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, 305 West Third Street 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.ci.oxnard.ca.us.

CITY OF OXNARD CALIFORNIA

AGENDA

OXNARD CITY COUNCIL
*OXNARD COMMUNITY DEVELOPMENT COMMISSION SUCCESSOR AGENCY
*OXNARD FINANCING AUTHORITY
OXNARD HOUSING AUTHORITY

Regular Meetings
City Council Chambers, 305 West Third Street, Oxnard
June 9, 2015
4:30 P.M.

A. ROLL CALL/POSTING OF AGENDA

*** The Oxnard Community Development Commission Successor Agency and the Oxnard Financing Authority will not meet because there are no items requiring consideration on this date.**

B. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

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

C. CLOSED SESSION

D. OPENING CEREMONIES – 4:30 P.M.

Pledge of allegiance to the flag of the United States.

K. APPOINTMENT ITEMS

City Manager's Office

1. SUBJECT: Fiscal Year 2015-16 Budget Process – Budget Workshop on Utilities Department.
RECOMMENDATION: (1) Conduct budget presentation on Utilities Department with the primary intent of: a) understanding departmental accomplishments, objectives, priorities and service level and providing appropriate feedback; and b) solicit public input.
Legislative Body: CC Contact: Greg Nyhoff Phone: 385-7430

2. SUBJECT: Proposed Operating and Capital Budget for Fiscal Year (FY) 2015-16. (001)
RECOMMENDATION: Receive the proposed budget reductions for FY 2015-16 and provide direction.
Legislative Body: CC Contact: Greg Nyhoff Phone: 385-7430

E. CEREMONIAL CALENDAR

F. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA (30 Minutes)

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. 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 any 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. The presiding officer shall limit public comments to three minutes.

G. 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.

H. 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.

I. INFORMATION/CONSENT AGENDA

City Clerk Department

1. SUBJECT: Minutes of the Regular Meetings of the Oxnard City Council for February 24, 2015 and March 3, 2015; and Minutes of the Special Meetings of the Oxnard City Council for March 5, 2015 and Minutes of the Regular Meetings of the Oxnard Housing Authority for March 17, 24, April 7, 14, 28, May 5, 12,19 and June 2, 2015. (033)
   RECOMMENDATION: Approve.
   Legislative Body: CC/HA Contact: Daniel Martinez Phone: 385-7803

City Manager Department

2. SUBJECT: Agreements for City Council Review. (057)
   RECOMMENDATION: Pursuant to Ordinance 2835 and Resolution 13,932, approve and authorize the City Manager, to execute the attached 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.
   Legislative Body: CC Contact: Greg Nyhoff Phone: 385-7430

Police Department

3. SUBJECT: Body-Worn Camera Pilot Implementation Program FY2015 Competitive Grant Announcement. (059)
RECOMMENDATION: Adopt a resolution: 1) Authorizing the City Manager to execute and submit an application for up to $150,000 in grant funds to the U.S. Department of Justice for Body-Worn Camera Systems; 2) Authorizing the City Manager or designee to execute grant agreements; 3) Authorizing the Chief Financial Officer or designee to submit financial reports and grant claims and approve administrative budget adjustments for the use of grant funds; and 4) Authorizing the Chief of Police or designee to submit non-financial reports.
Legislative Body: CC Contact: Mary Diamond Phone: 385-7612

Recreation and Community Services Department

4. SUBJECT: Appointment of two representatives to the Ventura County Area Agency on Aging Advisory Council. (063)
RECOMMENDATION: Approve the recommendation from the Senior Services Commission and appoint Alice Sweetland and Kay Brainard to the Ventura County Area Agency on Aging Advisory Council.
Legislative Body: CC Contact: Terrel Harrison Phone: 385-7995

5. SUBJECT: Acceptance of Senior Nutrition Grant Funds from the Ventura County Area Agency on Aging ("VCAAA") for FY 2015-2016. (067)
RECOMMENDATION: 1) Authorize the City Manager or designee to execute Amendment No. 8 to the Ventura County Area Agency on Aging Grant Contract No. 3C-007-071212 for the Provision of Services (Senior Nutrition Program) ("Senior Nutrition Program Grant Agreement") and any other document or instrument necessary to carry out the purposes of Senior Nutrition grant; the Finance Director or designee to submit financial reports, grant claims and approve budget adjustments for the use of Senior Nutrition grant funds; and 2) Approve a special budget appropriation to recognize the Senior Nutrition grant award in the amount of $85,906 and program donations for the FY 2015-2016 Senior Nutrition Program.
Legislative Body: CC Contact: Terrel Harrison Phone: 385-7995

J. PUBLIC HEARINGS

L. REPORTS

City Treasurer Department

1. SUBJECT: Quarterly Investment Report for the Third Quarter Fiscal Year (FY) 2014-2015. (081)
RECOMMENDATION: Accepts the quarterly Investment Report for the Third Quarter FY 2014-2015.
Legislative Body: CC Contact: Danielle Navas Phone: 385-7808

Development Services Department

2. SUBJECT: Authorization to Appropriate $250,000 General Plan Maintenance Fee Revenue. (089)
RECOMMENDATION: Recognize and approve $250,000 collected in Fiscal Year 2014-2015 from the General Plan Maintenance Fee for the four tasks that are related to preparation, maintenance, and/or revision of the 2030 General Plan and the Oxnard Local Coastal Program (LCP).
Legislative Body: CC Contact: Christopher Williams Phone: 385-8156

Housing Department

3. SUBJECT: Low Rent Public Housing Budget for Fiscal Year 2016. (093)
RECOMMENDATION: 1) Adopt a resolution approving and adopting the recommended $7,235,087 operating budget for the Low Rent Public Housing program ("LRPH") for fiscal year 2016, as presented for each project area; and 2) Approve and authorize the use of $252,322 of reserves to fund the projected deficit.
Legislative Body: HA Contact: Carrie Sabatini Phone: 385-8092

4. SUBJECT: Section 8 Housing Choice Voucher Program Budget for Fiscal Year 2016. (103)
RECOMMENDATION: 1) Adopt a resolution approving and adopting the recommended $17,561,888 operating budget for the Section 8 Housing Choice Voucher Program ("Section 8") for fiscal year 2016: and 2) Approve and authorize the use of $143,546 of administrative reserves to fund the projected deficit.
Legislative Body: HA Contact: Carrie Sabatini Phone: 385-8092

M. 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.

N CITY COUNCIL/HOUSING AUTHORITY/SUCCESSOR AGENCY/FINANCING AUTHORITY BUSINESS/COMMITTEE REPORTS

1. SUBJECT: Verbal Discussion on City Council Contribution towards California Public Employees Retirement System (CalPERS) Retirement Benefits.
RECOMMENDATION: Provide direction to staff on bringing back a future action item regarding levels of City Council contributions towards CalPERS retirement benefits.

O. 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.

P. PUBLIC COMMENTS ON STUDY SESSION

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

Q. STUDY SESSION

R. ADJOURNMENT

CITY OF
OXNARD
CALIFORNIA

Meeting Date: 06/09/2015

ACTION	TYPE OF ITEM
☐ Approved Recommendation	☐ Info/Consent
☐ Ord. No(s). ____________	■ Report
☐ Res. No(s). ____________	☐ Public Hearing (Info/consent)
☐ Other ____________	☐ Other ____________

Prepared By: Greg Nyhoff, City Manager Agenda Item No. K-2

Reviewed By: City Manager GN City Attorney SMF Finance ____ Other *(Specify)*

DATE: June 3, 2015

TO: City Council

FROM: Greg Nyhoff, City Manager
Office of the City Manager

SUBJECT: **Proposed Operating and Capital Budget for Fiscal Year (FY) 2015-16**

RECOMMENDATION

That City Council receive the proposed budget reductions for Fiscal Year (FY) 2015-16 and provide direction.

DISCUSSION

It was just over one year ago that I first sat in the Oxnard City Manager's seat. One of the first items of business was the adoption of the proposed budget. Numerous questions were asked during last year's process and I requested that City Council adopt the budget so the City would be in compliance with statutory requirements to adopt a budget by June 30, 2014. I made the request with the promise that I would extensively review the City's financial situation during the fiscal year. Within the first 100 days as City Manager it became clear that there were very significant issues both financial and managerial that our City and organization faced. In September, with the support of City Council, we initiated an independent review of the City Manager's Office, Human Resources Department, Finance Department and other support departments. The assessment revealed that our City was headed toward insolvency unless we acted immediately. It also found many neglected or inappropriate management practices. Nearly a year later we have assessed our challenges and they are many. We can now focus on our future, a future of financial sustainability. Coming out from near insolvency to sustainability is our message for this budget. The road to sustainability is going to be bumpy and require tough decisions. This proposed budget recommends difficult budget reductions that are necessary to bring our great City back to a place of sustainability.

The independent review that I referenced was the first of three phases of an organizational assessment. You heard the results in March that included 129 observations and recommendations, many of which were alarming and have a detrimental effect on the City's General Fund. We spent the balance of March and April assessing the cost impacts of these recommendations, commissioning a new long-range financial forecast and setting the new budget parameters for the FY 2015-16 Budget. As a result, this budget process was necessarily truncated but it still provides ample time for the City Council and the public to study and discuss options for balancing our General Fund budget.

You will note this budget document provides five-year forecasts for ALL funds and includes fund balances so the City Council and the public can see the resources available to each fund. This is a major improvement in transparency given that past budgets obscured the fact that many funds had deficit balances. While this year reflects a major improvement, we still have much room to improve in future years as our staffing stabilizes and the recommendations are implemented.

The most immediate need is to adopt a balanced budget. This will require making an $8.6 million reduction in the General Fund budget after choosing not to fund $4.2 million for 61.25 vacant positions. I have made my recommendations towards this goal in this budget document.

BUDGET CALENDAR

City Council held two budget workshops where Council listened to the major departments discuss their accomplishments, challenges and potential service impacts if a 5, 10 or 15 percent General Fund reduction was imposed. The City Council had great questions and comments. The public was also invited to comment. The balance of the budget calendar leading to the City Council adoption of the FY 2015-16 budget is:

ITEM	DATE
City Manager reviews Proposed Budget with City Council	June 9
Possible Council Workshops on Proposed Budget	June 10, 11, 12
Council Public Hearing on Proposed Budget	June 16
Council Adoption of FY 2015-16 Budget	June 23

BUDGET SUMMARY – ALL FUNDS (MILLIONS)

	Revised FY 2014-15[a]	Proposed FY 2015-16
General Fund	$129.9	$115.2
Public Safety Retirement	17.4	10.5
Measure O ½ cent sales tax	30.3	10.9
Assessment Districts	3.0	2.6
Community Facility Districts	7.2	6.4
Impact Fees	4.3	1.9
Bond Funds (AD & CFD)	6.2	5.2
Special Revenue	23.0	12.2
Water	55.7	60.8
Wastewater	33.0	33.3
Solid Waste	42.1	42.4
PACC	1.7	1.5
Golf	5.3	5.6
Internal Services	27.2	26.3
Housing Authority (non-city)	25.2	24.8
Total Budget	$411.6	$359.4

The Total Proposed FY 2015-16 Budget for all funds is $359.4 million, which is $52.2 million less than in the FY 2014-15 Revised Budget. The explanation for this change can be found in footnote "a."

The General Fund reflects a $14.7 million reduction between the two years primarily due to the transfer of $16.6 million to the Golf, Assessment Districts, and Growth Impact Fee Funds to eliminate their negative fund balances in FY 2014-15 as described later in this budget message. The Public Safety Retirement Fund reflects the reduced Carman Override Tax Levy described later in the message. The Measure O Fund reflects the transfer of $16 million in loan proceeds to the General Fund, again discussed later in this message. The $10.8 million reduction in the Special Revenue Funds is primarily due to rollover of active grants in revised vs. original budget and close-out of completed grants. Finally, the Water Fund reflects the additional costs of relying on more expensive surface water due to underground pumping restrictions associated with the drought. Again, this is discussed later in this message as well.

[a] This year's budget resolution will include appropriations effective on June 30, 2015 applicable to the FY 2014-2015 budget. Those appropriations will authorize transfers and adjustment of interfund loan balances to eliminate existing cash deficits and loans with no reasonable prospects for repayment in the near term. These appropriations address existing conditions in Capital Improvement Impact Fee funds, assessment district funds and Golf and Performing Arts and Convention Center funds.

At this time, we are limiting Capital Projects to those needed to address health and safety issues until a new Capital Improvement Program (CIP) begins this fall. As you may recall the assessment highlighted this area as needing further work. By then we should have our new leadership team in place and a number of Master Plans will be nearing completion. This will provide the commitment and the information needed to produce a high quality plan for the City.

A summary of the General Fund can be found in the table below. As explained in this budget message, the reasons for the large reduction in revenues are: 1) correcting a State error in sales tax allocations related to the City of Fillmore; and 2) the one-time loan proceeds from the Measure O Fund in FY 2014-15.

The major reason for reductions in departmental budgets between the two years is due to the necessary cuts that I am proposing to balance the budget. The cuts are actually larger than portrayed in this schedule because this is showing the difference between FY 2014-15 (revised) and next year. However, when you consider regular increases in the baseline budget, they are actually larger than portrayed here. A schedule of cuts to baseline can be found in Attachment B to this Budget Message. The increase in the Police budget is due to CalPERS costs being transferred from Public Safety Retirement Fund to this budget. Non-Departmental reflects a large decrease primarily due to one-time transfers that we propose to be made to address negative fund balances as discussed elsewhere in this budget message.

BUDGET SUMMARY—GENERAL FUND

($ in Millions)	14-15 Budget	14-15 Revised	Change From 14-15 Budget	15-16 Budget	Change From 14-15 Revised
Property Tax	$43.3	$45.0	$1.7	$46.6	$1.6
Sales Tax	27.6	30.2	2.6	27.2	(3.0)
Other Revenues	42.2	40.7	(1.4)	41.4	0.7
Interfund Loan	-	16.0	16.0	-	(16.0)
Total Revenues	113.1	131.9	18.8	115.2	(16.7)
Police	50.2	50.1	(0.0)	53.6	3.5
Fire	15.7	16.5	0.8	15.4	(1.1)
General Services	9.6	9.5	(0.1)	9.5	(0.0)
Development Services	6.7	6.9	0.2	6.3	(0.6)
Community Development	1.5	1.2	(0.3)	1.4	0.2
Construction/Design Services	1.0	1.2	0.2	0.4	(0.8)
Recreation	5.1	5.1	0.0	4.8	(0.3)
Library	4.4	4.5	0.1	4.3	(0.2)
Finance	3.1	3.2	0.1	3.3	0.1
Human Resources	0.9	2.0	1.1	2.0	0.1
Admin/Other	6.0	6.8	0.8	7.3	0.5
Non-Departmental	8.7	23.0	14.2	11.6	(11.4)
MOU & Efficiency Savings (all depts.)	-	-	0.0	(4.6)	(4.6)
Total Expenditures	112.7	129.9	17.2	115.2	(14.6)
Net Annual	0.4	2.1	1.6	0.0	(2.1)
Beginning Balance		10.9		12.9	
Ending Balance		$12.9		$ 12.9	

CONTEXT FOR A DIFFICULT BUDGET CYCLE: HOW DID WE GET HERE?

The City Council has heard numerous presentations about the causes for the change in the City's General Fund financial picture, but in the spirit of accountability to the reader of this document, whether they are residents/taxpayers, potential investors in our City, buyers and raters of our debt, or City employees, I will summarize the details below. Most of these came to light as part of the previously mentioned independent review. As you can plainly see they reflect inappropriate and undisciplined practices that negatively impacted or overstated the financial condition of the City's General Fund.

The Golf and Performing Arts & Convention Center (PACC) Funds both had a cumulative fund balance deficits of $3.2 and $2.8 million respectively. There were fund balance deficits in the aggregate of $3.1 million in 26 landscape assessment districts that grew over the last seven years because expenditures were allowed to continually exceed revenues; this impact was masked by the fact that 17 other districts were allowed to run substantial surplus balances. However, the resources of one district cannot be used to make up for shortfalls in other districts. There were also deficits of $5.7 million accumulated in two development growth funds due to new debt service demands that exceeded the ability of new development to generate fee revenues. If there is no legitimate revenue source to eliminate these negative balances, then the General Fund is the guarantor or the backstop to these funds. As a result, the Undesignated General Fund balance is committed (and essentially eliminated) in FY 2014-15 to cover these deficit positions. To offset the resulting shortfall, we in turn propose the General Fund borrow $16 million from the Measure O Fund to replenish its fund balance for liquidity purposes and to weather the next recession—it will come, it is just a matter of when. The first payment on that loan ($1.9 million) is in this FY 2015-16 Recommended Budget.

The Public Safety Retirement Fund (Carman Override) has various State restrictions on what is an eligible cost for reimbursement by this special tax. Oxnard's use of this funding source was not consistent with State law. To correct this, it required a $5.5 million reduction in this revenue source. The costs deemed ineligible fell to the General Fund as a direct expense. Meanwhile, CalPERS costs are accelerating over the next six years as part of a six-year phase-in of higher costs necessitated by changes in pension funding policies by the State. CalPERS costs were already the fastest growing item in our budget, so this radical reduction in Carman Tax revenue only compounds the problem.

The organizational assessment uncovered an error in the budgeting for the PARS supplemental retirement program for non-safety employees thereby increasing the General Fund costs by another $1.0 million over the FY 2014-15 Budget. Staff uncovered another budgeting error where the General Fund transfer to the Golf Fund ($1.2 million) to cover its debt service payment was omitted in the FY 2014-15 budget and has to be added in 2015-16.

The City's use of growth impact fees to cover debt service payments needed to change to conform to State law in this area, thus increasing General Fund costs by $1.2 million. Both the growth impact fees funds and the benefit assessment funds (landscape and facilities maintenance) have a total ongoing operating deficit averaging $900,000 annually that must be covered by the General Fund until complex and difficult solutions are implemented in those assessment districts.

As you know, the PACC operation has been requiring a General Fund subsidy to fund its operations. This subsidy has totaled $11.1 million since FY 2003-04. Another $2.8 million will be required in FY 2014-15 to erase cumulative deficits that persisted despite past subsidies. Without significant changes in operations and revenue collections, the annual General Fund subsidy going forward will remain in the $900,000 range.

The Animal Shelter contract with the County of Ventura was costing the City $950,000 annually, but the County has updated its intake charges, which may increase the City's annual cost to $1.7 million.

Finally, while the City is experiencing normal cost of business increases, our revenues will be flat in total, primarily due to an unexpected $2.8 million reduction in sales tax for next year. This is due to a State error of over-allocating sales tax to Oxnard and other Ventura County cities at the expense of the City of Fillmore in FY 2014-15, which is being corrected in FY 2015-16.

As a result of the budget adjustments, the City needs to implement reductions of approximately $12.8 million in its General Fund baseline budget. You may note this is an increase from the $10.6 million amount previously shared with City Council. As a result of the workshops with City Council and public input, I retained some of the vacant positions that we previously assumed would be eliminated to get to that figure—primarily in Public Safety. I also made minor refinements as a result of those workshop discussions.

The following table compares projected available resources to baseline FY 2015-16 expenditures, assuming known cost increases and continued funding of $4.2 million of currently vacant positions. The resulting budget gap that must be closed is $12.8 million.

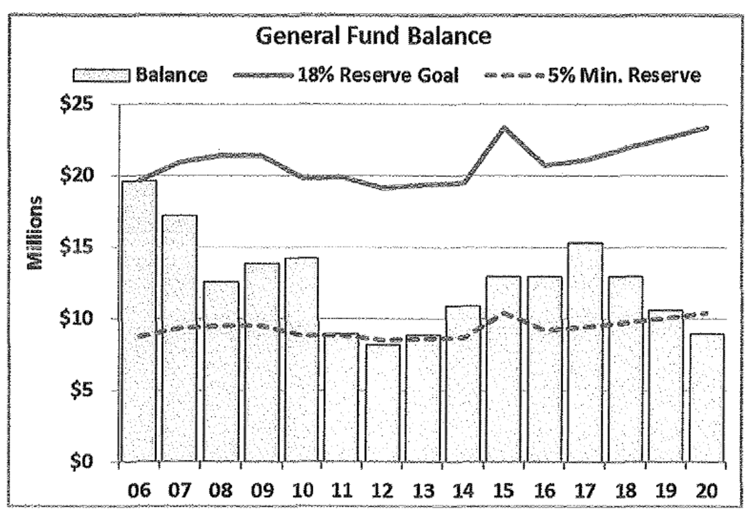
FY 2015-16 Proposed Budget Summary of Budget Reductions to Balance (Millions)	
Beginning Fund Balance	$12.9
Revenues	$115.2
Total Resources	$128.2
Targeted Ending Fund Balance	$12.9
Baseline Expenditures FY 2015-16	$128.0
Total Uses	$141.0
Difference/Shortfall	($12.8)
Budget Reductions:	
Eliminating Vacant Positions	$4.2
Departmental Budget reductions	$7.6
Departmental Budget increases	($3.2)
Capital Outlay increase	($0.5)
Efficiency savings	$0.6
Proposed Employee Concessions	$4.0
Net Budget Corrections	$12.8
Total Revenues	$115.2
Total Adjusted Expenditures	$115.2
Net Annual	$0

Again, I started by eliminating many of the positions that are currently vacant but formerly funded ($4.2 million for 47.66 FTE that are in the General Fund, and another $940,000 for 13.59 FTE in other funds). Without a true position control system, the vacancy management program was a confusing process in which vacant positions are maintained on paper, and are sometimes funded, and sometimes not. Some have been unfilled for years. Eliminating these positions gets costs down to $123.8 million, but still $8.6 million away from a balanced budget. I therefore propose selective budget cuts across the entire organization ($7.6 million) while at the same time funding selected vacant positions and increases in operations needed to address organization and service priorities ($3.2 million) and capital outlay needs ($485,000), for a net savings of $4.0 million. I am also asking our employees to assist in avoiding more difficult budget and service reductions by agreeing to compensation reductions ($4 million), which will be pursued in upcoming labor negotiations. Finally, I am asking the department directors to identify $620,000 in additional efficiency savings (about a 0.5% reduction in expenditures) that do not adversely impact public services. These changes will result in a balanced budget where revenues and expenditures are equal to $115.2 million.

THE NEED FOR FINANCIAL SUSTAINABILITY

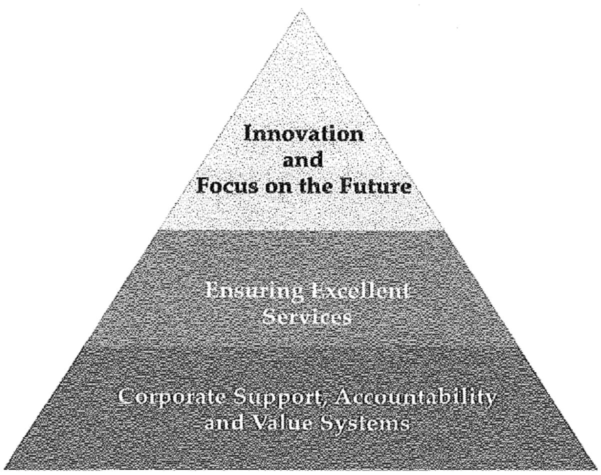
Again, the organizational assessment identified that our Financial Management Policies Section I A.1 (see Attachment D) required a multi-year financial projection for revenues and expenditures ostensibly to identify financial trends and provide context for our annual budget process. However, City staff did not do this for some time.

We commissioned a detailed all-funds financial projection of our revenues and expenditures. The results of this effort were shared with your Council in May. At that time, we shared the reasons for a $10 million net structural deficit (after removing all vacant positions from the budget) and the need to reduce the budget now by that amount to provide for a cushion (fund balance) for cash flow purposes and to protect against unexpected events in the future. And if everything else holds constant as projected over time, the City can reach a $15 million fund balance in FY 2016-17 (see graph below) but it slowly degrades below a 5% minimum by FY 2019-20. As a result, more work needs to be done to address the fiscal sustainability issue for the long term, but we are now monitoring the trends. We do not project that we will reach the City Council fund balance target of 18% of General Fund expenditures as found in the Financial Management Policies (Section IV and V). However, we will be in a stronger financial position than we were in FY 2011-12 and FY 2012-13.



It is also important that the City address this structural deficit now because the City will likely be entering the debt market to fund necessary improvements in our Wastewater facilities. The credit rating for this debt will be partially determined by the perceived strength of City management and the City Council. As I mentioned before, a large debt issue can cause a swing of $25 to $50 million in interest costs to our residents, based on different credit ratings.

THE REASONING BEHIND MY PROPOSAL TO ELIMINATE THE GENERAL FUND STRUCTURAL DEFICIT



You have seen the pyramid found to the left. It reflects the three organizational development levels or "building blocks" found in local governments. It is the basis for our three phase organizational assessment. The first phase evaluated the first building block "Corporate Support, Accountability and Value Systems."

What separates government from other private corporations is the need for mastering this first level of activities. If the City does not provide adequate tools to support the operating departments, if it is not accountable and operating with the best ethical and highest professional business standards, the corporation cannot provide excellent services and will not maintain legitimacy in the eyes of its residents, the owners of the public corporation called the City of Oxnard. In fact some will argue that how government operates (first building block) is as important or more than what it accomplishes (second building block).

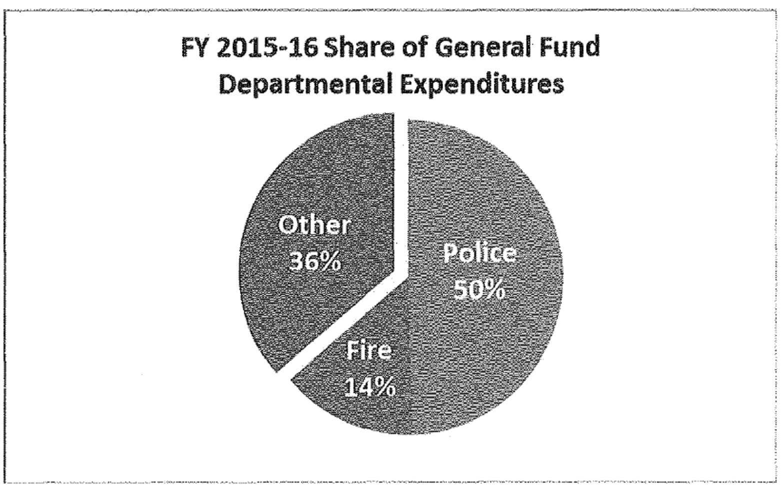
The results of the first phase of the assessment and its 129 recommendations confirm that we are not performing well in this first level. In my opinion, this is partly due to competency and capacity issues. I have and will be separately addressing the competency issue. With respect to capacity, this proposed budget actually shows budget increases in Human Resources and less severe budget reductions in other support areas simply because the City has financially starved and undervalued these program areas for years. The independent consultants that completed the assessment highlighted this. Furthermore, this City simply cannot weather another set of errors of this magnitude. We cannot repeat the past and expect a different result for the future. Clearly, this difficult budget is a result of substandard performance in this area.

When it became clear that we were going to have an extremely challenging budget cycle, I froze filling most vacant positions and now propose eliminating most of these positions in the General Fund budget. This produced a savings of $4.2 million (see Attachment A).

I am recommending the balance of the deficit ($8.6 million) be addressed by $4.0 million in net reductions in operating departments, support for outside agencies and organizational efficiencies. I am also asking for assistance from our employees. In fact, I propose that roughly 70% of the original structural deficit come from departmental reductions and 30% come from compensation concessions from our employees.

In Attachment B you will also see where I propose to selectively retain positions and increase the budget by $3.2 million largely to address City priorities. I used your comments at the independent assessment, the budget workshops, and public and employee input to guide my recommendations.

The basis for the departmental cuts is two-fold. First, it must recognize the harsh realities that 64% of the total General Fund departmental budget is allocated to Public Safety. The pie chart below depicts that fact. As a result, unless you want to decimate the quality-of-life services by taking a much larger chunk of the smaller piece of the pie, then some of the Public Safety departments must experience modest reductions as well.



With respect to employee concessions, this requires good faith negotiations at the bargaining table that will take time. However, I must propose a budget now that anticipates certain things will occur in the future. I listened intently to the public comments from our residents and City employees who do not wish to see service reductions and layoffs. I believe that in order to avoid more difficult budget reductions in Public Safety and possible layoffs, that our employees will step up and contribute to this effort. I have budgeted $4 million in compensation reductions, which is slightly less than a 5% reduction in the City's costs in this area.

City Council adopted Finance Management Policies

No City Council should ever wonder whether staff is taking your policy directives seriously. Yet, the independent assessment found that various Financial Management Policies (see Attachment D) were not being followed by staff.

We have identified six policy areas that were of concern. They relate to multi-year forecasts, appropriate reserve levels, short-term debt and shortcomings in the capital improvement area. Obviously we have addressed and expanded on the first item. We have made it a priority to address the other areas in FY 2015-16. In fact some are highlighted below as priorities.

ADDITIONAL BUDGET AND EMERGING ISSUES FOR FY 2015-16

User Fees and Indirect Costs

Your Financial Management Policies Section III B (see Attachment D) provides specific direction around user fees and indirect costs. However the practice has not been consistent with the policy direction. As a result, we are issuing a Request For Proposal (RFP) to complete a thorough review of our practices in this area ultimately with the goal of City Council reviewing and adopting one master schedule of fees consistent with policy. Staff will be trained to update and maintain this schedule in the future. This should produce additional revenues in the General Fund, thus time is of the essence.

Benefit Assessment Districts (landscape and facilities maintenance)

As you now know, 26 of our Benefit Assessment Districts do not cover their annual operating costs. The gap between ongoing revenues and expenses is rather large for some of these districts. This has been going on for approximately seven years. The need for the elimination of these past deficits was one cause for the large reduction in the General Fund (fund balance) in FY 2014-15. There are other districts that have large fund balances that require justification or they should be refunded. The FY 2015-16 district operating deficit requires a $600,000 transfer from the General Fund because we will not have the time to justify changes in benefit assessment rates (by June 30th) to comport with state law and to allow for neighborhood discussions. However, it is critical that we complete this assessment and develop a new financial plan for all these assessment districts as soon as possible to mitigate the impact to the General Fund and to provide information and options to property owners for subsequent years.

Development Impact (Growth) Fees

You also heard about the City's past management of this program. This program was created by state law to provide public agencies the ability to charge new development the marginal costs associated with public infrastructure needs that result from that same growth. This requires studies that justify the nexus between growth and the need for more infrastructure, to meet State law requirements. We believe there is ample room for improvement in this area and the potential for improving the objectivity and the amount of financial recovery for our underfunded Capital Improvement Program. We need to acquire a resource to develop that nexus study and a proposal for new rates.

PACC, Golf and Animal Shelter contract

As mentioned earlier in this message, the PACC operations requires an annual General Fund subsidy of $900,000. This is very high and given the new reduced City organization, the PACC can no longer expect the City to cover any operating deficits, expenses that go beyond the budgeted allocation. My office will be working with the new capable PACC Manager to consider options for reducing that ongoing subsidy. We need to sit down with the Golf operators and discuss further reductions in the operating subsidy by the General Fund. We also need to look at alternatives for reducing the Oxnard pet population that ends up in the County operated shelter, which is a key determinant of our annual costs.

Maintaining investment in technology, fleet and facilities

As mentioned in the organizational assessment and in my budget discussions with Council, the City has not concluded the new Information Technology (IT) Master Plan, does not have a modern Fleet replacement program or a Facilities Master Plan. We have set aside a modest placeholder of $484,000 toward these issues, but I am confident the price tag for these projects will be much larger.

Transforming the City of Oxnard

As you know, we have embarked on a transformational effort called Oxnard 2020. This idea of a three phase organizational assessment and strategic plan was proposed to City Council in September 2014. Despite the current challenges of adjusting the organization to a smaller revenue base, we cannot take our eye off the ball. We need to aggressively implement the 129 recommendations found in the Phase 1 report and I will be coming back with a proposal to begin Phases 2 and 3, which includes a review of the operating departments (the second building block) and inclusion of the City Council and the community in developing our strategic plan (the third building block). The second phase needs to have a robust review of cost efficiency opportunities along with the use of best management practices. I believe we have room for savings. We need to stay focused on continuously improving the organizational culture, professional standards and the performance of the Oxnard Corporation.

Water and Wastewater finances

In past years the City's Wastewater Fund did not meet debt coverage requirements in its bond covenants. Preliminary forecasts indicate that debt coverage issues may occur for the Water and Wastewater Funds in FY 2014-2015 and FY 2015-2016. These result from reduced water sales resulting from conservation and higher water purchase costs. The rate process that the City Council will address in FY 2015-2016 corrects this problem and would result in ongoing compliance with coverage requirements. The Utilities Department is also working on final elements of a proposed Master Plan that will require large capital expenditures to rehabilitate and modernize its infrastructure. Addressing both of these issues will be a challenge given reluctance by past City Councils to increase rates. Taken together, City Council will be challenged with large rate increases and the need to put the City's "best foot forward" to achieve appropriate credit ratings to minimize interest costs to our residents.

Measure O

When I started this budget process in April, I hoped that the problems identified in the Assessment Findings would not affect the programs funded by Measure O. Unfortunately, fund deficits outside the General Fund had to be picked up by the General Fund to bring the City into compliance with generally accepted accounting principles (GAAP) and State law. Deficit balances and operating support for Assessment Districts, Impact Fee Funds and Enterprise funds are expected to total $16.4 million in Fiscal 2014-15.

Using undesignated fund balance to eliminate the deficits would leave a $3.5 million deficit fund balance in the General Fund threatening the solvency of the City. To manage the threat of insolvency by preserving the General Fund balance at 10% of expenditures and transfers, I recommend loaning the General Fund $16 million from the Measure O Fund. Analysis indicates that Measure O has adequate cash for the loan and is the best legal source to provide liquidity. The loan allows the City to spread the impact of correcting its accounting practices and complying with GAAP and the law over several years.

City Council policy establishes 18% as the appropriate level of funding for the General Fund reserve. Although the City's Comprehensive Annual Financial Report (CAFR) combines the General Fund and Measure O Fund for reporting purposes the City has always honored the separation of the funds from a planning and budgeting standpoint.

The loan would be repaid over a period of ten years at 3% interest with an annual transfer from the General Fund to Measure O of $1,875,688. With this loan payment the Measure O fund would have between $3.5 million and $4.5 million to program in each year for the next five years. We expect that approximately $7.3 million of previously approved Measure O appropriations will be unspent at June 30, 2015. I recommend that those appropriations detailed in Attachment C be reprioritized for funding using future Measure O resources.

Staff proposes to address reprioritization of unspent Measure O appropriations in the fall when final closing balances are available and in connection with the City's Capital Improvement Planning process. The reprioritization process would include review by Measure O committees and stakeholders. In future years the City can consider using one-time revenue sources to reduce the Measure O loan balance.

Because current ongoing charges to Measure O increase from $11 million to $13 million per year through 2020 I recommend that future funding be limited to one-time expenditures. Ten years before Measure O sunsets in 2028 the City should begin to transition all ongoing costs funded by Measure O to its normal operating budgets.

SUMMARY

While this course correction that we are going through is difficult and may be controversial, the City Council should be commended for wanting more from their organization, raising the bar and pursuing best practices, and gradually developing the roadmap for moving to "good" and ultimately from "good to great." We will repair and improve the organization. Those that achieve greatness show an obsession for continuous improvement and share a common high standard. They do not become prisoner of the past. One could only guess on what your options would have been in three to five years if these inappropriate practices did not see the light of day.

Looking Forward

Oxnard has seen some dark days in its past as a result of the organizations culture which led to inappropriate activities, unethical actions and mismanagement. This has resulted in the community's mistrust of local government. The DA's report and our organizational assessment clearly call for a change in the organizational culture.

We now have a clear understanding of where we've been but also have a vision of where we want to be in the future. The challenges are great and the solutions will only come from making the difficult decisions that are right for the future of our City.

I am confident that we can meet those challenges given that the City Council is committed to a corrective course of action. A comprehensive plan has been developed to address the problems identified in the organizational assessment. It will take time, but the course to success is clear.

The City Council has asked that our organizational changes result in an efficient, ethical and customer service driven organization. They are very anxious for us to partner with all segments of the Oxnard community so that we may all feel equally empowered to forge ahead and make good things happen. The administrative and support staff are committed to moving forward and being an equal partner in this endeavor. The past belongs to others, the future is ours.

In March 2015, we invited the community to come together and put forth their issues and priorities. Over 700 people and community organizations came together. Positive voices were heard throughout that evening. It was the first step in the community coming together in a cooperative and unified fashion and the first step in achieving the City Councils repeated desire for a unified forward moving community.

Although this budget represents some difficult choices, we are committed to minimizing the impact on the level of service our residents expect. I am confident that by working together as one community we will make Oxnard the city that it deserves to be!

FINANCIAL IMPACT

There is no financial impact until such time as the City Council adopts the budget.

Attachment #1 – Fiscal Year 2015-2016 Eliminated Positions

Attachment #2 – Fiscal Year 2015-2016 Department Proposal

Attachment #3 – Estimated Unexpended Measure O Appropriations Recommended for reprioritization

Attachment #4 – A Resolution of the City Council of the City of Oxnard Establishing Financial Management Policies

ATTACHMENT A

Fiscal Year 2015-16 Eliminated Positions

	Number of Full-Time Equivalents	Cost
General Fund		
Economic Community Development		
REDEVELOPMENT SERVICES MANAGER	1	127,442
Economic Community Development Total	**1**	**127,442**
City Attorney		
ADMINISTRATIVE LEGAL SEC II	1	57,524
City Attorney Total	**1**	**57,524**
City Clerk		
ASSISTANT CITY CLERK	1	77,896
City Clerk Total	**1**	**77,896**
City Manager		
LEGISLATIVE AFFAIRS MANAGER	1	102,935
MANAGEMENT ANALYST III	1	94,002
NEIGHBORHOOD SVC'S COORDINATOR	1	74,887
PROGRAMMER ANALYST	1	89,289
City Manager Total	**4**	**361,113**
City Treasurer		
ACCOUNT CLERK I	0.75	40,516
City Treasurer Total	**0.75**	**40,516**
Development Services		
ADMINISTRATIVE SECRETARY III	1	57,954
ASSOCIATE PLANNER	1	85,024
BUILDING INSPECTOR II	1	85,306
JUNIOR PLANNER	1	70,367
OFFICE ASSISTANT II	2	100,840
PLAN CHECK ENGINEER	1	106,418
Development Services Total	**7**	**505,909**
Finance		
ACCOUNT CLERK I	0.5	30,922
CUSTOMER SERVICE REP II	1	54,268
Finance Total	**1.5**	**85,190**
General Services		
SR GROUNDSWORKER	2	129,406
STREET MAINT WKR I	1	54,720
General Services Total	**3**	**184,126**
Housing		
HOMELESS ASSISTANCE PGM COORD	0.41	38,541
Housing Total	**0.41**	**38,541**
Human Resources		
ADMINISTRATIVE TECHNICIAN (C)	0.5	31,128
Human Resources Total	**0.5**	**31,128**

ATTACHMENT A

Fiscal Year 2015-16 Eliminated Positions

General Fund	Number of Full-Time Equivalents	Cost
Library		
LIBRARIAN I	3	220,511
LIBRARIAN III	1	81,267
LIBRARY AIDE I	1.5	81,498
LIBRARY AIDE II	0.5	33,158
LIBRARY SERVICES SUPERVISOR	1	91,488
OFFICE ASSISTANT I	1	46,261
SYSTEMS ANALYST III	1	110,776
Library Total	**9**	**664,959**
Police		
ADMINISTRATIVE TECHNICIAN	1	100,625
ASSISTANT POLICE CHIEF	1	244,828
COMMUNICATIONS TRAINING COORD	1	82,654
COMMUNITY SERVICE OFFICER	2	123,488
COMPUTER NETWORK ENGINEER III	1	81,221
POLICE COMMANDER	1	283,904
POLICE OFFICER II	6	655,602
POLICE OFFICER III	1	129,987
SR CODE COMPLIANCE INSPECTOR	1	86,286
Police Total	**15**	**1,788,595**
Recreation		
ADMINISTRATIVE TECHNICIAN	1	62,256
RECREATION SUPERVISOR	1	84,165
RECREATION/HUMAN SERV COORD	0.5	39,479
RECREATION/HUMAN SERV LDR III	1	51,300
Recreation Total	**3.5**	**237,200**
General Fund Total	47.66	4,200,139

Other Funds	Number of Full-Time Equivalents	Cost
Housing		
HOMELESS ASSISTANCE PGM COORD	0.59	55,461
Housing Total	**0.59**	**55,461**
Human Resources		
SAFETY SPECIALIST (C)	1	78,017
Human Resources Total	**1**	**78,017**
Information Systems		
COMPUTER OPERATOR	1	69,641
GEOGRAPH INFO SYSTEMS TECH II	1	78,044
WORD PROCESSOR II	1	59,571
Information Systems Total	**3**	**207,256**

ATTACHMENT A

Fiscal Year 2015-16 Eliminated Positions

Other Funds	Number of Full-Time Equivalents	Cost
Facilities		
FAC MAINT WORKER II	1	60,373
MAINTENANCE ELECTRICIAN	1	70,005
MAINTENANCE PLUMBER	1	69,391
SR CUSTODIAN	2	107,156
Facilities Total	**5**	**306,925**
Fleet Services		
FLEET SERVICES MAINT WORKER	1	55,658
FLEET SERVICES MECHANIC I	1	76,480
FLEET SERVICES MECHANIC II	2	159,932
Fleet Services Total	**4**	**292,070**
Other Funds Total	**13.59**	**939,729**
All Funds Total	**61.25**	**5,139,868**

ATTACHMENT B
Fiscal Year 2015-16 Department Proposal

	Proposed Increases	Proposed Reduction	Changes
General Fund			
Carnegie Art Museum	-	(40,469)	(40,469)
City Attorney	253,800	(141,712)	112,088
City Clerk Total	-	(7,989)	(7,989)
City Manager	368,570	(429,153)	(60,583)
City Treasurer	80,000	(98,640)	(18,640)
Convention and Visitors Bureau	-	(70,000)	(70,000)
Development Services	202,500	(590,000)	(387,500)
Economic Community Development	5,000	-	5,000
Fire	419,000	(1,510,960)	(1,091,960)
General Services	-	(672,382)	(672,382)
Human Resources	486,954	(14,723)	472,231
Library	-	(259,098)	(259,098)
Non-Departmental	-	(128,000)	(128,000)
Performing Art Center Contribution	-	(172,898)	(172,898)
Police	1,356,685	(2,508,655)	(1,151,970)
Recreation and Community Services	-	(981,597)	(981,597)
General Fund	**3,172,509**	**(7,626,276)**	**(4,453,767)**
Other Funds			
Facilities Maintenance Total	-	(533,939)	(533,939)
Fleet Services Total	-	(497,117)	(497,117)
Golf Total	-	(77,179)	(77,179)
Information Systems Total	36,497	(523,100)	(486,603)
PACC Total		(104,523)	(104,523)
Other Funds	**36,497**	**(1,735,858)**	**(1,699,361)**
Grand Total	**3,209,006**	**(9,362,134)**	**(6,153,128)**

City of Oxnard
Attachment C
Estimated Unexpended Measure O Appropriations
Recommended for reprioritization

Item	Amount
College Park SE-2	$100,000
Campus Park Phase I	$116,362
Campus Park Phase II	$306,779
Action Plan Task Force	$18,975
Action Plan/Translator Interpreter	$20,154
Library Wi-Fi	$8,331
College Park Programs	$5,000
Main Library Homework Center	$8,822
Fremont North Neighborhood Resurfacing	$1,334,807
Cypress Neighborhood Resurfacing	$477,171
La Colonia Neighborhood Resurfacing	$2,342,725
Oxnard Shores Slurry Seal	$300,000
Alleyways Reconstruction Phase II	$1,556,224
Alleyways East of A Street	$136,144
Alleyways East of Del Oro St.	$112,606
Parking Lot/Alleyway Maintenance	$416,102
Total	**$7,260,201**

ATTACHMENT D

CITY COUNCIL OF THE CITY OF OXNARD
RESOLUTION NO. _______
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD ESTABLISHING FINANCIAL MANAGEMENT POLICIES

WHEREAS, the City Council wishes to establish financial management policies to be followed in the development and implementation of the City budget.

I. NOW, THEREFORE, the City Council of the City of Oxnard hereby resolves that the following policies will guide the development and implementation of the City's Operating and Capital Improvement Project Budgets.

I. BUDGET POLICIES
A. Budget Guidelines

1) The City Council will approve a multi-year revenue and expenditure forecast, which will provide parameters for the budget development process.

2) The budget process will include the development of a balanced two-year budget. The two-year budget will include an approach that City Council approves appropriations for a one-year operating budget and capital improvement plan.

3) The budget will be organized in a department/service level format.

4) The budget development process will include the identification and evaluation of policy options for service levels. However, the adopted budget will include only those policy options approved by City Council.

B. Appropriation Priorities

1. In evaluating the level of appropriations for department enhancements, or expense reductions, staff will apply the following principles in the priority order given:

a. Essential services that provide for the health and safety of residents.

b. Adequate ongoing maintenance of facilities and equipment.

c. All other services.

2. When reductions in personnel are necessary to reduce expenditures, to the greatest extent possible this will be accomplished through normal attrition.

C. Supplemental Services

The City Council may budget for certain services that may also be provided by other governmental agencies or the private sector. The provision of these services will be based on a demonstrated community need or benefit over time. When appropriate, these services will be supported in whole or in part by user fees.

D. Appropriation Changes

1. Changes to the City Council adopted budget for the fiscal year shall occur as follows:

2. By City Council action for all changes that either increase or decrease fund appropriations adopted in the annual budget appropriation resolution.

3. By the City Manager for appropriation transfers between departments within a fund.

4. By the Department Director for appropriation transfers between programs, as long as funding is available in the department as a whole.

II.CAPITAL IMPROVEMENT PROGRAM POLICIES

A. Capital Planning Period

1. Staff will budget all capital improvements in accordance with an adopted Capital Improvement Project (CIP) Plan.

2. The City's long-range capital planning period will be a minimum of five years, or longer where appropriate.

3. The Five-Year Capital Improvement Project Plan will be reviewed and approved by City Council every other year or as needed based on economic and funding outlooks. City Council will approve appropriations annually. Appropriation changes will be in accordance with Section I.D.

4. The CIP Plan will be in conformance with and support the City's major planning documents: the most current General Plan, project specific plans, and Citywide master plans for related infrastructure improvements.

5. Staff will prepare strategic plans and master plans for major infrastructure and utility improvements with a 10- or 20-year planning horizon when appropriate.

B. Capital Project Priorities

1. Staff will evaluate and prioritize each proposed capital project against the following criteria:

a. Linkage with community needs as identified in the City's major planning documents.

b. Cost/benefit analysis identifying all financial and community impacts of the project.

c. Identification of available funding resources.

2. Staff will develop the CIP Plan with funding priorities in the following order:

a. Projects that maintain and preserve existing facilities.

b. Projects that replace existing facilities which no longer meet the needs of the community or that can no longer be maintained cost effectively.

c. Projects that provide new and expanded services to the community.

C. Capital Project Management

1. Capital projects will be managed in a phased approach. The project phases will become a framework for appropriate decision points and reporting. The phasing will consist of:

a. Conceptual/schematic proposal
b. Preliminary design and cost estimate
c. Engineering and final design
d. Bid administration
e. Acquisition/construction
f. Project closeout

2. Each capital improvement project will have a project manager who will prepare the project proposal, ensure that required phases are completed on schedule, authorize payment of expenditures approved as required by the City's Purchasing Manual, ensure that all regulations and laws are observed, periodically report project status, track project expenditures and perform the project closeout according to current procedures.

III. REVENUE POLICIES

A. Maintenance of Revenues

1. The City Council will attempt to maintain a diversified and stable revenue base to shelter the City from short term fluctuations in any one revenue source.

2. The City Council will promote an increase in the City's revenue base through economic development programs that maintain and enhance a vigorous local economy.

3. The City Council will seek to supplement the City's revenue base through the identification of and application for State and federal grant funds, which will support identified needs.

B. User Fees and Rates

1. The City Council will attempt to recover the costs of services providing a private benefit to users through the imposition of user fees and charges.

2. The City Council will establish all user fees and charges at a level related to the direct and indirect costs of providing services and the degree of public versus private benefit.

3. Staff will recalculate annually the full costs of activities supported by user fees and rates to identify the impact of inflation and other cost increases.

4. The City Council will set fees and user rates for each enterprise fund (e.g., water, wastewater, solid waste) at a level that fully supports the total direct and indirect costs of the activity.

C. Revenue Collection

1. Staff will take all cost effective actions available to collect revenues.

2. Staff will grant use fee waivers and debt forgiveness under the following conditions:

a. All requests will be approved or disapproved by the City Council on a case by case basis.

b. Each request will be considered and City Council action will be by resolution.

c. All categorical fee waivers will be subject to a sunset provision as determined by the City Council.

3. Staff will not grant development and permit fee waivers.

D. Interest Earnings

1. Staff will assign interest earnings to the appropriate fund based on available cash balances.

2. Investment policies will be reviewed annually by the Investment Review Committee and the City Council.

IV. FUND BALANCE POLICIY

This Fund Balance Policy establishes the procedures for reporting unrestricted fund balance in the General Fund financial statements. Certain commitments and assignments of fund balance will help ensure that there will be adequate financial resources to protect the City against unforeseen circumstances and events such as revenue shortfalls and unanticipated expenditures. The policy also authorizes and directs the Chief Financial Officer to prepare financial reports which categorize fund balance in accordance with Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions.

A. Procedures

Fund balance is essentially the difference between the assets and liabilities reported in a governmental fund. There are five separate components of fund balance, each of which identifies the extent to which the City is bound to honor constraints on the specific purposes for which amounts can be spent.

- Nonspendable fund balance
- Restricted fund balance
- Committed fund balance
- Assigned fund balance
- Unassigned fund balance

The first two components listed above are not addressed in this policy due to the nature of their restrictions. An example of nonspendable fund balance is a prepaid item. Restricted fund balance is either imposed by law or constrained by grantors, contributors, or laws or regulations of other governments. This policy is focused on financial reporting of unrestricted fund balance, or the last three components listed above. These three components are further defined below.

B. Committed Fund Balance

The City Council, as the City's highest level of decision-making authority, may commit fund balance for specific purposes pursuant to constraints imposed by formal actions taken, such as ordinance or resolution. These committed amounts cannot be used for any other purposes unless the City Council removes or changes the specified use by taking the same type of action it employed to commit those amounts. City Council action to commit fund balance should occur within the fiscal reporting period; however the amount can be determined in the subsequent period.

C. Assigned Fund Balance

1. Amounts that are constrained by the City's intent to be used for specific purposes, but are neither restricted nor committed, should be reported as assigned fund balance.

2. This policy hereby designates the authority to assign amounts to be used for specific purposes to the Chief Financial Officer for the purpose of reporting these amounts in the annual financial statements.

D. Unassigned Fund Balance

These are residual positive net resources of the general fund in excess of what can be properly classified in one of the other four categories.

V. RESERVE POLICIES

A. Adequate reserves will be maintained for all known liabilities, including payable employee leave balances, workers' compensation, and self insured retention limits.

B. The City Council will endeavor to maintain an operating reserve equal to 18 percent of the General Fund operating budget. The operating reserve shall be available to: cover cash flow requirements; meet unanticipated revenue shortfalls; take advantage of unexpected opportunities; invest in projects with a rapid payback; ensure against physical or natural disasters; and provide interest earnings.

C. The City Council will endeavor to maintain operating reserves in the Water and Wastewater Utility Enterprise Funds equal to 25 percent of the operating budgets, and reserves in the Solid Waste Enterprise Fund equal to 9 percent of the operating budget.

VI. DEBT POLICIES

A. Use of Debt

1. Any tax and revenue anticipation borrowing will be consistent with State and federal laws and regulations.

2. The City Council will review the issuance of long term debt only for:

   a. Construction and acquisition of land, capital improvements, or equipment when the useful life of the asset is equal to or greater than the term of the debt.

   b. The creation of contractually required reserves.

   c. The payment of judicial awards or settlements or the establishment of actuarial reserves to pay such awards.

3. Debt financing will not be appropriate for current operating or maintenance expenses or for any recurring purposes.

B. Conditions of Use

1. The City Council will use long term debt to finance a major equipment acquisition, a capital project, or reserve only if a cost/benefit analysis establishes that the financial and community benefits of the financing exceed the costs.

2. Benefits can include, but are not limited to, the following:

   a. Present value benefit: The current cost plus the financing cost is less than the future cost of the project or acquisition.

   b. Maintenance value benefit: The financing cost is less than the maintenance cost of deferring the project or acquisition.

   c. Equity benefit: Financing provides a method of spreading the cost of a project or acquisition back to the users of the project or acquisition over time.

   d. Community benefit: Debt financing of the project or acquisition enables the City Council to meet an immediate community need.

3. Debt financing will be used only when project revenues or other identified revenue sources are sufficient to service the debt.

4. The City Council by resolution will periodically establish industry standard bond debt ratios to assess maximum debt carrying capacity and will apply these ratios to each proposed debt.

5. When the City obtains debt financing on behalf of or benefiting a third party (as with assessment districts) such debt will be issued in conformance with existing City Council priorities and policies without contingent liability of the City and with all costs of issuance and administration fully reimbursed by the third party.

C. Methods

1. Staff will retain the following contract advisors for the issuance of debt:

   a. Bond Counsel To be selected by RFP periodically.

   b. Special Counsel To be selected by RFP periodically to protect the City's interest in complex negotiations and document review.

   c. Financial Advisor - To be selected by RFP periodically to assist the City in assessing financing opportunities and options, selection of underwriters, preparation of all required financing documents, and other financial advisory assistance as required.

d. Underwriters To be selected periodically by RFP for negotiated financings. For bond issues that are competitively bid, underwriter will be selected on the basis of lowest true interest cost (TIC).

2. The City Council's preference is to issue fixed rate long term debt with level debt service, but variable rate debt or other debt service structure may be considered if an economic advantage is identified for a particular project.

3. Bond proceeds will be held by an independent bank acting as trustee or fiscal agent.

4. The City Council's bond rating objective for the City for all debt issues is a Standard & Poor's rating of AA. Credit enhancements will be used to achieve higher ratings when there is an economic benefit.

VII. ACCOUNTING POLICIES

A. Accounting Standards

1. The City's accounting systems and procedures will comply with the Generally Accepted Accounting Principles (GAAP) and standards promulgated by the Financial Accounting Standards Board (FASB) and the Governmental Accounting Standards Board (GASB) to the extent necessary to achieve an unqualified audit opinion and adequate internal controls.

2. The City will adopt the Historical Cost method of fixed asset reporting to comply with GASB and the capitalization policy will be $5,000 or more.

3. Staff will prepare regular monthly, quarterly, and annual financial reports to present a summary of financial performance and position.

4. Staff will provide full disclosure in the annual financial statements and bond representations.

5. The City's budgetary system will be integrated and compatible with the accounting system.

B. Independent Auditor

1. The City will retain an independent certified auditing firm to annually conduct an audit of the financial records in accordance with all State and federal requirements.

2. The selection of the City's audit firm will be by an RFP submitted to a limited number of qualified audit firms with recognized credentials in municipal auditing.

3. In order to promote continuity in the audit process, the engagement of the audit firm will be for a minimum period of three years. Such three-year engagement may be extended on an annual basis at the option of the City Manager.

VIII. RISK MANAGEMENT POLICIES

A. The City will maintain a risk management program for public liability, workers' compensation, and loss of property exposures. This program will emphasize avoidance of risk, whenever possible, funding for losses which cannot be avoided, and transfer of risk to third parties whenever appropriate.

B. The risk management process will include the systematic and continuous identification of loss perils and exposures, the analysis of these perils and exposures in terms of frequency and severity probabilities, the application of sound risk control procedures and the financing of risk consistent with the City's financial resources.

C. If the loss potential in dollars for a particular risk is substantial and cannot be absorbed within the City's annual operating budget, the staff will develop and maintain a program of purchased insurance, funded self insurance, or debt.

D. Staff will endeavor to promptly settle justified claims but will vigorously defend claims which are doubtful, frivolous, or unsupported.

E. Staff will maintain separate self insurance funds to identify and segregate the financial resources necessary to cover insurance premiums and self insured retentions.

1. Revenues into the insurance funds will be generated by charges to operating programs allocated to reflect loss experience.

2. Resources will be established at the end of each year to fund liability for open claims, incurred but not reported claims, and a catastrophic loss reserve as periodically recommended by an independent actuarial consultant, or as authorized for GAAP.

F. To assist in the overall administration of the risk management program, the City Council will utilize the following consultants:

1. Claims adjuster for workers' compensation and public liability/property damage.

2. Claims auditor, actuarial consultant, and risk management program auditor.

3. Insurance broker of record.

PASSED AND ADOPTED on this day of June, 2015, by the following vote:

AYES:

NOES:

ABSENT:

____
Tim Flynn, Mayor

ATTEST:

____
Daniel Martinez, City Clerk

APPROVED AS TO FORM:

____
Stephen M. Fischer, Interim City Attorney

AGENDA ITEM NO. I-1

MINUTES
OXNARD CITY COUNCIL
Regular Meeting
February 24, 2015

A. ROLL CALL/POSTING OF AGENDA

At 4:35 p.m., the regular meeting of the Oxnard City Council convened in the Council Chambers concurrently with the Community Development Commission Successor Agency. Councilmembers Tim Flynn, Carmen Ramirez, Bryan A. MacDonald, Dorina Padilla and Bert Perello were present. The City Clerk stated that the agenda was posted on Thursday in the Library and City Clerk's Office. Mayor Flynn presided and called the meeting to order. Staff members present were: Daniel Martinez, City Clerk; Greg Nyhoff, City Manager; Scott Whitney, Interim Assistant City Manager; Stephen Fischer, Interim City Attorney; Kymberly Horner, Redevelopment Services Manager and and Todd Moody, Special Counsel.

B. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

C. CLOSED SESSION

At 4:38 p.m. the City Council recessed 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 was Edmund Sotelo v. City of Oxnard, United States District Court, Case No. CV13-6039 FMO(MRWx).

The Successor Agency also recessed to a closed session, pursuant to Government Code section 54956.9(d)(4), based on existing facts and circumstances, to decide whether to initiate in one potential case.

At 6:15 p.m. the City Council and Successor Agency reconvened and recessed to the evening session.

D. OPENING CEREMONIES

At 6:24 p.m., the regular meeting of the Oxnard City Council reconvened in the Council Chambers, concurrently with the Community Development Commission Successor Agency. The meeting opened with the pledge of allegiance to the flag of the United States, followed by a moment of silence. Mayor Flynn presided. Additional staff members present were: Jeri Williams, Police Chief; Jason Benites, Assistant Police Chief; James Williams, Fire Chief; Matthew Winegar, Development Services Director; Grace Magistrale Hoffman, Deputy City Manager; Michael Henderson, General Services Manager; Carrie Sabatini, Interim Housing Director; Martin Erickson, Deputy City Manager; Daniel Rydberg, Interim Utilities Director and Christina Aerenlund, Public Information Officer.

L. REPORT OF CITY MANAGER

The City Manager, City Fire Chief and Assistant Police Chief reported on the Metrolink train accident involving three derailed train cars and a truck which was driving on the railway tracks.

E. CEREMONIAL CALENDAR

1. SUBJECT: Resolution Commending Joanna Gentry for 28 Years of Outstanding Service to the City of Oxnard. (001)
   DISCUSSION: The City Council recognized Ms. Joanna Gentry who commented on her journey of jobs at the City of Oxnard.

   Pubic comment was received from: Dan Pinedo.

   ACTION: Move to approve **Resolution No. 14,719** (MacDonald/Perello) unanimously.

ITEMS REMOVED FROM AGENDA

The City Council concurred to remove Citywide Tree Trimming (K-6) from the agenda.

F. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Public comments were received from: Ed Ellis; John Martinez; Len Shulman; Jim Milstead; Gerard Kapuscik; Firman Brown; Emily Clark; William Terry; Jack Villa; Jennifer Welch; Pat Brown; Dan Lechliter; Elliott Gabriel and Dan Pinedo. The General Service Manager reported on the requested to trim Palm trees.

G. TRANSMITTAL OF INFORMATION ONLY ITEMS

H. INFORMATION/CONSENT PUBLIC HEARINGS

I. PUBLIC HEARINGS

J. APPOINTMENT ITEMS

Recreation and Community Services Department

1. SUBJECT: Senior Services Commission Annual Report to City Council. (013)
   RECOMMENDATION: Receive the annual Senior Services Commission verbal report.
   DISCUSSION: Presentation was made by Alice Sweetland, Senior Commissioner, regarding senior programs including exercising, computer class use, lawn bowling, making of jewel classes; serving of meals; scheduled trips and the Bone Program.

   Public comment was received from: Steve Nash.

   The City Manager and Interim Housing Director reported on the Colonia Community Center facility to be built in conjunction with the Courts Project.

   ACTION: Received annual report.

M. CITY COUNCIL/BUSINESS/COMMITTEE REPORTS – Items carried over from February 10, 2015 meeting.

1. SUBJECT: Appointments to the Cultural Arts Commission. (003)
   RECOMMENDATION: That the Mayor, with approval of the City Council, appoint nine (9) members to the newly created Cultural Arts Commission.

DISCUSSION: Mayor Pro Tem Ramirez and Councilmember Padilla provided their opinions regarding the creation of the new commission devoted to cultural arts.

Public comment received from: Margaret Cortese.

ACTION: Mayor Flynn appointed Margaret Cortese, Deborah De Vries, Javier Gomez, Jesus Gonzales, Oneita Hirata, Autumn Kelly, Christine Morla, Cesar Perez and Susan Smith with approval of the City Council (MacDonald/Padilla) unanimously.

2. SUBJECT: Measure O Citizen Oversight Committee Appointments. (009)
RECOMMENDATION: Appoint nine (9) members of the Measure O Citizen Oversight Committee (COC).
DISCUSSION: The Deputy City Manager (Erickson) outlined the selection process.
ACTION: Mayor Flynn appointed Nancy Lindholm, Len Shulman, Donald W. Thibeault, Juan Reynoso, Kay Brainard, Rudy Durias, Deirdre Frank, David H. Garcia and Joseph M. Munoz with approval of the City Council. (Ramirez/Padilla) Ayes: Ramirez, MacDonald, Padilla, Perello and Flynn. Noes: Perello only regarding selection of Nancy Linholm.

K. REPORTS

City Manager Department

1. SUBJECT: Presentation on the City of Oxnard Community and Budget Priorities. (025)
RECOMMENDATION: Receive a report on and provide comments on the community and budget priorities.
DISCUSSION: The City Manager and Interim Assistant City Manager outlined the proposed "budget" priorities and upcoming community meeting of March 5, 2015.

Public comments were received from: Steve Nash, George Miller and Dan Lechliter.

The City Council discussed priorities including customer service; working together; Life guard program; responsible of residents; zero landscape garden (on City property); Youth issues; Housing needs; pride in Oxnard; determining priorities; measurement of outcomes;

ACTION: The City Council provided comments and directions to staff.

2. SUBJECT: (I) Initial Memorandum of Understanding between the City and the Oxnard Mid-Management Association and (II) Amendment to Salary Resolution for Unrepresented Employees. (031)
RECOMMENDATION: 1) Adopt **Resolution No. 14,720** approving the initial Memorandum of Understanding (A-7754) between the City and the Oxnard Mid-Management Association ("OMMA"); 2) Adopt **Resolution No. 14,721** amend Resolution No. 14,717; and 3) Authorize the Interim Director of Human Resources, the Interim Chief Financial Officer, and City Manager to take the necessary administrative action to implement these resolutions.
DISCUSSION: Donna Torres, Renne Sloan Holtzman Sakai LLP, reviewed the proposed MOUs, the MOU process of the MOU and expiration of contracts.

The City Council discussed the proposed MOUs; steps to examine the agreements and retirement issues.

ACTION: Moved to approve as recommended. (MacDonald/Ramirez) Ayes: MacDonald, Padilla, Perello, Flynn and Ramirez. Councilmember Perello stated for the record his concern numbers

5. SUBJECT: Verbal Update on the Economic Development Corporation of Oxnard (EDCO) Mid-Year Work Plan Progress Report.
RECOMMENDATION: Receive report.
DISCUSSION: Elizabeth Callahan, President of the Economic Development Corporation (EDCO) commented on: the EDCO mission, working with the business sector, educational "level" needs and the community employment level.

Public comment was received from: George Miller.

The City Council discussed the value of EDCO, grant programs and educational programs.

ACTION: The City Council provided comments and directions to staff.

Community Development Department

4. SUBJECT: Reimbursement Agreement. (139)
RECOMMENDATION: 1) That the City Council approve the City's entry into a Reimbursement Agreement with the Oxnard Community Development Commission Successor Agency; and 2) That the Governing Board approve, and recommend to its Oversight Board approval of, the Successor Agency's entry into a Reimbursement Agreement with the City of Oxnard.
DISCUSSION: The Interim Redevelopment Services Manager requested a "bridge" loan for several companies including Alert Property Management and maintenance costs. Special Counsel explained the State's proposed changes regarding the reimbursement process.

The City Manager commented on property management and maintenance costs.

Public comment was received from: Steve Nash.

At 10:59 p.m., Mayor Flynn left the meeting and Mayor Pro Tem Ramirez presided.

The City Council commented on: the maintenance of buildings, the reimbursement process and the sale of properties.

ACTION: Approved as recommended. (Padilla/MacDonald) Ayes: Perello, Ramirez, MacDonald and Padilla. Absent: Flynn.

General Services Department

6. SUBJECT: Verbal Update on Citywide Tree Trimming.
RECOMMENDATION: Receive report.
ACTION: The Council concurred to remove from agenda.

L. REPORT OF CITY MANAGER

The City Manager reported on the update of the recruiting process of Assistant City Manager and Human Resources Director.

N. PUBLIC COMMENTS ON REPORTS

O. PUBLIC COMMENTS ON STUDY SESSION

P. STUDY SESSION

COMMUNITY DEVELOPMENT COMMISSION SUCCESSOR AGENCY

At 11:29 p.m. the joint meeting with the Commission Development Commission Successor Agency concluded.

Q. REVIEW OF INFORMATION/CONSENT AGENDA

Comments were received from: City Manager and Redevelopment Services Manager (S-1(d)); and Police Chief (S-3).

R. PUBLIC COMMENTS ON INFORMATION/CONSENT AGENDA

S. INFORMATION/CONSENT AGENDA

City Manager Department

1. SUBJECT: Agreements for City Council Review. (147)
RECOMMENDATION: Approve and authorize the City Manager, to execute the attached 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. Remove except for (d).

Fire Department

2. SUBJECT: California Fire Assistance Agreement Terms and Conditions. (151)
RECOMMENDATION: Removed from agenda.

Police Department

3. SUBJECT: State of California Grant for Selective Traffic Enforcement. (155)
RECOMMENDATION: Adopt **Resolution No. 14,722**: 1) Authorizing the City Manager to execute and submit an application for $307,544.80 in grant funds to the State of California Office of Traffic Safety (OTS), to be used for the FY-2015/16 Selective Traffic Enforcement Program; 2) Authorizing the City Manager or designee to execute grant agreements; 3) Authorizing the Chief Financial Officer or designee to submit financial reports and grant claims and approve budget appropriations for the use of grant funds upon award; and 4) Authorizing the Chief of Police or designee to submit non-financial reports.

INFORMATION/CONSENT AGENDA ACTION: Moved to approved only S-1(d) and S-3. (MacDonald/Padilla) Ayes: Ramirez, MacDonald, Padilla and Perello. Absent: Flynn.

M. CITY COUNCIL BUSINESS/COMMITTEE REPORTS

3. SUBJECT: Discussion and Determination Whether to Include at Future City Council Meetings for Consideration, with the Accompanying Appropriate Research and Agenda Report, Items Raised at Previous Council Meetings.
RECOMMENDATION: Consider and determine by majority vote whether to include the following items on future City Council meeting agendas: 1) St. Francis Dam Failure Presentation; 2) Green Building Code Presentation; 3) Regulation of Dogs on Public Beaches; and 4) Establishment of an Athletics Commission.

DISCUSSION: Public comment was received from: Pat Brown.
ACTION: The City Council concurred to remove from agenda.

The City Council commented several items including downtown Oxnard Management District, Oxnard Airport complain phone line, Ventura Regional Sanitation District landfill report, odor issues at Walmart Shopping at the Rose and other neighborhoods.

T. ADJOURNMENT

At 11:53p.m. the City Council concurred to adjourn the meeting.

DANIEL MARTINEZ
City Clerk

TIM FLYNN
Mayor

CARMEN RAMIREZ
Mayor Pro Tem

MINUTES
OXNARD CITY COUNCIL
Regular Meeting
March 3, 2015

A. ROLL CALL/POSTING OF AGENDA

At 6:05 p.m., the regular meeting of the Oxnard City Council convened in the Council Chambers concurrent with Community Development Commission Successor Agency. Councilmembers Tim Flynn, Carmen Ramirez, Bryan A. MacDonald and Dorina Padilla were present. The Deputy City Clerk stated that the agenda was posted on Thursday in the Library and City Clerk's Office. Mayor Flynn presided and called the meeting to order. Staff members present were: Lyn McGraw, Deputy City Clerk; Greg Nyhoff, City Manager, Scott Whitney, Interim Assistant City Manager; Grace Magistrale Hoffman, Deputy City Manager; Martin Erickson, Deputy City Manager; Stephen Fischer, Acting City Attorney; David Millican, Interim Chief Financial Officer; Kymberly Horner, Interim Community Development Director.

B. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

C. CLOSED SESSION

D. OPENING CEREMONIES

At 6:07 P.M., the regular meeting of the Oxnard City Council reconvened in the Council Chambers, concurrently with the Community Development Successor Agency. The meeting opened with the pledge of allegiance to the flag of the United States, followed by a moment of silence for the Metrolink Engineer who passed away from injuries substained in the recent railroad accident. Mayor Flynn presided. Additional staff members present were: Jeri Williams, Police Chief; Karl Lawson, Housing Director; Matthew Winegar, Development Services Director; Ashley Golden, Planning Manager; Michael Henderson, Maintenance Services Manager; James Williams, Fire Chief; Efren Gorre, Youth Development Manager; Dan Rydberg, Utilities and Engineering Manager; Roger Brooks, Code Compliance Officer; Steve Newman, Deputy Building Official.

E. CEREMONIAL CALENDAR

1. SUBJECT: Recognition of the Rose Park Neighborhood Council "Vecinos Unidos de Rose Park."
   DISCUSSION: The City Manager praised the Rose Park Neighborhood Council and said that other neighborhood councils could learn from them.

2. SUBJECT: Presentation of Proclamation Designating March 14, 2015, as "Volunteer Income Tax Assistance Program" Day.
   DISCUSSION: Council received presentation from Jerome Horton Company representative regarding the Volunteer Income Tax Assistance Program.

F. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Comments received from: Ed Ellis; Janice Feingold; Jon Martinez; Bill Mitzel; Jean Joneson; William "Bill" Terry; Peggy Rivera; "Andrea"; Mike McBain; Firman Brown; Darlene Miller; Pat Brown; Harold Ceja; Daniel Lechliter; Patrick Barrios; Larry Stein; Sal Gonzalez; and Lupe Anguiano.

J. APPOINTMENT ITEMS: These are INFORMATION/CONSENT Items carried over from February 24, 2015 meeting

City Manager Department

1. SUBJECT: Agreements for City Council Review. (001)
RECOMMENDATION: Approve and authorize the City Manager, to execute the attached 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.

Fire Department

2. SUBJECT: California Fire Assistance Agreement Terms and Conditions. (005)
RECOMMENDATION: Adopt a resolution identifying the terms and conditions for Fire Department response to incidents that are under the California Fire Assistance Agreement (CFAA).

INFORMATION /CONSENT AGENDA ACTION: Approved as recommended. (MacDonald/Padilla). Ayes: McDonald, Padilla, Ramirez, Flynn, Perello.

G. TRANSMITTAL OF INFORMATION ONLY ITEMS

H. INFORMATION/CONSENT PUBLIC HEARINGS

I. PUBLIC HEARINGS

Community Development Department

1. SUBJECT: Conduct Tax Equity and Fiscal Responsibility Act (TEFRA) Hearing and Adoption of a Resolution Approving the Issuance of $1,895,000 of California Enterprise Development Authority Revenue Bonds for the Benefit of KJH Properties, LLC. (011)
RECOMMENDATION: 1) Hold a public hearing regarding the issuance by the issuance by the California Enterprise Development Authority (the "Authority") of not to exceed $1,895,000 of the Authority's Revenue Bonds (the "Bonds") for the benefit of KJH Properties, LLC, a California limited liability company (the "Company"); and 2) Adopt **Resolution No.14,724** approving the issuance of Bonds by the Authority.

ACTION: Close the public hearing. (Perello/Ramirez). Unanimously.

Public comments received from: Larry Stein; Steve Nash and George Miller.

ACTION: Approved as recommended. (MacDonald/Ramirez). Ayes: Ramirez, MacDonald, Padilla, Perello and Flynn. Noes: None.

Development Services Department

2. SUBJECT: Planning and Zoning Permit No. 13-580-05 (Zone Text Amendment) for Accessory Structures. (019)
RECOMMENDATION: Approve the first reading by title only and subsequent adoption of an **Ordinance No. 2890** approving Planning and Zoning Permit No 13-580-05 (Zone Text Amendment) regarding regulations for accessory structures in residential zones.

ACTION: Close the public hearing. (Padilla/Perello). Unanimously.

Public comment provided by: George Miller.

ACTION: Approved as recommended. (MacDonald/Ramirez). Ayes: Padilla, Perello, Flynn, Ramirez and MacDonald. Noes: None.

J. APPOINTMENT ITEMS

3. SUBJECT: Verbal Update on the Convention and Visitors Bureau Annual Report.
   DISCUSSION: Need to address the business market; include American Express Card usage in the figures and not just Visa data.
   ACTION: Received report and provided comments to staff.

Q. REVIEW OF INFORMATION/CONSENT AGENDA

R. PUBLIC COMMENTS ON INFORMATION/CONSENT AGENDA

Public comments received from: George Miller and Pat Brown.

S. INFORMATION/CONSENT AGENDA

City Attorney Department

1. SUBJECT: Attorney Services Agreement for Special Counsel in Proceedings Related to Electrical Generating Facilities at Mandalay and Ormond Beach. (043)
   RECOMMENDATION: 1) Approve and authorize the City Manager to execute an Attorney Services Agreement in a sum not to exceed $200,000 with Shute Mihaly & Weinberger, LLP ("Shute") (7002-15-CA); and 2) Authorize the special budget appropriation in the amount of $200,000 from the General Fund Operating Reserve Fund. *

2. SUBJECT: Attorney Services Agreement for Special Counsel to Represent the City in a Variety of Human Resources Related Matters. (069)
   RECOMMENDATION: 1) Approve and authorize the City Manager to execute an Attorney Services Agreement in a sum not to exceed $240,000 with Renne Sloan Holtzman Sakai LLP ("Renne") (7001-15-CA); and 2) Authorize the special budget appropriation in the amount of $240,000 from the General Fund Operating Reserve Fund.

City Clerk Department

3. SUBJECT: Minutes of the Regular Meetings of the Oxnard City Council for January 13 and 27, 2015; and Minutes of the Regular Meetings of the Oxnard Community Development Successor Agency for January 13 and 27, 2015. (089)
   RECOMMENDATION: Approve.

City Manager Department

4. SUBJECT: Agreements for City Council Review. (107)
RECOMMENDATION: Approve and authorize the City Manager, to execute the attached 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.

Community Development Department

5. SUBJECT: Assignment and Assumption Agreement Regarding Long-Range Property Management Plan Advisory Services Agreement with Kosmont Companies. (109)
RECOMMENDATION: 1) That the City Council approve the City's entry into an Assignment and Assumption Agreement with the Oxnard Community Development Commission Successor Agency; and 2) That the Governing Board approve, and recommend to its Oversight Board approval of, the Successor Agency's entry into an Assignment and Assumption Agreement with the City of Oxnard.

Fire Department

6. SUBJECT: Recognize Revenue and Appropriate Funds for the Supplemental 2013 Emergency Management Performance Grant (EMPG). (149)
RECOMMENDATION: Approve a Budget Appropriation to Recognize Revenue and Appropriate Funds in the amount of $45,000 from the Supplemental 2013 Emergency Management Performance Grant (EMPG).

General Services Department

7. SUBJECT: Approval of Lowest Responsible Responsive Bid and Authorization to Issue and Execute a Contract (to be numbered A-7751) for GS13-14 Oxnard Transit Center (OTC) Heating & Air Conditioning (HVAC) System Upgrade. (153)
RECOMMENDATION: 1) Award a contract to be numbered A-7751 to the lowest responsible and responsive bidder, Bon Air, Inc. in the amount of $567,000 for GS13-14-Oxnard Transit Center Heating & Air Conditioning System Upgrade, and authorize the purchasing agent to execute the contract upon receipt of final documents; and 2) Approve a Budget Appropriation in the amount of $20,000 from TDA/LTF4-TRANS.FND 99400c to the Oxnard Transportation Center Heating and Air Conditioning System Upgrade Project No. 143105.

Utilities Department

8. SUBJECT: UD15-10 Channel Islands Neighborhood Street Resurfacing. (177)
RECOMMENDATION: Approve Project Specification No. UD15-10 for the improvements of streets, sidewalks, curbs, gutters, and replacement of street name signs in the Channel Islands Neighborhood and authorizes staff to solicit bids.

9. SUBJECT: UD14-07 Hobson Park West Neighborhood Street Resurfacing. (179)
RECOMMENDATION: Approve Project Specification No. UD14-07 for the improvements of streets, sidewalks, curbs, gutters, and replacement of street name signs in the Hobson Park West Neighborhood and authorizes staff to solicit bids.

INFORMATION /CONSENT AGENDA ACTION: Approved as recommended. (Ramirez/MacDonald). Ayes: Flynn, Padilla, Perello and Ramirez. Noes: MacDonald only S-1*

K. REPORTS

General Services Department

1. SUBJECT: Verbal Update on Citywide Tree Trimming.
   RECOMMENDATION: Receive and consider report.
   ACTION: Removed from the Agenda.

Police Department

2. SUBJECT: Smart Policing Initiative (SPI) FY15 – Body Worn Camera Systems. (039)
   RECOMMENDATION: Adopt **Resolution R.14,725:** 1) Authorizing the City Manager to execute and submit an application for up to $700,000 in grant funds to the U.S. Department of Justice for Body Worn Camera Systems; 2) Authorizing the City Manager or designee to execute grant agreements; 3) Authorizing the Chief Financial Officer or designee to submit financial reports and grant claims and approve special budget appropriations for the use of grant funds; and 4) Authorizing the Chief of Police or designee to submit non-financial reports.
   DISCUSSION: The Police Chief explained the procedures.
   ACTION: Approved as recommended. (MacDonald/Padilla). Unanimously.

L. REPORT OF CITY MANAGER

1. SUBJECT: Verbal Update on the Status of the Memorandum of Agreement with the County of Ventura Regarding the Channel Islands Harbor.
   DISCUSSION: The Development Services Director provided an update on the Memorandum of Agreement and commented on negotiations.

   Public comments received from: Al Velasquez; Daniel Lechliter and George Miller.

   ACTION: Received report, council provided comments and direction to staff to bring back at a later date for further discussion.

M. CITY COUNCIL BUSINESS/COMMITTEE REPORTS

1. SUBJECT: Discussion and Determination Whether to Include at Future City Council Meetings for Consideration, with the Accompanying Appropriate Research and Agenda Report, Items Raised at Previous Council Meetings.
   RECOMMENDATION: Consider and determine by majority vote whether to include the following items on future City Council meeting agendas: 1) St. Francis Dam Failure Presentation; 2) Green Building Code Presentation; 3) Regulation of Dogs on Public Beaches; and 4) Establishment of an Athletics Commission.
   ACTION: Removed from the Agenda.

2. SUBJECT: Verbal Update on the City Attorney Recruitment
   RECOMMENDATION: Receive verbal update.
   ACTION: Removed from the Agenda.

COMMUNITY DEVELOPMENT SUCCESSOR AGENCY

At 10:53 p.m. the City Council concurred to adjourn the joint meeting with the Oxnard Community Development Successor Agency.

N. PUBLIC COMMENTS ON REPORTS

O. PUBLIC COMMENTS ON STUDY SESSION

P. STUDY SESSION

T. ADJOURNMENT

At 10:54 p.m. the City Council concurred to adjourn the meeting.

LYN MCGRAW
Deputy City Clerk

TIM FLYNN
Mayor

MINUTES
OXNARD CITY COUNCIL
Special Meeting
March 5, 2015

A. ROLL CALL/POSTING OF AGENDA

At 5:41 p.m., the special meeting of the Oxnard City Council convened in the Oxnard Performing Arts & Convention Center, Oxnard Room, 800 Hobson Way, Oxnard. Councilmembers Tim Flynn, Carmen Ramirez, Dorina Padilla and Bert Perello were present. Councilmember Bryan A. MacDonald was absent. The agenda was posted on Tuesday at the City Clerk's Office and PAC. Mayor Flynn presided and called the meeting to order. Staff members present were: Daniel Martinez, City Clerk; Greg Nyhoff, City Manager; Scott Whitney, Interim Assistant City Manager; Stephen Fischer, Interim City Attorney; Jeri Williams, Police Chief; Matthew Winegar, Development Services Director; Daniel Rydberg, Interim Utilities Director; Rob Roshanian, Development Services Manager; and Carrie Sabatini, Interim Housing Director.

B. PUBLIC COMMENT

Public comments were received from: David Garcia; David Sherer; Lislie Rose; Dan Pinedo; Marvin Boos; Inez Tuttle; Larry Stein; Armando Vasquez; Eple Bakke; Debbie Estrada; Lupita Benitez; Gabbriela Loera; Roy Prince; Veronica Juarez, Marie Pelkola and Theadora Davitt-Cornyn.

C. APPOINTMENT ITEM .

1. SUBJECT: The Community Forum Committee and the City of Oxnard Welcomes the Public to Participate in a Community Forum to Enhance Trust and Build Community Priorities, and to Discuss Concerns, Share Insights and Suggestions, and to Participate in a Budget Priority Setting Exercise with City Officials and Community Members.
   DISCUSSION: Herbert Gooch, moderator, provided questions to the panel consisting of Mayor Flynn; Greg Nyhoff, City Manager; Police Chief Williams; Peggy Rivera and Jean Joneson.
   ACTION: The Council received comments from the community.

RECESS

At 8:42 p.m., the special meeting recessed. At 9:05 p.m., the meeting reconvened with Mayor Pro Tem Ramirez announcing the meeting would be ending and public members should finish voting on priorities.

D. ADJOURNMENT

At 9:06 p.m. the City Council concurred to adjourn the meeting.

DANIEL MARTINEZ City Clerk	TIM FLYNN Mayor
	CARMEN RAMIREZ Mayor Pro Tem

MINUTES

OXNARD HOUSING AUTHORITY
Regular Meeting
March 17, 2015

A. ROLL CALL/POSTING OF AGENDA

At 6:07 p.m., the regular meeting of the Oxnard Housing Authority convened in the Council Chambers, concurrently with the City Council. Commissioners Tim Flynn, Carmen Ramirez, Dorina Padilla and Bert Perello were present. Commissioners Bryan A. MacDonald, Jose Andrade and Francisco Vega were absent. The Deputy Secretary Designate stated that the agenda was posted on Thursday in the Library and City Clerk's Office. Chairperson Flynn presided and called the meeting to order. Staff members present were: Lyn McGraw, Deputy Secretary Designate; Greg Nyhoff, Executive Secretary; Stephen Fischer, Acting General Counsel; Jeri Williams, Police Chief.

B. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

C. CLOSED SESSION

D. OPENING CEREMONIES

The meeting opened with the pledge of allegiance to the flag of the United States, followed by a moment of silence.

E. CEREMONIAL CALENDAR

F. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

G. TRANSMITTAL OF INFORMATION ONLY ITEMS

H. INFORMATION/CONSENT PUBLIC HEARINGS

I. PUBLIC HEARINGS

Housing Department

1. SUBJECT: Oxnard Housing Authority Agency Plan.
RECOMMENDATION: Continued to March 24, 2015
ACTION: Approved as recommended. (Ramirez/Padilla) Ayes: Padilla, Perello, Flynn and Ramirez. Absent: MacDonald.

J. APPOINTMENT ITEMS

K. REPORTS

L. REPORT OF CITY MANAGER/EXECUTIVE DIRECTOR/SECRETARY

M. HOUSING AUTHORITY BUSINESS/COMMITTEE REPORTS

N. PUBLIC COMMENTS ON REPORTS

O. PUBLIC COMMENTS ON STUDY SESSION

P. STUDY SESSION

Q. REVIEW OF INFORMATION/CONSENT AGENDA

R. PUBLIC COMMENTS ON INFORMATION/CONSENT AGENDA

S. INFORMATION/CONSENT AGENDA

CITY COUNCIL

At 9:10 p.m. the joint meeting with the City Council concluded.

T. ADJOURNMENT

At 9:10 p.m. the Housing Authority concurred to adjourn the meeting.

DANIEL MARTINEZ Secretary Designate	TIM FLYNN Chairperson

MINUTES
OXNARD HOUSING AUTHORITY
Regular Meeting
March 24, 2015

A. ROLL CALL/POSTING OF AGENDA

At 6:12 p.m., the regular meeting of the Oxnard Housing Authority convened in the Council Chambers, concurrently with the City Council. Commissioners Tim Flynn, Carmen Ramirez, Bryan A. MacDonald, Dorina Padilla, Bert Perello, Jose Andrade and Francisco Vega were present. The Deputy Secretary Designate stated that the agenda was posted on Thursday in the Library and City Clerk's Office. Chairperson Flynn presided and called the meeting to order. Staff members present were: Greg Nyhoff; Executive Secretary; Stephen Fischer, Acting General Counsel; Jeri Williams, Police Chief; Carrie Sabatini, Interim Housing Director; Ruth Johnson Hopkins, Management Analyst and Lyn McGraw, Deputy Secretary Designate.

B. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

C. CLOSED SESSION

B. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

C. CLOSED SESSION

D. OPENING CEREMONIES

The meeting opened with the pledge of allegiance to the flag of the United States, followed by a moment of silence for Jim Peters. Chairman Flynn presided.

E. CEREMONIAL CALENDAR

F. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

G. TRANSMITTAL OF INFORMATION ONLY ITEMS

H. INFORMATION/CONSENT PUBLIC HEARINGS

I. PUBLIC HEARINGS

Housing Department

1. SUBJECT: Five-Year & Annual Agency Plan and Five-Year Capital Fund for Low Rent Public Housing. (001)
RECOMMENDATION: 1) Hold a public hearing to receive comments concerning the fifth year of the Five-Year Agency Plan and the 2015 Capital Fund Annual Statement and Five-Year Capital Fund Plan; and 2) Adopt **Resolution No. 1283**: (a) Approving the Five-Year and Annual Agency Plan for the Housing Authority; (b) Authorizing and directing the Chairman to execute the Department of Housing and Urban Development (HUD) Public Housing Agency Certification Compliance Form certifying the Housing Authority's compliance with HUD's policies and procedures; (c) Authorizing the Housing Director to execute and submit all reports, documents and all other certification required to comply with HUD's policies and procedures

regarding the Five-Year Agency Plan; (d) Approving the 2015 Capital Fund Annual Statement and Five-Year Capital Fund Plan; and (e) Authorizing the Housing Director to accept and expend the funds as indicated in the revised 2015 Capital Fund Annual Statement and Five-Year Capital Fund Plan.
DISCUSSION: The Interim Housing Director reviewed the program including voucher program and "veteran" programs.

ACTION: Approved as recommended (Ramirez/Perello) with wording to state "15" veterans not "up to". Ayes: Ramirez, MacDonald, Padilla, Ramirez, Andrade, Vega and Flynn.

J. APPOINTMENT ITEMS

K. REPORTS

L. REPORT OF SECRETARY

M. HOUSING AUTHORITY BUSINESS/COMMITTEE REPORTS

N. PUBLIC COMMENTS ON REPORTS

O. PUBLIC COMMENTS ON STUDY SESSION

P. STUDY SESSION

Q. REVIEW OF INFORMATION/CONSENT AGENDA

R. PUBLIC COMMENTS ON INFORMATION/CONSENT AGENDA

S. INFORMATION/CONSENT AGENDA

City Clerk Department

2. SUBJECT: Minutes of the Regular Meetings of the Oxnard Housing Authority for December 9 and 16, 2014; January 13 and 27; February 3, 10 and 24; and March 3, 2015. (051)
RECOMMENDATION: Approve.

INFORMATION/CONSENT ACTION: Approved as recommended (Macdonald/Perello) Ayes: Padilla, Perello, Flynn, Ramirez, MacDonald, Vega and Andrade.

CITY COUNCIL

At 8:48 p.m. the joint meeting with the City Council concluded.

T. ADJOURNMENT

At 8:48 p.m. the Housing Authority concurred to adjourn the meeting.

DANIEL MARTINEZ Secretary Designate	TIM FLYNN Chairperson

MINUTES

OXNARD HOUSING AUTHORITY
Regular Meeting
April 7, 2015

Because there were no items requiring consideration on this date, there was no regular meeting.

DANIEL MARTINEZ Secretary Designate	TIM FLYNN Chairperson

MINUTES

OXNARD HOUSING AUTHORITY
Regular Meeting
April 14, 2015

Because there were no items requiring consideration on this date, there was no regular meeting.

DANIEL MARTINEZ
Secretary Designate

TIM FLYNN
Chairperson

MINUTES

OXNARD HOUSING AUTHORITY
Regular Meeting
April 28, 2015

Because there were no items requiring consideration on this date, there was no regular meeting.

DANIEL MARTINEZ
Secretary Designate

TIM FLYNN
Chairperson

MINUTES

OXNARD HOUSING AUTHORITY
Regular Meeting
May 12, 2015

Because there were no items requiring consideration on this date, there was no regular meeting.

DANIEL MARTINEZ Secretary Designate	TIM FLYNN Chairperson

MINUTES

OXNARD HOUSING AUTHORITY
Regular Meeting
May 19, 2015

Because there were no items requiring consideration on this date, there was no regular meeting.

DANIEL MARTINEZ Secretary Designate	TIM FLYNN Chairperson

MINUTES

OXNARD HOUSING AUTHORITY
Regular Meeting
June 2, 2015

Because there were no items requiring consideration on this date, there was no regular meeting.

DANIEL MARTINEZ
Secretary Designate

TIM FLYNN
Chairperson

CITY OF
OXNARD
CALIFORNIA

Meeting Date: 6/09/2015

ACTION	TYPE OF ITEM
☐ Approved Recommendation	■ Info/Consent
☐ Ord. No(s). ______	☐ Report
☐ Res. No(s). ______	☐ Public Hearing (Info/consent)
☐ Other ______	☐ Other ______

Prepared By: Greg Nyhoff, City Manager Agenda Item No. I-2

Reviewed By: City Manager GN City Attorney SMF Finance ____ Other *(Specify)*

DATE: June 3, 2015

TO: City Council

FROM: Greg Nyhoff, City Manager
City Manager's Office

SUBJECT: **Agreements for City Council Review**

RECOMMENDATION

That City Council, pursuant to Ordinance 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.

DISCUSSION

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.

Attachment - #1 – List of Agreements/Contracts and/or Change Orders/Amendments

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.

City Manager Contract List for 06/09/2015

Item	Type	Department/Contact	Vendor/Agreement Number	Description/Purpose	Amount
A	Original Agreement	Police	**AAA Electrical and Communications DBA AAA Property Services**	**Agreement to Provide Janitorial Services**	**$50,000**
		Marc Amon	Agreement No. A-7763	The Oxnard Police Department is requesting to enter into an Agreement with AAA Property Services to provide janitorial services to the six (6) police storefronts located throughout the city.. On 1/22/15 a Request for Proposal was released. On 2/19/15 the process closed and six (6) proposals were received. AAA Property Services was the lowest bidder that met all proposal requirements.	
		385-8300		**Total Contract Amount: $50,000** **FundingSource: 101 - General Fund**	
B	Amendment	Police	**Channel Islands Polygraph and Investigations, Inc**	**Second Amendment to Agreement to provide Polygraph Examination Services for the Police Dept.**	**$60,000**
		Marc Amon	Agreement No. 6198-13-PO	Police is requesting to enter into a Second Amendment with Channel Islands Polygraph and Investigations, Inc. This Second Amendment will extend the agreement's termination date to April 30, 2016. A new RFP process will be opened prior to the expiration of this amendment. Channel Islands Polygraph and Investigations, Inc. was selected to provide Polygraph Examination Services for the Police Department through an RFP process in April of 2013.	
		385-8300	Amendment 2	**Total Contract Amount: $180,000** **FundingSource: General Fund**	

ATTACHMENT 1
PAGE 1 OF 1

CITY OF
OXNARD
CALIFORNIA

Meeting Date: 06/09/2015

ACTION	TYPE OF ITEM
☐ Approved Recommendation	■ Info/Consent
☐ Ord. No(s). ______	☐ Report
☐ Res. No(s). ______	☐ Public Hearing
☐ Other ______	☐ Other ______

Prepared By: Mike Adair, Commander MO, for Agenda Item No. I-3

Reviewed By: City Manager JM City Attorney SMF Finance Other *(Specify)*

DATE: May 25, 2015

TO: City Council

FROM: Jeri Williams, Chief of Police Jason Benites, for
Police Department

SUBJECT: **Body-Worn Camera Pilot Implementation Program FY2015 Competitive Grant Announcement**

RECOMMENDATION

That City Council adopt a resolution:

1. Authorizing the City Manager to execute and submit an application for up to $150,000 in grant funds to the U.S. Department of Justice for Body-Worn Camera Systems.
2. Authorizing the City Manager or designee to execute grant agreements.
3. Authorizing the Chief Financial Officer or designee to submit financial reports and grant claims and approve administrative budget adjustments for the use of grant funds.
4. Authorizing the Chief of Police or designee to submit non-financial reports.

DISCUSSION

The City of Oxnard is eligible to submit a grant application with U.S. Department of Justice, Office of Justice Programs, for consideration of federal funds up to $600,000 over a two-year period for Body Worn Camera Systems (BWC). This competitive federal grant is designed to provide funding to select cities to establish BWC policy and implementation programs. The intent of the program is to help develop, implement and evaluate a BWC program as one tool in a law enforcement comprehensive problem-solving approach to enhance officer interactions with the public and build community trust. The grant will fund $1,500 per camera; funding for 100 cameras is being requested in the amount of $150,000. Up to twelve (12) cities with mid-size police agencies (more than 250, but less than 1,000 sworn officers) in the United States will be awarded the grant funds. The application process closes on June 16, 2015.

The funding of this grant will support BWC implementation planning, policy and protocol development. In addition, equipment purchase, and training will be covered by the grant.

FINANCIAL IMPACT

The Body-Worn Camera Pilot Implementation Program FY2015 Grant will fund a maximum of $1,500 per camera (a total of $150,000 for 100 BWC) and requires a minimum of a 100% match. The total project cost for deployment of 100 BWC is $531,940. The Police Department is proposing to fund the required match from Measure O in the amount of $381,940. If approved, the grant will be recognized and match will be appropriated from Measure O. Measure O appropriation will be required at a future City Council action.

Attachment #1 - City Council Resolution approving submittal of grant application

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD APPROVING SUBMITTAL OF GRANT APPLICATION FOR THE BODY-WORN CAMERA PILOT IMPLEMENTATION PROGRAM FY2015

WHEREAS, City Council Resolution No. 12,053 sets out the procedures by which City staff may submit grant applications, following approval by resolution of the City Council; and

WHEREAS, the Police Department has requested that City Council approve the submittal of an application to the U.S. Department of Justice, Bureau of Justice Assistance for up to $150,000 in Body-Worn Camera Pilot Implementation Program funds, to be used for body worn camera systems, training and policy development.

NOW, THEREFORE, the City Council of the City of Oxnard resolves to approve the submittal of a grant application by the City Manager for grant funds to be used for body worn camera systems, policy development and training and resolves to recognize grant revenue in the amount of up to $150,000 from the U.S. Department of Justice, Bureau of Justice Assistance. The City Council further resolves that the City Manager or designee is authorized to execute grant agreements; the Chief Financial Officer designee is authorized to submit financial reports and grant claims and approve budget appropriations for the use of grant funds; and the Chief of Police or designee is authorized to submit non-financial reports.

PASSED AND ADOPTED THIS 9th day of June by the following vote:

AYES:

NOES:

ABSENT:

____
Tim Flynn, Mayor

ATTEST:

____
Daniel Martinez, City Clerk

APPROVED AS TO FORM:

____
Stephen M. Fischer, Interim City Attorney

ATTACHMENT NO. 1
PAGE 1 OF 1

CITY OF
OXNARD
CALIFORNIA

Meeting Date: 06 /09 /2015

ACTION	TYPE OF ITEM
❒ Approved Recommendation	■ Info/Consent
❒ Ord. No(s). ______	❒ Report
❒ Res. No(s). ______	❒ Public Hearing (Info/consent)
❒ Other ______	❒ Other ______

Prepared By: Gregory Barnes GB Agenda Item No. I-4

Reviewed By: City Manager City Attorney Finance Other *(Specify)*

DATE: May 25, 2015

TO: City Council

FROM: Terrel Harrison, Interim Recreation Superintendent
Recreation & Community Services

SUBJECT: **Appointment of two representatives to the Ventura County Area Agency on Aging Advisory Council.**

RECOMMENDATION

That City Council approve the recommendation from the Senior Services Commission and appoint Alice Sweetland and Kay Brainard to the Ventura County Area Agency on Aging Advisory Council.

DISCUSSION

The Advisory Council of the Ventura County Area Agency on Aging (VCAAA) is a community-based body of advocates for persons aged 60 and over. Members represent the Ventura County Board of Supervisors, local cities and service providers.

The objective of the Advisory Council is to involve the community in creating and sustaining programs which impact senior living and family caregivers. To achieve this goal members participate in outreach, grantee site visits, task force groups and issues of County concern.

At the April 14, 2015, Senior Services Commission meeting, the Commission voted to recommend Chair Alice Sweetland and Vice Chair Kay Brainard to represent the City of Oxnard for a two year term on the VCAAA's Advisory Council.

It is a requirement of the VCAAA Advisory Council that the recommendation be ratified by City Council.

FINANCIAL IMPACT

There is no financial impact.

Attachment #1 - Senior Services Commission Meeting Minutes 4/14/2015

Senior Services & Special Populations
350 North C Street
Oxnard, California 93030
(805) 385-8019

CITY OF OXNARD CALIFORNIA

SENIOR SERVICES COMMISSION
Minutes
April 14, 2015

Chair Sweetland called the Senior Services Commission meeting to order at 9:01a.m.

A. ROLL CALL

Commissioners Present:	K. Brainard, R. Fischer, K. Lanker, A. Madrid, C. Owens, A. Sweetland, D. Thibeault,L. Villareal Yu
Commissioners Absent:	
Staff Present:	G. Barnes, Interim Recreation Supervisor M. Eastlake, RSVP Director R. Rakestraw, Recreation Coordinator R. Tilford, Deputy City Attorney

B. APPROVAL OF MINUTES
Minutes were approved without correction. AYES: Brainard, Fischer, Lanker, Madrid, Owens, Sweetland, Thibeault, Yu. NOS: none. ABSENT: none. ABSTAIN: none.

C. PUBLIC COMMENTS
None

D.CEREMONIAL CALENDAR
None

E. PRESENTATION
RahsaanTilford reviewed the Brown Act for commissioners. Sandy Nirenberg, Executive Director of the Camarillo Hospice, presented information on the nonprofit's services.

Commissioner Thibeault left the meeting at 9:51 a.m.

F. OLD BUSINESS
Greg Barnes discussed the process of appointing two representatives to serve on the Ventura County Area Agency on Aging Advisory Council. Commissioner Owens moved the names of Chair Sweetland and Vice Chair Brainard be forwarded to the Oxnard City Council as the Commission's recommended appointees. Commissioner Madrid seconded. AYES: Brainard, Fischer, Lanker, Madrid, Owens, Sweetland,Yu. NOS: none. ABSENT: Thibeault. ABSTAIN: none.

F. NEW BUSINESS
Commissioners discussed the Citizen Advisory Group (CAG) workshop hosted by the mayor on March 19. There was general discussion about attending other commission and neighborhood council meetings to raise awareness of the Senior Services Commission and senior needs.

Renee Rakestraw and Marisue Eastlake updated commissioners on programs. Rakestraw provided the Senior Legends Games schedule for May 2015, including the May 4 opening ceremony and May 28 closing. Eastlake announced 220 people had attended the RSVP Volunteer Recognition Luncheon and that the RSVP Bone Builders Buddies program had started.

H. SUBCOMMITTEE REPORTS / COMMISSION BUSINESS
New Senior Center Subcommittee – Vice Chair Brainard said she had announced the Commission's interest in a new senior center during the CAG workshop discussed earlier in the meeting.

Publicity Subcommittee – Commissioner Madrid said she would attend a City Council meeting to announce the Senior Legends Games.

Wilson Park & Senior Center Subcommittee – no discussion.

I. FUTURE AGENDA ITEMS
Chair Sweetland requested a presentation regarding homelessness in Oxnard from Peter Brown. She invited other Commissioners to help with Rose Garden maintenance every Wednesday morning from 10 a.m. to noon.

J. ADJOURNMENT
Meeting was adjourned at 10:54a.m.

CITY OF
OXNARD
CALIFORNIA

Meeting Date: 06/09/2015

ACTION	TYPE OF ITEM
☐ Approved Recommendation	■ Info/Consent
☐ Ord. No(s). ______	☐ Report
☐ Res. No(s). ______	☐ Public Hearing (Info/consent)
☐ Other ______	☐ Other ______

Prepared By: Gregory Barnes GB Agenda Item No. I-5

Reviewed By: City Manager JM City Attorney SMF Finance Other *(Specify)*

DATE: May 28, 2015

TO: City Council

FROM: Terrel Harrison, Interim Recreation Superintendent
Recreation and Community Services

SUBJECT: **Acceptance of Senior Nutrition Grant Funds from the Ventura County Area Agency on Aging ("VCAAA") for FY 2015-2016.**

RECOMMENDATION

That City Council:

1. Authorize the City Manager or designee to execute Amendment No. 8 to the Ventura County Area Agency on Aging Grant Contract No. 3C-007-071212 for the Provision of Services (Senior Nutrition Program) (**"Senior Nutrition Program Grant Agreement"**) and any other document or instrument necessary to carry out the purposes of Senior Nutrition grant; the Finance Director or designee to submit financial reports, grant claims and approve budget adjustments for the use of Senior Nutrition grant funds.

2. Approve a special budget appropriation to recognize the Senior Nutrition grant award in the amount of $85,906 and program donations for the FY 2015-2016 Senior Nutrition Program.

DISCUSSION

The VCAAA has awarded grant funds in the amount of $85,906 to the City of Oxnard Senior Nutrition Program for FY 2015-2016. The Senior Nutrition Program provides congregate and home-delivered meals to Oxnard area seniors, 60 years of age and older. The City's Senior Services division is expected to serve approximately 10,000 congregate meals and 23,400 home-delivered meals to home-bound seniors during FY 2015-2016.

The City's Senior Services division provides the administrative oversight and management of the Senior Nutrition Program, space to serve, prepare and distribute meals, along with volunteers to assist in the day-to-day operation of the Program. The Program also collects an estimated $16,000 in donations as a matching contribution.

FINANCIAL IMPACT

The City will receive Senior Nutrition Program grant funding pursuant to Amendment No. 8 to the Senior Nutrition Program Grant Agreement. Upon Council approval of a budget appropriation, grant revenues in the amount of $85,906 and program income in the amount of $16,000 will be appropriated to FY15-16 Senior Nutrition Program through June 30, 2016.

Attachment #1 - VCAAA Contract Amendment #8 for July 1, 2015 - June 30, 2016

Attachment #2 - Special Budget Appropriation

AMENDMENT #8 TO VENTURA COUNTY AREA AGENCY ON AGING GRANT CONTRACT # 3C-007-071212 FOR THE PROVISION OF SERVICES (SENIOR NUTRITION PROGRAM)

The County of Ventura (County) and the City of Oxnard hereby agree that the grant agreement identified as Ventura County Area Agency on Aging Contract **3C-007-071212** previously entered into by the parties is amended effective July 1, 2015 as follows:

1. Contract term will be July 1, 2015 through June 30, 2016 subject to performance referenced in Article 1, Sections 1 through 4 of the Contract.

2. Contract not to exceed amount will be $85,906.00.

3. The funds provided under this contract are State and Federal Funds passed through from the California Department of Aging to the County of Ventura under contract AP-1516-18. Applicable CFDA Number for Federal Funds indicated herein is required and must be reported under the Single Audit Act.

Fiscal Year Funds:	FY 2015-2016
Contract Number:	3C-007-071212
Funding Agency Name (State / Federal):	State of California
CFDA No.:	93.045
Program Name:	Senior Nutrition
State Fund Amount:	$0
Federal Fund Amount	$ 55,960 (C1)
	$ 29,946 (C2)
TOTAL CONTRACT AMOUNT:	**$ 85,906.00**
Match (10% required, cash or in kind):	$ 8,590.60
Contract Amount including Match:	$ 94,496.60

4. Reference State of California Contract number AP-1516-18 for fiscal year 2015-2016.

5. Exhibit A (Scope of Work), Exhibit B (Other Assurances) and Exhibit C (Contingencies) are attached and are integral parts of this contract.

All other terms and conditions remain the same.

CONTINUED ON NEXT PAGE

CONTRACT NO: 3C-007-071212

COUNTY OF VENTURA:	**GRANTEE: City of Oxnard**
Authorized Signature	**Authorized Signature**
	Greg Nyhoff
Printed Name	Printed Name
Buyer, GSA Procurement	City Manager
Title	Title
Date	Date

CONTRACT # 3C-007-071212 - AMENDMENT #8

EXHIBIT A

SCOPE OF WORK, SERVICES AND REPORTING REQUIREMENTS – FY 2015-16

GRANTEE: CITY OF OXNARD
PROJECT: SENIOR NUTRITION PROGRAM

Grantee agrees to provide and report the grant funded services that are described below.

1) Provide the quantity of Congregate and Home-Delivered meals listed below, to seniors aged 60 years and older. Seniors will be given the opportunity to make a donation for meals received.

SERVICE CATEGORIES:

A Congregate meal is defined as meeting the USDA's Dietary Guidelines for Americans (DGA) as determined by the VCAAA Registered Dietitian and served in a social setting. A Home-Delivered meal is delivered to a homebound senior whose eligibility is assessed quarterly.

SERVICE AND REPORTING REQUIREMENTS:

Service Category	Number of Service Units to be Provided July 1, 2015 – June 30, 2016	Funding
Congregate Meals	10,000	Title III C1
Home Delivered Meals	23,400	Title III C2
Totals	33,400	100%

NOTE: Service requirements are contingent upon funding and are subject to change accordingly. Reference California Department on Aging Contract #AP-1516-18.

EXHIBIT B

ADDITIONAL TERMS – FY 2015-16

Contractor: CITY OF OXNARD

Project Description: FY 2015-16 Senior Nutrition Program

Contract Number: 3C-007-071212

The services and activities provided by the City of Oxnard's Senior Nutrition Program shall include but not be limited to the following: Service of congregate and home-delivered meals in the Oxnard area in accordance with all local, state and federal laws.

ADDITIONAL ASSURANCES REQUIRED OF ALL TITLE III C GRANTEES

Eligibility for Senior Nutrition Services

Individuals eligible to receive Senior Nutrition Program meals are as follows:

- Congregate Meals - Individuals eligible to receive meals at a congregate site are as follows:
    a) Any individual aged 60 and older; or
    b) The spouse of a participant; or
    c) A disabled individual who resides at home with and accompanies an eligible participant.
- Home Delivered Meals - Individuals eligible to receive a home delivered meal are as follows:
    a) Any individual aged 60 and older who is frail and homebound by reason of disability, illness or isolation; or
    b) A spouse of a home delivered meal recipient, regardless of age, if it is determined that providing a meal is in the best interest of the homebound participant; or
    c) An individual with a disability who resides at home with a participant if it is determined that providing a meal is in the best interest of the homebound individual.

Volunteers may be offered a meal if doing so will not deprive a participant of a meal. Grantee shall establish in writing and implement a policy for providing and accounting for meals provided to Senior Nutrition Program volunteers. The grantee shall report to the Area Agency volunteer meals on their weekly rosters and on their monthly meal counts. In all cases of eligibility, priority shall be given to individuals aged 60 and older.

Meal Contributions

Grantee shall develop in writing and implement a policy that determines a suggested monetary contribution for meal recipients. When developing the suggested contribution amount, each grantee shall take into account the income ranges of the older individuals in their community as well as other sources of program income. The suggested contribution cannot exceed the actual cost of the meal. A sign shall be posted at the congregate meal site that states the suggested contribution amount and the fee for guests.

Grantee shall ensure that an eligible participant who receives a meal shall be given the opportunity to contribute towards the cost of the meal; however, no eligible individual can be denied a meal due to failure to contribute. Furthermore, the grantee shall ensure that the amount of each individual's contribution is kept confidential.

All contributions and fees are to be identified as "program income." The grantee shall develop written procedures and implement accounting measures to accurately collect and protect meal contributions on a daily basis. The written policy shall include measures to counter any loss, mishandling and/or theft of funds.

Grantee shall establish a separate account for Senior Nutrition Program income. 90% of the total contributions may be used by the grantee to increase the numbers of meals served without prior approval of the Area Agency. The grantee shall maintain a minimum reserve of 10% of the total contributions. The Area Agency reserves the right to use the 10% minimum reserves toward annual program enhancements. Such program enhancements will be at the discretion of the Area Agency, however, the particular needs of each site will be considered on a case by case basis.

Limited English-Speaking Participants

Grantee agrees to provide the Area Agency with the following information regarding program participants: number or proportion of limited English-speaking (LEP) persons likely to be encountered by the program, frequency with which LEP individuals come in contact with the program, nature and importance of the services provided to people's lives.

Grantee shall take reasonable steps to ensure that "alternative communication services" are available to non-English speaking or LEP beneficiaries of services under this Agreement. "Alternative communication services" include, but are not limited to, the provision of services and programs by means of the following: Interpreters or bilingual providers and provider staff, contracts with interpreter services, use of telephone interpreter lines, sharing of language assistance materials and services with other providers, translated written information materials, including but not limited to, enrollment information and descriptions of available services and programs and referral to culturally and linguistically appropriate community service programs

Inquiries and Complaints regarding National Origin

Grantee must designate an employee to whom initial complaints or inquiries regarding national origin can be directed. The name of the individual shall be provided to the Ventura County Area Agency on Aging's Grants and Planning Manager within 30 days of this contract being in effect. Any subsequent changes in the designation must be reported as soon as possible.

Complaints relating to national origin discrimination shall be handled by the grantee. If the complaint is not resolved the complainant shall be provided with the name and phone number of the person of the Area Agency on Aging who handles complaints regarding national origin. Christine Voth is the designated staff person at the Area Agency on Aging to handle these types of complaint. She can be reached at (805) 477-7300. If a complaint is made by a program participant alleging discrimination based upon a violation of State of Federal Law (22 CCR 98211, 98310, 98340) the Grantee agrees to notify the Area Agency on Aging immediately.

Matching Requirements

- The required program matching contributions for Title III C is ten (10) percent.
- Minimum matching requirements are calculated on net costs, which are total costs less program income, non-matching contributions, and State funds.
- Matching contributions generated in excess of the minimum required are considered overmatch.

Grantee Security Awareness Training Requirement

All employees of the Grantee will complete the required Security Awareness Training module located at www.aging.ca.gov within 30 days of the start of this contract or within 30 days of the state date pf any new employees. The Grantee may substitute the California Department of Aging's Security Awareness Training program with its own Security Training provided such training meets or exceed CDA's training requirement. The Area Agency on Aging must approve any substitute training beforehand.

Grantee must retain names of dates of training of staff and make available to the Area Agency on Aging upon request.

Administrative Responsibilities

Senior Nutrition Program grantees shall adhere to weekly, monthly, quarterly and annual reporting requirements as determined by the Area Agency. Administrative reporting requirements include, but are not limited to, the timely and accurate reporting of monthly meal counts, weekly participant Meal Registration and Home Delivered Meals Application forms, Requests For Funds (RFF) and the ordering of food.

Staff Qualifications

- Site Coordinator - Each Senior Nutrition Program grantee shall employ a Site Coordinator that is responsible for the day to day administration and operations at their site. The Site Coordinator shall have one of the following qualifications:

a) An Associate Degree in Institutional Food Service or closely related field, and two years' experience as a food service supervisor; or
b) Demonstrable experience in food service and, within twelve months of hire, successfully complete twenty hours of college level coursework in food service management, business administration and/or personnel; or
c) Two years' experience in food service management as verified by a Registered Dietitian prior to hire.

- Program Staff - Each Senior Nutrition Program grantee shall ensure that there are sufficient numbers of paid staff and/or volunteers to carry out the requirements of the program. The total number of qualified staff shall be determined by the scope and level of services provided.

Staff and Volunteer Training Requirements

All staff, paid and volunteer, shall be oriented and trained to perform their assigned responsibilities and tasks. Grantee shall have a written grievance policy posted for staff that ensures an equitable process for handling staff complaints.

Training by the Area Agency Registered Dietitian (RD) shall include at a minimum, food safety (Serve Safe), prevention of foodborne illness and Hazard Analysis Critical control Points (HACCP). All new Site Coordinators must be Serve Safe trained prior to the commencement of serving food. The RD will provide a yearly written plan for staff training that shall be maintained at each Senior Nutrition Program site. A minimum of four hours per year of approved staff training shall be provided for paid and non-paid food service staff at each Senior Nutrition Program site by the RD. Training sessions shall be conducted quarterly, documented with attendance records and evaluated by those receiving the training. All training records shall be submitted to the Area Agency quarterly.

Safety

Grantee is responsible for contracting with local fire safety departments to provide accident prevention, fire safety, first aid, choking, earthquake preparedness and other emergency procedures training required at each congregate meal site. A current Fire Inspection Certification shall be displayed at each site. Each meal site and/or Home Delivered Meals distributor is also required to maintain and make available to staff upon request current Material Safety Data Sheets (is MSDS) at their site(s) per 29 CFR. Furthermore, each meal site and/or home delivered meals distributor must display a State of California Health Certification. Each congregate meal site must also display a Serve Safe Certification.

Nutrition Education Services for Participants

Nutrition education for program participants shall be provided at a minimum of four times per year. All training shall be conducted by the RD who develops and maintains a yearly nutrition education plan. Nutrition education for congregate meal participants may include demonstrations, presentations, lectures and group discussions, all of which may be augmented with printed materials. Distribution of printed materials shall constitute nutrition education for home delivered meal recipients. Accurate training records shall be kept by each grantee that indicate the type and duration of training. Training records shall be submitted to the Area Agency on a quarterly basis to ensure that training requirements are being met.

Records, Reports, Distribution of Information and Confidentiality

Grantee shall maintain current and accurate records on congregate and home-delivered meal participants as follows:

a) Both congregate and home delivered meal participants shall have a Senior Nutrition Program Meal Registration form on file.
b) Each home-delivered meal recipient shall also have a Senior Nutrition Program Home Delivered Meal Application form on file.
c) New Meal Registration and HDM Application forms shall be provided to the Area Agency on a weekly basis in order to ensure proper meal inventories.
d) Each Senior Nutrition Program Site Coordinator shall use the Meal Registration forms to generate weekly meal rosters for both home delivered and congregate meal recipients.
e) Weekly rosters shall be forwarded to the Area Agency upon their completion.
f) Each Senior Nutrition Program grantee shall report to the Area Agency in a timely and accurate manner the total number of meals served monthly.

Nutrition Services Requirements

Grantee shall ensure that the congregate meal site adheres to the following requirements:

a) Each participant is registered for a meal using the Senior Nutrition Program Meal Registration form; and
b) Provide a means by which to obtain participants' views about the services received; and
c) Provide meals, if available, to all participants regardless of reservation status; and
d) Ensure that trained staff (paid and/or non-paid) is physically present during the time that meals are being served; and
e) Provide restrooms, lighting and ventilation at the site that meets the requirements of the California Uniform Retail Food Facilities Law (CURFFL); and
f) Provide equipment, including tables and chairs, that is sturdy and appropriate for older individuals; and
g) Arrange tables and chairs in such a manner as to be conducive to and encourage socialization among participants.

Grantee contracting for home delivered meal service shall adhere to the following requirements:

a) Eligible participants are registered and assessed for need using the Senior Nutrition Program Meal Registration and Home Delivered Meal Application forms; and
b) Initial assessments may be done by telephone, however, a written assessment shall be conducted at the participants' homes within two weeks of the beginning of meal service; and
c) Participants shall be assessed for other, nutrition-related supportive services and referred as needed; and
d) Participants shall be reassessed in their homes every six months and by telephone every other quarter to ensure eligibility.

A waiting list shall be established whenever a grantee is unable to provide home delivered meals to all eligible participants. Waiting lists must be pre-approved by the Area Agency. The decision to place an eligible individual on a waiting list and their ranking on that list shall be determined by greatest social and economic need.

Nutritional Requirements of Meals

Area Agency shall provide each Senior Nutrition Program grantee with five meals per week that meet nutritional criteria outlined in the USDA's Dietary Guidelines for Americans (DGAs) for older adults. Each meal shall provide the following:

a) A weekly average caloric range of 600 to 800 kilocalories per meal; and
b) Three ounces of cooked, edible protein in the form of meat, fish, poultry, eggs, cheese or the protein equivalent; and
c) At least two one-half cup servings of different vegetables or fruits or their juices; and
d) At least one serving of whole grain; and
e) Eight ounces of fortified fat-free or low-fat milk; and
f) One-half cup serving of dessert; and
g) Foods containing a minimum of 30 milligrams of Vitamin C; and

Additionally, food(s) containing a minimum of 300 micrograms of Vitamin A shall be served at least three times per week.

These meals and any other Sr. Nutrition Program meals served by grantee shall constitute the menu provided to participants of the Senior Nutrition Program. Any and all supplemental foods and/or enhancements must be reviewed and approved by the Area Agency.

FY 2015-16 AMENDMENT #8
EXHIBIT C - CONTINGENCIES

GRANTEE: CITY OF OXNARD
PROJECT: SENIOR NUTRITION PROGRAM INCENTIVE FUNDING

The performance of this contract is subject to the contingencies (if any) identified below.

- The Area Agency shall not be compelled to perform any obligation pursuant to this Agreement unless and until all Contingencies are met to the satisfaction of the Area Agency.
- The Area Agency shall notify the Grantee in writing when Grantee has satisfied the Contingencies.
- A Grantee that provides services under the terms of this contract prior to receiving a *Written Notification of Satisfaction of Contingencies* from the Area Agency does so at Grantee's sole risk.

CONTRACT CONTINGENCIES

- None -

REQUEST FOR BUDGET APPROPRIATION

Department: Recreation **Date:** June 9, 2015

Project/Program Manager: Greg Barnes **Phone:** 805-385-8022

Reason for Appropriation:

To recognize the FY 15-16 Senior Nutrition grant from the Ventura County Area Agency on Aging and program donations as matching contribution.

Accounts and Descriptions		**AMOUNT**
Fund: FEDERAL TERM GRANTS FUND (261)		
Revenues:		
Senior Nutrition FY 15-16		
261-5503-581-75.33	MISCELLANEOUS REVENUES / FEDERAL PASS-THROUGI	85,906
261-5390-581-75.08	MISCELLANEOUS REVENUES / DONATIONS	16,000
	Sub-total Revenues	101,906
Expenditures:		
Senior Nutrition FY 15-16		
261-5503-805-80.02	PERSONAL SERVICES / DIRECT LABOR-TEMPORARY	54,900
261-5503-805-81.09	MATERIALS AND SUPPLIES / SUPPLIES - OTHER	6,285
261-5503-805-82.09	CONTRACTS & SERVICES / SVCS-OTHER PROF/CONTRACT	24,721
261-5390-805-80.02	PERSONAL SERVICES / DIRECT LABOR-TEMPORARY	16,000
	Sub-total Expenditures	101,906
	Net Change to Fund Balance	**0**

Approvals

Department Director ____________________

Chief Financial Officer ____________________

City Manager ____________________

ATTACHMENT 2

PAGE 1 OF 1

BA# (Finance Use Only)__________

BA Doc# (Finance Use Only)__________

Revised : 2/23/2012

REQUIRES CITY COUNCIL AUTHORIZATION

CITY OF
OXNARD
CALIFORNIA

Meeting Date: 6/09/15

ACTION	TYPE OF ITEM
☐ Approved Recommendation	☒ Info/Consent
☐ Ord. No(s). ________	■ Report
☐ Res. No(s). ________	☐ Public Hearing (Info/consent)
☐ Other ________	☐ Other ________

Prepared By: Danielle M. Navas *Danielle M. Navas* Agenda Item No. *L-1*

Reviewed By: City Manager *JM* City Attorney *SBB* Finance *[illegible]* Other *(Specify)*

DATE: April 27, 2015

TO: City Council

FROM: Danielle M. Navas, City Treasurer *DNavas*

SUBJECT: **Quarterly Investment Report for the Third Quarter F/Y 2014-2015**

RECOMMENDATION

That City Council accepts the quarterly Investment Report for the Third Quarter F/Y 2014-2015.

DISCUSSION

The City Treasurer will continue to provide this quarterly report to keep you informed of the status of the investment portfolio, however, it is no longer required by state law. This is one of many previously reimbursable state mandated items not required due to lack of state funding. The Investment Policy was presented to City Council with the Annual Report of Investment Policy on September 23, 2014. The City of Oxnard Treasurer's Office Market Report as of March 31, 2015 is provided as Attachment 1. The source of the market values is Sungard, the vendor of the City's investment reporting system. Investments in the City's portfolio meet the requirements of the City of Oxnard's adopted investment policy. Detailed information regarding individual investments is maintained in the City Treasurer's Office.

The following statistics provide a summary on the status of the portfolio as of March 31, 2015:

Original cost of investments	$ 123,229,729	Book Value
Total to be received at maturity	$ 123,230,000	Par Value
If sold on March 31, 2015	$ 123,269,203	Market Value
Gain/ (Loss) if sold on March 31, 2015	$ 39,474*	

*All investments purchased are held to maturity. Sufficient liquidity is maintained for unexpected needs so that sale of an investment may not be necessary. Any gain or loss related to changing market value is only a "paper" gain or loss, not an increase or decrease in the funds of the City.

Total earnings (3rd quarter)	$ 266,273	
Average yield (3rd quarter)	.90%	(for the month .87%)
Average days to maturity (3rd quarter)	708	(for the month 708 days)

The quarterly average yield on the portfolio was .90 percent compared with the Local Agency Investment Fund (LAIF) yield of .26 percent for the same period. The LAIF portfolio is comprised of public funds invested on a short-term basis with priority of safety first followed by need for liquidity and yield, the priorities of the City Treasurer's Investment Policy.

The federal funds rate remains unchanged at .00 to .25 percent.

In compliance with California Government Code section 53646, adequate funds are available to meet the anticipated expenditure requirements for the next six months.

FINANCIAL IMPACT

None at this time.

Attachment #1 –Investment Inventory as of March 31, 2015
Attachment #2 – Benchmark Rate Comparison

OXNARD

Inventory by Market Value

As Of Date: 03/31/2015

Date Basis: Settlement

City of Oxnard - Treasurer's Office

Inv. No.	Description	CUSIP	Purchase / Maturity	Coupon / YTM TR	Current Par /Share / Current Book	Market Value / Market Price	Curr Accr Int / Price Source
Inv Type: 12 FEDERAL HOME LOAN BANK BONDS							
16938	FHLB	313381RE7	01/30/2013	1.000000	2,000,000.00	1,995,980.00	3,388.89
			01/30/2018	1.000000	2,000,000.00	99.799000	SUNGARD
16951	FHLB	313383AV3	06/12/2013	1.000000	2,000,000.00	1,991,520.00	6,055.56
			06/12/2018	1.000000	2,000,000.00	99.576000	SUNGARD
16952	FHLB	313383A68	06/13/2013	1.080000	2,000,000.00	1,993,540.00	6,480.00
			06/13/2018	1.080000	2,000,000.00	99.677000	SUNGARD
16954	FHLB	313383HQ7	06/27/2013	1.200000	2,000,000.00	2,008,060.00	6,266.67
			06/27/2018	1.200000	2,000,000.00	100.403000	SUNGARD
16955	FHLB	313383HQ7	06/27/2013	1.200000	2,000,000.00	2,008,060.00	6,266.67
			06/27/2018	1.200000	2,000,000.00	100.403000	SUNGARD
16978	FHLB	3130A45D0	02/20/2015	1.250000	2,000,000.00	1,998,460.00	2,847.22
			02/20/2019	1.250000	2,000,000.00	99.923000	SUNGARD
16979	FHLB	3130A4BA9	02/27/2015	1.500000	2,000,000.00	2,003,640.00	2,833.33
			08/27/2018	1.500000	2,000,000.00	100.182000	SUNGARD
			Subtotal	**1.175714**	**14,000,000.00**	**13,999,260.00**	**34,138.34**
				1.175714	**14,000,000.00**	**99.994714**	
Inv Type: 13 FEDERAL NATIONAL MORTGAGE ASSN							
16935	FNMA	3136G02U4	11/14/2012	.625000	2,000,000.00	1,999,920.00	4,756.94
			11/14/2016	.625000	2,000,000.00	99.996000	SUNGARD
16936	FNMA	3136G04S7	11/21/2012	.750000	2,000,000.00	2,001,680.00	1,666.67
			02/21/2017	.750000	2,000,000.00	100.084000	SUNGARD
16939	FNMA	3135G0TV5	01/30/2013	1.030000	2,000,000.00	2,001,520.00	3,490.56
			01/30/2018	1.030000	2,000,000.00	100.076000	SUNGARD
16942	FNMA	3136G1BK4	02/05/2013	1.000000	2,000,000.00	1,990,040.00	3,111.11
			02/05/2018	1.000000	2,000,000.00	99.502000	SUNGARD
16947	FNMA	3136G1LE7	05/15/2013	1.010000	1,000,000.00	993,290.00	3,815.56
			05/15/2018	1.010000	1,000,000.00	99.329000	SUNGARD
16948	FNMA	3135G0XG3	05/21/2013	1.000000	1,000,000.00	993,950.00	3,611.11
			05/21/2018	1.000000	1,000,000.00	99.395000	SUNGARD
16972	FNMA	3136G26T9	09/30/2014	2.050000	2,000,000.00	2,016,480.00	113.89
			09/30/2019	2.050000	2,000,000.00	100.824000	SUNGARD
16977	FNMA	3136G2CM7	01/30/2015	1.500000	2,000,000.00	2,011,180.00	5,083.33
			01/30/2019	1.500000	2,000,000.00	100.559000	SUNGARD
			Subtotal	**1.137143**	**14,000,000.00**	**14,008,060.00**	**25,649.17**
				1.137143	**14,000,000.00**	**100.057571**	
Inv Type: 17 FEDERAL FARM CREDIT BANK BONDS							
16928	FFCB	3133EAP28	08/22/2012	1.100000	2,000,000.00	1,998,660.00	2,383.33

ATTACHMENT 1
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OXNARD

Inventory by Market Value

As Of Date: 03/31/2015

Date Basis: Settlement

City of Oxnard - Treasurer's Office

Inv. No.	Description	CUSIP	Purchase / Maturity	Coupon / YTM TR	Current Par /Share / Current Book	Market Value / Market Price	Curr Accr Int / Price Source
			08/22/2017	1.100000	2,000,000.00	99.933000	SUNGARD
16929	FFCB	3133EAP28	08/22/2012	1.100000	2,000,000.00	1,998,660.00	2,383.33
			08/22/2017	1.100000	2,000,000.00	99.933000	SUNGARD
16933	FFCB	3133EA3J5	10/10/2012	.900000	2,000,000.00	1,991,860.00	8,550.00
			10/10/2017	.900000	2,000,000.00	99.593000	SUNGARD
16934	FFCB	3133EA4H8	10/11/2012	.820000	2,000,000.00	1,992,300.00	3,644.44
			07/11/2017	.820000	2,000,000.00	99.615000	SUNGARD
16940	FFCB	3133ECEQ3	02/06/2013	1.100000	2,000,000.00	2,000,220.00	3,361.11
			02/06/2018	1.100000	2,000,000.00	100.011000	SUNGARD
16941	FFCB	3133ECEQ3	02/06/2013	1.100000	2,000,000.00	2,000,220.00	3,361.11
			02/06/2018	1.100000	2,000,000.00	100.011000	SUNGARD
16944	FFCB	3133ECL44	04/11/2013	1.000000	2,000,000.00	1,994,640.00	9,444.44
			04/11/2018	1.000000	2,000,000.00	99.732000	SUNGARD
16949	FFCB	3133ECQ56	05/22/2013	1.080000	2,000,000.00	1,994,680.00	7,740.00
			05/22/2018	1.080000	2,000,000.00	99.734000	SUNGARD
16950	FFCB	3133ECRP1	06/11/2013	1.150000	1,250,000.00	1,257,962.50	4,392.36
			06/11/2018	1.150000	1,250,000.00	100.637000	SUNGARD
16953	FFCB	3133ECSQ8	06/25/2013	1.375000	2,000,000.00	1,997,020.00	7,333.33
			06/25/2018	1.375000	2,000,000.00	99.851000	SUNGARD
16964	FFCB	3133EDHG0	03/19/2014	1.390000	2,000,000.00	2,000,280.00	926.67
			03/19/2018	1.390000	2,000,000.00	100.014000	SUNGARD
16965	FFCB	3133EDCJ9	12/26/2013	1.180000	2,000,000.00	2,000,240.00	327.78
			09/26/2017	1.180000	2,000,000.00	100.012000	SUNGARD
16968	FFCB	3133EDKR2	04/30/2014	1.870000	2,000,000.00	2,002,920.00	15,687.22
			04/30/2019	1.870000	2,000,000.00	100.146000	SUNGARD
16969	FFCB	3133EDLX8	05/21/2014	1.320000	2,000,000.00	2,020,760.00	9,533.33
			05/21/2018	1.320000	2,000,000.00	101.038000	SUNGARD
16970	FFCB	3133EDN81	06/12/2014	1.850000	2,000,000.00	2,004,760.00	11,202.78
			06/12/2019	1.850000	2,000,000.00	100.238000	SUNGARD
16971	FFCB	3133EDP48	06/24/2014	1.970000	2,000,000.00	2,007,060.00	10,616.11
			06/24/2019	1.970000	2,000,000.00	100.353000	SUNGARD
16975	FFCB	3133EELA6	01/22/2015	1.790000	2,000,000.00	2,001,640.00	6,861.67
			10/22/2019	1.790000	2,000,000.00	100.082000	SUNGARD
16976	FFCB	3133EEKX7	01/22/2015	1.540000	2,000,000.00	2,001,420.00	5,903.33
			01/22/2019	1.540000	2,000,000.00	100.071000	SUNGARD
			Subtotal	**1.316525**	**35,250,000.00**	**35,265,302.50**	**113,652.34**
				1.316525	**35,250,000.00**	**100.043411**	

Inv Type: 23 OTHER GOVERNMENT AGENCIES

ATTACHMENT 1
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OXNARD

Inventory by Market Value

As Of Date: 03/31/2015

Date Basis: Settlement

City of Oxnard - Treasurer's Office

Inv. No.	Description	CUSIP	Purchase / Maturity	Coupon / YTM TR	Current Par /Share / Current Book	Market Value / Market Price	Curr Accr Int / Price Source
16922	FHLMC	3134G3UQ1	05/15/2012	1.150000	2,000,000.00	2,002,020.00	8,688.89
			05/15/2017	1.150000	2,000,000.00	100.101000	SUNGARD
16927	FHLMC	3134G3ZR4	08/07/2012	1.000000	2,000,000.00	2,001,620.00	3,000.00
			08/07/2017	1.000000	2,000,000.00	100.081000	SUNGARD
16945	FHLMC	3134G42G2	04/30/2013	1.050000	2,000,000.00	1,990,560.00	8,808.33
			04/30/2018	1.050000	2,000,000.00	99.528000	SUNGARD
16967	FHLMC	3134G4Z43	04/17/2014	1.375000	2,000,000.00	2,001,060.00	12,527.78
			04/17/2018	1.375000	2,000,000.00	100.053000	SUNGARD
16974	FHLMC	3134G5W43	12/30/2014	1.050000	2,000,000.00	2,000,000.00	5,308.33
			06/30/2017	1.050000	2,000,000.00	100.000000	SUNGARD
			Subtotal	**1.125000**	**10,000,000.00**	**9,995,260.00**	**38,333.33**
				1.125000	**10,000,000.00**	**99.952600**	
Inv Type: 60 NEGOTIABLE CERTIFICATE OF DEPO							
16959	NCD	17284CTY0	11/14/2013	2.150000	245,000.00	245,000.00	1,991.55
			11/14/2018	2.150000	245,000.00	100.000000	BOOK
16960	NCD	0606247G2	11/12/2013	2.200000	245,000.00	245,000.00	2,067.40
			11/13/2018	2.200000	245,000.00	100.000000	BOOK
16961	NCD	795450RJ6	11/13/2013	2.000000	245,000.00	245,000.00	1,866.03
			11/13/2018	2.000000	245,000.00	100.000000	BOOK
			Subtotal	**2.116667**	**735,000.00**	**735,000.00**	**5,924.98**
				2.116667	**735,000.00**	**100.000000**	
Inv Type: 62 NEGOTIABLE CERTIFICATE MONTHLY							
16980	NCD	43738AFU5	03/30/2015	1.500000	245,000.00	245,000.00	20.14
			03/29/2019	1.500000	245,000.00	100.000000	BOOK
			Subtotal	**1.500000**	**245,000.00**	**245,000.00**	**20.14**
				1.500000	**245,000.00**	**100.000000**	
Inv Type: 85 DEPOSIT NOTES							
16943	MTN	25468PCV6	03/05/2013	1.100000	2,000,000.00	2,001,080.00	7,333.33
			12/01/2017	1.100000	2,000,000.00	100.054000	SUNGARD
			Subtotal	**1.100000**	**2,000,000.00**	**2,001,080.00**	**7,333.33**
				1.100000	**2,000,000.00**	**100.054000**	
Inv Type: 86 DEPOSIT NOTES QUARTERLY							
16932	MTN	36962G5Y6	06/07/2012	1.450000	2,000,000.00	2,020,240.00	2,575.01
			05/30/2017	1.456211	1,999,729.04	101.012000	SUNGARD
			Subtotal	**1.450000**	**2,000,000.00**	**2,020,240.00**	**2,575.01**
				1.456211	**1,999,729.04**	**101.012000**	
Inv Type: 99 LAIF							
16434	LOCAL AGENCY INVEST		07/01/2002	.260000	45,000,000.00	45,000,000.00	28,672.37

ATTACHMENT 1
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OXNARD

Inventory by Market Value

As Of Date: 03/31/2015

Date Basis: Settlement

City of Oxnard - Treasurer's Office

Inv. No.	Description	CUSIP	Purchase / Maturity	Coupon / YTM TR	Current Par /Share / Current Book	Market Value / Market Price	Curr Accr Int / Price Source
			04/01/2015	.260000	45,000,000.00	100.000000	BOOK
			Subtotal	**.260000**	**45,000,000.00**	**45,000,000.00**	**28,672.37**
				.260000	**45,000,000.00**	**100.000000**	
Grand Total			**Count 45**	.882582	123,230,000.00	123,269,202.50	256,299.01
				.882683	123,229,729.04	100.031812	

***Includes Accrued Discount:** **$329.04**

Earned Interest Yield This Period: **0.87%**

OXNARD

Inventory by Market Value

As Of Date: 03/31/2015

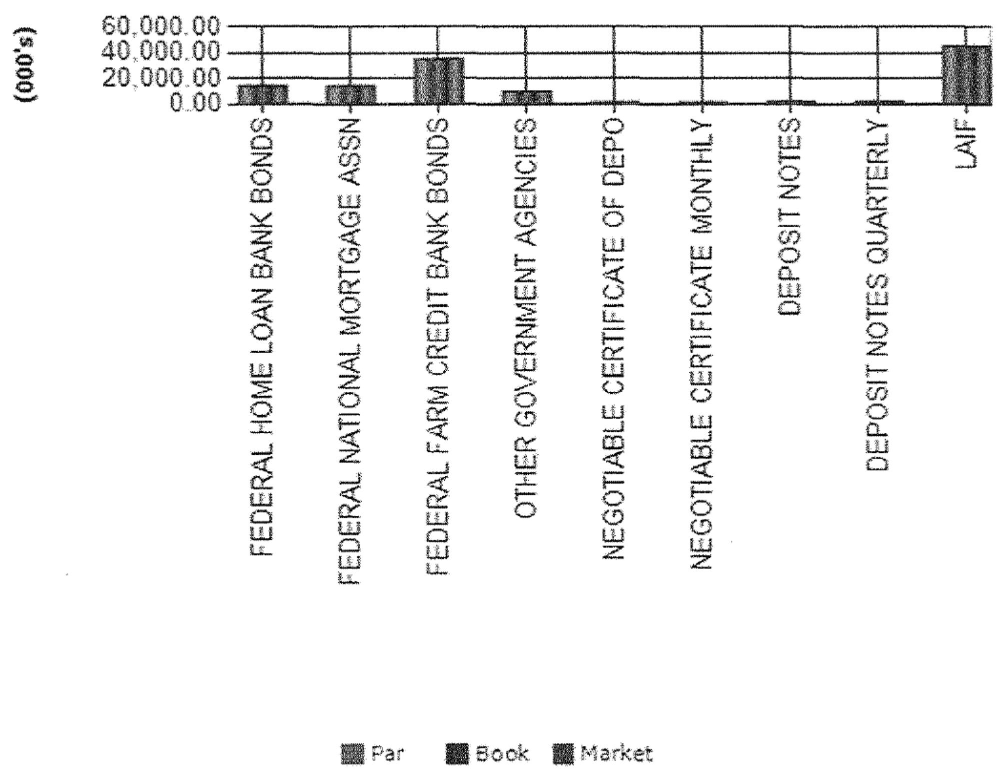
Date Basis: Settlement

Run: 04/07/2015 04:31:04 PM

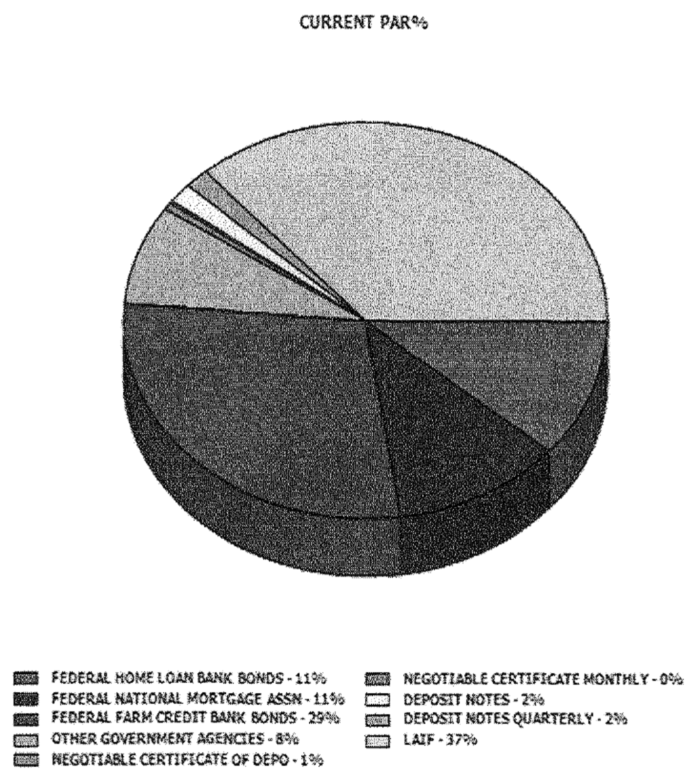
Reporting Currency: Local

City of Oxnard - Treasurer's Office

Assets	Current Par	Current Book	Market	MKT/Book	Yield
FEDERAL HOME LOAN BANK BONDS	14,000,000.00	14,000,000.00	13,999,260.00	99.99%	1.18%
FEDERAL NATIONAL MORTGAGE ASSN	14,000,000.00	14,000,000.00	14,008,060.00	100.06%	1.14%
FEDERAL FARM CREDIT BANK BONDS	35,250,000.00	35,250,000.00	35,265,302.50	100.04%	1.32%
OTHER GOVERNMENT AGENCIES	10,000,000.00	10,000,000.00	9,995,260.00	99.95%	1.13%
NEGOTIABLE CERTIFICATE OF DEPO	735,000.00	735,000.00	735,000.00	100.00%	2.12%
NEGOTIABLE CERTIFICATE MONTHLY	245,000.00	245,000.00	245,000.00	100.00%	1.50%
DEPOSIT NOTES	2,000,000.00	2,000,000.00	2,001,080.00	100.05%	1.10%
DEPOSIT NOTES QUARTERLY	2,000,000.00	1,999,729.04	2,020,240.00	101.03%	1.46%
LAIF	45,000,000.00	45,000,000.00	45,000,000.00	100.00%	0.26%
Totals	123,230,000.00	123,229,729.04	123,269,202.50	100.03%	0.88%



Asset Allocation



ATTACHMENT 1
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CITY OF OXNARD BENCHMARK COMPARISON
VS. LAIF AND 2-YR TREASURIES
as of March 31, 2015

FISCAL YEAR		CITY	LAIF	2 YR TREASURY
2013/14	12 mo avg	1.26	0.25*	0.34*
2012/13	12 mo avg	0.91	0.25	0.30
2011/12	12 mo avg	1.34	0.38	0.28
2010/11	12 mo avg	2.02	0.49	0.55
2009/10	12 mo avg	2.34	0.65	0.86
2008/09	12 mo avg	3.79	2.16	1.51
2007/08	12 mo avg	4.68	3.11	3.08

Quarterly Average FY 2014-15		*CITY*	*LAIF*	*2 YR TREAS*
First Quarter	*July-September 2014*	*0.85*	*0.25*	*0.51*
Second Quarter	*October- December 2014*	*0.92*	*0.26*	*0.52*
Third Quarter	*January- March 2015*	*0.90*	*0.26*	*0.60*
Fourth Quarter	*April-June 2015*			

CITY = CITY OF OXNARD
LAIF = STATE LOCAL AGENCY INVESTMENT FUND
2 YR TREASURY = U S GOVERNMENT TREASURY BILLS - 2 YR MATURITY

* Revised due to the sum of the quarterly rate erroneously listed instead of the annual average rate.

CITY OF
OXNARD
CALIFORNIA

Meeting Date: 06/09/2015

ACTION	TYPE OF ITEM
☐ Approved Recommendation	☐ Info/Consent
☐ Ord. No(s). ______	■ Report
☐ Res. No(s). ______	☐ Public Hearing (Info/consent)
☐ Other ______	☐ Other ______

Prepared By: Christopher Williamson, AICP CW Agenda Item No. L-2

Reviewed By: City Manager JM City Attorney SMF Finance JF Other *(Specify)*

DATE: June 9, 2015

TO: City Council

FROM: Ashley Golden, Interim Director
Development Services

SUBJECT: Authorization to Appropriate $250,000 General Plan Maintenance Fee Revenue

RECOMMENDATION

That City Council recognize and approve $250,000 collected in Fiscal Year 2014-2015 from the General Plan Maintenance Fee for the four tasks that are related to preparation, maintenance, and/or revision of the 2030 General Plan and the Oxnard Local Coastal Program (LCP).

DISCUSSION

In 2002, AB 2936 amended Section 66014(b) of the Government Code to allow local governments to charge permit fees for "…costs reasonably necessary to prepare and revise the plans and policies that a local agency is required to adopt before it can make any necessary findings and determinations." The fee is currently $24.00 per $1,000.00 building permit valuation (0.24%), collected when a building permit is issued, and was set at that rate to raise approximately $250,000 per year to fund Planning Division staff and/or to retain expert consultant services working on the general plan and LCP. The balance in the account as of May 26, 2015 was $238,742 which is expected to increase to at least $250,000 by the end of the 2014/2015 fiscal year (June 30, 2015).

This request allocates $250,000 as follows:

1) $100,000 **Local Coastal Plan Update:**
The appropriation increases the City's LCP total set-aside to $216,000 which, coupled with the Coastal Commission/Ocean Protection Council grant of $150,000, totals $366,000 that should fund the LCP Update to completion and adoption of an updated LCP and implementing zoning code, followed by submission to the Coastal Commission for certification. This funding includes preparing an LCP Update and Chapter 17 Code amendments related to the Ordinance 2882 moratorium, per May 19, 2015 Council direction.

2) $25,000 **California Environmental Quality Act (CEQA) Thresholds Update:**
In 2011, staff initiated an update to the 1995 CEQA Thresholds as part of the 2030 General Plan. In the past five years, changes to CEQA Guidelines require additional changes to thresholds such as adding a Greenhouse Gas emission threshold and

replacing Level of Service with Vehicle Miles Traveled to comply with recent State Law. Adoption of updated CEQA Thresholds establishes environmental impact and mitigation policies and standards necessary for making CEQA findings and determinations in tandem with 2030 General Plan findings. This funding includes preparing an update to the Aesthetic Threshold related to the Ordinance 2882 moratorium, per May 19, 2015 Council direction.

3) $50,000 **Housing Element:**
A Draft 2013-2021 Housing Element (Chapter 8 of the 2030 General Plan) is nearly complete and will be transmitted to the State Department of Housing and Community Development (HCD) for their initial 60-day review. This funding will cover consultant and City staff time to respond to HCD comments, prepare a Final 2013-2021 Housing Element for Planning Commission and City Council review and adoption, and prepare amendments to several housing element related ordinances that implement the 2013-2021 Housing Element. Any unspent funds would be reserved for a HCD-required 2018 update.

4) $75,000 **General Plan Staff Cost Revenue Offset:**
This amount would credit the 2014/2015 fiscal year as an offset for Principal Planner staff time spent on the General Plan and LCP Update.

$250,000 **TOTAL**

FINANCIAL IMPACT

General Plan Maintenance Fees in the amount of $238,742 have been received in Fiscal Year 2014-2015 as of May 26, 2015, and is expected to increase to at least $250,000 by June 30, 2015.

CW/sr
Attachment #1 -Special Budget Appropriation

REQUEST FOR SPECIAL BUDGET APPROPRIATION

Department: Development Services **Date:** June 9, 2015

Project/Program Manager: Chris Williamson **Phone:** 385-8156

Reason for Appropriation:

Appropriate General Plan Maintenance fee revenue to Local Coastal Plan, Housing Element Update, and CEQA Thresholds Update projects.

Accounts and Descriptions		**AMOUNT**
Fund: GENERAL FUND (101)		
Revenues/Transfers In		
GENERAL PLAN MAINTENANCE FEE (I41141)		
101-4101-555.7380	COMM DEV/GENERAL PLAN MAINTENANCE	175,000
	Sub-total Revenues	175,000
Expenditures/Transfers Out		
LOCAL COASTAL PLAN UPDATE (14IN01))		
101-4101-804.8209	SERVICES - OTHER PROF/CONTRACT	100,000
HOUSING ELEMENT UPDATE (14IN03)		
101-4101-804.8209	SERVICES - OTHER PROF/CONTRACT	50,000
CEQA THRESHOLDS UPDATE (XXXXX)		
101-4101-804.8209	SERVICES - OTHER PROF/CONTRACT	25,000
	Sub-total Expenditures	175,000
	Net Change to Fund Balance	**0**
	Net Appropriation Change	**175,000**

Approvals

Department Director Ashley Golden

Chief Financial Officer [signature]

City Manager ______

ATTACHMENT # 1

PAGE 1 OF 1

REQUIRES CITY COUNCIL AUTHORIZATION

CITY OF
OXNARD
CALIFORNIA

Meeting Date: 06 / 09/ 15

ACTION	TYPE OF ITEM
☐ Approved Recommendation	☐ Info/Consent
☐ Ord. No(s). ______	☒ Report
☐ Res. No(s). ______	☐ Public Hearing (Info/consent)
☐ Other ______	☐ Other ______

Prepared By: Carrie Sabatini _______ Agenda Item No. L-3

Reviewed By: City Manager ___ City Attorney ___ Finance ___ Other *(Specify)*

DATE: May 26, 2015

TO: Housing Authority Board of Commissioners

FROM: Carrie Sabatini, Interim Housing Director
Housing Authority

SUBJECT: **Low Rent Public Housing Budget for Fiscal Year 2016**

RECOMMENDATION

That the Board of Commissioners of the Housing Authority of the City of Oxnard (1) adopt a resolution approving and adopting the recommended $7,235,087 operating budget for the Low Rent Public Housing program ("LRPH") for fiscal year 2016, as presented for each project area and (2) approve and authorize the use of $252,322 of reserves to fund the projected deficit.

DISCUSSION

This recommended budget pertains exclusively to the 666 units of LRPH owned and operated by the City of Oxnard Housing Authority ("OHA"). The recommended operating budget for all projects and the Central Office Cost Center ("COCC") is $7,235,087. The operating budgets, if adopted as recommended, would result in a collective $266,234 residual receipt.

The public housing program continues to be subject to asset management regulations in fiscal year 2016 and therefore each public housing project, as determined in previous years (i.e. 31-1 Colonia Village, 31-4 Pleasant Valley Village, etc.), is funded and budgeted for independently, as is the Central Office Cost Center ("COCC").

The Low Rent Public Housing program ("LRPH") is funded primarily with two sources of income: tenant rental income and operating subsidy from the U.S. Department of Housing and Urban Development ("HUD"). The amount of operating subsidy received is based upon a HUD determined formula, which considers the estimated costs to run each Public Housing development and reduces that by the amount of tenant rental income received by each development. So, as tenant rental income goes up, operating subsidy decreases and vice versa. An additional consideration in estimating the amount of operating subsidy each development may receive is based on the level of funding appropriated by Congress each year for the overall program. Operating subsidy for each year is appropriated on a calendar year basis. HUD subsidy for 2015 will be prorated at 85% of eligibility. Subsidy for 2016 is unknown as no federal budget has been adopted, so for purposes of the budgets, the proration of funding is estimated to remain the same throughout the fiscal year; however we are projecting a decrease of approximately $104,000 in operating subsidies.

For fiscal year 2016, staff projects that overall rental income will increase by $293,524 over last year's rent projection. The primary reason for that increase is due to an overly cautious projection of the rent reductions that would occur as a result of 114 units in the 31-1 Colonia Village being relocated. Staff continues to work extremely hard to maximize tenant rent through rent ranging and placing tenants in properly sized units.

The COCC operates on HUD determined fee revenue generated from the projects including a management fee, a bookkeeping fee, and an asset management fee. Also included in the fee revenue to the COCC is a concept termed "fee-for-service" which is guided by HUD regulation. Under this arrangement, for certain specialized services where providing dedicated staff to each project is not practical, a centralized service is available to the projects, charged only as they are used (i.e. higher level carpentry, electrical, plumbing, etc.). Since these fees are classified as expenses to the projects and income to the COCC, on audited financial statements the income and expense for these items would be zeroed out so as not to be double counted. On this budget document, however, they are shown both places to clearly present the entire budget for each project and the COCC.

On the expense side, the majority of line items have decreased from prior year's budget, adjusted to bring the budget closer to anticipated actual expenses and based upon actual experience over the past three years. Expenses have decreased due to fewer units to maintain at Colonia Village and a decrease in workers compensation rates from the previous year. Staff will continue to closely monitor the budgets of all project areas and the COCC to try to achieve additional cost savings.

FINANCIAL IMPACT

It is anticipated that the Housing Authority will require the use of approximately $252,000 in COCC reserves in fiscal year 2016. The unencumbered COCC reserve balance is approximately $1,296,000.

Attachment #1 - Housing Authority Resolution
#2 - HUD Form 52574 Operating Budget Resolution
#3 - Budget Document

RESOLUTION NO.______

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF OXNARD APPROVING AND ADOPTING THE LOW RENT PUBLIC HOUSING PROGRAM OPERATING BUDGET FOR FISCAL YEAR 2016

WHEREAS, the Housing Authority of the City of Oxnard (Authority) has prepared the Low Rent Public Housing Program Operating Budgets now totaling $7,235,087 for the fiscal year 2016; and

WHEREAS, the budgeted expenditures are necessary for the efficient and economical operation of the Authority for the purpose of serving low-income families; and

WHEREAS, the budget for the fiscal year 2016 indicates a source of funding adequate to cover all proposed expenditures; and

WHEREAS, the budgeted rental charges and expenditures will be consistent with the provisions of law and the Annual Contribution Contract; and

WHEREAS, the United States Department of Housing and Urban Development (HUD) requires the Authority to certify that no Authority employee is serving in a variety of positions which will exceed a 100% allocation of his/her time.

NOW THEREFORE, the Board of Commissioners of the Housing Authority of the City of Oxnard hereby resolves:

1. That the Low Rent Public Housing Program Operating Budgets (Operating Budgets) for the fiscal year 2016 totaling $7,235,087 available on file at the Housing Department and incorporated in full herein by this reference is approved and adopted.

2. That no Authority employee reflected in the Operating Budgets is serving in a variety of positions which will exceed 100% allocation of his/her time.

[SIGNATURES ON FOLLOWING PAGE]

APPROVED AND ADOPTED this 9th day of June 2015, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Tim Flynn, Chairman

ATTEST:

Daniel Martinez, Secretary Designate

APPROVED AS TO FORM:

Stephen M. Fischer, Interim General Counsel

ATTACHMENT NO. 1
PAGE 2 OF 2

PHA Board Resolution
Approving Operating Budget

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing - Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 04/30/2016)

Public reporting burden for this collection of information is estimated to average **10 minutes per response**, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Housing Authority of the City of Oxnard PHA Code: CA031

PHA Fiscal Year Beginning: July 1, 2015 Board Resolution Number: ____________

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- [x] Operating Budget approved by Board resolution on: ____________
- [ ] Operating Budget submitted to HUD, if applicable, on: ____________
- [ ] Operating Budget revision approved by Board resolution on: ____________
- [ ] Operating Budget revision submitted to HUD, if applicable, on: ____________

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name:	Signature:	Date:
Tim Flynn, Chairperson		

OXNARD HOUSING AUTHORITY
LOW RENT PUBLIC HOUSING
FISCAL YEAR 2016 PROPOSED BUDGET

		311 Budget	312 Budget	313 Budget	314 Budget	315 Budget	317 Budget	318 Budget	coccadmn Budget	Total Budget
3000-00-000	INCOME									
3100-00-000	TENANT INCOME									
3101-00-000	Rental Income									
3111-00-000	Tenant Rent	951,984	777,000	591,276	643,332	163,764	837,840	364,752	0	4,329,948
3119-00-000	Total Rental Income	951,984	777,000	591,276	643,332	163,764	837,840	364,752	0	4,329,948
3120-00-000	Other Tenant Income									
3120-01-000	Laundry and Vending	0	0	0	0	1,974	0	6,248	0	8,222
3120-02-000	Maintenance Charge	7,564	6,696	3,059	5,233	2,472	2,754	6,957	0	34,735
3120-04-000	Late Charges	200	150	100	350	0	200	50	0	1,050
3120-06-000	NSF Charges	60	0	20	60	0	20	20	0	180
3120-08-000	Cable Charges	14,532	10,014	7,042	9,767	4,743	10,069	9,778	0	65,945
3129-00-000	Total Other Tenant Income	22,356	16,860	10,221	15,410	9,189	13,043	23,053	0	110,132
3199-00-000	NET TENANT INCOME	974,340	793,860	601,497	658,742	172,953	850,883	387,805	0	4,440,080
3400-00-000	GRANT INCOME									
3401-00-000	HUD PHA Operating Grants/Subsidy	579,675	101,380	24,676	98,245	120,849	42,606	187,360	0	1,154,791
3499-00-000	TOTAL GRANT INCOME	579,675	101,380	24,676	98,245	120,849	42,606	187,360	0	1,154,791
3600-00-000	OTHER INCOME									
3610-00-000	Investment Income - Unrestricted	2,238	1,512	1,881	1,576	454	1,366	951	3,081	13,059
3620-00-000	Management Fee Income	0	0	0	0	0	0	0	731,315	731,315
3621-00-000	Asset Mgmt Fee Income	0	0	0	0	0	0	0	79,920	79,920
3622-00-000	Bookkeeping Fee Income	0	0	0	0	0	0	0	59,074	59,074
3623-00-000	Fee for Service Income	0	0	0	0	0	0	0	582,585	582,585
3624-00-000	IT Fees	0	0	0	0	0	0	0	22,846	22,846
3625-00-000	FFS income - outside party	0	0	0	0	0	0	0	12,174	12,174
3640-00-000	Fraud Recovery-Adm Fee	4,200	0	0	360	0	878	0	0	5,438
3650-00-000	Non-Dwelling Rental Income	0	0	0	54,187	0	0	0	45,619	99,806
3660-00-000	Operating Transfers IN	0	0	0	87,340	52,436	0	134,383	0	274,159
3670-00-000	Misc Other Income	3,909	1,439	1,123	2,308	695	1,861	1,194	13,545	26,074
3699-00-000	TOTAL OTHER INCOME	10,347	2,951	3,004	145,771	53,585	4,105	136,528	1,550,159	1,906,450
3999-00-000	TOTAL INCOME	1,564,362	898,191	629,177	902,758	347,387	897,594	711,693	1,550,159	7,501,321
4000-00-000	EXPENSES									
4100-00-000	ADMINISTRATIVE									
4100-99-000	Administrative Salaries									

OXNARD HOUSING AUTHORITY
LOW RENT PUBLIC HOUSING
FISCAL YEAR 2016 PROPOSED BUDGET

		311 Budget	312 Budget	313 Budget	314 Budget	315 Budget	317 Budget	318 Budget	coccadmn Budget	Total Budget
4110-00-000	Administrative Salaries	151,105	111,826	78,278	118,407	38,612	113,636	90,179	632,984	1,335,027
4110-01-000	Administrative Temp Help	7,783	4,482	3,136	4,482	2,239	4,478	4,482	0	31,082
4110-02-000	Add'l Compensation - OT	2,046	589	557	101	50	100	101	0	3,544
4110-04-000	Employee Benefit Contribution-Admin	96,502	72,047	50,433	73,675	24,460	71,250	57,611	378,607	824,585
4110-99-000	Total Administrative Salaries	257,436	188,944	132,404	196,665	65,361	189,464	152,373	1,011,591	2,194,238
4130-00-000	Legal Expense									
4130-01-000	Court Costs	0	125	0	0	0	0	125	0	250
4130-03-000	Tenant Screening	2,891	1,120	784	1,120	560	1,122	1,120	0	8,717
4130-04-000	General Legal Expense	1,100	832	0	0	0	0	0	0	1,932
4131-00-000	Total Legal Expense	3,991	2,077	784	1,120	560	1,122	1,245	0	10,899
4139-00-000	Other Admin Expenses									
4140-00-000	Staff Training	34	19	13	21	9	19	19	4,317	4,451
4150-00-000	Travel	63	24	17	28	12	29	28	3,555	3,756
4171-00-000	Auditing Fees	4,623	1,779	1,246	1,779	890	1,781	1,779	1,356	15,233
4173-01-000	Management Fee	176,327	87,345	61,494	87,149	41,986	87,932	85,288	0	627,521
4173-02-000	Asset Management Fees	17,520	12,000	8,400	12,000	6,000	12,000	12,000	0	79,920
4173-03-000	Bookkeeping Fees	12,877	8,730	6,280	8,905	4,395	8,990	8,897	0	59,074
4182-00-000	Consultants	0	0	0	0	0	0	0	317	317
4189-00-000	Total Other Admin Expenses	211,444	109,897	77,450	109,882	53,292	110,751	108,011	9,545	790,272
4190-00-000	Miscellaneous Admin Expenses									
4190-01-000	Membership and Fees	218	88	61	93	44	93	88	1,100	1,785
4190-02-000	Publications	135	54	38	43	21	43	43	691	1,068
4190-03-000	Advertising	354	191	134	191	347	191	694	0	2,102
4190-04-000	Office Supplies	1,325	608	420	606	176	607	344	2,108	6,194
4190-05-000	Fuel-Administrative	499	185	285	460	192	447	398	1,873	4,339
4190-06-000	City Overhead	25,603	10,693	8,237	10,584	4,651	13,283	7,433	66,401	146,885
4190-07-000	Telephone	4,586	2,412	1,788	4,661	5,743	3,903	7,747	15,870	46,710
4190-08-000	Postage	2,260	1,870	1,400	2,176	382	2,449	741	3,702	14,980
4190-09-000	Paper	738	298	535	318	109	305	218	1,303	3,824
4190-10-000	Copiers	2,005	738	0	834	534	632	394	858	5,995
4190-11-000	Printer Supplies/Services	885	885	623	795	586	837	1,190	2,163	7,964
4190-12-000	Misc Computer Equipment	0	198	138	32	16	24	32	1,812	2,252
4190-13-000	Internet	1,125	576	403	1,389	1,620	1,356	1,560	3,234	11,263
4190-14-000	Software Fees	3,098	1,846	1,292	1,731	1,063	1,728	2,126	6,602	19,486
4190-15-000	Cell Phones/Pagers	742	358	257	424	194	304	376	3,829	6,484
4190-18-000	Small Office Equipment	1,358	899	620	1,013	365	969	573	2,382	8,179
4190-20-000	Bank Fees	0	0	0	0	0	0	0	3,944	3,944
4190-21-000	Cable Charges	16,278	9,844	6,894	9,844	4,922	9,845	9,845	0	67,472
4190-22-000	Other Misc Admin Expenses	93	129	75	117	37	117	31	696	1,295
4190-23-000	Storage	248	105	86	263	35	224	41	540	1,542

OXNARD HOUSING AUTHORITY
LOW RENT PUBLIC HOUSING
FISCAL YEAR 2016 PROPOSED BUDGET

		311 Budget	312 Budget	313 Budget	314 Budget	315 Budget	317 Budget	318 Budget	coccadmn Budget	Total Budget
4191-00-000	Total Miscellaneous Admin Expenses	61,550	31,977	23,286	35,574	21,037	37,357	33,874	119,108	363,763
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	534,421	332,895	233,924	343,241	140,250	338,694	295,503	1,140,244	3,359,172
4200-00-000	TENANT SERVICES									
4220-00-000	Resident Council	1,862	1,275	893	1,237	625	1,275	1,275	0	8,442
4220-01-000	Other Tenant Svcs.-OHA	1,241	850	850	825	417	850	850	0	5,883
4230-00-000	Tenant Services Contract Costs	1,200	706	494	3,600	2,400	3,600	2,400	0	14,400
4299-00-000	TOTAL TENANT SERVICES EXPENSES	4,303	2,831	2,237	5,662	3,442	5,725	4,525	0	28,725
4300-00-000	UTILITIES									
4310-00-000	Water	105,942	53,121	40,635	52,546	9,325	66,519	29,522	2,060	359,670
4320-00-000	Electricity	17,608	9,532	5,845	18,120	32,391	21,608	58,045	20,109	183,258
4320-01-000	Electricity-Vacant Units	0	64	59	84	0	68	0	0	275
4330-00-000	Gas	631	124	87	1,611	12,587	705	20,927	582	37,254
4330-01-000	Gas-Vacant Units	1,233	98	62	156	0	102	0	0	1,651
4340-00-000	Garbage/Trash Removal	74,371	35,890	44,348	48,240	5,588	53,856	11,841	2,374	276,508
4340-01-000	Dump Expense	884	739	1,047	1,116	75	1,138	308	59	5,366
4390-00-000	Sewer	74,074	33,581	24,991	28,713	7,138	35,487	18,207	643	222,834
4399-00-000	TOTAL UTILITY EXPENSES	274,743	133,149	117,074	150,586	67,104	179,483	138,850	25,827	1,086,816
4400-00-000	MAINTENANCE AND OPERATIONS									
4400-99-000	General Maint Expense									
4410-00-000	Maintenance Salaries	47,341	26,022	32,533	38,385	10,761	42,054	21,522	229,346	447,964
4410-01-000	Maintenance Labor-Grounds	10,602	4,406	6,645	18,712	2,319	19,868	6,699	3,044	72,295
4410-02-000	Maint-On Call Service	0	0	0	0	0	0	0	6,086	6,086
4410-03-000	Maintenance - Temporary Labor	0	1,713	0	0	0	571	0	0	2,284
4410-04-000	Maintenance OT	1,290	677	215	0	653	188	313	61,390	64,726
4410-05-000	Grounds - OT	7,170	997	5,405	6,184	2,028	13,946	4,603	1,018	41,351
4410-06-000	Employee Benefits Contribution-Maint.	33,427	16,288	22,951	32,029	6,565	34,822	14,439	128,957	289,478
4411-00-000	Maintenance Uniforms	599	411	230	366	104	335	222	2,007	4,274
4413-00-000	Vehicle Gas, Oil, Grease	2,189	2,053	1,988	2,534	584	3,113	1,365	9,917	23,743
4419-00-000	Total General Maint Expense	102,618	52,567	69,967	98,210	23,014	114,897	49,163	441,765	952,201
4420-00-000	Materials									
4420-01-000	Supplies-Paint	5,081	3,259	1,772	3,695	769	4,412	1,505	771	21,264
4420-02-000	Supplies-Grounds	1,992	1,064	662	1,450	118	3,248	515	504	9,553
4420-03-000	Supplies-Appliance	2,064	2,598	2,791	3,733	2,214	1,626	2,078	81	17,185
4420-04-000	Supplies-Plumbing	10,904	7,836	6,971	12,820	2,340	4,861	5,693	1,488	52,913
4420-05-000	Supplies-Electrical	2,477	6,249	4,445	16,723	482	2,452	1,558	902	35,288
4420-06-000	Supplies-Building Repairs	10,991	10,005	3,294	4,713	779	3,825	785	442	34,834
4420-07-000	Supplies-Windows	601	1,009	538	3,236	620	322	18	9	6,353

OXNARD HOUSING AUTHORITY
LOW RENT PUBLIC HOUSING
FISCAL YEAR 2016 PROPOSED BUDGET

		311 Budget	312 Budget	313 Budget	314 Budget	315 Budget	317 Budget	318 Budget	coccadmn Budget	Total Budget
4420-08-000	Supplies-Locks	764	1,042	2,404	508	828	345	598	111	6,600
4420-09-000	Supplies-Janitorial/Cleaning	3,455	1,764	1,010	4,894	2,344	1,901	3,026	6,812	25,206
4420-10-000	Supplies-Safety	1,336	768	498	1,304	309	671	1,019	3,514	9,419
4420-11-000	Tools and Equipment	955	881	901	475	941	486	2,174	7,697	14,510
4420-12-000	Grounds Tools and Equipment	29	675	664	574	48	485	182	104	2,761
4429-00-000	Total Materials	40,649	37,150	25,950	54,125	11,792	24,634	19,151	22,435	235,886
4430-00-000	Contract Costs									
4430-01-000	Contract-Fire Alarm/Extinguisher	949	790	762	8,158	2,013	1,159	2,520	171	16,522
4430-02-000	Contract-Appliance Repair	3,954	2,326	3,239	2,157	1,169	2,176	2,008	98	17,127
4430-03-000	Contract-Building Repairs-Misc FFS	18,813	4,309	4,454	2,918	4,659	12,446	9,056	1,086	57,741
4430-04-000	Contract-Unit Turnaround	103,617	38,249	25,335	55,408	15,217	42,256	27,829	0	307,911
4430-05-000	Contract-Painting	812	8,197	3,280	4,470	1,833	2,297	537	165	21,591
4430-06-000	Contract-Electrical	9,040	9,909	3,961	3,596	1,501	5,171	6,659	1,114	40,951
4430-07-000	Contract-Pest Control	327	3,100	140	1,968	12,833	5,006	28,240	2,589	54,203
4430-08-000	Contract-Floor Covering	520	2,314	1,290	2,494	917	9,629	1,409	0	18,573
4430-09-000	Contract-Grounds	1,260	266	18	3,028	171	1,653	420	0	6,816
4430-10-000	Contract-Janitorial/Cleaning	1,603	1,735	1,095	5,217	12,123	1,909	16,047	10,222	49,951
4430-11-000	Contract-Plumbing	60,781	26,439	9,903	22,649	9,582	46,685	25,652	724	202,415
4430-12-000	Contract-Window Covering	0	0	103	58	2,355	0	4,715	0	7,231
4430-13-000	Contract-HVAC	1,490	777	544	1,563	5,970	875	2,999	3,353	17,571
4430-14-000	Contract-Vehicle Maintenance	1,141	1,003	826	1,043	613	2,684	1,270	6,223	14,803
4430-15-000	Contract-Equipment Rental	959	0	9	0	50	231	69	18	1,336
4430-16-000	Contract-Equipment Repair	740	287	213	444	845	930	754	29	4,242
4430-17-000	Contract-Elevator Maintenance	0	0	0	0	3,827	0	5,025	2,167	11,019
4430-18-000	Contract-Alarm Monitoring	3,374	1,407	985	2,549	3,029	1,397	2,011	6,429	21,181
4430-19-000	Contract-Tree Trimming	750	275	0	2,863	0	11	0	150	4,049
4430-22-000	Contract-IT Contracts	3,849	3,156	2,291	4,021	2,832	2,467	4,230	0	22,846
4430-23-000	Contract-Lock Outs	0	0	135	135	675	191	1,754	0	2,890
4430-24-000	Contract-Inspections	3,885	3,979	3,110	4,864	1,002	6,044	4,023	0	26,907
4430-99-000	Contract Costs-Other	1,816	1,068	747	1,068	534	1,069	1,068	0	7,370
4439-00-000	Total Contract Costs	219,680	109,586	62,440	130,671	83,750	146,286	148,295	34,538	935,246
4499-00-000	TOTAL MAINTENANCE EXPENSE	362,947	199,303	158,357	283,006	118,556	285,817	216,609	498,738	2,123,333
4500-00-000	GENERAL EXPENSES									
4510-00-000	WC Insurance	19,935	10,598	12,996	18,650	4,727	21,272	10,267	117,715	216,160
4510-10-000	Auto Insurance	3,559	1,758	389	2,219	976	2,196	2,256	12,723	26,076
4510-11-000	Property Insurance	27,603	13,404	23,978	24,247	3,089	26,474	5,718	3,080	127,593
4510-12-000	General Liability Insurance	9,846	3,617	2,532	4,150	1,383	3,720	2,748	756	28,752
4510-13-000	Fidelity	384	258	180	258	129	259	258	96	1,822
4510-14-000	City-Umbrella Policy	21,859	7,553	5,280	8,905	2,936	8,193	5,881	1,608	62,215

OXNARD HOUSING AUTHORITY
LOW RENT PUBLIC HOUSING
FISCAL YEAR 2016 PROPOSED BUDGET

		311 Budget	312 Budget	313 Budget	314 Budget	315 Budget	317 Budget	318 Budget	coccadmn Budget	Total Budget
4510-15-000	Broker Fees	4,190	1,926	2,860	3,126	564	3,307	1,112	1,694	18,779
4520-00-000	Payments in Lieu of Taxes	23,050	9,307	7,565	11,373	2,231	7,312	24,966	0	85,804
4570-00-000	Bad Debt-Tenant Rents	10,000	5,000	1,000	500	2,000	2,500	3,000	0	24,000
4599-00-000	TOTAL GENERAL EXPENSES	120,426	53,421	56,780	73,428	18,035	75,233	56,206	137,672	591,201
4700-00-000	HOUSING ASSISTANCE PAYMENTS									
4715-04-000	PH Tenant URP	96	0	0	108	0	0	0	0	204
4715-06-000	PH FSS Escrow Payments	18,000	25,536	540	0	0	1,560	0	0	45,636
4799-00-000	TOTAL HOUSING ASSISTANCE PAYMENTS	18,096	25,536	540	108	0	1,560	0	0	45,840
8000-00-000	TOTAL EXPENSES	1,314,936	747,135	568,912	856,031	347,387	886,512	711,693	1,802,481	7,235,087
9000-00-000	NET INCOME	249,426	151,056	60,265	46,727	0	11,082	0	-252,322	266,234

CITY OF
OXNARD
CALIFORNIA

Meeting Date: 06 / 09 / 15

ACTION	TYPE OF ITEM
☐ Approved Recommendation	☐ Info/Consent
☐ Ord. No(s). ______	☒ Report
☐ Res. No(s). ______	☐ Public Hearing (Info/consent)
☐ Other ______	☐ Other ______

Prepared By: Carrie Sabatini CSabatini Agenda Item No. L-4

Reviewed By: City Manager SN City Attorney AF Finance CS Other *(Specify)*

DATE: May 26, 2015

TO: Housing Authority Board of Commissioners

FROM: Carrie Sabatini, Interim Housing Director CSabatini
Housing Authority

SUBJECT: Section 8 Housing Choice Voucher Program Budget for Fiscal Year 2016

RECOMMENDATION

That the Board of Commissioners of the Housing Authority of the City of Oxnard (1) adopt a resolution approving and adopting the recommended $17,561,888 operating budget for the Section 8 Housing Choice Voucher Program ("Section 8") for fiscal year 2016 and (2) approve and authorize the use of $143,546 of administrative reserves to fund the projected deficit.

DISCUSSION

This recommended budget pertains exclusively to the 1,819 Housing Choice Vouchers administered by the City of Oxnard Housing Authority ("OHA"). The recommended operating budget of $17,561,888 is comprised of two parts, the housing assistance payments ("HAP") paid to landlords for subsidy of rental income and the administrative fees used to operate the administration of the Section 8 program. The HAP portion of the program is anticipated to be approximately $15,739,971 for rental subsidies passed directly through the OHA from the Department of Housing and Urban Development ("HUD") to the private landlords in the community. Rental subsidies are known as housing assistance payments. The administrative operations are estimated to be approximately $1,821,917, which is anticipated to result in a deficit of $143,546.

The process of developing the budget is always difficult for several reasons. Congress and HUD allocate funding based upon a calendar year, as opposed to the Housing Authority fiscal year. Since the Congressional process for calendar year 2016 is unknown at this time, the 2015 funding methodology will be used to estimate revenues for the entire fiscal year for budget purposes. Funding in 2015 continues to be at reduced levels. HAP funding was prorated to 100% of what the OHA was eligible to receive while administrative funding was prorated to 75% of what it was eligible to receive.

The administration of the program will continue to prove difficult during the year with the diminishing resources available to run the program. Staff has been diligent over the years; however, with increasing staffing expenses and operational costs, a deficit position remains. Staff is working diligently to increase the number of units leased, which will increase the level of administrative funding available to administer the program.

The proposed administrative budget results in a deficit of $143,546 and the HAP budget shows a breakeven position.

FINANCIAL IMPACT

As of March 31, 2015, Authority's Section 8 administrative operating reserve is $615,692, or 34% of annual operating costs. It is anticipated that the Housing Authority will require the use of approximately $143,546 in administrative reserves in fiscal year 2016. Administrative reserves would be 26% of operating costs after utilization of reserves for this projected deficit.

CS

Attachment #1 - Housing Authority Resolution
#2 - Budget document

RESOLUTION NO. ____

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF OXNARD APPROVING AND ADOPTING THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM OPERATING BUDGET FOR FISCAL YEAR 2016

WHEREAS, the Housing Authority of the City of Oxnard (Authority) has prepared a Section 8 Housing Choice Voucher Program Operating Budget of $17,561,888 for the fiscal year 2016; and

WHEREAS, the budgeted expenditures are necessary for the efficient and economical operation of the Authority for the purpose of serving low-income families; and

WHEREAS, the budget for the fiscal year 2016 indicates a source of funding adequate to cover all proposed expenditures; and

WHEREAS, the budgeted expenditures will be consistent with the provisions of law and the Annual Contribution Contract; and

WHEREAS, the United States Department of Housing and Urban Development (HUD) requires the Authority to certify that no Authority employee is serving in a variety of positions which will exceed a 100% allocation of his/her time.

NOW THEREFORE, the Board of Commissioners of the Housing Authority of the City of Oxnard hereby resolves:

1. That the Section 8 Housing Choice Voucher Program Operating Budget (Operating Budget) for the fiscal year 2016 totaling $17,561,888 available on file at the Housing Department and incorporated in full herein by this reference is approved and adopted.

2. That no Authority employee reflected in the Operating Budget is serving in a variety of positions which will exceed 100% allocation of his/her time.

[SIGNATURES ON FOLLOWING PAGE]

APPROVED AND ADOPTED this 9th day of June 2015, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Tim Flynn, Chairman

ATTEST:

Daniel Martinez, Secretary Designate

APPROVED AS TO FORM:

Stephen M. Fischer, Interim General Counsel

OXNARD HOUSING AUTHORITY
SECTION 8 HOUSING CHOICE VOUCHER BUDGET
FY 2015-2016

	Total
INCOME	
GRANT INCOME	
HAP Income	15,709,971.00
Admin Fee Income	1,645,171.00
TOTAL GRANT INCOME	17,355,142.00
OTHER INCOME	
Investment Income - Unrestricted	1,400.00
Fraud Recovery-Adm Fee	30,000.00
Fraud Recovery-HAP	30,000.00
Misc Other Income	1,800.00
TOTAL OTHER INCOME	63,200.00
TOTAL INCOME	17,418,342.00
EXPENSES	
ADMINISTRATIVE	
Administrative Salaries	
Administrative Salaries	930,008.00
Add'l Compensation - OT	4,667.00
Employee Benefit Contribution-Admin	584,779.00
Total Administrative Salaries	1,519,454.00
Other Admin Expenses	
Staff Training	3,767.00
Travel	3,038.00
Auditing Fees	32,366.00
Port Out Admin Fee Paid	21,276.00
Consultants	2,256.00
Total Other Admin Expenses	62,703.00
Miscellaneous Admin Expenses	
Membership and Fees	2,000.00
Publications	300.00
Advertising	1,077.00
Office Supplies	2,500.00
City Overhead	59,167.00
Telephone	15,608.00
Postage	16,000.00
Paper	3,439.00
Copiers	3,471.00
Printer Supplies/Services	3,600.00
Misc Computer Equipment	1,242.00
Internet	1,812.00

OXNARD HOUSING AUTHORITY	
SECTION 8 HOUSING CHOICE VOUCHER BUDGET	
FY 2015-2016	
	Total
Software Fees	18,150.00
Cell Phones/Pagers	1,188.00
Small Office Equipment	2,000.00
Bank Fees	2,465.00
Other Misc Admin Expenses	1,000.00
Storage	7,479.00
Total Miscellaneous Admin Expenses	142,498.00
TOTAL ADMINISTRATIVE EXPENSES	1,724,655.00
UTILITIES	
Water	510.00
Electricity	12,108.00
Gas	474.00
Garbage/Trash Removal	777.00
Sewer	194.00
TOTAL UTILITY EXPENSES	14,063.00
MAINTENANCE AND OPERATIONS	
General Maint Expense	
Maintenance Labor-Grounds	5,578.00
Maintenance OT	415.00
Employee Benefits Contribution-Maint.	2,992.00
Maintenance Uniforms	180.00
Vehicle Gas, Oil, Grease	99.00
Total General Maint Expense	9,264.00
Materials	
Supplies-Paint	34.00
Supplies-Grounds	296.00
Supplies-Appliance	230.00
Supplies-Plumbing	497.00
Supplies-Electrical	1,014.00
Supplies-Building Repairs	1,603.00
Supplies-Locks	309.00
Supplies-Janitorial/Cleaning	2,416.00
Supplies-Safety	869.00
Tools and Equipment	51.00
Grounds Tools and Equipment	47.00
Total Materials	7,366.00
Contract Costs	
Contract-Fire Alarm/Extinguisher	168.00
Contract-Appliance Repair	147.00
Contract-Building Repairs-Misc FFS	9,649.00
Contract-Electrical	1,113.00
Contract-Floor Covering	780.00

OXNARD HOUSING AUTHORITY	
SECTION 8 HOUSING CHOICE VOUCHER BUDGET	
FY 2015-2016	
	Total
Contract-Janitorial/Cleaning	3,180.00
Contract-Plumbing	1,387.00
Contract-HVAC	1,425.00
Contract-Alarm Monitoring	3,500.00
Contract-Tree Trimming	867.00
Contract-Inspections	0.00
Contract Costs-Other	270.00
Total Contract Costs	22,486.00
TOTAL MAINTENANCE EXPENSE	39,116.00
GENERAL EXPENSES	
WC Insurance	19,317.00
Property Insurance	1,089.00
General Liability Insurance	8,184.00
Fidelity	96.00
City-Umbrella Policy	14,393.00
Broker Fees	1,004.00
TOTAL GENERAL EXPENSES	44,083.00
HOUSING ASSISTANCE PAYMENTS	
Housing Assistance Payments	15,335,019.00
Tenant Utility Payments	24,524.00
Portable Out HAP Payments	322,283.00
FSS Escrow Payments	58,145.00
TOTAL HOUSING ASSISTANCE PAYMENTS	15,739,971.00
TOTAL EXPENSES	17,561,888.00
NET INCOME	-143,546.00