

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. The agenda reports are on the City of Oxnard web site at www.ci.oxnard.ca.us.



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 24, 2014
4:30 P.M. – Closed Session

A. ROLL CALL/POSTING OF AGENDA

*** 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 - (Please see page 4 for a description of closed session items)

D. OPENING CEREMONIES – 6:00 P.M.

Pledge of allegiance to the flag of the United States.

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.

In compliance with the Americans with Disabilities Act, if you require special assistance to participate in a meeting, please contact the City Clerk's Office at 385-7803. Notice at least 72 hours prior to the meeting will enable the City to reasonably arrange for your accessibility to the meeting.

City of Oxnard internet address: www.ci.oxnard.ca.us.

G. TRANSMITTAL OF INFORMATION ONLY ITEMSH. INFORMATION/CONSENT PUBLIC HEARINGSPublic Works Department

1. SUBJECT: FY 2014-15 Assessments in Waterway Maintenance District. (001)
RECOMMENDATION: 1) Hold a public hearing to receive public testimony regarding proposed assessments for the Waterway Maintenance District for FY 2014-15; and 2) Adopt a resolution for FY 2014-15 fixing assessments for the Waterway Maintenance District.
Legislative Body: CC Contact: Rob Roshanian Phone: 385-8281

I. PUBLIC HEARINGSJ. APPOINTMENT ITEMSK. REPORTSFinance Department

1. SUBJECT: FY 2014-15 Operating and Capital Budget Adoption. (023)
RECOMMENDATION: 1) That City Council adopt resolutions: (a) approving the City's Fiscal Year 2014-15 Operating and Capital Budgets; (b) authorizing the Full-Time Equivalent Positions in the City effective July 1, 2014; (c) authorizing the Classification and Salary Schedule effective July 1, 2014; (d) approving the Appropriation Limit for Fiscal Year 2014-15; and (e) approving Financial Management Policies; 2) That the Board of Commissioners of the Housing Authority adopt a resolution approving the Housing Authority's Fiscal Year 2014-15 Operating and Capital Budget; and 3) That City Council, approve certain budget priorities and initiatives for FY 2014-15.
Legislative Body: CC/HA Contact: James Cameron Phone: 385-7461
2. SUBJECT: Monthly Budget Status Report for the Period Ending May 31, 2014. (067)
RECOMMENDATION: Receive report.
Legislative Body: CC Contact: James Cameron Phone: 385-7461

L. 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.

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

1. SUBJECT: Verbal Report Regarding X-Ray/Gamma Operations at Westex, 390 South Del Norte Boulevard. (Councilmember Perello)
2. SUBJECT: Verbal Update Concerning Las Cortes Relocation Issues (28 Acres East of Marquita Street and North of First Street and Approximately 4 Acres of City Parkland to the North of The Courts). (Mayor Pro Tem Ramirez)

N. 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.

O. 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.

P. STUDY SESSION

Q. 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.

R. 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.

S. INFORMATION/CONSENT AGENDA

City Clerk Department

1. SUBJECT: Resolutions to Call November 4, 2014 Regular Municipal Election. (087)
RECOMMENDATION: 1) Adopt a resolution calling a regular municipal election for November 4, 2014, for the purpose of electing municipal officers; requesting consolidation with the Statewide general election on November 4, 2014; requesting the County Clerk to render services and supplies; and authorizing the Board of Supervisors to canvass the returns; and 2) Adopt a resolution establishing rules to govern submission of candidates' statements.
Legislative Body: CC Contact: Daniel Martinez Phone: 385-7803

2. SUBJECT: Agreement for Publication of Legal Notices and Legal Advertisements. (095)
RECOMMENDATION: Approve and authorize the Mayor to execute an agreement with Vida Newspaper (A-7696) for the publication of legal notices and legal advertisements for Fiscal Year (FY) 2014-15.
Legislative Body: CC Contact: Daniel Martinez Phone: 385-7803

City Manager Department

3. SUBJECT: Project Specification GS11-06 Campus Park Gymnasium North Wing Tenant Improvements-Phase IV. (103)
RECOMMENDATION: Approve Project Specification GS11-06 and plans for the tenant improvements of the Campus Park Gymnasium North Wing and authorize staff to solicit bids for the project.
Legislative Body: CC Contact: Pat Friend Phone: 385-7821
4. SUBJECT: Oxnard Performing Arts Convention Center Auditorium (PACC)-Carpet Replacement in Auditorium and Associated Areas. (105)
RECOMMENDATION: 1) Approve and authorize the City Manager to execute the Contract with Jim Gill Flooring, Inc. (6673-14-CM) in the amount of \$65,211.00 for the replacement of carpet in the Oxnard Performing Arts Convention Center auditorium and associated areas; and 2) Approve a special budget appropriation in the amount of \$65,211.00 from the Performing Arts Convention Center Fund Balance restricted for facility improvements.
Legislative Body: CC Contact: Pat Friend Phone: 385-7821

Development Services Department

5. SUBJECT: Establish Permit Parking in the RiverPark Neighborhood by Amending Section 8-56 of the Oxnard City Code to include Exhibit C. (111)
RECOMMENDATION: Approve the first reading by title only and subsequent adoption of an ordinance establishing a permit parking program for residential frontage in the designated area depicted in Exhibit C (area bounded by the south side of Garonne Street to the north, the north side of Forest Park Boulevard to the south, and the east side of Ventura Road to the west) in the RiverPark neighborhood.
Legislative Body: CC Contact: Jason Samonte Phone: 385-7872

Housing Department

6. SUBJECT: CalHome Mortgage and Rehabilitation Assistance Program Funding Application. (117)
RECOMMENDATION: Adopt a resolution authorizing the submittal of a grant application to the California Department of Housing and Community Development for funding under the CalHome Program.
Legislative Body: CC Contact: Karl Lawson Phone: 385-8095

C. CLOSED SESSION - Continued from Page 1.

1. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION.

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

Name of case: The Estate of Alfonso Limon, Jr., et al. v. City of Oxnard, et al.
United States District Court, Case No. CV13-01961 SS

The Interim City Attorney requested that this item be discussed in closed session under the Brown Act exception of Conference with Legal Counsel – Existing Litigation. The purpose of the closed session is to report to City Council on the status of the litigation.

2. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION.

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

Name of case: SOCM I, LLC v. City of Oxnard, et al., Ventura County Superior Court, Case No. 56-2012-00427637-CU-MC-VTA

The Interim City Attorney requested that this item be discussed in closed session under the Brown Act exception of Conference with Legal Counsel – Existing Litigation. The purpose of the closed session is to report to City Council on the status of the litigation.

T. ADJOURNMENT

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

Prepared By: Phillip Gregoire, Streets ManagerAgenda Item No. H-1Reviewed By: City Manager [Signature]City Attorney [Signature]Finance [Signature]Public Works [Signature]**DATE:** June 11, 2014**TO:** City Council**FROM:** Rob Roshanian, Interim Public Works Director
Public Works**SUBJECT:** FY 2014-15 Assessments in Waterway Maintenance District**RECOMMENDATION**

That City Council:

1. Hold a public hearing to receive public testimony regarding proposed assessments for the Waterway Maintenance District for FY 2014-15.
2. Adopt a resolution for FY 2014-15 fixing assessments for the Waterway Maintenance District.

DISCUSSIONBackground

The assessment district for the maintenance of the waterways and landscaping on public rights-of-way within Mandalay Bay was established on June 16, 1970 by Resolution No. 5144. The district was formed pursuant to the Improvement Act of 1911 in order to recover the City's cost of maintenance of waterways and landscaping on public rights-of-way within Mandalay Bay. Assessments are levied according to the procedures set out in section 5820 et. seq. of the Streets and Highways Code (the Improvement Act of 1911). The assessments are exempt from Article XIID of the California Constitution by reason of section 5 thereof.

The recommended resolution fixes the assessments to be collected via tax rolls for FY 2014-15. After Council adopts the resolution, assessment data will be delivered to the County Auditor-Controller's Office for processing and collection of FY 2014-15 assessments.

FY 2014-15 Assessments in Waterway Maintenance District

June 11 2014

Page 2 of 2

Assessment Rates

The proposed rates and methodology for FY 2014-15 remain as they were for FY 2013-14. Total maintenance costs for FY 2012-13 are projected to be \$493,496 and are apportioned as follows:

- **LANDSCAPE MAINTENANCE**
The City's recommended budget for landscaping maintenance costs for fiscal year 2014-15 is \$167,788.
- **WATERWAY MAINTENANCE**
The City's recommended budget for waterway maintenance costs for fiscal year 2014-15 is \$325,708.
- **DELINQUENCY AND COUNTY FEE**
The City's recommended budget for delinquency expense and County fees for fiscal year 2014-15 will remain \$6,339.

The following table provides a landscape and waterway maintenance budget comparison between FY 2013-14 and FY 2014-15:

	<u>FY 13-14</u>	<u>FY 14-15</u>
Landscape Budget	\$169,316	\$167,788
Waterway Budget	\$328,176	\$325,708
Total	\$497,492	\$493,496
Delinquency and County Fee	\$ 6,332	\$ 6,339
Less Interest Earnings	\$(11,000)	\$(8,000)
Less Amount from Fund Balance	\$ 0	\$ 0
Total Assessments	\$492,824	\$491,835

FINANCIAL IMPACT

The estimated cost of maintenance in FY 2014-15 for the Waterway and Landscape District is \$493,496. The amount of \$491,835 will be borne by the property owners in the district and will be placed on the Ventura County tax roll for collection. Interest earnings revenue is estimated to be \$8,000.

Attachment #1 - Resolution Fixing Assessments

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO. _____

A RESOLUTION FIXING ASSESSMENTS ON PROPERTY
IN THE WATERWAY MAINTENANCE DISTRICT
FOR FISCAL YEAR 2014-2015

WHEREAS, by Resolution No. 5144, adopted June 16, 1970, the City Council formed the Waterway Maintenance District (the "District") pursuant to the maintenance district provisions of the Improvement Act of 1911 (Streets and Highways Code Section 5820 et seq.); and

WHEREAS, the District was formed with the consent of the developer owning all of the parcels subject to assessment at the time assessments were initially imposed; and

WHEREAS, the City Council is required by Streets and Highways Code section 5830 to estimate the cost of maintaining and operating the improvements within the District, to decide whether the cost of such maintenance and operations shall be borne wholly or partially by the District, and to fix assessments within the District sufficient to raise the money to pay for such cost; and

WHEREAS, assessments existed in the District throughout 2013-2014, and such assessments are not proposed to increase in 2014-2015; and

WHEREAS, the assessments are imposed exclusively to finance the capital costs and maintenance and operation expenses for sidewalks, streets, water, flood control, drainage systems and vector control, inasmuch as the waterway serves much as a street, manages water and is part of the flood control and drainage systems in the District; the landscaping is located in or adjacent to sidewalks, streets and other public rights of way and maintenance of the landscaping involves irrigation and vector control; and the other improvements maintained with assessments, such as parking areas and fences, are located in or adjacent to sidewalks, streets and the waterway; and

WHEREAS, for the foregoing reasons, the assessments are exempt from Article XIID of the California Constitution, by reason of section 5 thereof.

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

1. The budget for fiscal year 2014-2015 for the Waterway Maintenance Assessment District is hereby approved as follows:

Landscape Maintenance	\$117,788	
Landscape Utilities	50,000	
Seawall Maintenance	235,708	
Channel Cleaning	<u>90,000</u>	
Total Budget Requirements		\$ 493,496
Less Estimated Interest Revenue		\$ 8,000
Add Delinquency		\$ 4,935
Add County Fee		<u>\$ 1,404</u>
Net Required from Assessment:		<u>\$ 491,835</u>
County Assessment Roll	\$491,835	
Assessment Required		<u>\$ 491,835</u>

2. The total cost of \$493,496 for maintaining and operating channels, parking and landscaping shall be borne by the District.
3. Assessments for the purpose of raising budgeted funds of \$491,835 for the District for the fiscal year beginning July 1, 2014, as shown in paragraph 1 on the line entitled, "Assessment Required," are hereby fixed as set forth in the assessment roll attached hereto and made a part hereof (Exhibit A), showing the assessment for each parcel according to the benefit received by each parcel, as determined by the engineer's report approved by the City Council on May 10, 1988.
4. The City Clerk is instructed to have copies of this resolution available for public review for 5 days within 15 days after its adoption at the City Clerk's Office and the Circulation Desk in the Library.
5. The City Clerk is instructed to file with the Ventura County Auditor within 60 days from July 1, 2014 a certified copy of this resolution, as provided in Government Code Section 53901.

PASSED AND ADOPTED this 24th day of June, 2014, by the following vote:

AYES:

NOES:

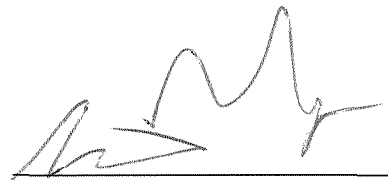
ABSENT:

Tim Flynn, Mayor

ATTEST:

APPROVED AS TO FORM:

Daniel Martinez, City Clerk



Stephen M. Fischer,
Interim City Attorney

EXHIBIT A

Parcel No.	Amount
1880011015	\$657.32
1880011025	\$634.64
1880011035	\$634.64
1880011045	\$679.98
1880011055	\$679.98
1880012015	\$657.32
1880012025	\$634.64
1880012035	\$657.32
1880012045	\$679.98
1880012055	\$679.98
1880012065	\$679.98
1880012075	\$657.32
1880012085	\$657.32
1880013015	\$725.30
1880013025	\$679.98
1880013035	\$679.98
1880013045	\$679.98
1880013055	\$679.98
1880013065	\$679.98
1880013115	\$725.30
1880013125	\$725.30
1880013135	\$725.30
1880013145	\$725.30
1880013155	\$725.30
1880013205	\$679.98
1880013215	\$679.98
1880013225	\$679.98
1880013235	\$679.98
1880013245	\$679.98
1880013255	\$679.98
1880013265	\$679.98
1880013275	\$679.98
1880014015	\$770.64
1880014025	\$1,014.50
1880014035	\$815.98
1880014045	\$793.30
1880014055	\$793.30
1880014065	\$793.30
1880014075	\$1,019.96
1880014085	\$725.30
1880015015	\$725.30
1880015025	\$679.98
1880015035	\$679.98
1880015045	\$679.98
1880015055	\$679.98
1880015065	\$679.98
1880015075	\$725.30
1880015085	\$1,019.96

1880015095	\$793.30
1880015105	\$815.98
1880015115	\$793.30
1880015125	\$793.30
1880015135	\$1,019.96
1880015145	\$725.30
1880015155	\$679.98
1880015165	\$679.98
1880015175	\$679.98
1880015185	\$679.98
1880015195	\$679.98
1880015205	\$725.30
1880021015	\$702.64
1880021025	\$702.64
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1880021045	\$702.64
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1880021125	\$702.64
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1880021145	\$702.64
1880021155	\$702.64
1880021165	\$702.64
1880021175	\$702.64
1880021185	\$702.64
1880021195	\$725.30
1880021205	\$793.30
1880021245	\$702.64
1880021255	\$929.30
1880021265	\$725.30
1880021275	\$702.64
1880021285	\$702.64
1880021295	\$679.98
1880021305	\$702.64
1880021315	\$679.98
1880021325	\$770.64
1880021335	\$770.64
1880021345	\$679.98
1880021355	\$272.00
1880021365	\$634.64
1880021375	\$272.00
1880021385	\$430.66
1880021395	\$611.98
1880021405	\$90.66
1880021435	\$861.30
1880021445	\$1,019.96
1880022015	\$702.64
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1880055085	\$838.64
1880055095	\$838.64
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1880063095	\$725.30
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1880150195	\$371.70
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1880150215	\$371.70
1880150225	\$371.70
1880150235	\$371.70
1880150245	\$371.70
1880150255	\$371.70
1880150265	\$371.70
1880150275	\$371.70
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1880150315	\$371.70
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1880150335	\$371.70
1880150345	\$371.70
1880150355	\$371.70
	\$491,835.28



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

Prepared By: James Cameron

Agenda Item No. K-1

Reviewed By: City Manager

City Attorney

Finance

Other (Specify)

DATE: June 18, 2014

TO: City Council
Oxnard Housing AuthorityFROM: James Cameron
Chief Financial Officer

SUBJECT: FY 2014-15 Operating and Capital Budget Adoption

RECOMMENDATION

1. That City Council adopt resolutions: (a) approving the City's Fiscal Year 2014-15 Operating and Capital Budgets; (b) authorizing the Full-Time Equivalent Positions in the City effective July 1, 2014; (c) authorizing the Classification and Salary Schedule effective July 1, 2014; (d) approving the Appropriation Limit for Fiscal Year 2014-15; and (e) approving Financial Management Policies.
2. That the Board of Commissioners of the Housing Authority adopt a resolution approving the Housing Authority's Fiscal Year 2014-15 Operating and Capital Budget.
3. That City Council approve certain budget priorities and initiatives for FY 2014-15.

DISCUSSION

On May 20, 2014, the City Council received a presentation on the recommended budget for FY 2014-15 and held a study session on June 3. City Council discussed many aspects of the budget including the cash shortfalls in the Golf and Performing Arts and Convention Center (PACC) funds, prioritizing City programs through Priority Based Budgeting (PBB), and rebuilding the General Fund Operating Reserve (Unassigned General Fund Balance). On June 10, 2014, City Council conducted a public hearing.

The budget was scheduled for City Council to consider adoption at the June 17, 2014 City Council meeting. Questions were raised about the use of vacancy savings to balance the budget and the fiscal status of the City as well as utility rates. Vacancy savings have been used for several years to help balance the budget without cutting services to the community; however, this strategy was never intended to be a long-term solution. As the City Manager discussed, establishing community priorities is key to moving from the use of vacancy savings to balance the budget while continuing to fully fund priority City services. Vacancy savings account for \$2.6 million of the savings required to balance the budget.

Regarding the fiscal status of the City, the City Council agenda includes the monthly update on the fiscal status of key funds and programs, including cash balances. While fund balances are an important indicator of the financial position of the City, ultimately it is cash that determines the capacity to cover current and long-term obligations. The following table summarizes the cash balances for the largest funds in the City Budget, the General Fund and the three utility enterprise funds, while the attachments provide more detail proforma.

Major Funds Proforma Cash Balance Summary FYs 2013-14 & 2014-15 (\$ millions)				
		<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
General Fund	↑	\$ 12.2	\$ 13.5	\$ 13.5
Water Fund	↑	\$ 28.1	\$ 31.0	\$ 35.0
Wastewater Fund	↓	\$ 9.0	\$ 8.5	\$ 6.2
Environmantal Resources Fund	↑	\$ 3.3	\$ 5.7	\$ 5.8

The FY 2012-13 General Fund cash balance is based on \$15.1 million reported in the annual financial report less Measure O of \$13 million and adding back \$10.1 million from temporary transfers required to cover cash shortfalls in other funds. It is anticipated that a portion of General Fund cash will be required to cover Golf, PACC, and grant fund shortfalls of \$5.7 million in FY 2013-14 and \$6.8 million in FY 2014-15. If City Council chooses to reserve the FY 2014-15 Community Development loan repayment, the cash balance will be \$14.5 million before temporary transfers.

Finally, utility bills will need to be increased in order to insure that the City is able to meet bond covenants. As shown in the table above, the Wastewater fund is projected to decrease from \$9 million to \$6.2 million if rates are not increased. It is anticipated that the combined utility bill for a single family resident will need to increase \$3 per month, which is just under 3%. This increase is driven entirely by Wastewater. Water and Environmental Resources have adequate cash flow to meet bond covenant requirements.

The resolutions recommended for approval by the City Council are as follows:

1. Budget Approval Resolution (Attachment 2) The proposed budget resolution for Fiscal Year 2014-15 includes appropriations recommended for approval by Council in the amount of \$333,037,159 by funding source and department.
2. Authorized Full-Time Equivalent Positions Resolution and City Classification and Salary Schedule (Attachments 3 and 4) The Authorized Position Resolution establishes the number of positions

(full-time equivalents) authorized by Council in each department. The City Classification and Salary Schedule establishes the type and kind of classification and appropriate salary range for each position.

3. Appropriation Limit for Fiscal Year 2014-15 (Attachment 5) Government Code Sections 7901 through 7914 require each local jurisdiction to establish the maximum proceeds from taxes that can be appropriated in the budget that year. Based upon the population growth formula and the change in per capita income in California, specified by the Code, the appropriation limit for Oxnard for FY 2014-2015 is \$285,402,060. The City will be substantially below this limit next year: the actual proceeds of taxes subject to this limit for Oxnard total \$108,400,582.
4. Financial Management Policies (Attachment 7) The Council initially adopted the Financial Management Policies on February 7, 1989. These policies are reviewed and updated each year to guide staff and the Council in the development and implementation of the budget. There are no changes for Fiscal Year 2014-15.

The Housing Authority has a separate budget resolution (Attachment 6). The proposed Housing Authority budget resolution for Fiscal Year 2014-15 in the amount of \$25,229,833 includes appropriations recommended for approval by the Board of Commissioners of the Housing Authority.

The recommended budget does not include the budget for the Successor Agency to the Community Development Commission as those amounts are approved by the California Department of Finance (DOF) in six month Recognized Obligation Payment Schedules (ROPS). While the ROPS for the period of July to December 2014 has been approved by the DOF, the ROPS for the period of January 2015 to June 2015 will not be prepared for approval by the DOF until further direction is received in the fall.

FINANCIAL IMPACT

Approval of the attached resolutions is recommended for the City to continue to provide quality services to the community for the new fiscal year. While failure to adopt the FY 2014-15 budget will result in the recommended budget becoming the budget for FY 2014-15, such an action would send a negative message to rating agencies, investors, and other regulators.

- Attachment #1 - Proforma, FYs 2013-14 & 2014-15 for Major Funds
#2 - Resolution Approving Fiscal Year 2014-15 City Operating and Capital Budgets
#3 - Resolution Authorizing Employee Positions
#4 - Resolution Authorizing Classification and Salary Schedule
#5 - Resolution Establishing Appropriation Limit
#6 - Resolution Approving Housing Authority Budget
#7 - Resolution Establishing Financial Management Policies

General Fund
Proforma (Unaudited)
FYs 2013-14 & 2014-15
(\$ millions)

	<u>FY 2013-14</u>		<u>FY 2014-15</u>	
Beginning Cash*	\$	12.2	\$	13.5
Operating				
Revenues				
Property Tax	\$	41.8	\$	43.9
Sales Tax		26.3		27.6
Other Taxes and Fees		13.4		12.9
Licenses/Permits		2.3		2.4
Intergovernmental		1.6		1.7
Interfund Transfers		11.2		11.7
Charges for Services		9.3		9.2
Fines and Forfeitures		1.8		1.9
Other		1.8		1.8
Total Revenues	\$	109.5	\$	113.1
Expenditures				
City Attorney	\$	1.1	\$	1.5
City Clerk		0.4	\$	0.4
City Council		0.3	\$	0.3
City Manager		1.8	\$	2.0
City Treasurer		1.1	\$	1.3
Community Development Commission		1.1	\$	1.5
Development Services		5.5	\$	6.7
Finance		3.0	\$	3.1
Fire		15.5	\$	15.7
General Services (Parks)		9.2	\$	9.6
Housing		0.3	\$	0.2
Human Resources		1.1	\$	0.9
Library		4.1	\$	4.4
Police		49.9	\$	50.2
Transportation		1.2	\$	1.1
Recreation		5.3	\$	5.5
Non-Departmental		7.3	\$	8.7
Total Expenditures	\$	108.2	\$	113.1
Net Operating Revenues	\$	1.3	\$	-
Ending Cash	\$	13.5	\$	13.5
Potential Year-end Transfers to cover cash shortfalls in other funds.				
to Golf	\$	3.0	\$	4.1
to PACC		1.7	\$	1.7
to Grants		1.0	\$	1.0
Ending Cash net of temporary transfers	\$	7.8	\$	6.7

* Based on CAFR \$15.1 million less Measure O \$13 million and add back \$10.1 million temporary transfers to cover cash shortfalls in other funds.

Water Enterprise Fund
Proforma (Unaudited)
FYs 2013-14 & 2014-15
(\$ millions)

	FY 2013-14	FY 2014-15
Beginning Cash*	\$ 28.1	\$ 31.0
Operating		
Revenues		
Service Fees	\$ 47.7	\$ 49.6
Water Security/Prevention Fees	0.9	0.9
Interest on Investments	2.4	2.4
Connection/Development Fees	1.4	1.3
Miscellaneous Receipts/Reimbursements	4.5	4.7
Total Revenues	\$ 56.9	\$ 58.9
Expenditures		
Operations	\$ 35.6	\$ 38.7
Debt Service	15.0	15.0
Total Expenditures	\$ 50.6	\$ 53.7
Net Operating Revenues	\$ 6.3	\$ 5.2
Capital**	\$ 3.4	\$ 1.2
Ending Cash	\$ 31.0	\$ 35.0

* Excludes Bonds and Bond Reserves

** Excludes bond funded capital improvements (\$5.8 million in FY 2013-14)

Wastewater Enterprise Fund

Proforma (Unaudited)

FYs 2013-14 & 2014-15

(\$ millions)

	FY 2013-14	FY 2014-15
Beginning Cash	\$ 9.0	\$ 8.5
Operating		
Revenues		
Service Fees	\$ 28.2	\$ 29.6
Interest on Investments	0.1	0.1
Connection/Development Fees	1.2	0.7
Miscellaneous Receipts/Reimbursements	1.2	0.7
Total Revenues	\$ 30.7	\$ 31.1
Expenditures		
Operations	\$ 19.5	\$ 20.9
Debt Service	11.2	10.2
Total Expenditures	\$ 30.7	\$ 31.1
Net Operating Revenues	\$ -	\$ -
Capital	\$ 0.5	\$ 2.3
Ending Cash	\$ 8.5	\$ 6.2

Environmental Resources Enterprise Fund

Proforma (Unaudited)
FYs 2013-14 & 2014-15
(\$ millions)

	FY 2013-14	FY 2014-15
Beginning Cash	\$ 3.3	\$ 5.7
Operating		
Revenues		
Service Fees	\$ 42.3	\$ 43.3
Security/Prevention Fees	0.1	0.1
Interest on Investments	0.1	0.1
Miscellaneous Receipts/Reimbursements	0.3	0.2
Total Revenues	\$ 42.8	\$ 43.7
Expenditures		
Operations	\$ 34.9	\$ 39.3
Debt Service	4.3	4.3
Total Expenditures	\$ 39.2	\$ 43.6
Net Operating Revenues	\$ 3.6	\$ 0.1
Capital	\$ 1.2	\$ -
Ending Cash	\$ 5.7	\$ 5.8

Note: FY 2014-15 budgets are based on contracted operations which will be revised after 6 months of City operations.

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD
APPROVING THE CITY OPERATING BUDGET AND CITY CAPITAL
IMPROVEMENT BUDGET FOR THE FISCAL YEAR 2014-2015

WHEREAS, the City Manager submitted for the consideration of the City Council a proposed City Operating Budget and City Capital Improvement Budget for fiscal year 2014-2015 including therein a budget for Community Development Block Grant Funds through June 30, 2014; and

WHEREAS, in accordance with City Code, Section 2-179, a public hearing on these budgets was duly scheduled, advertised and held, and there was an opportunity for all persons to be heard and for their suggestions or objections to be carefully considered.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OXNARD HEREBY
RESOLVES AS FOLLOWS:

1. The City Council has reviewed the proposed Operating Budget and Capital Improvement Budget and the funds included therein for the period of July 1, 2014 through June 30, 2015 and hereby finds that such budgets, as revised, are sound plans for the financing during fiscal year 2014-2015 of required City operations, services, and capital improvements. Such budgets are hereby adopted as follows:

<u>GENERAL FUND</u>	<u>FY 2014-2015 Budget</u>
City Attorney	\$ 1,504,794
City Clerk	427,814
City Council	351,397
City Manager	1,325,707
Public Information	666,730
City Treasurer	1,300,082
Community Development	1,456,269
Development Services	6,681,225
Finance	3,106,223
Fire	15,699,560
General Services	9,563,186
Housing	198,391
Human Resources	894,844
Library	4,359,651
Police	50,157,632
Public Works	1,134,937
Recreation and Community Services	5,544,312
Subtotal	<u>\$ 104,372,754</u>

<u>Non-Departmental</u>	<u>FY 2014-2015 Budget</u>
General Non-Departmental	\$ 1,182,214
Gang Prevention	150,000
Designated Reserves & Transfers	2,455,160
General Debt Service	4,540,344
Contribution to Carnegie Museum	404,687
Subtotal	\$ 8,732,405

TOTAL GENERAL FUND \$ 113,105,159

<u>INTERNAL SERVICE FUNDS</u>	<u>FY 2014-2015 Budget</u>
Public Liability & Property Damage	\$ 2,836,098
Workers' Compensation	5,451,779
Utility Customer	1,571,037
Information Systems	4,309,622
Facilities Services	4,100,491
Equipment Maintenance	9,134,720

TOTAL INTERNAL SERVICE PROGRAMS/FUNDS \$ 27,403,747

<u>SPECIAL FUNDS</u>	<u>FY 2014-2015 Budget</u>
Air Pollution Buydown Fee	\$ 169,465
Half-Cent Sales Tax	7,079,923
Public Safety Fund	17,102,859
Waterways Assessment District	601,861
LMD #1 – Summerfield	41,834
LMD #3 – River Ridge	75,140
LMD #4 – Beach Main Col/Hot	131,468
LMD #9 – Strawberry Fields	96,986
LMD #7 & #8 – Northfield Business	94,696
LMD #10 – Country Club	96,528
LMD #11 – St. Tropez	27,576
LMD #12 – Standard Pacific	124,562
LMD #14 – California Cove	36,524
LMD #16 – Lighthouse	23,048
LMD #13 – FD562-Le Village	48,728
LMD #15 – Pelican Pointe	25,744
LMD #17 – San Miguel	17,100
LMD #20 – Volvo & Harbor	8,738
LMD #18 – St. John's Hospital	916
LMD #22 – McDonald's Median	237
LMD #23 – Greystone	6,072
LMD #24 – Vineyards	22,984
LMD #25 – The Pointe	46,520
LMD #26 – Albertsons	5,978

SPECIAL FUNDSFY 2014-2015 Budget

LMD #27 – Rose Island	17,370
LMD #28 – Harborside	26,628
LMD #30 – Haas Automation	17,978
LMD #31 – Rancho De La Rosa	94,072
LMD #32 – Oak Park	9,488
LMD #33 – Rio Del Sol	38,856
LMD #35 – MVS Commercial Center	7,956
LMD #34 – Sunrise Pointe	45,772
LMD #36 – Villa Santa Cruz	78,316
LMD #37 – Pacific Breeze	14,398
LMD #38 – Aldea Del Mar	64,740
LMD #39 – El Sueno/Promesa	105,228
LMD #39 – D.R. Horton	14,800
LMD #40 – Cantada	21,056
LMD #41 – Pacific Cove	55,084
LMD #42 – Cantabria/Coronad	69,636
LMD #43 – Greenbelt (PARCRO)	50,092
LMD #44 – American Pacific Homes	10,472
LMD #45 – Channel Point	3,760
LMD #46 – Daily Ranch	88,820
LMD #47 – Sycamore Place	17,412
LMD #48 – Victoria Estates	68,728
LMD #49 – Cameron Ranch	9,256
LMD #50 – DV Senior Housing	17,672
LMD #51 – Pfeiler	48,716
LMD #52 – Wingfield Homes	37,712
LMD #53 – Huff Court	2,776
LMD #54 – Meadowcrest Villas	12,388
LMD #55 – Wingfield West	22,300
LMD #56 – The Cottages	4,040
LMD #57 – Golden State Self Storage	6,444
LMD #58 – Westwind	20,478
LMD #59 – Orbelá	5,800
LMD #60 – Artisan	23,856
CFD #6 – Northshore Maintenance	70,560
CFD #4 – Seabridge Maintenance	1,354,409
CFD #5 – RiverPark Maintenance	4,460,981
CFD #2 – Westport Maintenance	437,943
CFD #1 – Westport	599,512
CFD #3 Seabridge/Mandalay	1,613,010
CFD #2000-3 Oxnard Blvd/Highway 101	647,168
AD 96-1 Rose / 101	727,225
AD 2000-1 Oxnard Blvd/Highway 101	184,918
AD 2001-1 Rice / Highway 101	962,111

<u>SPECIAL FUNDS</u>	<u>FY 2014-2015 Budget</u>
State Gas Tax Fund	7,000,360
Traffic Safety Fund	330,879
TDA – Local Transportation Fund - 4	732,296
Community Development Block Grant Funds	1,889,121
Federal Law Enforcement Grants	126,135
HUD Federal Grants	924,336
Parks and Recreation Federal Grants	7,510
Storm Drain Fee	481,353
Circulation System Improvement Fee	918,582
Capital Growth Fees – Residential	1,546,639
Capital Growth Fees – Non-Residential	361,040
CUPA	924,148
TOTAL SPECIAL FUNDS	<u>\$ 53,317,823</u>

<u>ENTERPRISE FUNDS</u>	<u>FY 2014-2015 Budget</u>
Environmental Resources Fund	\$ 43,720,000
Water Fund	55,403,102
Wastewater Fund	33,712,583
Golf Course Operation	4,986,093
Performing Arts Center Fund	1,388,652
TOTAL ENTERPRISE FUNDS	<u>\$ 139,210,430</u>

TOTAL ALL FUNDS \$ 333,037,159

Less: Internal Service Funds/Programs (27,403,747)

Net Adjusted Appropriations \$ 305,633,412

2. To the extent funds are available, any unused appropriations at the end of fiscal year 2013-2014 in active Capital Improvement Projects are hereby reappropriated for continued use in fiscal year 2014-2015.
3. To the extent funds are available, any unused appropriations at the end of fiscal year 2013-2014 in active Measure O Half-Cent Sales Tax Projects and/or Programs are hereby reappropriated for continued use in fiscal year 2014-2015.
4. Any remaining balances in approved grant programs and improvement assessment district projects at the end of fiscal year 2013-2014, except for balances reallocated as part of the budget process, are hereby reappropriated for continuing use in fiscal year 2014-2015 and all estimated revenues from such approved grants and assessment districts projects for 2013-2014 that are not realized by year end are authorized to be continued.

5. To the extent funds are available, all General Fund encumbrances at the close of fiscal year 2013-2014 are carried forward and corresponding appropriations are also carried forward.
6. All General Fund revenues in excess of expenditures and encumbrances at the close of fiscal year 2013-2014, not otherwise provided for in City Council budget policies or reappropriated above, are hereby appropriated to the General Fund Operating Reserve on June 30, 2014.
7. Staff is directed to ensure that the final adopted budget documents containing the Operating Budget and the Capital Improvement Budget for fiscal year 2014-2015 shall contain all revisions made by the City Council prior to final budget adoption.

PASSED AND ADOPTED on this day of June, 2014, by the following vote:

AYES:

NOES:

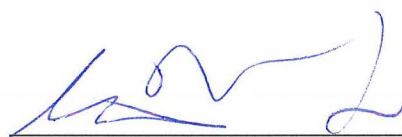
ABSENT:

Tim Flynn, Mayor

ATTEST:

Daniel Martinez, City Clerk

APPROVED AS TO FORM:



Stephen M. Fischer, Interim City Attorney

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD AUTHORIZING FULL-TIME EQUIVALENT POSITIONS IN THE CITY SERVICE EFFECTIVE JULY 1, 2014 IN ACCORDANCE WITH THE OPERATING BUDGET FOR THE 2014-2015 FISCAL YEAR

The City Council of the City of Oxnard hereby resolves that the following classifications and positions are hereby authorized as provided for in the Operating Budget for fiscal year 2014-2015.

CATEGORY, GROUP, PROGRAM CLASSIFICATION TITLE	HOME PROGRAM FULL-TIME EQUIVALENT POSITIONS
CARNEGIE	
Carnegie Art Museum	
Administrative Secretary I/II	1
Cultural Arts Supervisor	1
Event Attendant III	1.50
Carnegie Art Museum Total	3.50
CITY ATTORNEY	
City Attorney	
Administrative Legal Assistant (C)	1
Administrative Legal Secretary I/II (C)	1
Administrative Legal Secretary III (C)	1
Assistant City Attorney	3
City Attorney	1
Deputy City Attorney I/II	1
Law Office Manager	1
	Total 9
Collection Services	
Paralegal (C)	1
	Total 1
	City Attorney Total 10
CITY CLERK	
City Clerk	
Administrative Assistant	1
Assistant City Clerk	1
City Clerk	1
Office Assistant I/II	1
	City Clerk Total 4
CITY COUNCIL	
City Council	
City Councilmember	4
Executive Assistant I/II	.30
Mayor	1
	City Council Total 5.30
CITY MANAGER	
City Manager	
Administrative Assistant (C)	1
Assistant City Manager	.80
City Manager	1
Deputy City Manager	1.35
Executive Assistant I/II	1.70
Legislative Affairs Manager	1
Management Analyst III	1
	Total 7.85
Public Information	
Outreach/Education Specialist	2
Programmer Analyst	1
Public Information Officer	1
	Total 4
Community Relations/Community Access TV	
Administrative Secretary I/II	1
Community Outreach & Production Specialist	1
	Total 2

Resolution No.

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Neighborhood Services		
Administrative Secretary I/II	1	
Management Analyst III	.40	
Neighborhood Services Coordinator	1	
	Total	2.40
Enterprise Information Systems Management		
Deputy City Manager	.03	
Network Services Coordinator	1	
Programmer Analyst	1	
Systems Administrator	1	
	Total	3.03
Geographic Information Systems		
Deputy City Manager	.03	
Geographic Information Systems Coordinator	1	
Geographic Information Systems Technician I/II	2	
Geographic Information Systems Technician III	1	
Programmer Analyst	1	
Systems Analyst I/II	1	
	Total	6.03
Personal Computer/Network Systems		
Computer Network Engineer I/II	2	
Computer Network Engineer III	2	
Computer Operator	2	
Deputy City Manager	.03	
Systems Administrator	1	
Systems Analyst I/II	1	
Systems Analyst III	1	
	Total	9.03
Document Publishing Services		
Deputy City Manager	.03	
Word Processor I/II	1	
Word Processor III	1	
	Total	2.03
Telecommunications/Web Development		
Deputy City Manager	.03	
Project Manager	1	
	Total	1.03
	City Manager Total	37.40
CITY TREASURER		
City Treasurer		
Account Clerk I/II	2.75	
Account Clerk III	1	
Administrative Assistant	1	
City Treasurer	1	
Revenue Collection Technician	1	
	Total	6.75
Utility Customer/Licensing Services		
Assistant City Treasurer/Revenue Accounting Manager	1	
Code Compliance Inspector I/II	1	
Customer Service Accounting Technician	2	
Customer Service Representative I/II	6	
Senior Customer Service Representative	1	
Treasury Supervisor	1	
	Total	12
	City Treasurer Total	18.75
COMMUNITY DEVELOPMENT		
Administration		
Administrative Assistant	1	
Administrative Secretary III	1	
Redevelopment Project Manager	1	
Redevelopment Services Manager	1	
	Community Development Total	4

DEVELOPMENT SERVICES

Development Support and Public Project Contracts	
Administrative Technician	1
Development Services Director	1
Management Analyst I/II	1
Total	3
Building & Engineering Services	
Administrative Secretary I/II	1
Administrative Secretary III	1
Assistant Traffic Engineer	1
Building Inspector I/II	7
Civil Engineer	1
Construction Inspector I/II	2
Data Entry Operator I/II	1
Deputy Building Official	2
Development Services Manager	1
Electrical Inspector	1
Junior Civil Engineer	3
Office Assistant I/II	6
Permit Technician	3
Plan Check Engineer	1
Plans Examiner I/II	1
Project Manager	.50
Senior Construction Inspector	1
Supervising Building Inspector	1
Supervising Civil Engineer	1
Total	35.50
Planning	
Administrative Secretary III	1
Assistant Planner	2
Associate Planner	4
Drafting/Graphics Tech. I/II	1
Junior Planner	1
Office Assistant I/II	1
Planning and Environmental Services Manager	1
Principal Planner	2
Total	13
Traffic Engineering & Operations	
Associate Traffic Design Engineer	1
Traffic Engineer	1
Total	2
Transit Services	
Deputy City Manager	.50
Project Manager	.50
Total	1
Development Services Total	54.50

FINANCE

Administration	
Chief Financial Officer	1
Senior Administrative Secretary (C)	1
Total	2
General Accounting	
Account Clerk I/II	.50
Account Clerk III	2
Accountant I	2
Accounting Technician	1
Accounting Technician (C)	1
Controller	1
Customer Service Representative I/II	1
Financial Analyst I/II	1
Management Accountant/Auditor	1
Management Analyst III	1
Total	11.50

Resolution No.

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Budget/Capital Improvement Projects		
Budget Manager	.50	
Financial Analyst I/II	.50	
	Total	1
Purchasing		
Accounting Manager	1	
Buyer	2	
Purchasing Clerk	1	
	Total	4
Financial Resources		
Administrative Technician	1	
Financial Analyst I/II	1	
Financial Services Manager	1	
	Total	3
Grants Management		
Budget Manager	.50	
Accountant I	1	
Financial Analyst I/II	.50	
	Total	2
Mail and Courier Services		
Mail Clerk	2	
	Total	2
	Finance Total	25.50
FIRE		
Fire Suppression and Other Emergency Services		
Administrative Assistant (C)	1	
Administrative Secretary I/II	.50	
Assistant Fire Chief	.95	
Emergency Medical Services Coordinator	1	
Fire Battalion Chief	4	
Fire Captain	25	
Fire Chief	1	
Fire Engineer	24	
Firefighter	51	
	Total	108.45
Fire Prevention		
Administrative Secretary I/II	.50	
Fire Battalion Chief	1	
Fire Captain	1	
Fire Inspector	4	
Plans Examiner I/II	.90	
	Total	7.40
Disaster Preparedness		
Assistant Fire Chief	.05	
Disaster Preparedness Coordinator	1	
	Total	1.05
Certified Unified Program Agency (CUPA)		
CUPA Coordinator	1	
Fire Environmental Specialist I/II	4	
Plans Examiner I/II	.10	
	Total	5.10
	Fire Total	122
GENERAL SERVICES		
Fleet Services Maintenance		
Administrative Assistant	1	
Fleet Services Maintenance Worker/Mechanic I/II (or Maintenance Worker Trainee)	23	
Fleet Services Mechanic Supervisor	2	
Fleet Services Manager	1	
Fleet Services Operations Manager	1	
Maintenance Services Manager	.20	
Senior Fleet Services Mechanic	6	
Tire Repairer	1	
	Total	35.20

Attachment No. 3

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Facilities Maintenance		
Administrative Technician	.10	
Construction Project Manager	1	
Custodial Supervisor	1	
Custodian	13	
Facilities Maintenance Supervisor	1	
Facilities Maintenance Worker I/II	6	
HVAC Technician	3	
Maintenance Carpenter	2	
Maintenance Electrician	2	
Maintenance Plumber	2	
Maintenance Services Manager	.25	
Senior Custodian	2	
Senior Facilities Maintenance Worker	2	
Total	35.35	
Parks, Public Grounds & Open Space		
Administrative Secretary I/II	1	
Administrative Technician	.70	
Groundswoker I/II (or Maintenance Worker Trainee)	8	
Maintenance Services Manager	.25	
Management Analyst III	.20	
Office Assistant I/II	1	
Parks Maintenance Supervisor	1	
Parks Manager	1	
Senior Groundswoker	2	
Total	15.15	
Street Trees & Medians		
Groundswoker I/II (or Maintenance Worker Trainee)	3	
Parks Maintenance Supervisor	1	
Senior Groundswoker	1	
Senior Tree Trimmer	1	
Tree Trimmer I/II (or Maintenance Worker Trainee)	3	
Total	9	
Graffiti Action Program		
Graffiti Action Coordinator	1	
Management Analyst III	.35	
Office Assistant I/II	1	
Total	2.35	
Park & Facility Development		
Construction Project Coordinator	1	
Project Manager	1	
Total	2	
Street Landscaping		
Administrative Technician	.20	
Groundswoker I/II (or Maintenance Worker Trainee)	3	
Maintenance Plumber	1	
Maintenance Services Manager	.05	
Management Analyst III	.35	
Parks Maintenance Supervisor	2	
Senior Facilities Maintenance Worker	1	
Senior Groundswoker	3	
Senior Tree Trimmer	1	
Total	11.60	
River Ridge Golf Course		
Maintenance Services Manager	.25	
Management Analyst III	.10	
Total	.35	
General Services Total	111	
HOUSING		
Public Housing		
Account Clerk I/II	2	
Account Clerk III	1.75	
Accountant I	1.05	
Administrative Secretary III	1	
Compliance Services Manager	.14	

Computer Network Engineer III	.72	
Deputy Housing Director	.50	
Facilities Maintenance Worker I/II	7	
Groundswoker I/II (or Maintenance Worker Trainee)	4	
Housing Contract Administrator	1	
Housing Director	.45	
Housing Engineer	1	
Housing Maintenance Superintendent	1	
Housing Maintenance Supervisor	3	
Housing Modernization Superintendent	1	
Housing Program Supervisor	3	
Housing Programs Manager	1	
Housing Rehabilitation Program Manager	.15	
Housing Specialist I/II	6.45	
Management Accountant/Auditor	.75	
Management Analyst I/II	.50	
Management Analyst III	1.85	
Office Assistant I/II	6.80	
Rehabilitation Construction Specialist I/II	1	
Rehabilitation Loan Assistant	.15	
Rehabilitation Loan Specialist	.30	
Resident Services Assistant	1	
Resident Services Coordinator	1	
Senior Groundswoker	1	
Senior Housing Maintenance Worker	2	
Senior Housing Specialist	3	
	Total	55.56
Rental Assistance		
Account Clerk III	.25	
Accountant I	.95	
Compliance Services Manager	.06	
Computer Network Engineer III	.28	
Deputy Housing Director	.50	
Housing Director	.55	
Housing Inspector	1	
Housing Specialist I/II	6.55	
Management Accountant/Auditor	.25	
Management Analyst III	.15	
Office Assistant I/II	3.20	
Senior Housing Specialist	2	
	Total	15.74
Affordable Housing Assistance		
Compliance Services Manager	.05	
Housing Rehabilitation Program Manager	.58	
Rehabilitation Loan Assistant	.05	
Rehabilitation Loan Specialist	.10	
	Total	.78
Grants Administration		
Accounting Manager	1	
Grants Coordinator	1	
Grants Specialist I/II	1	
	Total	3
Housing Rehabilitation		
Administrative Technician	.13	
Compliance Services Manager	.75	
Housing Rehabilitation Program Manager	.27	
Management Analyst I/II	.50	
Rehabilitation Loan Assistant	.80	
Rehabilitation Loan Specialist	1.60	
	Total	4.05
Homeless Assistance		
Homeless Assistance Program Coordinator	1	
	Total	1

Mobilehome Rent Stabilization		
Administrative Technician		.82
	Total	.82
Fair Housing		
Administrative Technician		.05
	Total	.05
	Housing Total	81
HUMAN RESOURCES		
Human Resources		
Administrative Secretary I/II (C)		2
Administrative Technician (C)		.50
Assistant City Manager		.20
Employee Relations Coordinator (C)		1
Human Resources Director		1
Human Resources Manager		1
Human Resources Technician (C)		.67
Senior Benefits Coordinator (C)		.50
Senior Human Resources Coordinator		1
	Total	7.87
Workers' Compensation		
Human Resources Technician (C)		.33
Senior Benefits Coordinator (C)		.50
Senior Human Resources Coordinator		1
Workers' Compensation Manager		1
Workers' Compensation Specialist (C)		1
	Total	3.83
Safety Management		
Safety Specialist (C)		1
	Total	1
	Human Resources Total	12.70
LIBRARY		
Library Community Outreach		
Administrative Assistant		1
Library Aide III		1
Library Director		1
Office Assistant I/II		1
	Total	4
Library Circulation Services		
Library Aide I/II		8
Library Circulation Supervisor		1
Literacy Coordinator		1
Office Assistant I/II		1
	Total	11
Library Branch Services		
Librarian I		2
Librarian II		1
Librarian III		1
Library Aide I/II		2
Library Aide III		1
Library Services Supervisor		1
	Total	8
Library Information/Reference Services		
Librarian I		9
Librarian II		1
Librarian III		1
Library Services Supervisor		1
	Total	12
Library Support Services		
Computer Network Engineer I/II		2
Library Aide I/II		3.50
Library Aide III		1
Systems Analyst III		1
	Total	7.50
	Library Total	42.50

POLICE

Code Compliance	
Administrative Technician	1
Animal Safety Officer	3
Code Compliance Inspector I/II	9
Code Compliance Manager	1
Office Assistant I/II	1
Senior Animal Safety Officer	1
Senior Code Compliance Inspector	2
Total	18
Community Patrol	
Administrative Secretary I/II	1
Assistant Police Chief	2
Community Service Officer	9
Crossing Guard	10.50
Police Commander	6
Police Officer I/II	138
Police Officer III	14
Police Sergeant	18
Police Service Officer	8
Senior Police Service Officer	1
Senior Traffic Service Assistant	3
Traffic Service Assistant I/II	15
Total	225.50
Criminal Investigation	
Community Service Officer	2
Crime Analysis Data Technician	1
Crime Analyst I/II	2
Data Entry Operator I/II	.50
Evidence Technician I/II	3
Missing Persons Specialist	1
Police Commander	1
Police Officer I/II	23
Police Officer III	19
Police Records Technician III	1
Police Sergeant	7
Sex Registrant Specialist	1
Victim Services Specialist	1
Total	62.50
Police Support Services	
Account Clerk I/II	2
Administrative Assistant (C)	1
Administrative Services Assistant (C)	2
Assistant Police Chief	1
Community Affairs Manager	1
Community Service Officer	1
Computer Network Engineer III	3
Data Entry Operator I/II	3.25
Grants Specialist I/II	1
Office Assistant I/II	1
Police Chief	1
Police Commander	1
Police Financial Manager	1
Police Records Manager	1
Police Records Supervisor	1
Police Records Technician I/II	15.75
Police Records Technician III	2
Police Sergeant	4
Police Word Processor I/II	7.50
Police Word Processor III	1
Programmer Analyst	2
Property & Evidence Custodian	1
Public Safety Info Tech Mgr	1
Total	55.50

Emergency Communications	
Communications Training Coordinator	1
Public Safety Communications Manager	1
Public Safety Dispatcher I/II	19
Public Safety Dispatcher III	5
Total	26
Police Total	387.50
PUBLIC WORKS ADMINISTRATIVE SERVICES	
Public Works Administration	
Administrative Legal Assistant (C)	1
Administrative Secretary III	2
Public Works Director	1
Total	4
PUBLIC WORKS CONSTRUCTION AND DESIGN SERVICES	
Engineering Design & Contract Admin	
Design & Construction Services Manager	1
Engineering/Survey Technician I/II	2
Senior Civil Engineer	1
Total	4
Construction Services - Streets	
Construction Inspector I/II	4
Management Analyst III	.50
Public Works Construction Projects Manager	1
Recycling Manager	.13
Senior Construction Inspector	1
Total	6.63
Street Maintenance & Repair	
Account Clerk I/II	.15
Administrative Secretary III	1
Administrative Technician	1
Equipment Operator	6
Recycling Manager	.12
Senior Street Maintenance Worker	4
Street Maintenance Worker I/II (or Maintenance Worker Trainee)	7
Streets Manager	1
Traffic Safety Maintenance Worker	2
Traffic Signal Repairer I/II	2
Traffic Signal Technician	1
Total	25.27
Survey Services	
City Surveyor	1
Engineering/Survey Technician I/II	1
Senior Engineering Technician/Survey Chief	1
Total	3
PUBLIC WORKS WATER	
Water Procurement	
Account Clerk I/II	.20
Administrative Secretary III	1
Administrative Technician	.33
Management Analyst I/II	.50
Management Analyst III	.34
Public Works Construction Projects Manager	1
Water Resources Manager	.50
Total	3.87
Water Conservation & Education	
Water Conservation/Outreach Coordinator	1
Water Conservation/Outreach Technician	2
Total	3
Water Production	
Chief Operator	1
Senior Water Treatment Plant Operator	1
Water Treatment Operator I/II/III	5
Total	7

Water Distribution	
Chief Operator	.50
Engineer	1
Public Works Construction Projects Manager	1
Recycling Manager	.25
Senior Water Distribution Operator	2
Water Distribution Operator I/II	13
Total	17.75
Water Metering	
Chief Operator	.50
Meter Reader	9
Meter Repair Worker	4
Senior Meter Reader	1
Senior Meter Repair Worker	1
Total	15.50
Water Recycle	
Assistant Civil Engineer	1
Construction & Maintenance Engineer	1
Construction Project Coordinator	1
Junior Civil Engineer	1
Wastewater Mechanic I/II	1
Wastewater Operator I/II	1
Total	6
Water Security & Contamination Prevention	
Water Regulatory Compliance Coordinator	1
Water Regulatory Compliance Coordinator Technician I/II	2
Total	3
PUBLIC WORKS WASTEWATER	
Source Control	
Administrative Secretary I/II	.25
Data Entry Operator I/II	.50
Senior Wastewater Environmental Specialist	1
Source Control Inspector I/II	1
Source Control Technician	.75
Technical Services Manager	1
Wastewater Environmental Specialist	2
Total	6.50
Storm Water Quality Management	
Data Entry Operator I/II	.50
Senior Wastewater Environmental Specialist	1
Source Control Technician	.25
Wastewater Environmental Specialist	2
Total	3.75
Collection System Maintenance and Upgrades	
Account Clerk I/II	.22
Administrative Secretary I/II	.25
Administrative Technician	.17
Electrician/Instrumentation Technician	.30
Management Analyst I/II	.25
Recycling Manager	.13
Senior Civil Engineer	.50
Senior Wastewater Collection Operator	1
Senior Wastewater Mechanic	1
Treatment Plant Electrician	.15
Wastewater Collection Operator I/II	7
Wastewater Collection Supervisor	1
Wastewater Maintenance Manager	.50
Wastewater Maintenance Supervisor	.10
Water Resources Manager	.25
Total	12.82

Laboratory Services		
Chemist	1	
Laboratory Assistant	1	
Laboratory Supervisor	1	
Laboratory Technician	2	
Total	5	
Treatment Plant Operations		
Administrative Secretary I/II	.25	
Management Analyst III	.33	
Power Production Operator I/II	2	
Senior Wastewater Operator	4	
Wastewater Operations Manager	1	
Wastewater Operator I/II	14	
Wastewater Operator III	3	
Total	24.58	
Treatment Plant Maintenance & Upgrades		
Account Clerk I/II	.23	
Administrative Secretary I/II	.25	
Administrative Technician	.17	
Electrician/Instrumentation Technician	1.70	
Groundswoker I/II	1	
Instrumentation Technician	1	
Management Analyst I/II	.25	
Recycling Manager	.12	
Senior Civil Engineer	.50	
Senior Wastewater Mechanic	1	
Transport Operator	1	
Treatment Plant Electrician	1.85	
Wastewater Maintenance Manager	.50	
Wastewater Maintenance Supervisor	.90	
Wastewater Mechanic I/II	10	
Wastewater Superintendent	1	
Water Resources Manager	.25	
Total	21.72	
PUBLIC WORKS ENVIRONMENTAL RESOURCES		
Planning		
Account Clerk I/II	.20	
Account Clerk III	1	
Administrative Secretary III	1	
Administrative Technician	1.33	
Customer Service Representative I/II	11	
Environmental Resources Supervisor	.25	
Environmental Resources/MRF Manager	1	
Management Analyst III	.83	
Office Assistant I/II	1	
Total	17.61	
Waste Reduction and Education		
Recycling Manager	.25	
Recycling Marketing Manager	1	
Total	1.25	
Residential Collection		
Environmental Resources Supervisor	.25	
Solid Waste Compliance Specialist	3	
Solid Waste Equipment Operator II	24	
Total	27.25	
Commercial Collection		
Container Service Worker	2	
Environmental Resources Supervisor	1	
Maintenance Worker Trainee	8	
Solid Waste Compliance Specialist	1	
Solid Waste Equipment Operator II	17	
Total	29	

Industrial Collection		
Environmental Resources Supervisor	.25	
Solid Waste Equipment Operator II	8	
		Total 8.25
Waste Tip Floor Processing		
Environmental Resources Supervisor	.58	
Equipment Operator	1.50	
MRF Dispatcher	.50	
Sorter	1.50	
		Total 4.08
Material Recovery Facility (MRF) Processing		
Environmental Resources Supervisor	.58	
Equipment Operator	1.50	
MRF Machinery Operator	1.50	
MRF Mechanic	1.50	
Sorter	1.50	
		Total 6.58
Waste Transfer Haul		
Environmental Resources Supervisor	.50	
Equipment Operator	1.50	
MRF Dispatcher	.50	
Solid Waste Transfer Operator	13.00	
Sorter	1.50	
		Total 17.00
Greenwaste Conversion		
Environmental Resources Supervisor	.59	
Equipment Operator	1.50	
MRF Machinery Operator	1.50	
MRF Mechanic	1.50	
Sorter	1.50	
		Total 6.59
	Public Works Total	291
RECREATION AND COMMUNITY SERVICES		
Recreation Services		
Administrative Secretary III	1	
Administrative Technician	2	
Community Services Manager	1	
Leisure and Recreation Superintendent	1	
Management Analyst I/II	1	
Management Analyst III	.60	
Recreation/Human Services Coordinator	4.50	
Recreation/Human Services Leader III	3.50	
Recreation Supervisor	1.85	
		Total 16.45
Youth Development		
Administrative Secretary I/II	1	
Recreation Supervisor	.15	
		Total 1.15
Senior Services/Special Populations		
Office Assistant I/II	1	
Recreation/Human Services Coordinator	3	
Recreation/Human Services Leader III	3.25	
Recreation Supervisor	1	
		Total 8.25
Performing Arts and Convention Center		
Administrative Secretary III	1	
Community Facilities Manager	1	
Custodian	1	
Event Attendant III	3.50	
Event Coordinator	1	
Senior Custodian	1	
		Total 8.50
	Recreation and Community Services Total	34.35

MEASURE O

Recreation & Youth & Senior Programming

Library Aide I/II

Total .50
.50

Parks & Open Space

Groundswoker I/II

Senior Groundswoker

4
1
Total 5

Public Safety & Gang Prevention/Intervention

Computer Network Engineer I/II

Firefighter

Police Officer I/II

Police Officer III

Police Sergeant

3
6
16
1
1
Total 27
Measure O Total 32.50
CITY TOTAL 1277.50

PASSED AND ADOPTED on this

day of June, 2014, by the following vote:

AYES:

NOES:

ABSENT:

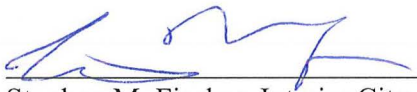
ABSTAIN:

Tim Flynn, Mayor

ATTEST:

Daniel Martinez, City Clerk

APPROVED AS TO FORM:



Stephen M. Fischer, Interim City Attorney

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD
APPROVING CHANGES IN SECTION XII OF THE PERSONNEL RULES AND
REGULATIONS

WHEREAS, the City Manager has submitted for the consideration of the City Council of the City of Oxnard an updated Classification and Salary Schedule; and

WHEREAS, the City Council has carefully reviewed the Classification and Salary Schedule submitted by the City Manager and finds that the recommended Classification and Salary Schedule is desirable in the interest of maintaining an efficient municipal organization.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OXNARD RESOLVES that Section XII of the Personnel Rules and Regulations shall remain in force and effect and is amended as set forth in the attached Classification and Salary Schedule as of July 1, 2014.

PASSED AND ADOPTED on this day of June, 2014, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tim Flynn, Mayor

ATTEST:

Daniel Martinez, City Clerk

APPROVED AS TO FORM:



Stephen M. Fischer, Interim City Attorney

CITY OF OXNARD
CLASSIFICATION AND SALARY SCHEDULE
EFFECTIVE JULY 1, 2014

Class Title	Salary Range	Class Title	Salary Range
Account Clerk I	A 14	City Clerk	E 3
Account Clerk II	A 20	City Council Member	Ordinance
Account Clerk III	A 27	City Manager	E 13
Accountant I	A 63	City Surveyor	M 34
Accountant II	A 80	City Treasurer	E 3
Accounting Manager	M 48	Civil Engineer	A 97
Accounting Technician	A 45	Code Compliance Inspector I	B 96.00
Accounting Technician (C)	C 67	Code Compliance Inspector II	B 106.00
Administrative Assistant	A 61	Code Compliance Manager	M 40
Administrative Assistant (C)	C 70	Communications Training Coordinator	P 76
Administrative Legal Assistant (C)	C 70	Community Affairs Manager	M 38
Administrative Legal Secretary I	C 25	Community Facilities Manager	M 48
Administrative Legal Secretary II	C 35	Community Outreach & Production Specialist	M 22
Administrative Legal Secretary III	C 50	Community Service Officer	A 34
Administrative Secretary I	A 12	Community Services Manager	M 29
Administrative Secretary I (Conf)	C 15	Compliance Services Manager	M 29
Administrative Secretary II	A 19	Computer Network Engineer I	A 32
Administrative Secretary II (Conf)	C 30	Computer Network Engineer II	A 49
Administrative Secretary III	A 26	Computer Network Engineer III	A 78
Administrative Secretary III (Conf)	C 40	Computer Operator	A 49
Administrative Services Assistant (C)	C 70	Construction & Maintenance Engineer	M 66
Administrative Technician	A 36	Construction Inspector I	B 104.50
Administrative Technician (C)	C 60	Construction Inspector II	B 114.50
Animal Safety Officer	B 74.00	Construction Project Coordinator	A 61
Assistant City Attorney	M 88	Construction Project Manager	M 29
Assistant City Clerk	M 11	Container Service Worker	B 74.00
Assistant City Manager	E 11	Controller	M 62
Assistant City Treasurer/Revenue Accounting Manager	M 48	Crime Analysis Data Technician	A 34
Assistant Civil Engineer	A 93	Crime Analyst I	A 48
Assistant Fire Chief	P S2	Crime Analyst II	A 64
Assistant Planner	A 69	Crossing Guard	A 00
Assistant Police Chief	P S6	Cultural Arts Supervisor	M 11
Assistant Traffic Design Engineer	A 93	CUPA Coordinator	M 44
Assistant Traffic Engineer	A 93	Custodial Supervisor	M 14
Associate Planner	A 83	Custodian	B 48.00
Associate Traffic Design Engineer	A 97	Customer Service Accounting Technician	A 45
Battalion Chief	P S1	Customer Service Representative I	A 14
Budget Manager	M 62	Customer Service Representative II	A 20
Building Inspector I	B 104.50	Data Entry Operator I	A 14
Building Inspector II	B 114.50	Data Entry Operator II	A 20
Buyer	A 40	Deputy Building Official	M 74
Chemist	A 72	Deputy City Attorney I	M 48
Chief Financial Officer	E 8	Deputy City Attorney II	M 62
Chief Operator	M 32	Deputy City Manager	E 8
City Attorney	E 12	Deputy Housing Director	M 66
		Design & Construction Services Manager	M 83

CITY OF OXNARD
CLASSIFICATION AND SALARY SCHEDULE
EFFECTIVE JULY 1, 2014

Class Title	Salary Range	Class Title	Salary Range
Development Services Director	E 9	Geographic Information Systems Technician III A	78
Development Services Manager	M 87	Graffiti Action Coordinator	B 99.00
Disaster Preparedness Coordinator	M 44	Grants Coordinator	M 36
Drafting/Graphics Technician I	A 41	Grants Specialist I	A 63
Drafting/Graphics Technician II	A 57	Grants Specialist II	A 80
Electrical Inspector	B 126.50	Groundsworker I	B 60.00
Electrician/Instrumentation Technician	B 112.25	Groundsworker II	B 70.00
Emergency Medical Services Coordinator	M 44	Homeless Assistance Program Coordinator	M 29
Employee Relations Coordinator (C)	C 67	Housing Contract Administrator	A 61
Engineer	A 97	Housing Director	E 8
Engineering Technician I	A 41	Housing Engineer	A 89
Engineering Technician I/Survey Crew	A 41	Housing Inspector	B 79.00
Engineering Technician II	A 57	Housing Maintenance Superintendent	M 38
Engineering Technician II/Survey Crew	A 57	Housing Maintenance Supervisor	M 14
Environmental Resources/MRF Manager	M 87	Housing Modernization Superintendent	M 38
Environmental Resources Supervisor	M 19	Housing Program Supervisor	M 29
Equipment Operator	B 79.00	Housing Programs Manager	M 51
Event Attendant III (P)	A 36	Housing Rehabilitation Program Manager	M 38
Event Coordinator	A 46	Housing Specialist I	A 44
Evidence Technician I	A 53	Housing Specialist II	A 59
Evidence Technician II	A 68	Housing Specialist Trainee	A 33
Executive Assistant I	C 80	Human Resources Director	E 8
Executive Assistant II	C 85	Human Resources Manager	M 66
Facilities Maintenance Supervisor	M 19	Human Resources Technician (C)	C 70
Facilities Maintenance Worker I	B 62.00	HVAC Technician	B 89.00
Facilities Maintenance Worker II	B 72.00	Instrumentation Technician	B 112.25
Financial Analyst I	M 14	Junior Civil Engineer	A 85
Financial Analyst II	M 22	Junior Planner	A 52
Financial Analyst III	M 29	Laboratory Assistant	A 40
Financial Services Manager	M 48	Laboratory Supervisor	M 26
Fire Captain	F 124.00	Laboratory Technician	A 56
Fire Chief	E 10	Law Office Manager	M 19
Fire Engineer	F 109.00	Legislative Affairs Manager	M 40
Fire Environmental Specialist I	F 96.00	Leisure and Recreation Superintendent	M 48
Fire Environmental Specialist II	F 109.00	Librarian I	A 47
Fire Inspector	F 109.00	Librarian II	A 62
Firefighter	F 96.00	Librarian III	A 79
Fleet Services Maintenance Worker	B 61.00	Library Aide I	A 15
Fleet Services Manager	M 44	Library Aide II	A 21
Fleet Services Mechanic I	B 99.00	Library Aide III	A 28
Fleet Services Mechanic II	B 104.00	Library Circulation Supervisor	M 14
Fleet Services Mechanic Supervisor	M 16	Library Director	E 6
Fleet Services Operations Manager	M 19	Library Services Supervisor	M 26
Geographic Information Systems Coordinator	M 51	Literacy Coordinator	A 47
Geographic Information Systems Technician I	A 50	Mail Clerk	A 15
Geographic Information Systems Technician II	A 70	Maintenance Carpenter	B 88.00

CITY OF OXNARD
CLASSIFICATION AND SALARY SCHEDULE
EFFECTIVE JULY 1, 2014

Class Title	Salary Range	Class Title	Salary Range
Maintenance Electrician	B 89.00	Police Word Processor III	A 38
Maintenance Plumber	B 88.00	Power Production Operator I	B 85.25
Maintenance Services Manager	M 85	Power Production Operator II	B 95.25
Maintenance Worker Trainee	B 45.00	Principal Planner	M 44
Management Accountant/Auditor	M 29	Programmer Analyst	A 86
Management Analyst I	M 14	Project Manager	M 40
Management Analyst II	M 22	Property & Evidence Custodian	A 68
Management Analyst III	M 29	Public Information Officer	M 38
Mayor	Ordinance	Public Safety Communications Manager	M 66
Meter Reader	B 70.00	Public Safety Dispatcher I	P 49.00
Meter Repair Worker	B 75.00	Public Safety Dispatcher II	P 59.00
Missing Persons Specialist	A 34	Public Safety Dispatcher III	P 76.00
MRF Dispatcher	B 74.00	Public Works Construction Projects Manager	M 38
MRF Machinery Operator	B 79.00	Public Safety Information Technology Manager	M 62
MRF Mechanic	B 89.00	Public Works Director	E 10
Neighborhood Services Coordinator	A 61	Purchasing Clerk	A 20
Network Services Coordinator	M 14	Recreation Supervisor	M 19
Office Assistant I	A 10	Recreation/Human Services Coordinator	A 42
Office Assistant I (Conf)	C 10	Recreation/Human Services Leader III	A 21
Office Assistant II	A 15	Recycling Manager	M 36
Office Assistant II (Conf)	C 20	Recycling/Marketing Manager	M 36
Outreach/Education Specialist	A 61	Redevelopment Project Manager	M 40
Paralegal	C 75	Redevelopment Services Manager	M 74
Parks Maintenance Supervisor	M 14	Rehabilitation Construction Specialist I	B 101.00
Parks Manager	M 44	Rehabilitation Construction Specialist II	B 111.00
Permit Technician	A 55	Rehabilitation Loan Assistant	A 33
Plan Check Engineer	A 97	Rehabilitation Loan Specialist	A 74
Planning & Environmental Services Manager	M 81	Resident Services Assistant	A 59
Plans Examiner I	A 66	Resident Services Coordinator	A 74
Plans Examiner II	A 81	Revenue Collection Technician	A 45
Plumbing & Mechanical Inspector	B 126.50	Safety Specialist (C)	C 72
Police Chief	E 11	Senior Administrative Legal Secretary	C 65
Police Commander	P 55	Senior Administrative Secretary	A 35
Police Financial Manager	M 48	Senior Administrative Secretary (C)	C 55
Police Officer I	P 91.00	Senior Animal Safety Officer	B 84.00
Police Officer II	P 91.00	Senior Benefits Coordinator (C)	C 75
Police Officer III	P 99.00	Senior Civil Engineer	A 99
Police Records Manager	M 40	Senior Code Compliance Inspector	B 116.00
Police Records Supervisor	M 11	Senior Construction Inspector	B 124.50
Police Records Technician I	A 11	Senior Custodian	B 58.00
Police Records Technician II	A 17	Senior Customer Service Representative	A 27
Police Records Technician III	A 24	Senior Engineering Technician	A 76
Police Sergeant	P 106.00	Senior Engineering Technician/Survey Chief	A 76
Police Service Officer	P 72.00	Senior Facilities Maintenance Worker	B 99.00
Police Word Processor I	A 23	Senior Fleet Services Mechanic	B 109.00
Police Word Processor II	A 30	Senior Groundswoker	B 80.00

CITY OF OXNARD
CLASSIFICATION AND SALARY SCHEDULE
EFFECTIVE JULY 1, 2014

Class Title	Salary Range	Class Title	Salary Range
Senior Housing Maintenance Worker	B 92.00	Tree Trimmer II	B 76.00
Senior Housing Specialist	A 74	Victim Services Specialist	A 59
Senior Human Resources Coordinator	C 75	Wastewater Collections Operator I	B 69.00
Senior Meter Reader	B 80.00	Wastewater Collections Operator II	B 79.00
Senior Meter Repair Worker	B 85.00	Wastewater Collections Supervisor	M 14
Senior Planner	M 32	Wastewater Environmental Specialist	B 111.00
Senior Plans Examiner	A 87	Wastewater Maintenance Manager	M 32
Senior Police Service Officer	P 77.00	Wastewater Maintenance Supervisor	M 19
Senior Street Maintenance Worker	B 86.00	Wastewater Mechanic I	B 89.00
Senior Traffic Service Assistant	A 16	Wastewater Mechanic II	B 99.00
Senior Tree Trimmer	B 86.00	Wastewater Operations Manager	M 32
Senior Wastewater Collections Operator	B 86.00	Wastewater Operator I	B 82.00
Senior Wastewater Environmental Specialist	B 116.00	Wastewater Operator II	B 92.00
Senior Wastewater Mechanic	B 104.00	Wastewater Operator III	B 97.00
Senior Wastewater Operator	B 105.25	Wastewater Operator-In-Training	B 67.00
Senior Water Distribution Operator	B 80.00	Wastewater Superintendent	M 66
Senior Water Treatment Operator	B 106.00	Water Conservation/Outreach Coordinator	B 114.50
Sex Registrant Specialist	A 34	Water Conservation/Outreach Technician	B 59.00
Solid Waste Compliance Specialist	B 94.00	Water Distribution Operator I	B 64.00
Solid Waste Equipment Operator II	B 74.00	Water Distribution Operator II	B 74.00
Solid Waste Transfer Operator	B 84.00	Water Regulatory Compliance Coordinator	B 114.50
Sorter	B 48.00	Water Regulatory Compliance Technician I	B 94.00
Source Control Inspector II	B 100.50	Water Regulatory Compliance Technician II	B 104.00
Source Control Technician	B 99.00	Water Resources Manager	M 66
Street Maintenance Worker I	B 59.00	Water Treatment Operator I	B 86.00
Street Maintenance Worker II	B 69.00	Water Treatment Operator II	B 91.00
Streets Manager	M 44	Water Treatment Operator III	B 96.00
Supervising Building Inspector	M 40	Word Processor I	A 23
Supervising Civil Engineer	M 74	Word Processor II	A 30
Systems Administrator	M 62	Word Processor III	A 38
Systems Analyst I	M 29	Workers' Compensation Manager	M 48
Systems Analyst II	M 40	Workers' Compensation Specialist (C)	C 69
Systems Analyst III	M 51		
Technical Services Manager	M 44		
Tire Repairer	B 61.00		
Traffic Engineer	M 59		
Traffic Safety Maintenance Worker	B 69.00		
Traffic Service Assistant I	A 13		
Traffic Service Assistant II	A 18		
Traffic Signal Repairer I	B 79.00		
Traffic Signal Repairer II	B 89.00		
Traffic Signal Technician	B 112.00		
Transport Operator	B 99.00		
Treasury Supervisor	M 11		
Treatment Plant Electrician	B 99.00		
Tree Trimmer I	B 66.00		

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD
ESTABLISHING AN APPROPRIATION LIMIT FOR THE FISCAL YEAR
2014-2015

WHEREAS, Government Code section 7900 provides for the implementation of Article XIII B of the California Constitution; and

WHEREAS, Government Code sections 7901 through 7914 provide that each year the City Council shall, by resolution, establish its proceeds of taxes appropriation limit at a regularly scheduled meeting; and

WHEREAS, all documentation used in the determination of the proceeds of taxes appropriation limit has been and will continue to be available to the public from the Chief Financial Officer of the City of Oxnard as required by law; and

WHEREAS, the proceeds of taxes appropriation limit for the fiscal year 2014-2015 is calculated by adjusting the prior fiscal year, 2013-2014; and

WHEREAS, the adjustment factors are:

1. change in the population of the County = 0.79%
2. change in the population of the City = 1.30%
3. change in the per capita income in California = -0.23%; and

WHEREAS, the formula provides that the City can use the greater of either factors 1 or 2, plus factor 3; and

WHEREAS, the City's fiscal year 2014-2015 appropriation limit for proceeds of taxes is determined to be \$285,402,060 using factors 2 and 3.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OXNARD resolves as follows:

The proceeds of taxes appropriation limit for the fiscal year 2014-2015 is established as \$285,402,060 and the "proceeds of taxes" revenue subject to this limitation is \$108,400,582, an amount well below the established limit. Documentation used in the determination of the proceeds of taxes appropriation limit is available to the public at the City of Oxnard Finance Department, 300 West Third Street, Oxnard, CA 93030.

Resolution No.
Page 2

PASSED AND ADOPTED on this day of June, 2014, by the following vote:

AYES:

NOES:

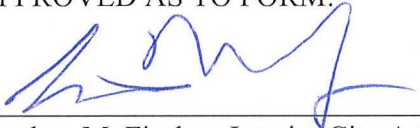
ABSENT:

ATTEST:

Tim Flynn, Mayor

Daniel Martinez, City Clerk

APPROVED AS TO FORM:



Stephen M. Fischer, Interim City Attorney

HOUSING AUTHORITY OF THE CITY OF OXNARD

RESOLUTION NO.

A RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF OXNARD
APPROVING THE HOUSING AUTHORITY'S OPERATING AND CAPITAL
IMPROVEMENT BUDGETS FOR FISCAL YEAR 2014-2015

WHEREAS, the Executive Secretary submitted for the consideration of the Housing Authority of the City of Oxnard a proposed Operating and Capital Improvement Budget for the City fiscal year 2014-2015; and

WHEREAS, in accordance with law, a public hearing on this budget was duly scheduled, advertised and held and there was an opportunity for all persons to be heard and for their suggestions or objections to be carefully considered.

NOW, THEREFORE, THE HOUSING AUTHORITY OF THE CITY OF OXNARD
HEREBY RESOLVES AS FOLLOWS:

1. Having reviewed the proposed Operating and Capital Improvement Budget, and the funds included therein for the period of July 1, 2014 through June 30, 2015, the Housing Authority hereby adopts the budget and appropriations for fiscal year 2014-2015 summarized as follows:

<u>Programs</u>	<u>FY 2014-2015 Budget</u>
Public Housing	\$ 7,630,350
Rental Assistance – Section 8	<u>17,599,483</u>
Total Cost	\$25,229,833

2. Staff is directed to ensure that the final adopted budget document containing the Housing Authority's operating budget for fiscal year 2014-2015 shall contain all revisions made by the Housing Authority prior to final budget adoption.

PASSED AND ADOPTED on this day of June, 2014, by the following vote:

AYES:

NOES:

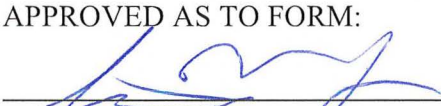
ABSENT:

Tim Flynn, Chairman

ATTEST:

Daniel Martinez, Secretary Designate

APPROVED AS TO FORM:



Stephen M. Fischer, Interim General Counsel

Attachment No. 6
Page 1 of 1

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.

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 POLICY

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, 2014, by the following vote:

AYES:

NOES:

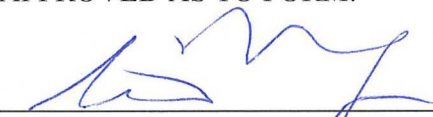
ABSENT:

Tim Flynn, Mayor

ATTEST:

Daniel Martinez, City Clerk

APPROVED AS TO FORM:



Stephen M. Fischer, Interim City Attorney



Meeting Date: 6/24/2014

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

Prepared By: James Cameron *J.C.* Agenda Item No. K-2
 Reviewed By: City Manager *JM* City Attorney *S.M.F.* Finance *J.C.* Other (Specify) _____

DATE: June 17, 2014

TO: City Council

FROM: James Cameron, Chief Financial Officer
 Finance Department

SUBJECT: Monthly Budget Status Report – May 31, 2014

RECOMMENDATION

That City Council receive the monthly City of Oxnard Budget Status Report as of May 31, 2014.

DISCUSSION

The monthly budget status report includes both governmental and Enterprise Funds. Revenues and expenditures are reported on an accrual basis. As a result certain revenues will appear to be low because the first several months have been accrued to the prior fiscal year. While the attached tables include all funds grouped by type, the focus of this report is on the General Fund and Utility Funds as they make up over 60% of the total budget.

The FY 2013-14 Budget is based on continued moderate economic growth during the fiscal year. The following charts compare actual revenues and expenditures against the budget estimate for eleven months of the fiscal year allowing for accruals and against prior year amounts through May. An increase in revenues is a positive trend, while an increase in expenditures is negative.

General Fund Revenues

May Compared to:	Budget	Prior Year
Property Tax	0%	1%
Sales Tax	-1%	6%
Other	11%	11%
Total	4%	5%

Compared to the prior year, General Fund revenues are up 5%. Because much of the increase for property and sales taxes was built into the budget, on a budget basis, those revenues are not expected to grow. Sales taxes are lower than budget primarily due to a one-time reallocation to another City by the board of Equalization. The increase in other revenues, while significant on a percentage basis, do not have as large of an impact to overall revenues and are the result of one-time reimbursements.

General Fund Expenditures

May Compared to:	Budget	Prior Year
Public Safety	 0%	 2%
Culture & Recreation	 1%	 3%
Other	 -6%	 -7%
Total	 -1%	 <1%

General Fund expenditures are slightly higher than the prior year primarily due to salary increases provided for in labor agreements. These increases were included in budgets and expenditures are slightly under budget due to the lag time in replacing staff that have left the City.

Utility revenues reflect the full year impact of approved rate increases as well as pass through costs in Water for purchased water.

Utility Fund Operating Revenues*

May Compared to:	Budget	Prior Year
Water	 3%	 7%
Wastewater	 -10%	 -5%
Environmental Resources	 -9%	 7%
Total	 -4%	 4%

* Excludes one-time connection fees and interest earnings.

Utility Fund Operating Expenditures**

May Compared to:	Budget	Prior Year
Water	 -9%	 2%
Wastewater	 -4%	 6%
Environmental Resources	 -6%	 -5%
Total	 -7%	 0%

** Excludes capital expenditures and interest expense.

On a budget basis, revenues are higher in Water, primarily due to water purchase pass-through; however, revenues are lower in Wastewater (WW) and Environmental Resources (ER). The WW decrease is due to unrealized one-time revenues while ER is the result of a shift in operations and collections. Expenditure increases compared to the prior year include the impact of labor agreements as well as the higher cost of water purchases and increased expenses to address deferred maintenance, particularly in wastewater. Again, ER reflects the change in operations resulting in significant operational savings. On a budget basis, utility expenditures are lower than planned.

At the end of May, City accounts had cash balances totaling \$143 million as shown below. The Community Development Commission Successor Agency had an additional \$2 million.

Cash balance of Major Funds as of May 31, 2014

General Fund	\$ 11.8
Measure O	16.4
Grants	(6.5)
Other Governmental	54.9
Water	
Operating	27.2
Other	9.6
Wastewater	
Operating	4.6
Other	3.1
Environmental Resources	7.3

PACC	(1.6)
Golf	(3.1)
Housing SA	4.7
Other (ISF)	<u>15.1</u>
Total	<u>\$ 143.5</u>
 CDCSA	 \$ 2.3

Because most Grants are on a reimbursement basis, they typically carry a negative balance until payment is made. The PACC and Golf funds also carry negative cash balances.

FINANCIAL IMPACT

The recommended action to receive the Monthly Budget Status Report as of May 31, 2014 has no direct financial impact.

Attachment #1 - City of Oxnard Monthly Budget Status Report as of May 31, 2014

**City of Oxnard
Monthly Budget Status Report
As of May 31, 2014**

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City of Oxnard
Budget Status Report
as of May 31, 2014
General Fund
(Unaudited)

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual Amounts</u>
OPERATING REVENUES AND EXPENDITURES			
Operating Revenues			
Taxes:			
Property Taxes	\$ 26,861,000	\$ 26,861,000	\$ 24,801,809 a
Property Tax in-lieu of Vehicle License Fee	14,755,000	14,755,000	14,733,997
Sales Tax	26,751,000	26,751,000	21,188,798 b
Other Taxes and Fees	12,977,000	12,977,000	12,057,846 c
Licenses and Permits	1,967,000	1,967,000	2,131,408
Intergovernmental	12,939,000	12,939,000	11,450,750 c
Charges for Services	8,489,000	8,614,000	7,362,767
Fines and Forfeitures	591,000	591,000	358,352 c
Investment Earnings	103,000	103,000	113,111
Miscellaneous	<u>2,976,000</u>	<u>3,051,000</u>	<u>3,948,181</u>
Total Operating Revenues	\$ 108,409,000	\$ 108,609,000	\$ 98,147,019
Operating Expenditures			
General Government	10,644,903	10,651,803	8,493,508
Public Safety	64,738,295	64,687,295	58,441,521
Transportation	2,343,658	2,343,658	2,150,208
Community Development	8,903,327	9,083,023	8,054,015
Culture and Recreation	<u>15,721,355</u>	<u>15,732,759</u>	<u>14,254,400</u>
Total Operating Expenditures	\$ 102,351,538	\$ 102,498,538	\$ 91,393,652
NET REVENUES FROM OPERATIONS	\$ 6,057,462	\$ 6,110,462	\$ 6,753,367

Notes:

- a Current year receipts reduced for year-end accrual of \$582,616.
- b Current year receipts reduced for year-end accrual of \$4,568,261 to prior year.
- c Actual amounts reflect accrual reversals for receipts recognized in the prior year in the amount of \$1,492,657.

City of Oxnard
Budget Status Report
as of May 31, 2014
General Fund
(Unaudited)

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual Amounts</u>
NON-OPERATING SOURCES AND USES			
Non-operating Sources			
Transfers in	\$ 37,000	\$ 37,000	\$ 37,000
Sub-total Non-operating Sources	<u>37,000</u>	<u>37,000</u>	<u>37,000</u>
Non-operating Uses			
Capital outlay	75,000	216,000	299,736
Transfers out	<u>6,019,462</u>	<u>5,931,462</u>	<u>5,877,152</u> d
Sub-total Non-operating Uses	<u>6,094,462</u>	<u>6,147,462</u>	<u>6,176,888</u>
NET NON-OPERATING SOURCES AND USES	\$ (6,057,462)	\$ (6,110,462)	\$ (6,139,888)
USE OF FUND BALANCE			
Use of Reserve for Encumbrances	-	-	-
From Available Fund Balance	<u>-</u>	<u>-</u>	<u>(613,479)</u> e
TOTAL USE OF FUND BALANCE	\$ -	\$ -	\$ (613,479)
FISCAL YEAR BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Notes:

- d Transfers out are internal payments to other funds made at the time obligations are due in the target fund.
e Temporary use of fund balance, including Measure O, due to lag in property taxes and accruals.

City of Oxnard
Budget Status Report
as of May 31, 2014
Measure O 1/2 Cent Sales Tax
(Unaudited)

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual Amounts</u>
OPERATING REVENUES AND EXPENDITURES			
Operating Revenues			
Taxes	\$ 11,000,000	\$ 11,000,000	\$ 10,472,280 a
Investment Earnings	90,000	90,000	121,222
Other	-	-	37,708
Total Operating Revenues	\$ 11,090,000	\$ 11,090,000	\$ 10,631,210
Operating Expenditures			
General Government	50,000	161,449	63,375
Public Safety	3,002,642	4,637,700	3,499,696
Transportation	900,000	1,137,568	667,379
Community Development	420,000	470,000	319,779
Culture and Recreation	1,299,000	1,462,250	1,383,036
Total Operating Expenditures	\$ 5,671,642	\$ 7,868,967	\$ 5,933,265
NET REVENUES FROM OPERATIONS	\$ 5,418,358	\$ 3,221,033	\$ 4,697,945
NON-OPERATING SOURCES AND USES			
Non-operating Sources			
Bond Proceeds	-	-	-
Sub-total Non-operating Sources	-	-	-
Non-operating Uses			
Interest Expense	-	-	-
Payment of Principal	-	-	-
Capital Outlay	745,000	15,682,488	1,921,182
Sub-total Non-operating Uses	745,000	15,682,488	1,921,182
NET NON-OPERATING SOURCES AND USES	\$ (745,000)	\$ (15,682,488)	\$ (1,921,182)
DEBT FINANCING & USE OF FUND BALANCE			
Designated for Authorized Projects & Encumbrances	-	5,662,943	2,062,089 b
From/(to) Fund Balance	-	8,797,870	1,373,220
TOTAL USE OF FUND BALANCE	\$ -	\$ 14,460,813	\$ 3,435,309
FISCAL YEAR BALANCE	\$ 4,673,358	\$ 1,999,358	\$ 6,212,072

Notes:

- a Current year receipts reduced for year-end accrual of \$2,087,400 to prior year.
b Carryover of prior year project balances.

City of Oxnard
Budget Status Report
as of May 31, 2014
Grant Funds
(Unaudited)

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual Amounts</u>
OPERATING REVENUES AND EXPENDITURES			
Operating Revenues			
Intergovernmental	\$ 3,268,385	\$ 12,045,587	\$ 13,115,102
Fines and forfeitures	-	-	35,779
Investment Earnings	-	-	8,781
Miscellaneous	-	99,049	159,429
Total Operating Revenues	\$ 3,268,385	\$ 12,144,636	\$ 13,319,091
Operating Expenditures			
General Government	-	-	-
Public Safety	561,292	8,050,554	4,179,012
Transportation	-	910,313	9,462
Community Development	1,789,998	9,548,933	4,874,819
Culture and Recreation	37,940	446,290	85,478
Total Operating Expenditures	\$ 2,389,230	\$ 18,956,090	\$ 9,148,771
NET REVENUES FROM OPERATIONS	\$ 879,155	\$ (6,811,454)	\$ 4,170,320
NON-OPERATING SOURCES AND USES			
Non-operating Sources			
Transfers in	-	-	-
Sub-total Non-operating Sources	-	-	-
Non-operating Uses			
Capital Outlay	1,026,317	14,246,397	4,304,727
Transfers out	-	-	-
Sub-total Non-operating Uses	1,026,317	14,246,397	4,304,727
NET NON-OPERATING SOURCES AND USES	\$ (1,026,317)	\$ (14,246,397)	\$ (4,304,727)
DEBT FINANCING & USE OF FUND BALANCE			
Designated for Authorized Projects & Encumbrances	-	20,194,554	2,374,419
From/(to) Available Fund Balance	147,162	863,297	(2,240,012) a
TOTAL USE OF FUND BALANCE	\$ 147,162	\$ 21,057,851	\$ 134,407
FISCAL YEAR BALANCE	\$ -	\$ -	\$ -

Notes:

a Grants are typically on a reimbursement basis resulting in a revenue lag.

City of Oxnard
Budget Status Report
as of May 31, 2014
Other Governmental Funds
(Unaudited)

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual Amounts</u>
OPERATING REVENUES AND EXPENDITURES			
Operating Revenues			
Taxes	\$ 12,000,000	\$ 12,000,000	\$ 12,453,186
Licenses and Permits	804,000	804,000	814,666
Intergovernmental	5,639,816	5,639,816	6,823,632
Growth and Development Fees	2,717,000	3,262,061	2,868,876
Charges for services	110,000	110,000	120,439
Fines and forfeitures	320,000	320,000	148,914
Investment Earnings	311,401	311,401	370,520
Special Assessments	9,133,079	9,133,079	8,022,917
Miscellaneous	1,354,500	1,362,050	1,970,425
Total Operating Revenues	\$ 32,389,796	\$ 32,942,407	\$ 33,593,575
Operating Expenditures			
General Government	253,177	253,177	239,853
Public Safety	20,631,913	20,631,913	17,446,951
Transportation	6,608,532	6,663,297	5,337,538
Community Development	9,400	42,938	75,373
Culture and Recreation	5,124,470	5,166,295	4,696,612
Total Operating Expenditures	\$ 32,627,492	\$ 32,757,620	\$ 27,796,327
NET REVENUES FROM OPERATIONS	\$ (237,696)	\$ 184,787	\$ 5,797,248
NON-OPERATING SOURCES AND USES			
Non-operating Sources			
Transfers in	\$ 6,839,750	\$ 6,839,750	\$ 6,839,750 a
Bond Proceeds	-	-	-
Sub-total Non-operating Sources	6,839,750	6,839,750	6,839,750
Non-operating Uses			
Interest Expense	3,899,829	3,899,829	1,774,719
Payment of Principal	4,134,322	4,134,322	2,788,253
Capital Outlay	1,811,580	20,365,495	4,973,738
Transfers out	1,788,471	1,788,101	1,788,101 a
Sub-total Non-operating Uses	11,634,202	30,187,747	11,324,811
NET NON-OPERATING SOURCES AND USES	\$ (4,794,452)	\$ (23,347,997)	\$ (4,485,061)

**City of Oxnard
Budget Status Report
as of May 31, 2014
Other Governmental Funds
(Unaudited)**

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual Amounts</u>
DEBT FINANCING & USE OF FUND BALANCE			
Designated for Authorized Projects & Encumbrances	-	16,594,175	4,078,193
Appropriated Fund Balance	-	1,536,887	-
From Available Fund Balance	<u>5,032,148</u>	<u>5,032,148</u>	<u>(5,390,380)</u>
TOTAL USE OF FUND BALANCE	<u>\$ 5,032,148</u>	<u>\$ 23,163,210</u>	<u>\$ (1,312,187)</u>
FISCAL YEAR BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Notes:

- a Transfers in/out are internal payments from/to other funds made at the time obligations are due in the target fund.

City of Oxnard
Budget Status Report
as of May 31, 2014
Water Funds
(Unaudited)

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual Amounts</u>
OPERATING REVENUES AND EXPENDITURES			
Operating Revenues			
Charges for Services	\$ 46,620,000	\$ 46,620,000	\$ 43,072,121
Security/Contamination Prevention Fees	870,000	870,000	271,100
Miscellaneous and Reimbursements	5,000	150,000	34,778
Total Operating Revenues	\$ 47,495,000	\$ 47,640,000	\$ 43,377,999
Operating Expenditures			
Salaries and Wages	5,321,501	5,321,501	4,357,044
Contracts and Services	2,227,546	1,948,546	1,627,682
Operating Supplies	2,001,650	5,501,650	882,401
Water Acquisition	18,784,000	18,784,000	18,384,557
General and Administrative	4,302,582	4,317,582	4,163,164
Total Operating Expenditures	\$ 32,637,279	\$ 35,873,279	\$ 29,414,848
NET REVENUES FROM OPERATIONS	\$ 14,857,721	\$ 11,766,721	\$ 13,963,151
NON-OPERATING SOURCES AND USES			
Non-operating Sources			
Transfers In	2,067,900	2,067,900	1,794,465 a
Investment Earnings	2,184,000	2,184,000	2,392,915
Connection Fees	1,090,000	1,090,000	1,229,633
Sub-total Non-operating Sources	5,341,900	5,341,900	5,417,013
Non-operating Uses			
Capital Outlay (non-debt financed)	20,325,000	26,393,812	1,217,582
Interest Expense	11,250,259	11,250,259	10,924,384
Transfers Out	-	-	-
Sub-total Non-operating Uses	31,575,259	37,644,071	12,141,966
NET NON-OPERATING SOURCES AND USES	\$ (26,233,359)	\$ (32,302,171)	\$ (6,724,953)
DEBT FINANCING & USE OF FUND BALANCE			
Payment of Principal	(3,864,734)	(3,864,734)	(3,858,359)
Designated for Authorized Projects & Encumbrances	-	14,196,564	6,160,443
Use of Bond Principal	-	(5,807,166)	(5,880,481)
From/(To) Capital Reserve	15,240,372	16,010,786	(3,659,801)
NET USE OF BONDS AND OTHER DEBT FINANCING	\$ 11,375,638	\$ 20,535,450	\$ (7,238,198)
FISCAL YEAR BALANCE	\$ -	\$ -	\$ -

Notes:

a Transfers in are internal payments from other funds made at the time obligations are due in the target fund.

**City of Oxnard
Budget Status Report
as of May 31, 2014
Wastewater Funds
(Unaudited)**

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual Amounts</u>
OPERATING REVENUES AND EXPENDITURES			
Operating Revenues			
Charges for Services	\$ 30,010,000	\$ 30,010,000	\$ 23,112,106
Security/Contamination Prevention Fees	350,000	350,000	-
Miscellaneous and Reimbursements	770,000	770,000	280,859 ^a
Total Operating Revenues	\$ 31,130,000	\$ 31,130,000	\$ 23,392,965
Operating Expenditures			
Salaries and Wages	7,035,467	7,035,467	5,693,198
Contracts and Services	5,047,927	5,691,035	5,223,760
Operating Supplies	1,747,500	1,747,500	1,419,837
General and Administrative	3,513,420	3,513,420	3,232,902
Total Operating Expenditures	\$ 17,344,314	\$ 17,987,422	\$ 15,569,697
NET REVENUES FROM OPERATIONS	\$ 13,785,686	\$ 13,142,578	\$ 7,823,268
NON-OPERATING SOURCES AND USES			
Non-operating Sources			
Investment Earnings	100,000	100,000	109,306
Connection Fees	210,000	210,000	1,229,367
Sub-total Non-operating Sources	310,000	310,000	1,338,673
Non-operating Uses			
Capital Outlay (non-debt financed)	5,400,000	9,586,006	527,430
Interest Expense	6,744,616	7,063,696	6,642,768
Sub-total Non-operating Uses	12,144,616	16,649,702	7,170,198
NET NON-OPERATING SOURCES AND USES	\$ (11,834,616)	\$ (16,339,702)	\$ (5,831,525)
DEBT FINANCING & USE OF FUND BALANCE			
Payment of Principal	(4,715,183)	(4,715,183)	(5,140,248)
Designated for Authorized Projects & Encumbrances	-	4,477,029	230,318
Appropriated Fund Balance	-	671,165	590,304
From/(To) Capital Reserve	2,764,113	2,764,113	2,327,883
NET USE OF BONDS AND OTHER DEBT FINANCING	\$ (1,951,070)	\$ 3,197,124	\$ (1,991,743)
FISCAL YEAR BALANCE	\$ -	\$ -	\$ -

Notes:

a Prior period adjustment.

City of Oxnard
Budget Status Report
as of May 31, 2014
Environmental Resources
(Unaudited)

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual Amounts</u>
OPERATING REVENUES AND EXPENDITURES			
Operating Revenues			
Charges for Services	\$ 43,970,000	\$ 43,970,000	\$ 36,604,044 a
Security/Contamination Prevention Fees	80,000	80,000	189
Miscellaneous and Reimbursements	<u>270,000</u>	<u>270,000</u>	<u>428,239</u>
Total Operating Revenues	<u>\$ 44,320,000</u>	<u>\$ 44,320,000</u>	<u>\$ 37,032,472</u>
Operating Expenditures			
Salaries and Wages	7,607,149	8,207,126	6,414,738
Operating Supplies	584,400	2,798,486	1,908,481
Contracts and Services	26,378,449	21,551,293	18,537,668
General and Administrative	<u>3,846,790</u>	<u>4,064,070</u>	<u>3,912,590</u>
Total Operating Expenditures	<u>\$ 38,416,788</u>	<u>\$ 36,620,975</u>	<u>\$ 30,773,477</u>
NET REVENUES FROM OPERATIONS	<u>\$ 5,903,212</u>	<u>\$ 7,699,025</u>	<u>\$ 6,258,995</u>
NON-OPERATING SOURCES AND USES			
Non-operating Sources			
Investment Earnings	20,000	20,000	57,234
Connection Fees	<u>60,000</u>	<u>60,000</u>	<u>71,616</u>
Sub-total Non-operating Sources	<u>80,000</u>	<u>80,000</u>	<u>128,850</u>
Non-operating Uses			
Capital Outlay (non-debt financed)	232,000	3,256,973	1,460,167
Interest Expense	606,126	606,126	613,224
Transfers out	<u>62,097</u>	<u>62,097</u>	<u>62,347 b</u>
Sub-total Non-operating Uses	<u>900,223</u>	<u>3,925,196</u>	<u>2,135,738</u>
NET NON-OPERATING SOURCES AND USES	<u>\$ (820,223)</u>	<u>\$ (3,845,196)</u>	<u>\$ (2,006,888)</u>
DEBT FINANCING & USE OF FUND BALANCE			
Payment of Principal	(3,685,551)	(3,685,551)	(3,858,558)
Designated for Authorized Projects & Encumbrances	-	11,926	-
Appropriated Fund Balance	-	1,163,500	1,228,167
From/(To) Capital Reserve	<u>(1,397,438)</u>	<u>(1,343,704)</u>	<u>(1,621,716)</u>
NET USE OF BONDS AND OTHER DEBT FINANCING	<u>\$ (5,082,989)</u>	<u>\$ (3,853,829)</u>	<u>\$ (4,252,107)</u>
FISCAL YEAR BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Notes:

a Current year revenues reduced by FY 2013 accruals.

b Transfers out are internal payments to other funds made at the time obligations are due in the target fund.

City of Oxnard
Budget Status Report
as of May 31, 2014
Golf
(Unaudited)

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual Amounts</u>
OPERATING REVENUES AND EXPENDITURES			
Operating Revenues			
Charges for Services	\$ 4,200,000	\$ 4,200,000	\$ 4,056,690
Miscellaneous and Reimbursements	-	-	-
Total Operating Revenues	<u>\$ 4,200,000</u>	<u>\$ 4,200,000</u>	<u>\$ 4,056,690</u>
Operating Expenditures			
Salaries and Wages	60,290	60,290	54,515
Operating Supplies	-	-	-
Contracts and Services	3,585,324	3,585,324	3,829,141
General and Administrative	195,716	195,716	182,453
Total Operating Expenditures	<u>\$ 3,841,330</u>	<u>\$ 3,841,330</u>	<u>\$ 4,066,109</u>
NET REVENUES FROM OPERATIONS	<u>\$ 358,670</u>	<u>\$ 358,670</u>	<u>\$ (9,419)</u>
NON-OPERATING SOURCES AND USES			
Non-operating Sources			
Transfers In	-	-	-
Investment Earnings	-	-	(16,480)
Sub-total Non-operating Sources	<u>-</u>	<u>-</u>	<u>(16,480)</u>
Non-operating Uses			
Capital Outlay (non-debt financed)	80,500	80,500	-
Interest Expense	116,200	116,200	116,200
Transfers out	-	-	-
Sub-total Non-operating Uses	<u>196,700</u>	<u>196,700</u>	<u>116,200</u>
NET NON-OPERATING SOURCES AND USES	<u>\$ (196,700)</u>	<u>\$ (196,700)</u>	<u>\$ (132,680)</u>
DEBT FINANCING & USE OF FUND BALANCE			
Payment of Principal	(972,223)	(972,223)	(972,223)
Designated for Authorized Projects & Encumbrances	-	-	-
From/(To) Capital Reserve	-	-	-
NET USE OF BONDS AND OTHER DEBT FINANCING	<u>\$ (972,223)</u>	<u>\$ (972,223)</u>	<u>\$ (972,223)</u>
FISCAL YEAR BALANCE	<u><u>\$ (810,253)</u></u>	<u><u>\$ (810,253)</u></u>	<u><u>\$ (1,114,322)</u></u>

City of Oxnard
Budget Status Report
as of May 31, 2014
Performing Arts & Convention Center
(Unaudited)

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual Amounts</u>
OPERATING REVENUES AND EXPENDITURES			
Operating Revenues			
Charges for Services	\$ 440,000	\$ 440,000	\$ 447,397
Miscellaneous	20,000	20,000	11,702
Total Operating Revenues	\$ 460,000	\$ 460,000	\$ 459,099
Operating Expenditures			
Salaries and Wages	1,071,219	1,071,219	918,115
Operating Supplies	300	300	312
Contracts and Services	252,355	252,355	247,531
General and Administrative	172,511	172,511	171,138
Total Operating Expenditures	\$ 1,496,385	\$ 1,496,385	\$ 1,337,096
NET REVENUES FROM OPERATIONS	\$ (1,036,385)	\$ (1,036,385)	\$ (877,997)
NON-OPERATING SOURCES AND USES			
Non-operating Sources			
Transfers In	905,160	905,160	829,730 a
Investment Earnings	-	-	(13,760)
Sub-total Non-operating Sources	905,160	905,160	815,970
Non-operating Uses			
Capital Outlay	-	-	-
Sub-total Non-operating Uses	-	-	-
NET NON-OPERATING SOURCES AND USES	\$ 905,160	\$ 905,160	\$ 815,970
DEBT FINANCING & USE OF FUND BALANCE			
Designated for Authorized Projects & Encumbrances	-	-	-
From/(To) Capital Reserve	-	-	-
NET USE OF BONDS AND OTHER DEBT FINANCING	\$ -	\$ -	\$ -
FISCAL YEAR BALANCE	\$ (131,225)	\$ (131,225)	\$ (62,027)

Notes:

a Transfers in are internal payments from other funds made at the time obligations are due.

City of Oxnard
Budget Status Report
as of May 31, 2014
Housing Set-aside Successor Agency Fund
(Unaudited)

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual Amounts</u>
OPERATING REVENUES AND EXPENDITURES			
Operating Revenues			
Taxes	\$ -	\$ -	\$ 72,365
Rental Income	-	-	-
Miscellaneous and Reimbursements	-	-	170,618 ^a
Total Operating Revenues	\$ -	\$ -	\$ 242,983
Operating Expenditures			
Salaries and Wages	-	-	150,220
Contracts and Services	-	-	1,800
General and Administrative	-	-	8,804
Total Operating Expenditures	\$ -	\$ -	\$ 160,824
NET REVENUES FROM OPERATIONS	\$ -	\$ -	\$ 82,159
NON-OPERATING SOURCES AND USES			
Non-operating Sources			
Transfers In	-	-	0
Investment Earnings	-	-	-
Sub-total Non-operating Sources	-	-	0
Non-operating Uses			
Capital Outlay	-	-	214,500
Transfers out	-	-	-
Sub-total Non-operating Uses	-	-	214,500
NET NON-OPERATING SOURCES AND USES	\$ -	\$ -	\$ (214,500)
DEBT FINANCING & USE OF FUND BALANCE			
Payment of principal	-	-	-
Designated for Authorized Projects & Encumbrances	-	-	-
From/(To) Operating and Capital Reserves	-	-	132,341
TOTAL USE OF FUND BALANCE	\$ -	\$ -	\$ 132,341
FISCAL YEAR BALANCE	\$ -	\$ -	\$ 0

Notes:

a Housing set-aside deposit.

City of Oxnard
Budget Status Report
as of May 31, 2014
Successor Agency to the Community Development Commission
(Unaudited)

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual Amounts</u>
OPERATING REVENUES AND EXPENDITURES			
Operating Revenues			
Taxes	\$ -	\$ -	\$ - a
Rental Income	-	-	43,850
Miscellaneous and Reimbursements	-	-	44,474
Total Operating Revenues	\$ -	\$ -	\$ 88,324
Operating Expenditures			
Salaries and Wages	-	-	363,481
Contracts and Services	-	-	160,533
General and Administrative	250,000	250,000	481,168
Total Operating Expenditures	\$ 250,000	\$ 250,000	\$ 1,005,182
NET REVENUES FROM OPERATIONS	\$ (250,000)	\$ (250,000)	\$ (916,858)
NON-OPERATING SOURCES AND USES			
Non-operating Sources			
Transfers In	-	-	-
Investment Earnings	-	-	108,089
Sub-total Non-operating Sources	-	-	108,089
Non-operating Uses			
Capital Outlay	-	-	-
Interest Expense	-	-	1,929,896
Project Costs	8,141,632	8,141,632	1,652,954 b
Transfers out	-	-	-
Sub-total Non-operating Uses	8,141,632	8,141,632	3,582,850
NET NON-OPERATING SOURCES AND USES	\$ (8,141,632)	\$ (8,141,632)	\$ (3,474,761)
DEBT FINANCING & USE OF FUND BALANCE			
Payment of principal	-	-	(1,460,000)
Designated for Authorized Projects & Encumbrances	-	-	-
From/(To) Operating and Capital Reserves	8,391,632	8,391,632	5,851,619 c
TOTAL USE OF FUND BALANCE	\$ 8,391,632	\$ 8,391,632	\$ 4,391,619
FISCAL YEAR BALANCE	\$ -	\$ -	\$ -

Notes:

City of Oxnard
Budget Status Report
as of May 31, 2014
Successor Agency to the Community Development Commission
(Unaudited)

- a Revenues from the County for expenditures approved in the Recognized Obligation Payment Schedule for January 2014 to June 2014 (not yet approved by California Department of Finance).
- b Amounts approved by the California Department of Finance for the period of July 2013 to December 2013
- c Revenues were received from the County in June 2013 for expenditures approved in the Recognized Obligation Payment Schedule for July 2013 to December 2013.



Meeting Date: 6 / 24 / 14

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

Prepared By: Daniel Martinez  Agenda Item No. S-1Reviewed By: City Manager  City Attorney SDB Finance  Other N/A

DATE: May 14, 2014

TO: City Council

FROM: Daniel Martinez, City Clerk 
City Clerk's Office

SUBJECT: Resolutions to Call November 4, 2014 Regular Municipal Election

RECOMMENDATION

That City Council:

1. Adopt a resolution calling a regular municipal election for November 4, 2014, for the purpose of electing municipal officers; requesting consolidation with the Statewide general election on November 4, 2014; requesting the County Clerk to render services and supplies; and authorizing the Board of Supervisors to canvass the returns.
2. Adopt a resolution establishing rules to govern submission of candidates' statements.

DISCUSSION

The City is scheduled to hold a regular municipal election on November 4, 2014, for the purpose of electing a Mayor for a term of two years and two Councilmembers for a term of four years. The nomination period will open on July 14 and close August 8, 2014. However, in the event no incumbent files nomination papers for an office by the close of the nomination period, the nomination period will be extended to August 13, 2014.

FINANCIAL IMPACT

The County Elections Division has calculated that the cost of the election will be approximately \$28,000. The election cost is funded out of the City Clerk Recommended Budget for Fiscal Year 2014-15. Staff recommends the City collect a deposit of \$1,300 from each candidate desiring a candidate statement. In the event of an overpayment, the excess amount will be refunded to the candidate.

- Attachment # 1 - Resolution Calling for Regular Municipal Election
2 - Resolution Establishing Rules to Govern Submission of Candidates' Statements
3 - Ventura County Request For Specified Elections Services

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO.

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD
CALLING MUNICIPAL ELECTION, REQUESTING CONSOLIDATION WITH
STATEWIDE GENERAL ELECTION, REQUESTING COUNTY CLERK
TO RENDER SERVICES AND SUPPLIES, AND AUTHORIZING
THE BOARD OF SUPERVISORS TO CANVASS THE RETURNS

WHEREAS, under the provisions of the State of California Elections Code, a general municipal election shall be held within the City of Oxnard on November 4, 2014 for the purpose of electing the Mayor and two (2) members of the City Council; and

WHEREAS, a statewide general election will be held within the County of Ventura on the same day; and

WHEREAS, in the course of conduct of the election the City of Oxnard requests the services of the County of Ventura; and

WHEREAS, Elections Code Section 10403 requires jurisdictions to file with the Board of Supervisors, and a copy with the County Registrar of Voters, a resolution requesting consolidation with a statewide election.

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

1. That a regular municipal election is hereby called to be held in the City of Oxnard on November 4, 2014, the day of the statewide general election, for the purpose of electing a mayor to a two-year term and two members of the City Council to four-year terms. The exact form of the candidates to be voted upon at the election and as the same are to appear on the ballot are as follows:

ONE MAYOR – Vote for one

TWO MEMBERS OF THE CITY COUNCIL – Vote for two

2. That this resolution is adopted pursuant to Elections Code section 10403 and the City of Oxnard requests that the Board of Supervisors of Ventura County, pursuant to Elections Code section 10401, order that this regular municipal election be consolidated with the statewide general election to be held on November 4, 2014.

3. That the City of Oxnard acknowledges that the consolidated election will be held and conducted in the manner prescribed by Elections Code section 10418.

4. That pursuant to Elections Code section 10411 and 10418; the Board of Supervisors is authorized to canvass the returns of the regular municipal election to be held in the City of Oxnard on November 4, 2014.

Resolution No.

Page 2

5. That pursuant to Elections Code section 10002, the Board of Supervisors is requested to permit the County Clerk to render the services and supplies as shown on Exhibit A, attached hereto and made a part hereof, and any and all other services and supplies necessary to complete the regular municipal election on November 4, 2014.

6. That the City of Oxnard agrees to pay the reasonable cost of the services and supplies rendered by the County Clerk.

7. That pursuant to Elections Code section 9285(b), the City Council of the City of Oxnard adopts the provisions of Elections Code section 9285(a).

8. That the City Clerk is directed to follow Secretary of State guidelines as to "Good Cause" Reasons for Waiving Late Campaign and Lobbying Filing Fees including providing a written request to waiver any late fees.

9. That the City Clerk is directed to forward to the Board of Supervisors and to the County Clerk a certified copy of this resolution.

10. That the City Clerk shall certify to the adoption of this resolution and cause the same to be posted as required by law.

PASSED AND ADOPTED this _____ day of June, 2014, by the following vote:

AYES:

NOES:

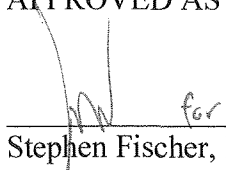
ABSENT:

Tim Flynn, Mayor

ATTEST:

Daniel Martinez, City Clerk

APPROVED AS TO FORM:



Stephen Fischer, Interim City Attorney

Attachment No. 1
Page 2 of 2

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF OXNARD ESTABLISHING RULES TO GOVERN SUBMISSION
BY CANDIDATES OF CANDIDATE STATEMENTS

The City Council of the City of Oxnard resolves:

In accordance with Elections Code section 13307, should a candidate request a candidate statement, the following rules will govern the request, submission, and handling of the candidate's statement:

- (a) The maximum number of words permitted in the candidate statement shall be 200;
- (b) A candidate statement shall be on the form provided by the City Clerk;
- (c) A candidate statement shall not include the party affiliation of the candidate, nor the candidate's membership or activity in partisan political organizations, nor comments on opponents;
- (d) A candidate statement shall be filed in the Office of the City Clerk when the candidate's nomination papers are submitted for filing;
- (e) The candidate's estimated pro-rata share of the cost of printing, handling, and mailing of a candidate statement is \$1,300. The candidate shall deposit this estimated cost with the City Clerk at the time of submission of the candidate statement. Should the cost exceed the amount deposited, the candidate will be billed for the difference. Should the cost be less than the deposit, the balance will be refunded to the candidate;
- (f) A candidate statement may be withdrawn, but not changed, during the period for filing nomination papers and until 6:00 p.m. of the next working day after the close of the nomination period;
- (g) A candidate statement shall remain confidential until the expiration of the filing deadline; and
- (h) If a candidate statement is not filed, the candidate shall file a waiver form with the nomination papers.

PASSED AND ADOPTED this _____ day of June, 2014, by the following vote:

AYES:

NOES:

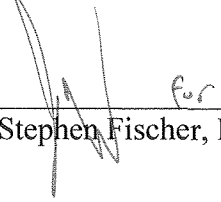
ABSENT:

Tim Flynn, Mayor

ATTEST:

Daniel Martinez, City Clerk

APPROVED AS TO FORM:

_____
Stephen Fischer, Interim City Attorney

MARK A. LUNN
Clerk Recorder/Registrar of Voters
Elections Division

VENTURA COUNTY
REQUEST FOR SPECIFIED ELECTION SERVICES

TO: **MARK A. LUNN, Clerk Recorder/Registrar of Voters**

FROM: City of Oxnard
City, School District, or Special District Name


Signature of Authorization

ELECTION: Municipal Election DATE: November 4, 2014

SERVICES REQUESTED: - Place a mark next to the item selected.

ITEM #1 PUBLICATIONS

☒

A. County elections official is requested to publish: Notice of Election of Measure, Election Officers and Polling Places.

☐

B. City/District will publish.

ITEM #2 SAMPLE BALLOT PUBLICATION

☐

A. Print Full Measure Text.

☐

B. Full Measure Text will not be printed in the Sample Ballot.

ITEM #3 MEASURE/INITIATIVE PROPONENT FILINGS

☐

A. Random sample of 500 signatures.

☐

B. Full check of all signatures submitted.

ITEM #4 ELECTION NIGHT RESULTS

☒

On-line results

☐

E-mail _____

ELECTIONS DIVISION SERVICES PROVIDED:

SIGNATURE CHECKING – County elections to prepare the set-up and verification of signatures submitted on an initiative, recall or referendum attempting to qualify for the ballot.

OFFICIAL FILING – County elections to serve as filing official for all measure document filings, i.e. deadline filing dates, maximum number of words, forms, and format.

MEASURE FORMS/CAMPAIGN REPORTING MATERIAL – Ventura County Elections Division to provide one master set for copying.

ELECTION DAY VOTER INFORMATION – A CD of registered voters and a list of polling places will be provided.

SPANISH TRANSLATIONS – County elections official will arrange for all translations pursuant to Elections Code Section 13307.

PRINTING OF SAMPLE BALLOTS – County elections official will arrange for all printing of arguments/analyses in the Sample Ballot for each election.

VOTE BY MAIL BALLOTS – County elections official will handle all Vote By Mail ballots, including the checking of applications and ballot mailing. Applications and envelopes will be provided to City Clerks.

POLLING PLACES/PRECINCTS ASSIGNMENTS – County elections official will determine the number of polling places.

The undersigned requests the above election services to be performed by the County Elections Official and pursuant to Elections Code Section 10002, agrees to reimburse the County in full for services requested upon presentation of a bill.

Name of City,
School District,
or Special District: City of Oxnard

Signature & Title:  City Clerk

Date: June 12, 2014

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

Prepared By: Daniel Martinez, ^{DM} City ClerkAgenda Item No. S-2Reviewed By: City Manager ^{JM} City Attorney ^{JD} Finance ^{JL} Other N/A**DATE:** June 10, 2014**TO:** City Council**FROM:** Daniel Martinez, ^{Daniel Martinez} City Clerk
City Clerk's Office**SUBJECT:** Agreement for Publication of Legal Notices and Legal Advertisements**RECOMMENDATION**

That City Council approve and authorize the Mayor to execute an agreement (A- 7696) with Vida Newspaper for the publication of legal notices and legal advertisements for fiscal year (FY) 2014-15.

DISCUSSION**1. Background**

Each year, the City Council must select a newspaper of general circulation in which the public can find all legal advertisements. A Request for Proposals (RFP) was emailed to local newspapers of general circulation for the purpose of soliciting bids for the publication of legal notices and legal advertisements. These newspapers included the Ventura County Star, Ventura County Reporter, Tri-County Sentry Newspaper and Vida Newspaper. Responses were received from all newspapers except Tri-County Sentry Newspaper.

The City Clerk's Office coordinated a selection committee consisting of representatives from the City Clerk's Office, Finance Department, Public Works Department, Public Information Division (City Manager's Office) and Planning and Environmental Services Division. After reviewing the responses to the RFP, the selection committee recommends that the City Council award the agreement for publication of legal notices and legal advertisement to Vida Newspaper.

2. Proposal

The Vida Newspaper responded to the RFP in which it met or exceeded the minimum criteria set forth in the RFPs which are:

- 1) Compliance with State Requirements.** State law requires publication of legal notices in a “newspaper of general circulation.” The Vida Newspaper met this requirement.
- 2) Circulation and Area Coverage.** The Vida Newspaper is a weekly newspaper with a large readership in the Oxnard area.
- 3) Frequency of Publication.** The Vida Newspaper is a weekly newspaper available on Thursdays.
- 4) Flexibility of Submittal and Publication Timelines.** The Vida Newspaper normally requires advertisement submission of one day prior to legal publication.
- 5) Cost.** The Vida Newspaper proposes a cost of \$ 10.50 per inch for legal (classified) notices and \$10.50 per inch for legal (display) advertisements.
- 6) Availability of Information.** The Vida Newspaper provides the newspaper to the public at “no” cost and the legal notice is also available on the web site at “no” cost.

3. Findings

Staff recommends that the City Council select the Vida Newspaper for the publication of legal notices and legal advertisements. Staff recommends not mandating publishing all legal advertisements in more than one newspaper due to increased legal publication costs. Finally, staff recommends the continuing practice of a department or division placing legal notices or legal advertisements in more than one newspaper if there is a legal requirement or great public interest regarding the item.

FINANCIAL IMPACT

Each department is responsible for its advertisement costs, which should be included in the FY 2014-15 budget.

AGREEMENT FOR PUBLICATION OF LEGAL NOTICES AND LEGAL ADVERTISEMENTS

This Agreement for Publication of Legal Notices and Legal Advertisements ("Agreement") is made and entered into this first day of July, 2014 by and between the City of Oxnard, a municipal corporation of the State of California ("City"), and Vida Newspaper ("Newspaper"), a newspaper of general circulation within Oxnard, pursuant to Public Contract Code section 20169.

Whereas, Public Contract Code section 20169 requires that annually City contract for the publication of legal notices with a newspaper of general circulation within Oxnard; and

Whereas, Newspaper is a newspaper of general circulation within Oxnard; and

Whereas, City has advertised for bids for the publication of legal notices and legal advertisements and Newspaper has submitted a bid and been awarded the right to enter into this Agreement.

Now, therefore, City and Newspaper agree:

1. Scope of Services:

- a. Newspaper shall publish legal notices and legal advertisements for and on request of City and shall provide City with written proof of publication of each item within one week of the last publication of the item. Written proof of publication shall be in a form acceptable to the City Clerk ("Clerk"). Such services shall be referred to herein as "the services." Newspaper understands and agrees that where necessary to satisfy legal requirements or for other reasons pertaining to timing and adequacy or other requirements of notice, another newspaper of general circulation, may be used for particular notices.
- b. The term "legal notices" refers to legal notices that the law requires to be published and that are identified as legal notices on the form sent by City to Newspaper, requesting publication. Legal notices will be published in the legal notice section of the newspaper. Newspaper shall publish legal notices using a standard 7-point type for the body and 8-point type for the heading in the Spartan Classified style. City may require modification of the type size or style. Newspaper may also change the type size and/or style with permission of the City employee requesting the publication. Newspaper shall use the least amount of space possible to present a readable notice.
- c. The term "legal advertisements" refers to legal notices that the law requires to be published and that are identified as legal advertisements on the form sent by City to Newspaper, requesting publication. Legal advertisements are legal notices published with a border and City logo in the legal notice section of the newspaper. Newspaper may print in other sections of the newspaper with the permission of the City employee requesting the publication. Newspaper shall publish legal advertisements using a standard 8-point type for the body and 12-point type for the heading in the Helvetica style. City may require modification of the type size or style. Newspaper may also change the type size and/or style with permission of the City employee requesting the publication. Newspaper shall use the least amount of space possible to present a readable advertisement.

2. Standard of Performance: Newspaper shall undertake and complete the services with care, skill and diligence, according to the standards prevailing in the newspaper publishing business and shall use Newspaper's best efforts to meet all publication deadlines and to assure accuracy of publication.
3. Correction of Errors: Newspaper shall promptly correct, at its expense, all errors in the services that are caused by Newspaper. Newspaper shall promptly correct, at City's expense, all errors in publication that are caused by City.
4. Principal in Charge: Newspaper designates Manuel Munoz as principal in charge and person responsible for necessary coordination with Clerk.
5. Time for Performance: Newspaper shall publish legal notices and legal advertisements at the times requested by City, provided that City has given Newspaper a copy of the material to be published at least one day prior or one day prior to a holiday to the first date of publication.
6. Term of Agreement: This Agreement shall begin on July 1, 2014, and shall expire on June 30, 2015.
7. Termination: City may terminate this Agreement at any time, for any cause or without cause, upon 15 calendar days' written notice to Newspaper. If City terminates this Agreement for reasons other than Newspaper's failure to perform its obligations, City shall pay Newspaper for the services satisfactorily completed and accepted by City prior to the effective date of termination. Such payment shall be Newspaper's exclusive remedy for termination without cause.
8. Compensation:
 - a. City shall pay Newspaper for the services of publishing legal notices at the rate of \$ 10.50 per inch for a publication in the Classified Section.
 - b. City shall pay Newspaper for the services of publishing legal advertisements at the rate of \$ 10.50 per inch for publication in Display Section.
 - c. Nothing in this Agreement shall prevent City from placing legal notices, legal advertisements and other material in other newspapers, and such acts shall not constitute a breach of this Agreement.
 - d. City does not guarantee that City will request Newspaper to publish any minimum amount of legal notices or legal advertisements or other material.
 - e. The acceptance by Newspaper of the final payment made under this Agreement shall constitute a release of City from all claims and liabilities for compensation to Newspaper for anything completed, finished or relating to Newspaper's services.
 - f. Newspaper shall provide City with a completed Request for Taxpayer Identification Number and Certification, as issued by the Internal Revenue Service.

9. Method of Payment:

- a. City shall pay Newspaper monthly on satisfactory completion of services and on submittal by Newspaper of a billing statement delineating the services performed, in a form satisfactory to Clerk, including purchase order number, notice/advertisement name/title, size of notice/advertisement and date of publication.
- b. Newspaper shall maintain current monthly records pertaining to services performed for City and forward invoices to the employee who requested the services.

10. Business License: Newspaper shall obtain and maintain during the term of this Agreement a City business license.

11. Insurance:

- a. Newspaper shall obtain and maintain during the performance of any services under this Agreement the insurance coverages as specified in Exhibit INS-B, attached hereto and incorporated herein by this reference, issued by a company satisfactory to the Risk Manager, unless the Risk Manager waives, in writing, the requirement that Newspaper obtain and maintain such insurance coverages.
- b. Newspaper shall, prior to performance of any services, file with the Risk Manager evidence of insurance coverage as specified in Exhibit INS-B. Evidence of insurance coverage shall be forwarded to the Risk Manager, addressed as specified in Exhibit INS-B.
- c. Maintenance of proper insurance coverages by Newspaper is a material element of this Agreement. Newspaper's failure to maintain or renew insurance coverages or to provide evidence of renewal may be considered as a material breach of this Agreement.

12. Independent Contractor:

- a. In the performance of the services, Newspaper shall be, and is, an independent contractor, and Newspaper and its employees are not employees of City. Newspaper has and shall retain the right to exercise full control over the employment, direction, compensation and discharge of all persons assisting Newspaper.
- b. Newspaper shall be solely responsible for, and shall save City harmless from, all matters relating to the payment of Newspaper's employees, agents, subcontractors and consultants, including compliance with Social Security requirements, federal and State income tax withholding and all other regulations governing employer-employee relations.
- c. Newspaper acknowledges that Newspaper and Newspaper's employees are not entitled to any of the benefits or rights afforded employees of City, including but not limited to reserve leave, sick leave, vacation leave, annual leave, holiday leave, compensatory leave, Public Employees Retirement System benefits, or health, life, dental, long-term disability and workers' compensation insurance benefits.

13. Assignability of Agreement: This Agreement contemplates performance by Newspaper and is based upon a determination of Newspaper's standing as a newspaper of general circulation, printed, published and circulated in Oxnard. Assignment of any or all rights, duties, or obligations of Newspaper under this Agreement will be permitted only with the express written consent of Clerk, which consent may be withheld for any reason.
14. Successors and Assigns: This Agreement shall be binding upon and inure to the benefit of the heirs, executors, administrators, successors and assigns of Newspaper and City.
15. Fair Employment Practices:
 - a. Newspaper agrees that all persons employed by Newspaper shall be treated equally by Newspaper without regard to or because of race, color, religion, ancestry, national origin, disability, sex, marital status, age, sexual orientation, or any other status protected by law, and in compliance with all antidiscrimination laws of the United States of America, the State of California, and City.
 - b. Newspaper agrees that during the performance of this Agreement, Newspaper and any other parties with whom Newspaper may subcontract shall adhere to equal opportunity employment practices to assure that applicants and employees are treated equally and are not discriminated against because of their race, color, religion, ancestry, national origin, disability, sex, marital status, age, sexual orientation, or any other status protected by law.
 - c. Newspaper agrees to state in all of its solicitations or advertisements for applicants for employment that all qualified applicants shall receive consideration for employment without regard to their race, color, religion, ancestry, national origin, disability, sex, marital status, age, or any other status protected by law.
 - d. Newspaper shall provide City staff with access to and, upon request by Clerk, provide copies to Clerk of all of Newspaper's records pertaining or relating to Newspaper's employment practices, to the extent such records are not confidential or privileged under State or federal law.
16. Force Majeure: Neither City nor Newspaper shall be responsible for delays or failures in performance resulting from acts beyond the control of either party. Such acts shall include, but not be limited to acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations imposed after this Agreement was executed, fire, communication line failures, earthquakes, or other disasters.
17. Time of Essence: Time is of the essence in regard to performance of any of the terms and conditions of this Agreement.
18. Compliance with Laws: Newspaper agrees to comply with all City, State, and federal laws, rules, and regulations, now or hereafter in force, pertaining to the services performed by Newspaper pursuant to this Agreement.

19. Notices:

- a. Any notices to Newspaper may be delivered personally or by mail addressed Attention:
Manuel Munoz

130 Palm Drive, Oxnard, CA 3030

- b. Any notices to City may be delivered personally or by mail addressed to
Daniel Martinez, City Clerk, 305 West Third Street, Oxnard, California 93030.

20. Amendment: The terms and conditions of the Agreement may be reviewed or modified at any time. Any modifications to this Agreement, however, shall be effective only when agreed to in writing by both Clerk and Newspaper.

21. Entire Agreement: This Agreement constitutes the entire agreement of the parties regarding the subject matter described herein and supersedes all prior communications, agreements, and promises, either oral or written.

CITY OF OXNARD

Tim Flynn
Mayor

NEWSPAPER

Manuel Munoz
Vida Newspaper

APPROVED AS TO FORM:

for
Stephen Fischer, Interim City Attorney

APPROVED AS TO INSURANCE:

James Cameron, Risk Manager

APPROVED AS TO CONTENT:

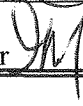
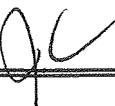
Daniel Martinez, City Clerk

Attachment No. 1
5 of 5



Meeting Date: 06 / 24 / 14

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

Prepared By: Patricia Friend Agenda Item No. S - 3Reviewed By: City Manager City Attorney Finance 

Other (Specify) _____

DATE: June 5, 2014**TO:** City Council**FROM:** Michael Henderson, General Services Superintendent/Purchasing Agent
City Manager Department **SUBJECT:** Project Specification GS11-06
Campus Park Gymnasium North Wing Tenant Improvements-Phase IV**RECOMMENDATION**

That City Council approve Project Specification GS11-06 and plans for the tenant improvements of the Campus Park Gymnasium North Wing and authorize staff to solicit bids for the project.

DISCUSSION

This is the fourth phase of the ongoing improvements being made to the gymnasium building located at 350 South K Street. This facility is used for a number of City activities including the City's Recreation and Community Services programs such as the Police Activities League (PAL) and other youth and senior programs. The north wing space has been cleaned and abated of hazardous materials in previous phases of work and is now an empty shell. The proposed specification and plans include:

- a new roof and windows
- reinforcing shear walls
- patching and painting exterior
- ADA access
- Installing utilities for water, electrical, sewer and gas
- new HVAC system
- restrooms and lighting
- leveling interior concrete flooring
- partition walls to divide the space into specific program areas.

FINANCIAL IMPACT

Community Development Block Grant (CDBG) funds have been appropriated in project 137401 for this work. These funds were appropriated as part of the Housing Department Grants Annual Action Plans for years 2011-2012, approved by City Council January 25, 2011; and 2012-2013 presented to Council January 10, 2012.

MH/pcf

Note: The Plans and Specifications are available for review by contacting CM General Services Procurement staff at 1060 Pacific Ave., Bldg. 2.



Meeting Date: 06 / 24 / 14

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

Prepared By: Patricia Friend

Agenda Item No.

S-4

Reviewed By: City Manager

City Attorney

Finance

Other (Specify)

DATE: June 5, 2014

TO: City Council

FROM: Michael Henderson, General Services Superintendent/Purchasing Agent
City Manager DepartmentSUBJECT: Oxnard Performing Arts Convention Center Auditorium (PACC)-Carpet
Replacement in Auditorium and Associated Areas**RECOMMENDATION**

That City Council:

1. Approve and authorize the City Manager to execute the Contract 6673-14-CM with Jim Gill Flooring, Inc. in the amount of \$65,211 for the replacement of carpet in the Oxnard Performing Arts Convention Center auditorium and associated areas.
2. Approve a special budget appropriation in the amount of \$65,211 from the Performing Arts Convention Center Fund Balance restricted for facility improvements.

DISCUSSION

General Services Procurement conducted a solicitation of quotes for carpet replacement. Five local qualified companies were contacted and three responded and attended the mandatory job work and provided quotes that ranged from a high of \$72,048 to a low of \$65,211. A contract was prepared and issued to Jim Gill Flooring, Inc. following verification of the required bonds, insurance and licenses. The only window for the carpet replacement is during the month of August when the facility is closed and there are no performances scheduled.

FINANCIAL IMPACT

The total cost of this project is \$65,211. Funding is provided from PACC fees collected for facility improvements and repairs.

MH/pcf

Attachment #1 - Contract 6673-14-CM
#2 - Special Budget Appropriations

C

**CITY OF OXNARD
PUBLIC WORK CONTRACT**

DATE OF CONTRACT: June 10, 2014
NAME OF CONTRACTOR: Jim Gill Flooring, Inc.
ADDRESS: 1956 Palma Drive, Unit #F
Ventura, CA 93003
Phone: 805-650-6391 Fax: 805-650-6383

PROJECT DESCRIPTION: Oxnard Performing Arts Center (PAC) Carpet Replacement – Remove existing carpet and replace with new Shaw broadloom carpet style #54611 Sight Seeing, color #11820 India Influence and style 54256 Emphatic II, color #56845 Vivid Burgundy in all designated areas.

This is a contract for Public Work, as defined in Chapter 1 of Part 7 of Division 2 of the Labor Code, to which Labor Code Section 1771 applies. In providing services under this Contract, Contractor shall comply with all applicable laws, ordinances and regulations, including the laws contained in Sections 1720 through 1861 of the California Labor Code. Contractor shall pay prevailing wages to all workers employed to provide services under this Contract.

This contract is made at Oxnard, California, as of this 10th day of June, 2014, between the City of Oxnard, called herein the "City", and the above-named Contractor for the construction of the Capital Improvement Project described herein. The parties hereto agree as follows:

1. CONTRACT PRICE

Contractor shall perform the work described and the City shall pay the Contractor, in full payment for said work, the following sums for the following items:

See attached proposal bid schedule, which is made a part of this contract.

Total: \$ 65,211.00

The above sums include all taxes and the costs of any required bonds.

**CITY OF OXNARD
PUBLIC WORK CONTRACT**

2. PAYMENT SCHEDULE

The City will pay the Contractor the contract price in accordance with Section 9.3 of the Standard Specifications for Public Works Construction or in accordance with the following schedule if specified.

The Contractor may replace any payments retained by the City with securities in the same amount and the Contractor shall be the beneficial owner of said securities and interest earned (See Public Contract Code, Section 22300).

City shall make the final payment to Contractor by releasing amounts retained from progress payments made to Contractor. Such payment need not be made earlier than 35 days, and will be made no later than 60 days, after the project completion date indicated on the Notice of Completion for the Project. City shall withhold from such payment 125% of amounts claimed in stop notices filed in connection with the Project and 150% of amounts in dispute between City and Contractor.

3. THE WORK

Contractor shall furnish all tools, equipment, apparatus, facilities, labor and materials necessary to, and shall perform and complete in a good, safe and workmanlike manner, the work generally described as follows:

The scope of work consists of removal of existing carpet and prep surfaces; and furnish and install new carpet that has been identified by City as Shaw broadloom style #54611, Sight Seeing, Color #11820 India Influence 38 ounce in offices, main lobby, all hallways and landings; and Shaw carpet style #54256 Emphatic II, Color #56843 Vivid Burgundy 36 ounce on all stairs over 40 ounce fiber pad and on accent areas as identified; furnish and install Burke 4-inch rubber cove base on all wall lines, color #607 Cranberry as needed; remove and replace furniture as needed.

The work to be done consists of furnishing all materials, equipment, supplies and services, and performing all labor required to complete the proposed improvements and appurtenant work. Work areas will require careful planning and coordination with the center staff by Contractor and during the designated work period of August, 2014.

CITY OF OXNARD
PUBLIC WORK CONTRACT

4. CONTRACT DOCUMENTS

The complete contract consists of all the following which are specifically incorporated herein by reference:

- (A) This Contract - Number 6673-14-CM
- (B) Scope of Work Exhibit A
- (C) Contractor's Bid Proposal
- (D) Performance and Payment Bonds as required by the specifications and applicable law. Unless otherwise specified, each such bond shall be 100 percent (100%) of the contract price.
- (E) Insurance as required by the specifications and applicable law
- (F) All applicable wage determinations, safety and health regulations, non-discrimination provisions and labor standards, including, but not limited to, such items enumerated in the specifications and addenda thereto. If this Contract is federally assisted, attached HUD Form 4010 shall apply.

The Contractor by signing hereunder acknowledges he has reviewed all the foregoing documents and agrees with the requirements, conditions and covenants contained therein.

5. NOTICE OF THIRD PARTY CLAIM

Within five days of the date that the Contractor receives any third-party claim relating to this contract, the Contractor shall provide written notice thereof and a copy of the claim to the City's Public Works Director.

**CITY OF OXNARD
PUBLIC WORK CONTRACT**

6. TIME OF COMPLETION

The time limit for the completion of the work is 30 calendar days only during the month of August, 2014; and after the Notice to Proceed is mailed or otherwise given to the Contractor.

CITY OF OXNARD

Greg Nyhoff, City Manager

APPROVED AS TO FORM:

Stephen M. Fischer, Interim City Attorney

CONTRACTOR-Jim Gill Flooring, Inc.

Jim Gill, Owner

APPROVED AS TO INSURANCE:

James Cameron, Risk Manager

DEPARTMENT APPROVAL AS TO CONTENT AND AMOUNT:

Gary Blum, Board President
Oxnard Performing Arts Center

Michael Henderson, Superintendent
Purchasing Agent / CM General Services

REQUEST FOR SPECIAL BUDGET APPROPRIATION

Department: CM General Services
Project/Program _____
Manager: Michael Henderson

Date: June 19, 2014

Phone: 7946

Reason for Appropriation:

To provide funding for replacement of carpet in the Oxnard Performing Arts Convention Center (PACC)

Accounts and Descriptions

AMOUNT

Fund: **641- PERFORMING ARTS CNTR FUND**

Expenditures/Transfers Out

PAC MAINT.& IMPROVEMENT (5603)

641-5603-842.82-09 CONTRACTUAL SERVICES / SERVICES-OTHER PROF/CONTR 65,211

Sub-total Expenditures 65,211

Net Change to Fund Balance (65,211)

Net Appropriation Change 0

Approvals

Department Director _____

Chief Financial Officer _____

City Manager _____

Attachment 2
Page 1 of 1

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

Prepared By: Jason M. Samonte

Agenda Item No. 5-5

Reviewed By: City Manager JMS

City Attorney SMF

Finance JAC

Development Services Director

DATE: April 23, 2014

TO: City Council

FROM: Matthew G. Winegar, AICP
Development Services Director

SUBJECT: Establish Permit Parking in the RiverPark Neighborhood by Amending Section 8-56 of the Oxnard City Code to include Exhibit C

RECOMMENDATION

That City Council approve the first reading by title only and subsequent adoption of an ordinance establishing a permit parking program for residential frontage in the designated area depicted in Exhibit C (area bounded by the south side of Garonne Street to the north, the north side of Forest Park Boulevard to the south, and the east side of Ventura Road to the west) in the RiverPark neighborhood.

DISCUSSION

The Project. Oxnard City Code section 8-56, adopted in accordance with Vehicle Code section 22507, designates certain streets in the City upon which preferential parking privileges have been granted to adjacent residents. On-street parking related to the apartments to the south of Forest Park Boulevard is encroaching into the single family streets to the north of Forest Park Boulevard. Some of the residents to the north of Forest Park Boulevard have requested permit parking on their streets. Adoption of the attached ordinance will allow the areas outlined in Exhibit C to be eligible to petition for permit parking. Those streets submitting a successful petition will be posted with permit parking restrictions. Each parcel on streets posted with permit parking restrictions will be eligible for 2 (two) on street parking permits that can be transferred between vehicles.

The Areas. The permit parking area is comprised of the residential frontage bounded by the south side of Garonne Street to the north, the north side of Forest Park Boulevard to the south, and the east side of Ventura Road to the west.

FINANCIAL IMPACT

None.

JMS/jms

Attachment No. 1 - Ordinance adding Proposed Permit Parking Areas (Exhibit C) to OCC section 8-56

ORDINANCE OF THE CITY OF OXNARD

ORDINANCE NO. _____

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OXNARD AMENDING
SECTION 8-56(A)(3) OF THE OXNARD CITY CODE RELATING TO PREFERENTIAL
PARKING IN DESIGNATED RESIDENTIAL AREAS
(RiverPark Neighborhood North of Forest Park Boulevard)

Whereas, residents of certain neighborhoods have expressed concern to the City Council regarding long-term parking of motor vehicles on streets in residential neighborhoods; and

Whereas, such residents have asked that the City Council consider a demonstration program to determine if permit parking on residential streets helps alleviate the problem of such long-term parking.

NOW THEREFORE, the City Council of the City of Oxnard declares the following intent and purpose in enacting this ordinance:

I. This ordinance is enacted in response to the serious adverse effects caused by motor vehicle congestion, particularly the long-term parking of motor vehicles on the streets of residential areas and neighborhoods. As set forth in more specific detail in this ordinance, such long-term parking threatens the health, safety and welfare of all the residents of the City. In order to protect and promote the integrity of these areas and neighborhoods, it is necessary to enact parking regulations restricting unlimited parking therein, while providing a reasonable opportunity for residents to park near their homes. Uniform parking regulations restricting residents and nonresidents alike would not serve the public interest. Rather, such regulation would contribute to neighborhood decline. For the reasons set forth in this ordinance, a demonstration system of preferential resident parking is enacted hereby for a test neighborhood.

II. The City Council of the City of Oxnard makes the following legislative findings:

(A) General Finding. The City Council finds as a result of public testimony, evidence generated by both professional urban planning studies and derived from other sources, that the continued vitality of the City depends on the preservation of safe, healthy and attractive neighborhoods and other residential areas therein. The City Council further finds that the flight of residents and property owners from cities can be traced in part to the deterioration of such cities as attractive and comfortable places in which to reside. The City Council further finds that one factor that has contributed to this deterioration in cities is the excessive and burdensome practice of parking motor vehicles for extended periods of time on streets of residential neighborhoods. This condition detracts from a healthy and complete urban environment. A system of preferential resident parking will serve to reduce a number of strains on residents of the City and thus promote the general public welfare.

(B) Specific Findings. The City Council makes the following specific findings in support of preferential resident parking. Such findings are set forth as illustrations of the need compelling the enactment of this ordinance. They are intended as illustrations only and do not exhaust the subject of the factual basis supporting its adoption:

(1) The safety, health and welfare of the residents of the City can be greatly enhanced by maintenance of the attractiveness and livability of its neighborhoods and other residential areas.

(2) A fact of modern living in the City is that a significant number of residents possess motor vehicles and as a result are daily faced with the need to store these motor vehicles in or near their residences.

(3) Such areas as described in (2) above are often further burdened by influxes of motor vehicles owned by nonresidents that compete for the inadequate available on-street parking spaces.

(4) Unnecessary motor vehicle miles, noise, pollution, and strain on interpersonal relationships caused by the conditions set forth herein work unacceptable hardships on residents of these neighborhoods and other residential areas by causing the deterioration of air quality, safety, tranquility and other values available in an urban residential environment.

(5) If allowed to continue unchecked, these adverse effects on the residents of the City will contribute to a further decline of the living conditions therein, a reduction in the attractiveness of residing within the City, and consequential injury to the general public welfare.

(6) A system of preferential resident parking as enacted in this ordinance will serve to promote the safety, health and welfare of all the residents of the City by reducing unnecessary personal motor vehicle travel, noise and pollution, and by promoting improvements in air quality, the convenience and attractiveness of urban residential living, and the increased use of public mass transit facilities available now and in the future. The public welfare will also be served by ensuring a more stable and valuable property tax base in order to generate the revenues necessary to provide essential public services.

NOW THEREFORE, the City Council of the City of Oxnard does ordain as follows:

Part 1. Subsection (A)(3) of Section 8-56 of the Oxnard City Code is hereby amended to read as follows:

“(3) RESIDENTIAL AREA – The areas depicted in Exhibit A, attached to Ordinance No. 2702, Exhibit B, attached to Ordinance No. 2723, and Exhibit C, attached to Ordinance No. _____, each referenced exhibit is incorporated herein by this reference.”

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ATTACHMENT # 1
PAGE 2 OF 4

Part 2. Within 30 days after passage, the City Clerk shall cause this ordinance to be published one time in a newspaper of general circulation within the city. Ordinance No. ____ was first read on _____, 2014 and finally adopted on _____, 2014 to become effective 30 days thereafter.

AYES:

NOES:

ABSENT:

Tim Flynn, Mayor

ATTEST:

Daniel Martinez, City Clerk

APPROVED AS TO FORM:



Stephen M. Fischer, Interim City Attorney

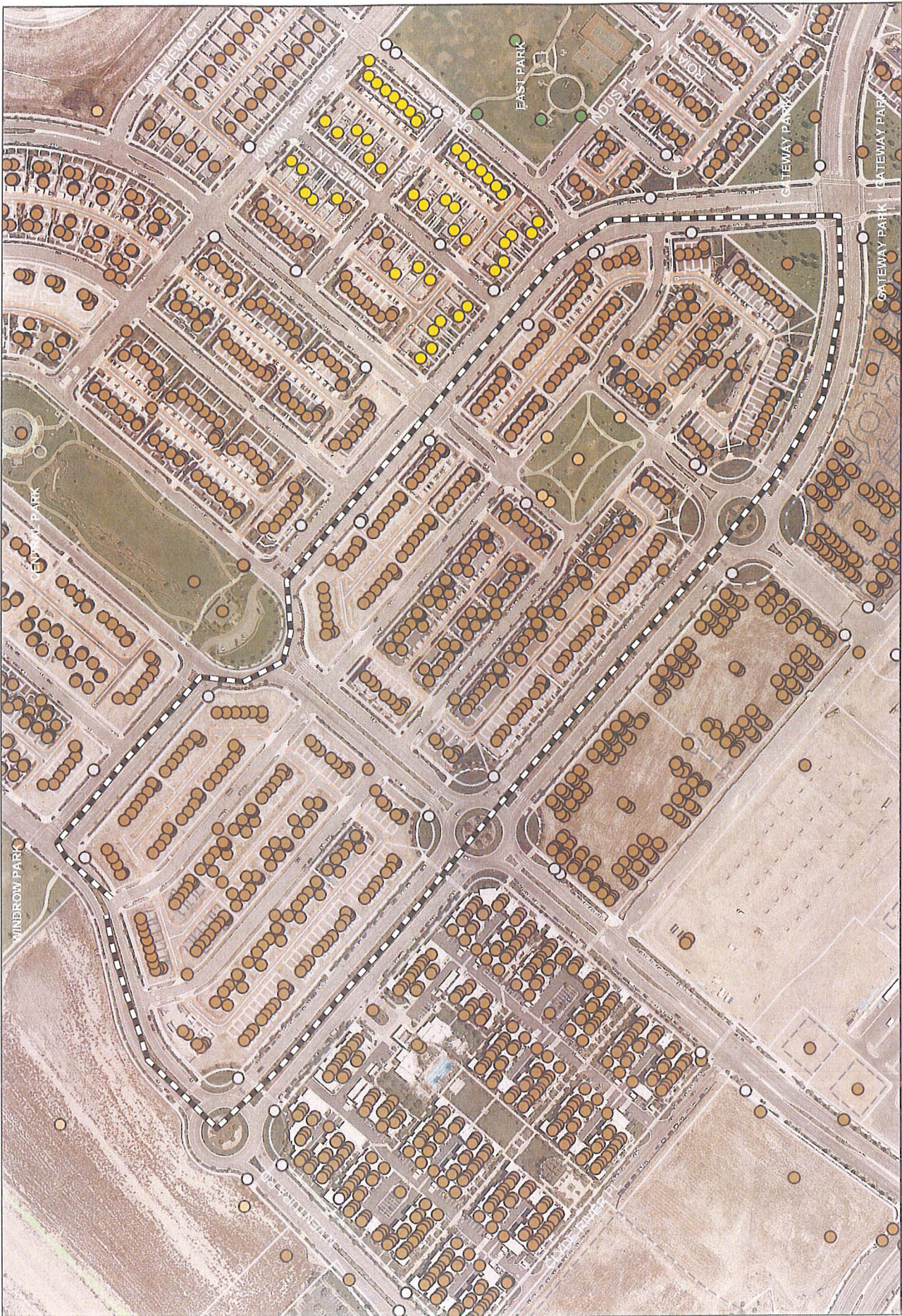


Exhibit C, Proposed Riverpark Permit Parking Area



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

Prepared By: Karl Lawson *K.L.* Agenda Item No. S-6

Reviewed By: City Manager *JM* City Attorney *JBD* Finance *JL* Other (Specify) _____

DATE: June 12, 2014

TO: City Council

FROM: William E. Wilkins, Director
Housing Department *[Signature]*

SUBJECT: CalHome Mortgage and Rehabilitation Assistance Program Funding Application

RECOMMENDATION

That City Council adopt a resolution authorizing the submittal of a grant application to the California Department of Housing and Community Development for funding under the CalHome program.

DISCUSSION

On April 29, 2014, the California HCD announced the availability of \$43 million under the CalHome General Program Funding – Notice of Funding Availability (NOFA). Applications are due on July 10, 2014. CalHome is one of the housing programs for which funds were approved by the voters with the passage of Proposition 1C in 2006.

This CalHome program makes funds available to local governments for two purposes: (1) to provide grants to low-income first-time homebuyers for gap financing to assist with down payment and closing costs; and (2) to provide low-income homeowners with assistance to rehabilitate their owner-occupied homes. Buyers and homeowners are required to maintain the property as their primary residence throughout the term of their loans.

Pursuant to the terms of the policies of the City's Affordable Housing and Rehabilitation Division, first-time homebuyer assistance is capped at \$30,000 per property. First-time homebuyer loans may only be used for gap financing, and only as necessary to provide affordable housing for first-time homebuyer mortgage assistance loans. The loan is a silent second, and the interest accrues at a rate of 3% per year. The term is 30 years. Owner-occupied property rehabilitation assistance loans for low-income families who already own a home in the City are also capped at \$30,000. The loan principal and interest are due and payable at the end of the 30 year term or upon sale of the property, whichever occurs first. All proceeds go to the City to be re-loaned to other low income buyers.

The maximum grant for which the City may apply is \$1,000,000. Pursuant to the NOFA, HCD has designated a set-aside specifically for manufactured housing units. Staff proposes to apply for a grant

combining \$700,000 for Mortgage Assistance and \$300,000 for Owner-Occupied Rehabilitation Assistance. Staff proposes to apply for \$100,000 of the Manufactured Home Set-Aside as part of the \$700,000 Mortgage Assistance (with \$600,000 available for mortgage assistance for first-time homebuyers elsewhere in the City). If successful, this grant could assist anywhere from 23 to approximately 35 first-time homebuyers (depending upon the amount of loan each family receives), and also fund between 15 to 35 owner-occupied rehabilitation loans.

Affordable Housing and Rehabilitation Program division staff will administer the loan program. Activity Delivery funds will be available to offset direct costs related to processing of the loans; those amounts are counted against the maximum \$30,000 per property subsidy cap. Thus, the immediate costs associated with processing loan applications are recoverable from a portion of the grant proceeds.

In contrast, the long-range costs of monitoring the loans provided pursuant to the grant are not reimbursed by HCD, nor recoverable via the Activity Delivery fees. Every time a loan is provided to a first-time homebuyer, the City assumes a long-term monitoring and compliance obligation. Affordable Housing staff will be required to monitor and enforce compliance with the owner-occupancy requirements, resale restrictions, and all other obligations set forth in the Resale Restriction Agreement, for the next 30 years.

The CalHome grant does not provide any funding to cover the future cost of monitoring compliance or taking enforcement action. It is not possible to predict whether any particular loan will generate compliance issues in the future, and historically most loans have not generated significant compliance issues. However, the City's experience with the current loan portfolio indicates that some compliance issues arise which consume significant staff time and legal resources, without any corresponding ability to utilize HCD or CalHome funding to cover the costs of monitoring and enforcing those compliance matters.

FINANCIAL IMPACT

There is no immediate financial impact associated with the filing of the application for the CalHome grant. If the City is successful in being awarded the grant, however, the City will incur certain costs.

The immediate costs of receiving and processing applications from applicants for first-time homebuyer assistance will be incurred in FY 2014-15, FY 2015-16, and FY 2016-17. As indicated above, CalHome will allow the city to recapture Activity Delivery fees to reimburse the City for costs directly attributable to a specific loan application. There is, however, no provision under which the grant will provide funding to cover the City's monitoring, compliance, and enforcement costs over the next 30 years. While these costs are currently supported by CDBG and HOME funds, potential reductions to these sources may impact the General Fund in the future.

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CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD
AUTHORIZING THE SUBMITTAL OF A GRANT APPLICATION TO
THE CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY
DEVELOPMENT FOR FUNDING UNDER THE CALHOME PROGRAM

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

WHEREAS, the California Department of Housing and Community Development (“HCD”) has issued a Notice of Funding Availability (“NOFA”) for the CalHome program established by Health and Safety Code Section 50650 et seq. (“Program Statutes”) and the California Code of Regulations Title 25 [25CCR], Division 1, Chapter 7, Subchapter 9, commencing with Section 7715 (“CalHome Program Regulations”); and

WHEREAS, pursuant to the Program Statutes, HCD is authorized to approve funding allocations utilizing monies made available by the State Legislature in accordance with Proposition 1C, the Housing Emergency Shelter Trust Fund Act of 2006, to the CalHome program, subject to the terms and conditions of the Program Statutes and the CalHome Program Regulations adopted by HCD on April 4, 2004; and

WHEREAS, the Housing Department has requested that the City Council approve the submittal of an application to HCD for \$1,000,000 in CalHome program funds, to be used for mortgage assistance and owner-occupied rehabilitation assistance in the form of loans.

NOW THEREFORE, the City Council of the City of Oxnard hereby resolves as follows:

1. The City Manager is hereby authorized to submit a grant application to HCD to participate in the CalHome program in response to the NOFA issued on April 29, 2014, which will request a funding allocation for the following activities:
 - a. First Time Homebuyer Mortgage Assistance Program, total allocation request of \$700,000, with a maximum of \$30,000 per participant. Of the total amount, the application shall request \$100,000 from the HCD Manufactured Home Set-Aside, with the remaining \$600,000 available for first-time homebuyers citywide.
 - b. Owner-Occupied Rehabilitation, total allocation of \$300,000, also with a maximum of \$30,000 per participant.

2. The City Manager or designee is hereby authorized to execute grant agreements; the Finance Director or designee is hereby authorized to submit financial reports and grant claims and approve special budget appropriations for use of grant funds; and the Housing Director or designee is authorized to submit non-financial reports.

PASSED AND ADOPTED THIS 24th day of June 2014, by the following vote:

AYES:

NOES:

ABSTAIN:

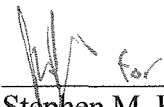
ABSENT:

Timothy Flynn, Mayor

ATTEST:

APPROVED AS TO FORM:

Daniel Martinez, City Clerk



Stephen M. Fischer,
Interim City Attorney