.99	27
<i>Not claimed</i>	\$ 274,132.34	1966
<i>interest</i>	\$ 3,241.14	
<i>total transferred</i>	\$ 277,373.48	

ATTACHMENTS:

Attachment A: Unclaimed Funds Resolution

Exhibit A: Unclaimed Funds List

Attachment B: Gov. Code 50050-50057

Attachment C: VIDA Published List

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD TO TRANSFER UNCLAIMED FUNDS FROM THEIR RESPECTIVE FUND(S) TO THE GENERAL FUND PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTIONS 50050 ET SEQ.

WHEREAS, California Government Code Sections 50050 et seq. authorize the City Council to transfer unclaimed funds, that have remained unclaimed for three or more years, to the City's General Fund after required notice is published in a newspaper of general circulation, indicating that such funds will become the property of the City on a designated date not less than 45 days nor more than 60 days after the first publication of notice; and

WHEREAS, the City has provided public notice as required in California Government Code Sections 50050 and 50051; and

WHEREAS, pursuant to California Government Code Section 50055, unclaimed funds in accounts with no corresponding customer name or in an amount less than \$15 can be transferred to the City's General Fund after one year.

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

SECTION 1. In accordance with California Government Code Sections 50050 et seq., the unclaimed funds listed in Exhibit A in the total amount of \$274,132.34, plus interest in the amount of \$3,241.14, for a grand total of \$277,373.48, shall be transferred to the City's General Fund.

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

AYES:

NOES:

ABSENT:

ABSTAIN:

Tim Flynn, Mayor

ATTEST:

Michelle Ascension, City Clerk

APPROVED AS TO FORM:

Stephen M. Fischer, City Attorney

Accounts Payable Stale Dated Checks		
GL No. 101-0000-201-1900		
As of 6/2018		
CHECK #	NAME	AMOUNT
22117	CWPCA	25.00
22935	William & Sorensen	186.26
25627	International Law Enforcement	165.00
25787	Simi Valley Municipal Ct	300.00
27217	Arturo & Jose Montoya	20.47
27625	Gossner Foods Inc Aseptic	2,500.01
27926	Industrial Del Amor Inc	50.00
24885	U S Escrow	1,275.00
28722	Oxnard Auto Upholstery	15.95
29997	Altec Industries Inc	74.06
32579	Steitz Towing & Recovery	40.00
33037	Programmed for Success	13.75
33677	State Controller's Office	6,716.00
34118	Sal Montano	26.00
36118	Oxnard College	109.00
36716	Word Perfect Magazine	278.76
37851	Car Coa Body & Paint	842.61
38557	Cecilia Morales, R. Mejorado	6.02
40372	Dale Hatton	157.85
42140	Joseph A. Smith	148.00
43195	Software Publishing	20.00
43766	Thunder Country 105.5 FM	350.00
44329	Cal Norman Translation	400.00
45352	The Ventura County Star	82.45
46556	C & S Truck Bodies	69.35
52362	Nord & De La Flor	150.00
54069	Advanced Geologic Exploration	65.00
54865	ICMA	33.00
38845	American Management sys., Inc.	75.00
39144	Joseph H Maulhardt	200.00
61520	Barber's Auto Parts	40.00
61570	Chamada, Inc.	89.02
63714	Magic Muffin Bakery	143.50
64211	KBBY FM 95.1	1,500.00
64372	Sam's Club Direct	92.71
64864	RHF, Inc.	134.37
67562	Chulaina Publishing	432.42
67822	Ocean-Aire Mobile Home	1,000.00
68490	St. John's Reg. Medical Ctr.	88.00
69537	Structural Engineers	20.00
71640	Online Wedding Planner	60.00
71827	West Net Communications	201.00
72538	Camarillo AYSO Region 68	100.00
72809	Oxnard Youth Employment	100.00
74928	Gold Coast Steel	225.22
75509	Gold Coast Steel	152.03
77329	JoAnn Roach	99.23
78610	M. R. Aguilar	326.29
78667*	A. Bautista	17.61
78680*	D. A. Bockus	131.33
78702	J. D. Calkins	13.93
78712*	Y. Celis	17.01
78766	Gina Diaz-Sosa	81.97

Accounts Payable Stale Dated Checks		
GL No. 101-0000-201-1900		
As of 6/2018		
CHECK #	NAME	AMOUNT
78830*	T. L. Granger	64.27
78899	Lawler Bonham	150.00
79031	D. D. Robinson	42.61
79043*	H. L. Satgent	19.05
79073	C. A. Sosa	206.96
79100	B. A. Troutt	19.11
79814	Aaron Cardenas	1,209.60
83041	Just Tires	12.75
83054	Ellen Kripstock	25.46
85115	Margyl Buckel	22.05
85988	Pestmanster Services	85.00
86945	Librarian Coll. Letter	47.00
87037	Oxnard Youth Employment	250.00
87091	Steve Robinson	168.00
89192	LJ's Plumbing Const.	202.00
90139	Downey Ford Inc.	100.00
90792	Ojai Ambulance	45.00
91030	Juan Campos	100.00
94421	Government Advisory Asso.	75.00
49562	League of CA Cities	250.00
97160	NOAA Nat'l Weather Service	3.50
97552	Crown Dodge	391.25
97961	Wsgado Insurance	128.00
98452	Taylor's Steel & Welding	150.56
100987	Easter Seals Society	250.00
101051	Int'l Journal of Arts Mgt	38.00
104370	Cecilio O. Sampilo	100.00
107574	Susan Kennedy	162.46
108265	West Marine	965.22
108922	Charlene Lindquist	92.31
112267	Samrt & Final Iris. Co.	43.19
112281	Superintendent of Documents	114.00
114675	Irene Castenon	135.00
116881*	Nathaniel Wayman	69.61
122956	Smart & Final	52.40
124726*	Charlene Lindquist	92.31
125395*	Charlene Lindquist	92.31
128032	J. Villanueva-Walker	19.24
128353	Oxnard Rental Center	431.06
135178	Hunt, Ortmann, Blasco	6,381.10
129277	Channel Islands Naval Yacht	75.00
131995	Dale Hatton	105.23
133935	Tiny's Vacuums Inc.	64.48
134428	Print City of Oxnard	75.97
138890	Smart & Final	246.98
140139	Code 12 Uniforms & Equip	16.00
141914	NCOA	195.00
143919	Wonders of Wildlife, Inc.	250.00
144134	Channel Islands Orthopedic	509.10
145033	Vanessa D. Harper	92.31
145290	Rotary Club of Oxnard	50.00
145448	Ida Marquez Rivera	57.69
145967	Calif. Asso. for Property	35.00

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145968	Calif. Cities SB90	575.00
146251	Vanessa D. Harper	92.31
146922	Oxnard Police Dept. Bike Team	150.00
147302	Kelle L. Mann Pistone	215.00
148214	Margaret Barraza	70.00
148252	Edward Fletcher	100.00
152558	La Tillian Mays	2.92
153343	Tinta Latina Magazine	300.00
156521	Boot Barn	107.24
156638	Linda Laubacher	300.00
157189	Norman Hurtado	100.00
157201	John Caballero	75.00
157279	CA Public Radio Assoc	43.00
158938	Arden Realty Ltd Partnership	8.14
159503	A5 Oxnard LLC	369.00
160135	Elizabeth Flores Raudel	13.50
160239	Edward Gafford	455.00
160717	Ventura Roundup	90.00
161992	Community Dynamics	720.00
162560	A5 Oxnard, LLC	102.96
164681	Security Consultant Services	2,800.00
165726	Ventura County Star	287.28
165727	Ventura County Star	65.45
167924	Heritage Square Facility	267.50
168413	Heritage Square Facility	267.50
168748	Ginder Sunderland & Carlson LLP	150.00
169355	Villa, Joe	45.00
170839	Online Wedding Planner	100.00
173932	Jahaziel Vasquez	100.00
173933	Antonio Navarette	500.00
173975	Juan Luis Gastelum	750.00
174390	International Environmental	100.00
175107	Juan Luis Gastelum	2,072.00
176244	Rosaura Barajas	100.00
176251	Smuckers	10.94
176268	Adriana Gonzales	225.00
176589	Granville Bowman	62.90
177511	Hilario Silva	100.00
179767	Alexis Garcia	150.00
179883	Patrick Michael Finn	150.00
180154	Ventura County Star	75.03
181032	Belia Soto	182.00
182012	Sonus-USA Inc Oxnard	140.00
182599	CPRS District VIII	10.00
184691	Service Fire Protection	148.89
184995	National Register Publishing	220.95
185210	MCT Trailers LLC	322.51
186539	Superior Sanitary Supplies	531.84
186991	Franchise Tax Board	1,028.31
187945	DATA911	46.97
188452	J.C. Gills	32.40
190769	Kennedy Brothers	10.91
190909	Mark Pumford	90.00

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191992	Edward Rose	170.00
192293	Ca. Narcotics Officers	730.00
194023	ComCo Management	843.75
194087	Tamara Sahler	245.00
194601	Dalia Torres Perez	100.00
194995	Francine Smith	97.38
195065	Driver Alliant Insurance	60.00
195227	Jose Zererino	100.00
196936	Comite Cultural Mexicano	170.00
199757	Valerie Neal	250.00
204018	Ana Maria Rodriguez	200.00
204577	Magazine Billing Service	42.99
204868	Sports Zone	285.92
204965	Associated Ready Mix Concrete	1,372.78
205238	Netclerk, Inc.	417.85
205254	Harpal K. Dhillon	1,000.00
208092	Ipatzi Auto Repair	45.00
208264	State Compensation Insurance Fund	25.00
209899	National Community Development Assoc.	1,515.00
211670	Guillermo Barajas	21.71
211712	Swissjust Corp.	277.46
211714	Oxnard Transmission	27.60
211725	Beacon Fire & Safety	28.58
211729	Results Advertising	80.64
212172	Rusty's Pizza Parlor	188.42
212288	ICF Consulting	35.00
212306	Vildosola, Sandra	4.35
212308	Oseguera, Natalia	12.27
212316	Sothebys Int Realty	93.91
212901	Sara Bolanos	25.00
212927	Garcia, Juana	0.25
212978	Maria Mares	257.25
213258	Juvenile Diabetes Foundation	200.00
213501	Advanced Electronics	191.18
214124	Herring, Leigh'anna	2.98
214135	Rodriguez, Aurelio	41.00
214147	Beniquez, Edwin	61.00
214636	Golden, Sarah or Barrett	0.46
216293	VENTURA COUNTY ROUNDUP	225.00
216347	MATA-SEPULVEDA, HERACIO	1.79
216885	RADFORD, ROY	19.32
216887	NEW CENTURY MORTGAGE	93.61
216888	RUIZ, JOSE	41.66
216900	GARCIA, ANTONIO OR OFELIA	2.90
217494	JOHNSON, MARISSA	29.64
217506	ZAVALA, JANETH OR BRAULIO	3.34
218747	HERRERA, MARTIN OR CELIA	33.05
218750	DRYWALL SYSTEMS	29.75
218751	LIRA, VERONICA	2.21
219391	CABALLERO PRODUCTIONS	66.76
219400	YU, UNSU	22.86
219404	KAUR, MANMINDER	7.15
219406	REGRDIDEI, BRENT	9.32

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219407	URCELAY, MICHAEL OR AMANDA	11.84
219411	MEEHAN, MATT	67.67
219417	PAREDES, ANTONIO SANDOVAL	11.22
219972	MEEHAN, MATT	42.21
219978	GONZALES-MUNOZ, ROSALVA	15.64
219981	PERATIS, TOM	70.28
220619	NGHIA TRAN	300.00
221193	MI HACIENDA BAR & GRILL	17.44
221836	ARCO IRIS	90.00
221840	TARGET CORPORATION #0181	200.00
221862	WESTERN DENTAL	240.00
221879	RUSH, JAMES	21.69
221881	NAVA, ALFONSO OR MARTHA	10.75
221891	SALCEDO, MARENA	74.09
222587	SMITH, BRANDY	34.29
222600	AREVALO, FRANK	65.48
222603	DELGADO, MIGUEL	61.00
223120	TOLLE, WILLIAM J	10.89
223132	NAVARRO, MARIA	12.05
223894	WILLIAMSON, JAMES C	29.25
223901	CUECUECHA, JOSE OR ROSALIA	61.00
224987	COLIMA MEXICAN FOOD & JUICE	41.00
224991	BAUTISTA, MARSELLA	13.74
224995	GIBBONS, JEREMIAH M	1.04
224996	MAGALLON, ENRIQUE	16.34
225505	NGUYEN, CUONG	14.23
226111	BAUER, KELLY	3.18
226126	ALI, HAIDER	7.77
226442	NAPA AUTOMOTIVE SUPPLY	10.61
227247	VERIZON	7.62
227249	HACIENDA CASA DE CAMBIO	75.00
227255	NOLASCO, JUAN	58.50
227260	SANABRIA, CARMEN	109.31
227279	MINOOEI, FARZAD	15.76
227280	SCOTT, MARTIE	87.78
227594	NAPA AUTOMOTIVE SUPPLY	67.38
227856	GOLD COAST HOME MORTGAGE	25.00
228862	VASQUEZ, NATALIA	20.00
228993	DUNN EDWARDS CORPORATION	22.13
229444	ANIMAL CARE CONFERENCE	900.00
229978	SI VIII, LLC	400.00
230006	VALDOVINOS, SALVADOR OR LUISA	1.22
230009	POWERS, GARY CHANNING	20.56
230014	THE NAIL WORKS	21.03
230026	CONTRERAS, LUIS OR GLENDA	60.07
230028	LIBERATORI, JOHN	19.13
230039	JOSE ALFARO	40.00
230411	PEREZ, LUIS C	16.36
230415	GBUR, JOE	44.65
230418	ALMAZAN, ALFREDO	25.67
230438	FERRERI, ROSE OR PHILIP	9.78
230441	HEIGHTON, DOUGLAS	30.25
231488	RODRIGO GUZMAN	40.00

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232004	MORTECH FINANCIAL GROUP	70.00
232032	EMPIRE MORTGAGE X, INC	11.64
232038	CONTRERAS, TANYA	8.02
232041	FLORES, SOFIA	1.04
232044	GENERAL NUTRITION CENTER	105.77
232046	SILVA, MELVA	2.68
232061	BELLPORT ANACAPA MARINE SVCS	25.00
233078	FISHER, LELIA	265.69
233080	VASQUEZ, JAMES OR NANNETTE	100.94
233088	RIVERA, RIGOBERTO OR LEONIDES	32.99
233089	SMITH, GRACE TANAP	2.78
233090	RUBIO, ROSARIO	8.76
233101	COSTON, KEVIN	8.13
233509	ANGUIANO-MENDOZA, MARIA D	26.09
234031	ESPINOZA, JOANNA	17.57
234630	DOMINGUEZ, HERMINIA B	4.56
234636	GONZALEZ, KRISTOFFER	27.28
235153	K B PARTNERS INC	21.89
235627	RAMIREZ, MARK A	14.04
236155	HERRERA-LAMINO, RAFAEL	61.00
236769	FIDELA BAUTISTA	300.00
237241	KIM, SHARON	21.11
237243	MARTINEZ-LOPEZ, MARCELO	6.45
238060	TORRES, LEONEL OR LUISA	17.09
238061	COMSTOCK CROSSER & ASSOC DEV	11.11
238620	FRIEL, BRIANNE OR MIKE	51.11
238628	HUERTA, ABEL OR LETICIA	61.00
239100	SCOTT, PAMELA KIM	74.87
239101	JACKSON, ERIC	10.96
239109	BROOKS, RICHARD C	110.28
239112	ABDOLRAZAGH, MICHAEL	5.36
239116	ORTIZ, RICARDO	1.64
239189	BEARDSLEY AND SON	254.08
239194	TALY & SHARON EYAL	404.14
239245	SALVATORE & VINCENZA ZOIDA	115.69
239248	SHELL WESTERN E & PINC	296.07
239282	SANTA MARIA INVESTMENTS LLC	882.33
239503	SOUTHERN CALIFORNIA CRIME	45.00
239770	VEGA-MARTINEZ, ISRAEL	11.72
239781	ARELLANO, MARICELA	3.55
240626	CCPOA	30.00
240843	TURNER, ROBIN	4.87
240853	ROCHA, MARTHA OR AUGUSTO	4.50
240868	GUTIERREZ-RAMIREZ, JUAN	61.00
241420	GREEN HILLS PLUMBING & REPIPING	174.80
241440	INFANTE, FRANCISCO OR MARIA V	1.10
242671	RAMOS, ALEXANDER	12.15
242678	EVERSMANN, ANDREA OR WILLIAM	12.00
243677	KIRKPATRICK, BOBBY	9.59
243694	ARREDONDO-PEREZ, VERONICA	60.09
244165	VALDEZ, SANDRA	1.48
244179	ABEL CALDERON	25.00
246102	NASSIF, DOUG	61.00

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247835	STRAUSS, JOHN OR MICHELLE	88.30
250329	JOHN WASKEY / HEATHER KEHAYAS	40.65
250581	MAGADIA, MARIBEL	12.21
251126	PLUMB, STEVEN	10.88
251647	THERAPEUTIC HOME CARE	62.68
253728	ZAMORA, DULCE	15.42
254302	DOYLE, SCOTT	85.00
255410	PAUL WENDLAND	77.02
256368	GONZALES SR, RUBEN	11.94
256373	MORALES, SERGIO OR CARMEN	11.83
260255	PORT MARLUNA EXEC HOUSING LLC	19.33
260263	SCHMICK, AMBER	39.16
260266	HAWK, JEDEDIAH	26.58
261767	HERNANDEZ, MAXIMO	20.39
262829	HERNANDEZ, PASCUAL	26.51
263367	STREMEL, ADAM	61.00
263840	JUNIPER DEVELOPMENT	109.02
264343	PACHECO, YOLANDA OR RICARDO	11.59
268006	CARDENAS, JUAN	61.00
269441	WALL, KELLEY OR DANIEL	102.20
245630	UBALDO OR AMELIA AMARO	40.00
245636	JEFFREY CARLILE	35.00
248463	ARLETTE AKKERMAN	354.00
250293	ONLINE RESOURCES	49.50
251297	H.E. JULIEN & ASSOCIATES INC.	186.99
256621	MARIA MAGALLON	100.00
256640	FRANCISCO IZARRARAS OR	65.00
258539	CHRISTINA SANCHEZ	20.00
258541	CORRINE HATHAWAY	65.00
258544	JUAN MONICO CASTRO	15.00
258576	JUST TIRES	59.00
259054	ISMAEL OR MARTHA IBARRA	20.00
259061	JULIO HERNANDEZ	20.00
260518	GUILLERMO ANASTACIO SAAVEDRA	65.00
260525	GUSTAVO CASTILLO CUEVAS	25.00
260536	JAIME PINEDA	40.00
260544	ELLPIDIO MORALESBALTAZAR	65.00
260801	CITY OF MOORPARK - AVRC	405.00
261256	MARTIN AUSTIN	65.00
261421	IRONMAN PARTS	195.04
262846	RAMON REYES	65.00
262848	PICK A PART HESPERIA	25.00
262850	GENEVIEVE HENDON	70.00
262852	BILLY BRUCE SHAIN JR.	25.00
262854	MARTIN AUSTIN	65.00
262857	PEDRO RAMIREZ	50.00
262859	JESUS SALAS	65.00
263098	DE LOS REYES, FRANCISCO	25.00
263099	PAYLESS SHOES SOURCE #2468	205.00
265945	JULIO CESAR ROCHA	45.00
265947	CELERINO JUAREZ DIAZ	15.00
265951	JUSTIN STEIN	213.00
265955	SALAZAR BLUMARO	70.00

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265962	RUBEN TORRES VEGA	65.00
265968	OLIVIA CASTRO	65.00
265972	OLGA HERNANDEZ	35.00
266664	FIRST FIRE EXTINGUISHER CO.	105.00
266732	ORANGE COUNTY SHERIFF DEPT.	204.00
267696	DORI THOMPSON	45.00
267698	JOSE GARCIA	20.00
267699	JOANNA VALDES	25.00
267701	GUILLERMO PEREZ OR BERNARDO LOPEZ	25.00
267704	ERMILO PAREDES VASQUEZ	90.00
267706	MARIA TORRES	25.00
268160	MORNING STAR	22.78
269176	AMIGO PARTY RENTAL	820.00
269370	ENTERSECT	84.95
269697	DIEHL EVANS & COMPANY LLP	275.00
269801	LOS ANGELES PUBLIC LIBRARY	45.00
269878	MARICELA R. GARCIA	1,872.00
270678	DHS-OCP PROGRAM	80.00
270824	DIANE FRENES	25.00
280915	SOUTHERN CALIF. EDISON	85.00
271491	PEDERSON FENCE & PATIO CO INC	1,040.00
271660	CORNELIO, HILDA	61.00
271669	LYAMTSEV, ALEKSAMBR	23.14
271720	SOMICH GERALDINE C TRUST-rebate	2,803.36
271738	COLLET T BYPASS TR EST-rebate	5,207.29
272208	NY'S AUTO SHOP	61.00
272220	WASHINGTON MARRIOTT WARDMAN PARK	277.09
272694	FRANCHISE TAX BOARD-Court order debt collct	123.97
272967	CHANNEL COUNTIES DIVISION	100.00
273115	PORT HUENEME MARINE SUPPLY CO. INC.	263.07
273341	CWEA-TCP	81.00
273574	JESUS A. TOLENTINO	10.00
273578	MATEO BALTAZAR L. OR MATEO ALBERTO	108.00
273961	PLANET HEADSET	119.00
273969	LANE, HENRY J	27.68
274407	RODRIGUEZ, CIRO	61.00
274416	HARRISON, BRYAN	17.10
274422	BRASS RING AMUSEMENTS	153.59
274601	BRIAN FOOTE	22.00
274637	MEDINA JOAQUIN	31.50
274640	CHRISTINE BONARD	90.00
274641	CHRISTINE BONGARD	90.00
274648	NANCY G. FLORES	90.00
274650	ROBERTO A. MAGNO	15.00
274652	ROSA FLORE OR JUAN ALVARADO	7.00
274834	ELENES, ALMA	13.48
275585	DELIA HERNANDEZ GUTIERREZ	5.00
275594	MARIA E. NOVOA	65.00
275599	MACARIO MORALES OR	65.00
276239	ANDERSON, BEAU	20.69
276245	REGIER, BLAKE	21.12
276268	CWEA MEMBERSHIP	132.00
276447	JOSE MAGANA TORRERO	5.00

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276448	CATALINA CARRIZAL ORTIZ	40.00
276514	SMITH PIPE & SUPPLY INC.	141.71
276709	PEPSI	60.00
277488	WISE CONSULTING SERVICES	3,187.00
278510	TAYLOR, PATRICIA	20.11
278649	MIGUEL ANGEL LUNA	25.00
278650	JAMES FRANK DESMET	10.00
278892	STELL, MATTHEW	20.56
279260	FRANCISCO CASTILLO	40.00
279277	MOORE, JEFFERY	15.78
279288	TATRO, MATTHEW L	16.01
279773	LOPEZ-TORIBIO, LORENZO	34.02
279775	ARVIN PAGADUAN	25.00
279792	BRIAN CUNNINGHAM	10.00
280245	PRICE, WILLIAM	32.93
280265	MARIA L CARRILLO	50.00
281176	AVALOS, LETICIA	15.07
281190	COCCO, JONATHAN T	35.63
281509	STACY JAMIE FRANCOCORTEZ	196.00
281906	WASHINGTON, REV H W	188.20
282814	PENHALL CO	167.12
283530	PETER RIVERA	98.00
284210	AMERICAN SOLAR DIRECT	310.98
284216	TRAN-NGUYEN, ROSE	13.88
284424	BOYD & ASSOCIATES file 1413	450.00
284591	POTROS, RASHA	40.23
284842	BALLINES, CARLOS	17.73
285247	BRUNOJACOB, JUANITA	18.94
285254	GONZALEZ, EMMALEE OR MOISES	14.48
285269	MARYAM BEHBAHANI	180.00
285270	JAIME TORRES	35.00
285272	JANETTE L BAISLEY	108.00
285274	BERNARDO MARTINEZ	5.00
285977	JUAN NAVARRODELACRUZ	5.00
285982	CHRISTOPHER L GRIFFIN	65.00
286387	SLATON, JONATHAN	39.36
286954	MORNING STAR-work & safety supplies	78.28
287015	DOUGLAS JR, MARVIN S	28.88
287495	MARTELL, MICHAEL	78.72
287900	KOHLI, KAPIL	113.73
288157	JOSE F RIVERA	10.00
288162	HECTOR RODRIGUEZ HERNANDEZ	90.00
288163	LEOBARDO DOMINGUEZ	3.95
288164	LIZETH RIOS	4.00
289185	JACINTO HIDALGO	130.00
289186	JAIME CRUZ MORALES	10.00
289190	ROBERTO PACHECO	25.00
289431	ROBERTS, MATTHEW OR CLAUDIA	57.87
289436	TEMPCHIN, BENJAMIN	16.23
290014	TIME WARNER CABLE MEDIA SALES	191.79
290653	WILLIS, CHAD	30.00
290660	ROBERT PAUL JURIK	7.00
291115	RECP CY OXNARD, LLC	174.44

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291288	TSAI, LYNN	56.05
291486	HELENE O'CONNELL	235.00
291510	FUNERARIA DEL ANGEL	25.00
291518	SPENCE, SEAN	119.36
291744	LYNETTE F LUCAS	196.00
291760	PEDRO JUAREZ PEREA	5.00
292498	CNCAC, INC.	50.00
292526	DRIVERS LICENSE GUIDE COMPANY	30.00
292757	DENNIS C CRANDALL	108.00
292955	ROSBORG, CHRISTIAN	95.15
292956	SCOTT, MURIEL	83.34
293344	PETRA GONZALEZ	53.00
293345	JESUS CASTELLANOS	10.00
293351	GASPAR A OCHOA	65.00
293352	JORGE DIAZ	65.00
293353	CINDY CUEVAS	10.00
293354	MARTHA M WEST	10.00
293503	AIRPORT TATTOO	41.00
293860	COASTAL PIPCO	32.28
294035	MORNING STAR - work & safety supplies	250.23
294107	CARLOS ANTONIO LUNA	98.00
294108	MARIA ANGULO	5.00
294277	RUBALCABA, JOSE ZAMARRIPA	153.98
294801	SOL-AIRE AIR CONDITIONING CO.	150.00
295516	ALAN WARNER	30.00
295873	RAINWATER, JAMYE	40.00
295874	NDLELA, NLANDELI	100.00
296291	JORGE MELGOZA	5.00
296925	CALIFORNIA PUBLIC RECYCLING	1,555.00
297169	NATALLIE JOANNA GUEVARA	10.00
297173	EDUARDO A JARQUIN	5.00
297389	ALAN MINATO	20.00
297488	PURE WATER SYSTEMS	52.50
298255	ORMOND, MICHAEL	11.46
298256	DANIELS, FAWAAZ	21.81
298267	ELMO IADEVAIA JR	10.00
298269	JUVENCIO GONZALES	25.00
298273	FILEMON DEMETRIO ESQUIVEL	123.00
298276	ALFRED ARROYO	25.00
298278	OCTAVIO GALINDO	65.00
298493	RUTH A BAEZ OR JOSE G GARCIA	5.00
298494	OSMAR CASTRO	10.00
298743	CHRISTINA MAGDALENO	313.65
298749	ESPINOZA-GOMEZ, ANGELICA M	61.00
298751	DAVIS, GEORGE	108.72
298830	ART RODRIQUEZ AND ASSOCIATES	516.00
299483	SAME DAY BACKFLOW TESTING, INC.	35.00
300335	SIKULA, ANDREW R	19.75
300938	MICHAEL SEIBLE	69.00
300950	WILLIFORD, JESSICA R	41.80
301198	JEAN M GREENOUGH	25.00
301200	RAMON MARTINEZ	65.00
301201	CORNELIA RIVERORAMIREZ	65.00

Accounts Payable Stale Dated Checks		
GL No. 101-0000-201-1900		
As of 6/2018		
CHECK #	NAME	AMOUNT
301266	THE GAS COMPANY	128.96
301329	SOUTHERN CALIFORNIA EDISON CO.	5.58
302282	ROGERS, CYNTHIA	10.99
302613	COASTAL PIPCO	1,320.11
302834	ELEAZAR GALICIA	65.00
303068	FRESH & EASY MARKET	17.35
303871	GOLDEN STATE ALARMS, INC.	684.00
	Stale Dated Outstanding as of 6/3018	99,845.52
	Adjustment to balance	-725.82
		99,119.70

OXNARD POLICE DEPARTMENT

Unclaimed Funds - 3-Year

Name	Date	Deposit Amount
Aguayo, Benny	12/9/2012	\$90.00
Aguilar, Israel	2/26/2009	\$247.82
Alatorre, Juan	3/20/2007	\$100.00
Alcantar, Jesus Gonzalez	2/28/2005	\$50.00
Alcantar, Refugio	10/8/2010	\$77.00
Alvarado, Maria	6/11/2004	\$526.40
Alvarado, Noe	11/3/2011	\$25.00
Anear, Jeanne	8/11/2014	\$25.00
Antillon, Eric	5/1/2008	\$21.62
Arco Gas Station	7/10/2007	\$305.00
Arco Gas Ventura Rd	3/13/2007	\$457.00
Aristotele, Carlos	11/6/2004	\$40.00
Arreola, Jesus	6/13/2014	\$135.53
Arvizu, Amber	10/9/2003	\$22.00
Arvizu, Carlos	9/24/2011	\$32.05
Arzabal, Blas	2/5/2012	\$95.00
Avalos, Jose	5/13/2006	\$60.00
Ayala, Cornelio	12/14/2010	\$20.00
Baes, Elene	2/22/2013	\$2,500.05
Baes, Elene	2/22/2013	\$110.00
Baes, Elene	2/22/2013	\$620.01
Baes, Elene	2/22/2013	\$245.48
Baes, Elene	2/22/2013	\$30,000.00
Baes, Elene	2/22/2013	\$4,769.00
Baez, Juan Carlos Ramirez	4/15/2004	\$157.14
Bank of the West	3/12/2004	\$20.00
Barajas, Himberto	12/19/2013	\$52.65
Barajas, Jose	2/3/2010	\$16.87
Barajas, Jose	2/3/2010	\$16.94
Barerra, Bert	8/16/2012	\$2,765.25
Barrera, Criseldo	6/19/2007	\$31.36
Barrera, Criseldo	6/19/2007	\$23.02
Barrera, Uriel	6/28/2014	\$64.00
Batres, Salvador	11/19/2003	\$150.00
Benavente, Celestina	1/21/2011	\$15.00
Benavente, Celestina	4/28/2011	\$25.00
Benicio, Esteban	2/3/2009	\$961.00
Bolin, Christopher	8/24/2013	\$286.00
Bonura, Gregory John	12/6/2005	\$801.11
Bravo, Arturo	5/1/2008	\$130.00

OXNARD POLICE DEPARTMENT

Unclaimed Funds - 3-Year

Bugos, Iris	2/19/2011	\$25.00
Caldera, Ricardo	5/1/2012	\$95.00
Calloway, Jason	5/12/2006	\$105.00
Camacho, Alfredo	6/8/2005	\$87.07
Camacho, Karina	2/26/2004	\$89.00
Camacho, Rene	5/23/2004	\$90.28
Camarena, Jose Rios	5/9/2001	\$120.00
Camarena, Jose Rios	5/9/2001	\$308.00
Cardenas, Filiberto	11/10/2002	\$207.14
Cardenas, Jose	9/22/2006	\$204.01
Carlen, Bryana	10/9/2011	\$212.00
Carmichael, Lisa	5/1/2008	\$23.18
Castaneda, Oscar	5/7/2013	\$21.58
Castillo, Gregora	5/14/2008	\$167.00
Castillo, Jose	12/23/2011	\$300.00
Castrellon, Adam	4/12/2012	\$33.00
Celis, Rolando	5/4/2004	\$149.43
Cervantes, Carmen	12/4/2005	\$101.00
Cervantes, Guadalupe	3/1/1988	\$61.00
Cervantes, Jesus	5/17/2008	\$20.00
Cervantes, Juean	10/3/2003	\$40.00
Cerven, Frank	8/1/2013	\$28.01
Chamberlain, Josiah	2/10/2011	\$92.49
Chavez, Carlos	9/14/2013	\$251.00
Chavez, Raymundo	2/16/2007	\$113.75
Chhay, Dara	4/25/2005	\$300.00
Cisneros, Christian	11/25/2008	\$210.00
Cocillos, Luis	2/5/2011	\$20.00
Congleton, Russell	1/14/2015	\$20.00
Corona, Eulalio	5/20/2005	\$323.23
Coronado, Bruce	12/24/2013	\$116.00
Correa, Juan	9/20/2013	\$34.00
Cortes, Alfredo	11/10/2010	\$133.00
Cortes, Alfredo	11/10/2010	\$699.00
Cortez, Leticia	12/30/2005	\$100.00
Cuevas, Gilberto	6/8/2001	\$31.27
Cuevas, Gilberto	6/8/2001	\$55.47
Cuevas, Gilberto	6/8/2001	\$220.00
Cuevas, Gilberto	6/8/2001	\$25.00
Davis, Andrew	7/22/2008	\$40.00
Davis, Andrew	7/22/2008	\$133.00
Davis, Andrew	7/22/2008	\$135.00
Davis, Andrew	7/22/2008	\$200.00

OXNARD POLICE DEPARTMENT

Unclaimed Funds - 3-Year

Daza, Javier	1/4/2007	\$64.44
Delarosa, Saul	11/30/2007	\$27.00
Dempter, Patricia	7/23/2007	\$89.36
DeRosas, Agustin	3/17/2007	\$454.34
DeRosas, Agustin	3/17/2007	\$170.00
Diaz, Carlos	3/3/2007	\$111.00
Diaz, Jorge Salazar	8/1/2005	\$33.00
Diaz, Lorenzo	10/7/2004	\$172.00
Diego, Francisco	12/13/2006	\$41.00
Dominguez, Onesimo	1/1/2009	\$260.00
Drake, Anna	5/4/2013	\$20.55
Dunn, David	1/5/2012	\$158.00
Duran, Milton	7/1/2005	\$57.00
Echevarria, Nicole	6/30/2009	\$21.00
Ellis, Gloria	11/8/2009	\$80.44
Estrada, Valerie	7/11/2006	\$95.00
Family Amusement Center	12/5/2005	\$28.45
Family Amusement Center	12/5/2005	\$40.00
Farinpou, Reza	4/13/2013	\$601.00
Fernandez, Raul	1/12/2013	\$41.00
Figuroa, John Cernan	10/17/2001	\$20.00
Fite, Melissa	2/27/2004	\$20.00
Flores, Adriana	6/29/2008	\$75.75
Flores, Alex	6/30/2000	\$26.00
Flores, Cristobal	5/6/2006	\$555.00
Flores, Eliseo	5/2/1995	\$910.93
Flores, Maria	11/12/2006	\$215.00
Fox, T.J.	2/23/2014	\$25.00
Fuzell, Daniel	11/6/2004	\$80.00
Gallagher, Blake	4/21/2013	\$26.00
Garcia, Anthony	10/10/2008	\$44.35
Garcia, Antonio	12/10/2010	\$81.95
Garcia, Pedro	10/28/2012	\$74.12
Garcia, Rogelio	11/6/2004	\$64.00
Garcia, Rogelio	11/6/2004	\$38.00
Garcia, Salvador	5/18/2013	\$168.00
Gardner, Charles	1/10/2006	\$330.00
Gardner, Nelson	11/25/2008	\$64.31
Garren, Michael	9/6/2012	\$24.15
Gomez, Ismael Elizalde	9/7/2005	\$244.76
Gonzales, Aurelio	6/13/2005	\$117.89
Gonzales, Gustavo	5/14/2007	\$284.15
Gonzales, Juana Garcia	7/30/2005	\$18.00

OXNARD POLICE DEPARTMENT

Unclaimed Funds - 3-Year

Gonzales, Margarito	10/12/2006	\$34.50
Gonzales, Rafael	5/23/2004	\$22.00
Gonzalez, Christopher	8/28/2010	\$41.00
Gonzalez, Ruben	3/16/2003	\$72.86
Graham, Lisa	5/20/2008	\$235.73
Graham, Wayne	8/5/2008	\$900.00
Grande, Carmen	8/23/2007	\$56.57
Graves, Sarah	1/8/2013	\$89.00
Gudino, Candelario	1/22/2004	\$20.00
Guerrero, Antonio	5/17/2005	\$48.00
Gutierrez, Lorenzo	4/23/2012	\$16.00
Gutierrez, Omar	6/14/2013	\$40.00
Gutierrez, Richard	12/31/2003	\$138.00
Gutierrez, Richard	12/31/2003	\$15.00
Gutowski, Jonathan	10/21/2011	\$221.00
Harper, Thomas	11/12/2012	\$378.18
Harris, Kevin	3/29/2013	\$20.00
Harrison, Susan	6/4/2010	\$1.25
Hernandez, Hector	4/8/2008	\$59.00
Hernandez, Matthew	11/22/2013	\$20.00
Hernandez, Oscar	11/15/2007	\$20.00
Hernandez, Yesenia	7/23/2008	\$16.55
Hernandez, Yovani	3/17/2009	\$40.00
Hernandez, Alfredo	11/17/2008	\$24.00
Herrera, Cesar	2/11/2013	\$422.60
Holmbom, Jason	10/17/2010	\$650.00
Home Depot	8/29/2005	\$42.59
Huizar, George	8/9/2010	\$290.00
Ingraham, Philip	3/13/2015	\$50.51
Jack in the Box	11/12/2008	\$220.00
Jacquez, Irene	4/24/2013	\$79.00
James, Ryan	12/23/2012	\$54.40
Jesus Garcia	9/22/2014	\$20.00
Jimenez, Floreberto	10/3/2003	\$20.00
Jones, Sean	7/1/2004	\$59.00
Kalman Jr, Earl	2/6/2009	\$170.00
Keen, Tyrel	6/10/2009	\$401.00
Kim, Jae Ha	5/17/2007	\$20.00
Lazaro, Alejandro	6/7/2008	\$244.00
Lee, Otis	9/9/2004	\$77.76
Llamas, Joseph	9/16/2010	\$19.00
Lopez, Christian	4/21/2014	\$20.00
Lopez, Cynthia	10/29/2011	\$100.00

OXNARD POLICE DEPARTMENT

Unclaimed Funds - 3-Year

Lopez, Johnny	11/4/2012	\$80.00
Lopez, Josephine	2/17/2008	\$122.00
Lopez, Oscar	1/12/2010	\$50.00
Lopez, Raymond	1/12/2001	\$436.15
Lopez, Ricardo	12/10/2009	\$70.00
Love, Esteen	7/2/2012	\$320.00
Luu, Tuan	1/25/2010	\$71.00
Magana, Rosalinda	8/23/2012	\$466.00
Mares, Randy	3/22/2015	\$380.00
Marquez, Flor	11/17/2005	\$50.00
Martinez, Andres	5/14/2007	\$105.40
Martinez, Jose	5/25/2008	\$25.25
Martinez, Jose	5/25/2008	\$70.00
Martinez, Jose	5/25/2008	\$375.75
Martinez, Jose	5/25/2008	\$200.20
Martinez, Manuel	8/23/2013	\$465.00
Martinez, Paublo	7/10/2012	\$20.00
Martinez, Raudel	4/27/2011	\$18.00
McKenzie, Kenneth	2/5/2004	\$20.75
McLucas, Patrick	9/1/1999	\$30.00
Mejia, Jorge	2/12/2013	\$120.00
Mendez, Carlos	5/2/2011	\$97.22
Mendez, Carlos	6/25/2014	\$280.00
Mercado, Christian	2/5/2007	\$18.00
Michl, Joshua	3/12/2008	\$41.80
Moctezuma, Ubaldo	4/26/2008	\$146.00
Molina, Armando	5/1/2013	\$61.00
Moraga, Conrad	7/24/2010	\$20.00
Morales, Alvaro	11/18/2010	\$40.00
Moreno, Fernando	4/26/2006	\$26.00
Nava, Efrain	9/3/2010	\$21.00
Navarro, Gerardo	1/4/2002	\$44.00
Nebrete, Alejandro	11/5/2014	\$15.00
Nieto, Juan	3/29/2013	\$124.11
Nunez, Gabriel	5/4/2003	\$184.36
Nunez, Marcos	3/21/2008	\$93.75
Oliver, Cynthia	9/17/2014	\$175.00
Olmos, Rudolfo	7/15/2011	\$1,590.00
Ornelas, Luis	12/2/2012	\$21.00
Ornelas, Roman	12/26/2009	\$120.00
Ortiz, Barry	12/18/2009	\$81.00
Ortiz, Rosendo	10/9/2011	\$104.42
Oxnard Ranch Market	11/21/2002	\$151.00

OXNARD POLICE DEPARTMENT

Unclaimed Funds - 3-Year

Oy, Jesus	4/30/2003	\$80.00
Padilla, Daniel	2/22/2013	\$1,091.00
Padilla, Daniel	2/22/2013	\$232.00
Padilla, Daniel	2/22/2013	\$20.00
Pallan, Adam	6/9/2008	\$203.00
Panamaross, Johnny	3/31/2014	\$155.37
Pantoja, Ivan	4/24/2011	\$46.00
Panton, Clinton	4/24/2011	\$30.00
Panton, Clinton	4/24/2011	\$25.00
Pena, Gabriel	11/17/2006	\$270.00
Penn, Brady	7/8/2013	\$54.00
Perez, Carlos	3/4/2013	\$107.00
Pizano, Lorraine	9/15/2002	\$138.00
Pizza Hut	11/9/2003	\$15.00
Placios, Carlos	6/25/2013	\$139.00
Ponce, Hector	12/18/2011	\$72.00
Quiroz, Gerardo	7/27/2007	\$170.00
Ramirez, Melissa	8/24/2010	\$15.00
Ramirez, Pedro	6/18/2005	\$101.00
Ramirez, Valarie	3/6/2012	\$20.00
Ramos, Jose	7/11/2010	\$560.00
Ramos, Luis	7/25/2016	\$77.00
Ramos, Ricardo Palacios	5/19/2001	\$139.20
Reveles, Fernando	5/23/2012	\$176.49
Revelez, Fernando	11/7/2014	\$15.00
Reyes, Danny	6/1/2012	\$21.59
Reyes, Fernando	1/7/2014	\$41.00
Reyes, Gerardo	3/9/2011	\$81.00
Reynoso, Fausto	11/6/2004	\$40.00
Rich, Kathleen	10/25/2012	\$20.00
Rivera, Armando	11/23/2008	\$30.00
Rivera, Gregory	5/6/2006	\$439.71
Rivera, Luis	1/21/2011	\$29.49
Rivera-Boruna, Serfio	5/3/2006	\$2,500.00
Robles, Robles	7/19/2009	\$302.00
Rodarte, Ernie	3/23/2008	\$236.83
Rodriguez, Alejandro	7/30/2009	\$15.00
Rodriguez, Christian	5/30/2010	\$20.00
Rodriguez, Gerardo	11/6/2004	\$250.00
Rodriguez, Juan	6/18/2013	\$69.00
Rodriguez, Manuel	12/6/2005	\$415.00
Rodriguez, Santos	1/19/2013	\$20.00
Romero, Alicia	5/24/2006	\$47.00

OXNARD POLICE DEPARTMENT

Unclaimed Funds - 3-Year

Romero, Miguel	5/26/2004	\$51.77
Romero, Yvan	7/16/2013	\$35.00
Rosa, Pedro	2/21/2003	\$19.00
Rosales, Alfred	5/24/2008	\$58.00
Rosas, Jose Miguel	2/6/2004	\$27.93
Rosas, Ricardo	7/10/2010	\$120.00
Ruiz, Daniel	3/11/2013	\$69.81
Ruiz, Daniel Armando	10/13/2006	\$50.00
Ruiz, Miguel	11/18/2014	\$200.00
Salas, Richard	5/19/2008	\$123.00
Salazar, David	4/7/2005	\$87.00
Salazar, Isidro	9/7/2010	\$53.00
Salinas, Dionicio	12/20/2014	\$34.00
Salomon, Eddie	8/14/2008	\$80.00
Sanchez, Claudia	9/1/2007	\$15.00
Sanchez, Yolanda	5/5/2008	\$384.00
Sanders, Sharlean	2/4/2011	\$17.00
Santana, Jaime	8/27/2007	\$152.00
Sattiewhite, Nastacha	2/5/2012	\$86.96
Scales, William	1/9/2011	\$25.00
Scher, Omarae	12/16/2001	\$93.01
Scott, Kimberlee	2/23/2009	\$68.00
Shelton, Jeffrey	1/11/2004	\$49.00
Short, Randall	4/8/2005	\$631.00
Shultz, Jeffrey	9/5/2004	\$423.22
Silva, Claudio	12/6/2012	\$40.00
Silva, Francisco	6/15/2009	\$20.00
Silveyra, Luis	8/19/2009	\$32.40
Sinsun, Ambrocio	11/6/2004	\$29.25
Smith, Jennifer	4/18/2011	\$465.00
Smith, Margie	4/11/2006	\$26.00
Smuckers	4/8/2004	\$216.00
Suarez, Jesus	8/28/2008	\$390.00
Suarez, Jesus	8/28/2008	\$35.00
Subway	10/21/2007	\$79.50
Sun Donuts	8/24/2005	\$131.00
Tapia, Luis	10/25/2011	\$10,140.00
Target	11/12/2012	\$40.03
Thompson, Donesha	7/4/2003	\$540.00
Thompson, Jennifer	12/22/2011	\$60.00
Thompson, Jennifer	12/22/2011	\$815.00
Thrifty Gas	2/21/2008	\$559.00
Torres, Daniel	12/6/2005	\$234.00

OXNARD POLICE DEPARTMENT

Unclaimed Funds - 3-Year

Torres, Juan	5/20/2003	\$182.00
Tourtillott, Jody	10/22/2008	\$16.05
Trevino, Angel	8/23/2001	\$230.00
Trevino, Angel	8/23/2001	\$78.00
Valdez, Jorge	3/25/2006	\$100.00
Valencia, Mayeli	5/20/2013	\$17.38
Vargas, Artemio Almaguer	4/5/2005	\$123.00
Vargas, Ramiro	4/20/2013	\$97.00
Vargas, Ramiro	9/9/2014	\$20.00
Vasquez, Francisco	5/19/2001	\$37.71
Vasquez, Marta	1/11/2004	\$36.30
Vasquez, Renee	10/2/2012	\$245.48
Vasquez, Sabrina	3/5/2012	\$234.25
Vazquez, Renee	10/2/2012	\$45.00
Velasco, Javier	8/16/2008	\$52.00
Velasco, Marvin	4/3/2010	\$75.22
Villa, Ricardo	2/29/2008	\$385.00
Villapando, Fernando	1/25/2013	\$20.00
Villar, Carlos	6/22/2006	\$48.00
Watts III, Charles	5/4/2005	\$934.00
Wells Fargo	3/26/2001	\$540.00
Wilson Senior Center	12/27/2001	\$28.34
Wilson, Jody	1/28/2011	\$50.00
Yrlas, Anthony	2/1/2005	\$20.00
Zidales, Flavio	7/22/2008	\$76.90
TOTAL		\$99,364.00

OXNARD POLICE DEPARTMENT
Unclaimed Funds - 1 Year Under \$15

Acevedo, Jose	4/20/2000	\$12.60
Acevedo, Ubaldo Munoz	11/20/2014	\$1.00
Aguiar, Nidie	3/23/2016	\$3.85
Aguilera, Patricia	12/4/2012	\$0.05
Ahumada, Rosa	4/22/2008	\$7.71
Alejandre, Lucila	11/19/2012	\$10.13
Alexander, Tiffany	12/17/2015	\$0.06
Alvarez, Joel	7/14/2008	\$1.00
Alvarez, Martina	11/19/2015	\$0.01
Amaro, Gina	12/16/2008	\$8.00
Ambriz, Carlos	9/21/2011	\$0.30
Ambriz, Rigoberto	8/23/2007	\$4.24
Ambriz, Selene	7/6/2015	\$0.70
Andrade, Laura	5/14/2015	\$0.08
Angel Ramirez	11/13/2008	\$0.92
Arguelles, Juan	11/23/2012	\$1.00
Arreola, Maria	10/15/2015	\$1.34
Avila, Gabriela	6/11/2015	\$10.81
Avila, Leira	1/10/2016	\$0.47
Aviles, Juan	5/27/2015	\$1.35
Barajas, Jose	2/3/2010	\$4.51
Barajas, Jose	2/3/2010	\$6.93
Barba, Lucio	2/13/2016	\$1.00
Barragan, Jose	12/5/2013	\$1.69
Barran, Reynaldo	5/28/2013	\$2.40
Barrezueta, Randolph	12/13/2008	\$3.58
Barry, Samuel	5/30/2008	\$12.00
Basquez, Bobby	8/22/2011	\$0.35
Basquez, Bobby	8/22/2011	\$0.68
Batrez, Salvador	9/1/2013	\$0.43
Beardmore, Robert	12/19/2012	\$1.11
Beardmore, Robert	12/19/2012	\$10.00
Bernal, Victor	12/9/2011	\$0.91
Blanco, Rene	1/28/2007	\$0.80
Blanco-Martinez, Reyna	6/3/2013	\$2.86
Bloom, Marc	4/29/2013	\$0.32
Bolan, Miguel	12/21/2010	\$5.00
Borja, Louie	10/22/2013	\$10.00
Bradley, Beth	12/3/2008	\$1.80
Bray, Robert	5/24/2013	\$2.00
Briscoe, Theodore	7/18/2015	\$3.00
Brown, Brittany	9/23/2012	\$2.00

OXNARD POLICE DEPARTMENT

Unclaimed Funds - 1 Year Under \$15

Brown, Lance	11/17/2016	\$3.00
Brown, Mitchell	12/10/2012	\$0.77
Caballero, Fernando	7/22/2015	\$0.12
Cabanas, David	11/16/2007	\$4.50
Cabanas, David	2/17/2015	\$7.10
Caldart, Colin	11/11/2015	\$1.02
Calderon, Christian	8/29/2008	\$10.63
Campos, Juan	11/2/2000	\$2.00
Campos, Laura	1/5/2007	\$8.71
Campos, Oscar	1/3/2014	\$5.00
Campos, Oscar Olivas	8/18/2013	\$5.00
Canley, Ariana	3/29/2015	\$6.92
Cannon, Celeste	7/23/2010	\$1.00
Capelli, Austin	5/1/2016	\$0.30
Capelli, Jarret	7/14/2008	\$3.25
Carillo, Manuel	2/11/2016	\$0.48
Carmona, Francisco	5/21/2015	\$0.05
Carrasco, Meagan	7/21/2015	\$0.73
Carrillo, Jesus	9/5/2015	\$0.99
Carrillo, Manuel	4/13/2013	\$2.00
Casas, Gabriel	12/3/2015	\$8.96
Castaneda, Noel	11/10/2004	\$2.00
Castellanos, Enrique	12/21/2014	\$6.00
Castellanos, Enriquez	3/19/2008	\$1.00
Castellanos, Lorena	4/14/2016	\$0.58
Castro, Elijio	2/25/2006	\$1.00
Castro, Max	7/2/2006	\$2.35
Ceja, Irma	1/5/2016	\$0.15
Celaya, Jose Luis	10/14/2009	\$1.00
Cerda, Marco	11/29/2015	\$11.39
Cervantes, Alex	2/5/2013	\$2.00
Cervantes, Anthony	10/28/2012	\$1.00
Cervantes, Esteban	4/16/2016	\$4.70
Cervantes, Estrella	10/25/2011	\$1.50
Cervantes, Jose	12/13/2012	\$1.00
Cervantes, Manuel	10/28/2015	\$0.82
Chairez, Jesse	3/4/2016	\$4.75
Chairez, Migual	12/12/2012	\$7.00
Chesser, Lisa	12/22/2014	\$0.01
Cipriano, William	11/28/2001	\$1.00
Clark, Joshua	6/30/2014	\$3.31
Claypool, Katheryn	5/9/2016	\$1.53
Coria, Ramiro	9/26/2013	\$5.28

OXNARD POLICE DEPARTMENT

Unclaimed Funds - 1 Year Under \$15

Coronado, Carlos	6/26/2015	\$1.00
Coronado, Randy	11/2/2013	\$0.25
Corpuz, Jennlyn	1/29/2013	\$14.16
Cortez, Isauro	6/6/2015	\$0.85
Cortez, Jose	10/25/2013	\$1.00
Cortez, Tomas	12/22/2005	\$2.00
Crawford, Lance	2/22/2016	\$0.49
Creighton, Lauren	3/15/2013	\$2.00
Cruz, Gilberto	8/28/2016	\$10.00
Cruz, Jorge	9/1/2014	\$0.86
Cruz, Pablo	3/13/2006	\$1.00
Cuellar, Connie	2/21/2016	\$0.39
Cuevas, Alondra	7/28/2008	\$0.13
Cuevas, Gilberto	6/8/2001	\$2.00
Davenport, Raymond	2/24/2015	\$0.42
Davies, Nathaniel	7/30/2009	\$0.03
Delacruz, Regina	4/11/2015	\$14.65
Delgado, Juan	2/5/2015	\$1.00
Delgado, Mario	6/29/2016	\$1.00
Deloa, Adalberto	2/21/2014	\$0.48
DeLosSantos, Guadalupe	6/18/2013	\$1.01
Diaz, Juan Luis	3/30/2012	\$1.00
Domingo, Balgamel	10/28/2012	\$1.00
Dominguez, Adrian	9/18/2016	\$2.75
Dominguez, Maria	11/20/2015	\$6.93
Duffy, Marvin	4/3/2015	\$0.65
Durazo, Louis	2/11/2007	\$10.00
Durazo, Marco	3/18/2010	\$1.00
Eckert, Noel	7/16/2012	\$5.14
El Matador Carniceria	7/9/2012	\$2.00
Enrique Vasquez	5/8/2009	\$1.00
Escalera, Jonathan	10/26/2013	\$1.00
Escobedo, Elias	6/18/2016	\$0.52
Espinoza, Gabriel	9/23/2015	\$7.00
Espinoza, Raul	1/23/2016	\$13.36
Estrada, Diana	9/23/2014	\$0.52
Estrada, Rick	8/12/2013	\$1.00
Evans, Tara	9/26/2015	\$1.57
Evans, Tara	5/20/2015	\$2.48
Evans, Tara	10/7/2014	\$3.17
Favazzo, Gina	2/29/2016	\$0.25
Fennley, Eric	12/2/2011	\$0.81
Ferrer, Jorge	12/4/2010	\$1.00

OXNARD POLICE DEPARTMENT

Unclaimed Funds - 1 Year Under \$15

Figueroa, Johnny	4/2/2007	\$2.19
Flores, Breanna	9/21/2016	\$0.31
Flores, Jesus	5/24/2016	\$5.56
Flores, Luis	9/14/2012	\$0.08
Flores, Rosa	10/1/2016	\$6.57
Ford, Bernie	8/27/2016	\$1.00
Frescas, Lucy	8/13/2013	\$0.18
Frias, Ivan	12/30/2012	\$12.00
Gabbard, Donald	10/24/2005	\$0.52
Gallardo, Reina	4/15/2016	\$0.25
Galloway, Kayshon	1/28/2016	\$1.27
Galloway, Kayshon	2/18/2008	\$2.70
Galvez, Rodrigo	7/1/2012	\$1.00
Gamez, Nelson	7/19/2013	\$8.66
Garcia, Arsenio	8/5/2016	\$0.54
Garcia, Brandi Jo	11/24/2015	\$0.13
Garcia, Desiree	3/10/2016	\$8.66
Garcia, Desiree	6/26/2010	\$12.20
Garcia, Gaspar	5/18/2013	\$0.87
Garcia, Jose	2/7/2011	\$8.00
Garcia, Michelle	5/25/2016	\$1.10
Garcia, Samuel	3/28/2013	\$2.00
Garren, Michael	9/6/2012	\$4.57
Garrett, Michelle	11/17/2014	\$2.85
Garver, Cara	5/16/2016	\$0.55
Gaynell, Teresa	6/25/2015	\$2.70
Gaytan, Carlos	3/7/2016	\$0.01
Gayton, Carlos	3/19/2016	\$1.00
Gazazzo, Gina	11/16/2015	\$3.00
Gill, Gurmukh	3/20/2011	\$5.10
Glandros, June	4/16/2013	\$2.45
Goins, Charles	9/6/2012	\$0.21
Gomez, Angelica	11/13/2016	\$2.11
Gomez, Luis	5/8/2008	\$2.77
Gomez, Sarah	5/17/2016	\$1.15
Gonzales, Samantha	5/28/2007	\$1.00
Gonzalez, Faviana	10/3/2014	\$0.33
Gonzalez, Lorenzo	10/25/2009	\$1.00
Gonzalez, Maria	1/30/2009	\$0.08
Gonzalez, Richard	4/9/2015	\$0.36
Gonzalez, Richard	4/9/2015	\$2.00
Gonzalez, Richard	4/9/2015	\$4.13
Gorham, Chad	6/7/2015	\$2.89

OXNARD POLICE DEPARTMENT

Unclaimed Funds - 1 Year Under \$15

Green, Doug	5/22/2016	\$0.01
Griego, Christopher	6/8/2016	\$0.10
Griego, Christopher	9/10/2015	\$2.00
Guerra, Philip	5/28/2005	\$0.55
Guerrero, Gonzalo	12/28/2014	\$1.06
Guillen, Rodolfo	12/2/2006	\$0.50
Guiremand, Nancy	11/17/2015	\$5.00
Gutierrez, Ramon	3/19/2016	\$1.70
Guzman, Alonzo	6/29/2008	\$10.00
Hagerty, Jennifer	12/12/2014	\$2.62
Hedberg, Sasha	10/20/2013	\$1.00
Heredia, Humberto	2/25/2012	\$3.22
Hernandez, Alfredo	11/17/2008	\$4.71
Hernandez, Andrew	3/6/2015	\$4.00
Hernandez, Cain	4/2/2013	\$1.00
Hernandez, Jeremy	10/7/2003	\$1.00
Hernandez, Jorge	05/09/210	\$1.00
Hernandez, Jose	5/11/2015	\$0.30
Hernandez, Miguel	6/23/2013	\$14.83
Hernandez, Oscar	11/15/2007	\$5.00
Hernandez, Oscar	11/15/2007	\$8.00
Hernandez, Osvaldo	3/16/2013	\$5.00
Hernandez, Rodolfo	5/7/2013	\$0.26
Hernandez, Ruben	8/11/2006	\$3.73
Herrera, Cesar	11/1/2013	\$1.42
Herrera, Christina	2/1/2016	\$0.38
Herrera, Christina	2/1/2016	\$3.90
Hidalgo, Jr. Joseph	12/7/2010	\$2.00
Higgins, John	3/13/2008	\$13.00
Holmes, Aaron	4/30/2015	\$0.75
Huerta, Fausto	4/20/2007	\$6.00
Huerta, Sergio	6/2/2016	\$0.45
Hunt-Doleman, Currie	10/8/2015	\$1.05
Jacquez, Irene	7/25/2013	\$12.00
Jacyson, Landaverde	2/5/2016	\$0.82
Jacyson, Landaverde	2/5/2016	\$11.00
Jimenez, Joshua	4/24/2013	\$2.00
Jimenez, Maria	4/20/2009	\$1.00
Johnson, Jaunice	6/23/2016	\$2.00
Juan Herrera	9/2/2008	\$0.25
Juarez, Juan	4/25/2014	\$2.86
Kadell, Todd	5/19/2014	\$2.70
Kinthead, Michael	6/4/2015	\$3.00

OXNARD POLICE DEPARTMENT

Unclaimed Funds - 1 Year Under \$15

Kleider, Kristen	6/23/2015	\$0.01
Koehler, Dustin	5/22/2007	\$0.94
Kroll, Brendan	6/2/2015	\$1.77
Lagunas, Lauterio	3/22/2015	\$2.45
Lara, Raymond	6/22/2013	\$1.00
Leanos, Celso	6/29/2007	\$8.00
Lechuga, Salvador	6/17/2003	\$1.00
Legere, Olesya	10/30/2015	\$1.35
Levette, Ivan	9/3/2015	\$3.00
Lewis, William	3/13/2016	\$1.65
Leyva, Alejandro	5/17/2015	\$2.00
Leyva, Ramon	9/1/2016	\$1.00
Linhorst, Anthony	7/28/2016	\$0.13
Liporada, Rodolfo	5/25/2009	\$5.90
Little Cesar's Pizza	8/28/2008	\$5.00
Lloyd, Jeffrey	3/17/2005	\$7.00
Long, Sheria	5/28/2016	\$7.42
Longoria, Jose	4/29/2015	\$0.58
Lopez, Alfredo	3/25/2000	\$1.00
Lopez, Antonio	5/5/2012	\$1.00
Lopez, Cleofas	2/14/2010	\$2.00
Lopez, Erica	7/2/2013	\$4.45
Lopez, Mat	5/13/2006	\$6.00
Lopez, Regina	6/11/2016	\$0.34
Lopez, Salvador	9/15/2008	\$10.00
Lopez, Sara	5/7/2015	\$0.40
Lopez, Vanessa	1/13/2015	\$1.00
Loyola, Jose	1/31/2014	\$3.25
Loyola, Jose	1/31/2014	\$6.31
Luna, Lucio	6/1/2013	\$3.00
Luu, Tuan	1/25/2010	\$4.00
Madrid, Silverio	6/28/2007	\$0.25
Madrigal, Miguel	1/27/2009	\$12.00
Madueno, Frank	6/20/2011	\$1.00
Madueno, Frank	6/20/2011	\$1.00
Magallon, Salvador	11/27/2010	\$1.00
Magana, Hector	7/21/2010	\$0.05
Magder, Ann	7/22/2009	\$7.93
Maldonado, Salvador	8/16/2001	\$1.00
Manzo, Sergio	4/25/2003	\$10.00
Mares, Alisia	3/25/2015	\$14.00
Maria, Aron	2/11/2016	\$0.54
Marion, Charles	5/1/2005	\$11.12

OXNARD POLICE DEPARTMENT

Unclaimed Funds - 1 Year Under \$15

Marshall, Harold	5/13/2005	\$1.19
Martinez, Agustin	8/16/2010	\$10.00
Martinez, Daniel	3/20/2015	\$1.30
Martinez, Eddie	9/4/2010	\$10.00
Martinez, Eduardo	12/19/2003	\$1.00
Martinez, Jason	12/6/2015	\$1.00
Martinez, Jesus	1/2/2016	\$0.05
Martinez, Ladisalo	4/5/2008	\$1.00
Martinez, Maria	1/17/2010	\$6.33
Martinez, Raul	2/5/2016	\$0.75
McDuffie, Montrell	08/07/215	\$14.89
McMurray, Loranda	5/27/2009	\$5.00
Medina, Luisa	5/7/2016	\$4.75
Medina, Soria	2/3/2010	\$12.36
Mejia, Nadia Belin	7/25/2013	\$3.11
Melby, Jerry	12/16/2008	\$3.70
Mendez, Ana	10/8/2008	\$10.75
Mendez, Desiree	7/17/2015	\$9.99
Mendez, Joaquin	3/12/2002	\$1.00
Mendez, Juan	11/20/2010	\$8.00
Mendez, Maria	3/12/2002	\$1.00
Mendoza, Claudia	4/12/2013	\$0.42
Merriman, Ellie	4/10/2008	\$1.79
Metropoulos, James	1/29/2016	\$1.76
Meza, John	2/20/2010	\$0.34
Meza, John	2/20/2010	\$3.40
Michel, Maryanne	6/14/2011	\$1.00
Michelotti, James	7/28/2015	\$0.01
Miller, Tracy	2/22/2016	\$2.35
Miramontes, Rodrigo	9/14/2004	\$2.16
Miranda, Edwin	4/8/2010	\$9.00
Moin, Farzan	11/10/2004	\$2.00
Moore, Christian	12/28/2008	\$5.00
Moraga, Joseph	11/17/2013	\$0.13
Morales, Gerson	1/31/2013	\$0.50
Morales, Gerson	1/10/2016	\$2.05
Moreno, Nelson	7/10/2014	\$4.59
Morgutia, Tomas	8/31/2003	\$3.25
Morrero, Carlos	6/4/2014	\$2.00
Morrow, Robert	11/14/2013	\$0.98
Munguia, Eduardo	11/1/2009	\$1.00
Munoz, Hugo	3/12/2014	\$1.00
Munoz, Joe	12/21/2005	\$2.00

OXNARD POLICE DEPARTMENT

Unclaimed Funds - 1 Year Under \$15

Munoz, Jose	11/28/2006	\$2.60
Namcheck, Sandra	12/20/2015	\$12.98
NAME	DATE	Deposit Amount
Nelson, Michael	4/12/2016	\$0.39
Nielson, Richard	5/26/2016	\$8.00
Obrador, Teodoro	6/17/2009	\$5.55
Ochoa, Fernando	7/14/2015	\$1.00
O'Connor, Michael	1/30/2013	\$0.90
Olea, Daniel	5/22/2008	\$2.23
Olivares, Francisco	5/3/2016	\$11.97
Oretaga, Jose	6/3/2012	\$1.00
Orosco, Martin	7/29/2016	\$0.80
Ortega, David	9/24/2013	\$5.00
Oy, Jesus	4/12/2015	\$0.40
Pacheco, George Sr	10/5/2001	\$10.00
Palido, Richard	7/3/2012	\$2.85
Pantoja, Manuel	5/21/2015	\$1.00
Paredes, Jose	5/7/2007	\$1.00
Parsons, Krystal	8/22/2016	\$0.15
Patison, Briana	5/9/2016	\$4.00
Patterson, Shomari	4/15/2016	\$3.00
Pedraza, Roberto	4/21/2015	\$1.00
Peralta, Inez	9/4/2015	\$1.06
Peralta, Pablo	10/2/2010	\$7.00
Pere, Gabrielle	2/25/2016	\$0.01
Perez, Christina	11/21/2016	\$0.02
Perez, Christina	11/21/2016	\$0.50
Perez, Elizabeth	4/18/2015	\$0.59
Perez, Horacio	2/17/2008	\$2.00
Perez, Ivette	4/8/2015	\$3.00
Perez, Jose	1/26/2015	\$2.92
Perez, Robert	1/29/2016	\$0.35
Pozos, Zimri	6/11/2013	\$2.00
Puga, Jose	6/30/2012	\$0.78
Puga, Josue	5/28/2008	\$2.00
Quintero, Daniel	7/17/2008	\$6.08
Quintero, Diego	1/8/2008	\$0.10
Ramirez, Alexander	3/31/2011	\$0.98
Ramirez, Augustin	9/16/2015	\$2.91
Ramirez, Cassandra	7/2/2015	\$0.82
Ramirez, Jose	10/12/2015	\$1.00
Ramirez, Jose	8/22/2015	\$10.00
Ramirez, Julio	6/14/2015	\$1.00

OXNARD POLICE DEPARTMENT

Unclaimed Funds - 1 Year Under \$15

Ramirez, Leticia	7/28/2004	\$11.01
Ramirez, Marissa	3/13/2016	\$0.07
Ramirez, Monica	1/1/2016	\$5.35
Ramirez, Omar	11/19/2006	\$1.00
Ramirez, Vicente	10/31/2004	\$1.00
Ramos, Amado	7/7/2015	\$5.00
Ramos, James	5/1/2014	\$0.05
Ramos, Paul	5/9/2016	\$0.66
Raya, Ana	2/20/2016	\$0.71
Razo, Josephine	9/4/2015	\$0.40
Ready, Douglas	12/17/2013	\$10.00
Retana, Lydia	6/10/2010	\$9.21
Reyes, Danny	3/9/2015	\$14.00
Reyes, Donald	1/23/2015	\$8.00
Reyes, Obed	1/1/2009	\$1.00
Reyes, Patrick	5/12/2013	\$1.00
Reyes, Ronnie	10/17/2006	\$5.00
Reyes, Ronnie	10/17/2006	\$10.00
Reyes, Tina	2/4/2016	\$0.04
Reyes, Tina	2/4/2016	\$3.98
Ricardo Ortiz	7/24/2014	\$1.25
Rico, Denera	9/24/2016	\$1.16
Rivera, Luis	3/17/2015	\$5.00
Robledo, Roseanne	2/13/2013	\$11.22
Rodriguez, Anthony	7/29/2015	\$2.00
Rodriguez, Jesus	8/18/2010	\$1.99
Rodriguez, Jose	4/9/2011	\$1.00
Rodriguez, Medina	3/7/2016	\$0.13
Rodriguez, Rene	6/2/2014	\$1.00
Rodriguez, Tommy	7/15/2015	\$2.00
Romero, John	10/27/2015	\$0.01
Rosales, Richard	12/30/2015	\$0.22
Rosas, Darwin	12/13/2015	\$4.51
Ruano, Edgar	7/29/2011	\$1.00
Ruiz, Alfonso	9/25/2008	\$4.00
Russell, Catherine	4/24/2008	\$11.70
Sagastume, Kevin	4/7/2016	\$0.02
Salas, Adrian	11/30/2015	\$10.00
Salas, Jacob	11/6/2015	\$7.00
Salas, Mauricio	1/24/2013	\$0.45
Salas, Mauricio	1/24/2013	\$0.53
Salazar, Albert	9/2/2008	\$5.00
Salazar, Eduardo	11/12/2016	\$0.60

OXNARD POLICE DEPARTMENT

Unclaimed Funds - 1 Year Under \$15

Salazar, Francisco	2/9/2016	\$5.00
Salceda, Connie	8/22/2014	\$1.00
Salgado, Octavio	5/12/2012	\$6.00
Salomon, Jeanna	11/6/2013	\$1.00
Sanchez, Carlos	3/20/2013	\$3.00
Sandoval, Alexis	6/27/2008	\$2.00
Sandoval, Jessica	3/15/2015	\$0.10
Santos, Renato	1/19/2013	\$2.00
Schroeder, Penny	5/20/2015	\$1.20
Segovia, Jose	4/13/2016	\$4.00
Seta, Vui	2/3/2007	\$0.75
Sexton, Garrett	6/22/2015	\$1.00
Silva, Araceli	9/10/2008	\$0.01
Silva, Richard	7/14/2012	\$0.62
Silva, Stephanie	5/29/2016	\$1.00
Simental, Samuel	11/27/2015	\$0.32
Simpson, Robert	2/27/2013	\$1.27
Smith, Sandy	4/12/2015	\$0.50
Snyder, Todd	7/16/2015	\$0.43
Solis, Jose	9/23/2012	\$1.00
Soto, Ana	10/13/2012	\$0.55
Soto, Juan	10/18/2015	\$1.00
Soto, Juan	3/13/2008	\$1.00
Steckler, Samuel	12/28/2015	\$0.01
Stromsoe, Carmen	3/2/2016	\$1.94
Suarez, Anthony	11/28/2015	\$0.01
Subway	1/15/2011	\$0.46
Subway	1/15/2011	\$0.76
Tamayo, Joseph	6/8/2016	\$2.00
Tamayo, Joseph	1/31/2015	\$5.00
Tamayo, Joseph	11/13/2013	\$7.25
Tapia, Rodrigo	12/19/2015	\$2.00
Taylor, Derrick	12/4/2008	\$0.25
Taylor, Gloria	10/16/2015	\$0.11
Tejeda, Orlando	9/9/2006	\$0.27
Tinoco, Javier	1/8/2016	\$5.00
Topete, Andres	10/11/2016	\$2.00
Torres, Eduardo	1/25/2007	\$3.12
Torrez, Eduardo	9/22/2015	\$2.00
Turner, Anthony	9/8/2007	\$10.00
Under \$1 Store	6/23/2009	\$1.00
Under \$1 Store	6/23/2009	\$1.00
Under \$1 Store	6/23/2009	\$5.00

OXNARD POLICE DEPARTMENT

Unclaimed Funds - 1 Year Under \$15

Urratio, Alex	9/4/2013	\$0.57
Vaivao, Stephanie	4/14/2016	\$1.03
Valdez, Anthony	5/25/2016	\$0.25
Valdez, Hipolito	9/26/2007	\$1.45
Valdez, Selena	1/14/2008	\$0.61
Valladares, Maritza	8/30/2016	\$0.45
Vargas, Christopher	6/29/2015	\$1.00
Vasquez, Cain	12/20/2012	\$10.00
Vasquez, Marcelino	2/3/2015	\$0.33
Vasquez, Rogelio	1/16/2012	\$2.00
Vega, Susie	7/5/2011	\$1.00
Vega, Susie	10/2/2011	\$9.00
Velasco, Braulio	9/2/2008	\$7.30
Velasquez, Daniel	5/22/2015	\$0.98
Velasquez, Martha	8/14/2015	\$0.57
Vences, Antonio	10/23/2014	\$0.26
Vicente, Amber	3/17/2011	\$3.20
Victor Bello-Villanueva	3/23/2014	\$1.00
Vigil, Abraham	1/30/2015	\$0.15
Viveros, Moises	7/18/2008	\$10.62
Volpei, Glenn	12/14/2015	\$0.01
Waldron, Albert	8/29/2014	\$2.00
Walker, Robert	7/21/2015	\$4.00
Watkins, Shakirah	3/17/2015	\$1.00
Wilkerson, Michael	4/20/2016	\$3.00
Wilson, Nick	12/17/2009	\$1.37
Winiarz, Tatiana	6/24/2014	\$10.47
Zamora, Diana	1/16/2009	\$0.15
Zamora, Elpidio	11/2/2014	\$1.00
Zamora, Kent	2/23/2016	\$10.00
Zaragoza, Griselda	10/16/2015	\$0.10
Zavaala, Jose	12/10/2011	\$1.00
Zavala, Arianna	10/7/2011	\$4.20
Zeasley, Keith	6/1/2015	\$3.02
Zuniga, Amanda	5/26/2016	\$0.85
Zuniga, James	11/25/2012	\$14.92
		\$1,416.12

OXNARD POLICE DEPARTMENT
Unclaimed Funds - Unknown Owner

N.1.b

Case #	Deposit Amount
00-000840	\$1.16
00-001116	\$1.00
00-015454	\$37.87
00-019371	\$0.50
01-001998	\$0.01
01-010271	\$0.50
01-010416	\$10.00
01-012241	\$5.00
01-019998	\$0.10
01-020113	\$1.00
02-010680	\$20.00
02-023743	\$10.95
03-000508	\$5.00
03-003061	\$2.00
03-004129	\$3.00
03-005255	\$2.00
03-013120	\$0.09
03-013755	\$64.00
03-021196	\$8.46
03-022173	\$2.00
03-024769	\$0.25
03-029633	\$3.00
03-030498	\$50.00
04-002513	\$3.00
04-003517	\$9.00
04-004017	\$79.97
04-005271	\$10.00
04-005290	\$10.77
04-009430	\$5.00
04-010047	\$9.71
04-010102	\$565.95
04-011022	\$11.08
04-011873	\$11.77
04-014626	\$30.00
04-016019	\$41.31
04-021372	\$20.00
04-021634	\$0.45
04-026787	\$0.05
04-030959	\$5.30
04-031770	\$0.62
04-036446	\$0.30
04-037291	\$1,025.00
05-003363	\$1.07
05-005997	\$100.00
05-009105	\$2.70
05-011225	\$13.00
05-012437	\$18.56
05-014312	\$1.00
05-014312	\$1.00
05-016377	\$9.50
05-016723	\$5.00
05-019723	\$8.17
05-021934	\$20.00
05-022233	\$5.00

OXNARD POLICE DEPARTMENT

N.1.b

Unclaimed Funds - Unknown Owner

05-025063	\$14.99
05-027844	\$20.00
05-031237	\$0.25
05-031892	\$5.00
05-033044	\$1.35
06-005697	\$300.00
06-006870	\$9.02
06-010259	\$156.00
06-011782	\$1.84
06-012105	\$15.14
06-025548	\$200.00
06-028985	\$3.19
06-032855	\$3.00
07-000567	\$0.56
07-000634	\$60.00
07-001018	\$11.00
07-010549	\$16.48
07-012639	\$0.05
07-015507	\$2.16
07-015931	\$9.00
07-017757	\$1.83
07-025138	\$17.08
07-031875	\$1.00
08-001666	\$5.00
08-002716	\$100.00
08-003217	\$2.00
08-003342	\$300.00
08-006893	\$0.21
08-007661	\$2.75
08-007661	\$6.90
08-009102	\$15.00
08-009615	\$1.11
08-010351	\$0.10
08-010615	\$3.60
08-011437	\$60.00
08-013218	\$11.00
08-013401	\$5.00
08-013616	\$6.25
08-014753	\$4.49
08-019398	\$22.00
08-019544	\$34.00
08-022294	\$15.00
08-022364	\$0.25
08-022557	\$8.00
08-022557	\$5.50
08-022557	\$6.00
08-022557	\$1.62
08-022557	\$393.00
08-022825	\$541.00
08-023937	\$10.00
08-025762	\$5.33
08-025886	\$5.00
08-026019	\$10.00
08-026959	\$1.00
08-027147	\$2.00
08-027364	\$0.25
08-027970	\$300.00

Unclaimed Funds - Unknown Owner

08-028310	\$22.86
08-028403	\$10.00
08-030045	\$90.00
08-031651	\$120.00
08-032009	\$5.00
08-032374	\$7.41
09-001515	\$3.85
09-001921	\$9.00
09-002317	\$1.00
09-002422	\$0.25
09-002968	\$0.75
09-003062	\$57.00
09-003249	\$13.00
09-003630	\$160.00
09-005336	\$3.05
09-005376	\$1.00
09-007190	\$46.10
09-007260	\$0.89
09-007493	\$6.00
09-008423	\$3.61
09-008948	\$0.37
09-011356	\$1.53
09-011859	\$3.00
09-012138	\$1.23
09-015953	\$1.90
09-017429	\$0.12
09-018000	\$64.00
09-023667	\$10.00
09-027159	\$1.00
09-027588	\$0.86
09-027588	\$2.00
09-027953	\$103.00
09-028491	\$0.05
10-000409	\$4.00
10-000622	\$1.21
10-005649	\$10.00
10-008856	\$343.00
10-012512	\$0.60
10-014431	\$1.00
10-016304	\$73.00
10-016408	\$1.01
10-017388	\$1.02
10-017752	\$10.00
10-017863	\$2.00
10-019213	\$5.70
10-019256	\$0.35
10-019308	\$165.00
10-023888	\$1.00
10-024509	\$0.01
10-025160	\$2.00
11-001146	\$100.00
11-003791	\$33.50
11-003931	\$54.00
11-003931	\$32.65
11-004219	\$20.00
11-004219	\$55.61
11-005646	\$0.31

Unclaimed Funds - Unknown Owner

11-006087	\$0.05
11-006917	\$0.01
11-006917	\$1.11
11-006917	\$0.01
11-006917	\$0.01
11-006917	\$0.12
11-006917	\$0.01
11-006917	\$0.08
11-006917	\$0.01
11-006917	\$0.01
11-006917	\$0.25
11-006917	\$0.01
11-006917	\$0.10
11-006917	\$0.05
11-006917	\$0.25
11-007742	\$10.00
11-009123	\$321.00
11-009379	\$2.00
11-009667	\$100.00
11-010316	\$505.62
11-010578	\$5.00
11-011834	\$20.00
11-012080	\$50.00
11-012162	\$0.75
11-012162	\$551.26
11-013753	\$1.00
11-015112	\$1.00
11-016943	\$0.61
11-020046	\$0.25
11-020046	\$11.72
11-020618	\$3.00
11-020925	\$1.00
11-021753	\$4.00
11-021753	\$70.00
11-022795	\$7.00
11-023354	\$16.00
12-001890	\$11.39
12-002352	\$5.00
12-004077	\$290.00
12-004106	\$2.00
12-004400	\$260.00
12-004401	\$296.00
12-007210	\$3.00
12-008788	\$0.25
12-008909	\$8.00
12-010066	\$2.06
12-010066	\$1.00
12-010797	\$0.05
12-010863	\$7.71
12-010993	\$10.25
12-014066	\$7.81
12-014289	\$3.00
12-014459	\$10.00
12-015160	\$4.00
12-015675	\$20.00
12-016855	\$2.00
12-018378	\$115.00

OXNARD POLICE DEPARTMENT

Unclaimed Funds - Unknown Owner

12-018381	\$25.00
12-019140	\$20.58
12-019700	\$2.21
12-019700	\$42.31
12-021476	\$389.90
12-024299	\$5.00
12-024500	\$0.35
12-025396	\$1.65
12-025619	\$8.12
13-000472	\$240.00
13-000487	\$0.51
13-000799	\$65.00
13-001067	\$29.00
13-001689	\$241.60
13-001734	\$0.97
13-002340	\$100.00
13-002365	\$0.02
13-002509	\$0.49
13-002841	\$0.66
13-003014	\$17.00
13-003081	\$3.25
13-003851	\$6.00
13-003956	\$15.60
13-004250	\$1.00
13-004250	\$1.00
13-005809	\$3.16
13-007394	\$20.00
13-007457	\$1.00
13-007634	\$0.40
13-008649	\$0.40
13-009205	\$1.00
13-009571	\$122.60
13-009764	\$11.91
13-010056	\$1.00
13-010056	\$1.00
13-010230	\$433.00
13-010247	\$5.00
13-010476	\$1.00
13-010495	\$348.00
13-012660	\$50.00
13-013186	\$25.50
13-013444	\$0.07
13-014502	\$5.00
13-014657	\$1.05
13-015463	\$20.00
13-015570	\$0.11
13-015968	\$0.02
13-016419	\$0.25
13-016585	\$2.21
13-017049	\$155.00
13-017080	\$66.00
13-017420	\$0.04
13-018693	\$0.02
13-050893	\$1.00
13-051747	\$5.00
13-053390	\$60.00
13-053390	\$97.00

Unclaimed Funds - Unknown Owner

13-053390	\$43.00
13-055702	\$1.00
13-056705	\$5.00
13-058327	\$613.00
13-058327	\$103.00
13-063377	\$411.00
13-068610	\$402.00
13-068622	\$141.00
13-069030	\$1.34
13-079096	\$0.50
13-079096	\$0.21
13-080127	\$0.42
13-080161	\$0.63
13-081191	\$5.00
13-081329	\$367.32
13-082350	\$5.00
13-113336	\$1.00
14-000201	\$40.00
14-001319	\$6.00
14-007121	\$62.34
14-015796	\$30.00
14-020650	\$11.00
14-021440	\$211.00
14-022977	\$0.25
14-027478	\$90.00
14-029454	\$12.00
14-029454	\$153.00
14-029454	\$144.00
14-029454	\$276.00
14-029454	\$140.00
14-029454	\$219.00
14-029454	\$142.00
14-029454	\$162.00
14-029454	\$371.00
14-029454	\$241.00
14-029454	\$168.00
14-029454	\$180.00
14-029454	\$65.00
14-035839	\$62.00
14-039686	\$1.00
14-050203	\$70.00
14-055648	\$21.01
14-058368	\$162.00
14-061300	\$7.50
14-062715	\$0.52
14-062715	\$1.00
14-067353	\$1.52
14-070547	\$1,830.90
14-075883	\$5.57
14-077017	\$0.07
14-084774	\$1.50
14-086279	\$2.09
14-091594	\$10.63
14-093844	\$1.00
14-102738	\$0.51
14-104819	\$120.00
14-106023	\$1.00

OXNARD POLICE DEPARTMENT

N.1.b

Unclaimed Funds - Unknown Owner

14-111277	\$26.27
14-115693	\$1.00
14-116433	\$1.00
14-116434	\$2.14
14-121605	\$90.00
14-121852	\$5.59
14-121889	\$2.00
14-124565	\$1.63
14-124950	\$0.06
15-002527	\$0.13
15-005073	\$0.25
15-005740	\$0.21
15-009987	\$0.43
15-010923	\$114.00
15-011345	\$585.00
15-011613	\$1.00
15-017045	\$5.00
15-017233	\$0.89
15-018004	\$0.35
15-018825	\$0.89
15-020238	\$0.85
15-022266	\$0.25
15-022266	\$0.17
15-025958	\$1.00
15-026685	\$872.00
15-029275	\$2.00
15-030339	\$88.13
15-031293	\$0.95
15-032203	\$1.00
15-033501	\$3.85
15-033593	\$1.11
15-037306	\$5.85
15-037958	\$0.50
15-038786	\$6.00
15-039528	\$530.46
15-039808	\$4.00
15-047246	\$0.75
15-048821	\$0.96
15-050042	\$1.98
15-050460	\$0.90
15-050608	\$0.98
15-051674	\$1.00
15-053917	\$113.00
15-054013	\$0.50
15-056670	\$1.00
15-057060	\$10.00
15-057568	\$4.00
15-057627	\$5.01
15-058167	\$0.20
15-060009	\$1.79
15-062605	\$26.00
15-064797	\$1.00
15-068857	\$1.00
15-070187	\$1.30
15-072851	\$0.06
15-072948	\$2.00
15-077099	\$0.77

OXNARD POLICE DEPARTMENT

N.1.b

Unclaimed Funds - Unknown Owner

15-077244	\$187.00
15-079498	\$20.00
15-080513	\$4.00
15-085660	\$120.19
15-086763	\$939.00
15-087995	\$0.25
15-088453	\$0.10
15-089024	\$13.00
15-089505	\$0.14
15-093300	\$1.00
15-096056	\$43.00
15-098053	\$146.00
15-098053	\$154.00
15-098053	\$407.00
15-098053	\$110.00
15-098277	\$0.35
15-100000	\$0.05
15-100374	\$0.25
15-100675	\$0.38
15-102088	\$1.01
15-102880	\$6.14
15-104062	\$5.00
15-104587	\$0.50
15-105732	\$0.02
15-107936	\$0.19
15-109581	\$1.67
15-109609	\$9.01
15-114000	\$7.09
15-114000	\$301
15-114875	\$0.31
15-115281	\$2.79
15-116263	\$0.51
15-116785	\$0.03
15-117312	\$1.05
15-118839	\$72.12
15-119458	\$130.00
15-119652	\$1.00
15-119677	\$6.78
15-121890	\$0.42
15-127106	\$0.01
15-127126	\$5.00
15-129069	\$0.47
15-132481	\$55.00
15-135495	\$17.00
15-137817	\$0.68
15-139668	\$0.49
15-139668	\$38.17
16-000199	\$386.00
16-000199	\$104.00
16-001183	\$0.02
16-002921	\$2.00
16-003857	\$1.00
16-003894	\$5.25
16-004734	\$2.31
16-004734	\$15.70
16-005969	\$1.00
16-015105	\$6.92

OXNARD POLICE DEPARTMENT**N.1.b****Unclaimed Funds - Unknown Owner**

16-015105	\$3.09
16-015107	\$0.80
16-016622	\$2.25
16-018302	\$1.00
16-018611	\$0.01
16-018759	\$1.91
16-020017	\$1.25
16-020088	\$0.05
16-020691	\$11.87
16-021324	\$0.30
16-021324	\$1.00
16-021412	\$0.39
16-021548	\$0.52
16-024278	\$1.65
16-027394	\$80.00
16-027426	\$0.16
16-027430	\$100.00
16-028169	\$4.25
16-028774	\$0.31
16-030037	\$0.39
16-030172	\$1.00
16-032577	\$197.00
16-033137	\$131.59
16-034253	\$218.00
16-034545	\$0.03
16-034663	\$0.03
16-035031	\$0.03
16-035858	\$725.00
16-040896	\$80.00
16-040897	\$80.00
16-040926	\$100.00
16-040927	\$40.00
16-040953	\$100.00
16-040954	\$120.00
16-040964	\$60.00
16-040988	\$60.00
16-040989	\$100.00
16-041021	\$100.00
16-041023	\$141.00
16-041057	\$301.00
16-041058	\$120.00
16-041290	\$3.42
16-042810	\$0.62
16-043079	\$4.24
16-043616	\$1.09
16-045615	\$22.27
16-045657	\$1.00
16-045663	\$130.20
16-045869	\$40.00
16-046538	\$0.30
16-048984	\$0.21
16-049805	\$5.00
16-049847	\$42.00
16-051771	\$1.00
16-053334	\$20.00
16-058405	\$0.62
16-058406	\$4.65

OXNARD POLICE DEPARTMENT

N.1.b

Unclaimed Funds - Unknown Owner

16-059794	\$0.03
16-063828	\$0.66
16-063828	\$0.84
16-066422	\$100.00
16-067530	\$1.01
16-067530	\$10.39
16-067981	\$1.08
16-068047	\$2.20
16-069061	\$0.46
16-069340	\$1.00
16-074642	\$40.00
16-074768	\$1.10
16-076504	\$11.00
16-077117	\$103.14
16-077117	\$78.65
16-077117	\$265.00
16-077911	\$0.95
16-079005	\$0.16
16-080073	\$0.26
16-080661	\$2.38
16-081340	\$1.30
16-082514	\$14.25
16-083062	\$0.64
16-083681	\$1.49
16-084206	\$0.60
16-085811	\$0.29
16-086149	\$0.05
16-113904	\$0.66
16-114031	\$0.02
16-114312	\$1.35
16-118285	\$2.89
16-118573	\$1.00
16-121355	\$5.00
16-122422	\$9.25
16-123367	\$0.73
16-123377	\$5.00
16-124015	\$0.01
16-127385	\$10.00
16-130159	\$0.14
17-015228	\$0.01
17-018116	\$1.50
17-018905	\$3.00
17-023376	\$50.00
17-030344	\$1.00
17-047869	\$4.00
88-005092	\$0.53
90-006479	\$407.00
96-022976	\$0.74
98-013083	\$2.00
99-005903	\$74.00
99-020098	\$21.83
	\$29,438.49

Payroll Stale Dated Checks		
GL No. 542-0000-201-8100		
As of 6/30/2018		
CHECK No.	NAME	AMOUNT
22117	?	25.00
460552	S. Okada	24.14
461694	S. Okada	24.13
438146	C.Leal	13.09
438150	M. Garcia	97.54
438152	S. Magallon	131.67
738161	S. Levin	3.77
438162	D. Orpilla	78.09
438167	P. Eisenberg	21.90
438168	E. Garcia	72.12
438169	J. Leyva	22.44
438170	R. Osuna	31.13
438173	R. Aguilar	51.82
438209	D. Flowers	69.80
438212	L Martinez	19.74
438216	R. Torres	25.29
447480	N. Gooden	1,758.32
448170	M. Armstrong	372.35
448266	J Blackford	368.05
448717	A. Garcic	197.94
449714	R. Griswold	9.68
451124	L Pacheco	145.76
469684	E. F. Abarca	3.17
469689	M. D. Anguiano	2.16
469701	D. C. Bonbright	3.23
469705	P. A. Carrasco	175.53
469730	J. Garcia	46.21
469737	N. Gooden	157.20
469739	V. A. Gray	0.99
469742	N. L. Guzman	18.34
469755	T. Lewis	12.12
469766	G. M. Marron	5.64
469768	G. Martinez	0.59
469771	F. T. McCaffery	14.48
469779	T. Molina	0.57
469781	L. Nagatoshi	1.56
469782	L. R. Nunnery	1.93
469783	S. Nunnery	4.22
469789	D. Padilla	7.36
469792	L. E. Palmer	81.66
469798	J. L. Quiroz	2.16
469812	G. A. Soliman	153.29
469823	D. C. Torres	6.05
469829	A. M. Vaillancourt	43.63
469832	G. A. Ventress	55.88
469833	J. L. Vernon	5.46
352449	Angela D. Brunson	8.21
356175	Shalon L. Edwardson	3.17
356117	Sandra Montelongo	26.27
356120	Valeria Gutierrez	21.89
356051	Leilani G. Rodriguez	24.45
356056	Jose O. Oritz	10.31
356067	Angel Corea	7.61
356071	Cruz Maldonado	26.14
356080	Jennifer Maldonado	20.45
356086	Michael Rivas	25.74
356022	Claudia L. Martinez	20.15
355954	Javier Esquivel	1.36
355867	Jacqueline Perez	12.24

Payroll Stale Dated Checks		
GL No. 542-0000-201-8100		
As of 6/30/2018		
CHECK No.	NAME	AMOUNT
355873	Maria G. Garibay	24.44
355780	Jaime Arroyo	13.56
355682	Elizabeth Ramirez	2.24
488891	S. R.Rizzo	1.00
494107	E. Hernandez	82.07
499416	R. Alonzo	99.16
499427	R. Brown	56.61
499428	J. Caldera	126.96
499438	M. Chambers	12.81
499440	S. Correa	2.70
499453	D. Gonzalez	1.91
499456	R. Graham	159.29
499460	D. Hawkins	69.65
499465	G. Hurtt	2.95
499468	S. Juarez, Jr.	96.79
499470	M. Lapidco	7.42
499472	C. Leoanrd	150.34
499478	R. Macias	20.08
499496	S. Okada	16.74
499497	R. Oropeza	29.19
499502	R. Pardo	79.53
499521	D. Samaniego	15.57
499537	P. Trank	1.80
499544	B. Villegas	126.48
499546	A. Walker	5.98
357100	T. Dixon	51.27
357102	R. Balderrama	57.63
357106	R. Armendariz	53.36
357107	R. Melchor	32.17
357110	J. Villegos	21.80
499718	H. Lopez	8.20
508282	D. E. Coleman	21.56
509873	E. S. Bradley	276.29
509887	G. G. Flores	161.57
509893	M. E. Hartsock	337.35
509894	E. Hernandez	17.05
509904	F. C. Lin	86.60
509908	O. L. Martinez	100.37
509911	R. R. Mendez	301.63
509934	A. Sandoval	160.90
511516	D. S. Oesterle	199.65
515089	M. P. Amezcua	26.70
522548	A. Valdespino	70.47
524005	R. Brown	8.61
524017	R. F. DeHaro	199.62
524019	C. Dendl	17.28
524032	J. S. Flores	2.06
524081	G. A. Maldonado	97.42
524130	E. L. Rodriguez	366.03
524136	J. S. Smira	46.92
532672	A.N. Valdespino	22.31
535286	A. M. Armario	14.50
535289	S. A. Avila	30.91
535305	D. T. Hoang	7.98
535308	E. E. Ipatzi	14.92
535337	F. E. Samuel	15.01
545740	L. L. Adams	170.29
545759	C. Cruz	10.68
545765	W. H. Fletcher	7.42

Payroll Stale Dated Checks		
GL No. 542-0000-201-8100		
As of 6/30/2018		
CHECK No.	NAME	AMOUNT
545766	A. C. Flores	10.78
545781	A. Hernandez	198.00
545783	H. J. Hernandez	79.30
545785	N. S. Oreland	78.87
545790	A. R Jones	212.71
545795	E. M. Loera	162.02
545808	A. Moreno	7.56
545811	P. A Oneil	45.19
545816	A. Ortiz	37.29
545825	G. A. Pineda	41.07
545841	S. A. Storey	1.06
545843	T. Taitai	1.38
545973	F. Ramos	46.49
547984	C. M. Miranda	36.68
557048	V. Banuelos	6.31
557073	R. H. Marin	7.56
557079	C. G. Noe	11.12
557085	F. Salas	48.94
557094	R. Urnango	2.65
557099	L. A. Ziegler	6.59
456	Jason Shorb	295.65
592	Christina Fine	39.42
567483	G. Tamayo, Sr.	194.89
567489	M. F. Vargas	194.90
573930	J. Anderson	190.54
573053	J. Gaona	81.36
573956	J. Gonzalez	6.65
573967	J. Magana	2.46
573970	I. Mejia	21.79
573972	J. Montano	114.67
573973	N. Ramirez	10.25
573981	O. Rodriguez	6.69
573986	S. Villa	21.95
573988	L. Wells	9.32
1756	Angelina Martinez	22.21
1961	Rochelle Perez	44.41
2229	Horacio Mendez	88.83
2267	Rogelio Espinosa	138.37
2299	Fernado Reyes	22.21
2338	Adelia Carrillo	58.29
2342	Francisco Heredia	444.13
570128	G. U. Tamayo, Sr.	339.94
575353	G. D. Jacobs	2.29
599335	Y. Carter	1.85
579337	D. E. Coleman	7.53
579340	S. V. Flores	16.75
579342	E. C. Hernadez	1.67
579347	J. J. Leyva	125.14
583192	C. A. Soria	29.57
592233	J. Benevides	6.44
592234	D. M. Brown	80.17
592238	B. A. Ellis	1.10
595097	E. Ramirez	1.00
597646	K. Garcia	14.92
597647	O. Gonzalez	14.91
597658	R. M. Ventura	22.38
601410	K. L. Banks	1.00
602661	K. L. Banks	1.00
2387	Juan Hernandez	222.06

Payroll Stale Dated Checks		
GL No. 542-0000-201-8100		
As of 6/30/2018		
CHECK No.	NAME	AMOUNT
2388	Pablo Hernadez	222.06
2391	Angel Cordona	185.99
2395	Corina Reyes	27.75
607035	T. A. Serrata	441.82
608766	E. T. Liufau	18.23
2635	Alicia Saldana	66.62
2806	Candice Martinez	0.23
3274	Alexandra Lucero	66.62
3304	Robert Pano	222.06
3430	Jess Perez	222.06
3056	Sandra Fernandez	111.03
633238	Kent Oakley	252.25
625870	Veronica Perez	3.15
625879	Jason Stratton	44.03
625898	David Arkangel	64.51
625905	Quincy Brooks	28.77
625908	Donald Carmona	46.50
625958	Mark Ramos	28.89
625972	Christian Zuniga	1.41
625974	Cynthia Calabrese	28.29
625978	Sandra Hernandez	1.48
625982	Angela Perez	47.34
626014	Eliodoro Monge-Torres	77.22
626058	Jose Inigo	2.27
628863	Daryoush Mohamedi	893.43
629380	Curtis Smith	46.30
3659	Serafin Hernandez	26.07
636083	Mary Hernandez	123.42
636100	Veronica Rodriguez	265.71
636149	Joe Burns	8.65
636311	Daniel Collins	84.29
636312	Shellie Cook	9.56
636315	Esther Estrada	26.47
636323	Charles Rasmussen	3.02
636365	Manuel Robles	9.52
636406	Norma Gutierrez	111.64
636411	Hal Archer	197.86
638558	Brianna Martinez	36.09
638922	Symera Edwards	36.09
642117	Danielle Maestas	28.81
642300	Belia Ibarra	120.71
642690	Reyna Chavez	67.17
643236	Jesus Montano	44.94
643249	Gerrit Blok	73.67
643289	Christine Douglas	9.67
643301	Margarita Llanes	4.55
643311	Nelson Nurse	75.04
643324	Anthony Taylor	9.63
643326	John Torres	4.56
643329	Darlene Augustine	6.11
643332	Christie Crawley	3.50
643347	Gloria Dirton	20.41
643363	Kikuey Luckey	4.29
643373	Lando Sosa	53.58
643377	Veronica Briggs	104.45
643392	Kristina Avila	122.81
643399	Paul Carbone	8.44
643403	Efrain Cazares	51.13
643407	Richard Cruz, Jr.	26.29

Payroll Stale Dated Checks		
GL No. 542-0000-201-8100		
As of 6/30/2018		
CHECK No.	NAME	AMOUNT
643408	Danielle Curtis	11.94
643413	Soledad Furster	27.65
643418	Brendon Garrett	18.09
643421	Martha Godinez	94.32
643426	Charles Gray	3.21
643446	Shaunte Johnson	41.90
643449	Frances Kellerman	35.95
643453	Krystle Leaupepe	20.43
643454	Joseph Lemos	1.69
643478	Makela Owens	86.04
643483	Matthew Pond	36.60
643490	Kimberly Ramos	55.65
643499	Jesse Santana, Jr.	3.30
643500	Adria Scott	412.60
643505	Adela Sotelo	160.09
643510	Kentin Sylvestre	13.13
643516	Alofa Tuimoloau	4.06
643520	Sarah Valles	42.85
643527	Eric Wibbeler	32.28
643529	Cynthia Wright	137.32
643557	Bridgette Warren	1.32
643616	Javier Zacarias	138.99
643651	Jonathan Garcia	1.33
643687	Armando Gonzalez	35.35
643730	Cristina Linares	149.21
643746	Giovanni Marrufo	102.09
643871	Concepcion Reyes	16.41
646504	Manuel Castillo	11.10
647100	Marcelina Suniga	27.75
648371	Jason Romanello	59.66
648379	Teresita Aldaco	17.97
648392	Monica Busto	0.74
648405	Jacqueline Colvin	3.50
648414	Minerva Lopez	63.60
648460	Ricky McKean	161.06
648555	Kenneth Ortega	0.39
648557	Mahnoosh Piroz-Bakhsh	0.39
648762	Ray Salinas	116.59
648782	Armando Gonzalez	241.46
650060	Monica Lopez	1.10
650068	Maria Quintero	75.57
650173	Yasheka Arzuaga	4.89
650180	Jeffrey Carey	20.31
650182	Bryan Caudle	46.32
650190	Constance Devenport	21.04
650217	Yvonne Lopez	15.07
650221	Marisol Medina	1.62
650233	Eryn Poulton	67.70
650240	Steve Robinson	79.69
650268	Justin Stoodley	0.52
650274	Leonardo Adrian	1.15
650304	Marissa Zacarias	0.91
650324	Edgar Barragan	5.10
650331	Jeoseph Cerda	74.97
650363	Omar Hernandez	8.78
650369	Maria Jimenez	11.29
650371	David Jones	11.74
650380	David Lopez	13.72
650381	John Lopez	20.24

Payroll Stale Dated Checks		
GL No. 542-0000-201-8100		
As of 6/30/2018		
CHECK No.	NAME	AMOUNT
650398	Matthew Merricks	19.51
650399	Jonathan Monette	9.13
650412	Kenneth Plummer	6.14
650419	Marcella Ramirez	7.97
650435	Timathi Scott	16.58
650437	Randall Smith	25.59
650469	Dionna Taylor	0.53
650485	Kenisha Jessie	3.10
650633	Guadalupe Vera	191.75
650639	Clara Andrade	54.72
650640	Ahidee Angulo	12.43
650642	Hugo Arellano	22.90
650644	Antonio Ayala	13.40
650647	Oscar Bedolla	4.13
650650	Julio Cahue	26.56
650666	Karina Garcia	23.24
650667	Jose Gonzalez	10.28
650671	Juan Guillen	16.65
650674	Belia Ibarra	89.54
650680	Homero Martinez	1.22
650695	Irais Rojas	11.34
650700	Francisco Sandoval	7.15
650701	Miguel Serratos	22.00
650703	Hector Torres	132.12
650709	Erika Verduzco	76.30
651602	Katalina Martinez	88.14
652130	Veronica Garza	3.74
652205	Irene Avila	0.04
652264	Adriana Diaz	36.42
652411	Maria Reyes	4.56
652414	Leticia Uribe	47.40
652488	Lynn Tinder	116.83
654024	Matthew Merricks	91.24
657647	Antonio Ortiz	40.92
658061	Arturo Jimenez	516.93
658577	Analilia Urrutia	147.85
659167	Michael Spence	293.68
659370	Michael Spence	1,213.15
659058	Randolph Almanza	409.88
660021	Calos Guerrero	1.49
660351	Matthew Merricks	26.53
661077	Carla Alcantar	106.18
661279	Sulma Ojeda	82.54
661537	Celso Aguilar	97.94
666762	Elizabeth Loredo	29.97
667418	Marcela Gutierrez	97.46
667834	Analilia Urrutia	210.09
669699	Marcela Gutierrez	17.62
4702	Froylan Martinez-Deceased	45.61
674546	Stephanie Valenzuela	62.13
673340	Maria Cortez	15.67
673817	Patrick Bell	78.84
677070	Marcela Gutierrez	197.94
679013	Erica Arias	26.89
680791	Wendy Araujo	15.27
681196	Andrew Sandoval	242.72
683166	Suniga Garcia	32.94
683798	Sienna M. Abraham	66.82
685167	Lopez Gilbert	10.66

Payroll Stale Dated Checks		
GL No. 542-0000-201-8100		
As of 6/30/2018		
CHECK No.	NAME	AMOUNT
685182	Jeffery Miller	61.49
685709	Martin L. Merricks	36.14
685965	Cormelia Caro	79.26
686103	Pacheco Leonard	305.45
686290	Alex Baca	82.04
686294	Armando Figueroa	20.20
686299	Laura Linares	11.39
686302	Star M. Lucero	30.54
686311	Michael Spoden	35.37
686470	Leonard Pacheco	305.45
686825	Leonard Pacheco	217.92
687203	Leonard Pacheco	206.96
688184	Michael Matlock	0.19
688480	Juan Tascano	400.47
688530	Luis A. Molina	5.11
688531	Brenda Rivas	7.93
688556	Timothy Crombeach	0.51
688907	Miguel Madrigal	36.16
690178	Kenneth Plummer	22.87
693215	Donavan Black	131.82
693227	Tina Leighty	7.82
693240	Matthew Stephens	34.75
693242	Justin Stoodley	13.25
693243	Fred Tena	191.82
694434	Bryan MacDonald	0.97
694786	Armando Gonzalez	182.93
694793	Virginia Segura	28.90
697002	Maritza Robles	73.26
697831	Timothy Crombach	0.01
702376	Ruberto Carranza	21.33
702383	Christopher A. Losoya	118.51
702388	Reyna Ruelas	141.74
705042	Leonela Flores	154.71
705826	Patricia Perez	190.62
707878	Patricia C. Lopez	46.68
709726	Garza, Jose	34.45
710111	Garza, Jose	69.82
713829	Fulton, Danisha	7.91
717387	Ward, Aja	392.26
717732	Ward, Aja	227.35
718103	Ward, Aja	294.03
721255	Shea, Kathleen A	13.72
725965	Merkel, Tanya	4.18
8812	Joseph Colmenares	68.79
10433	Elizabeth Mora	28.96
11399	Luke Saucedo	193.10
13030	Lorena Glidden	80.00
16225	Manuel Munos	43.15
729139	CHRISTINA M ARENAS	77.92
730368	LESLIE L CHAVEZ	6.53
730369	SUSANA M CHAVEZ	9.27
730371	ELSY A FERREIRA	236.47
730385	TASHA M HERNANDEZ	288.45
730392	ARACELI LEMUS	636.92
730442	ANGEL A WOODS	0.19
731368	MARIO J GUERRERO II	9.67
740696	ROBERT M ALAMILLO	0.01
742250	MARKELLE URTZ	4.37
746734	FERNANDO AYALA	366.08

Payroll Stale Dated Checks		
GL No. 542-0000-201-8100		
As of 6/30/2018		
CHECK No.	NAME	AMOUNT
749325	HANNAH L JOHNSTON	660.51
23505	Dulce Murillo Martinez	289.51
751938	BLAKE BERRIOCHOA	26.12
752756	HENRY CARREON	23.33
753033	DANIEL CHAPPELL	3.53
753309	ALEX CORTEZ	26.12
753403	MARY ANN DICKSON	19.20
754090	ALFONSO MARTINEZ	38.95
754168	SARAI MENDEZ	52.23
754390	SABRINA HUMPHREY	27.45
754622	MELGUIADES GUTIERREZ IV	59.72
755648	SUZANNE FAANONO	1.70
755725	ELIANA RODRIGUEZ	2.80
755908	HENRY CARREON	305.40
756669	TERESA B SMITH	563.47
757574	MONCERRATH I GUERECA	7.96
758119	GRICET DELAPAZ	35.91
758722	JACQUELYN HERNANDEZ	551.49
758774	JUAN PARRA	23.50
758805	EVELYN E TUPIUA	199.27
758967	LUCIA Y ARELLANO	160.22
758968	CHRISTINA M ARENAS	33.82
759038	ASHLEY M MASTERS	150.41
759044	JENNIFER MENESES	87.66
759098	MIGUEL A VASQUEZ JR	34.47
759103	KRISTEN L WALKER	48.84
759104	AJA WARD	450.31
762142	JASMIN ARCEO	59.72
762166	ANGELICA FUENTES	26.12
762402	WILLIAM J FLORES	33.51
763563	ANGELICA FUENTES	26.12
764524	ROBERT GABINO	78.35
765667	FRANCHISE TAX BOARD	85.48
765739	ANGELICA FUENTES	39.17
765747	DAISY HERNANDEZ	6.98
766838	VANESSA GUZMAN	3.40
766858	ROSAISABEL C MEDINA	2.39
766881	SALVADOR VALENCIA	5.66
767058	ASHLEY CASTILLO	1.83
767061	ANDY FLORES	18.80
767071	SABRINA HUMPHREY	546.60
767073	HANNAH L JOHNSTON	212.26
767091	TYRONE NUNNERY	3.26
767113	DAVID J WILUSZ	13.85
767322	NORA OY	22.23
767340	ESTER MARIE DOMINGUEZ	21.52
768314	DEBORAH MAULHARDT	3.53
768768	LUANA BARAJAS	6.53
769006	ANGEL CORTES	4.97
769741	ANGELICA FUENTES	52.23
770850	MATHEW FLORES	6.88
770901	MAYRA CANALES	13.30
774737	SANTIAGO RODRIGUEZ	1.67
Stale Dated Outstanding as of 6/30/18		37,294.27
Adjustment to balance		-36.00
		37,258.27

Cultural and Community Service/Recreation**Stale Dated Checks****GL No: 101-0000-201-2000****As of : 6/30/2018**

Check No.	Name	Amount
2941	Juan Gaona	100.00
2942	Juan Gaona	50.00
3140	Maria Soto	21.00
3218	Irma Villagrana	200.00
3236	Josie Gonzalez	20.00
3246	Gary Spicer	20.00
3264	Abby Lopez	20.00
3265	Sausha Binkley	20.00
3267	Fredrick Ellis	20.00
3272	Janet Marron	20.00
3289	Natalie Morehead	34.80
3298	Erika Valdivia	20.00
3326	Rosario Tayda	15.00
3336	Yolanda B. Flores	10.00
3400	Elizabeth Maciel	20.00
3410	William Vasquez	32.50
3488	Joseph Scagin	93.75
3496	Fumiko Lee	35.00
3498	Melanie Lee	25.00
3503	Silvia Bohol	50.00
3607	Bertha Zaragoza	30.00
3649	Rosana Espritu	60.00
3705	Sivlia Chavez	5.00
3724	Elena K. Peters	25.00
3725	Maria Ortega	5.00
3795	Veronica Penaloza	5.00
3970	Nancy Ventura	30.00
3972	Deborah Arevalo	30.00
3985	Ashley Rorich	35.00
4040	Edelmita Martinez	60.00
4059	Blanca Guerrero	60.00
4119	Maria Alvarado	10.00
4377	Ruby Delgadillo	9.00
4387	Teresa Tapia	40.00
4395	Miguel Arrizon	20.00
4462	Tracy Hunter	60.00
4470	Emma Sanchez	47.00
4473	Angela Lopez	10.00
4552	Oscar Hernandez	100.00
4625	Catalina Cruz	57.00
4706	Shane Montgomery	45.00

Cultural and Community Service/Recreation**Stale Dated Checks****GL No: 101-0000-201-2000****As of : 6/30/2018**

Check No.	Name	Amount
4715	Florentino Alferez	50.00
4853	Miguel Alfaro	50.00
4865	Jesitina Jones-Cathcart	28.80
4964	Pennie Chesser	59.00
5144	Janie Kumar	76.00
5168	Geoffrey Flowers	24.00
5172	Maria Chavez	10.00
Outstanding Amount		1,867.85

UTILITY BILLING/LICENSING/PARKING CITATION

Stale Dated Checks

GL NO: 101-0000-201-2000

As of : 6/30/2018

CHECK NO	NAME	AMOUNT
14082	KARINA ESPINOZA	40.00
14096	ZOE LANGLEY	10.10
14103	JOSE CARDENAS	130.45
14125	CHANNEL ISLANDS PAVING	121.09
14158	BRANDY ORTIZ	14.78
14169	ANTONIO OR HONORINA CRISANTOS	2.40
14191	DANIEL J PEARSON	68.56
14195	MONICA OR JAMES GRIFFITH	40.00
14217	JAVIER OR CARLA TORRES	74.52
14230	RAMIRO C TISCARENO	63.03
14247	JENNIFER F SKORCH	198.00
14252	ACTION AUTOMOTIVE	27.63
14253	BRANDY ORTIZ	36.43
14269	VERONICA CRUZ	15.00
14278	DAVID SCHWARTZ	2.28
14293	VIRGINIA CISCO	161.72
14296	GORGONIO GRANILLO	41.00
14311	KHANH DOAN	49.25
14339	ELIZABETH RASMUSSEN	26.06
14352	ALLANA OR JAMES BARONI	3.54
14353	HEATHER GRAY	61.00
14363	SAVAGE AND SON UPHOLSTERY	2.79
14375	MARY GREENWAY	22.99
14380	STRONG INC	214.50
14404	ARTHUR OR KATHY TORRES	40.00
14438	MARGARET JOSE	9.63
14496	JAMES A BOONE	16.50
14559	RICHARD MENCER	27.67
14560	CHONG S OR JEAN PARK	20.36
14564	PAMELA IMHOFF	59.05
14578	ADRIANA GONZALEZ	26.52
14617	PACIFIC PARTY SUPPLIES	20.80

UTILITY BILLING/LICENSING/PARKING CITATION

Stale Dated Checks

GL NO: 101-0000-201-2000

As of : 6/30/2018

CHECK NO	NAME	AMOUNT
14630	MARIA F OCOTECATL	26.09
14631	JUANA BAUSTISTA	69.14
14726	BRAD THOMPSON CONSTRUCTION	37.52
14737	JOSHUA BARROS	15.44
14741	DAVID DOOILNG	30.19
14744	ESTATE OF JOSE V CORDOVA	31.45
14746	JAIME DORMAN	4.52
14780	MILES LOO JR	30.36
14788	JOSER WELDING	9.00
14871	MIGUEL A OR GUADALUPE GONZALEZ	6.31
14951	DANILO P OR SHEILA HOPER	58.63
14957	RODOLFO OR CAROLINA ESPINOSA	19.49
14969	BARBARA OR ANTHONYBANLUCK	6.29
14987	VICTOR BOBROW	166.27
15042	JOANNA OR NICOLAS RODRIGUEZ	15.49
15044	JUAN POSADAS-MORALES	41.00
15065	REGINA GONZALES	4.21
15071	WILLIAM SALINAS	41.00
15073	ROBERT OR KRISTI THRIFT	1.00
15076	JAMIE FUENTES	34.70
15100	GNG ECONOMY ARMY & NAVY STORE	16.00
15107	DOMINGO CRUZ	7.15
15121	OMARAE SCHER	18.07
15135	SILVIA MEDRANO	20.00
15141	JESUS OR MARIA DELGADO LEAL	4.51
15143	ALLEN ROBINSON	26.43
15201	LINDSAY COZART	25.00
15202	SHEAF OR NORLAN EDEJER	6.59
15209	GEORGE BEVANS	290.00
15231	OLGA CARDENAS	4.39
15240	BRIANN OR CORY IVES	4.98
15300	SETH BOSTON	27.71

UTILITY BILLING/LICENSING/PARKING CITATION

Stale Dated Checks

GL NO: 101-0000-201-2000

As of : 6/30/2018

CHECK NO	NAME	AMOUNT
15306	JOHN GUERRERO	30.00
15310	RITO'S AUTO REPAIR	73.84
15317	CLINICA MEDICA	62.52
15339	AIDE PEREZ	41.00
15341	MIGUEL GARCIA	10.69
15356	JAMES CLARK	4.44
15368	PURITA OR BERNARDO SABIDO	72.53
15373	JEAN H SMITH	5.91
15393	GRACIANO YANEZ	11.66
15435	MARCELLO BARILLAS LOPEZ	12.49
15440	JOSEPH LANDSCAPING/Ramirez	53.00
15469	JUANA VALLES	41.00
15472	NICK OR LUCY CARZIS	1.35
15489	NEW VISION CHRISTIAN CENTER	467.34
15501	CHULHEAN LEE	36.54
15508	CARLOS RAMIREZ JR	61.00
15556	GARY CHANNING POWERS	10.01
15560	LETNER ROOFING CO INC	93.68
15575	CLAUDIA GOMEZ	5.50
15602	MICHELLE MARTINEZ	19.47
15627	QUEST DIAGNOSTICS	163.34
15630	MIGUEL NAVARRO MORALES	1.86
15631	WALTER OR CHRISTINE WATSON	9.08
15632	LAURA OR JOE OROZCO	6.33
15636	QUEST DIAGNOSTICS	202.87
15637	OXNARD CITY FLORIST	32.18
15648	MARIA J HERNANDEZ	22.40
15659	MARY GARCIA	26.09
15678	CABALLERO PRODUCTIONS	81.50
15687	RACHEL GUZMAN	221.37
15689	AKEME LEA NAVARRO	49.71
15698	MICHAEL MOREY	3.25

UTILITY BILLING/LICENSING/PARKING CITATION

State Dated Checks

GL NO: 101-0000-201-2000

As of : 6/30/2018

CHECK NO	NAME	AMOUNT
15704	JUAN MACIAS	40.00
15706	ZONE INDUSTRIAL STAFFING	144.80
15726	ALFREDO CONZALEZ	20.00
15741	CHRISTINA M BENAVIDES	17.00
15758	TEST ONLY EXPRESS	55.95
15814	JOHN BOEHLER	2.11
15829	CRIG SPRAGUE	58.00
15858	JAMES LOMBARDO	30.42
15932	MYP DISTRIBUTING	377.95
15956	SYLVIAN LEARNING CENTER	38.82
15964	DOLEX DOLLAR EXPRESS, INC	70.00
15984	LETICIA CAMARENA	5.25
15987	ANDREW TANBER	14.94
16052	JORGE RODRIGUEZ MOTA	9.92
16053	MICAELA OR AGUSTIN RODRIGUEZ	2.96
16073	ANDREW NAESETH	2.67
16074	FILIPPE S LOPEZ	9.96
16086	JORGE RODRIGUEZ MOTA	67.29
16106	YVONNE MARIE HAVEY	3.89
16118	ESTATE OF ROBERT L SHADE	14.20
16128	RUFINO VASQUEZ	1.25
Outstanding Amount		5,667.91


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GOVERNMENT CODE - GOV

TITLE 5. LOCAL AGENCIES [50001 - 57550] (Title 5 added by Stats. 1949, Ch. 81.)

DIVISION 1. CITIES AND COUNTIES [50001 - 52203] (Division 1 added by Stats. 1949, Ch. 81.)

PART 1. POWERS AND DUTIES COMMON TO CITIES AND COUNTIES [50001 - 51298.5] (Part 1 added by Stats. 1949, Ch. 81.)

CHAPTER 1. General [50001 - 50290] (Chapter 1 added by Stats. 1949, Ch. 81.)

ARTICLE 3. Financial Affairs [50050 - 50057] (Article 3 added by Stats. 1949, Ch. 81.)

50050. For purposes of this article, "local agency" includes all districts. Except as otherwise provided by law, money, excluding restitution to victims, that is not the property of a local agency that remains unclaimed in its treasury or in the official custody of its officers for three years is the property of the local agency after notice if not claimed or if no verified complaint is filed and served. At any time after the expiration of the three-year period, the treasurer of the local agency may cause a notice to be published once a week for two successive weeks in a newspaper of general circulation published in the local agency. At the expiration of the three-year period, money representing restitution collected on behalf of victims shall be deposited into the Restitution Fund or used by the local agency for purposes of victim services. If a local agency elects to use the money for purposes of victim services, the local agency shall first document that it has made a reasonable effort to locate and notify the victim to whom the restitution is owed. The local agency may utilize fees collected pursuant to subdivision (l) of Section 1203.1 or subdivision (f) of Section 2085.5 of the Penal Code to offset the reasonable cost of locating and notifying the victim to whom restitution is owed. With respect to moneys deposited with the county treasurer pursuant to Section 7663 of the Probate Code, this three-year period to claim money held by a local agency is extended for an infant or person of unsound mind until one year from the date his or her disability ceases.

For purposes of this section, "infant" and "person of unsound mind" have the same meaning as given to those terms as used in Section 1441 of the Code of Civil Procedure.

(Amended by Stats. 2013, Ch. 457, Sec. 1. (AB 934) Effective January 1, 2014.)

50051. The notice shall state the amount of money, the fund in which it is held, and that it is proposed that the money will become the property of the local agency on a designated date not less than forty-five days nor more than sixty days after the first publication of the notice.

(Added by Stats. 1949, Ch. 81.)

50052. Upon or prior to publication, a party of interest may file a claim with the treasurer which must include the claimant's name, address, amount of claim, the grounds on which the claim is founded, and any other information that may be required by the treasurer. The claim shall be filed before the date the unclaimed money becomes the property of the local agency as provided under Section 50051 and the treasurer shall accept or reject that claim. If the claim is rejected by the treasurer, the party who submitted the claim may file a verified complaint seeking to recover all, or a designated part, of the money in a court of competent jurisdiction within the county in which the notice is published, and serves a copy of the complaint and the summons issued thereon upon the treasurer. The copy of the complaint and summons shall be served within 30 days of receiving notice that the claim was rejected. The treasurer shall withhold the release of the portion of unclaimed money for which a court action has been filed as provided in this section until a decision is rendered by the court.

(Amended by Stats. 1984, Ch. 866, Sec. 2.)

50052.5. (a) Notwithstanding Section 50052, the treasurer may release to the depositor of the unclaimed money, their heir, beneficiary, or duly appointed representative, unclaimed money if claimed prior to the date the money

becomes the property of the local agency upon submitting proof satisfactory to the treasurer, unless the unclaimed money is deposited pursuant to Section 7663 of the Probate Code.

(b) Notwithstanding Section 50052, the treasurer may release unclaimed money deposited with the county treasurer pursuant to Section 7663 of the Probate Code, to any adult blood relative of either the decedent or the decedent's predeceased spouse.

(c) Notwithstanding Section 50052, the treasurer may release unclaimed money deposited with the county treasurer pursuant to Section 7663 of the Probate Code to the parent who has legal and physical custody of a minor who is a blood relative of either the decedent or the decedent's predeceased spouse without the need to appoint a legal guardian for the minor as follows:

(1) If the value of the unclaimed money deposited with the county treasurer is five thousand dollars (\$5,000) or less, the treasurer may release the money according to Section 3401 of the Probate Code.

(2) If the value of the unclaimed money deposited with the county treasurer is sixty thousand dollars (\$60,000) or less, and the money is not released under paragraph (1), the unclaimed money may be released by the treasurer to the parent who shall, after payment of any costs incurred in making the claim, hold the money in trust, to be used only for the care, maintenance, and education of the minor, and the parent shall be liable therefor to the minor under the fiduciary laws of this state. The money held in trust shall be released to the minor when the minor reaches the age of majority.

(d) The claim shall be presented to the county treasurer in affidavit form and signed under penalty of perjury. Notwithstanding Section 13101 of the Probate Code, the claimant, to be entitled to the entire escheated estate, needs only to establish with documentary proof the existence of a blood relationship to either the decedent or of the predeceased spouse, if any, and the documentary proof, if regular on its face, need not be certified. Notwithstanding Section 13101 of the Probate Code, the claimant shall not be required to declare that no other person has an equal or superior claim to the escheated estate.

The county treasurer may rely in good faith on the sworn statements made in the claim and shall have no duty to inquire into the truth or credibility of evidence submitted.

In paying out the escheated estate, the county treasurer shall be held harmless to all. Payment shall act as total acquittance and shall completely discharge the county treasurer from any liability.

If the county treasurer rejects any claim made hereunder, the claimant may take his or her grievance to the Superior Court of the county holding the escheated estate.

Any claim paid hereunder shall be paid without interest.

(Amended by Stats. 2000, Ch. 333, Sec. 1. Effective January 1, 2001.)

50053. When any such money becomes the property of a local agency and is in a special fund, the legislative body may transfer it to the general fund.

(Added by Stats. 1949, Ch. 81.)

50054. Whenever any city or county or city and county renders construction services or constructs public works for any city, county, city and county or any other governmental agency below the level of the state government, the price charged for such services or construction shall be sufficient to reimburse the governmental body performing such services for the full cost thereof including labor, material, equipment costs or rentals and a reasonable allowance for overhead. In computing overhead, without limitation on other factors properly includable, there shall be allocated to the overhead cost its proportionate share of indirect labor and administrative costs.

(Added by Stats. 1971, Ch. 558.)

50055. Any other provision of this article notwithstanding, any individual items of less than fifteen dollars (\$15), or any amount if the depositor's name is unknown, which remain unclaimed in the treasury or in the official custody of an officer of a local agency for the period of one year or upon an order of the court may be transferred to the general fund by the legislative body without the necessity of publication of a notice in a newspaper.

(Amended by Stats. 1996, Ch. 89, Sec. 1. Effective July 1, 1996.)

50056. The responsibilities of the treasurer as provided under this article may be delegated by the treasurer to the agency, district, or department that maintains the supporting records of the unclaimed money based on the initial receipt or deposit of that money or both.

(Added by Stats. 1984, Ch. 866, Sec. 4.)

[50057.](#) For individual items in the amount of five thousand dollars (\$5,000) or less, the legislative body of any county may, by resolution, authorize the county treasurer to perform on its behalf any act required or authorized to be performed by it under Sections 50050, 50053, and 50055. The resolution shall require that the county auditor be informed of each act performed under the authorization.

(Amended by Stats. 2011, Ch. 382, Sec. 2. (SB 194) Effective January 1, 2012.)

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N.1.d

PUBLIC NOTICE

NOTICE IS HERBY GIVEN THAT, the Treasurer of the City of Oxnard, County of Ventura, State of California, declares that the following monetary sums have been held by the City of Oxnard and have remained un-

claimed in the funds hereafter indicated for period of over three (3) years and will become the property of the City of Oxnard on the 20th day of February, 2018, a date not less than forty -five (45) days after the first

publication of this Notice.

Any party of interest may, prior to the date designated herein above, file a claim with the City Treasurer's Department which includes the claimant's name, address and telephone number, amount of claim, and the

grounds on which the claim is founded. The Unclaimed Money Claim Form can be obtained from the Office of the City Treasurer at 214 South C Street, Oxnard, CA, 93030, or from the City's website at https://www.

oxnard.org/city-department/city-treasurer/. Proof of identity must be provided before funds will be released. With any questions, please contact the department related to the fund of your claim: General Fund - Claudia

Baez (805)385-7544, Payroll- Jeniffer Cahuantzi (805)385-7599, Police Department Trust (805)385-7738.

The following funds are held in the General Fund - Accounts Payable

Check Number	Payee Name	Amount
22117	CWPCA	25.00
22935	William & Sorensen	186.26
24885	U S Escrow	1,275.00
25627	International Law Enforcement	165.00
25787	Simi Valley Municipal Ct	300.00
27217	Arturo & Jose Montoya	20.47
27625	Gossner Foods Inc Aseptic	2,500.01
27926	Industrial Del Amor Inc	50.00
28722	Oxnard Auto Upholstery	15.95
29997	Altec Industries Inc	74.06
32579	Steitz Towing & Recovery	40.00
33677	State Controller's Office	6,716.00
34118	Sal Montano	26.00
36118	Oxnard College	109.00
36716	Word Perfect Magazine	278.76
36939	ICBO-Ventura Chap.-City	480.00
37851	Car Coa Body & Paint	842.61
38845	American Management sys., Inc.	75.00
39144	Joseph H Maulhardt	200.00
40372	Dale Hatton	157.85
42140	Joseph A. Smith	148.00
43156	Rio Mesa Athletic Booster Club	100.00
43195	Software Publishing	20.00
43766	Thunder Country 105.5 FM	350.00
44329	Cal Norman Translation	400.00
45352	The Ventura County Star	82.45
46556	C & S Truck Bodies	69.35
48522	Vincent Stewart	32.13
49562	League of CA Cities	250.00
52362	Nord & De La Flor	150.00
53604	Beach, Protor, McCarthy	150.00
54069	Advanced Geologic Exploration	65.00
54865	ICMA	33.00
59372	St. Anthony's School	100.00
61520	Barber's Auto Parts	40.00
61570	Chamada, Inc.	89.02
63714	Magic Muffin Bakery	143.50
64211	KBBY FM 95.1	1,500.00
64372	Sam's Club Direct	92.71
64864	RHF, Inc.	134.37
65957	Vta. County Superior Court	185.00
67562	Chulaina Publishing	432.42
67822	Ocean-Aire Mobile Home	1,000.00
68490	St. John's Reg. Medical Ctr.	88.00
69537	Structural Engineers	20.00
70114	Glenn Velo	990.00
71441	Jessica Craven	63.76
71640	Online Wedding Planner	60.00
71693	Peggy Ramirez	50.77
71827	West Net Communications	201.00
72538	Camarillo AYSO Region 68	100.00
72809	Oxnard Youth Employment	100.00
74928	Gold Coast Steel	225.22
75509	Gold Coast Steel	152.03
77329	JoAnn Roach	99.23
78610	M. R. Aguilar	326.29
78667	A. Bautista	17.61
78680	D. A. Bockus	131.33
78712	Y. Celis	17.01
78766	Gina Diaz-Sosa	81.97
78830	T. L. Granger	64.27
78899	Lawler Bonham	150.00
79031	D. D. Robinson	42.61
79043	H. L. Satgent	19.05
79073	C. A. Sosa	206.96
79100	B. A. Troutt	19.11
79814	Aaron Cardenas	1,209.60
81284	Mario Castroni	92.86
83054	Ellen Kripstock	25.46
85115	Margyl Buckel	22.05
85988	Pestmanster Services	85.00
86945	Librarian Coll. Letter	47.00
87037	Oxnard Youth Employment	250.00
87091	Steve Robinson	168.00
89192	LJ's Plumbing Const.	202.00
90139	Downey Ford Inc.	100.00
90792	Ojai Ambulance	45.00
91030	Juan Campos	100.00
93189	Ventura Countyj Auditor	6,645.00
94421	Government Advisory Asso.	75.00
97552	Crown Dodge	391.25
97961	Wsgado Insurance	128.00
98452	Taylor's Steel & Welding	150.56
100987	Easter Seals Society	250.00
101051	Int'l Journal of Arts Mgt	38.00
104370	Cecilio O. Sampilo	100.00
107574	Susan Kennedy	162.46
107657	Ventura Towing	295.62
108265	West Marine	965.22
108293	Mexican American	5,266.67
108780	Aspet Amirkhanian	80.00
108922	Charlene Lindquist	92.31
110666	U Rent Inc.	203.50
112267	Samrt & Final Iris. Co.	43.19
112281	Superintendent of Documents	114.00
114675	Irene Castenon	135.00
116539	Donna Brubaker	168.00
116881	Nathaniel Wayman	69.61

The following funds are held in the General Fund - Accounts Payable

Check Number	Payee Name	Amount
117036	Donna Brubaker	168.00
117657	Donna Brubaker	168.00
118015	Scott Swenson	111.18
122956	Smart & Final	52.40
124726	Charlene Lindquist	92.31
125395	Charlene Lindquist	92.31
128032	J. Villanueva-Walker	19.24
128353	Oxnard Rental Center	431.06
129277	Channel Islands Naval Yacht	75.00
131995	Dale Hatton	105.23
133935	Tiny's Vacuums Inc.	64.48
134428	Print City of Oxnard	75.97
135178	Hunt, Ortmann, Blasco	6,381.10
135627	Ventura Municipal Court	200.00
138890	Smart & Final	246.98
139424	Scott Swenson	152.00
140139	Code 12 Uniforms & Equip	16.00
141914	NCOA	195.00
142742	Ventura Municipal Court	2,500.00
143919	Wonders of Wildlife, Inc.	250.00
144134	Channel Islands Orthopedic	509.10
145033	Vanessa D. Harper	92.31
145290	Rotary Club of Oxnard	50.00
145448	Ida Marquez Rivera	57.69
145967	Calif. Asso. for Property	35.00
145968	Calif. Cities SB90	575.00
146251	Vanessa D. Harper	92.31
146922	Oxnard Police Dept. Bike Team	150.00
147302	Kelle L. Mann Pistone	215.00
148214	Margaret Barraza	70.00
148252	Edward Fletcher	100.00
150312	La Paloma Restaurant	600.00
150559	Best, Best and Krieger	290.35
153343	Tinta Latina Magazine	300.00
156521	Boot Barn	107.24
156638	Linda Laubacher	300.00
157189	Norman Hurtado	100.00
157201	John Caballero	75.00
157279	CA Public Radio Assoc	43.00
159503	A5 Oxnard LLC	369.00
159757	Party Pleasers	1,447.18
160239	Edward Gafford	455.00
160341	Oxnard High School ASB	40.00
160717	Ventura Roundup	90.00
161992	Community Dynamics	720.00
162560	A5 Oxnard, LLC	102.96
162582	Heliodoro Avalos	387.00
164681	Security Consultant Services	2,800.00
165726	Ventura County Star	287.28
165727	Ventura County Star	65.45
167924	Heritage Square Facility	267.50
168413	Heritage Square Facility	267.50
168748	Ginder Sunderland & Carlson LLP	150.00
169355	Villa, Joe	45.00
170839	Online Wedding Planner	100.00
173932	Jahaziel Vasquez	100.00
173933	Antonio Navarette	500.00
173975	Juan Luis Gastelum	750.00
174390	International Environmental	100.00
175107	Juan Luis Gastelum	2,072.00
176244	Rosaura Barajas	100.00
176268	Adriana Gonzales	225.00
176589	Granville Bowman	62.90
177511	Hilario Silva	100.00
178062	Charles E. Jimenez	46.00
178867	James Rupp	75.91
179767	Alexis Garcia	150.00
179883	Patrick Michael Finn	150.00
180154	Ventura County Star	75.03
181032	Belia Soto	182.00
182012	Sonus-USA Inc Oxnard	140.00
184691	Service Fire Protection	148.89
184995	National Register Publishing	220.95
185210	MCT Trailers LLC	322.51
186539	Superior Sanitary Supplies	531.84
186991	Franchise Tax Board	1,028.31
187945	DATA911	46.97
188022	Jamie Torres	19.00
188452	J.C. Gills	32.40
190909	Mark Pumford	90.00
191992	Edward Rose	170.00
192293	Ca. Narcotics Officers	730.00
194023	ComCo Management	843.75
194087	Tamara Sahler	245.00
194601	Dalia Torres Perez	100.00
194995	Francine Smith	97.38
195065	Driver Alliant Insurance	60.00
195227	Jose Zererino	100.00
196936	Comite Cultural Mexicano	170.00
197294	Filipino American Council	225.00
198667	Christina Aerenlund	105.60
199754	Sunshine Trailer Park	847.50
199757	Valerie Neal	250.00
200387	Martin L. King Jr. Comm	40.00
201002	Martin L. King Jr. Comm	120.00
203402	Shea Properties	1,042.67
204018	Ana Maria Rodriguez	

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Continued from page B2			The following funds are held in the General Fund - Accounts Payable		
The following funds are held in the General Fund - Accounts Payable			The following funds are held in the General Fund - Accounts Payable		
Check Number	Payee Name	Amount	Check Number	Payee Name	Amount
204577	Magazine Billing Service	42.99	239194	TALY & SHARON EYAL	404.14
204604	El Rio Girls Softball	221.50	239245	SALVATORE & VINCENZA ZOIDA	115.69
204868	Sports Zone	285.92	239248	SHELL WESTERN E & PINC	296.07
204965	Associated Ready Mix Concrete	1,372.78	239282	SANTA MARIA INVESTMENTS LLC	882.33
205238	Netclerk, Inc.	417.85	239503	SOUTHERN CALIFORNIA CRIME	45.00
205240	Shea Homes, LP	828.53	240626	CCPOA	30.00
205254	Harpal K. Dhillon	1,000.00	240868	GUTIERREZ-RAMIREZ, JUAN	61.00
208092	Ipatzi Auto Repair	45.00	241420	GREEN HILLS PLUMBING & REPIPIN	174.80
208264	State Compensation Insurance Fund	25.00	243683	GARCIA-BARRERA, CALET	61.00
209899	National Community Development Assoc.	1,515.00	243694	ARREDONDO-PEREZ, VERONICA	60.09
211670	Guillermo Barajas	21.71	244179	ABEL CALDERON	25.00
211712	Swissjust Corp.	277.46	245029	ADELA CLAYBURG	87.00
211714	Oxnard Transmission	27.60	245630	UBALDO OR AMELIA AMARO	40.00
211725	Beacon Fire & Safety	28.58	245636	JEFFREY CARLILE	35.00
211729	Results Advertising	80.64	246102	NASSIF, DOUG	61.00
212172	Rusty's Pizza Parlor	188.42	247835	STRAUSS, JOHN OR MICHELLE	88.30
212288	ICF Consulting	35.00	248463	ARLETTE AKKERMAN	354.00
212316	Sothebys Int Realty	93.91	250293	ONLINE RESOURCES	49.50
212901	Sara Bolanos	25.00	250329	JOHN WASKEY / HEATHER KEHAYAS	40.65
212959	Maria Echeverria	257.25	251297	H.E. JULIEN & ASSOCIATES INC.	186.99
212978	Maria Mares	257.25	251647	THERAPEUTIC HOME CARE	62.68
213258	Juvenile Diabetes Foundation	200.00	253728	ZAMORA, DULCE	15.42
213501	Advanced Electronics	191.18	254302	DOYLE, SCOTT	85.00
214135	Rodriguez, Aurelio	41.00	255410	PAUL WENDLAND	77.02
214147	Beniquez, Edwin	61.00	256621	MARIA MAGALLON	100.00
215138	ACOSTA, JULIE	52.57	256640	FRANCISCO IZARRARAS OR	65.00
215694	CRUZ HANSEN	290.00	258539	CHRISTINA SANCHEZ	20.00
216293	VENTURA COUNTY ROUNDUP	225.00	258541	CORRINE HATHAWAY	65.00
216312	CHRIS JIMENEZ	53.61	258544	JUAN MONICO CASTRO	15.00
216876	YORO, LORRAINE OR AMBROCIO	65.61	258576	JUST TIRES	59.00
216885	RADFORD, ROY	19.32	259054	ISMAEL OR MARTHA IBARRA	20.00
216887	NEW CENTURY MORTGAGE	93.61	259061	JULIO HERNANDEZ	20.00
216888	RUIZ, JOSE	41.66	260255	PORT MARLUNA EXEC HOUSING LLC	19.33
217494	JOHNSON, MARISSA	29.64	260263	SCHMICK, AMBER	39.16
218747	HERRERA, MARTIN OR CELIA	33.05	260266	HAWK, JEDEDIAH	26.58
218750	DRYWALL SYSTEMS	29.75	260518	GUILLERMO ANASTACIO SAAVEDRA	65.00
219391	CABALLERO PRODUCTIONS	66.76	260525	GUSTAVO CASTILLO CUEVAS	25.00
219400	YU, UNSU	22.86	260536	JAIME PINEDA	40.00
219411	MEEHAN, MATT	67.67	260544	ELLPIDIO MORALESBALTAZAR	65.00
219972	MEEHAN, MATT	42.21	260801	CITY OF MOORPARK - AVRC	405.00
219978	GONZALES-MUNOZ, ROSALVA	15.64	261256	MARTIN AUSTIN	65.00
219981	PERATIS, TOM	70.28	261421	IRONMAN PARTS	195.04
220619	NGHIA TRAN	300.00	261767	HERNANDEZ, MAXIMO	20.39
221193	MI HACIENDA BAR & GRILL	17.44	262829	HERNANDEZ, PASCUAL	26.51
221836	ARCO IRIS	90.00	262846	RAMON REYES	65.00
221840	TARGET CORPORATION #0181	200.00	262848	PICK A PART HESPERIA	25.00
221862	WESTERN DENTAL	240.00	262850	GENEVIEVE HENDON	70.00
221879	RUSH, JAMES	21.69	262852	BILLY BRUCE SHAIN JR.	25.00
221891	SALCEDO, MARENA	74.09	262854	MARTIN AUSTIN	65.00
222587	SMITH, BRANDY	34.29	262857	PEDRO RAMIREZ	50.00
222600	AREVALO, FRANK	65.48	262859	JESUS SALAS	65.00
222603	DELGADO, MIGUEL	61.00	263098	DE LOS REYES, FRANCISCO	25.00
222642	CHARLES PAYTON	200.00	263099	PAYLESS SHOES SOURCE #2468	205.00
223894	WILLIAMSON, JAMES C	29.25	263367	STREMEL, ADAM	61.00
223901	CUECUECHA, JOSE OR ROSALIA	61.00	263840	JUNIPER DEVELOPMENT	109.02
224753	TEAM TRANSIT MIX	3,418.76	265938	GREGORY MATTHEWS	98.00
224987	COLIMA MEXICAN FOOD & JUICE	41.00	265945	JULIO CESAR ROCHA	45.00
224996	MAGALLON, ENRIQUE	16.34	265947	CELERINO JUAREZ DIAZ	15.00
227249	HACIENDA CASA DE CAMBIO	75.00	265951	JUSTIN STEIN	213.00
227255	NOLASCO, JUAN	58.50	265955	SALAZAR BLUMARO	70.00
227260	SANABRIA, CARMEN	109.31	265962	RUBEN TORRES VEGA	65.00
227279	MINOOEI, FARZAD	15.76	265968	OLIVIA CASTRO	65.00
227280	SCOTT, MARTIE	87.78	265972	OLGA HERNANDEZ	35.00
227594	NAPA AUTOMOTIVE SUPPLY	67.38	266664	FIRST FIRE EXTINGUISHER CO.	105.00
227856	GOLD COAST HOME MORTGAGE	25.00	266732	ORANGE COUNTY SHERIFF DEPT.	204.00
228862	VASQUEZ, NATALIA	20.00	267696	DORI THOMPSON	45.00
228993	DUNN EDWARDS CORPORATION	22.13	267698	JOSE GARCIA	20.00
229444	ANIMAL CARE CONFERENCE	900.00	267699	JOANNA VALDES	25.00
229978	SI VIII, LLC	400.00	267701	GUILLERMO PEREZ OR BERNARDO LOPEZ	25.00
230009	POWERS, GARY CHANNING	20.56	267704	ERMILO PAREDES VASQUEZ	90.00
230014	THE NAIL WORKS	21.03	267706	MARIA TORRES	25.00
230018	PEREZ, REUBEN OR GABRIELA	53.30	268006	CARDENAS, JUAN	61.00
230026	CONTRERAS, LUIS OR GLENDA	60.07	268160	MORNING STAR	22.78
230028	LIBERATORI, JOHN	19.13	269176	AMIGO PARTY RENTAL	820.00
230039	JOSE ALFARO	40.00	269370	ENTERSECT	84.95
230411	PEREZ, LUIS C	16.36	269441	WALL, KELLEY OR DANIEL	102.20
230415	GBUR, JOE	44.65	269697	DIEHL EVANS & COMPANY LLP	275.00
230418	ALMAZAN, ALFREDO	25.67	269801	LOS ANGELES PUBLIC LIBRARY	45.00
230441	HEIGHTON, DOUGLAS	30.25	269878	MARICELA R. GARCIA	1,872.00
231488	RODRIGO GUZMAN	40.00	270678	DHS-OCF PROGRAM	80.00
232004	MORTECH FINANCIAL GROUP	70.00	270824	DIANE FRENES	25.00
232044	GENERAL NUTRITION CENTER	105.77	271491	PEDERSON FENCE & PATIO CO INC	1,040.00
232061	BELLPORT ANACAPA MARINE SVCS	25.00	271660	CORNELIO, HILDA	61.00
233078	FISHER, LELIA	265.69	271669	LYAMTSEV, ALEKSAMBR	23.14
233080	VASQUEZ, JAMES OR NANNETTE	100.94	271720	SOMICH GERALDINE C TRUST-rebate	2,803.36
233088	RIVERA, RIGOBERTO OR LEONIDES	32.99	271738	COLLET T BYPASS TR EST	5,207.29
233509	ANGUIANO-MENDOZA, MARIA D	26.09	271930	SUPERIOR AWNING, INC.	2,973.26
233511	LANGARICA, MIGUEL	21.48	272208	NY'S AUTO SHOP	61.00
234031	ESPINOZA, JOANNA	17.57	272220	WASHINGTON MARRIOTT WARDMAN PARK	277.09
234636	GONZALEZ, KRISTOFFER	27.28	272694	FRANCHISE TAX BOARD-Court order debt collect	123.97
235153	K B PARTNERS INC	21.89	272852	BARON BROTHERS NURSERY INC	1,451.95
235286	PARTY PLEASERS	87.94	272954	ENVIRONMENTAL HEALTH DIVISION -county vta	82.00
236155	HERRERA-LAMINO, RAFAEL	61.00	272967	CHANNEL COUNTIES DIVISION	100.00
236769	FIDELA BAUTISTA	300.00	273115	PORT HUENEME MARINE SUPPLY CO. INC.	263.07
237241	KIM, SHARON	21.11	273341	CWEA-TCP	81.00
238038	VERONICA ZIMMERMAN	295.00	273578	MATEO BALTAZAR L. OR MATEO ALBERTO	108.00
238055	CALLO, THELMA OR ROBERT	28.01	273961	PLANET HEADSET	119.00
238057	RIVERPARK LEGACY LLC	2,711.89	273969	LANE, HENRY J	27.68
238060	TORRES, LEONEL OR LUISA	17.09	274407	RODRIGUEZ, CIRO	61.00
238620	FRIEL, BRIANNE OR MIKE	51.11	274416	HARRISON, BRYAN	17.10
238621	RIVERPARK LEGACY LLC	2,939.78	274422	BRASS RING AMUSEMENTS	153.59
238628	HUERTA, ABEL OR LETICIA	61.00	274601	BRIAN FOOTE	22.00
238633	SHEA HOMES	51.86	274637	MEDINA JOAQUIN	31.50
239100	SCOTT, PAMELA KIM	74.87	274639	CAROL K. HENDRIX	25.00
239108	RIVERPARK LEGACY	151.33	274640	CHRISTINE BONARD	90.00
239109	BROOKS, RICHARD C	110.28	274641	CHRISTINE BONGARD	90.00
239189	BEARDSLEY AND SON	254.08	274648	NANCY G. FLORES	

Page B4		VIDA NEWSPAPER 12-28-17		www.vidanewspaper.com	
				N.1.d	
Continued from page B3		303871	GOLDEN STATE ALARMS, INC.		664.00
The following funds are held in the General Fund - Accounts Payable					
Check Number	Payee Name	Amount	The following funds are held in the General Fund - Miscellaneous UB/OL		
274650	ROBERTO A. MAGNO	15.00	Check Number	Payee Name	Amount
275594	MARIA E. NOVOA	65.00	14082	KARINA ESPINOZA	40.00
275599	MACARIO MORALES OR	65.00	14103	JOSE CARDENAS	130.45
276239	ANDERSON, BEAU	20.69	14125	CHANNEL ISLANDS PAVING	121.09
276245	REGIER, BLAKE	21.12	14191	DANIEL J PEARSON	68.56
276268	CWEA MEMBERSHIP	132.00	14195	MONICA OR JAMES GRIFFITH	40.00
276448	CATALINA CARRIZAL ORTIZ	40.00	14217	JAVIER OR CARLA TORRES	74.52
276514	SMITH PIPE & SUPPLY INC.	141.71	14230	RAMIRO C TISCARENO	63.03
276709	PEPSI	60.00	14247	JENNIFER F SKORCH	198.00
277488	WISE CONSULTING SERVICES	3,187.00	14252	ACTION AUTOMOTIVE	27.63
278510	TAYLOR, PATRICIA	20.11	14253	BRANDY ORTIZ	36.43
278649	MIGUEL ANGEL LUNA	25.00	14269	VERONICA CRUZ	15.00
278733	VICTOR LOPEZ	168.45	14293	VIRGINIA CISCO	161.72
278892	STELL, MATTHEW	20.56	14296	GORGONIO GRANILLO	41.00
279260	FRANCISCO CASTILLO	40.00	14311	KHANH DOAN	49.25
279277	MOORE, JEFFERY	15.78	14339	ELIZABETH RASMUSSEN	26.06
279288	TATRO, MATTHEW L	16.01	14353	HEATHER GRAY	61.00
279773	LOPEZ-TORIBIO, LORENZO	34.02	14375	MARY GREENWAY	22.99
279775	ARVIN PAGADUAN	25.00	14380	STRONG INC	214.50
280245	PRICE, WILLIAM	32.93	14404	ARTHUR OR KATHY TORRES	40.00
280265	MARIA L CARRILLO	50.00	14496	JAMES A BOONE	16.50
280915	SOUTHERN CALIF. EDISON	85.00	14559	RICHARD MENCER	27.67
281176	AVALOS, LETICIA	15.07	14560	CHONG S OR JEAN PARK	20.36
281190	COCCO, JONATHAN T	35.63	14564	PAMELA IMHOFF	59.05
281508	RAQUEL FAJARDO	40.00	14578	ADRIANA GONZALEZ	26.52
281509	STACY JAMIE FRANCOCORTEZ	196.00	14617	PACIFIC PARTY SUPPLIES	20.80
281906	WASHINGTON, REV H W	188.20	14630	MARIA F OCOTECATL	26.09
282814	PENHALL CO	167.12	14631	JUANA BAUSTISTA	69.14
283530	PETER RIVERA	98.00	14726	BRAD THOMPSON CONSTRUCTION	37.52
284210	AMERICAN SOLAR DIRECT	310.98	14737	JOSHUA BARROS	15.44
284424	BOYD & ASSOCIATES file 1413	450.00	14741	DAVID DOOILNG	30.19
284591	POTROS, RASHA	40.23	14744	ESTATE OF JOSE V CORDOVA	31.45
284842	BALLINES, CARLOS	17.73	14780	MILES LOO JR	30.36
285247	BRUNOJACOB, JUANITA	18.94	14863	MARTHA TAYLOR	152.00
285268	JOSEPH ANTHONY DELATORRE	133.00	14864	MARTHA TAYLOR	211.00
285269	MARYAM BEHBAHANI	180.00	14951	DANILO P OR SHEILA HOPER	58.63
285270	JAIME TORRES	35.00	14957	RODOLFO OR CAROLINA ESPINOSA	19.49
285272	JANETTE L BAISLEY	108.00	14987	VICTOR BOBROW	166.27
285982	CHRISTOPHER L GRIFFIN	65.00	15042	JOANNA OR NICOLAS RODRIGUEZ	15.49
286387	SLATON, JONATHAN	39.36	15044	JUAN POSADAS-MORALES	41.00
286954	MORNING STAR-work & safety supplies	78.28	15071	WILLIAM SALINAS	41.00
287015	DOUGLAS JR, MARVIN S	28.88	15076	JAMIE FUENTES	34.70
287495	MARTELL, MICHAEL	78.72	15100	GNG ECONOMY ARMY & NAVY STORE	16.00
287900	KOHLI, KAPIL	113.73	15121	OMARAE SCHER	18.07
288162	HECTOR RODRIGUEZ HERNANDEZ	90.00	15135	SILVIA MEDRANO	20.00
289185	JACINTO HIDALGO	130.00	15143	ALLEN ROBINSON	26.43
289190	ROBERTO PACHECO	25.00	15156	XIANG SHU JIN OR CHERRY BLOSSON ORIENT	247.84
289431	ROBERTS, MATTHEW OR CLAUDIA	57.87	15157	XIANG SHU JIN OR CHERRY BLOSSON ORIENT	293.00
289436	TEMPCHIN, BENJAMIN	16.23	15201	LINDSAY COZART	25.00
289865	AMANDA A BURWICK	133.00	15209	GEORGE BEVANS	290.00
290014	TIME WARNER CABLE MEDIA SALES	191.79	15300	SETH BOSTON	27.71
290638	NGUYEN, ASHLEY	15.19	15306	JOHN GUERRERO	30.00
290653	WILLIS, CHAD	30.00	15310	RITO'S AUTO REPAIR	73.84
290989	KNIGHTS OF COLUMBUS COUNCIL #750	15.00	15317	CLINICA MEDICA	62.52
291115	RECP CY OXNARD, LLC	174.44	15339	AIDE PEREZ	41.00
291288	TSAI, LYNN	56.05	15368	PURITA OR BERNARDO SABIDO	72.53
291486	HELENE O'CONNELL	235.00	15440	JOSEPH LANDSCAPING/Ramirez	53.00
291510	FUNERARIA DEL ANGEL	25.00	15469	JUANA VALLES	41.00
291518	SPENCE, SEAN	119.36	15489	NEW VISION CHRISTIAN CENTER	467.34
291744	LYNETTE F LUCAS	196.00	15501	CHULHEAN LEE	36.54
292498	CNCAC, INC.	50.00	15508	CARLOS RAMIREZ JR	61.00
292526	DRIVERS LICENSE GUIDE COMPANY	30.00	15560	LETNER ROOFING CO INC	93.68
292757	DENNIS C CRANDALL	108.00	15602	MICHELLE MARTINEZ	19.47
292955	ROSBORG, CHRISTIAN	95.15	15627	QUEST DIAGNOSTICS	163.34
292956	SCOTT, MURIEL	83.34	15636	QUEST DIAGNOSTICS	202.87
293344	PETRA GONZALEZ	53.00	15637	OXNARD CITY FLORIST	32.18
293351	GASPAR A OCHOA	65.00	15648	MARIA J HERNANDEZ	22.40
293352	JORGE DIAZ	65.00	15659	MARY GARCIA	26.09
293503	AIRPORT TATTOO	41.00	15678	CABALLERO PRODUCTIONS	81.50
293860	COASTAL PIPCO	32.28	15687	RACHEL GUZMAN	221.37
293980	DON ELLIOTT	63.02	15689	AKEME LEA NAVARRO	49.71
294035	MORNING STAR - work & safety supplies	250.23	15704	JUAN MACIAS	40.00
294056	ARTS FOR ACTION	1,500.00	15706	ZONE INDUSTRIAL STAFFING	144.80
294107	CARLOS ANTONIO LUNA	98.00	15726	ALFREDO CONZALEZ	20.00
294277	RUBALCABA, JOSE ZAMARRIPA	153.98	15741	CHRISTINA M BENAVIDES	17.00
294801	SOL-AIRE AIR CONDITIONING CO.	150.00	15758	TEST ONLY EXPRESS	55.95
295516	ALAN WARNER	30.00	15829	CRIG SPRAGUE	58.00
295600	CITY OF SANTA ANA	1,000.00	15858	JAMES LOMBARDO	30.42
295873	RAINWATER, JAMYE	40.00	15932	MYP DISTRIBUTING	377.95
295874	NDLELA, NLANDELI	100.00	15956	SYLVIAN LEARNING CENTER	38.82
296284	ZACHARY JOHNSON	278.00	15964	DOLEX DOLLAR EXPRESS, INC	70.00
296925	CALIFORNIA PUBLIC RECYCLING	1,555.00	16086	JORGE RODRIGUEZ MOTA	67.29
297071	ICC VENTURA CHAPTER - Arlene Peralta Treas	180.00	The following funds are held in the General Fund - Miscellaneous -Rec		
297389	ALAN MINATO	20.00	Check Number	Payee Name	Amount
297488	PURE WATER SYSTEMS	52.50	3326	Rosario Tayda	15.00
298256	DANIELS, FAWAAZ	21.81	3236	Josie Gonzalez	20.00
298269	JUVENCIO GONZALES	25.00	3246	Gary Spicer	20.00
298273	FILEMON DEMETRIO ESQUIVEL	123.00	3264	Abby Lopez	20.00
298276	ALFRED ARROYO	25.00	3265	Sausha Binkley	20.00
298278	OCTAVIO GALINDO	65.00	3267	Fredrick Ellis	20.00
298743	CHRISTINA MAGDALENO	313.65	3272	Janet Marron	20.00
298749	ESPINOZA-GOMEZ, ANGELICA M	61.00	3298	Erika Valdivia	20.00
298751	DAVIS, GEORGE	108.72	3400	Elizabeth Maciel	20.00
298830	ART RODRIQUEZ AND ASSOCIATES	516.00	4395	Miguel Arrizon	20.00
299483	SAME DAY BACKFLOW TESTING, INC.	35.00	3140	Maria Soto	21.00
300335	SIKULA, ANDREW R	19.75	5168	Geoffrey Flowers	24.00
300938	MICHAEL SEIBLE	69.00	3498	Melanie Lee	25.00
300950	WILLIFORD, JESSICA R	41.80	3724	Elena K. Peters	25.00
301198	JEAN M GREENOUGH	25.00	4865	Jesitina Jones-Cathcart	28.80
301200	RAMON MARTINEZ	65.00	3607	Bertha Zaragoza	30.00
301201	CORNELIA RIVERORAMIREZ	65.00	3970	Nancy Ventura	30.00
301266	THE GAS COMPANY	128.96	3972	Deborah Arevalo	30.00
301335	SHEA PROPERTIES	91.40	3410	William Vasquez	32.50
302613	COASTAL PIPCO	1,320.11	3289	Natalie Morehead	34.80
302834	ELEAZAR GALICIA	65.00	3496	Fumiko Lee	
303061	WILLIAM JONKER	5,400.00			
303068	FRESH & EASY MARKET	17.35			
					Packet Pg. 267
Please see page B5					

Continued from page B4			The following funds are held in the Payroll Clearing Trust Account		
The following funds are held in the General Fund - Miscellaneous -Rec			Check Number	Payee Name	Amount
Check Number	Payee Name	Amount			
3985	Ashley Rorich	35.00	499478	R. Macias	20.08
3403	Rio Real PTA	40.00	499496	S. Okada	16.74
4387	Teresa Tapia	40.00	499497	R. Oropeza	29.19
3279	Diana Gasca	43.00	499502	R. Pardo	79.53
4706	Shane Montgomery	45.00	499521	D. Samaniego	15.57
4470	Emma Sanchez	47.00	499544	B. Villegas	126.48
2942	Juan Gaona	50.00	508282	D. E. Coleman	21.56
3503	Silvia Bohol	50.00	509873	E. S. Bradley	276.29
4715	Florentino Alferez	50.00	509887	G. G. Flores	161.57
4853	Miguel Alfaro	50.00	509893	M. E. Hartsock	337.35
4625	Catalina Cruz	57.00	509894	E. Hernandez	17.05
4964	Pennie Chesser	59.00	509904	F. C. Lin	86.60
3649	Rosana Espritu	60.00	509908	O. L. Martinez	100.37
4040	Edelmita Martinez	60.00	509911	R. R. Mendez	301.63
4059	Blanca Guerrero	60.00	509934	A. Sandoval	160.90
4462	Tracy Hunter	60.00	511516	D. S. Oesterle	199.65
3450	Barbara Tinoco	65.00	515089	M. P. Amezcua	26.70
5144	Janie Kumar	76.00	522548	A. Valdespino	70.47
3488	Joseph Scagin	93.75	524017	R. F. DeHaro	199.62
2941	Juan Gaona	100.00	524019	C. Dendl	17.28
4552	Oscar Hernandez	100.00	524081	G. A. Maldonado	97.42
3218	Irma Villagrana	200.00	524130	E. L. Rodriguez	366.03
3550	Lydia Serrata	260.00	524136	J. S. Smira	46.92
			532672	A.N. Valdespino	22.31
			535289	S. A. Avila	30.91
			535337	F. E. Samuel	15.01

The following funds are held in the Payroll Clearing Trust Account			Check Number	Payee Name	Amount
456	Jason Shorb	295.65	545740	L. L. Adams	170.29
592	Christina Fine	39.42	545781	A. Hernandez	198.00
1756	Angelina Martinez	22.21	545783	H. J. Hernandez	79.30
1961	Rochelle Perez	44.41	545785	N. S. Oreland	78.87
2229	Horacio Mendez	88.83	545790	A. R Jones	212.71
2267	Rogelio Espinosa	138.37	545795	E. M. Loera	162.02
2299	Fernado Reyes	22.21	545811	P. A Oneil	45.19
2338	Adelia Carrillo	58.29	545816	A. Ortiz	37.29
2342	Francisco Heredia	444.13	545825	G. A. Pineda	41.07
2387	Juan Hernandez	222.06	545973	F. Ramos	46.49
2388	Pablo Hernadez	222.06	547984	C. M. Miranda	36.68
2391	Angel Cordona	185.99	557062	Rudy R. Garcia	56.88
2395	Corina Reyes	27.75	557085	F. Salas	48.94
2635	Alicia Saldana	66.62	567481	S. E. Swenson	205.03
3056	Sandra Fernandez	111.03	567483	G. Tamayo, Sr.	194.89
3274	Alexandra Lucero	66.62	567489	M. F. Vargas	194.90
3304	Robert Pano	222.06	567556	P. C. Pinedo	242.86
3430	Jess Perez	222.06	570036	M. Amon	339.93
3659	Serafin Hernandez	26.07	570128	G. U. Tamayo, Sr.	339.94
4702	Froylan Martinez-Deceased	45.61	573053	J. Gaona	81.36
8812	Joseph Colmenares	68.79	573930	J. Anderson	190.54
10433	Elizabeth Mora	28.96	573970	I. Mejia	21.79
11399	Luke Saucedo	193.10	573972	J. Montano	114.67
13030	Lorena Glidden	80.00	573986	S. Villa	21.95
16225	Manuel Munos	43.15	579340	S. V. Flores	16.75
22117	No Name	25.00	579347	J. J. Leyva	125.14
23505	Dulce Murillo Martinez	289.51	583192	C. A. Soria	29.57
355873	Maria G. Garibay	24.44	592234	D. M. Brown	80.17
356022	Claudia L. Martinez	20.15	592331	W. Y. Gietzen	206.85
356051	Leilani G. Rodriguez	24.45	597658	R. M. Ventura	22.38
356071	Cruz Maldonado	26.14	607035	T. A. Serrata	441.82
356080	Jennifer Maldonado	20.45	608766	E. T. Liufau	18.23
356086	Michael Rivas	25.74	625879	Jason Stratton	44.03
356117	Sandra Montelongo	26.27	625898	David Arkangel	64.51
356120	Valeria Gutierrez	21.89	625905	Quincy Brooks	28.77
357100	T. Dixon	51.27	625908	Donald Carmona	46.50
357102	R. Balderrama	57.63	625958	Mark Ramos	28.89
357106	R. Armendariz	53.36	625974	Cynthia Calabrese	28.29
357107	R. Melchor	32.17	625981	Veronica Martinez	127.34
357110	J. Villegos	21.80	625982	Angela Perez	47.34
438150	M. Garcia	97.54	626014	Eliodoro Monge-Torres	77.22
438152	S. Magallon	131.67	626334	Kathleen Royce	67.93
438162	D. Orpilla	78.09	628863	Daryoush Mohamedi	893.43
438167	P. Eisenberg	21.90	629380	Curtis Smith	46.30
438168	E. Garcia	72.12	632757	Nora Reyes	66.86
438169	J. Leyva	22.44	633207	Nora Reyes	66.86
438170	R. Osuna	31.13	633238	Kent Oakley	252.25
438173	R. Aguilar	51.82	636083	Mary Hernandez	123.42
438209	D. Flowers	69.80	636100	Veronica Rodriguez	265.71
438212	L Martinez	19.74	636311	Daniel Collins	84.29
438216	R. Torres	25.29	636315	Esther Estrada	26.47
447480	N. Gooden	1,758.32	636406	Norma Gutierrez	111.64
448170	M. Armstrong	372.35	636411	Hal Archer	197.86
448266	J Blackford	368.05	636411	Hal Archer	197.86
448717	A. Garcic	197.94	638558	Brianna Martinez	36.09
448859	E. Castillo	48.27	638922	Symera Edwards	36.09
451124	L Pacheco	145.76	642117	Danielle Maestas	28.81
451344	E. Castillo	48.28	642300	Belia Ibarra	120.71
458279	D.D. Dean	24.14	642690	Reyna Chavez	67.17
460552	S. Okada	24.14	643236	Jesus Montano	44.94
461681	E. Castillo	24.14	643249	Gerrit Blok	73.67
461683	D.D. Dean	24.14	643311	Nelson Nurse	75.04
461694	S. Okada	24.13	643347	Gloria Dirtton	20.41
465376	S. J. Lawrence	1,103.12	643373	Lando Sosa	53.58
469705	P. A. Carrasco	175.53	643377	Veronica Briggs	104.45
469730	J. Garcia	46.21	643392	Kristina Avila	122.81
469737	N. Gooden	157.20	643403	Efrain Cazares	51.13
469742	N. L. Guzman	18.34	643407	Richard Cruz, Jr.	26.29
469792	L. E. Palmer	81.66	643413	Soledad Furster	27.65
469812	G. A. Soliman	153.29	643418	Brendon Garrett	18.09
469829	A. M. Vaillancourt	43.63	643421	Martha Godinez	94.32
469832	G. A. Ventress	55.88	643446	Shaunte Johnson	41.90
494107	E. Hernandez	82.07	643449	Frances Kellerman	35.95
499416	R. Alonzo	99.16	643453	Krystle Leaupepe	20.43
499427	R. Brown	56.61	643478	Makela Owens	86.04
499428	J. Caldera	126.96	643483	Matthew Pond	36.60
499443	D. Dixon	364.34	643490	Kimberly Ramos	55.65
499456	R. Graham	159.29	643500	Adria Scott	412.60
499460	D. Hawkins	69.65	643505	Adela Sotelo	160.09
499468	S. Juarez, Jr.	96.79	643520	Sarah Valles	42.85
499472	C. Leoanrd	150.34	643527	Eric Wibbeler	22.28
			643529	Cynthia Wright	22.28

Continued from page B5			The following funds are held in the Payroll Clearing Trust Account		
The following funds are held in the Payroll Clearing Trust Account			The following funds are held in the Payroll Clearing Trust Account		
Check Number	Payee Name	Amount	Check Number	Payee Name	Amount
643616	Javier Zacarias	138.99	753403	MARY ANN DICKSON	19.20
643687	Armando Gonzalez	35.35	754090	ALFONSO MARTINEZ	38.95
643707	Jesus Hernandez	61.00	754168	SARAI MENDEZ	52.23
643730	Cristina Linares	149.21	754390	SABRINA HUMPHREY	27.45
643746	Giovanni Marrufo	102.09	754622	MELGUIADES GUTIERREZ IV	59.72
643871	Concepcion Reyes	16.41	755908	HENRY CARREON	305.40
646562	Javier Morales	583.74	756669	TERESA B SMITH	563.47
647100	Marcelina Suniga	27.75	758119	GRICET DELAPAZ	35.91
648087	Christina Royce	116.44	758722	JACQUELYN HERNANDEZ	551.49
648371	Jason Romanello	59.66	758774	JUAN PARRA	23.50
648379	Teresita Aldaco	17.97	758805	EVELYN E TUPUA	199.27
648414	Minerva Lopez	63.60	758967	LUCIA Y ARELLANO	160.22
648460	Ricky McKean	161.06	758968	CHRISTINA M ARENAS	33.82
648762	Ray Salinas	116.59	759038	ASHLEY M MASTERS	150.41
648782	Armando Gonzalez	241.46	759044	JENNIFER MENESES	87.66
650068	Maria Quintero	75.57	759098	MIGUEL A VASQUEZ JR	34.47
650077	Linda Covarrubas	56.23	759103	KRISTEN L WALKER	48.84
650142	Dennis Phelps	1,757.71	759104	AJA WARD	450.31
650180	Jeffrey Carey	20.31	762142	JASMIN ARCEO	59.72
650182	Bryan Caudle	46.32	762166	ANGELICA FUENTES	26.12
650190	Constance Devenport	21.04	762232	THOMAS N TORRES JR	71.85
650217	Yvonne Lopez	15.07	762402	WILLIAM J FLORES	33.51
650233	Eryn Poulton	67.70	763563	ANGELICA FUENTES	26.12
650240	Steve Robinson	79.69	763886	THOMAS N TORRES JR	96.11
650331	Jeseoph Cerda	74.97	764524	ROBERT GABINO	78.35
650339	Beatriz Elizarraras	298.06	765507	JUAN A GONZALES	29.40
650364	Carie Hill	233.55	765667	FRANCHISE TAX BOARD	85.48
650381	John Lopez	20.24	765739	ANGELICA FUENTES	39.17
650398	Matthew Merricks	19.51	767061	ANDY FLORES	18.80
650435	Timathi Scott	16.58	767071	SABRINA HUMPHREY	546.60
650437	Randall Smith	25.59	767073	HANNAH L JOHNSTON	212.26
650633	Guadalupe Vera	191.75	767322	NORA OY	22.23
650639	Clara Andrade	54.72	767340	ESTER MARIE DOMINGUEZ	21.52

The following funds are held in the Police Department Trust Account			The following funds are held in the Police Department Trust Account		
The following funds are held in the Police Department Trust Account			The following funds are held in the Police Department Trust Account		
Check Number	Payee Name	Amount	Check Number	Payee Name	Amount
650642	Hugo Arellano	22.90			
650650	Julio Cahue	26.56			
650666	Karina Garcia	23.24			
650671	Juan Guillen	16.65			
650674	Belia Ibarra	89.54			
650701	Miguel Serratos	22.00			
650703	Hector Torres	132.12			
650709	Erika Verduzco	76.30			
650814	Dennis Phelps	1,681.55			
651602	Katalina Martinez	88.14			
652264	Adriana Diaz	36.42			
652414	Leticia Uribe	47.40			
652488	Lynn Tinder	116.83			
654024	Matthew Merricks	91.24			
657647	Antonio Ortiz	40.92			
658061	Arturo Jimenez	516.93			
658577	Analilia Urrutia	147.85			
659058	Randolph Almanza	409.88			
659167	Michael Spence	293.68			
659370	Michael Spence	1,213.15			
660351	Matthew Merricks	26.53			
661077	Carla Alcantar	106.18			
661279	Sulma Ojeda	82.54			
661537	Celso Aguilar	97.94			
665611	Romerio Mafnas	32.87			
666762	Elizabeth Loredo	29.97			
667418	Marcela Gutierrez	97.46			
667834	Analilia Urrutia	210.09			
669699	Marcela Gutierrez	17.62			
670245	Romerio Mafnas	29.11			
673340	Maria Cortez	15.67			
673817	Patrick Bell	78.84			
674546	Stephanie Valenzuela	62.13			
677070	Marcela Gutierrez	197.94			
679013	Erica Arias	26.89			
680791	Wendy Araujo	15.27			
680972	Alfonzo Yslas	41.41			
681196	Andrew Sandoval	242.72			
681346	Alfonzo Yslas	24.48			
681668	Christopher Jimenez	687.97			
683166	Suniga Garcia	32.94			
683798	Sienna M. Abraham	66.82			
685182	Jeffery Miller	61.49			
685709	Martin L. Merricks	36.14			
685965	Cormelia Caro	79.26			
686103	Pacheco Leonard	305.45			
686290	Alex Baca	82.04			
686294	Armando Figueroa	20.20			
686302	Star M. Lucero	30.54			
686311	Michael Spoden	35.37			
686470	Leonard Pacheco	305.45			
686825	Leonard Pacheco	217.92			
687203	Leonard Pacheco	206.96			
688480	Juan Tascano	400.47			
688907	Miguel Madrigal	36.16			
690178	Kenneth Plummer	22.87			
693215	Donavan Black	131.82			
693239	Andrew Stephens	116.05			
693240	Matthew Stephens	34.75			
693243	Fred Tena	191.82			
694786	Armando Gonzalez	182.93			
694793	Virginia Segura	28.90			
697002	Maritza Robles	73.26			
701325	Theresa Torres	32.63			
702376	Ruberto Carranza	21.33			
702383	Christopher A. Losoya	118.51			
702388	Reyna Ruelas	141.74			
705042	Leonela Flores	154.71			
705826	Patricia Perez	190.62			
707878	Patricia C. Lopez	46.68			
708643	Thomas N. Torres	22.66			
709726	Garza, Jose	34.45			
710111	Garza, Jose	69.82			
716695	Torres, Theresa	114.31			
717052	Torres, Theresa	71.85			
717387	Ward, Aja	392.26			
717732	Ward, Aja	227.35			
718103	Ward, Aja	294.03			
720559	Torres, Theresa	108.25			
729139	CHRISTINA M ARENAS	77.92			
730371	ELSY A FERREIRA	236.47			
730385	TASHA M HERNANDEZ	288.45			
730392	ARACELI LEMUS	636.92			
746734	FERNANDO AYALA	366.08			
749325	HANNAH L JOHNSTON	660.51			
750000	THERESA TORRES	33.43			
751938	BLAKE BERRIOCHOA	26.12			
752756	HENRY CARREON	23.33			
753309	ALEX CORTEZ	26.12			

Continued from page B6

The following funds are held in the Police Department Trust Account

Payee Name	Amount
DeRosas, Agustin	454.34
DeRosas, Agustin	170.00
Diaz, Carlos	111.00
Diaz, Jorge Salazar	33.00
Diaz, Lorenzo	172.00
Diego, Francisco	41.00
Dominguez, Onesimo	260.00
Drake, Anna	20.55
Dunn, David	158.00
Duran, Milton	57.00
Echevarria, Nicole	21.00
Ellis, Gloria	80.44
Estrada, Valerie	95.00
Family Amusement Center	28.45
Family Amusement Center	40.00
Farinpou, Reza	601.00
Fernandez, Raul	41.00
Figuroa, John Cernan	20.00
Fite, Melissa	20.00
Flores, Adriana	75.75
Flores, Alex	26.00
Flores, Cristobal	555.00
Flores, Eliseo	910.93
Flores, Maria	215.00
Fox, T.J.	25.00
Fuzell, Daniel	80.00
Gallagher, Blake	26.00
Garcia, Angel	411.00
Garcia, Anthony	44.35
Garcia, Antonio	81.95
Garcia, Pedro	74.12
Garcia, Rogelio	64.00
Garcia, Rogelio	38.00
Garcia, Salvador	168.00
Gardner, Charles	330.00
Gardner, Nelson	64.31
Garren, Michael	24.15
Gomez, Ismael Elizalde	244.76
Gonzales, Aurelio	117.89
Gonzales, Gustavo	284.15
Gonzales, Juana Garcia	18.00
Gonzales, Margarito	34.50
Gonzales, Rafael	22.00
Gonzalez, Christopher	41.00
Gonzalez, Orbille	100.00
Gonzalez, Ruben	72.86
Graham, Lisa	235.73
Graham, Wayne	900.00
Grande, Carmen	56.57
Graves, Sarah	89.00
Gudino, Candelario	20.00
Guerrero, Antonio	48.00
Gutierrez, Lorenzo	16.00
Gutierrez, Omar	40.00
Gutierrez, Richard	138.00
Gutierrez, Richard	15.00
Gutowski, Jonathan	221.00
Harper, Thomas	378.18
Harris, Kevin	20.00
Hernandez, Hector	59.00
Hernandez, Matthew	20.00
Hernandez, Oscar	20.00
Hernandez, Yesenia	16.55
Hernandez, Yovani	40.00
Hernendez, Alfredo	24.00
Herrera, Cesar	422.60
Holmbom, Jason	650.00
Home Depot	42.59
Huizar, George	290.00
Ingraham, Philip	50.51
Jack in the Box	220.00
Jacquez, Irene	79.00
James, Ryan	54.40
Jesus Garcia	20.00
Jimenez, Floreberto	20.00
Jones, Sean	59.00
Kalman Jr, Earl	170.00
Keen, Tyrel	401.00
Kim, Jae Ha	20.00
Lazaro, Alejandro	244.00
Lee, Otis	77.76
Llamas, Joseph	19.00
Lopez, Christian	20.00
Lopez, Cynthia	100.00
Lopez, Johnny	80.00
Lopez, Josephine	122.00
Lopez, Oscar	50.00
Lopez, Raymond	436.15
Lopez, Ricardo	70.00
Love, Esteen	320.00
Luu, Tuan	71.00
Magana, Rosalinda	466.00
Mares, Randy	380.00
Marquez, Flor	50.00
Martinez, Andres	105.40
Martinez, Jose	25.25
Martinez, Jose	70.00
Martinez, Jose	375.75
Martinez, Jose	200.20
Martinez, Manuel	465.00
Martinez, Paublo	20.00
Martinez, Raudel	18.00
McDevitt, Michael	392.00
McKenzie, Kenneth	20.75
McLucas, Patrick	30.00
Mejia, Jorge	120.00
Mendez, Carlos	97.22
Mendez, Carlos	280.00
Mercado, Christian	18.00
Michl, Joshua	41.80
Moctezuma, Ubaldo	146.00
Molina, Armando	61.00
Moraga, Conrad	20.00
Morales, Alvaro	40.00
Moreno, Fernando	26.00
Nava, Efrain	21.00
Navarro, Gerardo	44.00
Nebrete, Alejandro	15.00
Nieto, Juan	124.11
Nunez, Gabriel	184.36
Nunez, Marcos	93.75
Oliver, Cynthia	175.00

The following funds are held in the Police Department Trust Account

Payee Name	Amount
Olmos, Rudolf	1,590.00
Ornelas, Luis	21.00
Ornelas, Roman	120.00
Ortiz, Barry	81.00
Ortiz, Rosendo	104.42
Oxnard Ranch Market	151.00
Oy, Jesus	80.00
Padilla, Daniel	1,091.00
Padilla, Daniel	232.00
Padilla, Daniel	20.00
Pallan, Adam	203.00
Panamaross, Johnny	155.37
Pantoja, Ivan	46.00
Panton, Clinton	30.00
Panton, Clinton	25.00
Pena, Gabriel	270.00
Penn, Brady	54.00
Perez, Carlos	107.00
Pizano, Lorraine	138.00
Pizza Hut	15.00
Placios, Carlos	139.00
Ponce, Hector	72.00
Portanova, Richard	400.00
Quiroz, Gerardo	170.00
Rabobank	829.00
Ramirez, Melissa	15.00
Ramirez, Pedro	101.00
Ramirez, Valarie	20.00
Ramos, Jose	560.00
Ramos, Luis	77.00
Ramos, Ricardo Palacios	139.20
Reveles, Fernando	176.49
Revelez, Fernando	15.00
Reyes, Danny	21.59
Reyes, Fernando	41.00
Reyes, Gerardo	81.00
Reynoso, Fausto	40.00
Rich, Kathleen	20.00
Rivera, Armando	30.00
Rivera, Gregory	439.71
Rivera, Luis	29.49
Rivera-Boruna, Serfio	2,500.00
Robles, Robles	302.00
Rodarte, Ernie	236.83
Rodriguez, Alejandro	15.00
Rodriguez, Christian	20.00
Rodriguez, Gerardo	250.00
Rodriguez, Juan	69.00
Rodriguez, Manuel	415.00
Rodriguez, Santos	20.00
Romero, Alicia	47.00
Romero, Miguel	51.77
Romero, Yvan	35.00
Rosa, Pedro	19.00
Rosales, Alfred	58.00
Rosas, Jose Miguel	27.93
Rosas, Ricardo	120.00
Ruiz, Daniel	69.81
Ruiz, Daniel Armando	50.00
Ruiz, Miguel	200.00
Salas, Richard	123.00
Salazar, David	87.00
Salazar, Isidro	53.00
Salinas, Dionicio	34.00
Salomon, Eddie	80.00
Sanchez, Claudia	15.00
Sanchez, Yolanda	384.00
Sanders, Sharlean	17.00
Santana, Jaime	152.00
Sattiewhite, Nastacha	86.96
Scales, William	25.00
Scher, Omarae	93.01
Scott, Kimberlee	68.00
Shelton, Jeffrey	49.00
Short, Randall	631.00
Shultz, Jeffrey	423.22
Silva, Claudio	40.00
Silva, Francisco	20.00
Silveyra, Luis	32.40
Sinsun, Ambrocio	29.25
Smith, Jennifer	465.00
Smith, Margie	26.00
Smuckers	216.00
Suarez, Jesus	390.00
Suarez, Jesus	35.00
Subway	79.50
Sun Donuts	131.00
Tapia, Luis	918.34
Tapia, Luis	50.00
Tapia, Luis	10,140.00
Tapia, Luis Tapia	500.00
Target	40.03
Thompson, Donesha	540.00
Thompson, Jennifer	60.00
Thompson, Jennifer	815.00
Thrifty Gas	559.00
Torres, Daniel	234.00
Torres, Juan	182.00
Tourtillott, Jody	16.05
Trevino, Angel	230.00
Trevino, Angel	78.00
Valdez, Jorge	100.00
Valencia, Mayeli	17.38
Vargas, Artemio Almaguer	123.00
Vargas, Ramiro	97.00
Vargas, Ramiro	20.00
Vasquez, Francisco	37.71
Vasquez, Marta	36.30
Vasquez, Renee	245.48
Vasquez, Sabrina	234.25
Vazquez, Renee	45.00
Velasco, Javier	52.00
Velasco, Marvin	75.22
Villa, Ricardo	385.00
Villapando, Fernando	20.00
Villar, Carlos	48.00
Watts III, Charles	934.00
Wells Fargo	540.00
Wilson Senior Center	28.34
Wilson, Jody	50.00
Yrlas, Anthony	20.00
Zidales, Flavio	



**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Report
AGENDA ITEM NO.: 2

DATE: July 24, 2018

TO:

FROM: Phillip Molina
City Treasurer

SUBJECT: City Treasurer's 4Th Quarter FY 17-18 Investment Report (5/5/5)

CONTACT: Phillip Molina, City Treasurer
Phillip.Molina@oxnard.org, (805) 385-7808

RECOMMENDATION:

That City Council receive, accept and file the Annual City Treasurer's Investment Report for the period ending June 30, 2018.

BACKGROUND

The City of Oxnard's June 30, 2018 investment report is submitted to the City Clerk and the City Council as prescribed in California Government Code Section 53646, which encourages local agency Treasurers to render to their Boards or Councils an annual statement of investment policy and quarterly reports with specific requirements.

"53646: (b) (1) The treasurer ... may render a quarterly report to the chief executive officer, the internal auditor, and the legislative body of the local agency. The quarterly report shall be so submitted within 30 days following the end of the quarter covered by the report. Except as provided in subdivisions (e) and (f), this report shall include the type of investment, issuer, date of maturity, par and dollar amount invested on all securities, investments and moneys held by the local agency, and shall additionally include a description of any of the local agency's funds, investments, or programs, that are under the management of contracted parties, including lending programs. With respect to all securities held by the local agency, and under management of any outside party that is not also a local agency or the State of California Local Agency Investment Fund, the report shall also include a current market value as of the date of the report, and shall include the source of this same valuation."

STRATEGIC PRIORITIES

This agenda item is a routine operational item or does not relate to the four strategic plans adopted by City Council on May 17, 2016.

DISCUSSION:

The City of Oxnard's June 30, 2018 investment report will be brief this reporting period and is required to be submitted to the City Clerk and the City Council as prescribed in California Government Code 41004. This report, however, does not show the fund balances, nor disbursements, nor total receipts of the City of Oxnard, because Oxnard Municipal Code identifies that the Oxnard Chief Finance Officer is charged with producing that information. This report does reflect the monthly investment information in the similar format that has been presented in previous months along with the amounts in the Bank statements as of 6/30/2018. The investment report does reflect the monthly investment information in the similar format that has been presented in previous months and is consistent with the requirements of GASB 31 and 64.

First, it is our intention to show the public, the Mayor, and City Council the amounts in each city bank account so that you can see the percentage of available cash to the amount actually invested. This is presented in both a pie chart and in a small spreadsheet for more detail.

Next, we will show you the daily cash position for Friday June 29, 2018 so that you can see how the Treasurer's department reviews our cash balances each and every day to assure that the city has sufficient liquidity to cover its obligations.

Third we will show the actual amount invested, par value and market value of the investment portfolio. We also provide a pie chart showing the total amount of cash available compared to the amount invested so you can judge the efficiency of the investment team.

In the fourth item we will show you in a bar chart the amounts invested separated by their maturity date or year. This will allow you to see the ladder or spread of the investments in order to generate a higher return.

And last, we provide you and the public with the detailed list of every investment that the city currently holds as of Saturday June 30, 2018.

This information is being provided to you using both charts and graphs. The charts are presented so that the Mayor, Council and the public can begin to learn the actual amounts in the city's accounts. The graphs are created in order to show trends, and relationships that are best understood in that method of presentation.

So while this report is brief in the number of pages, we hope to respond to any questions you

City Treasurer's 4Th Quarter FY 17-18 Investment Report (5/5/5)

July 24, 2018

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may have.

FINANCIAL IMPACT

The City's total amount invested as of Friday, June 30, 2018 at par value was \$202,645,000.00 at a cost of \$202,563,280.42. Effective management and investment of these funds provide a positive financial benefit to the City as long as each instrument is held until maturity.

Cash balances on Friday June 30, 2018 in each authorized city bank account with Bank of America are:

OXNARD BANK ACCOUNTS	As of Friday June 29, 2018	percent of total
General Bank account	\$ 2,539,097.17	16.180%
Successor Agency	\$ 12,841,301.27	81.830%
Parking	\$ 117,357.13	0.748%
AIMS W/C	\$ 194,985.66	1.243%
TOTAL	\$ 15,692,741.23	100.000%

(Pursuant to bank statements on June 29, 2018)

As of August 5, 2017 the City is no longer using the Bank of America overnight sweep account for two reasons: 1. The present daily interest in the DDA (Direct Deposit Account) is higher than the previous sweep account (.04% compared to .018%), and 2. the investment company that Bank of America used for the sweep account did not provide the collateralized security as required by State law. Keeping our funds in Bank of America DDA the bank is obligated to collateralize our cash in that account at 110%. For these 2 reasons I am no longer using the sweep account, but the city will earn a higher rate on the full amount retained in the City's bank account. The Parking Citation account is currently a DDA earning .4% up from the. 2%.

You should note that none of the cash in either the Successor Agency bank account is not invested due to California State Health & Safety Code (HSC) Section 34177(l)(1)(E) that requires all interest earnings of the Successor Agency bank account be returned to the State. This requirement places the Treasurer in a position of taking a risk to earn interest that would be returned to the State. The Treasurer agrees with the previous City Council decision that taking such a risk provides no economic benefit to the City at this time, and therefore, this money is not invested.

Next you will see the daily cash position report used to determine how much to invest each day.

City Treasurer's 4Th Quarter FY 17-18 Investment Report (5/5/5)

July 24, 2018

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DAILY CASH POSITION WORKSHEET - GENERAL ACCOUNT		
Date 6/28/2018	CREDIT ESTIMATE	DESCRIPTION
Collected/Closing Avail Bal	7,516,483.56	As of 06/27/18
1 Day Float	232,907.76	As of 06/27/18
Credit Card Settlements	14,586.95	As of 06/27/18
UB Auto Pay	50,281.46	
LAIF Withdrawal		
Investment Coupon	22,500.00	
TOTAL CREDITS	\$ 7,836,759.73	
	DEBIT ESTIMATE	
Accounts Payable to Clear	600,000.00	
Investment Purchase	245,000.00	CD CitiBank 3.30% due 6/28/23
Investment Purchase	2,000,000.00	FHLMC @ 3.25% due 6/28/23
Other	1,317,506.93	Calleguas
Other	464,676.11	United Water
Other	352,536.14	VRSD
Other	390,528.62	Fleet
Other	247,964.47	PARS
Other	236,026.94	PARS
Other	89,515.15	VCLA
Other	7,983.48	AIMS
Other	10,000.00	York
Other	24,622.36	York
Other	-	Pending Payments
TOTAL DEBITS	\$ 5,986,360.20	
COMPENSATING BALANCE	\$ 1,850,399.53	

The daily cash report

Finally the cost of the investments, the face value, and the market value as of June 30, 2018 is provided so that at a glance you can see the summary of the entire portfolio, the risk, and the growth in earnings from the previously reported quarterly yield changed from 1.80% to 1.842%. The yield, which developed on a 365 day basis, has been going up gradually for the last fifteen months.

The total amount investments with a par value of \$202,645,000 and a market value of \$199,585,920.00 were purchased in order to provide greater return by diminishing the amount in LAIF and spreading that over the 2,3,4, and 5 year terms.

ITEM	The Quarter ending 6/30/2018	The month ending 5/31/2018
Cost of investments (book value)	\$ 202,563,280.00	\$ 202,832,300.00
Par or face value	\$ 202,645,000.00	\$ 202,915,000.00
Market value as estimated	\$ 199,585,920.00	\$ 200,066,690.00
Total earnings per period	\$ 861,034.42	\$ 295,478.50
Earned interest Yield this month	1.842%	1.800%
Gain/Loss if forced to sell	\$ (2,977,360.00)	\$ (2,765,610.00)

City Treasurer's 4Th Quarter FY 17-18 Investment Report (5/5/5)

July 24, 2018

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Summary book value, par and market values
(through Friday June 30, 2018)

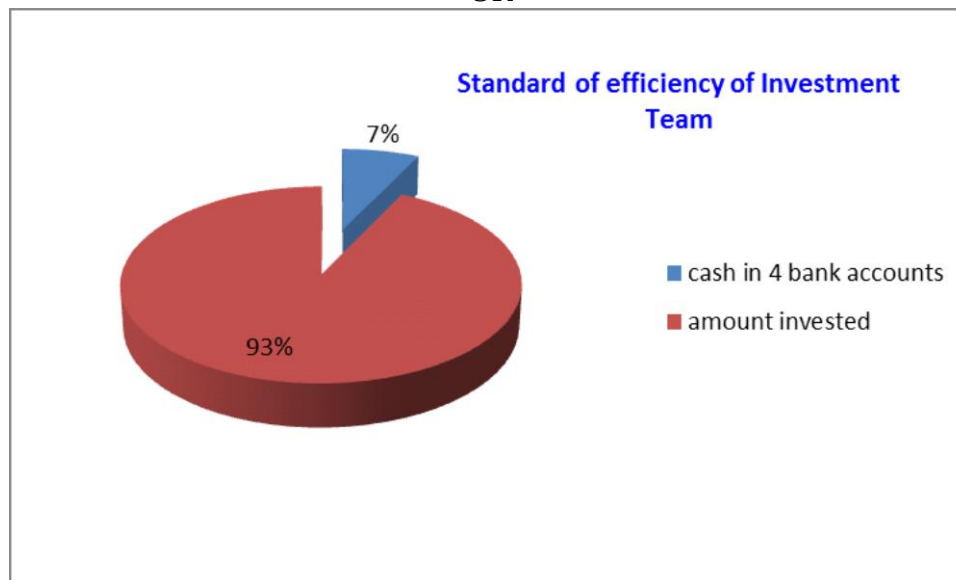
ITEM	FY annual report ending 6/30/2018	Prior fiscal year ending 6/30/2017
Cost of investments (book value)	\$ 202,563,280.00	\$ 189,858,287.00
Par or face value	\$ 202,645,000.00	\$ 189,915,000.00
Market value as estimated	\$ 199,585,920.00	\$ 189,022,887.00
Total earnings per period	\$ 2,866,097.00	\$ 1,098,464.00
Earned interest Yield this month	1.842%	1.487%
Gain/Loss if forced to sell	\$ (2,977,360.00)	\$ (835,400.00)

An annual comparison

So how does the Mayor, Council and the public determine whether the Treasurer and his staff have been efficient in investing the cash available? We need to look at the cash available in the investable funds and compare that to the amount of cash actually invested.

cash in 4 bank accounts	7%	\$ 15,692,741.23
amount invested	93%	\$ 202,563,280.00
total available		\$ 218,256,021.23

-OR-



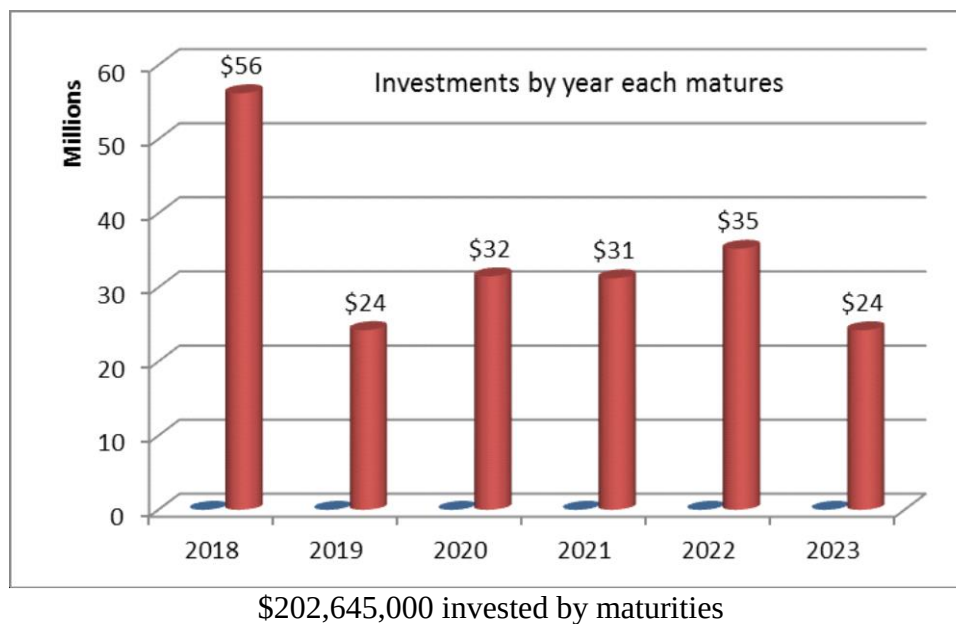
Now we want to look at the amount of money available to the City to pay its bills. When we look at the monthly cash flows of over 15 months we found that the month with the highest cash outflow was July 2017 with an outflow of \$35.7 million due in great part to the one time annual payment to CalPERS for the UAL amount. And the fact that we have \$41 million invested in LAIF as of June 30, 2018 in anticipation for the current UAL annual payment, and which can be drawn down from LAIF within one day, means there should be no normal condition that would

City Treasurer's 4Th Quarter FY 17-18 Investment Report (5/5/5)

July 24, 2018

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require the Treasurer to sell investments before their maturity.

**ATTACHMENTS:**

Attachment A: Detailed list of investments 6 30 2018

As Of Date: 06/30/2018

Date Basis: Settlement

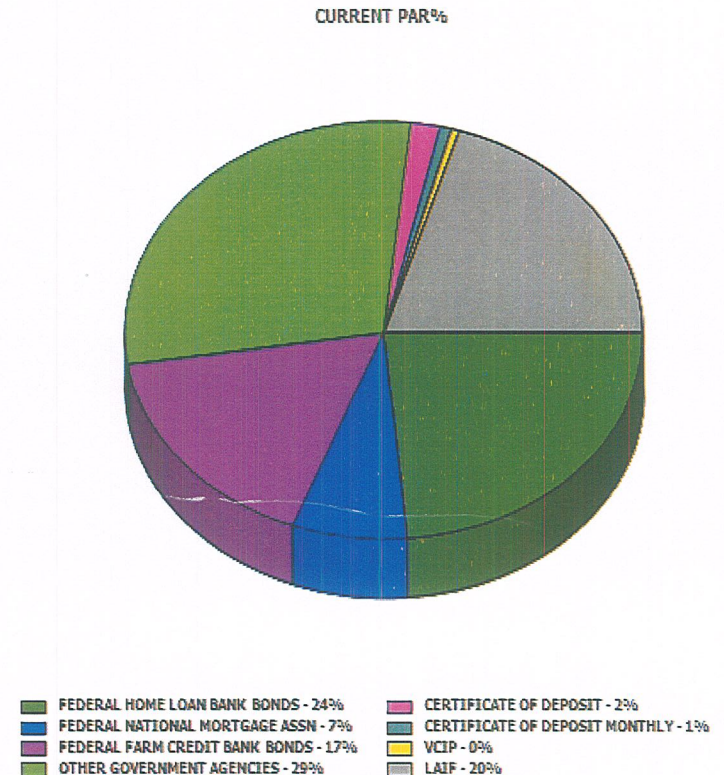
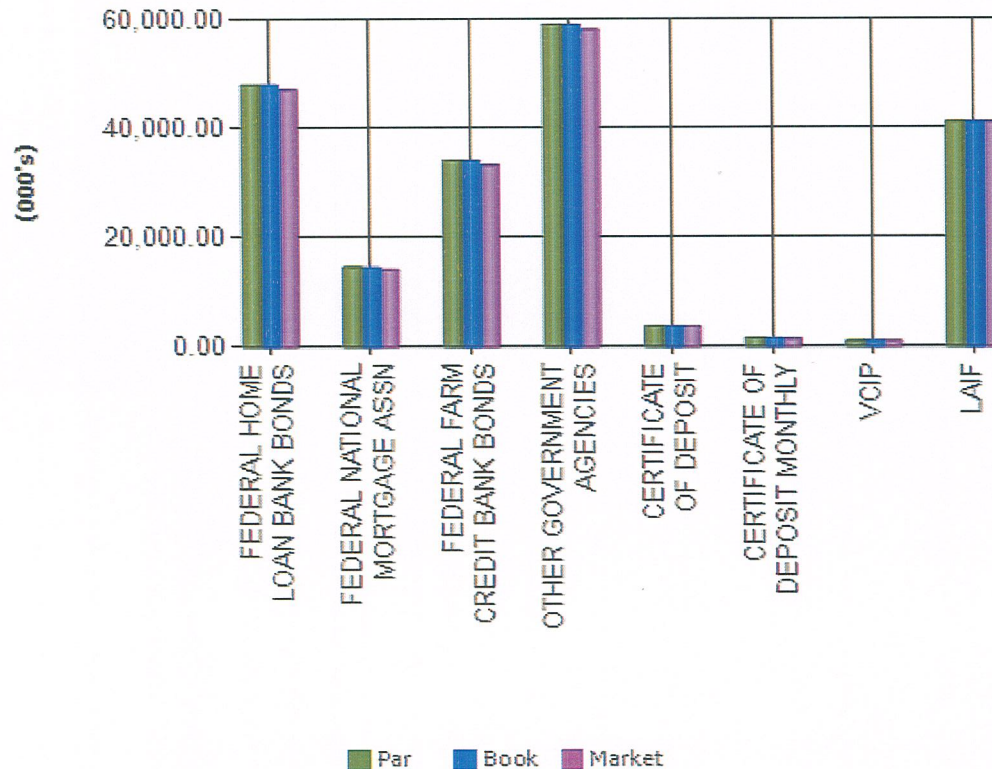
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Reporting Currency: Local

City of Oxnard - Treasurer's Office

Assets (000's)	Current Par	Current Book	Market	MKT/Book	Yield
FEDERAL HOME LOAN BANK BONDS	48,000.00	47,963.40	47,074.66	98.15%	1.90%
FEDERAL NATIONAL MORTGAGE ASSN	14,500.00	14,485.90	14,086.50	97.24%	1.56%
FEDERAL FARM CREDIT BANK BONDS	34,000.00	33,980.29	33,187.25	97.67%	1.68%
OTHER GOVERNMENT AGENCIES	59,000.00	58,988.69	58,116.23	98.52%	2.17%
CERTIFICATE OF DEPOSIT	3,675.00	3,675.00	3,664.67	99.72%	2.54%
CERTIFICATE OF DEPOSIT MONTHLY	1,470.00	1,470.00	1,456.61	99.09%	1.58%
VCIP	1,000.00	1,000.00	1,000.00	100.00%	1.22%
LAIF	41,000.00	41,000.00	41,000.00	100.00%	1.52%
Totals(000's)	202,645.00	202,563.28	199,585.92	98.53%	1.85%

Asset Allocation



INVESTMENT INVENTORY WITH PREMIUM/DISCOUNT REPORT

As Of Date: 06/30/2018

Run: 07/12/2018 05:10:31 PM

Reporting Currency: Local

City of Oxnard

Inv No.	Description	Purch Date Mat Date	CUSIP CPR/PSA	Coupon YTM TR	Sch Bk Price Duration	Original Face Notional Face	Unamort Premium Unamort Discount	Current Par Current Book	Amort Premium Amort Discount	Accrued Interest
Mat Date: 7/1/2018										
17090	VENTURA COUNTY INVE	01/24/2018		1.22000	100.00000	0.00	0.00	1,000,000.00	0.00	5,281.10
		07/01/2018	0	1.22000	.00300	0.00	0.00	1,000,000.00	0.00	
16434	LOCAL AGENCY INVEST	07/01/2002		1.52400	100.00000	0.00	0.00	41,000,000.00	0.00	137,456.36
		07/01/2018	0	1.52400	.00300	0.00	0.00	41,000,000.00	0.00	
Subtotal				1.51676	100.00000	0.00	0.00	42,000,000.00	0.00	142,737.46
				1.51676	.00300	0.00	0.00	42,000,000.00	0.00	
Mat Date: 9/14/2018										
17045	FHLMC	04/03/2017	3134GAJQ8	1.15000	99.97890	2,000,000.00	0.00	2,000,000.00	0.00	6,836.11
		09/14/2018	0	1.19300	.20800	0.00	422.04	1,999,577.96	797.96	
Subtotal				1.15000	99.97890	2,000,000.00	0.00	2,000,000.00	0.00	6,836.11
				1.19300	.20800	0.00	422.04	1,999,577.96	797.96	
Mat Date: 10/26/2018										
17046	FHLB	04/27/2017	3130AAM47	1.20000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	4,333.33
		10/26/2018	0	1.20000	.32300	0.00	0.00	2,000,000.00	0.00	
17053	FHLB	04/27/2017	3130AAM47	1.20000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	4,333.33
		10/26/2018	0	1.20000	.32300	0.00	0.00	2,000,000.00	0.00	
17056	FHLB	05/01/2017	3130AAM47	1.20000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	4,333.33
		10/26/2018	0	1.20000	.32300	0.00	0.00	2,000,000.00	0.00	
Subtotal				1.20000	100.00000	6,000,000.00	0.00	6,000,000.00	0.00	12,999.99
				1.20000	.32300	0.00	0.00	6,000,000.00	0.00	
Mat Date: 11/1/2018										
17058	FFCB	05/03/2017	3133EHHF3	1.25000	99.99665	1,000,000.00	0.00	1,000,000.00	0.00	2,083.33
		11/01/2018	0	1.25700	.33900	0.00	33.46	999,966.54	66.54	
17059	FFCB	05/03/2017	3133EHHF3	1.25000	99.99666	2,000,000.00	0.00	2,000,000.00	0.00	4,166.67
		11/01/2018	0	1.25700	.33900	0.00	66.91	1,999,933.09	133.09	
Subtotal				1.25000	99.99665	3,000,000.00	0.00	3,000,000.00	0.00	6,250.00
				1.25700	.33900	0.00	100.37	2,999,899.63	199.63	
Mat Date: 11/7/2018										
17060	FHLMC	05/08/2017	3134GAVW1	1.05000	99.87477	1,000,000.00	0.00	1,000,000.00	0.00	1,575.00
		11/07/2018	0	1.30400	.35600	0.00	1,252.28	998,747.72	2,497.72	
Subtotal				1.05000	99.87477	1,000,000.00	0.00	1,000,000.00	0.00	1,575.00
				1.30400	.35600	0.00	1,252.28	998,747.72	2,497.72	
Mat Date: 11/13/2018										
16960	CD	11/12/2013	0606247G2	2.20000	100.00000	245,000.00	0.00	245,000.00	0.00	723.59
		11/13/2018	0	2.20000	.37200	0.00	0.00	245,000.00	0.00	
16961	CD	11/13/2013	795450RJ6	2.00000	100.00000	245,000.00	0.00	245,000.00	0.00	644.39
		11/13/2018	0	2.00000	.37200	0.00	0.00	245,000.00	0.00	



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Subtotal				2.10000	100.00000	490,000.00	0.00	490,000.00	0.00	1,367.98
				2.10000	.37200	0.00	0.00	490,000.00	0.00	
Mat Date: 11/14/2018										
16959	CD	11/14/2013	17284CTY0	2.15000	100.00000	245,000.00	0.00	245,000.00	0.00	678.28
		11/14/2018	0	2.15000	.37500	0.00	0.00	245,000.00	0.00	
Subtotal				2.15000	100.00000	245,000.00	0.00	245,000.00	0.00	678.28
				2.15000	.37500	0.00	0.00	245,000.00	0.00	
Mat Date: 11/26/2018										
17068	CD	05/25/2017	02006L2W2	1.45000	100.00000	245,000.00	0.00	245,000.00	0.00	360.12
		11/26/2018	0	1.45000	.40800	0.00	0.00	245,000.00	0.00	
17069	CD	05/26/2017	89388CBQ0	1.40000	100.00000	245,000.00	0.00	245,000.00	0.00	46.99
		11/26/2018	0	1.40000	.40500	0.00	0.00	245,000.00	0.00	
Subtotal				1.42500	100.00000	490,000.00	0.00	490,000.00	0.00	407.11
				1.42500	.40650	0.00	0.00	490,000.00	0.00	
Mat Date: 11/30/2018										
17075	CD	05/31/2017	90421MAA1	1.40000	100.00000	245,000.00	0.00	245,000.00	0.00	291.32
		11/30/2018	0	1.40000	.41900	0.00	0.00	245,000.00	0.00	
17072	CD	05/31/2017	31931TEH4	1.40000	100.00000	245,000.00	0.00	245,000.00	0.00	291.32
		11/30/2018	0	1.40000	.41600	0.00	0.00	245,000.00	0.00	
17074	CD	05/31/2017	23322GPK7	1.40000	100.00000	245,000.00	0.00	245,000.00	0.00	291.32
		11/30/2018	0	1.40000	.41600	0.00	0.00	245,000.00	0.00	
Subtotal				1.40000	100.00000	735,000.00	0.00	735,000.00	0.00	873.96
				1.40000	.41700	0.00	0.00	735,000.00	0.00	
Mat Date: 12/2/2018										
17077	CD	06/02/2017	58403B6P6	1.40000	100.00000	245,000.00	0.00	245,000.00	0.00	272.52
		12/02/2018	0	1.40000	.42100	0.00	0.00	245,000.00	0.00	
Subtotal				1.40000	100.00000	245,000.00	0.00	245,000.00	0.00	272.52
				1.40000	.42100	0.00	0.00	245,000.00	0.00	
Mat Date: 2/20/2019										
16978	FHLB	02/20/2015	3130A45D0	1.25000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	9,097.22
		02/20/2019	0	1.25000	.63600	0.00	0.00	2,000,000.00	0.00	
Subtotal				1.25000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	9,097.22
				1.25000	.63600	0.00	0.00	2,000,000.00	0.00	
Mat Date: 3/29/2019										
16980	CD	03/30/2015	43738AFU5	1.50000	100.00000	245,000.00	0.00	245,000.00	0.00	292.02
		03/29/2019	0	1.50000	.74600	0.00	0.00	245,000.00	0.00	
Subtotal				1.50000	100.00000	245,000.00	0.00	245,000.00	0.00	292.02
				1.50000	.74600	0.00	0.00	245,000.00	0.00	

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Mat Date: 9/6/2019										
16999	FNMA	09/06/2016	3136G34L6	1.12500	99.93744	2,000,000.00	0.00	2,000,000.00	0.00	7,187.50
		09/06/2019	0	1.16800	1.17500	0.00	1,251.14	1,998,748.86	1,248.86	
			Subtotal	1.12500	99.93744	2,000,000.00	0.00	2,000,000.00	0.00	7,187.50
				1.16800	1.17500	0.00	1,251.14	1,998,748.86	1,248.86	
Mat Date: 9/27/2019										
17038	FHLMC	03/30/2017	3134GBFM9	1.57000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	8,198.89
		09/27/2019	0	1.57000	1.23000	0.00	0.00	2,000,000.00	0.00	
17041	FHLMC	03/30/2017	3134GBFM9	1.57000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	8,198.89
		09/27/2019	0	1.57000	1.23000	0.00	0.00	2,000,000.00	0.00	
17042	FHLMC	03/30/2017	3134GBFM9	1.57000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	8,198.89
		09/27/2019	0	1.57000	1.23000	0.00	0.00	2,000,000.00	0.00	
			Subtotal	1.57000	100.00000	6,000,000.00	0.00	6,000,000.00	0.00	24,596.67
				1.57000	1.23000	0.00	0.00	6,000,000.00	0.00	
Mat Date: 10/21/2019										
17051	FFCB	04/26/2017	3133EHGA5	1.44000	99.98795	2,000,000.00	0.00	2,000,000.00	0.00	5,600.00
		10/21/2019	0	1.44800	1.29800	0.00	240.97	1,999,759.03	159.03	
17052	FFCB	04/26/2017	3133EHGA5	1.44000	99.98795	2,000,000.00	0.00	2,000,000.00	0.00	5,600.00
		10/21/2019	0	1.44800	1.29800	0.00	240.97	1,999,759.03	159.03	
			Subtotal	1.44000	99.98795	4,000,000.00	0.00	4,000,000.00	0.00	11,200.00
				1.44800	1.29800	0.00	481.94	3,999,518.06	318.06	
Mat Date: 10/25/2019										
17080	FHLMC	07/25/2017	3134GBXZ0	1.50000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	13,000.00
		10/25/2019	0	1.50000	1.30800	0.00	0.00	2,000,000.00	0.00	
			Subtotal	1.50000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	13,000.00
				1.50000	1.30800	0.00	0.00	2,000,000.00	0.00	
Mat Date: 10/28/2019										
16994	FFCB	10/30/2015	3133EFKY2	1.36000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	4,760.00
		10/28/2019	0	1.36000	1.31800	0.00	0.00	2,000,000.00	0.00	
			Subtotal	1.36000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	4,760.00
				1.36000	1.31800	0.00	0.00	2,000,000.00	0.00	
Mat Date: 11/19/2019										
16995	FFCB	11/19/2015	3133EFPR2	1.60000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	3,733.33
		11/19/2019	0	1.60000	1.37400	0.00	0.00	2,000,000.00	0.00	
			Subtotal	1.60000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	3,733.33
				1.60000	1.37400	0.00	0.00	2,000,000.00	0.00	
Mat Date: 12/27/2019										
17035	FHLMC	03/27/2017	3134GA7F5	1.62500	99.95918	2,000,000.00	0.00	2,000,000.00	0.00	361.11

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17036	FHLMC	12/27/2019	0	1.65300	1.48000	0.00	816.42	1,999,183.58	683.58			
		03/27/2017	3134GA7F5	1.62500	99.95918	2,000,000.00	0.00	2,000,000.00	0.00	361.11		
		12/27/2019	0	1.65300	1.48000	0.00	816.42	1,999,183.58	683.58			
		Subtotal	1.62500	99.95918	4,000,000.00	0.00	4,000,000.00	0.00	722.22			
			1.65300	1.48000	0.00	1,632.84	3,998,367.16	1,367.16				
Mat Date: 1/22/2020												
16996	FHLB	01/22/2016	3130A6YW1	1.70000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	15,016.67		
		01/22/2020	0	1.70000	1.53600	0.00	0.00	2,000,000.00	0.00			
		Subtotal	1.70000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	15,016.67			
			1.70000	1.53600	0.00	0.00	2,000,000.00	0.00				
		Mat Date: 4/13/2020										
16997	FFCB	04/13/2016	3133EF2L0	1.40000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	6,066.67		
		04/13/2020	0	1.40000	1.76500	0.00	0.00	2,000,000.00	0.00			
		Subtotal	1.40000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	6,066.67			
			1.40000	1.76500	0.00	0.00	2,000,000.00	0.00				
		Mat Date: 5/7/2020										
17013	FNMA	11/07/2016	3136G4FW8	1.30000	100.00000	1,500,000.00	0.00	1,500,000.00	0.00	2,925.00		
		05/07/2020	0	1.30000	1.83300	0.00	0.00	1,500,000.00	0.00			
		Subtotal	1.30000	100.00000	1,500,000.00	0.00	1,500,000.00	0.00	2,925.00			
			1.30000	1.83300	0.00	0.00	1,500,000.00	0.00				
		Mat Date: 7/27/2020										
17079	FHLB	07/27/2017	3130ABVU7	1.62500	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	13,902.78		
		07/27/2020	0	1.62500	2.03500	0.00	0.00	2,000,000.00	0.00			
		17047	FHLMC	04/27/2017	3134GBHW5	1.62500	100.00000	1,000,000.00	0.00	1,000,000.00	0.00	2,888.89
				07/27/2020	0	1.62500	2.03500	0.00	0.00	1,000,000.00	0.00	
				17048	FHLMC	04/27/2017	3134GBHW5	1.62500	100.00000	2,000,000.00	0.00	2,000,000.00
07/27/2020	0	1.62500	2.03500			0.00	0.00	2,000,000.00	0.00			
Subtotal	1.62500	100.00000	5,000,000.00			0.00	5,000,000.00	0.00	22,569.45			
	1.62500	2.03500	0.00	0.00	5,000,000.00	0.00						
Mat Date: 7/28/2020												
17008	FNMA	10/31/2016	3136G4GK3	1.35000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	11,475.00		
		07/28/2020	0	1.35000	2.04400	0.00	0.00	2,000,000.00	0.00			
		Subtotal	1.35000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	11,475.00			
			1.35000	2.04400	0.00	0.00	2,000,000.00	0.00				
		Mat Date: 7/30/2020										
17088	FHLB	01/30/2018	3130ADF98	2.17000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	18,203.89		
		07/30/2020	0	2.17000	2.03000	0.00	0.00	2,000,000.00	0.00			
		Subtotal	2.17000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	18,203.89			

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				2.17000	2.03000	0.00	0.00	2,000,000.00	0.00	
Mat Date: 9/8/2020										
17000	FFCB	09/08/2016	3133EGTM7	1.37500	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	8,631.94
		09/08/2020	0	1.37500	2.15500	0.00	0.00	2,000,000.00	0.00	
			Subtotal	1.37500	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	8,631.94
				1.37500	2.15500	0.00	0.00	2,000,000.00	0.00	
Mat Date: 9/21/2020										
17001	FFCB	09/21/2016	3133EGVK8	1.35000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	7,500.00
		09/21/2020	0	1.35000	2.19200	0.00	0.00	2,000,000.00	0.00	
			Subtotal	1.35000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	7,500.00
				1.35000	2.19200	0.00	0.00	2,000,000.00	0.00	
Mat Date: 9/30/2020										
17002	FNMA	09/30/2016	3136G4BV4	1.45000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	7,330.56
		09/30/2020	0	1.45000	2.21400	0.00	0.00	2,000,000.00	0.00	
			Subtotal	1.45000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	7,330.56
				1.45000	2.21400	0.00	0.00	2,000,000.00	0.00	
Mat Date: 10/6/2020										
17006	FHLB	10/27/2016	3130A9NK3	1.37500	99.99366	2,000,000.00	0.00	2,000,000.00	0.00	6,493.06
		10/06/2020	0	1.37800	2.23300	0.00	126.81	1,999,873.19	73.19	
			Subtotal	1.37500	99.99366	2,000,000.00	0.00	2,000,000.00	0.00	6,493.06
				1.37800	2.23300	0.00	126.81	1,999,873.19	73.19	
Mat Date: 10/28/2020										
17007	FHLB	10/28/2016	3130A9WK3	1.40000	100.00000	1,000,000.00	0.00	1,000,000.00	0.00	2,450.00
		10/28/2020	0	1.40000	2.29300	0.00	0.00	1,000,000.00	0.00	
			Subtotal	1.40000	100.00000	1,000,000.00	0.00	1,000,000.00	0.00	2,450.00
				1.40000	2.29300	0.00	0.00	1,000,000.00	0.00	
Mat Date: 11/2/2020										
17010	FFCB	11/02/2016	3133EGC29	1.35000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	4,425.00
		11/02/2020	0	1.35000	2.30600	0.00	0.00	2,000,000.00	0.00	
			Subtotal	1.35000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	4,425.00
				1.35000	2.30600	0.00	0.00	2,000,000.00	0.00	
Mat Date: 11/30/2020										
17039	FNMA	03/30/2017	3135G0F73	1.50000	99.49768	2,000,000.00	0.00	2,000,000.00	0.00	2,583.33
		11/30/2020	0	1.70800	2.38000	0.00	10,046.50	1,989,953.50	4,693.50	
			Subtotal	1.50000	99.49768	2,000,000.00	0.00	2,000,000.00	0.00	2,583.33
				1.70800	2.38000	0.00	10,046.50	1,989,953.50	4,693.50	
Mat Date: 12/29/2020										
17084	FHLMC	12/29/2017	3134GSBA2	2.12500	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	236.11

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		12/29/2020	0	2.12500	2.44500	0.00	0.00	2,000,000.00	0.00	
			Subtotal	2.12500	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	236.11
				2.12500	2.44500	0.00	0.00	2,000,000.00	0.00	
Mat Date: 2/26/2021										
17094	FHLMC	02/26/2018	3134GSFA8	2.50000	100.00000	1,000,000.00	0.00	1,000,000.00	0.00	8,680.56
		02/26/2021	0	2.50000	2.56400	0.00	0.00	1,000,000.00	0.00	
			Subtotal	2.50000	100.00000	1,000,000.00	0.00	1,000,000.00	0.00	8,680.56
				2.50000	2.56400	0.00	0.00	1,000,000.00	0.00	
Mat Date: 5/10/2021										
17102	FFCB	05/10/2018	3133EJNS4	2.70000	100.00000	1,000,000.00	0.00	1,000,000.00	0.00	3,825.00
		05/10/2021	0	2.70000	2.76300	0.00	0.00	1,000,000.00	0.00	
17101	CD	03/10/2018	61747MX63	2.90000	100.00000	245,000.00	0.00	245,000.00	0.00	1,012.22
		05/10/2021	0	2.90000	2.75700	0.00	0.00	245,000.00	0.00	
			Subtotal	2.73936	100.00000	1,245,000.00	0.00	1,245,000.00	0.00	4,837.22
				2.73936	2.76182	0.00	0.00	1,245,000.00	0.00	
Mat Date: 7/6/2021										
17087	FHLB	01/18/2018	3130ABMR4	1.85000	98.55467	1,000,000.00	0.00	1,000,000.00	0.00	8,993.06
		07/06/2021	0	2.30500	2.92100	0.00	14,453.33	985,546.67	0.00	
			Subtotal	1.85000	98.55467	1,000,000.00	0.00	1,000,000.00	0.00	8,993.06
				2.30500	2.92100	0.00	14,453.33	985,546.67	0.00	
Mat Date: 9/29/2021										
17017	FHLB	12/30/2016	3130AAGY8	2.15000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	238.89
		09/29/2021	0	2.15000	3.13800	0.00	0.00	2,000,000.00	0.00	
			Subtotal	2.15000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	238.89
				2.15000	3.13800	0.00	0.00	2,000,000.00	0.00	
Mat Date: 9/30/2021										
17011	FHLB	11/04/2016	3130A9MG3	1.50000	99.92859	2,000,000.00	0.00	2,000,000.00	0.00	7,583.33
		09/30/2021	0	1.52100	3.17300	0.00	1,428.25	1,998,571.75	571.75	
17003	FNMA	09/30/2016	3136G37F6	1.50000	99.85991	2,000,000.00	0.00	2,000,000.00	0.00	7,583.33
		09/30/2021	0	1.54200	3.17300	0.00	2,801.75	1,997,198.25	1,198.25	
			Subtotal	1.50000	99.89425	4,000,000.00	0.00	4,000,000.00	0.00	15,166.66
				1.53150	3.17300	0.00	4,230.00	3,995,770.00	1,770.00	
Mat Date: 10/4/2021										
17004	FFCB	10/04/2016	3133EGWZ4	1.42000	99.96501	2,000,000.00	0.00	2,000,000.00	0.00	6,863.33
		10/04/2021	0	1.43000	3.18800	0.00	699.89	1,999,300.11	300.11	
			Subtotal	1.42000	99.96501	2,000,000.00	0.00	2,000,000.00	0.00	6,863.33
				1.43000	3.18800	0.00	699.89	1,999,300.11	300.11	

Mat Date: 10/12/2021

INVESTMENT INVENTORY WITH PREMIUM/DISCOUNT REPORT

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City of Oxnard

Inv No.	Description	Purch Date Mat Date	CUSIP CPR/PSA	Coupon YTM TR	Sch Bk Price Duration	Original Face Notional Face	Unamort Premium Unamort Discount	Current Par Current Book	Amort Premium Amort Discount	Accrued Interest
17005	FFCB	10/14/2016	3133EGYB5	1.54000	99.99299	2,000,000.00	0.00	2,000,000.00	0.00	6,758.89
		10/12/2021	0	1.54200	3.20400	0.00	140.13	1,999,859.87	59.87	
Subtotal				1.54000	99.99299	2,000,000.00	0.00	2,000,000.00	0.00	6,758.89
				1.54200	3.20400	0.00	140.13	1,999,859.87	59.87	
Mat Date: 10/28/2021										
17012	FHLB	11/04/2016	3130A9WN7	1.60000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	5,600.00
		10/28/2021	0	1.60000	3.24600	0.00	0.00	2,000,000.00	0.00	
17009	FNMA	10/28/2016	3136G4FA6	1.62500	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	5,687.50
		10/28/2021	0	1.62500	3.24400	0.00	0.00	2,000,000.00	0.00	
Subtotal				1.61250	100.00000	4,000,000.00	0.00	4,000,000.00	0.00	11,287.50
				1.61250	3.24500	0.00	0.00	4,000,000.00	0.00	
Mat Date: 11/9/2021										
17014	FHLB	11/09/2016	3130A9Z61	1.50000	99.96498	2,000,000.00	0.00	2,000,000.00	0.00	4,333.33
		11/09/2021	0	1.51000	3.28100	0.00	700.44	1,999,299.56	299.56	
Subtotal				1.50000	99.96498	2,000,000.00	0.00	2,000,000.00	0.00	4,333.33
				1.51000	3.28100	0.00	700.44	1,999,299.56	299.56	
Mat Date: 11/15/2021										
17015	FFCB	11/15/2016	3133EGG62	1.52000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	3,884.44
		11/15/2021	0	1.52000	3.29700	0.00	0.00	2,000,000.00	0.00	
Subtotal				1.52000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	3,884.44
				1.52000	3.29700	0.00	0.00	2,000,000.00	0.00	
Mat Date: 11/23/2021										
17016	FHLB	11/23/2016	3130A9VY4	1.65000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	3,483.33
		11/23/2021	0	1.65000	3.31200	0.00	0.00	2,000,000.00	0.00	
Subtotal				1.65000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	3,483.33
				1.65000	3.31200	0.00	0.00	2,000,000.00	0.00	
Mat Date: 11/29/2021										
17018	FHLB	12/30/2016	3130AABG2	1.87500	99.57177	2,000,000.00	0.00	2,000,000.00	0.00	3,333.33
		11/29/2021	0	2.00400	3.31800	0.00	8,564.67	1,991,435.33	3,455.33	
17019	FHLB	12/30/2016	3130AABG2	1.87500	99.47842	2,000,000.00	0.00	2,000,000.00	0.00	3,333.33
		11/29/2021	0	2.03200	3.31800	0.00	10,431.51	1,989,568.49	4,208.49	
Subtotal				1.87500	99.52510	4,000,000.00	0.00	4,000,000.00	0.00	6,666.66
				2.01799	3.31800	0.00	18,996.18	3,981,003.82	7,663.82	
Mat Date: 12/28/2021										
17083	FHLMC	12/28/2017	3134GSAB1	2.25000	99.93439	2,000,000.00	0.00	2,000,000.00	0.00	375.00
		12/28/2021	0	2.27000	3.38000	0.00	1,312.11	1,998,687.89	187.89	
Subtotal				2.25000	99.93439	2,000,000.00	0.00	2,000,000.00	0.00	375.00
				2.27000	3.38000	0.00	1,312.11	1,998,687.89	187.89	

INVESTMENT INVENTORY WITH PREMIUM/DISCOUNT REPORT

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City of Oxnard

Inv No.	Description	Purch Date Mat Date	CUSIP CPR/PSA	Coupon YTM TR	Sch Bk Price Duration	Original Face Notional Face	Unamort Premium Unamort Discount	Current Par Current Book	Amort Premium Amort Discount	Accrued Interest
Mat Date: 12/29/2021										
17020	FHLMC	12/30/2016	3134GAC28	2.20000	99.94748	2,000,000.00	0.00	2,000,000.00	0.00	244.44
		12/29/2021	0	2.21600	3.38500	0.00	1,050.41	1,998,949.59	449.59	
Subtotal				2.20000	99.94748	2,000,000.00	0.00	2,000,000.00	0.00	244.44
				2.21600	3.38500	0.00	1,050.41	1,998,949.59	449.59	
Mat Date: 1/26/2022										
17023	FHLMC	01/26/2017	3134GAK86	2.20000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	18,944.44
		01/26/2022	0	2.20000	3.42300	0.00	0.00	2,000,000.00	0.00	
17024	FHLMC	01/26/2017	3134GAK86	2.20000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	18,944.44
		01/26/2022	0	2.20000	3.42300	0.00	0.00	2,000,000.00	0.00	
17025	FHLMC	01/26/2017	3134GAK86	2.20000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	18,944.44
		01/26/2022	0	2.20000	3.42300	0.00	0.00	2,000,000.00	0.00	
Subtotal				2.20000	100.00000	6,000,000.00	0.00	6,000,000.00	0.00	56,833.32
				2.20000	3.42300	0.00	0.00	6,000,000.00	0.00	
Mat Date: 4/25/2022										
17057	FFCB	05/01/2017	3133EHGS6	2.03000	99.87967	2,000,000.00	0.00	2,000,000.00	0.00	7,443.33
		04/25/2022	0	2.06200	3.68100	0.00	2,406.59	1,997,593.41	593.41	
Subtotal				2.03000	99.87967	2,000,000.00	0.00	2,000,000.00	0.00	7,443.33
				2.06200	3.68100	0.00	2,406.59	1,997,593.41	593.41	
Mat Date: 4/27/2022										
17049	FHLMC	04/27/2017	3134GBJZ6	2.10000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	7,466.67
		04/27/2022	0	2.10000	3.68300	0.00	0.00	2,000,000.00	0.00	
17054	FHLMC	04/27/2017	3134GBJA1	2.10000	99.96802	2,000,000.00	0.00	2,000,000.00	0.00	7,466.67
		04/27/2022	0	2.10800	3.68200	0.00	639.65	1,999,360.35	160.35	
17055	FHLMC	05/01/2017	3134GBKY7	2.12500	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	7,555.56
		04/27/2022	0	2.12500	3.68100	0.00	0.00	2,000,000.00	0.00	
Subtotal				2.10833	99.98934	6,000,000.00	0.00	6,000,000.00	0.00	22,488.90
				2.11100	3.68200	0.00	639.65	5,999,360.35	160.35	
Mat Date: 5/3/2022										
17100	FHLB	05/03/2018	3130AE7C8	3.00000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	9,666.67
		05/03/2022	0	3.00000	3.64100	0.00	0.00	2,000,000.00	0.00	
Subtotal				3.00000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	9,666.67
				3.00000	3.64100	0.00	0.00	2,000,000.00	0.00	
Mat Date: 5/18/2022										
17061	FHLB	05/18/2017	3130ABCS3	2.10000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	5,016.67
		05/18/2022	0	2.10000	3.74100	0.00	0.00	2,000,000.00	0.00	
17065	FHLB	05/25/2017	3130ABCS3	2.10000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	5,016.67
		05/18/2022	0	2.10000	3.74100	0.00	0.00	2,000,000.00	0.00	

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Purch Date	CUSIP	Coupon	Sch Bk Price	Original Face	Unamort Premium	Current Par	Amort Premium	Accrued Interest
Mat Date	CPR/PSA	YTM TR	Duration	Notional Face	Unamort Discount	Current Book	Amort Discount	
	Subtotal	2.10000	100.00000	4,000,000.00	0.00	4,000,000.00	0.00	10,033.34
		2.10000	3.74100	0.00	0.00	4,000,000.00	0.00	
05/23/2017	3130ABCF1	1.50000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	3,166.67
05/23/2022	0	1.50000	3.79500	0.00	0.00	2,000,000.00	0.00	
05/25/2017	3133EHJY0	2.07000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	4,370.00
05/23/2022	0	2.07000	3.75700	0.00	0.00	2,000,000.00	0.00	
	Subtotal	1.78500	100.00000	4,000,000.00	0.00	4,000,000.00	0.00	7,536.67
		1.78500	3.77600	0.00	0.00	4,000,000.00	0.00	
05/24/2017	1404203A6	2.40000	100.00000	245,000.00	0.00	245,000.00	0.00	612.16
05/24/2022	0	2.40000	3.73900	0.00	0.00	245,000.00	0.00	
05/24/2017	14042RFW6	2.40000	100.00000	245,000.00	0.00	245,000.00	0.00	612.16
05/24/2022	0	2.40000	3.73900	0.00	0.00	245,000.00	0.00	
	Subtotal	2.40000	100.00000	490,000.00	0.00	490,000.00	0.00	1,224.32
		2.40000	3.73900	0.00	0.00	490,000.00	0.00	
05/25/2017	3134GBNJ7	2.12500	100.00000	1,000,000.00	0.00	1,000,000.00	0.00	2,125.00
05/25/2022	0	2.12500	3.75900	0.00	0.00	1,000,000.00	0.00	
	Subtotal	2.12500	100.00000	1,000,000.00	0.00	1,000,000.00	0.00	2,125.00
		2.12500	3.75900	0.00	0.00	1,000,000.00	0.00	
05/26/2017	87165EMK0	2.40000	100.00000	245,000.00	0.00	245,000.00	0.00	579.95
05/26/2022	0	2.40000	3.74500	0.00	0.00	245,000.00	0.00	
	Subtotal	2.40000	100.00000	245,000.00	0.00	245,000.00	0.00	579.95
		2.40000	3.74500	0.00	0.00	245,000.00	0.00	
05/30/2017	3134GBPW6	2.20000	100.00000	1,000,000.00	0.00	1,000,000.00	0.00	2,077.78
05/27/2022	0	2.20000	3.75900	0.00	0.00	1,000,000.00	0.00	
	Subtotal	2.20000	100.00000	1,000,000.00	0.00	1,000,000.00	0.00	2,077.78
		2.20000	3.75900	0.00	0.00	1,000,000.00	0.00	
05/31/2017	38148PKJ5	2.40000	100.00000	245,000.00	0.00	245,000.00	0.00	483.29
05/31/2022	0	2.40000	3.75500	0.00	0.00	245,000.00	0.00	
05/31/2017	20033AUB0	2.35000	100.00000	245,000.00	0.00	245,000.00	0.00	488.99
05/31/2022	0	2.35000	3.74300	0.00	0.00	245,000.00	0.00	
	Subtotal	2.37500	100.00000	490,000.00	0.00	490,000.00	0.00	972.28
		2.37500	3.74900	0.00	0.00	490,000.00	0.00	

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Inv No.	Description	Purch Date Mat Date	CUSIP CPR/PSA	Coupon YTM TR	Sch Bk Price Duration	Original Face Notional Face	Unamort Premium Unamort Discount	Current Par Current Book	Amort Premium Amort Discount	Accrued Interest
Mat Date: 6/15/2022										
17078	FHLMC	06/15/2017	3134GBRW4	1.75000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	1,555.56
		06/15/2022	0	1.75000	3.85500	0.00	0.00	2,000,000.00	0.00	
			Subtotal	1.75000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	1,555.56
				1.75000	3.85500	0.00	0.00	2,000,000.00	0.00	
Mat Date: 8/24/2022										
17081	FHLB	08/30/2017	3130AC2H6	2.16000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	15,240.00
		08/24/2022	0	2.16000	3.96400	0.00	0.00	2,000,000.00	0.00	
			Subtotal	2.16000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	15,240.00
				2.16000	3.96400	0.00	0.00	2,000,000.00	0.00	
Mat Date: 11/15/2022										
17086	FFCB	12/29/2017	3133EHS38	2.23000	99.27856	2,000,000.00	0.00	2,000,000.00	0.00	5,698.89
		11/15/2022	0	2.40100	4.18100	0.00	14,428.82	1,985,571.18	1,211.18	
			Subtotal	2.23000	99.27856	2,000,000.00	0.00	2,000,000.00	0.00	5,698.89
				2.40100	4.18100	0.00	14,428.82	1,985,571.18	1,211.18	
Mat Date: 12/27/2022										
17082	FHLB	12/27/2017	3130ACYX6	2.40000	99.95501	2,000,000.00	0.00	2,000,000.00	0.00	533.33
		12/27/2022	0	2.41100	4.28400	0.00	899.78	1,999,100.22	100.22	
			Subtotal	2.40000	99.95501	2,000,000.00	0.00	2,000,000.00	0.00	533.33
				2.41100	4.28400	0.00	899.78	1,999,100.22	100.22	
Mat Date: 12/29/2022										
17085	FHLMC	12/29/2017	3134GB6E7	2.45000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	272.22
		12/29/2022	0	2.45000	4.28500	0.00	0.00	2,000,000.00	0.00	
			Subtotal	2.45000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	272.22
				2.45000	4.28500	0.00	0.00	2,000,000.00	0.00	
Mat Date: 1/30/2023										
17089	FHLMC	01/30/2018	3134GSBV6	2.50000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	20,972.22
		01/30/2023	0	2.50000	4.31500	0.00	0.00	2,000,000.00	0.00	
			Subtotal	2.50000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	20,972.22
				2.50000	4.31500	0.00	0.00	2,000,000.00	0.00	
Mat Date: 2/8/2023										
17091	FHLMC	02/08/2018	3134GSCH6	2.12500	100.00000	1,000,000.00	0.00	1,000,000.00	0.00	8,440.97
		02/08/2023	0	2.12500	4.37600	0.00	0.00	1,000,000.00	0.00	
17092	FHLMC	02/08/2018	3134GSCH6	2.12500	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	16,881.94
		02/08/2023	0	2.12500	4.37600	0.00	0.00	2,000,000.00	0.00	
			Subtotal	2.12500	100.00000	3,000,000.00	0.00	3,000,000.00	0.00	25,322.91
				2.12500	4.37600	0.00	0.00	3,000,000.00	0.00	
Mat Date: 2/15/2023										

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Inv No.	Description	Purch Date	CUSIP	Coupon	Sch Bk Price	Original Face	Unamort Premium	Current Par	Amort Premium	Accrued Interest
		Mat Date	CPR/PSA	YTM TR	Duration	Notional Face	Unamort Discount	Current Book	Amort Discount	
17095	FFCB	02/28/2018	3133EJDA4	2.94000	99.85517	1,000,000.00	0.00	1,000,000.00	0.00	11,106.67
		02/15/2023	0	2.99500	4.31100	0.00	1,448.33	998,551.67	0.00	
Subtotal				2.94000	99.85517	1,000,000.00	0.00	1,000,000.00	0.00	11,106.67
				2.99500	4.31100	0.00	1,448.33	998,551.67	0.00	
Mat Date: 2/21/2023										
17093	FFCB	02/21/2018	3133EJDP1	2.92000	100.00000	1,000,000.00	0.00	1,000,000.00	0.00	10,544.44
		02/21/2023	0	2.92000	4.33000	0.00	0.00	1,000,000.00	0.00	
Subtotal				2.92000	100.00000	1,000,000.00	0.00	1,000,000.00	0.00	10,544.44
				2.92000	4.33000	0.00	0.00	1,000,000.00	0.00	
Mat Date: 3/15/2023										
17096	FHLMC	03/15/2018	3134GSFJ9	3.00000	100.00000	1,000,000.00	0.00	1,000,000.00	0.00	8,833.33
		03/15/2023	0	3.00000	4.38900	0.00	0.00	1,000,000.00	0.00	
Subtotal				3.00000	100.00000	1,000,000.00	0.00	1,000,000.00	0.00	8,833.33
				3.00000	4.38900	0.00	0.00	1,000,000.00	0.00	
Mat Date: 3/28/2023										
17097	FHLMC	03/28/2018	3134GSHE8	3.05000	100.00000	1,000,000.00	0.00	1,000,000.00	0.00	7,879.17
		03/28/2023	0	3.05000	4.42000	0.00	0.00	1,000,000.00	0.00	
Subtotal				3.05000	100.00000	1,000,000.00	0.00	1,000,000.00	0.00	7,879.17
				3.05000	4.42000	0.00	0.00	1,000,000.00	0.00	
Mat Date: 4/26/2023										
17099	FNMA	04/26/2018	3136G4SK0	3.05000	100.00000	1,000,000.00	0.00	1,000,000.00	0.00	5,506.94
		04/26/2023	0	3.05000	4.49700	0.00	0.00	1,000,000.00	0.00	
17098	FHLMC	04/26/2018	3134GSJK2	3.06000	100.00000	1,000,000.00	0.00	1,000,000.00	0.00	5,525.00
		04/26/2023	0	3.06000	4.49600	0.00	0.00	1,000,000.00	0.00	
Subtotal				3.05500	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	11,031.94
				3.05500	4.49650	0.00	0.00	2,000,000.00	0.00	
Mat Date: 5/15/2023										
17103	FHLMC	05/15/2018	3134GSKY0	3.20000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	8,177.78
		05/15/2023	0	3.20000	4.53500	0.00	0.00	2,000,000.00	0.00	
Subtotal				3.20000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	8,177.78
				3.20000	4.53500	0.00	0.00	2,000,000.00	0.00	
Mat Date: 5/17/2023										
17105	FHLB	05/17/2018	3130AEBQ2	3.14000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	7,675.56
		05/17/2023	0	3.14000	4.54700	0.00	0.00	2,000,000.00	0.00	
17104	FHLMC	05/17/2018	3134GSKE4	3.10000	99.75000	2,000,000.00	0.00	2,000,000.00	0.00	7,577.78
		05/17/2023	0	3.15400	4.55000	0.00	5,000.00	1,995,000.00	0.00	
Subtotal				3.12000	99.87500	4,000,000.00	0.00	4,000,000.00	0.00	15,253.34
				3.14699	4.54850	0.00	5,000.00	3,995,000.00	0.00	

INVESTMENT INVENTORY WITH PREMIUM/DISCOUNT REPORT

As Of Date: 06/30/2018

Run: 07/12/2018 05:10:31 PM

Reporting Currency: Local

City of Oxnard

Inv No.	Description	Purch Date Mat Date	CUSIP CPR/PSA	Coupon YTM TR	Sch Bk Price Duration	Original Face Notional Face	Unamort Premium Unamort Discount	Current Par Current Book	Amort Premium Amort Discount	Accrued Interest
Mat Date: 5/24/2023										
17106	FHLB	05/24/2018	3130AECQ1	3.23000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	6,639.44
		05/24/2023	0	3.23000	4.55700	0.00	0.00	2,000,000.00	0.00	
17107	FHLMC	05/30/2018	3134GSMJ1	3.25000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	5,597.22
		05/24/2023	0	3.25000	4.55700	0.00	0.00	2,000,000.00	0.00	
Subtotal				3.24000	100.00000	4,000,000.00	0.00	4,000,000.00	0.00	12,236.66
				3.24000	4.55700	0.00	0.00	4,000,000.00	0.00	
Mat Date: 5/31/2023										
17108	CD	05/31/2018	48128FCD2	3.25000	100.00000	245,000.00	0.00	245,000.00	0.00	676.27
		05/31/2023	0	3.25000	4.57300	0.00	0.00	245,000.00	0.00	
Subtotal				3.25000	100.00000	245,000.00	0.00	245,000.00	0.00	676.27
				3.25000	4.57300	0.00	0.00	245,000.00	0.00	
Mat Date: 6/26/2023										
17109	CD	06/26/2018	02589AAM4	3.30000	100.00000	245,000.00	0.00	245,000.00	0.00	110.75
		06/26/2023	0	3.30000	4.64000	0.00	0.00	245,000.00	0.00	
Subtotal				3.30000	100.00000	245,000.00	0.00	245,000.00	0.00	110.75
				3.30000	4.64000	0.00	0.00	245,000.00	0.00	
Mat Date: 6/27/2023										
17110	CD	06/27/2018	254673QR0	3.30000	100.00000	245,000.00	0.00	245,000.00	0.00	88.60
		06/27/2023	0	3.30000	4.64300	0.00	0.00	245,000.00	0.00	
Subtotal				3.30000	100.00000	245,000.00	0.00	245,000.00	0.00	88.60
				3.30000	4.64300	0.00	0.00	245,000.00	0.00	
Mat Date: 6/28/2023										
17112	FHLMC	06/28/2018	3134GSNY7	3.25000	100.00000	2,000,000.00	0.00	2,000,000.00	0.00	541.67
		06/28/2023	0	3.25000	4.65000	0.00	0.00	2,000,000.00	0.00	
17111	CD	06/28/2018	17312QN96	3.30000	100.00000	245,000.00	0.00	245,000.00	0.00	66.45
		06/28/2023	0	3.30000	4.64500	0.00	0.00	245,000.00	0.00	
Subtotal				3.25546	100.00000	2,245,000.00	0.00	2,245,000.00	0.00	608.12
				3.25546	4.64945	0.00	0.00	2,245,000.00	0.00	
Mat Date: 6/29/2023										
17113	CD	06/29/2018	05580ANG5	3.30000	100.00000	245,000.00	0.00	245,000.00	0.00	44.30
		06/29/2023	0	3.30000	4.64800	0.00	0.00	245,000.00	0.00	
Subtotal				3.30000	100.00000	245,000.00	0.00	245,000.00	0.00	44.30
				3.30000	4.64800	0.00	0.00	245,000.00	0.00	
Grand Total		Count 109		1.83440	99.95967	160,645,000.00	0.00	202,645,000.00	0.00	723,475.42
				1.84854	2.20256	0.00	81,719.58	202,563,280.42	23,992.08	

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**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Report

AGENDA ITEM NO.: 3

DATE: July 24, 2018

TO: City Council

THROUGH: Alexander Nguyen
City Manager

A handwritten signature in black ink, appearing to read "A. Nguyen".

FROM: Deanne Purcell
Interim Finance Director

Deanne Purcell

SUBJECT: Internal Control Integrated Framework (ICIF) Policy (10/10/10)

CONTACT: Deanne Purcell, Interim Finance Director
Deanne.Purcell@oxnard.org, 200-5400

RECOMMENDATION:

That City Council direct staff to prepare resolutions to adopt Management Partners, Inc.'s recommendations for City Council internal control policies in their report "City of Oxnard, California Internal Control – Integrated Framework Council Policies and Administrative Implementation Guidelines." This report was prepared to address critical audit findings by the City's independent auditor in connection with its work on the City's Single Audit.

BACKGROUND

Management Partners, Inc. recommends that the City Council and management implement the Internal Control – Integrated Framework (ICIF) standards of the Committee of Sponsoring Organizations of the Treadway Commission (COSO). The COSO ICIF is the most widely implemented standard for effective internal control systems.

Following COSO's 2013 update of its 1992 standard, relevant regulators and professional organizations have recommended its use to comply with regulatory requirements or as a best practice. The Federal Office of Management and Budget incorporated the recommendation in the revision of regulations affecting recipients of federal awards in 2013. The Federal Government Accountability Office adopted the standard for the federal government and recommended it for government units subject to generally accepted auditing standards of all

Internal Control Integrated Framework Policy (10/10/10)

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sizes in 2014. Between 2014 and the present the standards have been incorporated into the audit standards of the American Institute of Certified Public Accountants (AICPA) and designated as a best practice by the Government Finance Officers Association GFOA). In addition, the California State Controller's Office recommended either the COSO standard or the federal standard for internal controls in the federal government in its publication, "Internal Control Guidelines – Local Government Agencies."

As defined by COSO "Internal control is a process, effected by the City Council, the City Manager and other City personnel, designed to provide reasonable assurance regarding the achievement of objectives relating to operations, reporting and compliance."

Although the framework is universal and scalable each entity that uses it will develop a unique system adapted its own specific risks and operations. The ICIF is built on the following components to support an ethical, competent and accountable organization that can reach its goals.

1. Control Environment. Based on ethical conduct, competence and accountability, this is the foundation for an internal control system. It provides the support and structure to help the City achieve its objectives.
2. Risk Assessment. Identifies and analyzes the risks facing the City as it seeks to achieve its objectives. This assessment provides the basis for prioritizing and developing appropriate internal controls to eliminate or reduce risks.
3. Control Activities. This component represents the actions management establishes through policies and procedures to achieve objectives and respond to risks in the internal control system, which includes the City's information system.
4. Information and Communication. These are the processes that produce relevant, quality information that managers and staff use to support the internal control system.
5. Monitoring. These are the processes managers establish and operate to assess the execution and quality of internal control activities over time and to promptly resolve the findings of audits and other reviews.

The policies recommended for City Council action include the following:

1. Adoption of Internal Control – Integrated Framework – formally adopts the COSO standard.
2. Adoption of Internal Control Oversight Responsibilities – identifies the City Council's specific responsibilities for internal control system oversight.

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3. Finance Committee Duties and Responsibilities – converts the Fiscal Policy Task Force to the Finance Committee, specifying the scope of its responsibilities and defining its role as the Audit Committee.
4. Assignment of Authority and Responsibility for Achieving Operations, Reporting and Compliance Objectives – specifies control responsibilities expected of the City Manager and City Attorney.
5. Performance Evaluations of City Manager and City Attorney – specifies that performance evaluations of the City Manager and City Attorney related to their internal control assignments will occur annually.
6. City Council's Risk Assessment Responsibilities – specifies the responsibilities of the City Council is identifying risks that threaten the City's ability to achieve objectives and reach goals. It also identifies the City Council's responsibility to articulate a risk philosophy and risk tolerance.
7. Development and Implementation of Internal Controls – assigns responsibility for development of ICIF controls for operations, reporting and compliance to the City Manager.
8. Commitment to Transparent and Complete Information – specifies standards for communication and information, consistent with personnel rules and regulations to assure effective functioning of the ICIF.
9. Creation of a Monitoring System – requires the City Manager to develop and operate a monitoring system that incorporates annual review of ICIF operation, communication to the City Council, correction of identified deficiencies and prompt attention to deficiencies identified by and internal and external auditors or by staff members and the City's consultants.

The report also identifies specific administrative implementation actions recommended for the City Manager or his designee in the following areas.

Control Environment:

1. Implementation of Internal Control – Integrated Framework by City Manager
2. Management's Internal Control Oversight Support Responsibilities
3. ICIF Progress Reporting by Chief Financial Officer
4. Integrity and Ethical Values
5. Performance Expectations and Appraisal/Evaluation Systems
6. Financial Management and Operations Training
7. Succession and Turnover Contingency Planning
8. Adequate Finance Management and Operations Staffing

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Risk Assessment: Risk Assessment Responsibilities

Control Activities:

1. Development of Controls
2. Future Control Activities
3. Administration of New and Restricted Funds
4. Non-Standard Issues Related to Accounting, Compliance and Reporting Requirements

Information and Communication:

1. Developing Effective Information and Communication Activities and Channels
2. Expected Compliance with Information and Communication Principles and Activities

Monitoring Activities: Monitoring Responsibilities and Actions

Summary – Management Partners, Inc.’s report recommends an integrated policy base for implementing internal control recommended by regulators and professional organizations involved with governmental finance and accounting. Today’s session is intended to provide an opportunity for the City Council to receive a presentation of the report recommendations, to direct staff to prepare City Council resolutions to implement the internal control – integrated framework .

STRATEGIC PRIORITIES

This agenda item supports the Organizational Effectiveness strategy. The purpose of the Organizational Effectiveness strategy is to strengthen and stabilize the organizational foundation of the City in the areas of Finance, Information Technology, and Human Resources, and to improve workforce quality while increasing transparency to the public. This item supports the following goals and objectives:

Goal 1. To help foster a healthy and accountable corporate foundation by strengthening the support functions of the organization, which include Finance, Information Technology and Human Resources.

Objective 1c. Develop written procedures to address Internal Control recommendations from the Auditor.

Goal 2. Increase transparency with Council, community and staff related to the City’s budget and financial management processes.

FINANCIAL IMPACT

There is no financial impact with this item.

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ATTACHMENTS:

Attachment A: FinaldmOxnard_InternalControlComprehensiveDocument_July2018

Attachment B: ICIF FPTF pdf a

City of Oxnard, California
Internal Control – Integrated Framework
Council Policies and Administrative
Implementation Guidelines

DRAFT REPORT

July 16, 2018

**Management
Partners**





July 16, 2018

Mr. Alex Nguyen
City Manager
City of Oxnard
300 West Third Street
Oxnard, CA 93030

Dear Mr. Nguyen:

Management Partners is pleased to transmit this draft report containing recommended City Council Policies and Administrative Implementation Guidelines¹ for a new Internal Control – Integrated Framework (ICIF) for the City of Oxnard. The recommended policies and guidelines primarily respond to the internal control audit findings by the City’s independent auditors, Eadie + Payne (E+P), in the Single Audit for fiscal years 2015, 2016 and 2017. The policies also relate to findings contained in Management Partners’ March 2015 report, recommendations from NBS regarding maintenance assessment districts completed in 2016, and preliminary findings regarding development impact fees in 2017.

This report served as a foundation for Management Partners’ assistance drafting the Prior Years’ Findings section of the Fiscal 2017 Corrective Action Plan that was filed with the Federal government and the State Controller’s Office in March.

We continue to develop additional internal control policies and implementation guidelines and will amend this draft report as that work is completed. We will provide a supplemental document that will contain administrative implementation guidelines related to risk assessment, major transaction systems and important balance sheet items. If any additional Council policies are developed, they will be included in the document with a recommendation for City Council adoption.

Adoption of the Council policies and Administrative Implementation Guidelines contained in this report will be an important first step in addressing the audit findings. However, efficient responses to some audit findings depend on technology improvements that can help prevent errors from happening in the first place. Those improvements will not be possible until a new

¹ For purposes of this document, the term “guideline” is intended to incorporate the meaning of Committee of Sponsoring Organizations of the Treadway Commission (COSO) Principle 12 which requires that City officials deploy control activities through policies that establish what is expected and procedures that put policies in place.

enterprise resource planning system (ERP) is implemented. In the short-term, the City must rely on processes managed in spreadsheets unconnected with the ERP, analytical controls, logs and other controls that detect errors and deal with internal control issues caused by the weaknesses of the current system, which is more labor intensive and has greater potential for errors.

Achieving effective internal controls will take a period of years and will provide a flexible, adaptive process to identify and manage risks through activities geared to creating an ethical, competent and accountable organization.

We appreciate the assistance of Oxnard staff in providing information during our work. Once we receive comments on this report, we will present a final report to the City.

Sincerely,



Andrew S. Belknap
Regional Vice President



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Executive Summary

This document has been prepared to assist the City of Oxnard (referred to herein as “the City”), in responding to the underlying reasons for the internal control findings in the Single Audit Report prepared by Eadie + Payne, LLP for fiscal years 2015, 2016 and 2017. Audit findings and recommendations result from serious weaknesses in internal control. City leaders recognize the importance of establishing sound internal controls and engaged Management Partners to develop a framework and associated policies and implementation guidelines for internal control.

The City Council is responsible for establishing and providing oversight for the internal control policies identified in this document. The implementation guidelines are internal control policies that encompass administrative procedures, or action steps, to be implemented and updated as necessary under the authority and direction of the City Manager and/or designee who support implementation of the City Council policies detailed in this report.

Internal Control – Integrated Framework

The industry standard is for a local government to adopt an Internal Control – Integrated Framework (ICIF). This framework was developed by the Committee of Sponsoring Organizations of the Treadway Commission (COSO). It is currently the best practice standard for state and local governments and has been used by the private sector since being developed in 1992 in response to internal control failures characterized by the Enron Corporation and more recently, the financial system failures of the Great Recession.

The ICIF includes Council policies and Administrative Implementation Guidelines. The ICIF, if fully implemented, will provide the City with a foundation for providing reasonable assurance that goals and objectives serving the public interest are achieved.

The ICIF framework recommends that organizations conduct a risk assessment as the basis for creating policies and administrative implementation guidelines. Because such a formal risk assessment has

not yet been conducted, the following reports serve as the basis for the creation of Council Policies and Administrative Implementation Guidelines.

- Management Partners' report dated March 2015, "City of Oxnard Strategic Plan: Phase I – Corporate Support, Accountability and Value Systems" (Assessment);
- Eadie + Payne's City of Oxnard, Single Audit of Federal Awards with Independent Audit Report for the Years Ended June 30, 2015, 2016 and 2017 (Findings);
- Other reports and evaluations relating to maintenance districts, development impact fees and capital assets.

Categories of Single Audit Findings Responded to by ICIF

The proposed Council Policies and Administrative Implementation Guidelines address the audit findings in the City's auditor report and establish a roadmap for implementing the necessary internal controls as the City enters FY 2018-19. Other policies and guidelines will be added to the ICIF as they are drafted by consultants and/or City staff.

The following categories of findings were documented in the FY 2015 Single Audit conducted by Eadie + Payne.

- FY 2015-005 – Establishing the internal control environment
- FY 2015-006 – Performance evaluations
- FY 2015-007 – Financial management and operations training
- FY 2015-009 – Succession and turnover contingency planning
- FY 2015-010 – Adequate Finance Department staffing
- FY 2015-011 – Risk assessment

A complete list of the Single Audit findings, along with the current status as of FY 2017-18, and plans for correction, are included in the City of Oxnard's Fiscal 2017 Corrective Action Plan dated March 26, 2018. The policies and guidelines contained in these recommendations have been selected because of their integrated impact on the City's controls.

This standard framework should be used as a basis for providing ongoing updates, training, and COSO certification programs for employees. The framework will be adaptable to future budget and performance management models that the City may adopt. It will also help create a common understanding of the City Council's goals and management's objectives.

Implementation

Adoption of the Council Policies and Administrative Implementation Guidelines is only the first step. For them to be effective, the City will need to commit time, skills, technology and accountability. Each is described below.

- **Time** will be needed by the City Council to transfer new duties, including audit committee responsibilities, from the Fiscal Policy Task force, to a newly constituted City Council Finance Committee to review audit and other reports and recommendations by staff to strengthen internal control policies and processes. Time will be needed by City staff to develop detailed process workflow changes that will implement the many components of these internal control guidelines. This includes training all employees who have any role in financial transactions from origination through approval, as well as those with recordkeeping and custodial responsibilities. It also includes having enough staff in administrative positions who can ensure proper oversight of internal controls and implementation of the procedures contained in the guidelines.
- **Skills** will be needed by members of the City Council Finance Committee to carry out their roles. Skills will also be needed by City staff to carry out the additional requirements of internal controls. This means that staff must have the technical competence and expertise needed to carry out the procedures. They will also need continuous training on their responsibilities and any updates to city processes or regulatory standards required by rulemaking bodies or other third parties.
- **Technology** will be needed to reduce the manual labor of the City's current financial system and to introduce preventive internal controls that will reduce the potential for errors and fraud.
- **Accountability** for implementation will be required. This should be in the form of performance expectations from the City Manager through executive staff to all managers and all employees.

To provide the time, skills, technology and accountability needed, the City will need to commit appropriate financial resources. The lack of sufficient resources allocated to internal control results in the problems identified by third-party experts and the City's own staff, Councilmembers and residents.

As the City's use of the framework matures, integration and operation of the system improves and becomes more reliable. Adoption of policies and guidelines will not be sufficient to change results. Commitment of resources and accountability for implementation will be required.

Additionally, sections of its city code may need to be amended to implement the ICIF. In some cases, the current city code includes control activities that are not tied to specific risks affecting objectives. When control provisions in the city code do not support current objectives or address specific risks, they weaken the integrated control process.

Recommendations

Management Partners recommends the following actions be taken.

- City Council should adopt the Internal Control - Integrated Framework (ICIF) as a policy, along with nine specific Council Policies.
- The City Manager should adopt the Administrative Implementation Guidelines for use by the City organization.
- The City should conduct a formal ICIF risk assessment to identify further improvements needed in internal controls.
- City Council should authorize City staff to propose amendments to the city code that accommodate ICIF components and principles.
- City Council and City Manager should provide adequate resources to implement the Council Policies and Administrative Implementation Guidelines.
- City staff should develop and implement the necessary internal controls to address the most significant findings in the Single Audit Report that have the highest risk levels to properly safeguard the City's financial resources.

Organization of this Document

This document is organized as described below.

- **Internal Control - Integrated Framework Overview.** An overview of the necessity for the organization to adopt an internal control - integrated framework, the objectives of an internal control structure, components to achieve internal control objectives, and internal control principles that are based on the

Committee of Sponsoring Organizations of the Treadway Commission's (COSO) *Internal Control - Integrated Framework*.

- **City Council Policies.** A set of nine policies for City Council consideration and adoption that addresses the five components of the control framework:
 - COSO Component A: Control environment;
 - COSO Component B: Risk assessment;
 - COSO Component C: Control activities;
 - COSO Component D: Information and communication;
 - and
 - COSO Component E: Monitoring activities.
- **Administrative Implementation Guidelines.** A set of 16 guidelines under the authority and responsibility of the City Manager. These guidelines, which address the nine recommended City Council policies, do not require City Council action but rather are provided as background information for our recommendations for the City staff's implementation of City Council's ICIF policies.

For purposes of this document, the term "guideline" is intended to incorporate the meaning of Committee of Sponsoring Organizations of the Treadway Commission (COSO) Principle 12 which requires that City officials deploy control activities through policies that establish what is expected and procedures that put policies in place.

Internal Control - Integrated Framework (ICIF) Overview

Internal control is a process, effected by the City Council, the City Manager and other City personnel, designed to provide reasonable assurance regarding the achievement of objectives relating to operations, reporting and compliance.

The following concepts are fundamental to the definition of internal control. Internal controls should:

- Help to achieve operating, reporting and compliance objectives;
- Consist of ongoing tasks and activities, a means to an end, not an end in itself;
- Be effected by people and not be merely about policy and procedure manuals;
- Provide reasonable, but not absolute, assurance to the City Manager, the senior leadership team (SLT) and the City Council that the operational, reporting and compliance objectives are being achieved; and
- Adapt to the City organization; be flexible in application for the entire city, a department, division, work unit or business process.

ICIF Background

The first ICIF version was released the Committee of Sponsoring Organizations of the Treadway Commission (COSO) in 1992 in response to internal control failures characterized by Enron Corporation. In 2013 COSO updated the framework to include non-financial controls and risk considerations. Current COSO members include:

- The American Accounting Association (AAA) - <http://aaahq.org>
- The American Institute of Certified Public Accountants (AICPA) - <http://www.aicpa.org/Pages/Default.aspx>
- Financial Executives International (FEI) - <https://www.financialexecutives.org>

- The Institute for Management Accountants (IMA) - <https://www.imanet.org/?ssopc=1>
- The Institute of Internal Auditors (IIA) - <https://na.theiia.org/Pages/IIAHome.aspx>

Widespread adoption of the COSO standard in the private sector increased interest in applying the framework to local government. In 2014, the Federal Office of Management and Budget (OMB) established Administrative Requirements for federal grant recipients that included implementation of effective internal controls and suggested that controls be based on the COSO model. <https://www.gpo.gov/fdsys/granule/CFR-2014-title2-vol1/CFR-2014-title2-vol1-part200/content-detail.html>

In 2014, the Federal Government Accountability Office (GAO) released Standards for Internal Control in the Federal Government (Standards) based on the COSO framework to guide implementation at the federal level. GAO encouraged use of its internal control standards for organizations of all sizes. <https://www.gao.gov/greenbook/overview>

In 2015, the California State Controller's Office (SCO) Internal Control Guidelines – Local Government Agencies (Guidelines) were released recommending the use of the COSO ICIF or GAO Standards for local government agencies. https://www.sco.ca.gov/Files-AUD/2015_internal_control_guidelines.pdf

The COSO ICIF is recommended as a current best practice of the Government Finance Officers Association (GFOA). https://www.sco.ca.gov/Files-AUD/2015_internal_control_guidelines.pdf and <http://www.gfoa.org/internal-control-framework>

COSO publications provide updated information on the application of ICIF, and GFOA has committed to providing ongoing guidance for practical application of ICIF for state and local agencies. A copy of the COSO ICIF Executive Summary is attached as an appendix to this guide. <https://www.coso.org/Pages/ic.aspx>

Internal Control Objectives

The ICIF provides for three categories of objectives, allowing city leaders to focus on different aspects of internal control. Objectives within each category are established by the city manager to achieve council goals.

1. **Operations Objectives.** These pertain to effectiveness and efficiency of the city's operations including operational and financial performance goals and safeguarding assets against loss.

2. **Reporting Objectives.** These pertain to internal and external financial and non-financial reporting and may encompass reliability, timeliness, transparency, or other terms set forth by regulators, recognized standard-setters or city council policies.
3. **Compliance Objectives.** These pertain to adherence to state and federal laws and regulations and to city code provisions or council policies.

ICIF Components to Achieve Internal Control Objectives

The proposed ICIF is based on five components that are intended to work together to provide reasonable assurance that the operational, reporting and compliance objectives may be achieved. The five components are:

1. **Control Environment.** Based on ethical conduct, competence and accountability, this is the foundation for an internal control system. It provides the support and structure to help the City achieve its objectives.
2. **Risk Assessment.** Identifies and analyzes the risks facing the City as it seeks to achieve its objectives. This assessment provides the basis for prioritizing and developing appropriate internal controls to eliminate or reduce risks.
3. **Control Activities.** This component represents the actions management establishes through policies and procedures to achieve objectives and respond to risks in the internal control system, which includes the City's information system.
4. **Information and Communication.** These are the processes that produce relevant, quality information that managers and staff use to support the internal control system.
5. **Monitoring.** These are the processes managers establish and operate to assess the execution and quality of internal control activities over time and to promptly resolve the findings of audits and other reviews.

Internal Control Principles

There are 17 principles within the five components of the ICIF. The principles that follow have been adapted to the City of Oxnard environment. The term "city officials" refers to managers of the organization, at all levels. The original language was developed in 2013 by

COSO. <https://www.coso.org/Documents/COSO-ICIF-11x17-Cube-Graphic.pdf>

Table 1. COSO's 17 Internal Control Principles for City of Oxnard

Components of Internal Control Systems	Principle
A. Control Environment	1. City officials demonstrate a commitment to integrity and ethical values.
	2. The City Council demonstrates independence from management and exercises oversight of the development and performance of internal control.
	3. City management establishes, with Council oversight, structures, reporting lines, and appropriate authorities and responsibilities in the pursuit of objectives.
	4. City officials demonstrate a commitment to attract, develop, and retain competent individuals in alignment with objectives.
	5. City officials hold individuals accountable for their internal control responsibilities in the pursuit of City of Oxnard objectives.
B. Risk Assessment	6. City officials specify objectives with sufficient clarity to enable the identification and assessment of risks relating to objectives.
	7. City officials identify risks to the achievement of objectives across the entity and analyze risks as a basis for determining how the risks should be managed.
	8. City officials consider the potential for fraud in assessing risks in achieving objectives.
	9. City officials identify and assess changes that could significantly impact the system of internal control.
C. Control Activities	10. City officials select and develop control activities that contribute to the mitigation of risks in achieving objectives to acceptable levels.
	11. City officials select and develop general control activities over technology to support the achievement of objectives.
	12. City officials deploy control activities through policies that establish what is expected and procedures that put policies in place.
D. Information and Communication	13. City officials obtain or generate and use relevant, quality information to support the functioning of internal control.
	14. City officials internally communicate information, including objectives and responsibilities for internal control, necessary to support the functioning of internal control.
	15. City officials communicate with external parties regarding matters affecting the functioning of internal control.
E. Monitoring Activities	16. City officials select, develop, and perform ongoing and/or separate evaluations to ascertain whether the components of internal control are present and functioning.
	17. City officials evaluate and communicate internal control deficiencies in a timely manner to those parties responsible for taking corrective action, including senior management and the City Council, as appropriate.

The ICIF is intended to be sustainable and adaptable to new goals, objectives and risks. Controls are intended to be implemented pursuant to ICIF principle 12 through policies that may change as the City's circumstances change.

Some city code sections may need to be amended to accomplish this shift in focus. In some cases, the current city code includes control activities that are not tied to specific risks affecting objectives. When control provisions in the city code do not support current objectives or address specific risks, they conflict with the risk and objectives-based focus of the integrated control process.

City Council Policies

This section contains nine City Council policies associated with the Internal Control – Integrated Framework (ICIF). The policies included in this section are listed below. Each policy is associated with one of the five COSO components described in the previous section of this report. Each of the components is associated with ICIF principles as shown in table 1. The nine policies are shown in Table 2 below.

Table 2. Policies Associated with the Internal Control—Integrated Framework

COSO Category	City Council Policy
A. Control Environment	1. Adoption of Internal Control – Integrated Framework 2. Adoption of Internal Control Oversight Responsibilities 3. Finance Committee Duties and Responsibilities 4. Assignment of Authority and Responsibility for Achieving Operational, Reporting and Compliance Objectives 5. Performance Evaluations of City Manager and City Attorney
B. Risk Assessment	6. City Council’s Risk Assessment Responsibilities
C. Control Activities	7. Development and Implementation of Internal Controls
D. Information and Communication	8. Commitment to Transparent and Complete Information and Communication
E. Monitoring Activities	9. Creation of a Monitoring System

COSO Category A: Control Environment

Policy 1: Adoption of Internal Control – Integrated Framework

Background

The City needs an overarching and unifying framework for its internal controls. The California State Controller’s Office (SCO) issued *Internal Control – Guidelines for Local Government Agencies* in 2015 to improve local governments’ ability to reach their goals by maintaining strong internal controls. The Federal Office of Management and Budget (OMB), through its Uniform Guidance (2 CFR 200) required federal grantees to implement effective internal controls in the first fiscal year following the December

2014 effective date of the regulations. For the City of Oxnard this was the fiscal year ending June 30, 2016.

Other recognized sources for developing and maintaining the ICIF include the *Green Book* of United States Government Accountability Office (GAO), the Statements of Auditing Standards (SAS) of the Auditing Standards Board (ASB) of the American Institute of Certified Public Accountants (AICPA), the California Committee on Municipal Accounting (CCMA), the Generally Accepted Government Audit Standards (GAGAS, *Yellow Book*) of the OMB and best practices suggested by the Government Finance Officers Association.

Policy Statement

The City Council adopts the Internal Control – Integrated Framework (ICIF) and includes in this policy the 17 internal control principles of the Committee on Sponsoring Organizations (COSO). The use of recognized national and state internal control standards and practices shall be expected of all City officials.

The ICIF shall serve as the underpinning of all the City of Oxnard's internal control policies and implementation guidelines and activities. The City Manager is directed to use the ICIF and 17 COSO principles when creating policies and implementing internal controls whenever it is feasible, effective and efficient.

Policy 2: Adoption of Internal Control Oversight Responsibilities

Background

The City Council performs a critical oversight responsibility to the Oxnard community to provide a strong internal control framework and accurate financial reporting. The Council does this by exercising its oversight duties by working with the City Manager, City Attorney and other officials to create a control environment based on ethical practices, competency and compliance with laws, regulations and policies.

Policy Statement

The City Council shall identify and accept its oversight responsibilities in the development and performance of internal control. This includes the following:

- a. Ensuring that Council appointees have the skills, knowledge, and experience necessary for their job duties and responsibilities;

- b. Applying objectivity in evaluating information and when making decisions;
- c. Ensuring the completion of periodic risk assessments; and
- d. Following up on completion of actions to address audit findings.

Policy 3: Finance Committee Duties and Responsibilities

Background

The City's independent auditor identified the lack of an audit committee as a material weakness in the Fiscal 2015 Single Audit. The State Controller's Office, COSO and Government Finance Officers Association (GFOA) best practices recommend that a local government establish an audit committee to support the Council in its oversight responsibilities.

Policy Statement

The City Council shall add audit committee responsibilities to the role of the Financial Policies Task Force and rename the body as the "City of Oxnard Council Finance Committee." The Council establishes the Finance Committee as a critical element in the City's internal control environment. The responsibilities will be consistent with best practices recommended for an audit committee by the Government Finance Officers Association (GFOA) Best Practice – Audit Committees. It is also consistent with the State Controller's Office's (SCO) recommendations in its publication *Internal Control Guidelines - California Local Agencies* (Guidelines).

The City Council will adequately fund the work of the Finance Committee, including the cost of the auditors who report to it and the experts it engages to fulfill its responsibilities through adoption of appropriations in the budget resolution. The City Manager and City Attorney shall assign staff support to the Finance Committee.

Composition and Meetings. The Finance Committee shall be composed of three of the seven members from the City Council. GFOA recommends that members of the Finance Committee have a basic understanding of governmental financial reporting and auditing or be willing to attend training to obtain that understanding.

No elected or appointed official who exercises managerial responsibilities that fall within the scope of an audit should serve as a member of the committee or as an advisor to the Finance Committee. Members of the Committee have a duty to exercise an appropriate degree of professional

skepticism in their interactions with auditors, other elected officials with assigned internal control or managerial responsibility and management.

The Finance Committee shall meet at least quarterly but may schedule additional meetings as necessary to fulfill its duties and responsibilities. The Finance Committee shall, at its discretion, have access to the services of financial experts and appropriate specialists, if required, to assist in fulfilling responsibilities in its role as the audit committee of the City.

The expert(s) should, through education and experience relevant to the government sector, understand generally accepted accounting principles (GAAP) and financial statements, be experienced in preparing or auditing financial statements of a comparable agency, be experienced with applying such principles in connection with accounting for estimates, accruals and reserves, be experienced with internal controls, and understand audit committee functions.

Responsibilities. The City Council Finance Committee shall be responsible for all of the following:

- a. Advise the City Council and provide oversight for policies to implement or improve the City's internal control - integrated framework and financial condition.
- b. Review Council appointees' performance related to implementing internal control activities.
- c. Review instances where City staff have overridden internal controls in connection with significant or material matters.
- d. Review non-routine significant or material financial matters so it can advise the City Council on those matters. Non-routine matters include items not managed in the normal course of municipal operations or matters not covered by existing policies. In this policy, "significance" relates to the potential for the matter to threaten achievement of significant operating, reporting or compliance objectives with financial implications. "Materiality" relates to the size of the financial impact of the matter on the City.
- e. Advise the City Council on new and modified financial management policies. Policies would include, but not be limited to, budgeting, debt, investments, fund balance policies and special district administration. It may also review, discuss and recommend changes to policies or city code sections to modernize the City's administrative and regulatory framework to implement audit

- findings or modernize and improve the City's financial condition, internal control framework and business processes.
- f. Provide oversight of management's development of policies relating to maintaining a strong control environment and work with management to plan periodic risk assessments relating to achieving the Council's strategic goals and related operational, reporting and compliance objectives.
 - g. Review finance related City Council policies at least every five years.
 - h. Carry out Audit Committee responsibilities as follow:
 - 1. Recommend to the full City Council the appointment, compensation, retention and oversight of any independent accountants engaged for the purpose of preparing or issuing independent audit reports or performing other independent audit review, agreed upon procedures or attest services for the City.
 - 2. Ensure that all auditors engaged by the Finance Committee pursuant to this policy shall report directly to the Committee.
 - 3. Receive a report from the City Manager (or Internal Auditor or City Manager's designee) about employee complaints and their resolutions regarding accounting, internal accounting controls or auditing matters.
 - 4. With the assistance of the Chief Financial Officer, report annually to the City Council in writing how it has discharged its duties and met its responsibilities. The Committee's report shall be made available to the public and shall be accompanied by the current version of this resolution.
 - 5. Discuss audit reports and financial statements with the City Manager, Chief Financial Officer and others as the City Manager designates and at its discretion, meet with the City's auditors and experts without management present to discuss reports and financial statements.
 - 6. Have access to all reports from internal and independent or regulatory external auditors.

7. Exercise oversight to assure that audit findings are promptly addressed by management.
8. Review the documentation establishing the Committee not less than every five years to assess its continued adequacy.

Nothing in this policy should be interpreted to limit the City Council from exercising its ultimate authority related to the matters described herein.

Policy 4: Assignment of Authority and Responsibility for Achieving Operational, Reporting and Compliance Objectives

Background

Under the council-manager form of government, the council sets policy and the city manager is responsible for carrying out that policy, along with managing the organization and ensuring accountability for performance of all employees under his or her direction. As related to the Internal Control – Integrated Framework (ICIF), the City Council expects the City Manager to provide oversight of the organization in support of internal controls.

Two types of control authorization are described below for this Council policy.

1. *Risk-based controls.* Controls intended to address risks and objectives that will become a managerial responsibility and related performance measures must be approved by the City Manager or his/her designee.
2. *Compliance and reporting controls.* Controls or objectives that address legal compliance should be reviewed by the City Attorney or his/her designee. Controls or reporting objectives related to financial management should be reviewed by the Chief Financial Officer or their designee. Other compliance or reporting related controls and objectives should be reviewed with the City's subject matter expert for non-financial reporting or non-financial compliance.

The ICIF includes an expectation that structures will be in place that will provide reasonable assurance that the City is meeting its operational, reporting and compliance objectives for internal control. The basic structures that should be in place, which rely on the City Manager to organize and manage, follow:

1. *Strategic plan.* A strategic plan or set of clear goals approved by the City Council based on:

- a. A clear understanding of the City's current financial condition as well as long-range financial and economic forecasts;
 - b. City Council and community priorities;
 - c. Periodic risk assessments identifying those risks that could prevent City leaders from achieving operating, reporting and compliance objectives or reaching its goals; and
 - d. Consistent application of ethics and values.
2. *Budget and service planning processes.* Budget and service planning processes that provide clear, measurable objectives to achieve the operating, reporting and compliance objectives needed to achieve the City Council's strategic plan goals.
3. *Staffing and organization structure.* Organization staffing assignments and structures designed to achieve objectives and mitigate risks.
4. *Implementing internal controls.* Internal controls designed to achieve objectives and mitigate risks.
5. *Accountability.* Individual accountability for performance related to internal control responsibilities, ethical behavior and achievement of objectives.

Policy Statement

The City Council provides the following delegations:

- *City Manager.* The City Council delegates to the City Manager responsibility for implementing the following:
 - a. Strategic planning process for the City Council to establish its annual and/or multi-year goals.
 - b. Budget and service planning processes.
 - c. Efficient and effective staffing and organization structure. Organization staffing assignments and structures designed to achieve objectives and mitigate risks.
 - d. Processes and delegations to implement the ICIF and risk mitigations.

- e. Individual accountability for performance related to internal control responsibilities, ethical behavior and achievement of objectives.

The City Council further expects that the City Manager will hold department heads and all staff accountable for the following:

- Continuously improving systems by implementing best practices;
 - Communicating expectations regarding implementing and adhering to the ICIF;
 - Evaluating employees' performance in implementing and adhering to ICIF; and
 - Providing training to employees.
- *Elected officials with managerial assignments.* Elected officials who also have managerial assignments are subject to the same standards of ethical behavior and performance as the City Manager and department heads. For statutory responsibilities, limits on elected officials' authority shall be clearly described in City Council policies. Where policies are unclear, the City Manager, elected officials or the City Council shall propose changes that result in improved clarity and performance.

Policy 5: Performance Evaluations of City Manager and City Attorney

Background

The council-manager form of government relies on a city manager carrying out the policies of the city council and implementing an efficient and effective organization. Internal controls, to be effective, require the city manager and city attorney to be responsible for overseeing the system, providing resources, tools, assignments and systems needed for staff to implement the components of the ICIF.

The City Council wants reasonable assurance that the system of internal control will eliminate or mitigate risks that threaten the municipal corporation and service delivery objectives. Performance evaluations are an essential tool in creating this assurance. The City Council has responsibility to evaluate the performance of its appointees in fulfilling assigned internal control responsibilities. The City Manager and City Attorney have responsibility to evaluate staff under their authority.

Policy Statement

The City Council shall conduct a performance evaluation of the City Manager and City Attorney related to internal control responsibilities annually and may do so more often if desired. The evaluation shall include a review of the effectiveness of internal controls and implementation of the Internal Control – Integrated Framework (ICIF). The Council’s discretion in establishing criteria and evaluating performance of its appointees outside the scope of internal control oversight is not limited by this policy.

COSO Category B: Risk Assessment**Policy 1: City Council’s Risk Assessment Responsibilities*****Background***

The City Council understands the importance of ensuring that risk assessments are performed to serve as a basis for adapting the internal control framework to changing conditions. The Council has also adopted policies defining its control responsibilities, approved appointment of new independent certified public accountants as its independent auditors, and made improvements in the internal support and governance functions a strategic objective.

Policy Statement

The City Council shall:

- a. Review the City’s risk tolerance and philosophy on a regular basis,
- b. Ensure that the City’s strategic goals and decisions are in alignment with the organization’s risk tolerance and philosophy,
- c. Stay apprised of the most significant risks and ascertain whether management is responding appropriately,
- d. Review the organization’s risk exposures and define the City Council’s tolerance for risk by considering the cumulative impact of identified risks in relation to the organization’s risk tolerance, and
- e. Assign the Finance Committee to work with the Internal Auditor to identify and evaluate risk factors for fraud and oversee the City Manager’s response to such issues.

COSO Category C: Control Activities

Policy 1: Development and Implementation of Internal Controls

Background

To comply with standards for ICIF principles and components, the City Council recognizes the need to eliminate or reduce risk based on reasonable standards and level of effort. Proper internal controls must be developed and implemented to safeguard assets and ensure the City achieves its operational objectives. The responsibility to develop those controls must be established and evaluated on an ongoing basis.

Policy Statement

1. The City Council directs the City Manager to develop internal controls that are tailored to the City's specific structure, risk exposure and resource levels. To the extent resource levels are not adequate to reduce risk in some areas, the City Council will reassess its risk tolerance philosophy and provide specific direction to the City Manager.
2. City practices shall comply with ICIF principles and components related to control.
3. Controls shall be developed that respond to and assure compliance with findings from external and/or internal audits and that consider the outcomes of risk assessments performed under the policies related to COSO Category B – Risk Assessment.

COSO Category D: Information and Communication

Policy 1: Commitment to Transparent and Complete Information and Communication

Background

The City Council recognizes the importance of effective, accurate and comprehensive financial information for informed decision making. The community and the City organization expect the Council to provide policy leadership supportive of ongoing communication regarding the City's financial health and long-term sustainability. Failure to identify and address financial reporting and compliance issues can result in significant

financial losses, create potential liabilities, or force unplanned use of resources.

Information and communication is critical to implement the ICIF and to achieve the City's strategic goals and financial sustainability. Regular, timely and accurate information is critical regarding the City's ability to adapt to changes in law, implementation of the ICIF, and compliance with governmental accounting standards. This requires leadership and a culture that encourages trust, and values open and courteous communication. Effective communication based on courtesy and respect is expected of all elected officials, employees and managers.

Policy Statement

1. The City Council is committed to providing full and transparent financial information to the public, aimed at long-term financial sustainability.
2. The City Council expects management to implement an information and communications framework that supports operational, reporting and compliance objectives. The products of the City's information and communication systems are expected to be of sufficient quality and usefulness to enable the successful implementation of the ICIF and provide reasonable assurance to the Council that its goals and the City's operating, reporting and compliance objectives will be achieved.
3. The City Council directs the City Manager to implement the necessary communications protocols and information sharing processes within the organization and to elected officials and the public.
4. The City's business communications shall conform to the standards established by the Council through the policies documented in the Personnel Rules and Regulations.
5. Elected and appointed officials and all employees shall demonstrate ethical behavior, competence, courtesy and respect in their daily actions.

COSO Category E: Monitoring Activities

Policy 1: Creation of a Monitoring System

Background

The City Council recognizes that the ICIF and the City's internal controls systems and processes must be monitored regularly and effectively. This requires that components of the internal control system not only exist but are also functioning properly, and that any deficiencies are reported to the City Council and senior management, and that corrective action is taken in a timely manner.

Policy Statement

1. The City Council directs that the City Manager implement a monitoring system for internal control processes. The monitoring system shall be one that gives the community, Council, employees and other stakeholders reasonable assurance that the City is adhering to ICIF principles and is achieving operating, reporting and compliance objectives.
2. The City Manager shall report to the City Council the results of any evaluations conducted by staff, consultants or auditors about whether the internal control components are present and functioning properly no less than annually.
3. The City Manager shall evaluate and report to the City Council any internal control deficiencies identified as part of the City's monitoring activities and identify the corrective actions taken for curing the deficiencies.

Administrative Implementation Guidelines

This section contains 16 administrative implementation guidelines associated with the Internal Control – Integrated Framework (ICIF), as shown in Table 3. Each guideline is associated with one of the five COSO categories shown in the previous section of this report.

The term “guideline” is intended to incorporate the meaning of Committee of Sponsoring Organizations of the Treadway Commission (COSO) Principle 12 which requires that City officials deploy control activities through policies that establish what is expected and procedures that put policies in place.

Table 3. *Administrative Implementation Guidelines*

COSO Component	Administrative Implementation Guideline
A. Control Environment	1. Implementation of Internal Control – Integrated Framework by City Manager 2. Management’s Internal Control Oversight Support Responsibilities 3. ICIF Progress Reporting by Chief Financial Officer 4. Integrity and Ethical Values 5. Performance Expectations and Appraisal/Evaluation Systems 6. Financial Management and Operations Training 7. Succession and Turnover Contingency Planning 8. Adequate Finance Management and Operations Staffing
B. Risk Assessment	1. Risk Assessment Responsibilities
C. Control Activities	1. Development of Controls 2. Future Control Activities 3. Administration of New and Restricted Funds 4. Non-Standard Issues Related to Accounting, Compliance and Reporting Requirements
D. Information and Communication	1. Developing Effective Information and Communication Activities and Channels 2. Expected Compliance with Information and Communication Principles and Activities
E. Monitoring Activities	1. Monitoring Responsibilities and Actions

COSO Category A: Control Environment

The City Manager and City Attorney, as the Council's appointees, are responsible for ensuring the internal control environment is adequate. The implementation authority may be delegated by the City Manager to the Chief Financial Officer. The senior leadership team and all employees are expected to support the Internal Control – Integrated Framework and carry out practices to ensure the integrity of the City's finances, manage risks, achieve City objectives, and fulfill obligations of public service.

Best practice resources are available in carrying out these responsibilities. Resources include: *"A Performance Management Framework for Local Government"* published by the National Performance Management Advisory Committee (NPMAC); Government Finance Officers Association and its criteria for the achievement award for budget documents. Best practices expect that managers assign internal control responsibilities to employees reporting to them and incorporate the employees' performance of assigned responsibilities into the performance review process pursuant to policies established by the City Manager.

Guideline 1: Implementation of Internal Control – Integrated Framework by City Manager***Background***

The independent auditors' Single Audit for Fiscal Years 2015 and 2016 found that the City did not have a system of internal control that was documented and monitored effectively. Some controls existed in practice but were not integrated with other controls.

The State Controller's Office and OMB recommend COSO's Internal Control Integrated Framework for use by local governments. The framework is also recommended by the GAO that has based federal internal control standards on it. GFOA considers the framework a best practice in state and local government financial management.

OMB requires implementation of an internal control system equivalent to the ICIF for federal grant recipients. OMB required use of the framework or an equivalent system of internal control by fiscal years beginning after December 2014 for entities receiving federal awards. OMB's *Yellow Book* required Single Audit disclosures of material and significant weaknesses in controls affecting financial reporting in prior years. Continued lack of effective controls will threaten the City's objective of maximizing state and federal grant funding to reach strategic goals.

Administrative Guideline

The City Manager shall:

1. Ensure that City management and staff implement the ICIF consistent with national standards and best practices, and as recommended or required by the State Controller's Office and U.S. Office of Management and Budget (OMB). The ICIF will incorporate recognized standards whenever feasible, effective and efficient.
2. Direct the Chief Financial Officer (CFO) to be responsible for implementing control activities and measures required to build and maintain an internal control system.
3. Convey that all City employees are expected to support the Chief Financial Officer in managing and maintaining the internal control system overseen by the City Manager and City Council.
4. Conduct periodic risk assessments to help the Council and managers have reasonable assurance that operational, reporting and compliance objectives essential to achieving the City Council's goals are in place.
5. Conduct periodic City Council study sessions to discuss the status and effectiveness of controls implemented to eliminate or mitigate risks identified in the risk assessment.
6. Direct the CFO, with the support of the senior management team, to implement the ICIF. Priority attention should be directed to risks that could result in inaccurate financial reporting and risks that could pose opportunities for fraud.
7. Assure that training is provided to City employees to implement the ICIF and that accountability for implementation is included in all performance evaluations.
8. Assure that publications and regular updates will be available to staff to support ongoing maintenance and improvement of the internal control system.
9. Recruit, train and retain employees with knowledge and experience in effective internal control systems.
10. Establish the expectation that the CFO and staff will continuously improve systems to streamline practices while ensuring proper internal controls and management of risks. Where there are time-

consuming practices that have little impact on risks, the CFO and others are encouraged to identify methods of streamlining to achieve efficiencies.

11. For control activities related to systems and processes that depend on the participation of multiple departments to function effectively, it is expected that the CFO establish and communicate control responsibilities for employees in other departments consistent with the direction of the City Manager and in consultation with the responsible department head.

Guideline 2: Management's Internal Control Oversight Support Responsibilities

Background

The City Council assigns specific responsibilities to the City Manager relating to internal control standards and practices and for supporting the Council in the performance of their oversight responsibilities. An effective system of internal control is required by grantors and provides reasonable assurance that the City can reach operating, reporting and compliance objectives essential to assuring the Council's goals will be achieved.

The Council expects the City Manager and management staff to create an organizational control environment based on ethical practices, competency and compliance with federal, state and local law, regulations and policies. The Council, the City Manager and management staff oversee the City's system of internal controls. Proper oversight requires employees charged with internal control oversight and support responsibilities to monitor and report on the operation of the system of internal controls.

This guideline has several purposes:

- To establish the City Manager's policies for implementing support for the internal control oversight policies of the City Council and management.
- To assign responsibility for oversight of the system of internal control to specific management team members.
- To establish processes that assess risks to provide the Council and management reasonable assurance that operating, reporting and compliance objectives essential to reach Council goals are achieved.

- To establish processes that monitor and report on the status of the City's Internal Control – Integrated Framework as required by City Council policy.

Administrative Guideline

The City Manager maintains overall authority and responsibility for the effective implementation of the ICIF. Activities and actions shall include the following:

1. Regular discussions about the operation and effectiveness of internal controls by the senior leadership team to make recommendations to the City Manager for improvements in effectiveness and efficiency.
2. Regular reviews by the senior leadership team with their management team regarding assigned control responsibilities and their effectiveness.
3. Regular reporting to the Finance Committee by the Chief Financial Officer regarding the results of periodic internal control reviews.
4. Annual reviews of the effectiveness of the City's ICIF with the Council and a complete review of all ICIF policies at least every four years.
5. Annual review of the direct internal control responsibilities of senior managers with the City Council.
6. Regular reporting to the Finance Committee regarding significant internal control decisions and new or changed control activities pertaining to significant or material risks affecting operating, reporting and compliance objectives.
7. Periodic updates to the Finance Committee and, if required, regulators regarding the status of new policies and control activities that address problems identified by internal and external auditors and consultants.
8. Annual reporting by the Chief Financial Officer to the City Council from the Finance Committee regarding the Committee's activities and accomplishments in fulfilling its responsibilities.
9. Preparation of reports and presentations regarding significant internal control and financial management policies and issues based on consultation with the Mayor and the Chair of the Finance Committee.

10. Conducting periodic risk assessment processes by the City Manager, City Attorney and Chief Financial Officer to identify those that may impact operating, reporting and compliance objectives essential to reaching the Council's goals. Such risk assessments shall incorporate the results of focused risk assessments or analyses completed by departments, internal and external auditors and consultants. The results shall be reported to the City Council's Finance Committee.

Guideline 3: ICIF Progress Reporting by Chief Financial Officer

Background

The City Council has directed the City Manager to make periodic reports on the progress made on implementing the Internal Control – Integrated Framework. The City is going through transitions in leadership, implementation of the integrated framework, implementation of a new financial management system and projects to correct issues identified by the City's auditors and consultants. No standards for the content of the periodic reports have yet been established.

The purpose of this guideline is to describe the expected basic standard for the periodic internal control progress report presented to the Council. These guidelines should and will be refined over time by City management.

Administrative Guideline

The Chief Financial Officer will create an effective report format to convey information to the Finance Committee, the City Council and others. The following describes the types of content to be provided in the report, including resources and objectives of each major section.

1. *Transmittal Letter*. This letter should be signed by the City Manager, whose focus will be the impact of the ICIF on operating objectives; the City Attorney, whose focus will be on compliance objectives; and the Chief Financial Officer, whose focus will be on reporting objectives. The letter should cite the policies that led to the creation of the report and describe highlights of progress on the ICIF as it relates to objectives and the Council's goals.
2. *Executive Summary*. The summary should focus on the current status of the ICIF and progress made on improving the framework since the last periodic report. Progress information should include information about:

- New policies adopted to implement internal controls,
 - Results of monitoring of control operation and effectiveness,
 - Status of significant auditor and consultant recommendations relating to the control framework,
 - Major issues revealed by the most recent risk assessment,
 - Significant instances where management overrode internal controls, and
 - Challenges affecting ICIF implementation efforts.
3. *Progress reports by category.* Reports of progress on each ICIF component describing implementation status of policies relating to that component, as follows:
- a. Control environment,
 - b. Risk assessment,
 - c. Control activities,
 - d. Information and communication, and
 - e. Monitoring activities.
4. *Finance Committee Reports.* Status of the following:
- a. Audit committee annual report,
 - b. Copy of most recent Comprehensive Annual Financial Report and all accompanying reports on the evaluation of internal controls,
 - c. Most recent Single Audit Corrective Action Plan, and
 - d. Copy of most recent Single Audit Report.
5. *Exhibits.* Recommended exhibits to the periodic report, as appropriate for any particular period report, include:
- a. COSO Internal Control – Integrated Framework Executive Summary,
 - b. SCO Guidelines for Internal Control – Local Government Agencies,
 - c. Glossary of abbreviations,
 - d. Internet links for major resources and references,
 - e. Risk assessment,
 - f. Sources of deficiency findings and recommendations for improvement. These may be full reports or sections of reports with findings and recommendations, such as:
 - i. Management Partners’ Report on Oxnard Strategic Plan: Phase 1 – Corporate Support, Accountability and Value Systems.

- ii. The independent auditor's internal Control section of the most recent Single Audit report and other audits described in the audit committee report.
- iii. Relevant sections of reports on maintenance districts, development related capital fees, etc.
- iv. Relevant sections of reports from the City's internal auditors.

Recommended schedule

The following schedule is intended to minimize conflicts between ICIF work and the annual audit and budget efforts.

- *January and February:* Prepare and present a periodic report to the City Council. This timing will allow incorporation of the most recent independent audit findings and the Audit Committee report from the Finance Committee.
- *November and January:* Prepare and present risk assessment and related reports. This schedule provides for regular incorporation of this effort in the City's budget and service planning process so that risks can be identified and related control measures can be funded.
- *June through September:* Prepare detailed component status report to document internal control system activities and update the Corrective Action Plan for the independent auditors.

Guideline 4: Integrity and Ethical Values

Background

Effective internal controls depend on a competent and ethical organization. Competence incorporates creation of an atmosphere of courtesy and respect in the workplace to assure that integrated cooperative efforts can be sustained. To document its commitment to ethical practices, the Council approved the Ethics Advisory Subcommittee Report relating to standards of conduct for the City Council and appointees to City boards and commissions.

Management should maintain and document its commitment to ethical standards through policies, codes of conduct and performance evaluation to make expectations of ethical conduct clear.

The purpose of this guideline is to:

- Establish and communicate expectations for ethical conduct by City employees;

- Prioritize training in ethical behavior and legal compliance for City staff with priority focus on employees signed to internal control responsibilities;
- Support the City's policy of including discussion of ethical and compliance issues in employee performance evaluations; and
- Provide sustainable processes to evaluate and improve ethical conduct.

Administrative Guideline

1. The City Manager, with the assistance of the City Attorney, will report to the Council on the effectiveness of the Code of Conduct in creating a culture of courtesy and respect and improving ethical behavior in the City. This report will be presented in connection with the periodic City Council internal control review.
2. The senior leadership team shall review and update the Code of Conduct as it applies to City employees at least every five years to determine whether changes are needed to fully implement the internal control integrated framework. The Code of Conduct should:
 - a. Be consistent with the values expressed in the ethical conduct principles adopted by the City Council.
 - b. Reinforce organizational values and clearly state expectations regarding compliance with applicable laws, regulations and policies.
3. The Human Resources Director and City Attorney shall coordinate Code of Conduct training for employees throughout the year in accordance with the following:
 - a. Code of Conduct training for all new employees (full- and part-time) shall occur within 30 days after being hired.
 - b. Employees will receive training in the current version of the Code of Conduct no less than every three years.
 - c. Each employee will be required to execute a statement acknowledging receipt of a copy of the Code of Conduct and their understanding of their obligation to model expected behaviors in their work and professional relationships.

- d. Designated employees will receive additional training by the City Attorney's Office in state laws regarding ethics, including but not limited to AB 1234, FPPC Form 700, and the Brown Act.
4. The senior leadership team shall discuss issues of concern regarding compliance with the Code of Conduct in connection with periodic internal control reviews and make recommendations for improvement.
5. The City's performance evaluation process for employees shall include a discussion of ethical values and behaviors required by the Code of Conduct.
6. The City Manager, City Attorney and Chief Financial Officer shall review workforce knowledge and experience regarding managing legal compliance in administrative functions to develop a program that continuously improves organizational capacity and competency relating to compliance objectives.

Guideline 5: Performance Expectations and Appraisal/Evaluation Systems

Background

Ongoing employee performance evaluations will support the City Council's goal of creating a strong control environment by assuring that the City of Oxnard is served by an ethical, competent and accountable workforce. The State Controller's Office Internal Control Guidelines for Local Government Agencies recommend implementation of a performance evaluation system that includes elements related to assigned internal control responsibilities. The OMB's Uniform Guidance for Federal Award Recipients also emphasizes performance management and performance reporting for grant-funded activities. The Government Finance Officers Association considers performance evaluation a best practice.

The City implemented a new employee performance evaluation system in FY 2017-18. The City Council has directed the City Manager to implement an internal control integrated framework consistent with COSO standards as recommended by the State Controller's Office and the Federal Office of Management and Budget.

The City Council establishes strategic goals for the City and wants reasonable assurance that the system of internal control will eliminate or

mitigate risks that threaten achievement of those goals. Performance evaluations are an essential tool in creating this assurance.

The purpose of this guideline is to:

- Establish the elements of the City's employee performance evaluation system that will apply to persons with financial management and operations internal control responsibilities as recommended by the State Controller's Office. Elements may also be adapted from GFOA's best practices.
- Implement internal control-related elements in the City's employee performance evaluation program in 2018.
- Encourage recruitment and retention of competent, ethical employees.
- Encourage regular discussions of ethical standards of conduct, internal control responsibilities and performance related to operating, reporting and compliance objectives to assure that the people operating the system of internal control can identify and manage threats by adapting the control system to current and expected conditions.
- Create a fair and supportive system focused on accountability for assigned responsibilities.

Administrative Guideline

The City Manager shall ensure that a meaningful performance evaluation system is in place generally, and specifically as related to implementing the Internal Control – Integrated Framework. This includes the formal annual review process and regular, ongoing performance discussions. Review of problems or issues should not be delayed until the annual review but should be discussed as they arise.

1. City employees will be required to possess and maintain a level of competence that allows them to accomplish their assigned responsibilities, as well as understand the importance of effective internal control. Management shall establish and communicate expectations of competence for key roles, and other roles at management's discretion, to help the City achieve its objectives. Managers will assess the related competence levels of staff and, to the extent necessary, provide training, mentoring, and coaching opportunities to reduce the competency gap.

2. Managers will hold all City employees accountable for performing their assigned internal control responsibilities by incorporating those responsibilities into the performance expectations for each affected position and discussing them during the periodic performance evaluations for each position.
3. Employees with internal control responsibilities shall be evaluated annually. All managers and supervisors shall evaluate those employees who report to them directly.
4. Performance evaluations shall include discussions about operations, reporting and compliance objectives that support the Council's goals consistent with the City's internal control policies. Such discussions will include ethical conduct and internal control roles and responsibilities. Internal control performance evaluations will be based on specific control assignments for systems, processes and control activities.
5. Performance evaluation forms shall be updated to incorporate performance assessments related to compliance with internal control related operational, reporting and compliance objectives.
6. Performance that falls below City standards will be addressed by providing recommendations for improving performance. Performance that is deemed egregious or creates significant deficiencies in internal control operations may become subject to progressive disciplinary procedures detailed in the City's Personnel Rules and/or the memorandum of understanding for the affected employee. This may result in a performance improvement plan or other disciplinary actions up to and including termination from employment.
7. The Finance Department shall provide regular feedback to City employees and managers regarding actions, policies and procedures that strengthen or weaken the system of internal control.

Department heads and designees have the responsibility to provide direct and constructive feedback to employees regularly and not wait until a problem arises, and take action as needed to correct performance problems related to internal control. The following tasks are expected to be carried out by department heads and their designees.

1. Establish measurable objectives for each employee based on internal control responsibilities.

2. Conduct performance evaluations with each direct report at least annually and within a period not greater than 60 days after the end of the period to which the evaluation applies. Evaluations may be more frequent in periods of significant change or when performance issues require more frequent discussion.
3. Identify risks, including fraud, that could affect objectives and controls needed to provide assurance that goals can be completed.
4. Identify training and development opportunities that would improve effective performance of responsibilities and prepare employees for future career opportunities.
5. When appropriate, discuss succession, turnover, and contingency planning to reduce the risk that lapses resulting from turnover would create in internal control.

Guideline 6: Financial Management and Operations Training

Background

The ICIF standards required for implementation of a Control Environment need to be based on ethical behavior, competency and individual accountability. Individual accountability cannot be effective unless internal control responsibilities are performed by employees who are experienced and knowledgeable about their assignments. Persons involved in financial management and services in the Finance and operating departments have responsibility for critical control activities that require technical knowledge and training.

This guideline is to ensure that persons charged with responsibility for financial management and financial services receive training so they may perform, build and maintain assignments competently.

Administrative Guideline

1. Financial managers in all departments, including elected officials with managerial responsibilities, shall be required to competently administer and implement the City's internal control system. Knowledge and skills should include, but not be limited to the following areas:
 - a. Financial and regulatory reporting,
 - b. Budget and financial analysis,
 - c. Major transaction processing systems,

- d. Cash and investments,
 - e. Issuance and management of long term debt,
 - f. Continuing disclosure to capital market participants,
 - g. Grant management,
 - h. Utility financial management and reporting,
 - i. Development related systems including special districts and impact fees,
 - j. Personnel related expenditures, and
 - k. Non-personnel related expenditures.
2. Managers and supervisors shall meet with each employee performing finance related work to develop an individual training plan to improve or maintain competence in operational and strategic priority areas related to their assignments for the next year. Copies of those plans shall be forwarded to the Finance Department prior to the beginning of the annual budget process based on instructions issued by the Budget Division.
 3. Finance Department managers will meet other department directors annually to identify training requirements for employees outside the department who have internal control responsibilities to develop a plan to meet finance-related training needs.
 4. Annual budgets shall provide adequate funding to provide in-house and external training required to maintain competency in financial functions. Training recommendations shall be based on internal and external resources, which may include:
 - a. California Statement Municipal Finance Officers association (CSMFO) - webinars, chapter meetings, conference and group training;
 - b. California Debt and Investment Advisory Commission (CDIAC) – group training;
 - c. Government Finance Officers’ Association (GFOA) – publications, online training, webinars, Certified Public Financial Officer (CPFO) certification, group training and conference;
 - d. League of California Cities – Conferences;

- e. American Institute of Certified Public Accountants (AICPA) or California Society of Certified Public Accountants (CSCPA) – Conferences and online training;
 - f. Municipal Securities Rulemaking Board (MSRB) – Online and webinar training;
 - g. California Municipal Treasurers' Association (CMTA) – Conference and group training;
 - h. Association of California Water Agencies (ACWA) – Conference;
 - i. California Public Employees Retirement System (CalPERS) – Contract Agency Conference;
 - j. Public Retirement Journal – Annual seminars;
 - k. American Payroll Association – conferences, group training, online training, webinars;
 - l. California Association of Public Procurement Officials (CAPPO) – Conference, certification;
 - m. California Municipal Revenue & Tax Association (CMRTA) – Conference.
5. In-house training will be presented by City subject matter experts to ensure employees can fulfill specific financial internal control responsibilities that may be unique to Oxnard.
 6. Training plans and schedules should specifically incorporate the following elements:
 - a. Specific external training where dates are known, e.g. conferences, GFOA training.
 - b. Planned training hours and specified subject areas in employee training plans. Employees and supervisors should regularly review online, webinar and group training offerings from trusted providers to meet plan objectives.
 - c. Sessions on fraud prevention and detection for employees working with transaction systems and vulnerable assets.
 - d. Documentation, tracking and reporting of courses taken and completed by each employee.
 7. Employees participating in any training sessions should:

- a. Prepare a brief memo or email for their supervisor discussing the highlights of the training and describing what action they will take to apply the training at work.
 - b. Share information with associates at regularly scheduled staff meetings following the training.
 - c. Identify important issues in the training and make presentations in department meetings or present internal classes to improve knowledge and understanding.
8. Finance managers should meet annually to review and discuss training needs, develop objectives for the next fiscal year, review results of the prior year's training activities and propose changes required to meet objectives. The results of this assessment should be incorporated in the budget request and shared with the City Manager and the senior leadership team.

Guideline 7: Succession and Turnover Contingency Planning

Background

Implementing operating, reporting and compliance objectives are dependent on an adequate internal control system. Without adequate planning, employee turnover can cause disruption in the operation of internal control systems. The Finance Department has a critical role in the ICIF with responsibilities in all components of the framework. The SCO specifically recommends succession and temporary staffing contingency plans to mitigate or eliminate the risk that turnover will disrupt the internal control systems.

This guideline defines the scope and frequency of succession and turnover contingency planning to create a sustainable system that ensures plans are created and regularly updated.

Administrative Guideline

1. The Chief Financial Officer and Human Resources Director shall identify financial management positions in the City and develop specific succession plans for all positions. Positions shall be reviewed annually to address turnover risk, and plans shall be updated at least every three years. City experience in recruiting and hiring individuals qualified to fill critical positions shall be considered in developing succession plans.

2. The CFO and finance managers will identify those positions within and outside of the Finance Department considered critical to prevent disruptions in internal control systems and financial services. This should include identifying priorities for documenting important historical knowledge.
3. The HR Director and CFO should review the existing characteristics of the employees of the department and other City employees with critical financial control responsibilities using the following criteria:
 - a. Eligibility for retirement within five years,
 - b. Employees in a performance improvement program or subject to discipline,
 - c. High-performing employees,
 - d. Gaps identified in employee training plans,
 - e. Employees seeking promotion or applying to other agencies,
 - f. Possible successors to employees in critical positions,
 - g. Years of experience, and
 - h. Knowledge not shared by others in the organization.
4. The CFO shall prioritize critical positions and develop specific succession and turnover contingency plans for critical positions. Plans should be prepared or reviewed for all critical positions on a three-year cycle with at least one-third of such position plans updated each year. A succession and turnover contingency plan should include several components as described below.
 - a. A position profile that includes, at a minimum, the following information:
 - The approved position description;
 - Required training;
 - Documented and undocumented historical knowledge;
 - Contacts in and out of the department necessary to perform the job;
 - Critical competencies, knowledge, skills and traits needed to succeed; and
 - Assigned internal control responsibilities.

- b. A description of the planned approach to develop knowledge, skills and abilities needed to prepare possible successors for assignment to the critical position. These can include, among other things:
 - Mentoring and coaching,
 - Job shadowing,
 - Cross training,
 - Job sharing, and
 - Continuing education in relevant topics coordinated with employee training plans.
- c. A plan for reassigning responsibilities and, if needed, acquiring part-time or consulting assistance, in the event of unexpected turnover in the critical position.

Guideline 8: Adequate Finance Management and Operations Staffing

Background

ICIF standards indicate that excessive workload and inadequate staffing can compromise internal control activities. The City has been significantly impacted by inadequate staffing and training and high turnover in administrative support functions with significant internal control responsibilities. Issues and findings identified by consultants and auditors leave the City with a major challenge to remedy past problems, develop the knowledge and skills of existing staff and build new systems and processes. Recruiting municipal financial professionals across the state is also challenging due to generational changes and the lack of professional development resulting from budget constraints.

The combined challenges of supporting ongoing operations, fixing legacy problems in existing software systems, upgrading financial management systems, and training inexperienced staff significantly increase the risk that internal controls will be disrupted. These guidelines are to develop a sustainable process to ensure necessary financial staff across the City are in place to mitigate and eliminate operational, reporting and compliance risk.

Administrative Guideline

1. The City Manager shall explicitly address resource needs in the annual budget for financial management services based on his/her independent evaluation of risks and priorities.

2. The City Manager will report to the Finance Committee each year by December 31 regarding the level of staffing and resources of the Finance Department and other financial management functions with respect to the following:
 - a. Support for normal financial management operations with existing employees and expertise consistent with objectives assigned by the City Manager;
 - b. Actions to address audit findings and implement auditor recommendations that have been reviewed and approved by the City Council or Finance Committee;
 - c. Implementation and maintenance of the City's ICIF;
 - d. A plan for the implementation of new technology; and,
 - e. The recruitment of qualified employees, employee development, succession and turnover contingency plans.
3. The CFO shall recommend staffing levels and changes in the mix of skills needed to address issues.

COSO Category B: Risk Assessment

The City Council and City Manager initiated an organization assessment in 2014 to identify operational risks in the City Manager's Office, Finance Department, Human Resource Department and Information Technology Department. The assessment identified management control deficiencies resulting in operational ineffectiveness, reporting inaccuracies and weak compliance with laws and policies. The City Council also provided funding in FY 2015-16 for additional studies of areas identified by consultants and auditors resulting in more detailed information about control deficiencies.

Guideline 1: Risk Assessment Responsibilities

Background

The City Manager is responsible for providing direction to City staff regarding the development of internal control policies and procedures required to achieve City objectives and strategic goals and to appropriately allocate resources. Assessing risks that threaten operating, reporting and compliance goals is an essential component of the integrated framework and critical to supporting the City Council's strategic goals. Periodic risk assessments are important tools for adapting objectives, goals and internal controls to current conditions.

The risk assessment process should be separate from the periodic internal control system review. Because the City will build its internal control system using the integrated framework over a period of years, the work will evolve. In the early stages, the City Manager should rely on findings and recommendations of auditors and consultants to begin developing controls. As that progresses management improvements and the risk assessment effort will create a fully functioning internal control integrated framework.

Administrative Guideline

The City Manager shall:

1. Ensure a risk assessment is regularly performed by City personnel, focused on City Council and management goals and objectives, and guided by lawful and up-to-date internal controls, an effective organization structure, competency and ethical behaviors.
2. Schedule periodic risk assessments that address each of the following factors:
 - a. The ICIF policy, its implementation, effectiveness and need for change or modification.
 - b. Citywide strategic goals with respect to operating, reporting, risk tolerance and compliance objectives.
 - c. Planned responses and risk tolerance levels for risks that may impact City goals and objectives based on event identification that include:
 - The condition of the national, state and local economy;
 - Long-range financial forecasts based on existing service levels;
 - Infrastructure and capital asset condition assessments;
 - Projected growth in revenues, expenditures and staffing;
 - Analysis and planned responses to adapt the City's use of technology to manage current and future risks; and
 - Effectiveness of defined controls in managing risks associated with major goals and objectives.

3. Assign primary responsibility for facilitating and conducting the risk assessment to the Chief Financial Officer.

The Chief Financial Officer shall:

1. Develop policies and procedures that:
 - a. Enable the City Council to exercise its authority and responsibility to make informed decisions involving strategic direction, resource allocation, goals and objectives.
 - b. Ensure that objectives are met, determine that resources are used effectively, and risks are managed appropriately.
 - c. Implement control systems to eliminate or reduce risks when implementing City goals and objectives.
2. Monitor and report on the effectiveness of defined controls in managing risks associated with goals and objectives.
3. Establish systems to report and analyze errors in major transaction systems and business processes to identify controls to improve the operation of systems. Examples of monitoring data include corrections to or reissuing payroll checks, utility billing adjustments, employee, customer and vendor complaints regarding payment timing or accuracy and construction contract disputes or audit adjustments.

COSO Category C: Control Activities

Control activities are the actions taken to control risks that threaten the City's ability to achieve its operating, reporting and compliance objectives created by management to reach the City Council's strategic goals. Efficient prioritization, design, implementation and maintenance of internal control require new policies and processes for control activities that reduce or eliminate risks that threaten the ability of the City to achieve its objectives and further Council goals. The City's Corrective Action Plan, required by the OMB to address Single Audit control weaknesses, also provides a focus for control development.

After completion of the City risk assessment, the external findings-based control activities will be supplemented with controls that focus on a broader range of risks. A standard approach for developing control activities should be based on policy that complies with ICIF principles and components and eliminates and reduces risk based on reasonable standards and level of effort.

Guideline 1: Development of Controls

Background

Internal controls should be thoughtfully deployed to ensure they are effective and sustainable. Development of controls should be tailored to the City's specific risks, organizational capacity, and available resources. A process should be established that documents reports, systems and procedures and identifies the individuals who operate, monitor or depend on control activities.

Administrative Guideline

1. The primary focus of initial controls development should be implementation of the Administrative Requirements of 2 CFR 200 (2 CFR Chapter I, Chapter II, Part 200, et al. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule; Federal Register/ Vol. 78, No. 248/Thursday, December 26, 2013/Rules and Regulations, also referred to as "Uniform Guidance or UG"). These grant controls receive priority because many audit findings relate to grant administration and because the Administrative Requirements with the exception of requirements related to procurement, were required by OMB for the City of Oxnard by July 1, 2015, following the effective date of the Uniform Guidance on December 26, 2014. (The deadline for Implementation of procurement requirements was deferred to July 1, 2018).
2. Generally, systems are the highest level of internal control. Financial systems often focus on transaction processing, reporting, managing assets and liabilities and compliance. Because the ICIF is based on integration of controls, a control activity can relate to more than one system, risk, report or process.
3. A map of the Finance Department's major activities should be created by associating business processes and forms/reports with systems. Examples are provided in Table 4 below.

Table 4. Sample Forms and Reports

Business System	Business Process	Forms/Reports
Personnel-related expenditures	Pay type and benefit setup	• Listing of pay type and benefits codes
	Creating employee master files	• Personnel action form • Employment application • Employee setup form (e.g., W-4, health insurance election, deferred compensation, direct deposit)
	Time entry	• Time sheets • Leave requests (e.g., vacation, sick, jury duty)
Accounts payable	Receipt of goods	• Purchase order • Packing slip
	Invoice processing	• Vendor invoice including account coding • Listing of vendor invoices approved for payment
	Vendor payment	• Check/warrant • Warrant register
Financial reporting	General ledger accounting	• Chart of accounts • Adjusting journal entries listing • Recurring journal entries listing • Accrual and reversal entries listing • Supporting documentation for journal entries
	Comprehensive Annual Financial Report (CAFR) preparation	• Trial balance reports • Balance sheet • Cash and investments • Capital asset listings • Long-term liabilities schedules • Fund balance reconciliation • Revenue and expenditure budget vs. actual reports • Account year-to-date detail reports
	Compliance with legal requirements	• Schedule of federal awards • State Controllers Office reports (e.g., financial transactions, streets and roads, employee compensation) • CDIAC accountability reports
	Compliance with contractual obligations	• Debt offering statements • Continuing disclosure reports for debt issues

4. Establish internal controls that are documented where transactions change form (e.g., invoice is listed on an accounts payable register for payment) or where approval is obtained (e.g., time sheet is approved by a supervisor).

5. Design internal controls to segregate duties to ensure that custodial (asset custody), recordkeeping (recording), and authorization (approval) functions are performed by different people for each transaction.
6. Development priority should be given to business systems or processes where significant deficiencies or material weaknesses currently exist based on prior Single Audit and other external consultant audits.

Guideline 2: Future Control Activities

Background

Not all control activities recommended by auditors or consultants are addressed in the ICIF implementing policies or in the 2 CFR 200 Administrative Requirements implementing policies. The City's independent auditors have characterized reported weaknesses affecting financial reporting as material or significant in most cases. Policies implementing control activities to address recommendations in the findings rely on the auditor's expert analysis for information about the reasons for controls and the purpose of implementing the controls.

Administrative Guideline

1. All persons designing control activities should consider the following factors related to the ICIF to ensure the reasons and purpose associated with implementing the control activity are considered:
 - a. Risks addressed by the external finding recommendation or staff proposed control;
 - b. Reporting, compliance or operating objectives threatened by the risk;
 - c. Materiality – dollar impact of the risk;
 - d. Significance – impact on achieving objectives or reaching goals (Different from the Single Audit definition of “significant” that refers to weaknesses not likely to result in material misstatement of financial information but that should be brought to the attention of management);
 - e. Likelihood of risk: high, medium, low;
 - f. Expected impact of control implementation on risk – elimination, significant reduction, moderate reduction;

- g. Elements from the Control Activity Standards Policy to be used in the proposed control;
 - h. COSO ICIF principles to incorporate in the control activity based on the ICIF components to which they relate;
 - i. Related control activities that support or are supported by the proposed control;
 - j. Reports created or affected by the control;
 - k. Compliance or reporting standards related to the control activity;
 - l. Complexity, time and cost to implement;
 - m. Existing or planned information systems support required to implement; and
 - n. City positions with responsibility to implement and operate the control activity.
2. Activities designed to address high-priority risks should include more detail about the factors considered in the design. Lower risk activities may use more limited documentation because the detail complicates communication of relatively simple concepts. The reasoning for documentation levels and design choices should be documented. Recommended documentation standard examples include:
- a. *High risk/mission critical* – policy, control design documents, detailed procedures, IT integration, monitoring, large and small group formal training in Finance and other departments, regular meetings;
 - b. *Moderate risk* – desk manuals, FAQs and handouts, periodic meetings and small group formal training; monitoring through analytical review and sampling; and
 - c. *Low or sensitive* – FAQs and handouts, staff meetings, informal training with monitoring through analytical review or notification of sensitive issues.
3. Recommended monitoring standards include:
- d. *High risk/mission critical* – frequent, (e.g., every time control is applied, multiple reviews required, daily reconciliations, physical inventory, surprise cash audits, analytical review);

- e. *Moderate risk* – Periodic review, exception filters, nonstandard entry classification; and,
 - f. *Low or sensitive* – Periodic review, sampling, staff meeting topic, on job training.
4. COSO's ICIF and the GAO's standards require all controls to be implemented through policies. Control activity design precedes preparation of the implementing policy. A control policy may stand alone, may specify other policies that will be designed and implemented, or may implement a more general policy as it applies to a specific business process or report.

Because policies integrate, they are not necessarily organized in a strict hierarchical fashion. This integration accounts for the ICIF emphasis on people constantly adapting to changing conditions and new threats by relying on a framework of system components and design principles.

5. Because of the adaptive nature of the system, control activities should be as lean as possible and focused on specific threats. Analysis, planning and communication are essential. Policies should be sufficient to address risks and help employees fulfill their control responsibilities but should not be so complex, individually, to discourage adaptive change.
6. The proposed control activity policy should be developed with a good understanding of the risk associated with the recommended or proposed control. State the important reasons for creating the control and the expected result of implementing the control. That will create the foundation for the control activity design.
7. A control activity proposal should contain the following information in addition to the reasons and purpose:
- a. What activities are required by the policy? (e.g., reconciliation, authority, segregation of duties). (Refer to the Policy on Control Activity Standards for typical building blocks of internal control).
 - b. What quality information must be available to complete the activity? Who prepares it?
 - c. Who will adopt the policy implementing the control and when?
 - d. Who will implement the control and when?

- e. Who will operate the control within and outside of the Finance Department in terms of processing, decision making or report preparation?
 - f. How will the control documentation be communicated and to whom?
 - g. Who will monitor the control and how?
8. Prepare a draft control activity to correct the deficiency or control the risk with appropriate information identified in the policy. Review the proposed control activity policy with employees who will be responsible for operating it and others affected by the activity; then incorporate appropriate changes.
 9. Review the revised control activity policy proposal with the CFO's designee and the manager(s) responsible for supervising persons responsible for operating the control activity and incorporate appropriate changes. Document the review and approval process for the person(s) who will adopt the control activity.

Guideline 3: Administration of New and Restricted Funds

Background

The City's internal auditor concluded the City does not have adequate staffing or expertise to ensure that its accounting and reporting systems produce accurate financial reports. The City's consultants and auditors identified material and significant problems in the creation of restricted governmental funds and business-type funds. A major priority of the City Manager and the CFO is to ensure restricted funds are administered in compliance with legal and policy requirements. This will also ensure that funds collected are only expended for the specified purposes for which they were collected (e.g., gas tax revenues only being spent on eligible road infrastructure maintenance and improvements).

Administrative Guideline

1. Responsibility for managing the creation and ongoing operation and maintenance of restricted funds is delegated to the Assistant Chief Financial Officer (ACFO). The Controller and designated staff members shall assist in fulfilling these responsibilities for funds assigned to them by the CFO.
2. Business processes, control activities, reporting responsibilities and compliance standards will be developed for each new fund through work assigned to a Compliance Team formed for that

purpose. For existing restricted funds, the CFO and ACFO shall prioritize funds based on the materiality and significance of deficiencies in those funds and shall assign a Compliance Team (e.g., representatives from departments who collect and/or expend the restricted resources) to redesign processes, activities, reporting and compliance to eliminate or mitigate the risks associated with deficiencies. Compliance Teams assigned to this responsibility should be supported by expert advice, if required.

3. The CFO may consider establishing a separate team of employees to correct legacy deficiencies and assist staff assigned to management and maintenance of restricted funds with implementing changes. For larger restricted funds the City Manager or CFO will consider assignment of permanent administrative staff to assure that operating, reporting and compliance objectives are achieved.
4. Compliance Teams and individuals assigned responsibility for creation or changes for restricted funds shall:
 - a. Seek training, conduct research and review relevant agreements, laws and regulations to develop competent knowledge of risks and objectives.
 - b. Request assistance with issues that require additional legal advice or information from a subject-matter expert.
5. The team or staff member assigned to create or revise restricted fund processes should:
 - a. Consult relevant stakeholders,
 - b. Assess organizational capacity to implement and maintain the changes,
 - c. Conduct a focused risk assessment,
 - d. Design new or revised control activities with basic documentation including references to controlling legal and contractual provisions and fraud exposure,
 - e. Develop and communicate a proposed implementation plan and timeline to stakeholders, and
 - f. Establish monitoring criteria.

6. New fund and existing fund plans should comply with the ICIF concepts and incorporate the relevant principles to the extent feasible.

Guideline 4: Non-Standard Issues Related to Accounting, Compliance and Reporting Requirements

Background

In the Single Audit, the independent auditors noted that the City does not have qualified staff, or a process to secure needed expertise to analyze non-standard items in terms of accounting, compliance and reporting requirements. The American Institute of Certified Public Accountants (AICPA) indicates that non-standard items are the source of a large share of the causes of material misstatements of financial statements. Further, the AICPA recognizes that non-standard journal entries are a significant method for concealing instances of fraud and abuse. Non-standard entries dealing with unusual or highly technical matters also can become the source of errors that threaten the Finance Department's reporting objective of providing timely, accurate and useful information.

When employees do not have adequate training, competence or oversight their accounting decisions can lead to inaccurate financial reporting or non-compliance with legal requirements. Many new Finance Department employees have joined the City and do not yet have extensive experience or training in municipal accounting, regulations, financial policy and operation.

Administrative Guideline:

1. Compliance Teams will be convened to perform rapid evaluation of material or significant non-standard items, including proposed journal entries for new, infrequent and unusual transactions, proposed management overrides of internal control, and identified risks and standards requiring adaptation of financial reporting or the ICIF. Material refers to the dollar amount of the financial transaction or system and significance refers to the potential impact of the matter on the City's ability to reach its reporting or compliance goals. Projects can include new or rare transactions, systems to manage transactions and reports and projects to improve or correct existing practices that do not help achieve financial reporting or compliance objectives.
2. Compliance Team members will be responsible for specific issues and will be appointed by the CFO based on knowledge and

experience. Staff from outside the Finance Department may participate as team members. It is expected that at least three team members will convene to deal with issues referred to a Compliance Team.

The CFO may appoint a Finance Department Compliance Team coordinator to make assignments, monitor progress and provide continuing education for employees assigned to teams. Specific items will be assigned to teams of at least three members selected based on the knowledge and skills required to address the item. Team assignments should be relatively short, lasting the duration of the project to analyze, recommend, and implement improvements.

3. Items requiring Compliance Team analysis and recommendation may be referred to the CFO or ACFO by the City Manager or City Attorney, employees within or outside of the Finance Department, and by auditors or consultants. Some matters relating to operational objectives will be referred to the City Manager's Office or City Attorney for evaluation or action.
4. The team may request advice from the City Attorney's Office in its evaluation of reporting and control issues related to non-standard items. Items that are recurring, immaterial, insignificant or unrelated to financial reporting or controls should be handled in the normal course of business.
5. Team analyses may be referred to the internal auditor for prioritization in their audit program. Teams may be formed to deal with material or significant items reported on the hotline at the request of the internal auditor.
6. For items that require involvement of several individuals, the CFO will appoint a team coordinator who will schedule team meetings. Meetings should focus on sharing information and developing standards and procedures for team operation. As the program develops, team assignments will support the succession and staffing contingency policy by providing broad exposure and experience for employees.
7. Employees who participate as team members will receive training and briefings to keep them abreast of developments in financial accounting standards and to build skills in research, analysis and option development. Other topics will relate to significant legal changes and the ongoing implementation of the ICIF.

8. When addressing non-standard items, team members will have the following responsibilities:
 - a. Determine and describe the risk, materiality or significance of the item.
 - b. Conduct research to understand the financial reporting, internal control and legal compliance issues associated with the item.
 - c. Analyze the fraud risks presented by the item.
 - d. Document research, analysis and materiality and significance findings in a brief memo.
 - e. Protect confidential information.
 - f. Design and document controls for future management of the risks associated with the item, if appropriate.
 - g. Recommend appropriate actions related to the item. Actions can include rejection, revision, or approval by a person authorized to take action.
 - h. Document the reasons for management override of internal controls and the measures taken to minimize the risk of fraud or abuse associated with the override.
 - i. Prepare a summary of team activities for periodic internal control system reviews with the City Manager and Senior Leadership Team.

COSO Category D: Information and Communication

The City's independent auditors identified material and significant weaknesses in the internal controls, including lack of documentation, communication and training. Information and ongoing, effective communication across the City organization is critical to be able to adapt to changes in law, implement the ICIF and appropriate internal controls, allocate financial resources, and make decisions about the City's long-term financial sustainability. The City Council has established expectations regarding implementation of the ICIF and timely and accurate financial management information from City management.

An information system is the set of activities involving people, processes, data and/or technology that enable the City to obtain, generate, use and communicate transactions and information to maintain accountability and

measure and review performance or progress toward the achievement of objectives.

A communication system consists of methods and records established to identify, capture and exchange useful information. Information is useful when it is timely, sufficiently detailed, and appropriate to the user.

Communication is not an isolated, internal control component. It affects every aspect of an organization's operations and helps support the system of internal control. The feedback from a communication network can help managers evaluate how well the various components of internal control are working.

Guideline 1: Developing Effective Information and Communication Activities and Channels

Background

Communication and understanding within and outside the Finance Department was weak in prior years, resulting in misunderstandings and distrust that reduced the effectiveness of internal controls. The Council has established expectations about communication and management information for implementation of the ICIF which must rely on open, honest and effective information and communication activities.

In the first year of implementation these activities, coupled with the Single Audit Corrective Action Plan and the ICIF implementing policies, provide information for analysis and timelines for implementation. The ICIF is itself a new business process intended to improve internal control consistent with new standards.

Administrative Guideline

1. Initial implementation of information and communication systems should include the following items:
 - a. Reporting and compliance objectives related to financial reporting;
 - b. Financial systems;
 - c. Business processes;
 - d. Financial reports;
 - e. Financial and non-financial compliance reports;

- f. Rosters of employees with full or partial responsibility for operation and control of systems, processes or reports within and outside the Finance Department; and
 - g. Rosters of employees who depend on financial systems and processes to manage operations.
- 2. Management information is expected to be timely, accurate and useful. It should be consistent with the resources allocated by the City Council. Management should establish information and communication channels that:
 - a. Provide timely, accurate and useful information,
 - b. Are tailored to individual needs,
 - c. Inform employees of their duties and responsibilities and enable them to carry them out effectively,
 - d. Enable the reporting of sensitive matters,
 - e. Enable employees to provide suggestions for improvement,
 - f. Convey the importance of internal control responsibilities, and
 - g. Enable communication with external parties.

Guideline 2: Expected Compliance with Information and Communication Principles and Activities

Background

The Council has adopted policies establishing standards and expectations for the information and communication component of the ICIF that emphasize competence, ethics, and accountability that require courtesy and respect consistent with the City's Personnel Rules and Regulations. Open, clear and direct communication within the organization will encourage the identification and resolution of problems and facilitate discussions of accountability and performance.

The City Manager expects all managers and employees to take internal control responsibilities seriously and work collaboratively to build a strong system of internal control that is appropriate for the risks affecting the City and the resources available. This includes complying with the expectations to share necessary and appropriate information within the department, the organization, with elected officials (through appropriate channels), and with the public.

Administrative Guideline

1. All managers shall provide relevant, quality information and communication that enable employees to understand and effectively execute their internal control responsibilities.
2. Investment in information and communication should be prioritized based on risk materiality and significance and communication products and processes should be designed to be adjusted and improved with reasonable effort. In some cases, detailed procedures are warranted; in others, FAQs, desk manuals, information shared in meetings or training will assure controls are consistently applied in practice.
3. All managers are expected to support the CFO in developing and analyzing information and in reviewing and documenting instances where decisions were made to override internal controls. Support of the CFO for promptly addressing findings of internal and external auditors is also expected.
4. Senior managers are expected to be familiar with policies adopted by the City Council, City Manager and Chief Financial Officer to implement the ICIF and participate in periodic discussions or evaluations related to internal control.
5. All managers shall take responsibility to understand the controls and the risks being managed, to improve control integration and operation of controls, and to assure their consistent application.

COSO Category E: Monitoring

The City's independent auditors and consultants identified many weaknesses in internal control that can prevent: 1) production of relevant, quality financial information; 2) compliance with laws, regulations and policies; and, 3) effective operations. A fundamental component of the ICIF is effective monitoring of the internal control process and taking actions to correct deficiencies and increase effectiveness of control activities.

Guideline 1: Monitoring Responsibilities and Actions***Background***

Monitoring controls are used by management to assess the effective operation of internal controls over time. The State Controller's Office Guidelines for Internal Control – Local Government Agencies identifies

several actions that provide effective monitoring of controls. Other implementing policies of the City contain monitoring activities consistent with SCO recommendations that integrate with this policy. Specific monitoring actions need to be enacted to ensure that internal controls remain effective and adapt to changes affecting the City.

Administrative Guideline

1. Internal control monitoring is the responsibility of all City employees. Managers and employees are expected to support and cooperate with the CFO and their staff who have leadership responsibility for maintaining the ICIF.
2. Controls associated with significant and material threats or risks should be monitored at the transaction level so actions that depend on approvals are within the scope of duties of trained and knowledgeable staff, that segregation of duties eliminates or minimizes conflicts of interest, and that actions comply with relevant legal requirements, contract provisions or policies.
3. Monitoring activities for systems where individual transactions are not generally material should concentrate on analytical reviews like comparing budget to actual for revenues and expenses, identifying residual balances in clearing accounts, or reviewing fund deficit cash balances and reserves. In addition, review of the timely completion of reconciliations and postings that can have a material effect on financial reporting should be routine and ongoing. Barriers to timely completion of control processes for payroll, utility billing, cash and investments, accounts payable, budget administration, debt, and capital assets should be addressed promptly.
4. Staff with internal control responsibilities shall meet regularly to discuss proper execution of controls and problems encountered with compliance or management override of controls. In recognition of the fact that major systems are managed in administrative and operating departments, meetings should include representatives of all departments that have internal control responsibilities for systems or processes.
5. For major transaction systems, monitoring activities should take advantage of information provided by those most affected by the operation of the system. Feedback about paychecks, utility bills, vendor payments, development fees and assessments or special

taxes should be collected and analyzed to identify opportunities to improve controls.

6. When outside vendors process material transactions or hold City funds in trust (e.g., maintenance contractors, employee benefit providers, third-party claims administrators), responsible managers should have a high level of interaction with vendor personnel. The fiduciary responsibilities of the City and the vendor should be clearly understood by both parties. In some instances, vendors should provide audit reports or other documentation relating to the adequacy of internal controls over transactions.
7. Priority for investment in the processes, activities and changes relating to monitoring the City's internal control should be based on the following criteria:
 - a. Materiality,
 - b. Impact on accomplishing objectives,
 - c. Likelihood an event will occur,
 - d. Assurance of legal compliance,
 - e. Building and maintaining confidence in integrity and reliability, and
 - f. Prevention or detection of fraud.
8. For high priority items, highly trained staff analysis on a periodic basis with documented communication is appropriate. Lower priority issues can be monitored through regular meetings and less formal documentation. Other monitoring investments should be focused on continuous improvement and training. Routine items with low risk can be managed through the day-to-day interaction among supervisors and employees and between employees. Discussions of fraud risk and regular training are important. Most fraud detection results from observations by the perpetrator's co-workers.

Conclusion

The findings in the 2015 Single Audit Report highlighted the need for the City to adopt an internal control integrated framework as a policy document, and to develop the necessary internal controls that will ultimately help the City safeguard its assets and achieve its purpose of serving the Oxnard community. The COSO Internal Control – Integrated Framework provides a well-established, best practice framework for the adoption of internal control principles by the City.

To implement the policies in this document, the Council should review and formally adopt the policies indicated in the City Council Policies section of this document. Upon adoption of those policies, the City Manager and staff will then have the responsibility for implementing the Council's policies, taking into consideration the Administrative Implementation Guidelines provided herein.

The City Council policies and administrative implementation guidelines in this document are a work in progress. Management Partners will continue to assist the City in developing additional policies and guidelines as it seeks to implement the Single Audit Corrective Action Plan in FY 2018-19.

The City is well on its way in implementing the Corrective Action Plan through the policies and guidelines identified in this document. Staff will now be charged with the responsibility of developing and implementing the necessary internal controls for the City's most significant business systems and processes. The combination of these factors will allow the City to create a culture that strives to provide the level of services desired by the community while protecting City resources to ensure they are achieved.

City of Oxnard Internal Control – Integrated framework

Improving accountability and performance

David Millican
Special Advisor
July 11, 2018

Management
Partners



Challenges

- Hundreds of recommendations from auditors, consultants and city staff
- SCO scrutiny
- Material long term financial impacts
- Rebuilding broken systems and regaining trust

Internal Control - Repair or Replace?

- Both!
 - § Short term repairs
 - § Long term best practice model city
- New standards emerged from 2013-2015
- Change vs. structure and documentation
- New control framework widely used, documented and supported by education programs

Committee of Sponsoring Organizations of the Treadway Commission (COSO)

- American Accounting Association (AAA)
- American Institute of Certified Public Accountants (AICPA)
- Financial Executives International (FEI)
- Institute of Management Accountants (IMA)
- Institute of Internal Auditors (IIA)

What is internal control?

Internal control is a process, effected by the City Council, the City Manager and other City personnel, designed to provide reasonable assurance regarding the achievement of objectives relating to operations, reporting and compliance

Framework Components

- **Control Environment.**
- **Risk Assessment.**
- **Control Activities.**
- **Information and Communication.**
- **Monitoring.**

COSO Update –

Objectives, Risk, Scope

Objectives

- *Operational*
 - *Reporting*
 - *Compliance*
-

Future threats

Not just financial



Source: COSO Cube (2013 Edition)

City Of Oxnard ICIF – City Council

- City Council Policies

- § **Control Environment component:**

- 1. Adoption of Internal Control – Integrated Framework**
 - 2. Adoption of Internal Control Oversight Responsibilities**
 - 3. Finance Committee Duties and Responsibilities**
 - 4. Assignment of Authority and Responsibility for Achieving Operational, Reporting and Compliance Objectives**
 - 5. Performance Evaluations of City Manager and City Attorney**

City Of Oxnard ICIF – City Council (cont'd)

Component/Policy

- § **Risk** - City Council's Risk Assessment Responsibilities
- § **Control Activities** - Development and Implementation of Internal Controls
- § **Information and Communication** - Commitment to Transparent and Complete Information and Communication
- § **Monitoring** - Creation of a Monitoring System

City of Oxnard Management Guidelines

Control Environment

1. Implementation
2. City Council and ICIF Support
3. Progress Reporting
4. Integrity and Ethics
5. Performance Expectations and Appraisal
6. Training
7. Succession and Turnover
8. Adequate Staffing

City of Oxnard Management

- **Risk Assessment -**
 1. Identifying risks
 2. Risk tolerance and appetite
- **Control Activities**
 1. Development of Controls
 2. Future Control Activities
 3. Administration of New and Restricted Funds
 4. Non-Standard Issues Related to Accounting, Compliance and Reporting Requirements

City of Oxnard Management

- Information and Communication
 1. Developing Effective Information and Communication Activities and Channels
 2. Expected Compliance with Information and Communication Principles and Activities
- Monitoring – Responsibilities and Actions
 1. ICIF Review
 2. Audit Committee
 3. Auditors and consultants
 4. Hotline

City of Oxnard ICIF – Next Steps

Timeline	Task
September 2018	City Council policies, CM Guidelines
July to December 2018	Fiscal Policy Task Force stays in place until new City Council is seated
December 2018	Three members of City Council appointed to Finance and Audit Committee
August 2018 - ongoing	Staff Training

Questions and Discussion

Building the foundation





**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Report
AGENDA ITEM NO.: 4

DATE: July 24, 2018

TO: City Council

THROUGH: Alexander Nguyen
City Manager

FROM: Rosemarie Gaglione
Public Works Director

Rosemarie Gaglione

SUBJECT: Award Contract for Auto Center Commercial Neighborhood Street Resurfacing
Project PW 17-07 (5/5/5)

CONTACT: Rosemarie Gaglione, Public Works Director
rosemarie.gaglione@oxnard.org, (805) 385-8055

RECOMMENDATION:

That City Council:

1. Award and authorize the Mayor to execute Agreement A-8088 in the amount of \$1,560,856 for the Auto Center Commercial Neighborhood Street Resurfacing Project PW 17-07 with Toro Enterprises, Inc.;
2. Approve \$156,085 for Project contingency for the Auto Center Commercial Neighborhood Street Resurfacing Project PW 17-07;
3. Approve \$156,085 for construction engineering, inspection, survey and project management for the Auto Center Commercial Neighborhood Street Resurfacing Project PW 17-07; and
4. Approve an appropriation of \$92,000 from the Street Maintenance Fund (105) for the Auto Center Commercial Neighborhood Street Resurfacing Project PW 17-07.

BACKGROUND

The Project

Auto Center Commercial Neighborhood Street Resurfacing Project (5/5/5)

July 24, 2018

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On July 18, 2017, the City Council received the recommendations included in the Street Maintenance Plan, which included the Auto Center Commercial Neighborhood Street Resurfacing Project (Project). On April 17, 2018, the City Council approved the Fiscal Year 2018/2019 project list for Senate Bill 1 (SB 1) Road Maintenance and Rehabilitation Account (RMRA) funding, which included the Auto Center Commercial Neighborhood Street Resurfacing Project. It is scheduled to be resurfaced at this time to prevent the need for a complete reconstruction in the future.

The Project includes furnishing all necessary labor, materials, equipment and other incidentals for resurfacing of existing asphalt concrete (AC) pavement and concrete works. This work will also include the milling of existing asphalt AC pavement, placement and compaction of AC pavement, slurry seal and crackseal, asphalt rubber aggregate membrane (ARAM) capeseal, digout and reconstruction of failed areas, signal work, signage and striping.

The location of the Project is shown on the attached map and includes Rose Avenue east of US 101, Auto Center Drive, Ventura Boulevard south of Rose Avenue, Collins Street south of Rose Avenue, Via Estrada, Paseo Mercado, Los Olivos and Ogden Court. The work is tentatively scheduled to begin in mid-August and continue through the end of November 2018. Staff has worked closely with the Auto Center Association to keep it informed of the schedule, and signs will be posted along the work route to help keep the public informed as well.

Lowest Responsive Bid

The notice inviting formal bids (NIFB) on the Project was published on May 31, 2018, and all bids were due on June 19, 2018. The City received one bid listed below:

Toro Enterprises, Inc.:	\$1,560,856
-------------------------	-------------

Two additional contractors, Granite Construction and Hardy & Harper, were registered plan holders for the project, but they chose not to bid. Staff reached out to both companies, who responded that they could not take on additional projects during the summer due to scheduling commitments on current projects. Additional considerations that may have contributed to the City receiving only one bid include an increase in the amount of projects contractors are bidding on as a result of the new Senate Bill 1 RMRA funding; self-help measures that many agencies are pursuing in order to improve pavement condition; and project timing due to scheduling the project during the non-rainy season (which is the preferred season). Given these considerations, it is not likely that a re-bidding of the Project would result in more contractor participation; therefore, staff is not recommending re-bidding the Project.

The lowest bidder is Toro Enterprises, Inc. (Toro), and its bid is responsive to the City's NIFB. Following this determination, procurement staff reviewed all documentation received from Toro and its subcontractors. Staff verified possession of required currently valid licenses, reviewed the federal Occupational Safety and Health Administration (OSHA) website for safety violations,

Auto Center Commercial Neighborhood Street Resurfacing Project (5/5/5)

July 24, 2018

Page 3

and verified registration with the California Department of Industrial Relations (DIR). Staff has no reason at this time to believe that either the contractor or its subcontractors are not legally responsible. Staff recommends that the City Council award the contract for this Project to Toro.

Additionally, \$156,085 is required for construction contingency (10% of the contract value) and \$156,085 for the cost for engineering support services and City staff (10% of the contract value) to perform engineering, inspection, survey and project management services during construction. The total estimated cost of the Project is \$1,873,026.

STRATEGIC PRIORITIES

This item supports the Infrastructure and Natural Resources strategy. The purpose of the Infrastructure and Natural Resources strategy is to establish, preserve and improve the City's infrastructure and natural resources through effective planning, prioritization, and efficient use of available funding. This item supports the following goals and objectives:

Goal 4. Ensure proper construction and maintenance of infrastructure to provide maximum benefit with lowest life cycle cost following CIP plans.

FINANCIAL IMPACT

The Auto Center Commercial Neighborhood Street Resurfacing Project No. 183102 has a balance of approximately \$1,781,063. Approval of this action would require an appropriation of \$92,000 for Auto Center Commercial Neighborhood Street Resurfacing Project No. 183102 funded by the Street Maintenance Fund (105). The FY2018 estimated unaudited fund balance for the Street Maintenance Fund (105) is \$7.5 million.

ATTACHMENTS:

Attachment A - Bid Tabulation

Attachment B - Budget Appropriation

Attachment C - Map of Auto Center Commercial Neighborhood Street Resurfacing Project

PW 17-07 AUTO CENTER COMMERCIAL NEIGHBORHOOD STREET RESURFACING**Owner:** City of Oxnard**Bid Opening:** 06/19/18**Toro Enterprises, Inc.**2101 E. Ventura Blvd
Oxnard, Ca 93036
US

#1

<i>Item #</i>	<i>Item Description</i>	<i>Payment Code</i>	<i>Unit of Measure</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>Item Total</i>
<i>Street Improvement</i>						
1	Mobilization/Demobilization (5% maximum)	1001-3	LS	1	\$25,000.00	\$25,000.00
2	Traffic Control And Public Convenience And Safety	1505-3	LS	1	\$205,000.00	\$205,000.00
3	Storm Water Pollution Prevention Plan	1800-3	LS	1	\$11,500.00	\$11,500.00
4	Cold Mill AC Pavement (2" Max)	1110-3	SY	40,870	\$2.00	\$81,740.00
5	Unclassified Excavation	1120-4	CY	230	\$42.00	\$9,660.00
6	Class 2 Aggregate Base	1130-4	TN	120	\$40.00	\$4,800.00
7	Asphalt Concrete, Type III (DGAC-B2 PG 64-10)	1150-10	TN	170	\$160.00	\$27,200.00
8	Asphalt Concrete, Type III (DGAC-C2 PG 64-10)	1150-10	TN	160	\$155.00	\$24,800.00
9	Asphalt Rubber Aggregate Membrane (ARAM)	1151-4	SY	27,800	\$5.57	\$154,846.00
10	Asphalt Rubber Hot Mix (ARHM-GG-C PG 64-16)	1152-10	TN	6,000	\$102.00	\$612,000.00
11	Crack Seal	1155-4	LB	2,860	\$4.25	\$12,155.00
12	Slurry Seal Type II (RAP)	1160-5	SY	50,400	\$2.45	\$123,480.00
13	Remove and Replace PCC Curb and Gutter (Type A2-6)	1174-6	LF	50	\$90.00	\$4,500.00

14	Install PCC Curb Type A1-8)	1174-6	LF	50	\$80.00	\$4,000.00
15	Install Stamped Colored Concrete	1174-6	SF	50	\$30.00	\$1,500.00
16	Remove and Replace PCC Sidewalk	1174-6	SF	350	\$11.00	\$3,850.00
17	Install 24-Inch Root Barrier	1174-6	LF	20	\$110.00	\$2,200.00
18	Adjust Manhole Cover to Finished Grade	1185-3	EA	31	\$700.00	\$21,700.00
19	Adjust Water Valve Cover to Finished Grade	1185-3	EA	74	\$695.00	\$51,430.00
20	Adjust Water Meter cover To Finished Grade	1185-3	EA	5	\$600.00	\$3,000.00
21	Adjust Survey Monument Cover to Finished Grade	1185-3	EA	18	\$600.00	\$10,800.00
22	Install "STOP" Pavement Parking (T)	1515-4	EA	6	\$130.00	\$780.00
23	Install "101" Pavement Marking (T)	1515-4	EA	3	\$130.00	\$390.00
24	Install "FWY" Pavement Marking (T)	1515-4	EA	3	\$130.00	\$390.00
25	Install Type IV Arrow Pavement Marking	1515-4	EA	95	\$94.00	\$8,930.00
26	Install Type VII (L) Arrow Pavement Marking (T)	1515-4	EA	4	\$104.00	\$416.00
27	Install U-Turn Arrow Pavement Marking (T)	1515-4	EA	2	\$104.00	\$208.00

28	Install Bike Lane Symbol With Arrow Pavement Marking (T)	1515-4	EA	11	\$156.00	\$1,716.00
29	Install 12" Solid White (T)	1515-4	LF	2,000	\$3.15	\$6,300.00
30	Install 6" Solid White (T)	1515-4	LF	1,500	\$1.55	\$2,325.00
31	Install 24" Yellow Crosswalk Ladder Type (T)	1515-4	SF	280	\$4.15	\$1,162.00
32	Install Detail 9 (T)	1515-4	LF	17,000	\$0.47	\$7,990.00
33	Install Detail 22 (T)	1515-4	LF	3,080	\$2.10	\$6,468.00
34	Install Detail 27 (T)	1515-4	LF	1,100	\$2.10	\$2,310.00
35	Install Detail 27B (T)	1515-4	LF	960	\$0.90	\$864.00
36	Install Detail 29 (T)	1515-4	LF	1,000	\$3.65	\$3,650.00
37	Install Detail 32 (T)	1515-4	LF	3,000	\$3.65	\$10,950.00
38	Install Detail 38 (T)	1515-4	LF	5,400	\$1.15	\$6,210.00
39	Install Detail 39 (T)	1515-4	LF	10,560	\$0.57	\$6,019.20
40	Install Detail 39A (T)	1515-4	LF	940	\$0.57	\$535.80
41	Install Detail 40 (T)	1515-4	LF	600	\$0.47	\$282.00
42	Install Bike Loop Detector Pavement Symbol	1515-4	EA	3	\$78.00	\$234.00
43	Paint Curb Red	1515-4	LF	1,000	\$2.10	\$2,100.00
44	Install Blue RPM	1515-4	EA	60	\$10.50	\$630.00
45	Install Traffic Inductive Loop Detector (Type E)	1520-3	EA	13	\$280.00	\$3,640.00
46	Install Traffic Inductive Loop Detectors (Type D)	1520-4	EA	5	\$280.00	\$1,400.00
47	Remove and Replace Street Name Sign	1530-4	EA	7	\$400.00	\$2,800.00
48	Move and Replace Sign Post	1530-4	EA	9	\$156.00	\$1,404.00
49	Remove and Replace Advance Street Name Sign.	1530-4	EA	1	\$572.00	\$572.00
50	Install R7-9a Per MUTCD 2014	1530-4	EA	7	\$234.00	\$1,638.00
51	Remove exist R8-3a	1530-4	EA	2	\$156.00	\$312.00
Traffic Signal Modification						
52	Rose Ave @ Auto Center Dr - Refer to page 13 of the Plans	1521	LS	1	\$51,500.00	\$51,500.00

53	Auto Center Drive @ Ventura Blvd - Refer to page 14 of the Plans	1521	LS	1	\$11,500.00	\$11,500.00
54	Type "E" Loop	1521	EA	26	\$280.00	\$7,280.00
55	Type "D" Bicycle Loop	1521	EA	18	\$280.00	\$5,040.00
56	Pedestrian Push Button Post	1521	EA	1	\$785.00	\$785.00
57	Green Pavement Marking	1515-4	SF	200	\$16.75	\$3,350.00
		Total Amount Submitted				\$1,560,856.00
		Total Amount Verified				\$1,557,242.00
Listed subs					Toro Enterprises, Inc.	
					All American Asphalt Taft Electric Chrisp Company American Pavement Systems Total Barricade	

REQUEST FOR BUDGET APPROPRIATION

Department: Public Works
Project/Program
Manager: Rosemarie Gaglione

Date: July 24, 2018
Phone: x5412 (Ashley)

Reason for Appropriation:

Appropriate funding to execute Agreement A-8088 for the Auto Center Commercial Neighborhood Street Resurfacing Project with Toro Enterprises, Inc., plus additional funds for project management and contingencies. Project approved for Gas Tax SB1 funds by Council in April 2018, remaining balance to be appropriated from Street Maintenance Fund 105.

Accounts and Descriptions

AMOUNT

Fund: Street Maintenance Fund (105)

Expenditures/Transfers Out

Project #183102 Auto Center Neighborhood Street Resurfacing

105-3015-826.82-08	SERVICES / CONSTRUCTION	92,000
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Sub-total Expenditures	92,000
------------------------	--------

Net Change to Fund Balance	(92,000)
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Net Appropriation Change	92,000
---------------------------------	---------------

Approvals

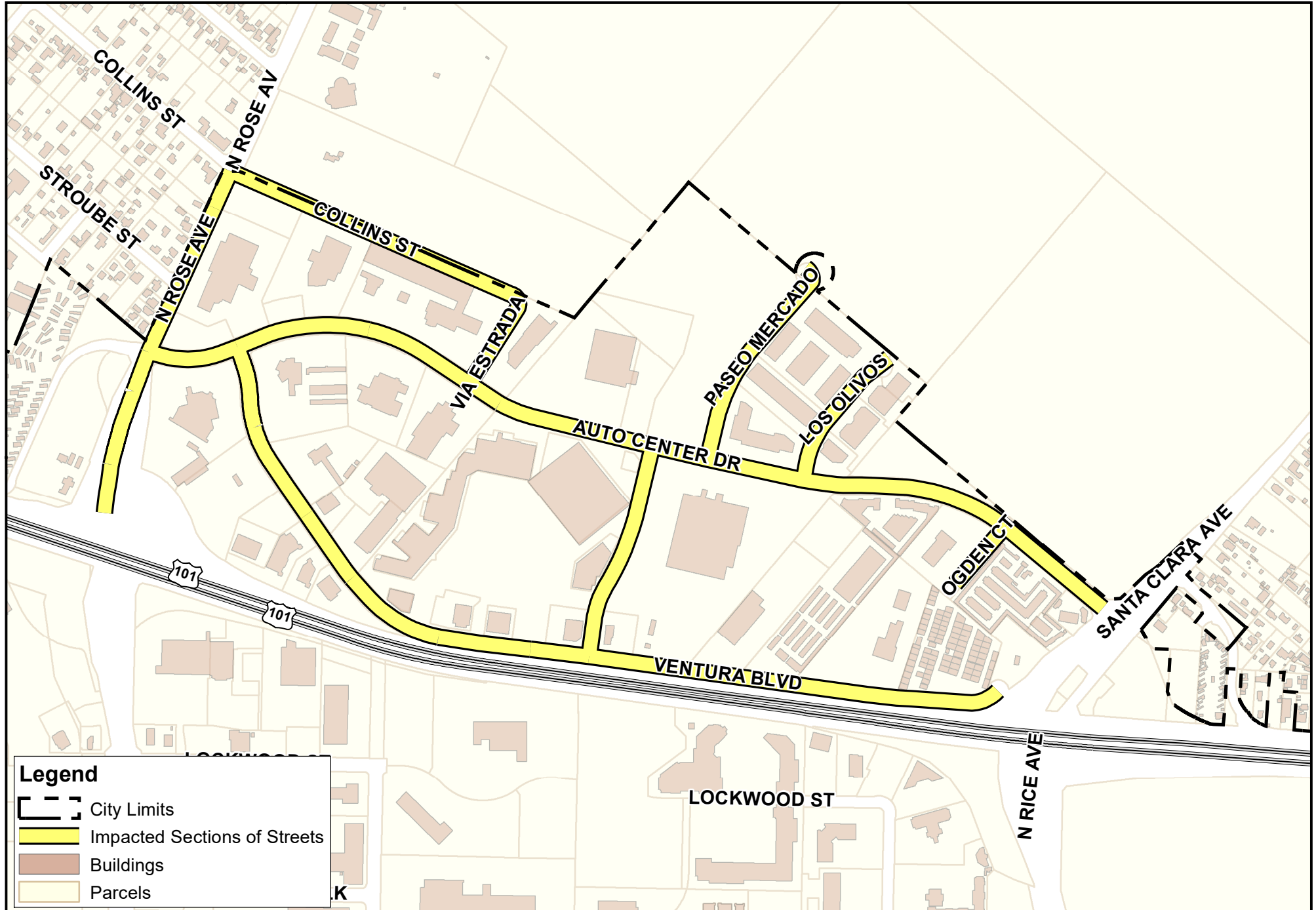
Department Director _____

Chief Financial Officer _____

City Manager _____

AUTO CENTER COMMERCIAL STREET RESURFACING PROJECT

N.4.c



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CITY COUNCIL
AGENDA REPORT

TYPE OF ITEM: Report

AGENDA ITEM NO.: 5

DATE: July 24, 2018

TO: City Council

THROUGH: Alexander Nguyen
City Manager

A handwritten signature in black ink, appearing to be "A. Nguyen".

FROM: Rosemarie Gaglione
Public Works Director

SUBJECT: Rice Avenue at Fifth Street Grade Separation Design Contract (5/5/5)

CONTACT: Rosemarie Gaglione, Public Works Director
rosemarie.gaglione@oxnard.org, (805) 385-8055

RECOMMENDATION:

That City Council:

1. Award, and authorize the Mayor to execute when finalized, Agreement No. A-8094 with WKE, Inc. to complete the plans, specification and estimates (PS&E) for the Rice Avenue at Fifth Street Grade Separation Project in the amount of \$5,354,840; and
2. Approve the attached budget Appropriation in the amount of \$13,929,000, recognizing grant \$12,406,000 from State TCEP grant funds and \$1,523,000 from Federal Transportation Multi-Year Grants Fund 275 to Project #133101, Rice Avenue at 5th Street Grade.
3. Authorized the City Manager or his designee to amend the budget of TCEP grants funds based on actual award by phase of work once grant agreement is fully executed.

BACKGROUND

The City's adopted 2030 General Plan includes the construction of a bridge at Rice Avenue and Fifth Street in order to grade separate the intersection and railroad crossing. The City undertook this endeavor in an effort to enhance safety and facilitate commerce by improving intermodal access to the Port of Hueneme. The estimated total project cost is approximately \$79 million. This project will involve multiple agencies, including Caltrans, Union Pacific Railroad, the California Public Utilities Commission, and the County of Ventura.

Rice Ave/Fifth St Grade Separation Design (5/5/5)

July 24, 2018

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Preliminary Engineering and Environmental Phase

On January 27, 2015, the City Council approved an agreement with WKE, Inc. in the amount of \$975,081 to prepare preliminary engineering documents and to begin the preparation of an environment impact report (EIR). On July 12, 2016, the City Council approved the First Amendment with WKE, Inc. in the amount of \$944,918 for additional environmental studies, including a full environment assessment (EA) for federal environmental requirements, and advanced preliminary engineering services. On November 14, 2017, the City Council approved the Second Amendment to the contract with WKE, Inc. in the amount of \$1,023,470 to complete additional environmental studies and prepare 30% - level plans, specifications and estimates (PS&E). The total contracted amount for preliminary engineering and preparation of the project approval and environment documents was \$2,943,469.

On December 28, 2017, the Draft EIR/EA was released for circulation and public comment. A public hearing was held in Council Chambers on January 31, 2017, in compliance with the National Environment Policy Act (NEPA) and the California Environmental Quality Act (CEQA). Public comment closed February 12, 2018, and the final EIR/EA was submitted to Caltrans for final comments on March 5, 2018. On May 16, 2018, the Final EIR/EA certifying a finding of no significant impact (FONSI) was approved and signed by Caltrans.

Final PS&E Phase

As the prior year funding was designated for preliminary engineering, the City was obligated to prepare and advertise a request for proposals (RFP) for final PS&E to comply with federal funding requirements. The RFP was released on March 9, 2018, with a mandatory pre-proposal meeting on March 19, 2018, and proposals due on April 9, 2018. The City received one proposal from WKE, Inc. Following preparation and acceptance of a public interest finding with Caltrans, granting the City the authority to award the contract to the WKE, Inc., and following scope and fee negotiations with WKE, Inc., City staff recommends City Council approve the contract with WKE, Inc. in the amount of \$5,362,126 for Final PS&E.

Funding

Trade Corridor Enhancement Program (TCEP)

A grant application for Trade Corridor Enhancement Program (TCEP) grant funds, made available by the Senate Bill 1 Gas Tax increase, was prepared and submitted in the amount of \$68,606,000 for PS&E; right-of-way (ROW) purposes, including appraisal and acquisition of real property and utility relocation; and construction. On May 16 and 17, 2018, the California Transportation Commission (CTC) adopted the TCEP and recommended the requested grant funds be designated for the project. On June 27 and 28, 2018, the CTC granted the City's request for allocation of TCEP grant funds for the PS&E and ROW phases; therefore, the City will receive \$4,406,000 for PS&E and \$8,000,000 for ROW purposes. There is no match requirement for the TCEP funds.

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As a requirement to receive grant funding, the CTC requires that the City execute a Road Repair and Accountability Act of 2017 Project Baseline Agreement, a Master Agreement Administering Agency State Agreement for State Funded Projects, a Funding Agreement, and any associated Program Supplement Agreements with the Division of Rail and Mass Transportation.

Safe Transportation of Energy Products (STEP)

A grant application for Railroad Safety Grants for the Safe Transportation of Energy Products (STEP), made available by the Federal Railroad Administration (FRA), was prepared and submitted in the amount of \$1,523,000 for PS&E. On June 27 and 28, 2018, the CTC granted the City's request for allocation of STEP grant funds for the PS&E phase; therefore, the City will receive \$1,523,000 for PS&E. The match requirement for these STEP funds is \$380,830.

In addition to the TCEP and STEP grant funds, the following funds have been appropriated, or staff will request such appropriation in the future, for the project:

In Thousands					
Source	PE	PS&E	ROW	CON	Total
City of Oxnard	\$359*	\$444*			\$803
STPL-R	\$2,773*	\$487*			\$3,260
TCEP		\$4,406	\$8,000	\$56,200**	\$68,606
STEP		\$1,523			\$1,523
PUC Section 190				\$5,000**	\$5,000
	\$3,132	\$6,860	\$8,000	\$61,200	\$79,192

* Previously appropriated.

** Future requested appropriation.

STRATEGIC PRIORITIES

This item supports the Infrastructure and Natural Resources strategy. The purpose of the Infrastructure and Natural Resources strategy is to establish, preserve and improve the City's infrastructure and natural resources through effective planning, prioritization, and efficient use of available funding. This item supports the following goals and objectives:

Goal 4. Ensure proper construction and maintenance of infrastructure to provide maximum benefit with lowest life cycle cost following CIP plans.

FINANCIAL IMPACT

Approval of this action would recognize and allocate additional grant funding in the amount of \$1,523,000 of federal grant and estimated \$12,406,000 of State grant (recognized to State Gas Tax), for a total of \$13,929,000 to existing Rice Ave. at 5th Street Grading Project 133101 for the preparation of PS&E and ROW phases as described in the attached budget appropriation. Once

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the grant agreement is executed, the actual award amount would be revised (if necessary) by authorization of the City Manager. The project has an existing appropriation in the amount of \$4,675,021 of which \$3,260,000 was from Federal Transportation Grant Fund 275 and \$1,415,021 was from Circulation System Improvement Fees. The existing appropriation of Circulation System Improvement Fees can be considered as the local match funding for the FRA grant funds.

ATTACHMENTS:

Attachment A - Budget Appropriation

REQUEST FOR BUDGET APPROPRIATION

Department: Public Works
Project/Program
Manager: Rosemarie Gaglione

Date: July 24, 2018
Phone: x5412 (Ashley)

Reason for Appropriation:

Allocate grant revenue to ongoing Project# 133101- Rice Ave at 5th Street Grade. Funds awarded by State Senate Bill 1 (SB1) Trade Corridor Enhancement Program (Fund 181 State Gas Tax) and Federal Railroad Safety Grants for the Safe Transportation of Energy Products by Rail (STEP Rail) Program (Fund 275 Federal Grants) for design contract with WKE, right-of-way, labor and contingency expenses.

Accounts and Descriptions

AMOUNT

Fund: State Gas Tax (181)

Revenues/Transfers In

181-1001-532.72-47	State/Local Sources - TCEP Gas Tax (2192)	12,406,000
	Sub-total Revenues	12,406,000

Expenditures/Transfers Out

Project #133101 Rice Avenue at 5th St Grade

181-3125-826.82-09	CONTRACTS AND SERVICES / SVCS-OTHER PROF/CONTRA	3,333,576
181-3125-826.86-01	CAPITAL OUTLAY / LAND/EASEMENTS/RIG OF WAY	8,000,000
181-3125-826.84-51	OTHER SERVICES / SERVICES FROM OTHER PROG	536,212
181-3125-826.88-02	RESERVES / FOR CONTINGENCIES	536,212
	Sub-total Expenditures	12,406,000

Net Change to Fund Balance 0

Fund: Federal Transportation Multi-Year Grants (275)

Revenues/Transfers In

275-3125-531.72-01	FEDERAL & STATE SOURCES / FEDERAL GRANT REV.	1,523,000
	Sub-total Revenues	1,523,000

Expenditures/Transfers Out

Project #133101 Rice Avenue at 5th St Grade

275-3125-826.82-09	CONTRACTS AND SERVICES / SVCS-OTHER PROF/CONTRA	1,523,000
	Sub-total Expenditures	1,523,000

Net Change to Fund Balance 0

Net Appropriation Change 13,929,000

Approvals

Department Director _____

Chief Financial Officer _____

City Manager _____

BA# (Finance Use Only)

BA DOC.# (Finance)

Rev

REQUIRES CITY COUNCIL AUTHORIZATION

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