

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 4<sup>th</sup> 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](http://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  
April 25, 2017  
**Regular Meeting - 5:00 PM**

A. ROLL CALL/POSTING OF AGENDA

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

B. REPORTS (5:00 PM)

Housing Department

1. SUBJECT: Lead the Way: PHA Governance and Financial Management (10/10/5)  
RECOMMENDATION: That the Housing Authority Board of Commissioners receive a presentation by William M. Rhodes, Portfolio Management Specialist for the U.S. Department of Housing and Urban Development on "Lead the Way," an online self-paced training designed primarily for public housing agency (PHA) board members/commissioners.  
Legislative Body: HA                      Contact: Arturo Casillas                      Phone: 385-8094

Public Works Department

2. SUBJECT: Status Report on the Public Works Department Environmental Resources Division (10/10/10)  
RECOMMENDATION: That City Council receive an informational report (no action required).  
Legislative Body: CC                      Contact: Daniel Rydberg                      Phone: 385-8055

C. OPENING CEREMONIES (6:00 PM)

Pledge of allegiance to the flag of the United States.

D. CEREMONIAL CALENDAR

1. SUBJECT: Presentation of a Commendation to the Oxnard United Soccer Club Boys 2003 Team for Winning the 2017 National Cup Championship.

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](http://www.oxnard.org).

E. 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.

F. 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.

G. 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.

H. 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.

I. 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.

J. INFORMATION CONSENT AGENDA

City Clerk Department

1. SUBJECT: Minutes of the April 11, 2017 Regular Meeting; April 17, 2017 Special Meeting; and April 18, 2017 Regular Meeting.

RECOMMENDATION: That the City Council approve the Minutes as presented.

Legislative Body: CC

Contact: Michelle Ascencion

Phone: 385-7805

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 agreements/contracts and change orders/amendments in amounts more than \$25,000 but no more than \$250,000, which are described on the attached list.

A. Johnson Equipment Company for outfitting a Ford Expedition vehicle that will be used by a Battalion Chief (\$75,011).

Legislative Body: CC

Contact: Greg Nyhoff

Phone: 385-7430

Information Technology Department

3. SUBJECT: Revenue Transfer

RECOMMENDATION: That City Council authorize a budget appropriation of \$523,000 from the Information Technology department's Internal Service Fund Balance to pay for existing technology licenses (Telephone Managed Services, \$233,000) and agreements (\$290,000) deployed throughout the City.

Legislative Body: CC

Contact: Keith Brooks

Phone: 385-7597

K. REPORTS

City Treasurer Department

1. SUBJECT: Quarterly Investment Report for the Third Quarter FY 2016-17 (10/15/15)

RECOMMENDATION: That City Council accept and file the 3<sup>rd</sup> 2017 Quarter Investment Report for the City of Oxnard.

Legislative Body: CC

Contact: Phillip S. Molina

Phone: 385-7808

City Attorney Department

2. SUBJECT: Assessment of Delinquent Utility Bill Penalties. (5/15/15)

RECOMMENDATION: That City Council approve the introduction and first reading by title only and waive further reading of an ordinance amending Chapters 19 and 22 of the Oxnard City Code to establish penalties to be assessed on delinquent utility service bill payments.

Legislative Body: CC

Contact: Stephen M. Fischer

Phone: 385-7483

Public Works Department

3. SUBJECT: Utility Rate Assistance Program Implementation Plan (15/20/20)

RECOMMENDATION: That City Council:

Adopt a Resolution approving a Utility Rate Assistance Program (Program) for residential utility bills to assist Oxnard low-income residents to begin July 1, 2017. Authorize staff to grant financial relief equal to a constant \$10.00 credit for the monthly utility service charged to customers who meet the eligibility requirements.

Authorize staff to direct up to \$100,000 annually from penalty fees charged to customers who pay their bills late and meet the eligibility requirements to fund the Utility Rate Assistance Program.

Authorize staff to implement a voluntary donation program to support the Utility Rate Assistance Program.

Legislative Body: CC

Contact: Daniel Rydberg

Phone: 385-8055

Development Services Department

4. SUBJECT: Safe Homes, Safe Families (15/25/20)

RECOMMENDATION: That City Council receive a presentation and provide direction on elements of a Safe Homes, Safe Families Program which encourages the availability of safe and healthy living environments for Oxnard residents.

Legislative Body: CC

Contact: Ashley Golden

Phone: 385-7882

L. PUBLIC COMMENTS ON REPORTS

At this time, a person may address the legislative body only on matters appearing on the reports. The presiding officer shall permit a person to address the legislative body after the staff presentation on the report and before the consideration of the report by the legislative body. The presiding officer shall limit public comments to three minutes.

M. ADJOURNMENT



**CITY COUNCIL  
AGENDA REPORT**

**TYPE OF ITEM: Appointment  
Item**

**AGENDA ITEM NO.: 1**

**DATE:** April 25, 2017

**TO:** Housing Authority

**THROUGH:** Greg Nyhoff  
City Manager

**FROM:** Arturo Casillas  
Housing Director

**SUBJECT:** Lead the Way: PHA Governance and Financial Management (10/10/5)

**CONTACT:** Arturo Casillas, Housing Director  
Arturo.Casillas@oxnard.org, 385-8094

**RECOMMENDATION:**

That the Housing Authority Board of Commissioners receive a presentation by William M. Rhodes, Portfolio Management Specialist for the U.S. Department of Housing and Urban Development on “Lead the Way,” an online self-paced training designed primarily for public housing agency (PHA) board members/commissioners.

**BACKGROUND**

Lead the Way is an educational curriculum developed by the United States Department of Housing and Urban Development (HUD) for the benefit of housing authority board members and executive staff. The purpose of the training is to not only enhance public housing knowledge, but to also empower local housing leaders with the resources, knowledge, technical support, best practices, and tools that will enable leaders to better serve the community.

**DISCUSSION**

Lead the Way is a free, online self-paced training designed primarily for public housing agency

## Lead the Way: PHA Governance and Financial Management (10/10/5)

April 25, 2017

Page 2

(PHA) board members/commissioners. The first three sections cover the following: the history and context of public housing; roles and responsibilities of the PHA board and staff; and key components of public housing.

In addition, Lead the Way helps enhance skills in the following aspects of PHA governance and financial management: (1) asset management; (2) housing choice voucher program (Section 8); (3) budgets; (4) ethics; (5) assessing your PHA; and (6) knowing your PHA. Commissioners can complete Lead the Way training through various methods. Training consists of video vignettes, audio case studies, interactive worksheets and online quizzes to reinforce learning using real PHA staff and settings. Lead the Way can be completed on a computer, tablet, or smartphone.

The training is not presently required. However, in the near future, the completion of the training by all PHA board members and executive staff will have an impact in the PHA's overall annual performance score, which in turn impacts the PHA's programs. To be a High Performer, as the Oxnard Housing Authority presently is, a PHA must score at least 90% of the rating points. A High Performer Housing Authority receives additional funding for its Capital Fund, which might be in excess of \$50,000 per year.

There is no deadline to complete the training. HUD will most likely implement this measure for the reporting and assessment period ending June 30, 2018. The benefit of the training is that it will provide specialized knowledge to Housing Commissioners that will assist them to better assess staff work and policy direction.

### **STRATEGIC PRIORITY**

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.

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

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

Objective 3b. Empower and connect our Inter-Neighborhood Council Organizations (INCOs), Community Advisory Groups (CAGs) and Neighborhood Watch Program.

Objective 3c. Improve our methods of communicating with residents, businesses and neighborhoods (e.g. leverage social media and tools like Nextdoor).

Objective 3f. Develop a co-sponsorship policy with criteria that would enable the City to encourage local community events

### **FINANCIAL IMPACT**

Lead the Way: PHA Governance and Financial Management (10/10/5)

April 25, 2017

Page 3

No impact on the City's General Fund.



**CITY COUNCIL  
AGENDA REPORT**

**TYPE OF ITEM: Report**  
**AGENDA ITEM NO.: 2**

**DATE:** April 25, 2017

**TO:** City Council

**THROUGH:** Greg Nyhoff  
City Manager

**FROM:** Daniel Rydberg  
Public Works Director

**SUBJECT:** Status Report on the Public Works Department Environmental Resources  
Division (10/10/10)

**CONTACT:** Daniel Rydberg, Public Works Director  
Daniel.Rydberg@oxnard.org, 385-8055

**RECOMMENDATION:**

That City Council receive an informational report (no action required).

**BACKGROUND**

On February 1, 2014, the City of Oxnard began operating the Del Norte Regional Recycling and Transfer Station (MRF). Upon approving the Transition Plan in September 2013, the Council requested that staff return from time to time to report on the financial, operational and planning status of the venture.

On June 10, 2014, and March 24, 2015, two verbal reports were presented to City Council. Each provided an update on the Solid Waste Division and MRF operations. A verbal report and the attached PowerPoint will be presented to the City of Oxnard City Council.

**STRATEGIC PRIORITIES**

This agenda item supports the Infrastructure and Natural Resources strategy. The purpose of the Infrastructure and Natural Resources strategy is to establish, preserve and improve our

Report on Environmental Resources Division and City Operation of Del Norte (MRF) 10/10/10  
April 25, 2017  
Page 2

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**

There is no financial impact.



**CITY COUNCIL  
AGENDA REPORT**

**TYPE OF ITEM: Info/Consent**

**AGENDA ITEM NO.: 1**

**DATE:** April 25, 2017

**TO:** City Council

**FROM:** Michelle Ascencion  
City Clerk

**SUBJECT:** Minutes of the April 11, 2017 Regular Meeting; April 17, 2017 Special Meeting;  
and April 18, 2017 Regular Meeting.

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

**RECOMMENDATION:**

That the City Council approve the Minutes 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 item does provide transparency of Council meetings to the public.

**FINANCIAL IMPACT**

None.

**ATTACHMENTS:**

Attachment A: Minutes 04.11.17 CC,SA regular meeting

Attachment B: Minutes 04.17.17 CC special meeting

Minutes of April 11,17,18 Meetings

April 25, 2017

Page 2

Attachment C: Minutes 04.18.17 CC regular meeting

MINUTES  
 OXNARD CITY COUNCIL  
 Regular Meeting  
 April 11, 2017

A. ROLL CALL/POSTING OF AGENDA

At 4:35 p.m., the regular meeting of the Oxnard City Council was called to order by Mayor Flynn in the Council Chambers, concurrently with the Oxnard Community Development Commission Successor Agency meeting. The City Clerk called the roll and announced the posting of the agenda on April 6, 2017. Councilmembers Bryan A. MacDonald, Oscar Madrigal, Bert Perello, Mayor Pro Tem Carmen Ramirez, and Mayor Tim Flynn were present.

Staff members present were Greg Nyhoff, City Manager; Stephen Fischer, City Attorney; Jesús Nava, Assistant City Manager; Ruth Osuna, Assistant City Manager; and Michelle Ascencion, City Clerk.

B. PUBLIC COMMENTS ON CLOSED SESSION ITEMS (None)

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)(1), to confer with its attorneys. The title and case number of the litigation being discussed is William Scarpino; et al. v. City of Oxnard, Ventura County Superior Court Case No. 56-2015-00475721-CU-OR-VTA.

The City Council will also recess to a closed session, pursuant to Government Code section 54957(b)(1), evaluation of public employee, City Attorney.”

At 4:36 p.m. the City Council recessed to a closed session. At 6:07 p.m. the City Council reconvened in open session in the Council Chambers. There was no announcement following closed session.

D. OPENING CEREMONIES

The flag salute, led by Councilmember Perello, was followed by a moment of silence.

Additional staff members present at this time were Darwin Base, Fire Chief; Keith Brooks, IT Director; Arturo Casillas, Housing Director; Ashley Golden, Development Services Director; Ingrid Hardy, Cultural and Community Services Director; Kymberly Horner, Economic Development Director; Steve Janice, Human Resources Director; Phillip Molina, City Treasurer; Daniel Rydberg, Public Works Director; James Throop, Chief Financial Officer; Sofia Bellos-Kimsey, City Librarian; Omar Castro, Water Division Manager; Susan Duenas, Emergency Services Manager; Alexander Hamilton, Assistant Fire Chief; Trish Honigsberg, Public Works Outreach/Education Specialist; George Iafrete, Computer Network Engineer III; Ken Klopman, Youth Safety Coordinator; Thien Ng, Wastewater Division Manager; Kevin Schroepfer, Battalion Training Chief; Nathan West, CUPA Coordinator; and Barbara Wulf, Public Works Outreach/Education Specialist.

### E. CEREMONIAL CALENDAR

1. SUBJECT: Presentation of a Proclamation Commemorating Oxnard Public Library's 110 Years of Service, and Designating the Week of April 9-15, 2017 as "Library Week."

Mayor Flynn read the proclamation and presented it to the City Librarian, as well as Librarians Laura Duncan, Robert Frank, and Karen Schatz, and a short video was shown.

2. SUBJECT: Presentation of "Earth Day Celebration," April 15, 2017 at Plaza Park.

Public Works Outreach/Education Specialist Honigsberg gave a brief presentation on the upcoming event and a short video was shown.

### F. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Public comments were received from Martin Glatt (Harbor Patrol costs to CFD #4), Jack Villa (La Colonia Neighborhood Council), Steve Nash (Ignacio Carmona, infrastructure use fee), Jackie Tedeschi (water conservation, drought status); Daniel Chavez Jr. (fighting litigation, closed session agenda items), Patricia Aguilar (housing conditions on Cuesta del Mar Drive), Celeste Gamino (housing conditions on Cuesta del Mar Drive), and Pat Brown (homeless issues near Seventh Street).

### G. REPORT OF CITY MANAGER

The City Manager announced upcoming Fiscal Policy Task Force and Utility Task Force meetings. He recently spoke at an Inter Neighborhood Council Organization meeting on Quimby funds. He announced that the Dallas Cowboys annual training camp is returning to Oxnard in July. Assistant City Manager Osuna gave a report on the Wastewater Prop. 218 ballots.

### H. CITY COUNCIL REPORTS

Councilmember Madrigal reported on attending a recent meeting regarding downtown media and marketing. He announced an upcoming Cinco de Mayo event; commented on activist Dolores Huerta's recent visit to Oxnard College; and reported on attending the East Village Neighborhood Council meeting, the Oxnard Guerreros game, and the Knights of Columbus' Public Safety Night.

Mayor Pro Tem Ramirez requested a report on the cost and benefit to the city of the Dallas Cowboys training camp. Assemblywoman Jacqui Irwin contacted her regarding funding availability for road repairs from a recent transportation bill. She urged people to not flush their prescription drugs down the toilet, and asked that the city support Senator Jackson's legislation to make drug manufacturers provide for proper disposal methods.

Councilman MacDonald reported on attending the Knights of Columbus' Public Safety Night. He reiterated the announcement on upcoming task force meetings, and announced the upcoming Navy League Sailor of the Year luncheon.

Councilmember Perello reported on attending the Knights of Columbus' Public Safety Night, commented on the drought and on a public speaker's suggestion of naming a school after Ignacio

Carmona. He requested clarification on how the Council's agendas are set. He commented on the East Village Neighborhood Council meeting. He commented on the safe cities issue and inquired as to the possibility of losing federal grant money.

Mayor Flynn wished everyone a happy Passover.

I. REVIEW OF INFORMATION/CONSENT AGENDA

Items K.2A, K.2B, K.2C, K.2D, and K.3 were pulled for discussion.

Regarding K.2A: Councilmember Perello inquired about the "highest possible use" for the disposal of a particular downtown property (the City Manager responded).

Regarding K.2B: Councilmember Perello inquired about the warranty for the repairs to be done at the APWF (the Wastewater Division Manager responded).

Regarding K.2C: Councilmember Perello inquired about real estate appraisals and the scope of work under this contract (the Economic Development Director responded).

Regarding K.2D: Councilmember Perello asked for clarification on the proposed amendment (the Public Works Director and Water Division Manager responded).

Regarding K.3: Councilmember Perello inquired if the city had sufficient insurance coverage for the proposed event (the Cultural and Community Services Director responded). Discussion ensued among the Council.

J. PUBLIC COMMENTS ON INFORMATION/CONSENT AGENDA

Public comments were received from Pat Brown. Discussion ensued among Council and staff.

K. INFORMATION/CONSENT AGENDA

City Clerk Department

1. SUBJECT: Minutes of the March 6, 2017 Special Meeting, and the March 7, 21, and 28, 2017 Regular Meetings.  
RECOMMENDATION: That the City Council approve the Minutes 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 agreements/contracts and change orders/amendments in amounts more than \$25,000 but no more than \$250,000, which are described on the attached list:
  - A. Buenger Commercial Real Estate, Inc. (A-7961) for sale of Successor Agency owned real property (\$39,500).
  - B. Consolidated Electrical Distributors, Inc., (7776-17-PW) for variable frequency drive repairs for the reverse osmosis feed pump at the AWPf (\$49,859).
  - C. Kosmont & Associates (6897-14-CD) to assist in the disposition process of Successor Agency owned property (\$40,000).

- D. Ventura Regional Sanitation District (7167-15-CM) for consulting services for the Santa Clara Landfill (\$54,406).
- E. Sam Hill & Sons, Inc. (A-7721) for repairs to motor control center failure in the Digester Control Room (\$39,655).
- F. Aqua Metric Sales Company for purchase of water meters and miscellaneous parts (\$95,000).

Cultural and Community Services Department

- 3. SUBJECT: Jr. High Grad Night - Six Flags Magic Mountain Excursion.  
RECOMMENDATION: That City Council:
  - 1) Authorize the City Manager to approve Purchase Order No. 6242 in the amount of \$51,786 for Six Flags Magic Mountain tickets and Agreement No. 7841 in the amount of \$36,400 to Star-Dust Tours, Inc. dba The Bus to be used for transportation for the Jr. High Grad Night on June 2 and 3, 2017.
  - 2) Approve a budget appropriation recognizing \$88,186 of revenue in ticket sales and appropriating \$88,186 for purchase of the tickets and transportation for Jr. High Grad Night.
- 4. SUBJECT: Ventura County Area Agency on Aging Senior Nutrition Program.  
RECOMMENDATION: That City Council adopt **Resolution No. 15,003** authorizing:
  - 1) The Cultural and Community Services Director to submit an application for \$103,550 Ventura County Area Agency on Aging Older Senior Nutrition Program grant funds, to be used for the Senior Nutrition Grant Program.
  - 2) The Cultural and Community Services Director to execute grant agreements; the Finance Director or designee to submit financial reports and grant claims.
- 5. SUBJECT: Recognize Revenue and Appropriate Augmented Funds for the Retired and Senior Volunteer Program (RSVP), Fiscal Year 2017/2018.  
RECOMMENDATION: That City Council:
  - 1) Recognize revenue in the amount of \$115,786 and appropriate matching funds of \$49,640 for the Retired and Senior Volunteer Program grant, and
  - 2) Authorize the City Manager or designee to execute grant agreements; the Finance Director or designee to submit financial reports and grant claims and approve special budget appropriations for the use of grant funds.

*It was moved by Councilman MacDonald, seconded by Mayor Pro Tem Ramirez, to approve the Information/Consent Agenda as presented. VOTE: Flynn, MacDonald, Madrigal, Perello, and Ramirez voted in favor; Perello voted against Item K.2A, as he felt the real estate services and change in direction needed to be clearly identified. The motion carried 4-1 on Item K.2A (Perello opposed), and 5-0 on the remaining items.*

L. REPORTS

Cultural and Community Services Department

- 1. SUBJECT: 2-1-1 Ventura County.  
RECOMMENDATION: That the City Council receive a report on 2-1-1 Ventura County, a program of Interface Children & Family Services.

Erik Sternad, Executive Director of Interface Children & Family Services, gave a report of 2-1-1 usage by Oxnard residents in 2016. Discussion ensued among the Council and Mr. Sternad; no action was taken.

2. SUBJECT: California Gang Reduction, Intervention and Prevention (CalGRIP) Program Update.

RECOMMENDATION: That City Council receive a report from staff providing an update on the 2015-2017 California Gang, Reduction, Intervention, and Prevention (CalGRIP) program.

The Youth Services Coordinator gave a report, along with Patti Yabu, Interface Children & Family Services Director of Core Connection and Justice Services, and Alison Hamburg, Resource Development Associates Program Associate.

Public comments were received from Lizette Trevino, Jorge Nunez, Janine Schneider, and James Schneider.

Discussion ensued among Council, staff, Ms. Yabu, and Ms. Hamburg. No action was taken.

Mayor Flynn announced that the Council would consider Item L.4 ahead of L.3.

#### City Manager Department

4. SUBJECT: License Agreement with Oxnard Film Society.

RECOMMENDATION: That the Successor Agency approve a license agreement between the City of Oxnard and the Oxnard Film Society, a non-profit corporation, for the use of the currently vacant Social Security Building.

Assistant City Manager Nava gave a report. George Sandoval, president of the Oxnard Film Society, gave a report. Public comments were received from Dan Pinedo. Discussion ensued among the Council members.

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

#### Fire Department

3. SUBJECT: Public Safety Update - Fire Department.

RECOMMENDATION: That City Council:

Receive a report from the Fire Chief: a) identifying organizational challenges inherited by Chief Base, b) explaining staffing and what it takes to operate 24 hours a day/365 days a year, c) summarizing the 2016 accomplishments of the Oxnard Fire Department.

Adopt **Resolution No. 15,004** amending Resolution No. 14,949 authorizing full time equivalent positions within the Fire Department.

Approve budget appropriation of \$1,209,553 from General Fund Reserves to Fund 101-2209 for Academy costs.

The Fire Chief gave a report, along with the CUPA Manager, Emergency Services Manager, Battalion Training Chief, and Assistant Fire Chief. Jeff Head of Acclamation Insurance Management Services and Jim Magnusson of Performance Wellness and Performance Therapy Center also gave a report.

Public comments were received from Jackie Tedeschi, Pat Brown, Steve Nash, and Daniel Chavez Jr.

Discussion ensued among Council and staff.

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

M. PUBLIC COMMENTS ON REPORTS (None)

N. ADJOURNMENT

There being no further business on the agenda, and without objection, Mayor Flynn adjourned the meeting at 10:33 p.m.

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MICHELLE ASCENCION, CMC  
City Clerk

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TIM FLYNN  
Mayor

MINUTES  
 OXNARD CITY COUNCIL  
 Special Meeting  
 April 17, 2017

A. ROLL CALL/POSTING OF AGENDA

At 4:05 p.m., the special meeting of the Oxnard City Council was called to order by Mayor Flynn in the Civic Center Annex Human Resources Activity Room (300 W. Third Street, First Floor). The City Clerk called the roll and announced the posting of the agenda on April 14, 2017. Councilmembers Bryan A. MacDonald, Oscar Madrigal, Bert Perello, Mayor Pro Tem Carmen Ramirez, and Mayor Tim Flynn were present.

Staff members present were Stephen Fischer, City Attorney and Michelle Ascencion, City Clerk. Also present was Bob Deis, Senior Consultant of Renne Sloan Holtzman Sakai Public Management Group.

C. PUBLIC COMMENTS ON CLOSED SESSION ITEMS (None)

D. CLOSED SESSION

Mayor Flynn read the following closed session statement:

“The City Council will recess to a closed session, pursuant to Government Code section 54957(b)(1) pertaining to public employment, to consider the finalists for the position of Internal Auditor.”

At 4:06 p.m. the City Council recessed to a closed session. At 8:14 p.m. the City Council reconvened in open session in the Civic Center Annex Human Resources Activity Room. There was no announcement following closed session.

E. ADJOURNMENT

There being no further business on the agenda, and without objection, Mayor Flynn adjourned the meeting at 8:14 p.m.

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MICHELLE ASCENCION, CMC  
 City Clerk

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TIM FLYNN  
 Mayor

MINUTES  
 OXNARD CITY COUNCIL  
 Regular Meeting  
 April 18, 2017

A. ROLL CALL/POSTING OF AGENDA

At 4:35 p.m., the regular meeting of the Oxnard City Council was called to order by Mayor Flynn in the Council Chambers. The City Clerk called the roll and announced the posting of the agenda on April 14, 2017. Councilmembers Bryan A. MacDonald, Oscar Madrigal, Bert Perello, Mayor Pro Tem Carmen Ramirez, and Mayor Tim Flynn were present.

Staff members present were Greg Nyhoff, City Manager; Stephen Fischer, City Attorney; Jesús Nava, Assistant City Manager; and Michelle Ascencion, City Clerk.

B. PUBLIC COMMENTS ON CLOSED SESSION ITEMS (None)

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)(1), to confer with its attorneys on two cases. The title and case numbers of the litigation being discussed are:

1. Scott Carroll v. City of Oxnard, Workers’ Compensation Case No. ADJ10489361; and
2. Estate of Meagan Hockaday; et al. v. City of Oxnard; et al., United States District Court, Case No. 2:16-cv-02145-JAK-GJS.”

At 4:36 p.m. the City Council recessed to a closed session. At 6:08 p.m. the City Council reconvened in open session in the Council Chambers. There was no announcement following closed session.

D. OPENING CEREMONIES

The flag salute, led by Councilman MacDonald, was followed by a moment of silence in honor of Oxnard residents Tom Ragan and Francine Reyes, who recently passed away.

Additional staff members present at this time were Darwin Base, Fire Chief; Keith Brooks, IT Director; Steve Janice, Human Resources Director; Phillip Molina, City Treasurer; Daniel Rydberg, Public Works Director; James Throop, Chief Financial Officer; Scott Whitney, Chief of Police; Omar Castro, Water Division Manager; Jay Duncan, Customer Services Manager; Eric Hummel, Sustainability Coordinator; Shiri Klima, Assistant City Attorney; Licette Maldonado, Utilities Finance Officer; Kathleen Mallory, Planning Division Manager; Todd Vasquez-Housley, Environmental Resources Manager; and Diego Zuniga, Computer Network Engineer I.

E. CEREMONIAL CALENDAR

1. SUBJECT: Presentation Declaring Oxnard Guerreros FC as Oxnard’s Official Professional Soccer Team.

Mayor Flynn presented a proclamation to Oxnard Guerreros founder/owner Ty Otto, and the team players and staff members all introduced themselves.

F. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Public comments were received from Sandra McLaughlin (Channel Islands Harbor proposed development), Jackie Pinson (Channel Islands Harbor proposed development), Raul Lopez (safe city resolution/petition), Jack Villa (Channel Islands Harbor proposed development), Pete Placencia (senior health fair), Pat Brown (Camarillo Airport and Heritage Square events), Woodrow Thomas Sr. (status of claim), Daniel Chavez Jr. (infrastructure use fee litigation), and Greg Runyon (racial unity).

G. REPORT OF CITY MANAGER

The City Manager announced that the Community Relations Commission is researching the sanctuary city issue. He announced the Mayor's upcoming State of the City presentation to the Chamber of Commerce. He stated that an interim solution to the Patterson Road damage is in process, with funding for the full repairs expected to be available next year. Upcoming Council agenda items will include a Safe Homes Safe Families rental inspection program item and an update on the Council's strategic priorities. He commented on the swearing in of new police officers. The Sustainability Coordinator announced an Earth Day event in La Colonia on Saturday.

H. CITY COUNCIL REPORTS

Councilmember Madrigal reported on attending the recent La Colonia Neighborhood Council meeting and the city's Earth Day event. He commended the kindergarten student who won the Strawberry Festival youth poster contest. He commented on the victim of a recent homicide, Andres Rocha, who was his former student.

Mayor Pro Tem Ramirez requested a report on a recently passed transportation bill and how the funds will benefit the city. She acknowledged Mr. Placencia's efforts to support seniors and congratulated the new Police Department recruits. She requested a discussion on joining litigation against the federal government regarding the threat of removing funding from cities that defy federal immigration policies. She commented on youth violence in the city and thanked Mr. Runyon for his comments.

Councilman MacDonald reported on attending the police recruits' swearing in ceremony and announced the upcoming State of the City, AWA Symposium, and PAL Auction Dinner.

Councilmember Perello commented on the recent Utility Task Force meeting, the passing of Tom Ragan, and the need for better lighting in alleyways. He inquired about Ordinance No. 2907 and commented that the local airports will host approximately 700 private aircraft this weekend. He expressed concern about Oxnard being potentially retaliated against by the federal government for joining in litigation.

Mayor Flynn restated the State of the City announcement, and said there will be a more extensive presentation to the Inter Neighborhood Council Organization in the fall. He commented on the recent homicides and violence in the city and encouraged the police and faith community to engage

gang members, staff to re-examine the gang injunction, and the creation of a community safety committee to end violence in the city.

I. REVIEW OF INFORMATION/CONSENT AGENDA (None)

J. PUBLIC COMMENTS ON INFORMATION/CONSENT AGENDA

Public comments were received from Emilio Castaneda and Daniel Chavez Jr.

K. INFORMATION/CONSENT AGENDA

City Clerk Department

1. SUBJECT: Minutes of the April 4, 2017 Regular Meeting.  
RECOMMENDATION: That the City Council approve the Minutes 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 agreements/contracts and change orders/amendments in amounts more than \$25,000 but no more than \$250,000, which are described on the attached list:
  - A. Sintra Group for psychological exams for prospective firefighters (\$60,000).
  - B. Zumar Industries, Inc. for purchase of traffic and roadway signs (\$200,000).

Police Department

3. SUBJECT: Donation of Used, Unserviceable City Vehicle to Drag Racing Against Gangs and Graffiti (DRAGG) Program.  
RECOMMENDATION: That City Council adopt **Resolution No. 15,005** 1) authorizing the donation of one unserviceable vehicle to the nonprofit DRAGG Program and 2) approving the related donation agreement.

Public Works Department

4. SUBJECT: CAL FIRE Urban and Community Forestry Program Grant Application.  
RECOMMENDATION: That City Council adopt **Resolution No. 15,006 and Resolution No. 15,007** authorizing the City Manager to submit an application for \$274,740 in the California Department of Fire Urban and Community Forestry California Climate Investments grant program, with grant funds to be used for the planting of trees in designated "disadvantaged communities" of Oxnard.

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

**L. REPORTS****Public Works Department**

1. **SUBJECT:** Proposed Water Rate Increase.  
**RECOMMENDATION:** That the City Council:
  1. Approve the City water rate structure for a 16-month period (September 1, 2017 through December 2018);
  2. Authorize staff to proceed with the Proposition 218 public notification process to establish water rates through December 31, 2018; and
  3. Set a public hearing on the water rate increase for July 11, 2017 with a proposed effective date of September 1, 2017 when new rates would take effect.

Assistant City Manager Osuna and Alex Bugbee, Corollo Engineers Analyst, gave a report.

Public comments were received from Pat Brown, Aaron Starr, Alicia Percell, Woodrow Thomas Sr., and Steve Nash.

Discussion ensued among Council and staff.

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

**Finance Department**

2. **SUBJECT:** External Auditor Contract Amendment.  
**RECOMMENDATION:** That the City Council approves and authorizes the Mayor to execute:
  1. Fifth Amendment of the Agreement for Accounting Services with Eadie & Payne, LLP in the amount of \$305,725 for a total not to exceed \$1,286,240 for the external audit services contract.
  2. Engagement letters with Eadie & Payne, LLP
  3. An appropriation of \$38,860 from Measure O Fund and \$99,257 from General Fund to cover fiscal year 2016/17 costs

The Chief Financial Officer gave a report, including noting that the staff recommendation should be corrected as follows:

1. Fifth Amendment of the Agreement for Accounting Services with Eadie & Payne, LLP in the amount of ~~\$305,725~~ **\$246,545** for a total not to exceed ~~\$1,286,240~~ **\$1,227,060** for the external audit services contract.
2. Engagement letters with Eadie & Payne, LLP.
3. An appropriation of ~~\$38,860 from Measure O Fund~~ and \$99,257 from General Fund to cover fiscal year 2016/17 costs.

Public comments were received from Daniel Chavez Jr.

Discussion ensued among Council and staff.

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

Public Works Department

3. SUBJECT: Utility Rate Assistance Program Implementation Plan.

(Due to time, this item was postponed to a future meeting.)

4. SUBJECT: Status Report on the Public Works Department Environmental Resources Division.

(Due to time, this item was postponed to a future meeting.)

- M. PUBLIC COMMENTS ON REPORTS (None)

- N. ADJOURNMENT

There being no further business on the agenda, and without objection, Mayor Flynn adjourned the meeting at 10:04 p.m.

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MICHELLE ASCENCION, CMC  
City Clerk

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TIM FLYNN  
Mayor



**CITY COUNCIL  
AGENDA REPORT**

**TYPE OF ITEM: Info/Consent**

**AGENDA ITEM NO.: 2**

**DATE:** April 25, 2017

**TO:** City Council

**FROM:** Greg Nyhoff  
City Manager

A handwritten signature in blue ink that reads "Greg Nyhoff".

**SUBJECT:** Agreements for City Council Review

**CONTACT:** Greg Nyhoff, City Manager  
Greg.Nyhoff@oxnard.org, 385-7430

**RECOMMENDATION:**

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

A. Johnson Equipment Company for outfitting a Ford Expedition vehicle that will be used by a Battalion Chief (\$75,011).

**BACKGROUND**

On November 16, 2010, the City Council approved changes to the City's Purchasing Procedures reducing the threshold for City agreements/contracts and change orders/amendments requiring City Council approval to \$25,000. The agreements/contract and change orders/amendments described on the attached list involve amounts above \$25,000 and up to \$250,000.

**FINANCIAL IMPACT**

Funding information is included on the attached list.

NOTE: Copies of the agreement/contracts and change orders/amendments on the list are available in the City Clerk's Office prior to the Council meeting.

Agreements for City Council Review  
April 25, 2017  
Page 2

**ATTACHMENTS:**

Attachment A: City Manager Contract List for April 25, 2017

# City Manager Contract List for 04/25/2017

Contracts from \$25,000 to \$250,000

J.2.a

## A To outfit an Emergency Response Vehicle

**Vendor:** Johnson Equipment Company # 20156  
**Type:** Purchase Order  
**Agreement No.:**  
**Amendment No.:** N/A  
**Purchase Order No.:** 6273  
**Begin Date:**  
**End Date:**  
**Term:**

**Amount to be Approved:** \$75,011  
**Current FY Amount:** \$75,011  
**Total Contract Amount:** \$75,011  
**Funding Source:** CDBG Funds - 285-2280  
**Vendor Selection Process:** Informal Bids  
**# of Bids/Proposals/Quotes:** 3  
**Project Manager:** Darwin Base  
**Department:** Fire Department  
**Telephone:** 385-7708  
**Email:** darwin.base@oxnard.org

**Purpose:** Staff is requesting authorization to enter into a Purchase Order with Johnson Equipment Company in the amount of \$75,011 for the outfitting of a Ford Expedition vehicle which will be driven by a Fire Battalion Chief. Three bids were obtained for the outfitting of this vehicle. Johnson Equipment Company provided the lowest bid and is therefore the preferred vendor.

The Fire Department received Community Development Block Grant funds to purchase a Ford Expedition and on February 28, 2017, City Council approved the purchase of the vehicle. This request is to outfit the Ford Expedition with equipment and supplies that will create an incident command vehicle for the on duty Battalion Chief.

The Ford Expedition vehicle will be equipped to serve as a incident command vehicle to respond to emergency situations. Incident command vehicles are dispatched to a scene of an emergency to act as a hub for communications and relay time sensitive information.

Outfitting the Ford Expedition includes: the purchase and installation of lights, sirens, additional power supply, consoles, microphones, radios, electricity, cabinets, computer, speakers, antenna, GPS navigation systems, display screens and other accessories.



**CITY COUNCIL  
AGENDA REPORT**

**TYPE OF ITEM: Info/Consent**

**AGENDA ITEM NO.: 3**

**DATE:** April 25, 2017

**TO:** City Council

**THROUGH:** Greg Nyhoff  
City Manager

**FROM:** Keith Brooks  
IT Director

**SUBJECT:** Revenue Transfer

**CONTACT:** Keith Brooks, IT Director  
Keith.Brooks@Oxnard.org, 385-7597

**RECOMMENDATION:**

That City Council authorize a budget appropriation of \$523,000 from the Information Technology department's Internal Service Fund Balance to pay for existing technology licenses (Telephone Managed Services, \$233,000) and agreements (\$290,000) deployed throughout the City.

**BACKGROUND**

The Information Technology department expanded its duties during 2016-2017 by integrating individual city department technology solutions under a centralized organization. This included support of Police, Fire and Library operations. The transition to this structure required the IT Department to inventory all technology systems in over 50 locations throughout the City. As such, adjustments are required to align the IT department's operating budget with its Council-approved 2016-2017 budget. This is necessary to allow for the uninterrupted service to the City's deployed technology systems. Along with this administrative financial step, the upcoming fiscal budget will resolve this issue to fully-allocate the department with funds for these needs.

Through the end of the fiscal year, the department is expected to spend approximately \$4.3 million of its operating budget but requires an additional \$290,000 to pay for currently deployed licenses and agreements.

## Information Technology - Additional Appropriation

April 25, 2017

Page 2

Additionally, during the 2016/17 budgeting process, the budget appropriation for the City's telephone service was moved to a new Managed Services expense account. However, during this change, the allocation of funds into this new account was not completed and as such, the funding of the required \$233,000 for the telephone licensing did not occur. In order to make the appropriate payments during the fiscal year, the IT Department has been operating the City's phone system with use of other operating line items to cover the cost of managed services charges. To sufficiently fund the managed services account, the department is requesting to reinstate the funding required to provide the services.

The IT department operates off of an Internal Service Fund structure, such that revenues and expenditures are designed to be 'break-even' on an annual basis. The costs to operate the IT department are allocated to all operating departments within the City. These funds are then used to cover the operational and capital needs for technology. Should there be any remaining funds at fiscal year-end, the allocations for the next fiscal year may be adjusted to account for them. The fund currently has approximately \$600,000 in reserves that may be used to cover these additional expenses.

### **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 1a. Ensure the 128 recommendations outlined in the organizational assessment are implemented through the 3 phased implementation action plans adopted by Council in July, 2015 and provide periodic reports to Council on the status of the implementation plans.

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

Objective 2b. Prepare Quarterly Budget Updates and have month-end financial reports available via City's Website.

Objective 2c. Create a standardized template to present financial and other data to the general public.

### **FINANCIAL IMPACT**

The Information Technology Internal Service Fund Balance for FY16 was approximately \$600,000. The budget appropriation is for \$523,000 which includes \$233,000 for Telephone Managed Services and \$290,000 for licenses and agreements. This will leave the fund with approximately \$77,000, which is an acceptable level for the internal service fund.

Information Technology - Additional Appropriation  
April 25, 2017  
Page 3

**ATTACHMENTS:**

BA 1666

## REQUEST FOR BUDGET APPROPRIATION

Department: IT  
 Project/Program \_\_\_\_\_  
 Manager: Keith Brooks

Date: April 18, 2017  
 Phone: 805-385-7597

**Reason for Appropriation:**

Appropriation of Fund Balance to pay for existing technology licenses and agreements deployed throughout the City.

**Accounts and Descriptions****AMOUNT**

Fund: 731 - Information Technology

**Expenditures/Transfers Out**

|                    |                           |         |
|--------------------|---------------------------|---------|
| 731-7301-852.82-09 | SVCS-OTHER PROF/CONTRACT  | 290,000 |
| 731-7306-854.84-22 | TEL CHRG/MANAGED SERVICES | 233,000 |

Sub-total Expenditures

523,000

**Net Change to Fund Balance**

**(523,000)**

**Net Appropriation Change**

**523,000**

**Approvals**

Department Director \_\_\_\_\_

Chief Financial Officer \_\_\_\_\_

City Manager \_\_\_\_\_

REQUIRES CITY COUNCIL AUTHORIZATION

BA# (Finance Use Only) \_\_\_\_\_

BA Doc# (Finance Use Only) \_\_\_\_\_

Rev \_\_\_\_\_

**Packet Pg. 30**



**CITY COUNCIL  
AGENDA REPORT**

**TYPE OF ITEM: Report**

**AGENDA ITEM NO.: 1**

**DATE:** April 25, 2017

**TO:** City Council

**FROM:** Phillip Molina  
City Treasurer

**SUBJECT:** Quarterly Investment Report for the Third Quarter FY 2016-17 (10/15/15)

**CONTACT:** Phillip Molina, City Treasurer  
Phillip.Molina@oxnard.org, 385-7808

**RECOMMENDATION:**

That City Council accept and file the 3<sup>rd</sup> 2017 Quarter Investment Report for the City of Oxnard.

**BACKGROUND**

The City of Oxnard's third quarter 2017 investment report will be brief this reporting period. It is our hope to show the Mayor, Council and the public the bank accounts and amounts in each so that you can see the percentage of available cash to the amount actually invested. Next we will show you the amounts invested separated by their maturity date or year. This will allow you and the public to see the ladder or spread of the investments in order to generate a higher return. Next we show you the cash flows over the last year so you can judge the management of the cash and determine whether there are periods during the year when more money is available for short periods overnight investments versus 2, 3, 4, or 5 year maturities. Then we will show you the daily cash position for March 31, 2017 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. And last we provide you and the public with the detailed list of every investment that the city currently holds as of March 31, 2017.

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.

## Quarterly Investment Report for the Third Quarter FY 2016-17 (10/15/15)

April 25, 2017

Page 2

So while this report is brief in the number of pages, we hope to respond to any questions you may have.

**FINANCIAL IMPACT**

The City's total amount invested as of March 31, 2017 at par value was \$172,465,000 million at a cost of \$172,427,454.50. Effective management and investment of these funds provide a positive financial benefit to the City as long each instrument is held until maturity.

Cash balances on March 31, 2017 in each authorized city bank account with Bank of America are:

|                             | Ending Balance<br>March 31, 2017 | amount<br>invested<br>overnight |
|-----------------------------|----------------------------------|---------------------------------|
| <b>OXNARD BANK ACCOUNTS</b> |                                  |                                 |
| General Bank account        | \$ 2,136,201.30                  | \$ 2,546,756.00                 |
| Successor Agency            | \$ 7,393,412.75                  | \$ -                            |
| Parking                     | \$ 36,585.47                     | \$ -                            |
| AIM w/c                     | \$ 238,388.19                    | \$ -                            |
| <b>TOTAL</b>                | <b>\$ 9,804,587.71</b>           | <b>\$ 2,546,756.00</b>          |

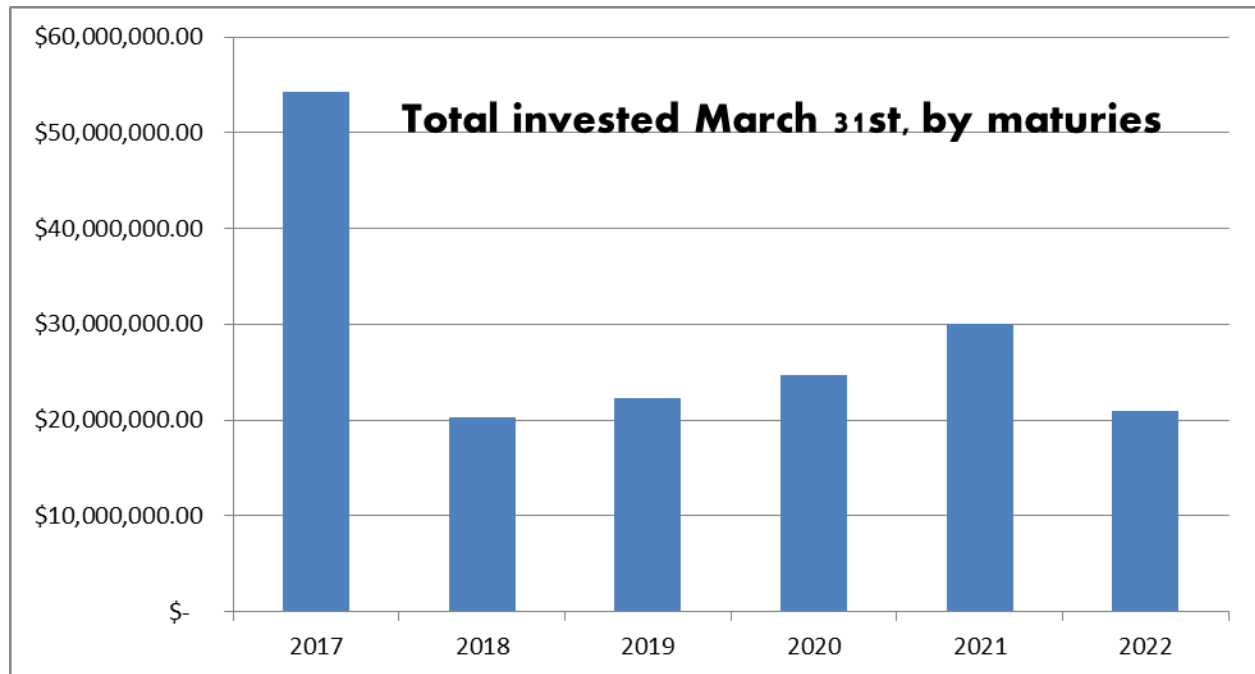
The amount in the overnight sweep account totaled \$2,546,756.00 and is the result of collected money not all of which were reflected in the ending daily balance. Notice that none of the cash in the Successor Agency bank account or the Parking or AIMS w/c bank accounts are invested.

The total amount investments of \$172,427,454.50 with a par value of \$172,465,000.00 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.

## Quarterly Investment Report for the Third Quarter FY 2016-17 (10/15/15)

April 25, 2017

Page 3



## Quarterly Investment Report for the Third Quarter FY 2016-17 (10/15/15)

April 25, 2017

Page 4

Next you will see the daily cash position report used to determine how much to invest each day.

**DAILY CASH POSITION WORKSHEET - GENERAL ACCOUNT****DATE: 03/31/17**

|                             | <b>CREDIT ESTIMATE</b> | <b>DESCRIPTION</b> |
|-----------------------------|------------------------|--------------------|
| Collected/Closing Avail Bal | \$ 500,000.00          | As of 03/30/17     |
| Sweep-Principal Credit      | \$ 3,558,612.62        | As of 03/30/17     |
| 2 Day Float                 | \$ 1,636,201.30        |                    |
| Deposit (Total HTE Batches) |                        |                    |
| Investment Maturity         |                        |                    |
| Investment Coupon           |                        |                    |
| Investment Call             |                        |                    |
| Parking Citations           |                        |                    |
| Other                       |                        |                    |
| <b>TOTAL CREDITS</b>        | <b>\$ 5,694,813.92</b> |                    |
|                             | <b>DEBIT ESTIMATE</b>  |                    |
| Accounts Payable to Clear   | \$ 658,359.00          |                    |
| Payroll to Clear            | \$ 92,000.00           |                    |
| Direct Deposit              |                        |                    |
| Investment Purchase         |                        |                    |
| Investment Purchase         |                        |                    |
| Payroll Tax                 |                        |                    |
| Payroll Tax                 |                        |                    |
| Other                       | \$ 1,057,216.22        | CalPers            |
| Other                       | \$ 84,591.21           | B of A Leasing     |
| Other                       | \$ 62,865.34           | B of A Leasing     |
| Other                       |                        |                    |
| Other                       |                        |                    |
| Other                       |                        |                    |
| Other                       |                        |                    |
| Other                       |                        |                    |
| Other                       |                        |                    |
| Other                       | \$ 502,166.70          | Pending EFT's *    |
| <b>TOTAL DEBITS</b>         | <b>\$ 2,457,198.47</b> |                    |
| <b>NET</b>                  | <b>\$ 3,237,615.45</b> |                    |
| LAIF (+Withdraw/-Deposit)   |                        |                    |
| <b>COMPENSATING BALANCE</b> | <b>\$ 3,237,615.45</b> |                    |

## Quarterly Investment Report for the Third Quarter FY 2016-17 (10/15/15)

April 25, 2017

Page 5

Finally the cost of the investments, the face value, and the market value as of March 31, 2017 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 of .82%.

|                                   |                   |
|-----------------------------------|-------------------|
|                                   |                   |
| Cost of investments (book value)  | \$ 172,427,454.50 |
| Par or face value                 | \$ 172,465,000.00 |
| Market value as estimated         | \$ 171,512,558.57 |
| Total earnings this quarter       | \$ 496,349.05     |
| Earned interest Yield this period | 1.27%             |
| Gain/Loss if forced to sell       | \$ (914,895.93)   |
|                                   |                   |

When we look at the monthly cash flows over the last 13 months we found that the month with the highest cash outflow was August with an outflow of \$32,057,672. And the fact that we have \$50,000,000.00 invested in LAIF, which can be drawn down within one day, means there should be no normal condition that would require the Treasurer to sell investments before their maturity.

**ATTACHMENTS:**

Attachment A: Inventory by Market Value 3-2017

# Inventory by Market Value

K.1.a

As Of Date: 03/31/2017

Date Basis: Settlement

## City of Oxnard - Treasurer's Office

| Inv. No.                                           | Description | CUSIP     | Purchase Maturity | Coupon YTM TR   | Current Par /Share<br>Current Book | Market Value<br>Market Price | Curr Accr Int<br>Price Source |
|----------------------------------------------------|-------------|-----------|-------------------|-----------------|------------------------------------|------------------------------|-------------------------------|
| <b>Inv Type: 12 FEDERAL HOME LOAN BANK BONDS</b>   |             |           |                   |                 |                                    |                              |                               |
| 16951                                              | FHLB        | 313383AV3 | 06/12/2013        | 1.000000        | 2,000,000.00                       | 1,989,200.00                 | 6,055.56                      |
|                                                    |             |           | 06/12/2018        | 1.000000        | 2,000,000.00                       | 99.460000                    | SUNGARD                       |
| 16952                                              | FHLB        | 313383A68 | 06/13/2013        | 1.080000        | 2,000,000.00                       | 1,991,280.00                 | 6,480.00                      |
|                                                    |             |           | 06/13/2018        | 1.080000        | 2,000,000.00                       | 99.564000                    | SUNGARD                       |
| 16954                                              | FHLB        | 313383HQ7 | 06/27/2013        | 1.200000        | 2,000,000.00                       | 2,001,840.00                 | 6,266.67                      |
|                                                    |             |           | 06/27/2018        | 1.200000        | 2,000,000.00                       | 100.092000                   | SUNGARD                       |
| 16955                                              | FHLB        | 313383HQ7 | 06/27/2013        | 1.200000        | 2,000,000.00                       | 2,001,840.00                 | 6,266.67                      |
|                                                    |             |           | 06/27/2018        | 1.200000        | 2,000,000.00                       | 100.092000                   | SUNGARD                       |
| 16978                                              | FHLB        | 3130A45D0 | 02/20/2015        | 1.250000        | 2,000,000.00                       | 1,997,840.00                 | 2,847.22                      |
|                                                    |             |           | 02/20/2019        | 1.250000        | 2,000,000.00                       | 99.892000                    | SUNGARD                       |
| 16996                                              | FHLB        | 3130A6YW1 | 01/22/2016        | 1.700000        | 2,000,000.00                       | 2,002,340.00                 | 6,516.67                      |
|                                                    |             |           | 01/22/2020        | 1.700000        | 2,000,000.00                       | 100.117000                   | SUNGARD                       |
| 17006                                              | FHLB        | 3130A9NK3 | 10/27/2016        | 1.375000        | 2,000,000.00                       | 1,959,260.00                 | 13,368.06                     |
|                                                    |             |           | 10/06/2020        | 1.377552        | 2,001,404.17                       | 97.963000                    | SUNGARD                       |
| 17007                                              | FHLB        | 3130A9WK3 | 10/28/2016        | 1.400000        | 1,000,000.00                       | 983,510.00                   | 5,950.00                      |
|                                                    |             |           | 10/28/2020        | 1.400000        | 1,000,000.00                       | 98.351000                    | SUNGARD                       |
| 17011                                              | FHLB        | 3130A9MG3 | 11/04/2016        | 1.500000        | 2,000,000.00                       | 1,950,280.00                 | 83.33                         |
|                                                    |             |           | 09/30/2021        | 1.521140        | 1,998,164.15                       | 97.514000                    | SUNGARD                       |
| 17012                                              | FHLB        | 3130A9WN7 | 11/04/2016        | 1.600000        | 2,000,000.00                       | 1,953,800.00                 | 13,600.00                     |
|                                                    |             |           | 10/28/2021        | 1.600000        | 2,000,533.33                       | 97.690000                    | SUNGARD                       |
| 17014                                              | FHLB        | 3130A9Z61 | 11/09/2016        | 1.500000        | 2,000,000.00                       | 1,976,340.00                 | 11,833.33                     |
|                                                    |             |           | 11/09/2021        | 1.510420        | 1,999,000.00                       | 98.817000                    | SUNGARD                       |
| 17016                                              | FHLB        | 3130A9VY4 | 11/23/2016        | 1.650000        | 2,000,000.00                       | 1,958,460.00                 | 11,733.33                     |
|                                                    |             |           | 11/23/2021        | 1.650000        | 2,000,000.00                       | 97.923000                    | SUNGARD                       |
| 17017                                              | FHLB        | 3130AAGY8 | 12/30/2016        | 2.150000        | 2,000,000.00                       | 2,000,300.00                 | 10,988.88                     |
|                                                    |             |           | 09/29/2021        | 2.150000        | 2,000,119.44                       | 100.015000                   | SUNGARD                       |
| 17018                                              | FHLB        | 3130AABG2 | 12/30/2016        | 1.875000        | 2,000,000.00                       | 1,992,640.00                 | 12,604.17                     |
|                                                    |             |           | 11/29/2021        | 2.003904        | 1,991,105.00                       | 99.632000                    | SUNGARD                       |
| 17019                                              | FHLB        | 3130AABG2 | 12/30/2016        | 1.875000        | 2,000,000.00                       | 1,992,640.00                 | 12,604.17                     |
|                                                    |             |           | 11/29/2021        | 2.032146        | 1,988,485.00                       | 99.632000                    | SUNGARD                       |
| <b>Subtotal</b>                                    |             |           |                   | <b>1.493178</b> | <b>29,000,000.00</b>               | <b>28,751,570.00</b>         | <b>127,198.06</b>             |
|                                                    |             |           |                   | <b>1.515171</b> | <b>28,978,811.09</b>               | <b>99.143345</b>             |                               |
| <b>Inv Type: 13 FEDERAL NATIONAL MORTGAGE ASSN</b> |             |           |                   |                 |                                    |                              |                               |
| 16942                                              | FNMA        | 3136G1BK4 | 02/05/2013        | 1.000000        | 2,000,000.00                       | 1,993,700.00                 | 3,111.11                      |
|                                                    |             |           | 02/05/2018        | 1.000000        | 2,000,000.00                       | 99.685000                    | SUNGARD                       |
| 16947                                              | FNMA        | 3136G1LE7 | 05/15/2013        | 1.010000        | 1,000,000.00                       | 997,890.00                   | 3,815.56                      |
|                                                    |             |           | 05/15/2018        | 1.010000        | 1,000,000.00                       | 99.789000                    | SUNGARD                       |

# Inventory by Market Value

K.1.a

As Of Date: 03/31/2017

Date Basis: Settlement

## City of Oxnard - Treasurer's Office

| Inv. No. | Description | CUSIP     | Purchase Maturity | Coupon YTM TR | Current Par /Share<br>Current Book | Market Value<br>Market Price | Curr Accr Int<br>Price Source |
|----------|-------------|-----------|-------------------|---------------|------------------------------------|------------------------------|-------------------------------|
| 16948    | FNMA        | 3135G0XG3 | 05/21/2013        | 1.000000      | 1,000,000.00                       | 997,780.00                   | 3,611.11                      |
|          |             |           | 05/21/2018        | 1.000000      | 1,000,000.00                       | 99.778000                    | SUNGARD                       |
| 16999    | FNMA        | 3136G34L6 | 09/06/2016        | 1.125000      | 2,000,000.00                       | 1,970,460.00                 | 1,562.50                      |
|          |             |           | 09/06/2019        | 1.167522      | 1,997,915.53                       | 98.523000                    | SUNGARD                       |
| 17002    | FNMA        | 3136G4BV4 | 09/30/2016        | 1.450000      | 2,000,000.00                       | 1,954,660.00                 | 80.56                         |
|          |             |           | 09/30/2020        | 1.450000      | 2,000,000.00                       | 97.733000                    | SUNGARD                       |
| 17003    | FNMA        | 3136G37F6 | 09/30/2016        | 1.500000      | 2,000,000.00                       | 1,931,160.00                 | 83.33                         |
|          |             |           | 09/30/2021        | 1.541715      | 1,996,398.69                       | 96.558000                    | SUNGARD                       |
| 17008    | FNMA        | 3136G4GK3 | 10/31/2016        | 1.350000      | 2,000,000.00                       | 1,966,820.00                 | 4,725.00                      |
|          |             |           | 07/28/2020        | 1.350000      | 2,000,000.00                       | 98.341000                    | SUNGARD                       |
| 17009    | FNMA        | 3136G4FA6 | 10/28/2016        | 1.625000      | 2,000,000.00                       | 1,939,780.00                 | 13,812.50                     |
|          |             |           | 10/28/2021        | 1.625000      | 2,000,000.00                       | 96.989000                    | SUNGARD                       |
| 17013    | FNMA        | 3136G4FW8 | 11/07/2016        | 1.300000      | 1,500,000.00                       | 1,475,850.00                 | 7,800.00                      |
|          |             |           | 05/07/2020        | 1.300000      | 1,500,000.00                       | 98.390000                    | SUNGARD                       |
| 17021    | FNMA        | 3136G4JL8 | 01/04/2017        | 2.100000      | 2,000,000.00                       | 1,981,360.00                 | 10,733.33                     |
|          |             |           | 12/29/2021        | 2.110586      | 1,999,583.33                       | 99.068000                    | SUNGARD                       |
| 17039    | FNMA        | 3135G0F73 | 03/30/2017        | 1.500000      | 2,000,000.00                       | 1,983,380.00                 | 10,083.33                     |
|          |             |           | 11/30/2020        | 1.708016      | 1,995,260.00                       | 99.169000                    | SUNGARD                       |
| Subtotal |             |           |                   | 1.397919      | 19,500,000.00                      | 19,192,840.00                | 59,418.33                     |
|          |             |           |                   | 1.428934      | 19,489,157.55                      | 98.424821                    |                               |

### Inv Type: 17 FEDERAL FARM CREDIT BANK BONDS

|       |      |           |            |          |              |              |           |
|-------|------|-----------|------------|----------|--------------|--------------|-----------|
| 16944 | FFCB | 3133ECL44 | 04/11/2013 | 1.000000 | 2,000,000.00 | 1,996,680.00 | 9,444.44  |
|       |      |           | 04/11/2018 | 1.000000 | 2,000,000.00 | 99.834000    | SUNGARD   |
| 16950 | FFCB | 3133ECRP1 | 06/11/2013 | 1.150000 | 1,250,000.00 | 1,250,200.00 | 4,392.36  |
|       |      |           | 06/11/2018 | 1.150000 | 1,250,000.00 | 100.016000   | SUNGARD   |
| 16969 | FFCB | 3133EDLX8 | 05/21/2014 | 1.320000 | 2,000,000.00 | 2,004,580.00 | 9,533.33  |
|       |      |           | 05/21/2018 | 1.320000 | 2,000,000.00 | 100.229000   | SUNGARD   |
| 16990 | FFCB | 3133EE2W9 | 07/01/2015 | 1.050000 | 2,000,000.00 | 1,998,840.00 | 1,750.00  |
|       |      |           | 03/01/2018 | 1.050000 | 2,000,000.00 | 99.942000    | SUNGARD   |
| 16994 | FFCB | 3133EFKY2 | 10/30/2015 | 1.360000 | 2,000,000.00 | 1,984,840.00 | 11,560.00 |
|       |      |           | 10/28/2019 | 1.360000 | 2,000,000.00 | 99.242000    | SUNGARD   |
| 16995 | FFCB | 3133EFPR2 | 11/19/2015 | 1.600000 | 2,000,000.00 | 2,001,120.00 | 11,733.33 |
|       |      |           | 11/19/2019 | 1.600000 | 2,000,000.00 | 100.056000   | SUNGARD   |
| 16997 | FFCB | 3133EF2L0 | 04/13/2016 | 1.400000 | 2,000,000.00 | 1,980,360.00 | 13,066.67 |
|       |      |           | 04/13/2020 | 1.400000 | 2,000,000.00 | 99.018000    | SUNGARD   |
| 17000 | FFCB | 3133EGTM7 | 09/08/2016 | 1.375000 | 2,000,000.00 | 1,943,260.00 | 1,756.94  |
|       |      |           | 09/08/2020 | 1.375000 | 2,000,000.00 | 97.163000    | SUNGARD   |
| 17001 | FFCB | 3133EGVK8 | 09/21/2016 | 1.350000 | 2,000,000.00 | 1,968,700.00 | 750.00    |

# Inventory by Market Value

K.1.a

As Of Date: 03/31/2017

Date Basis: Settlement

## City of Oxnard - Treasurer's Office

| Inv. No.        | Description | CUSIP     | Purchase Maturity | Coupon YTM TR   | Current Par /Share<br>Current Book | Market Value<br>Market Price | Curr Accr Int<br>Price Source |
|-----------------|-------------|-----------|-------------------|-----------------|------------------------------------|------------------------------|-------------------------------|
|                 |             |           | 09/21/2020        | 1.350000        | 2,000,000.00                       | 98.435000                    | SUNGARD                       |
| 17004           | FFCB        | 3133EGWZ4 | 10/04/2016        | 1.420000        | 2,000,000.00                       | 1,935,500.00                 | 13,963.33                     |
|                 |             |           | 10/04/2021        | 1.430398        | 1,999,000.00                       | 96.775000                    | SUNGARD                       |
| 17005           | FFCB        | 3133EGYB5 | 10/14/2016        | 1.540000        | 2,000,000.00                       | 1,936,120.00                 | 14,458.89                     |
|                 |             |           | 10/12/2021        | 1.542081        | 1,999,971.11                       | 96.806000                    | SUNGARD                       |
| 17010           | FFCB        | 3133EGC29 | 11/02/2016        | 1.350000        | 2,000,000.00                       | 1,965,740.00                 | 11,175.00                     |
|                 |             |           | 11/02/2020        | 1.350000        | 2,000,000.00                       | 98.287000                    | SUNGARD                       |
| 17015           | FFCB        | 3133EGG82 | 11/15/2016        | 1.520000        | 2,000,000.00                       | 1,944,120.00                 | 11,484.44                     |
|                 |             |           | 11/15/2021        | 1.520000        | 2,000,000.00                       | 97.206000                    | SUNGARD                       |
| 17044           | FFCB        | 3133EHAV5 | 03/01/2017        | 2.280000        | 1,000,000.00                       | 999,670.00                   | 1,900.00                      |
|                 |             |           | 03/01/2022        | 2.280000        | 1,000,000.00                       | 99.967000                    | SUNGARD                       |
| <b>Subtotal</b> |             |           |                   | <b>1.382379</b> | <b>26,250,000.00</b>               | <b>25,909,730.00</b>         | <b>116,968.73</b>             |
|                 |             |           |                   | <b>1.383330</b> | <b>26,248,971.11</b>               | <b>98.703733</b>             |                               |

## Inv Type: 23 OTHER GOVERNMENT AGENCIES

|       |       |           |            |          |              |              |           |
|-------|-------|-----------|------------|----------|--------------|--------------|-----------|
| 17020 | FHLMC | 3134GAC28 | 12/30/2016 | 2.200000 | 2,000,000.00 | 1,999,520.00 | 11,244.44 |
|       |       |           | 12/29/2021 | 2.215930 | 1,998,622.22 | 99.976000    | SUNGARD   |
| 17022 | FHLMC | 3134GAL28 | 01/26/2017 | 2.000000 | 2,000,000.00 | 1,992,660.00 | 7,222.22  |
|       |       |           | 01/26/2022 | 2.000000 | 2,000,000.00 | 99.633000    | SUNGARD   |
| 17023 | FHLMC | 3134GAK86 | 01/26/2017 | 2.200000 | 2,000,000.00 | 1,995,620.00 | 7,944.44  |
|       |       |           | 01/26/2022 | 2.200000 | 2,000,000.00 | 99.781000    | SUNGARD   |
| 17024 | FHLMC | 3134GAK86 | 01/26/2017 | 2.200000 | 2,000,000.00 | 1,995,620.00 | 7,944.44  |
|       |       |           | 01/26/2022 | 2.200000 | 2,000,000.00 | 99.781000    | SUNGARD   |
| 17025 | FHLMC | 3134GAK86 | 01/26/2017 | 2.200000 | 2,000,000.00 | 1,995,620.00 | 7,944.44  |
|       |       |           | 01/26/2022 | 2.200000 | 2,000,000.00 | 99.781000    | SUNGARD   |
| 17026 | FHLMC | 3134GAM35 | 01/27/2017 | 2.300000 | 2,000,000.00 | 1,989,700.00 | 8,177.78  |
|       |       |           | 01/27/2022 | 2.300000 | 2,000,000.00 | 99.485000    | SUNGARD   |
| 17027 | FHLMC | 3134GAL93 | 01/27/2017 | 2.150000 | 2,000,000.00 | 2,000,020.00 | 7,644.44  |
|       |       |           | 01/27/2022 | 2.158483 | 1,999,200.00 | 100.001000   | SUNGARD   |
| 17028 | FHLMC | 3134GAP99 | 01/27/2017 | 2.125000 | 2,000,000.00 | 2,000,040.00 | 7,555.56  |
|       |       |           | 07/27/2021 | 2.125000 | 2,000,000.00 | 100.002000   | SUNGARD   |
| 17029 | FHLMC | 3134GAQ49 | 01/27/2017 | 2.200000 | 2,000,000.00 | 1,999,620.00 | 7,822.22  |
|       |       |           | 01/27/2022 | 2.200000 | 2,000,000.00 | 99.981000    | SUNGARD   |
| 17030 | FHLMC | 3134GAL85 | 01/27/2017 | 2.250000 | 2,000,000.00 | 1,992,900.00 | 8,000.00  |
|       |       |           | 01/27/2022 | 2.250000 | 2,000,000.00 | 99.645000    | SUNGARD   |
| 17031 | FHLMC | 3134GAK29 | 02/01/2017 | 1.625000 | 2,000,000.00 | 1,995,400.00 | 5,506.95  |
|       |       |           | 10/28/2019 | 1.625000 | 2,000,090.28 | 99.770000    | SUNGARD   |
| 17032 | FHLMC | 3134GAK29 | 02/01/2017 | 1.625000 | 2,000,000.00 | 1,995,400.00 | 5,506.95  |
|       |       |           | 10/28/2019 | 1.625000 | 2,000,090.28 | 99.770000    | SUNGARD   |

# Inventory by Market Value

K.1.a

As Of Date: 03/31/2017

Date Basis: Settlement

## City of Oxnard - Treasurer's Office

| Inv. No. | Description | CUSIP     | Purchase Maturity | Coupon YTM TR | Current Par /Share<br>Current Book | Market Value<br>Market Price | Curr Accr Int<br>Price Source |
|----------|-------------|-----------|-------------------|---------------|------------------------------------|------------------------------|-------------------------------|
| 17033    | FHLMC       | 3134GAW75 | 02/17/2017        | 2.000000      | 2,000,000.00                       | 1,998,080.00                 | 4,888.89                      |
|          |             |           | 02/17/2022        | 2.000000      | 2,000,000.00                       | 99.904000                    | SUNGARD                       |
| 17034    | FHLMC       | 3134GA3Y8 | 02/28/2017        | 1.000000      | 2,000,000.00                       | 1,997,300.00                 | 1,833.33                      |
|          |             |           | 02/28/2022        | 1.000000      | 2,000,000.00                       | 99.865000                    | SUNGARD                       |
| 17035    | FHLMC       | 3134GA7F5 | 03/27/2017        | 1.625000      | 2,000,000.00                       | 1,999,420.00                 | 361.11                        |
|          |             |           | 12/27/2019        | 1.653321      | 1,998,500.00                       | 99.971000                    | SUNGARD                       |
| 17036    | FHLMC       | 3134GA7F5 | 03/27/2017        | 1.625000      | 2,000,000.00                       | 1,999,420.00                 | 361.11                        |
|          |             |           | 12/27/2019        | 1.653321      | 1,998,500.00                       | 99.971000                    | SUNGARD                       |
| 17037    | FHLMC       | 3134GBCY6 | 03/29/2017        | 2.000000      | 1,000,000.00                       | 999,760.00                   | 111.11                        |
|          |             |           | 12/29/2020        | 2.000000      | 1,000,000.00                       | 99.976000                    | SUNGARD                       |
| 17038    | FHLMC       | 3134GBFM9 | 03/30/2017        | 1.570000      | 2,000,000.00                       | 1,999,540.00                 | 87.22                         |
|          |             |           | 09/27/2019        | 1.570000      | 2,000,000.00                       | 99.977000                    | SUNGARD                       |
| 17040    | FHLMC       | 3134GBAA0 | 03/30/2017        | 1.750000      | 2,000,000.00                       | 1,999,460.00                 | 388.89                        |
|          |             |           | 03/27/2020        | 1.750000      | 2,000,291.67                       | 99.973000                    | SUNGARD                       |
| 17041    | FHLMC       | 3134GBFM9 | 03/30/2017        | 1.570000      | 2,000,000.00                       | 1,999,540.00                 | 87.22                         |
|          |             |           | 09/27/2019        | 1.570000      | 2,000,000.00                       | 99.977000                    | SUNGARD                       |
| 17042    | FHLMC       | 3134GBFM9 | 03/30/2017        | 1.570000      | 2,000,000.00                       | 1,999,540.00                 | 87.22                         |
|          |             |           | 09/27/2019        | 1.570000      | 2,000,000.00                       | 99.977000                    | SUNGARD                       |
| 17043    | FHLMC       | 3134GBCM2 | 03/30/2017        | 2.030000      | 1,000,000.00                       | 1,000,010.00                 | 56.39                         |
|          |             |           | 09/30/2020        | 2.022565      | 1,000,250.00                       | 100.001000                   | SUNGARD                       |
| Subtotal |             |           |                   | 1.895241      | 42,000,000.00                      | 41,944,190.00                | 100,776.37                    |
|          |             |           |                   | 1.898922      | 41,995,544.45                      | 99.867119                    |                               |

### Inv Type: 60 CERTIFICATE OF DEPOSIT

|          |    |           |            |          |              |              |           |
|----------|----|-----------|------------|----------|--------------|--------------|-----------|
| 16959    | CD | 17284CTY0 | 11/14/2013 | 2.150000 | 245,000.00   | 245,000.00   | 1,977.12  |
|          |    |           | 11/14/2018 | 2.150000 | 245,000.00   | 100.000000   | BOOK      |
| 16960    | CD | 0606247G2 | 11/12/2013 | 2.200000 | 245,000.00   | 245,000.00   | 2,052.63  |
|          |    |           | 11/13/2018 | 2.200000 | 245,000.00   | 100.000000   | BOOK      |
| 16961    | CD | 795450RJ6 | 11/13/2013 | 2.000000 | 245,000.00   | 245,000.00   | 1,852.60  |
|          |    |           | 11/13/2018 | 2.000000 | 245,000.00   | 100.000000   | BOOK      |
| 16981    | CD | 38148JPQ8 | 04/01/2015 | 1.900000 | 245,000.00   | 245,000.00   | 2,308.37  |
|          |    |           | 04/01/2020 | 1.900000 | 245,000.00   | 100.000000   | BOOK      |
| 16982    | CD | 254672LA4 | 04/01/2015 | .850000  | 245,000.00   | 244,988.57   | 1,032.69  |
|          |    |           | 04/03/2017 | .850000  | 245,000.00   | 99.995333    | SUNGARD   |
| 16983    | CD | 29976DWE6 | 04/15/2015 | 1.100000 | 245,000.00   | 245,000.00   | 1,233.05  |
|          |    |           | 04/13/2018 | 1.100000 | 245,000.00   | 100.000000   | BOOK      |
| Subtotal |    |           |            | 1.700000 | 1,470,000.00 | 1,469,988.57 | 10,456.46 |
|          |    |           |            | 1.700000 | 1,470,000.00 | 99.999222    |           |

### Inv Type: 62 CERTIFICATE OF DEPOSIT MONTHLY

# Inventory by Market Value

K.1.a

As Of Date: 03/31/2017

Date Basis: Settlement

## City of Oxnard - Treasurer's Office

| Inv. No.                                    | Description         | CUSIP     | Purchase Maturity | Coupon YTM TR   | Current Par /Share<br>Current Book | Market Value<br>Market Price | Curr Accr Int<br>Price Source |
|---------------------------------------------|---------------------|-----------|-------------------|-----------------|------------------------------------|------------------------------|-------------------------------|
| 16980                                       | CD                  | 43738AFU5 | 03/30/2015        | 1.500000        | 245,000.00                         | 245,000.00                   | 302.09                        |
|                                             |                     |           | 03/29/2019        | 1.500000        | 245,000.00                         | 100.000000                   | BOOK                          |
|                                             |                     |           | <b>Subtotal</b>   | <b>1.500000</b> | <b>245,000.00</b>                  | <b>245,000.00</b>            | <b>302.09</b>                 |
|                                             |                     |           |                   | <b>1.500000</b> | <b>245,000.00</b>                  | <b>100.000000</b>            |                               |
| <b>Inv Type: 85 DEPOSIT NOTES</b>           |                     |           |                   |                 |                                    |                              |                               |
| 16943                                       | MTN                 | 25468PCV6 | 03/05/2013        | 1.100000        | 2,000,000.00                       | 1,997,240.00                 | 7,333.33                      |
|                                             |                     |           | 12/01/2017        | 1.100000        | 2,000,000.00                       | 99.862000                    | SUNGARD                       |
|                                             |                     |           | <b>Subtotal</b>   | <b>1.100000</b> | <b>2,000,000.00</b>                | <b>1,997,240.00</b>          | <b>7,333.33</b>               |
|                                             |                     |           |                   | <b>1.100000</b> | <b>2,000,000.00</b>                | <b>99.862000</b>             |                               |
| <b>Inv Type: 86 DEPOSIT NOTES QUARTERLY</b> |                     |           |                   |                 |                                    |                              |                               |
| 16932                                       | MTN                 | 36962G5Y6 | 06/07/2012        | 1.450000        | 2,000,000.00                       | 2,002,000.00                 | -3,751.85                     |
|                                             |                     |           | 05/30/2017        | 1.456211        | 1,999,970.30                       | 100.100000                   | SUNGARD                       |
|                                             |                     |           | <b>Subtotal</b>   | <b>1.450000</b> | <b>2,000,000.00</b>                | <b>2,002,000.00</b>          | <b>-3,751.85</b>              |
|                                             |                     |           |                   | <b>1.456211</b> | <b>1,999,970.30</b>                | <b>100.100000</b>            |                               |
| <b>Inv Type: 99 LAIF</b>                    |                     |           |                   |                 |                                    |                              |                               |
| 16434                                       | LOCAL AGENCY INVEST |           | 07/01/2002        | .751000         | 50,000,000.00                      | 50,000,000.00                | 116,300.69                    |
|                                             |                     |           | 04/01/2017        | .751000         | 50,000,000.00                      | 100.000000                   | BOOK                          |
|                                             |                     |           | <b>Subtotal</b>   | <b>.751000</b>  | <b>50,000,000.00</b>               | <b>50,000,000.00</b>         | <b>116,300.69</b>             |
|                                             |                     |           |                   | <b>.751000</b>  | <b>50,000,000.00</b>               | <b>100.000000</b>            |                               |
| <b>Grand Total</b>                          |                     |           | <b>Count 72</b>   | <b>1.344965</b> | <b>172,465,000.00</b>              | <b>171,512,558.57</b>        | <b>535,002.21</b>             |
|                                             |                     |           |                   | <b>1.353280</b> | <b>172,427,454.50</b>              | <b>99.447748</b>             |                               |

\*Includes Accrued Discount:

\$1,548.67

Earned Interest Yield This Period:

1.27%

# Inventory by Market Value

As Of Date: 03/31/2017

Date Basis: Settlement

Run: 04/13/2017 04:33:14 PM

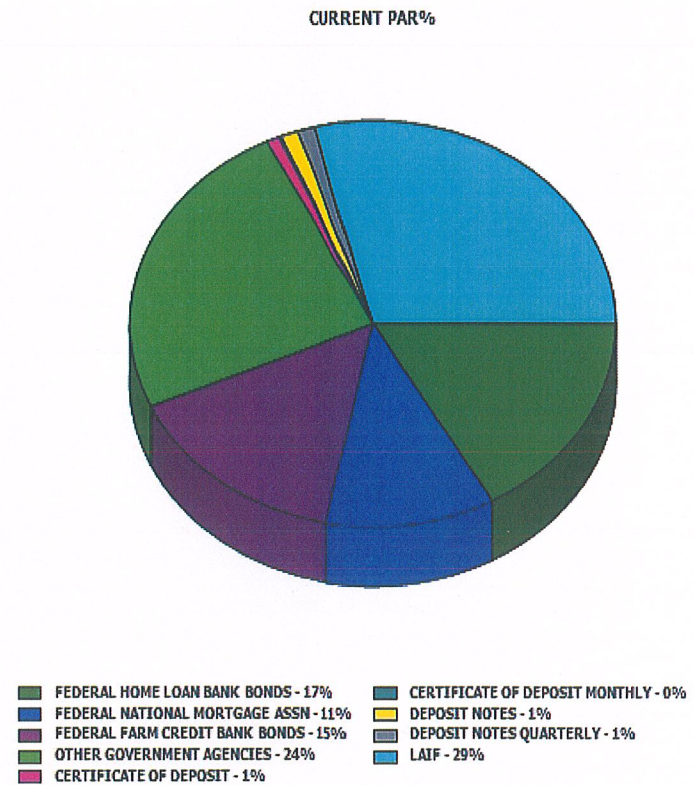
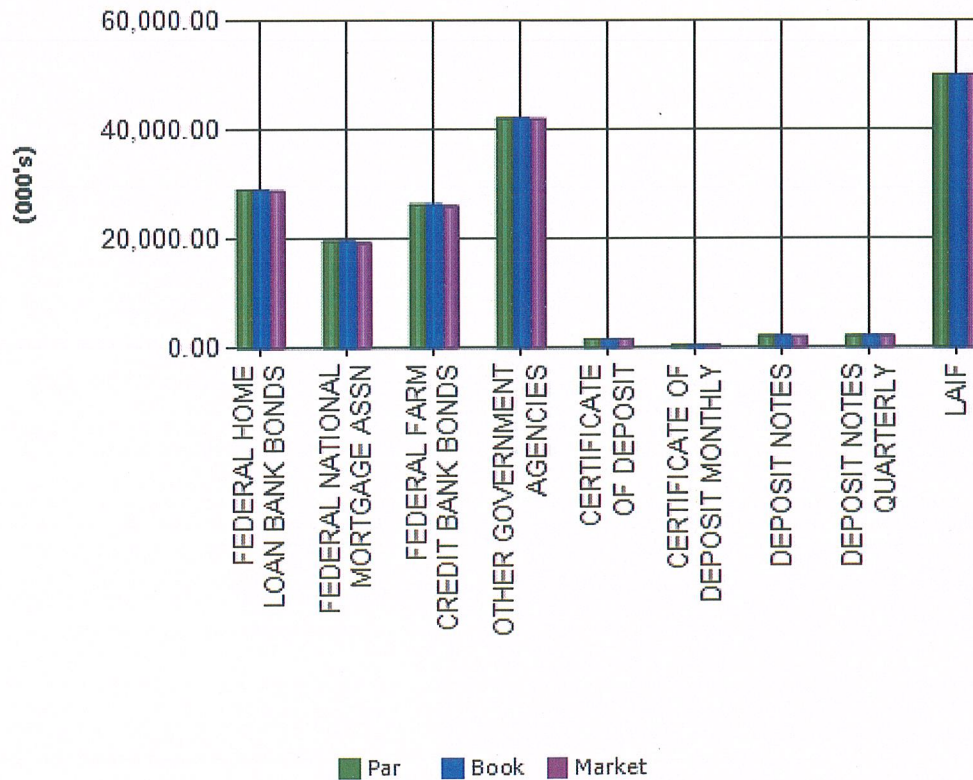
Reporting Currency: Local

K.1.a

## City of Oxnard - Treasurer's Office

| Assets (000's)                 | Current Par       | Current Book      | Market            | MKT/Book      | Yield        |
|--------------------------------|-------------------|-------------------|-------------------|---------------|--------------|
| FEDERAL HOME LOAN BANK BONDS   | 29,000.00         | 28,978.81         | 28,751.57         | 99.22%        | 1.52%        |
| FEDERAL NATIONAL MORTGAGE ASSN | 19,500.00         | 19,489.16         | 19,192.84         | 98.48%        | 1.43%        |
| FEDERAL FARM CREDIT BANK BONDS | 26,250.00         | 26,248.97         | 25,909.73         | 98.71%        | 1.38%        |
| OTHER GOVERNMENT AGENCIES      | 42,000.00         | 41,995.54         | 41,944.19         | 99.88%        | 1.90%        |
| CERTIFICATE OF DEPOSIT         | 1,470.00          | 1,470.00          | 1,469.99          | 100.00%       | 1.70%        |
| CERTIFICATE OF DEPOSIT MONTHLY | 245.00            | 245.00            | 245.00            | 100.00%       | 1.50%        |
| DEPOSIT NOTES                  | 2,000.00          | 2,000.00          | 1,997.24          | 99.86%        | 1.10%        |
| DEPOSIT NOTES QUARTERLY        | 2,000.00          | 1,999.97          | 2,002.00          | 100.10%       | 1.46%        |
| LAIF                           | 50,000.00         | 50,000.00         | 50,000.00         | 100.00%       | 0.75%        |
| <b>Totals(000's)</b>           | <b>172,465.00</b> | <b>172,427.45</b> | <b>171,512.56</b> | <b>99.47%</b> | <b>1.35%</b> |

## Asset Allocation





**CITY COUNCIL  
AGENDA REPORT**

**TYPE OF ITEM: Report**

**AGENDA ITEM NO.: 2**

**DATE:** April 25, 2017

**TO:** City Council

**FROM:** Stephen Fischer  
City Attorney

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

**SUBJECT:** Assessment of Delinquent Utility Bill Penalties. (5/15/15)

**CONTACT:** Stephen Fischer, City Attorney  
Stephen.Fischer@oxnard.org, 385-7483

**RECOMMENDATION:**

That City Council approve the introduction and first reading by title only and waive further reading of an ordinance amending Chapters 19 and 22 of the Oxnard City Code to establish penalties to be assessed on delinquent utility service bill payments.

**BACKGROUND**

California Government Code section 54348 authorizes a local agency to charge a basic penalty for delinquent utility payments. The government code provides that "said basic penalty shall not be more than 10 percent of each month's charges for the first month delinquent."

Sections 19-136, 19-183 and 22-50(B) of the Oxnard City Code provide for the assessment of penalties on delinquent wastewater, refuse and water service payments. The existing language establishing delinquent utility payment penalties has not been updated since 1999 (wastewater), 1995 (refuse), and 1988 (water). The proposed ordinance modifies the Oxnard City Code, clearly establishing delinquent utility payment penalties in accordance with Government Code section 54348.

Staff recommends updating the Oxnard City Code with respect to delinquent utility payment penalties for clarity and compliance with State law.

**STRATEGIC PRIORITIES**

Delinquent Utility Bill Penalties Ord Intro (5/15/15)

April 25, 2017

Page 2

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.

**FINANCIAL IMPACT**

No financial impact.

<INSERT BODY HERE>

**ATTACHMENTS:**

Attachment A: Ordinance Assessing Utility Billing Delinquent Penalties

CITY COUNCIL OF THE CITY OF OXNARD  
ORDINANCE NO. \_\_\_\_\_

ORDINANCE OF THE CITY OF OXNARD AMENDING CHAPTERS 19 AND 22  
OF THE OXNARD CITY CODE TO ESTABLISH PENALTIES TO BE ASSESSED  
ON DELINQUENT UTILITY SERVICE BILL PAYMENTS

WHEREAS, Gov. Code Section 54348 authorizes a local agency to provide for a basic penalty of 10% on delinquent utility bill payments; and

WHEREAS, Sections 19-136, 19-183 and 22-50(B) of the Oxnard City Code provide for the assessment of penalties on delinquent wastewater, refuse and water utility bill payments; and

WHEREAS, based on a review of the Oxnard City Code, ordinances and resolutions establishing penalties for delinquent utility bill payments, the Oxnard City Code should be revised to clearly establish basic penalties for delinquent utility payments consistent with Gov. Code Section 54348.

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

Part 1. Section 19-136 of the Oxnard City Code is hereby amended to read as follows [with new language underlined and removed language ~~crossed-off~~].

**19-136. Billing and Collection- Delinquent Wastewater Bill**

Should a customer fail to pay a fee or charge for wastewater service, within one month after the billing date provided on the face of the bill, the city shall assess a penalty in an amount of 10% of the overdue balance.

~~All fees and charges made or assessed under the provisions of this article are due on receipt of the billing statement and shall become delinquent 15 days thereafter. Fees not received by the city within 30 days of the billing date shall be subject to a penalty of 20% of the unpaid balance, and interest shall accrue thereafter at a rate of 10% per month.~~

Part 2. Section 19-184 is hereby added to the Oxnard City Code. [with new language underlined].

**19-184. Billing and Collection- Delinquent Refuse Bill**

Should a customer fail to pay a fee or charge for refuse service, within one month after the billing date provided on the face of the bill, the city shall assess a penalty in an amount of 10% of the overdue balance.

Part 3. Subdivision (B) of Section 22-50 of the Oxnard City Code is hereby amended to read as follows [with new language underlined and removed language ~~crossed-off~~] :

**(B)** Should a customer fail to pay a fee or charge for water service, within one month

after the billing date provided on the face of the bill, the city shall assess a penalty in an amount of 10% of the overdue balance.

~~(B) The amount of any penalty shall be established by the resolution of the city council.~~

Part 4. 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. \_\_\_\_\_ was first read on \_\_\_\_\_, 2017, and finally adopted on \_\_\_\_\_, 2017, 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

CITY COUNCIL OF THE CITY OF OXNARD  
ORDINANCE NO. \_\_\_\_\_

ORDINANCE OF THE CITY OF OXNARD AMENDING CHAPTERS 19 AND 22  
OF THE OXNARD CITY CODE TO ESTABLISH PENALTIES TO BE ASSESSED  
ON DELINQUENT UTILITY SERVICE BILL PAYMENTS

WHEREAS, Gov. Code Section 54348 authorizes a local agency to provide for a basic penalty of 10% on delinquent utility bill payments; and

WHEREAS, Sections 19-136, 19-183 and 22-50(B) of the Oxnard City Code provide for the assessment of penalties on delinquent wastewater, refuse and water payments; and

WHEREAS, based on a review of the Oxnard City Code, ordinances and resolutions establishing penalties for delinquent utility bills, the Oxnard City Code should be revised to clearly establish basic penalties for delinquent utility payments consistent with Gov. Code Section 54348.

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

Part 1. Section 19-136 of the Oxnard City Code is hereby amended to read as follows:

**19-136 Billing and Collection- Delinquent Wastewater Bill**

Should a customer fail to pay a fee or charge for wastewater service, within one month after the billing date provided on the face of the bill, the city shall assess a penalty in an amount of 10% of the overdue balance.

Part 2. Section 19-184 is hereby added to the Oxnard City Code.

**19-184 Billing and Collection- Delinquent Refuse Bill**

Should a customer fail to pay a fee or charge for refuse service, within one month after the billing date provided on the face of the bill, the city shall assess a penalty in an amount of 10% of the overdue balance.

Part 3. Subdivision (B) of Section 22-50 of the Oxnard City Code is hereby amended to read as follows:

**(B)** Should a customer fail to pay a fee or charge for water service, within one month after the billing date provided on the face of the bill, the city shall assess a penalty in an amount of 10% of the overdue balance.

Part 4. 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. \_\_\_\_\_ was first read on \_\_\_\_\_, 2017, and finally adopted on \_\_\_\_\_, 2017, 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



**CITY COUNCIL  
AGENDA REPORT**

**TYPE OF ITEM: Report**

**AGENDA ITEM NO.: 3**

**DATE:** April 25, 2017

**TO:** City Council

**THROUGH:** Greg Nyhoff  
City Manager

A handwritten signature in blue ink, appearing to read "Greg Nyhoff".

**FROM:** Daniel Rydberg  
Public Works Director

**SUBJECT:** Utility Rate Assistance Program Implementation Plan (15/20/20)

**CONTACT:** Daniel Rydberg, Public Works Director  
Daniel.Rydberg@oxnard.org, 385-8055

**RECOMMENDATION:**

That City Council:

1. Adopt a Resolution approving a Utility Rate Assistance Program (Program) for residential utility bills to assist Oxnard low-income residents to begin July 1, 2017. Authorize staff to grant financial relief equal to a constant \$10.00 credit for the monthly utility service charged to customers who meet the eligibility requirements.
2. Authorize staff to direct up to \$100,000 annually from penalty fees charged to customers who pay their bills late and meet the eligibility requirements to fund the Utility Rate Assistance Program.
3. Authorize staff to implement a voluntary donation program to support the Utility Rate Assistance Program.

**BACKGROUND**

Unlike utilities regulated by the California Public Utilities Commission (CPUC), cities, such as Oxnard, are prohibited by state law (Propositions 218 & 26) from funding their financial relief programs with charges to their customers. Cities must fund assistance programs with discretionary funds, voter-approved special taxes, or donations from citizens and businesses.

# Utility Rate Assistance Program (15/20/20)

April 25, 2017

Page 2

The proposed utility rates assistance program will help the low-income members of the Oxnard community.

The City of Camarillo provides qualifying low-income senior customers with a discount off its wastewater charges and waives the variable portion of the water charges, as long as water usage does not exceed 10,000 cubic feet (HCF) per month. This program is funded by a voter-approved special assessment that received approval in 1997. Currently, only 25 individuals are enrolled in Camarillo's rate assistance program. The City of Port Hueneme provides qualifying low-income customers with a 7.5% discount on its water, wastewater & solid waste charges called the CityCARE Program. Port Hueneme uses its general fund to run the city's rates assistance program.

The City of Ventura authorizes staff to direct \$50,000 annually from penalty fees to fund the Water Customer Assistance Program for utility bills to assist residential customers. Currently, Ventura has 510 participants in the program out of a maximum 525. Each program participant is provided assistance in the amount of approximately \$100 per year.

Proposition 218 requires the expenses funded by rate revenue to be part of the cost of service. This limits public utilities from funding Utility Ratepayers' Assistance Programs. There are several possible sources of funds and revenue available for utilities to support their Utility Ratepayers' Assistance Programs, including:

- Give customers and employees an opportunity to make voluntary contributions (e.g., the popular "round up" bill option). While this is a preferred method to solicit donations, the City's current billing system does not allow for customers to be able to "round up" their bills and be directed to a special account for this assistance program.
- Seek donations from outside partners, including charities and other assistance programs and agencies.
- Allocate a portion of the general fund revenues toward the program.
- Other innovative revenue streams (e.g., some utilities have generated revenue by allowing ads and antennas on utility structures).

The following avenues to fund and operate an assistance program for low-income customers were also explored and evaluated:

- 1. Community Development Block Grant (CDBG) funds could possibly fund the program, if appropriate grant funding was available and the lengthy application process was achievable. For example, in order to apply for CDBG funding, an application must be received by February for the following fiscal year. Fund availability could vary and the CDBG funding request would have to be submitted annually. Staff would be required to monitor and administer the program.**

**Additional staff would likely be necessary to meet the considerable CDBG requirements which could be administratively burdensome.**

- 2. Institute a donation/round up program on water bills, similar to those used by some major utility companies. The Oxnard utility billing system currently does not have the capability to use a donation format on the bills. However, the implementation of this kind of donation billing program could occur if the City were to purchase an upgrade to the current billing system. The cost to upgrade the current billing system would be approximately \$20,000. This would enable a customer to choose to have their bills rounded-up to the highest dollar and/or submit a one-time donation. The donations would be segregated in a special account and used to fund the assistance program. In addition, staff would be required to provide a written disclosure to the person donating the funds for tax purposes and staff would continually need to monitor the fund to ensure solvency.**

**Other options explored have considerable challenges, namely the possibility of unstable and fluctuating funding levels/sources as well as implementation and management burdens. The proposed program provides the most expedient and sustainable approach. Funding stability will be important to those customers participating in the program. Oxnard has collected over the last five fiscal years (2012 -2017) penalty fees on a monthly average of about of \$70,679 or \$848,159 annually. In the future, staff can report to the City Council the annual amount received in penalties and review an appropriate amount to fund this Program.**

In early 2013, an ad hoc committee, with representation from the City Manager's Office, the City Treasurer's Office, City Attorney's Office, Development Services Department, and Public Works Department, researched programs available in California and across the nation, as well as applicable laws and regulations, and presented its findings to the City Council in a Study Session. City Council received the report and provided comments on proceeding to implementation. The program qualifications included extremely low-income seniors with below average water use. At the meeting, City Council requested that staff look at broadening the criteria beyond seniors. At the time staff estimated the potential cost of the senior program to be approximately \$200,000 annually for a \$25 per month discount. Broadening the eligibility to all extremely low-income ratepayers could cost up to \$2 million for the same discount. Although the rates assistance program was not implemented, the City began a donation program and collected approximately \$12,888 since 2014.

In January 2016, the City Council approved City staff to develop an implementation plan for a ratepayers' assistance program. The Program will assist eligible ratepayers in the form of financial assistance to be applied directly to the ratepayers' monthly bills. With the goal of helping customers that need assistance to pay their utility bills, without significantly impacting Oxnard's revenues, a number of options for eligibility and dollar amounts were researched by staff.

Based on this analysis, it is recommended that a total of \$100,000 from Oxnard customer late payment penalties be directed to fund the first year of a Utilities Rates Assistance Program, effective July 1, 2017. It is proposed that Oxnard's eligibility requirements be offered on a first-come, first-served basis up to the cap of \$100,000. In order to provide assistance to as many low-income customers as possible, staff recommends the monthly assistance amount be \$10.00 of the total monthly service charge each billing period for customers during the first year. Using this methodology within the limits of the \$100,000 program cap, it is estimated that annually approximately 883 customers may be assisted with paying their utility bill.

Since this is a new program and the community need is not fully known, staff also proposes to provide a status report in conjunction with Oxnard's annual financial report. At that time the City Council will be able to review the Program's actual performance based on actual numbers of customers assisted.

Once the \$100,000 threshold is met by participating low-income customers, the program will close and a waiting list established. To apply, Oxnard customers would simply follow the verification of eligibility through participation requirements. Customers would have to re-submit eligibility annually or when requested by staff and meet all of the eligibility criteria. Regular reporting will ensure the level of funding supports the number of customers enrolled in the program.

Staff will inform eligible participants with the following outreach avenues:

- Pipeline, monthly e-Newsletter (5,000 subscribers)
- Oxnard Facebook page
- City of Oxnard Twitter
- CityWatch TV
- Community Special Events
- City of Oxnard website
- Oxnard utility bill messages (over 35,000 accounts)
- Staff presentations at Neighborhood Council meetings, service clubs and community organizations
- Media outreach and advertising.

## STRATEGIC PLAN

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

Utility Rate Assistance Program (15/20/20)

April 25, 2017

Page 5

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

## **FINANCIAL IMPACT**

**The fiscal impact of implementing a Utility Rates Assistance Program is the expenditure of \$100,000 annually from the utility penalty account and additional staff resources to implement and operate the program. By limiting the program to \$100,000, this allows staff to limit the amount expended for the program, but this provides overall public benefit to the community by assisting low-income customers. This Program does not affect utility rates charged to customers.**

To implement the program, it is estimated that approximately 80 hours of existing staff time will be needed to process the applications, establish the credit billing process, and assign the new discount rate to each customer in the program. Implementation is expected to begin later this year with a target date of July 1, 2017. Ongoing staff resources to maintain and manage the program will also be needed, but levels will be unknown until implementation, and will be detailed as part of a future program status report.

## **ATTACHMENTS:**

Attachment A: Resolution Adopting a Utility Rate Assistance Program

## CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD  
ADOPTING A UTILITY RATE ASSISTANCE PROGRAM

WHEREAS, the City of Oxnard provides water, wastewater, and solid waste services to residents and businesses within the community; and

WHEREAS, clean water and good sanitation are essential to public health and safety and improve the quality of life of residents; and

WHEREAS, the City desires to assist eligible low-income utility customers 65 years old or older with financial assistance to help pay their monthly utility bills; and

WHEREAS, ratepayers must meet the certain eligibility criteria to receive the financial assistance from the City; and

WHEREAS, the City may fund a rate assistance program using discretionary funds, voter-approved special taxes, donations from citizens and businesses, grant funding or interest revenue from the City's general fund; and

WHEREAS, the City Council desires to adopt a utility rate assistance program.

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

1. The foregoing recitals are true and correct.
2. Adoption of Program. The Utility Rate Assistance Program (Program) that is further explained in Exhibit A, which is attached hereto and incorporated herein by this reference, is hereby adopted. The City Manager is authorized to take all administrative actions necessary to implement the Program and to make non-substantive modifications that may be necessary for the Program's operation.
3. If any section, sentence, clause or phrase of this Resolution or exhibit thereto 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 Resolution. The City Council declares that it would have adopted the Resolution, and each exhibit, 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.

4. CEQA. According to Section 15378 of Title 14 of the California Code of Regulations, the California Environmental Quality Act (CEQA) defines a “project” as “the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.” The term does not apply to general policy and procedure making that does not have the potential for resulting in a direct, or a reasonably foreseeable indirect, physical change in the environment. The Program is a policy and procedure making that does not have the potential for resulting in a direct, or a reasonably foreseeable indirect, physical change in the environment as it does not build, install, demolish or otherwise affect land use. Since this is not considered a “project” under CEQA, no further environmental review is required.

PASSED AND ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

ATTEST:

\_\_\_\_\_  
Michelle Ascencion, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Stephen M. Fischer, City Attorney

## **Exhibit A**

### **Utility Rate Assistance Program (Program)**

1. Program Description. The City shall provide the Utility Rate Assistance Program (Program) to eligible ratepayers in the form of financial assistance to be applied directly to the ratepayers' monthly bill.

The proposed financial assistance amount is subject only to the restrictions of adequate Program funding. If the discount amount is greater than the ratepayers' monthly bill amount, the discount will only be applied to the monthly bill amount and no credit will be provided to the ratepayer for the overage.

2. Notices. Community outreach efforts will be used to notify the public about the Program and the positive impact it will have on the community by helping to ensure the eligible ratepayers have access to this vital resource.

3. Application. Eligible ratepayers wishing to participate in the Program must complete a written application and declaration of eligibility. Based on this application, City staff will determine whether the ratepayer is eligible to participate in the Program.

4. Eligibility. Funds shall only be applied to utility accounts with the City on behalf of ratepayers who meet all the following criteria:

5. Each household or single ratepayer may be eligible for financial assistance equal to \$10.00 of the monthly utility charge for customers who qualify for financial assistance.

### **TWO WAYS TO QUALIFY**

1. If a person in the household receives benefits from any of these programs:

- Medi-Cal / Medicaid
- Medi-Cal for Families A & B
- Women, Infants and Children (WIC)
- CalWORKs (TANF)<sup>1</sup> or Tribal TANF
- Head Start Income Eligible - Tribal Only
- Bureau of Indian Affairs General Assistance
- CalFresh (Food Stamps)
- National School Lunch Program (NSLP)
- Low-Income Home Energy Assistance Program (LIHEAP)
- Supplemental Security Income (SSI)
- Includes Welfare-to-Work

2. Total median income for all persons in your household meets the following income guidelines:

| Household Size         | Income Eligibility Upper Limit |
|------------------------|--------------------------------|
| 1-2                    | \$32,040                       |
| 3                      | \$40,320                       |
| 4                      | \$48,600                       |
| 5                      | \$56,880                       |
| 6                      | \$65,160                       |
| 7                      | \$73,460                       |
| 8                      | \$81,780                       |
| Each Additional Person | \$8,320                        |

These income guidelines will be updated annually and are based on California Alternate Rates for Energy (CARE) eligibility criteria for a low-income family.

\*Includes current household median income from all sources before deductions.

Total household income is from all revenues, from all household members, from whatever sources derived, including but not limited to: wages, salaries, interest, dividends, spousal and child support payments, public assistance payments, Social Security and pensions, rental income, income from self-employment and all employment-related non-cash income.

If a customer is recently unemployed, the household income will be calculated from the date of unemployment. All other provisions on determining income, described above, still apply.

Conditions for Participation: Eligibility in the CARE (California Alternative Rates for Energy) Program with Southern California Edison or Southern California Gas

- The utility bill must be in the name of the ratepayer and the address of the ratepayer must be the primary address.
- The customer cannot be claimed as a dependent on another person's income tax return other than a spouse.
- A customer must recertify an application when requested.
- A customer must notify the City of Oxnard within 30 days if no longer qualifies for assistance.
- A customer may be asked to verify eligibility for CARE, the ratepayers' assistance program.

3. Verification of eligibility can be any of the following forms of documentation:

- a. Proof of Residency: rental or lease agreements; mortgage statements; property tax bills.
- b. Proof of Age and Identification: Current California driver's license, passport or other government-issued identification.
- c. Proof of Income and Head of Household Status: Federal income tax returns.
- d. Proof of Accountholder Status and Usage: Most recent utility bill.
- e. Must reside in the applicable single-family residential structure, or a condominium or townhome unit and be the residential utility account holder of record for utility services at the date of application or the designated head of household of the applicable residential location;
- f. Must meet City water usage qualifications by using less than an average of 9 hundred cubic feet (HCF) of water per month over the prior twelve months or from the date of initiation if account is less than twelve months;

4. Only one discount shall be applied per household.

5. First-come, first-served. The City will apply existing funding for this Program on a first-come, first-served basis. The City cannot guarantee that at any time there will be adequate funds for all eligible applicants.

6. Annual Review. The Program and all applications shall be reviewed on an annual basis for continued funding resources and each ratepayer's eligibility standards.



**CITY COUNCIL  
AGENDA REPORT**

**TYPE OF ITEM: Report**

**AGENDA ITEM NO.: 4**

**DATE:** April 25, 2017

**TO:** City Council

**THROUGH:** Greg Nyhoff  
City Manager

A handwritten signature in blue ink, appearing to read "Greg Nyhoff".

**FROM:** Ashley Golden  
Development Services Director

**SUBJECT:** Safe Homes, Safe Families (15/25/20)

**CONTACT:** Ashley Golden, Development Services Director  
Ashley.Golden@oxnard.org, 385-7882

**RECOMMENDATION:**

That City Council receive a presentation and provide direction on elements of a Safe Homes, Safe Families Program which encourages the availability of safe and healthy living environments for Oxnard residents.

**BACKGROUND**

On May 17, 2016 the City Council adopted business plans with specific implementation steps that captured the City Council's agreed upon strategic priority focus for the coming two years (FY 16/17 and FY 17/18). Within the Quality of Life Strategy, Council prioritized the development of a rental inspection program.

The Code Compliance Division is charged with providing a "community-based, solution-oriented enforcement to maintain clean, safe, prosperous, and attractive neighborhoods." The Code Compliance Division efforts are primarily complaint-based, meaning staff responds to community complaints, conducts inspections, and ensures compliance. Although City's efforts for addressing citywide code violations will continue, staff recommends a focused, pro-active approach to inspect rental housing units throughout the City.

A proactive rental inspection program is proposed to be a preemptive program, rather than a reactive program. Inspections are proposed to take place at designated intervals, not in response to a complaint, to ensure safe and healthy housing and to maintain neighborhood property values. The program will also identify substandard and overcrowded residential rental units and ensure rehabilitation of those units to meet the minimum building and housing code standards. Additional benefits of this proposed program include: 1) ensures rental housing stock is maintained; 2) encourages preventative maintenance; and 3) relieves tenants of forcing landlords to make repairs.

The Safe Homes, Safe Families Program will include registration, periodic inspections and enforcement. Other similar program elements vary widely regarding: the types of housing units to include; registration and/or licensing of rental properties; frequency of inspections; scope of inspections; fees/funding; and implementation of the program. Therefore, as part of the development of Oxnard's Safe Homes, Safe Families Program staff is seeking direction from Council on the above six elements.

1. **Types of Units:** In 2015 the State Department of Finance reported 54,286 housing units in Oxnard. Of those, approximately 24,600, or 45%, are rental units. Of those 24,600 rental units, approximately 9,000 are estimated to be single family residences, resulting in approximately 15,600 units located in multi-family buildings.

According to the publications ChangeLab Solutions "A Guide to Proactive Rental Inspection Programs" *most* programs cover multi-unit properties. Staff recommends that Oxnard's Safe Homes, Safe Families Program apply to multi-unit properties that contain 3 units or more. City Code section 11-4 (A) requires any person conducting business within the city to obtain a business tax certificate (BTC). Section 11-30 (Y) defines a Residential Rental as "An apartment house, court or other dwelling, containing three or more rental units. Section (X) defines a Rental Unit as "A portion of an apartment house or other dwelling rented or available for rent." These BTC records can provide a record of properties already meeting this requirement and is an efficient way to apply the program. Currently there are 773 properties meeting these criteria, which equates to a *minimum* of 2,319 units if properties are multiplied by 3 (Attachment A is a map of the rental properties registered with Business Licensing)

Although there are benefits to including single family homes in a proactive rental inspection program, due to limited resources and the difficulty in identifying the single family homes used for rentals, staff proposes to initially exempt single family rentals from the program. Single family homes would still be part of the daily code compliance operation for addressing code compliance complaints, but not be part of a proactive program, or subject to the registration requirements of the Safe Homes, Safe Families Program.

Staff also recommends that the program specifically **exempt** approximately 15,315 properties from the program which include:

- Single Family Homes which are estimated to include 9,000 single family homes used as rentals.
- New Construction units built within the last 5 years which are estimated to include 2,000 new construction units.
- Government regulated or subsidized units, which are subject to the U.S. Department of Housing and Urban Development (HUD) inspection requirements. Currently the City of Oxnard has a total of 2,489 government regulated or subsidized units (664 public housing units and 1,825 Section 8 voucher units).

2. **Registration/License:** Under the Safe Homes, Safe Families Program it is proposed owners of multiple rental dwelling units to register their units with the City. As stated above, staff recommends Oxnard's Safe Homes, Safe Families Program apply to properties with three or more units on a single property. Property owners who rent or lease three or more units on a single property are already required to obtain a Business Tax Certificate (BTC). Therefore the City is already aware of property ownership and where rental properties are located. When property owners apply for their annual BTC they would also be required to register their property in the Safe Homes, Safe Families Program. The registration fee and license is completed at initial registration; however, an annual program fee would be assessed per unit.
3. **Frequency of Inspection:** Staff recommends an inspection as a prerequisite for: 1) initial registration in the Safe Homes, Safe Families Program; 2) upon transfer of ownership of a unit; and 3) until compliance is achieved after violations have been found. In addition to an initial inspection, certain events can accelerate or decelerate required inspections. Staff proposes to inspect properties containing three or more units that have passed an initial inspection, every 3 years. If a property does not pass the inspection it will be inspected until it comes into compliance.

After passing two consecutive inspections, a property would be eligible to be placed in a self-certification program if: 1) no violations exist, or all violations identified in the initial inspection are abated within 30 days; 2) the property owner is in compliance with all of the provisions of the housing code; and 3) the property owner is not delinquent on any payments to the city of fees, penalties or taxes. Properties within the self-certification program would annually certify that their property, and each unit, has no violations. Properties within the self-certification program would be inspected every 5 years.

A self-certification program allows cities to allocate their limited resources to properties most in need of inspections and provides a financial incentive for property owners to ensure that their property complies with all applicable codes.

- 4. Scope of Inspections:** There are three basic scopes of inspections: 1) exterior of buildings; 2) interior common areas; and/or 3) interior of individual units in a building. The drawbacks to including interior inspections includes: 1) the amount of time the actual inspection takes; 2) resistance of tenants or owners to give access to a unit; and 3) scheduling the inspection for a time when an adult can be present. However, statistics show that exterior and interior conditions are often related; therefore the most comprehensive approach is to inspect the interior and exterior of a unit. Attachment B shows a sample inspection checklist.

Oxnard staff recommends conducting both interior and exterior inspections, but only inspecting a predetermined percentage of units on a property. This is referred to as a “sampling formula”. A sampling formula will allow the City to match its resources to the Safe Homes, Safe Families Program’s six elements. A sampling formula means a percentage of the units within a building or property are inspected. For example, on a property with 20 units, all common areas would be inspected and a random sampling of 20% of the units would be inspected. If during an inspection of any of the units violations are noted, the inspector is authorized to inspect additional, or all, of the units on the property. It is common in a sampling approach to use a sliding scale to determine the percentage of units to be inspected on a property. For example for properties with 10 units or less, it is recommended inspect 100% of all units; 10-20 units, inspect 25%; 21-50 units 20%; 51 units and over inspect 10% will be inspected. In a sampling formula approach, it is the City, not the owner that selects which units are to be inspected.

- 5. Fees/Funding:** The most common approach to collecting fees is an initial registration fee, followed by an annual program fee. The registration fee and program fee are typically flat fees. In conjunction with a registration fee and program fee, inspection fees (and re-inspection fees) will be assessed to cover the cost of the Safe Homes, Safe Families Program. The approach and dollar amount of inspection fees may vary. Common fee approaches include charging for each building; a percentage of the total units; every unit; or a flat rate for the property plus a fee for each unit inspected. If a self-certification program is offered, a property within the self-certification program would be assessed an annual program fee, but not an inspection fee. In addition to registration, program, and inspection fees, some jurisdictions impose fees for missed or rescheduled appointments, late payments, abatement costs, and civil and criminal penalties for violations.

For Oxnard, staff recommends an initial registration, annual program, inspection, re-inspection and rescheduled appointment fees. The City currently assesses, and would continue to assess, late payments, abatement costs, and civil and criminal penalties. For the inspection fee, staff recommends a base inspection fee for each property, plus a fee for each unit inspected. The inspection fee would be set to cover the cost of an average inspection. Staff will return to City Council with proposed fees once the Safe Homes, Safe Families Program elements are further defined.

The initial investment of time and resources to develop and implement Safe Homes, Safe Families Program would be substantial. In addition to personnel costs Council must consider the associated equipment (vehicles, uniforms, computers, technology enhancements), outreach and education materials, forms, notices, mailings/postage, hearings, monitoring and maintenance of the program, and the actual time associated with inspections, rechecks, and administrative paperwork. Staff reached out to cities with similar programs to assess start-up and on-going costs. Most of these cities indicated it takes about three years for a program to be revenue neutral. Before that time the program must be subsidized.

6. **Implementation:** Safe Homes, Safe Families Program need to be implemented based on the available resources. Currently Code Compliance includes 7 Code Inspectors, a Senior Code Inspector, Code Manager (vacant), and an Administrative Secretary. Currently there are 11 Code Compliance Beats, leaving the 7 officers to cover up to three beats each (Attachment B).

Common approaches to implement a program include targeting: a specific neighborhood; older neighborhoods first; properties with a history of complaints or non-compliance; or properties with a minimum number of units. Based on Oxnard's resources staff recommends either targeting specific beats and/or neighborhoods or targeting those properties that already obtain a BTC, as described in Section 1 of this report. Currently there are 773 properties meeting these criteria, which equates to a *minimum* of 2319 units if properties are multiplied by three.

By starting in a small area program startup costs related to additional staff, purchasing equipment, and associated administrative costs could be reduced. Starting small will also enable staff to evaluate the program elements and make adjustments to increase the level of compliance city code and improvements to the housing stock.

Once the program is successful we would propose to expand the program to additional neighborhoods. The criteria to select addition neighborhoods include: a high number of rental units, signs of deterioration, and neighborhoods that express an interest in a proactive inspection program. An example of a success measurement could be reducing the number of substandard housing cases in each of these two neighborhoods by 25%.

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

Objective 1e. Develop a rental inspection program.

## FINANCIAL IMPACT

Fiscal Year 2016-17 Adopted Budget included an augmentation of \$80,000 for a code compliance inspector position to administer the Rental Inspection Program. To fully fund the Rental Inspection Program, additional funding will be needed for the inspector's vehicle, related equipment, fuel and maintenance of the vehicle and related equipment, an administrative assistant's time to support the program, or development for the program itself. The initial cost of the Rental Inspection Program is estimated at \$255,000 based on the following breakdown:

| <b>Description</b>                                   | <b>Initial Costs</b> | <b>Ongoing Costs</b> |
|------------------------------------------------------|----------------------|----------------------|
| Code Compliance Inspector (1 person)                 | \$80,000             | \$80,000             |
| Code Tech (1 Person)                                 | \$70,000             | \$70,000             |
| Office Assistant (1 person)                          | \$60,000             | \$60,000             |
| * Inspector Vehicle                                  | \$30,000             |                      |
| Fuel, Car Wash, & Vehicle Maintenance                | \$5,000              | \$5,000              |
| * Computers, Printers, and related IT Charges        | \$5,000              | \$700                |
| Postage, Printing, Office Supplies, and Uniform      | \$5,000              | \$5,000              |
| <b>Estimated Costs for Rental Inspection Program</b> | <b>\$255,000</b>     | <b>\$220,700</b>     |

*\*Replacement funding will be required based on replacement cycle of vehicle and equipment such as computer/laptop*

The goal of setting the registration fee is to have the fee be revenue neutral, meaning the fees collected fully support the operation of the program. Until the specific elements of the program are defined, specific costs to run the program cannot be provided. It is anticipated that the first couple years of a Safe Homes, Safe Families Program the program will not be revenue neutral. The program is anticipated to cost the city more than the revenue collected. Most cities experience a 50% registration rate the first year, followed by a 10% increase per year, maxing out at 80% registration after multiple years.

For comparison purposes staffed looked at cities of varying sizes and scales of programs.

Ontario, a city with 15,000 rental units, which are inspected every 4 years, has 4 dedicated inspectors and one supervisor. Ontario charges the following fees:

- \$36 annual registration fee per unit which includes one inspection every 4 years. When a property does not pass inspection, a unit is assessed a \$107 per hour re-inspection fee.

Sacramento County has 45,926 properties and 106,632 units, which they inspect every 3 years. Sacramento County also has a self-certification aspect to its program. They County selects, at random, units to inspect within the self-certification program. Sacramento has 2 audit inspectors, which are specific to the self-certification properties, 4 field inspectors for the rest of the rental properties, 1 registration staff and a supervisor. In 2015, the inspectors conducted approximately 12,000 inspections, which is only 11% of the County's inventory. Sacramento County is not currently able to inspect the registered rental units every three years. Sacramento County charges the following fees:

- \$15.50 annual registration fee per unit, \$335 fee per property, and a \$59.50 per unit fee for inspections. If a unit fails the first inspection an owner pays the unit fee again. An owner pays a penalty of \$3,000 if the unit fails a second inspection. If an owner fails a third inspection an owner pays the unit fee again, and a \$15,000 penalty if the unit fails the third inspection. A \$15,000 per failed inspection after that is also assessed. In addition to the above fees, "problem properties", pay a higher per unit fee.

The City of Santa Cruz has 6,000 rental units, which includes both single family and multifamily housing. Unless a unit is within the self-certification program, which are inspected every 5 years, Santa Cruz inspects each unit every year. The City of Santa Cruz has two full time inspectors and two administrative staff. They charge the following fees:

- \$45 annual registration fee per property (not per unit), \$20 per unit for an inspection; and \$107 for any required re-inspection. For properties that are eligible for self-certification those property owners pay \$20 per unit at 20% of the total units.

The City of Fresno adopted a new Rental Housing Improvement Act on February 9, 2017, which became effective March 13, 2017. Fresno has 85,000 rental units, which includes both single family and multifamily housing. Fresno's goal is to complete an initial round of inspections on the 85,000 properties in 5 years. They also have a self-certification aspect to their program, which 10% of those units will be inspected at random every year. Based on an initial inspection and continued compliance, units are placed in three different tiers. The tiers determine the frequency of the inspections

- Registration is free, but there is a late registration fine of \$100 per property for up to 30 days late, \$200 fine per property for 31 to 60 days late, a \$500 fine per property 61 to 120 days late, and \$1000 fine for property over 120 days late, plus interest charges of 10% per annum.

Safe Homes, Safe Families (15/25/20)

April 25, 2017

Page 8

- Inspection fee per unit is \$100. There is no fee for self-certification, but the owner has to hire a private inspection firm or property manager to complete and certify the checklist required for the self-certification.

The Fresno program separates Code Enforcement into two divisions by creating a separate Rental Housing Division, focused solely on rental housing code violations. The new division has a separate manager, a pro-active division with 6 inspectors and 1 support staff, and a re-active division with 6 inspectors responding to complaints, known as the ASET team (Anti-slum Enforcement Team). Four city attorneys are to be assigned to assist both divisions. A General Fund budget increase of \$36,400 to the City Attorney and \$235, 800 to Development and Resource Management will help pay for the ASET team.

The required General Fund appropriation will be determined at a later date, but will not be more than the \$185,000 for the initial cost, and the \$150,700 in ongoing costs.

#### **ATTACHMENTS:**

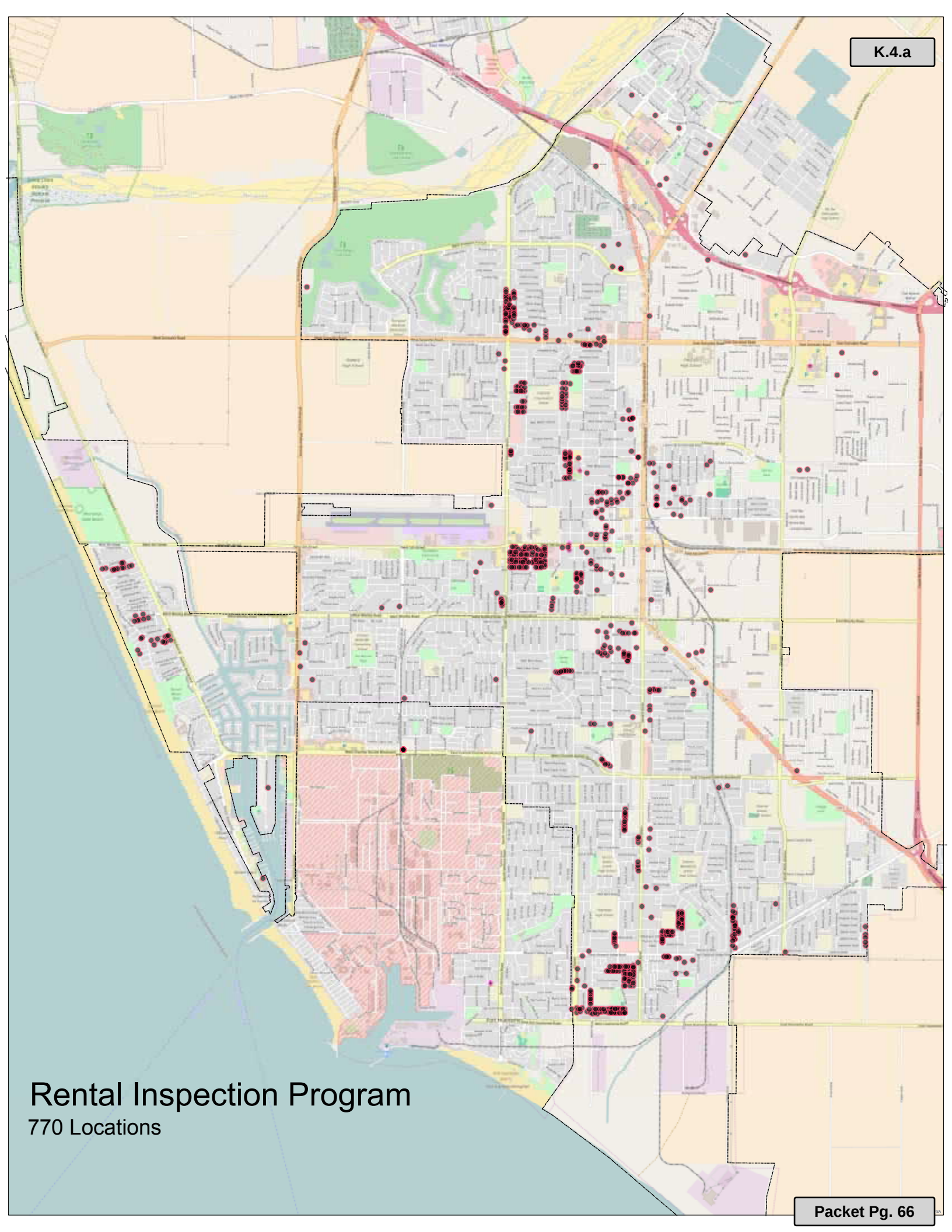
Attachment A. Rental Properties Registered with Business Licensing

Attachment B. Sample Inspection Checklist

Attachment C. Code Compliance Beat Map

# Rental Inspection Program

770 Locations





# Planning and Community Development Department

809 Center Street Room 107, Santa Cruz, CA 95060

831.420.5140 phone 831.420.5101 fax

## Residential Rental Inspection Program Rental Property Self-Certification Checklist [www.cityofsantacruz.com/rentalinspections](http://www.cityofsantacruz.com/rentalinspections)

K.4.b

| Owner Information (Please print legibly)                |                                                                                                                                                                                                                                                                                                                                                 |                       |                       |                              |          |
|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------|------------------------------|----------|
| First Name:                                             |                                                                                                                                                                                                                                                                                                                                                 | Last Name:            |                       | OWN ID:<br>(found on letter) |          |
| Property Address Please use one form per address / unit |                                                                                                                                                                                                                                                                                                                                                 |                       |                       |                              |          |
| Street Address:                                         |                                                                                                                                                                                                                                                                                                                                                 |                       |                       |                              | Unit #:  |
| Item #                                                  | Part I: Exterior Inspection                                                                                                                                                                                                                                                                                                                     | Pass                  | Fail                  | N/A                          | Comments |
| 1.1                                                     | <b>Legible and Visible address number and unit identification</b><br>(Address numbers clearly visible from street/number or letters for units- minimum 4 in high, if new)                                                                                                                                                                       | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>        |          |
| 1.2                                                     | <b>Roof</b><br>(Must be free from any visible holes or penetrations that allows outside elements - rain & cold - in and heated air out.)                                                                                                                                                                                                        | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>        |          |
| 1.3                                                     | <b>Storage of Junk and rubbish and/or overgrown vegetation</b><br>(Household trash, tires, scrap wood, scrap metal, etc. shall be stored and protected in an orderly fashion as to not be an attractive nuisance – Property must be clear from any overgrown/dry vegetation and/or weeds capable of being ignited and endangering the property) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>        |          |
| 1.4                                                     | <b>Dumpsters/Trash Cans</b><br>(Must be in enclosure if provided/stored out of public right-of-way/ free from trash overflow)                                                                                                                                                                                                                   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>        |          |
| 1.5                                                     | <b>Inoperable/Unregistered Vehicles</b><br>(Inoperable vehicles must be stored out of the front yard or exterior side yard and on a paved surface)                                                                                                                                                                                              | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>        |          |
| 1.6                                                     | <b>Foundation Vent Screens/Crawl Space Covers</b><br>(Spaces must be properly covered. Screens must be in good working condition)                                                                                                                                                                                                               | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>        |          |
| 1.7                                                     | <b>Stairways – Landings/treads/risers/balusters</b><br>(Should be in good condition/free from visible structural defects (loose threads, missing balusters or handrails, rotting or deteriorating materials) and anything that could cause a trip or fall hazard.)                                                                              | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>        |          |
| 1.8                                                     | <b>Exterior Walkways/Exit Passageways/Common Areas</b><br>(Must remain clear at all times and in a safe and sanitary condition)                                                                                                                                                                                                                 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>        |          |
| 1.9                                                     | <b>Exterior Lighting</b><br>(Approved lighting fixtures at entrance/exiting doors, all exterior hallways, as applicable)                                                                                                                                                                                                                        | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>        |          |
| 1.10                                                    | <b>Electrical Panel</b><br>(Must have a panel cover and breakers labeled with appropriate identification, as applicable)                                                                                                                                                                                                                        | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>        |          |
| 1.11                                                    | <b>Water Heaters</b><br>(Must have proper strapping, proper drain lines, and venting)                                                                                                                                                                                                                                                           | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>        |          |
| 1.12                                                    | <b>Required Covered Parking</b><br>(Garage doors operable, parking available if needed, not in front yard or exterior side yard)                                                                                                                                                                                                                | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>        |          |
| 1.13                                                    | <b>Infestation</b><br>(Property must be clear of all infestations - insect, rodent, etc.)                                                                                                                                                                                                                                                       | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>        |          |
| For Multi Family (3+ units) Only                        |                                                                                                                                                                                                                                                                                                                                                 |                       |                       |                              |          |
| 1.14                                                    | <b>Fire Extinguishers</b><br>(Must be properly serviced, labeled, and stored – minimum size 2A10-BC)                                                                                                                                                                                                                                            | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>        |          |
| 1.15                                                    | <b>Fire Sprinkler System</b><br>(If provided – Certification of 5 year inspection required )                                                                                                                                                                                                                                                    | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>        |          |
| 1.16                                                    | <b>Electrical/Gas Meters</b><br>(Must have proper labeling, be properly protected, and must not be tampered with. Utilities in an exterior closet or room may require signage)                                                                                                                                                                  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>        |          |
| 1.17                                                    | <b>Existing Fire Lanes clearly marked</b><br>(Signage or paint or both needed)                                                                                                                                                                                                                                                                  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>        |          |

I certify and declare under penalty of perjury that I have inspected the aforementioned unit and that the information above is true and correct to the best of my knowledge.

Name (Please print): \_\_\_\_\_ Relationship to Property: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_



# Planning and Community Development Department

809 Center Street Room 107, Santa Cruz, CA 95060

831.420.5140 phone 831.420.5101 fax

## Residential Rental Inspection Program

### Rental Property Self-Certification Checklist

[www.cityofsantacruz.com/rentalinspections](http://www.cityofsantacruz.com/rentalinspections)

K.4.b

| Owner Information (Please print legibly)                |                                                                                                                                                                                                                                                                                                                                  |                       |                       |                              |          |
|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------|------------------------------|----------|
| First Name:                                             |                                                                                                                                                                                                                                                                                                                                  | Last Name:            |                       | OWN ID:<br>(found on letter) |          |
| Property Address Please use one form per address / unit |                                                                                                                                                                                                                                                                                                                                  |                       |                       |                              |          |
| Street Address:                                         |                                                                                                                                                                                                                                                                                                                                  |                       |                       |                              | Unit #:  |
| Item #                                                  | Part II: Interior Inspection                                                                                                                                                                                                                                                                                                     | Pass                  | Fail                  | N/A                          | Comments |
| 2.1                                                     | <u>Hot/Cold Running Water</u><br>(Unit must have hot and cold running water)                                                                                                                                                                                                                                                     | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>        |          |
| 2.2                                                     | <u>Electrical Power</u><br>(Unit must have electrical power)                                                                                                                                                                                                                                                                     | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>        |          |
| 2.3                                                     | <u>Heat</u><br>(Unit must have a functioning adequate heating source – This excludes portable heating units)                                                                                                                                                                                                                     | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>        |          |
| 2.4                                                     | <u>Sewage System</u><br>(Unit must have a functioning sewage system and must be clear of any surfacing sewage indoors or outdoors)                                                                                                                                                                                               | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>        |          |
| 2.5                                                     | <u>Entry Doors</u><br>(Must be in good condition – Locks on doors must not exceed 48" in height, unless otherwise allowed. No double key lock on entry door)                                                                                                                                                                     | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>        |          |
| 2.6                                                     | <u>Exits</u><br>(One main door per unit & escape/rescue window per bedroom. There must not be any double key locks on any exit doors throughout the unit)                                                                                                                                                                        | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>        |          |
| 2.7                                                     | <u>Infestation</u><br>(Unit must be clear of any infestations – insect, rodent, etc.)                                                                                                                                                                                                                                            | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>        |          |
| 2.8                                                     | <u>Smoke Alarms</u><br>(Must be working, in good condition and properly installed/maintained - in compliance with Code - immediately outside all sleeping areas on every level including basements)                                                                                                                              | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>        |          |
| 2.9                                                     | <u>Carbon Monoxide Alarms</u><br>(Must be working, in good condition and properly installed/maintained - in compliance with Code - immediately outside all sleeping areas on every level including basements)                                                                                                                    | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>        |          |
| 2.10                                                    | <u>Mechanical</u><br>(All mechanical equipment in the unit must properly function including: appliances, venting systems, thermostats, air conditioning unit – if provided, etc.)                                                                                                                                                | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>        |          |
| 2.11                                                    | <u>Electrical</u><br>(All wiring and electrical components must be in good working condition – no spliced wiring, no exposed wiring, and all outlets and switch plates must have appropriate coverings/GFCI in bath and kitchen operational, if applicable)                                                                      | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>        |          |
| 2.12                                                    | <u>Electrical Sub Panel</u><br>(All breakers to be properly labeled and identified, no open slots or exposed wires)                                                                                                                                                                                                              | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>        |          |
| 2.13                                                    | <u>Plumbing</u><br>(Unit must have proper plumbing throughout unit – sink, toilet, bathtub or shower, no leaks, must have P-traps, toilets must be secured to ground and sinks must be secured to walls, etc.)                                                                                                                   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>        |          |
| 2.14                                                    | <u>Counter and Sink Surfaces</u><br>(Are required in kitchens)                                                                                                                                                                                                                                                                   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>        |          |
| 2.15                                                    | <u>Windows</u><br>(All windows must have adequate weather protection – no broken glass/plastic coverings, etc. - be in good condition and have locking mechanisms that function without use of key or special knowledge. If window bars or screens are present, they too must function without use of key or special knowledge.) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>        |          |
| 2.16                                                    | <u>Flooring</u><br>(Floors must not be in a defective or deteriorating condition that could cause a trip or fall hazard or impact sub-flooring)                                                                                                                                                                                  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>        |          |
| 2.17                                                    | <u>Sub-flooring</u><br>(Must be in good condition without buckling or sagging which suggests structural defects)                                                                                                                                                                                                                 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>        |          |
| 2.18                                                    | <u>Walls</u><br>(Must be good habitable condition clear of large holes, missing sections, etc.)                                                                                                                                                                                                                                  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>        |          |
| 2.19                                                    | <u>Ceiling</u><br>(Must be in good repair, must not be collapsing, buckling or sagging suggesting structural defects or roof leakage)                                                                                                                                                                                            | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>        |          |



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