



ACTION	TYPE OF ITEM
<input type="checkbox"/> Approved Recommendation	<input type="checkbox"/> Info/Consent
<input type="checkbox"/> Ord. No(s). _____	<input type="checkbox"/> Report
<input type="checkbox"/> Res. No(s). _____	<input checked="" type="checkbox"/> Public Hearing
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

Prepared By: Grace Magistrale Hoffman *gsmhl* Agenda Item No. K-1
 Reviewed By: City Manager *[Signature]* City Attorney *[Signature]* Finance *[Signature]* Other (Specify) _____

DATE: July 1, 2011

TO: City Council
Community Development Commission
Housing Authority

FROM: Grace Magistrale Hoffman, Deputy City Manager, City Manager's Office *Grace Hoffman*
James Cameron, Chief Financial Officer *James Cameron*

SUBJECT: Presentation and Adoption of the Fiscal Year (FY) 2011-2012 City, Community Development Commission, and Housing Authority Operating and Capital Improvement Budgets

RECOMMENDATION

1. That City Council conduct a public hearing on the FY 2011-2012 operating and capital improvement budgets for the City of Oxnard (City), Community Development Commission (CDC), and Housing Authority.
2. At the conclusion of the public hearing, at the discretion of City Council, adopt resolutions: (a) approving the City's Operating and Capital Improvement Budgets for FY 2011-2012; (b) authorizing full-time equivalent positions in the City effective July 1, 2011; (c) authorizing the Classification and Salary Schedule effective July 1, 2011; and (d) establishing FY 2011-2012 Financial Management Policies.
3. At the conclusion of the public hearing, at the discretion of the Commissioners, adopt a resolution approving the CDC's Operating and Capital Improvement Budgets for FY 2011-2012.
4. At the conclusion of the public hearing, at the discretion of the Commissioners, adopt a resolution approving the Housing Authority's Operating Budget for FY 2011-2012.

Presentation and Adoption of the Fiscal Year (FY) 2011-2012 City, Community Development Commission, and Housing Authority Operating and Capital Improvement Budgets

July 1, 2011

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DISCUSSION

The Executive Budget Summary (Attachment #1) provides revised information and supporting documentation on the FY 2011-2012 Budget. The total budget is \$368.3 million, including \$107 million in the general fund.

The City continues to experience challenges resulting from the most severe recession since the great depression. While certain segments of the economy have begun a solid, albeit slow recovery, other areas such as housing have been unpredictable. Over the last two years the City Council provided clear direction and set the tone for developing a budget that protected critical City services while achieving the necessary savings to balance general fund revenue shortfalls in excess of \$15 million. While some of the savings were short term and one-time solutions were used as a stop-gap measure, the base general fund budget was reduced from \$119.4 to \$107.1 million. General Fund revenue growth has been adequate to replace most of the one-time solutions used to balance prior budgets and to meet funding commitments; however, an additional savings of \$1.4 million was required to balance the recommended budgets for FYs 2011-12 and 2012-13.

The two-year budget has been developed in accordance with the direction provided by the City Council during the last two budgets and consistent with the City's vision and priorities established by the City Council:

“The City of Oxnard will have clean, safe, prosperous and attractive neighborhoods with open, transparent government.”

The FY 2011-12 budget is recommended at \$368.3 million, an increase of \$7.2 million from the prior fiscal year.

General Fund: The recommended FY 2011-12 general fund budget represents a decrease of \$1.4 million from the FY 2010-11 adopted budget of \$108.5 million. FY 2011-12 revenue increases of \$2.4 million in property taxes and \$2 million in sales taxes make up for most of the \$5 million reduction in one-time sources from internal service funds. The remaining revenue shortfall is primarily the result of lower franchise fees from the Gas Company in the amount of \$1.2 million.

While most of the revenue projections were consistent with anticipated economic trends, the change in franchise fees was unexpected and required a similar reduction to General Fund appropriations. In addition to this approximately \$1 million reduction taken from supplies, contracts, and other non-personnel budgets, the recommended budget includes expenditure reductions of \$2.2 million due to revised internal service funds, primarily workers compensation, which had not been revised for several years and accumulated large fund balances beyond reserve requirements. Increases due to the January 2012 salary adjustment of 2% approved for several bargaining units, higher pension contributions, and other minor changes reflecting actual salaries and benefits added \$1.4 million to

Presentation and Adoption of the Fiscal Year (FY) 2011-2012 City, Community Development Commission, and Housing Authority Operating and Capital Improvement Budgets

July 1, 2011

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the budget. The debt service budget includes the \$1.5 million required to refinance the 2010 Bond Anticipation Notes and a net \$200,000 was added for electricity costs.

General Fund Operating Reserve: The City's General Fund recommended budget is \$107.1 million for FY 2011-12; and 18 percent is \$19.3 million. At the end of FY 2009-10, the General Fund Operating Reserve was \$18.4 million, which was 17% of FY 2009-10 operating expenses. At this time, a decrease of \$1 to \$2 million in the FY 2010-11 operating reserve is possible due to a combination of high fuel costs and lower franchise fees.

Recommended Actions by the City Council

1. Budget Approval Resolution (Attachment #2) The proposed budget resolution for FY 2011-2012 includes the appropriations recommended for approval by Council for each fund and department.
2. Authorized Position Resolution and City Classification and Salary Schedule (Attachment #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. FY 2011-2012 Appropriation Limit (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 nonresidential construction specified by the Code, the appropriation limit for Oxnard for FY 2011-2012 is \$255,426,408. The City will be substantially below this limit next year: the actual proceeds of taxes subject to this limit for Oxnard total \$116,688,068.
4. Financial Management Policies (Attachment #6) 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. These changes include the update to guidelines to serve for the FY 2011-2012 budget.

Recommended Actions by the Community Development Commission

Budget Approval Resolution (Attachment #7) The proposed budget resolution for FY 2011-2012 includes appropriations recommended for approval by the Community Development Commission for administration and each project area.

Presentation and Adoption of the Fiscal Year (FY) 2011-2012 City, Community Development Commission, and Housing Authority Operating and Capital Improvement Budgets
July 1, 2011
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Recommended Actions by the Board of Commissioners of the Housing Authority

Budget Approval Resolution (Attachment #8) The proposed budget resolution for FY 2011-2012 includes appropriations recommended for approval by the Board of Commissioners of the Housing Authority for the Housing Department.

Capital Improvement Plan

Capital Improvement Project Plan (Attachment #9) The total Capital Improvement Plan (CIP) recommended for FY 2011-2012 is \$19,849,761. The CIP was reviewed by the City Planning Commission on June 16, 2011.

- Attachment #1 - Executive Budget Summary
#2 - Resolution Approving FY 2011-2012 City Operating and Capital Budgets
#3 - Resolution Authorizing Employee Positions
#4 - Resolution Authorizing Classification and Salary Schedule
#5 - Resolution Establishing Appropriation Limit
#6 - Resolution Establishing Financial Management Policies
#7 - Resolution Approving Community Development Commission Budget
#8 - Resolution Approving Housing Authority Budget
#9 - Capital Improvement Project Plan



EDMUND F. SOTELO
City Manager

CITY MANAGER'S OFFICE

305 West Third Street • Oxnard, CA 93030 • (805) 385-7430 • Fax (805) 385-7595

June 14, 2011

TO: Mayor and City Councilmembers
Housing Authority Commissioners
Community Development Commission Members

FROM: Edmund F. Sotelo, City Manager

SUBJECT: *Recommended Operating and Capital Improvement Project Budgets
for FYs 2011-12 and 2012-13*

The Budget Team and associated City staff are pleased to present the FYs 2011-12 and 2012-13 Recommended Budget to the City Council. The City continues to experience challenges resulting from the most severe recession since the great depression. While certain segments of the economy have begun a solid, albeit slow recovery, other areas such as housing have been unpredictable. Over the last two years the City Council provided clear direction and set the tone for developing a budget that protected critical City services while achieving the necessary savings to balance general fund revenue shortfalls in excess of \$15 million. While some of the savings were short term and one-time solutions were used as a stop gap measure, the base general fund budget was reduced from \$119.4 million to \$107.1 million. General Fund revenue growth has been adequate to replace most of the one-time solutions used to balance prior budgets and to meet funding commitments; however, an additional savings of \$1.4 million was required to balance the recommended budgets for FYs 2011-12 and 2012-13.

The two-year budget has been developed in accordance with the direction provided by the City Council during the last two budgets and consistent with the City's vision and priorities established by the City Council:

“The City of Oxnard will have clean, safe, prosperous and attractive neighborhoods with open, transparent government.”

The FY 2011-12 budget is recommended at \$368.3 million, an increase of \$7.2 million from the prior fiscal year.

Recommended Operating and Capital Improvement Project Budgets for FYs 2011-12 and 2012-13

June 30, 2011

The recommended budget consists of:

General Funds	\$107,066,000
Measure O ½ Cent Sales Tax	4,353,390
Special Revenue Funds	27,176,058
Other Governmental Funds	28,716,116
Enterprise Funds	94,179,469
Housing Authority (non-City)	24,354,506
Capital Improvements	19,849,761
Debt Service	34,380,530
Internal Service Funds	<u>28,261,454</u>
Total Recommended Budget	\$368,337,284

The total budget for the second year is \$349.7 million.

General Fund

The recommended FY 2011-12 general fund budget represents a decrease of \$1.4 million from the FY 2010-11 adopted budget of \$108.5 million. FY 2011-12 revenue increases of \$2.4 million in property taxes and \$2 million in sales taxes make up for most of the \$5 million reduction in one-time sources from internal service funds. The remaining revenue shortfall is primarily the result of lower franchise fees from the Gas Company in the amount of \$1.2 million.

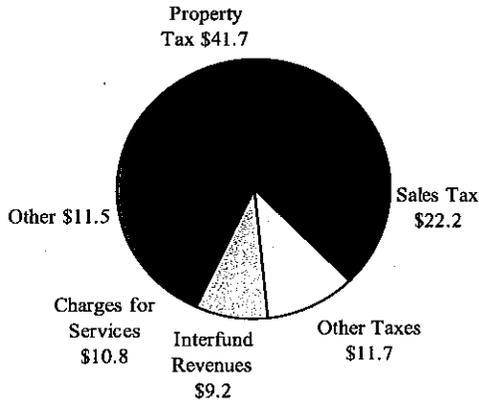
While most of the revenue projections were consistent with anticipated economic trends, the change in franchise fees was unexpected and required a similar reduction to General Fund appropriations. In addition to this approximately \$1 million reduction taken from supplies, contracts, and other non-personnel budgets, the recommended budget includes expenditure reductions of \$2.2 million due to revised internal service funds, primarily workers compensation, which had not been revised for several years and accumulated large fund balances beyond reserve requirements. Increases due to the January 2012 salary adjustment of 2% approved for several bargaining units, higher pension contributions, and other minor changes reflecting actual salaries and benefits added \$1.4 million to the budget. The debt service budget includes the \$1.5 million required to refinance the 2010 Bond Anticipation Notes and a net \$200,000 was added for electricity costs.

Recommended Operating and Capital Improvement Project Budgets for FYs 2011-12 and 2012-13

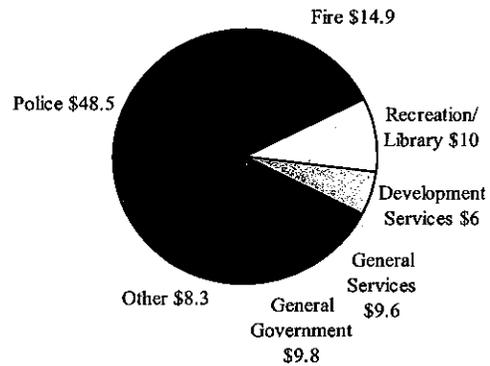
June 30, 2011

The following charts summarize the revenues and expenditures recommended for FY 2011-12.

**General Fund Revenues
(\$ millions)**



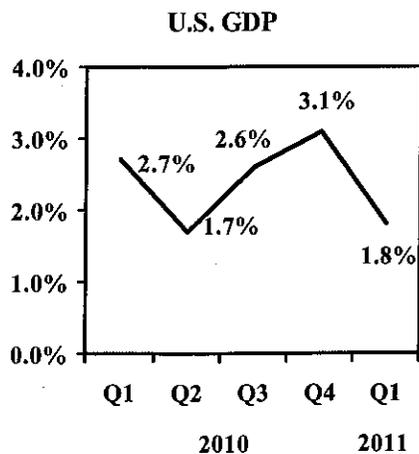
**General Fund Appropriations
(\$ millions)**



FY 2012-13 general fund revenues are projected to increase \$4.1 million as the economic recovery is anticipated to continue at a moderate pace.

Economic Trends and Revenue Impacts

As noted previously, the economy continues to impact the budget. Even though National GDP measures have recovered from a -6.4% in the first quarter of 2009 (calendar year), it has averaged about 2.4 % over the last five quarters. This first quarter of 2011 GDP growth was only 1.8%, although the year as a whole is anticipated to be about 3%. This trend is reflected in City tax revenues. After several years of declining revenues, FY 2010-11 experienced higher property, sales tax and other tax revenues than had been forecast.

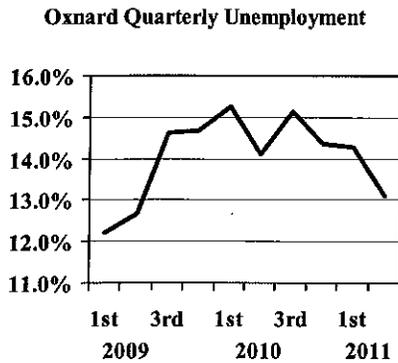


Longer term economic growth is anticipated to improve, providing a basis for more optimistic revenue growth in the next two years.

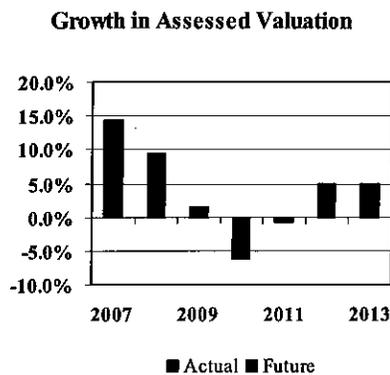
Recommended Operating and Capital Improvement Project Budgets for FYs 2011-12 and 2012-13

June 30, 2011

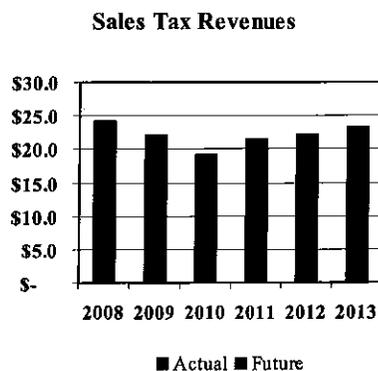
On a positive note, unemployment, which has been higher than national figures, has begun to decline. The chart to the left depicts Ventura County trends. The most recent rate for the County was 10.5%; however, Oxnard's rate was 13.1% in April. Unemployment is an important measure for predicting sales tax revenues and while improving, is still very high.



Most of the revenue decline due to the recession was experienced in FYs 2008-09 and 2009-10 and while the economy has generally improved, revenues are relatively flat in FY 2010-2011. The FYs 2011-12 and 2012-13 general fund budgets were developed assuming the economy would continue to recover with a moderate increase in revenues.



Property Taxes are projected to increase \$2.4 million on a budgetary basis. While the assessed valuations that will provide a basis for next fiscal year's property taxes are not known, the current fiscal year experienced a less than 1% decline in assessed valuations. Property taxes for the City were 1% higher than budgeted in FY 2010-11 as projections for that year were overly conservative. FY 2011-12 revenues are expected to be moderately higher than FY 2010-11. Although recent housing data is a concern, assessed valuations would have been established during the period when data was more positive.



Sales tax revenues are also projected to have moderate growth in the coming two years after a 6% increase over budget in FY 2010-11. The increase during FY 2010-11 is in part due to the triple flip adjustments which will likely dampen growth in FYs 2011-12 and 2012-13. Concerns over fuel costs and the high unemployment rate in Oxnard will merit close monitoring of these revenues.

Business License fees are projected to increase; however, Charges for Services are conservatively projected to have no growth. Also as explained before, \$5 million in one-time sources are no longer available.

For other revenues, only limited growth is projected with declines in franchise fees as explained before as well as permits and licenses. Transient Occupancy Taxes and

Recommended Operating and Capital Improvement Project Budgets for FYs 2011-12 and 2012-13

June 30, 2011

General Fund Operating Reserve

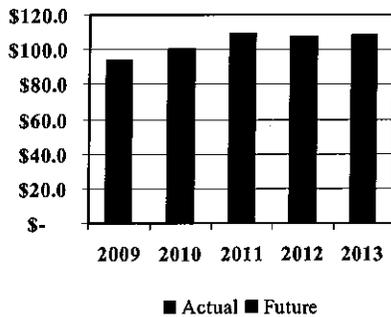
The operating reserve policy states “The City Council will endeavor to maintain an operating reserve equal to 18 percent of the General Fund Operating Budget. The operating reserve shall be to: cover cash flow requirements; meet unanticipated revenue shortfalls; take advantage of unexpected opportunities;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

The City’s General Fund recommended budget is \$107.1 million for FY 2011-12; and 18 percent is \$19.3 million. At the end of FY 2009-10, the General Fund Operating Reserve was \$18.4 million, which was 17% of FY 2009-10 operating expenses. At this time a decrease of \$1 to \$2 million in the FY 2010-11 operating reserve is possible due to a combination of high fuel costs and lower franchise fees.

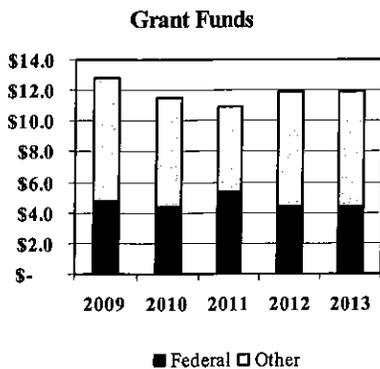
Enterprise Funds

Over the last several years, City Council has approved enterprise fund rates to meet the financial needs of the Water, Wastewater, and Environmental Resource utilities. As is true with other operating funds, these enterprise funds have been subjected to the same rigorous cost cutting measures in order to hold down costs. These are capital intensive activities that require a long-term approach to improving and maintaining infrastructure. In the case of water and wastewater treatment facilities and pipelines must be maintained or upgraded. Environmental Resources vehicles and equipment must be replaced to avoid increasingly expensive maintenance and alternative fuels should be fully explored. Every year, rates must be evaluated in terms of debt coverage requirements in existing bond covenants as well as meeting ongoing operating costs. It is anticipated that rate adjustments will be presented to Council later in the fiscal year.

Utility Operating Revenues



Federal and State Funds



Federal and non-federal grant funding fluctuate from year to year depending on available funding and programming needs that are eligible for Federal, State, and other agency grants. During the fiscal year, grants may be awarded to the City, which may not be reflected in the recommended and adopted budgets. Over the last several years, the American Reinvestment and Recovery Act provided a total of \$34 million, primarily for capital improvements that are not

Recommended Operating and Capital Improvement Project Budgets for FYs 2011-12 and 2012-13

June 30, 2011

reflected here. Reductions to Federal Housing and Urban Development (HUD) grants are incorporated in the recommended budget; however, until the Federal budget is approved, the full impact will not be known.

Capital Improvement Program

The total Capital Improvement Project Budget recommended for FY 2011-12 is \$19.8 million. This recommendation is for new funding with a reasonable expectation that it will be available as budgeted. No funding is recommended for FY 2012-13 due to the uncertainty of the various sources, including CDBG. The exception is Measure O funding which is discussed in the next section.

Measure O Half-Cent Sales Tax

In November 2009, the community approved the Measure O half-cent sales tax. Through community surveys and discussions with the City Council, various priority areas have been identified, including the City's approved priorities for clean, safe, prosperous, and attractive neighborhoods. Similar priorities were identified in several surveys. In March and July 2010, City Council allocated a combined \$8.2 million for various projects and programs related to Parks and Open Space, Traffic and Road Improvements, Public Safety and Gang Prevention/Intervention, and Recreation and Youth Programming. In January 2011, Council allocated \$12.7 million for the College Park, Phase 1C project.

On April 12, 2011, City Council held a Study Session to discuss long-term Measure O funding. Based on the previous community surveys and input from the community and City Council, staff presented a preliminary list of projects and programs to assist City Council in reviewing and discussing long-term funding options. City Council conceptually approved a funding allocation based on community input and City Council priorities, and also directed staff to return with certain public safety projects and a plan to migrate long-term ongoing costs from Measure O to the General Fund. On May 17 2011, Council approved a new fire station at College Park, funding for a computer-aided dispatch and records management system, and community policing enhancements for a combined \$12.1 million. Additional discussions are planned for June 2011.

It is anticipated that Measure O will generate approximately \$10 million annually with more than \$21 million having been collected through June 2011, including interest earnings. The fund balance, which was \$10.9 million at the end of FY 2009-10, is projected to grow to \$17 million at the end of FY 2010-11 after expenditures of \$4 million.

Recommended Operating and Capital Improvement Project Budgets for FYs 2011-12 and 2012-13

June 30, 2011

Conclusion

The FYs 2011-12 and 2012-13 Recommended Budget provides a financial plan for the City of Oxnard based on the City Council's vision of "clean, safe, prosperous and attractive neighborhoods with open, transparent government." This budget sets forth a plan in which community services are the highest priority and ensures that the City provides effective leadership in achieving the City Council's goals, objectives, and top priorities. The budget addresses the significant impacts of the current economic recession through a broad range of savings recommendations. The Recommended Operating and Capital Improvement Budget has been prepared through the efforts of employees throughout the City.



Edmund F. Sotelo
City Manager

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 2011-2012

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 2011-2012 including therein a budget for Community Development Block Grant Funds through June 30, 2011; and

WHEREAS, in accordance with City Code, Section 2-81, 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, 2011 through June 30, 2012 and hereby finds that such budgets, as revised, are sound plans for the financing during fiscal year 2011-2012 of required City operations, services, and capital improvements. Such budgets are hereby adopted as follows:

<u>GENERAL FUND</u>	<u>FY 2011-2012 Budget</u>
City Attorney	\$ 1,336,917
City Clerk	353,311
City Council	352,382
City Manager	1,141,493
General Services	9,631,795
Legislative Affairs	119,001
Public Information	644,637
City Treasurer	1,167,167
Community Development	1,321,665
Development Services	5,967,358
Finance	3,481,758
Fire	14,942,227
Housing	248,696
Human Resources	1,171,903
Library	4,577,282
Police	48,506,118
Public Works	2,572,922
Recreation and Community Services	5,375,330
Subtotal	<u>\$ 102,911,962</u>
 <u>Non-Departmental</u>	
General Non-Departmental	\$ 1,015,881
Designated Reserves & Transfers	2,632,903

	<u>FY 2011-2012 Budget</u>
General Debt Service	78,267
Contribution to Carnegie Museum	426,987
Subtotal	<u>\$ 4,154,038</u>
 TOTAL GENERAL FUND	 \$ 107,066,000
 <u>INTERNAL SERVICE FUNDS</u>	
Public Liability & Property Damage	\$ 3,912,695
Workers' Compensation	6,418,599
Utility Customer	1,476,090
Information Systems	5,069,753
Facilities Services	3,578,309
Equipment Maintenance	<u>8,814,708</u>
 TOTAL INTERNAL SERVICE PROGRAMS/FUNDS	 \$ 29,270,154
 <u>SPECIAL FUNDS</u>	
	<u>FY 2011-2012 Budget</u>
Air Pollution Buydown Fee	\$ 168,000
Half-Cent Sales Tax	4,353,390
Public Safety Fund	14,926,758
Waterways Assessment District	570,157
LMD #1 – Summerfield	35,764
LMD #2 – CIBC Told	2,796
LMD #3 – River Ridge	72,033
LMD #4 – Beach Main Col/Hot	123,838
LMD #9 – Strawberry Fields	37,312
LMD #7 & #8 – Northfield Business	96,766
LMD #10 – Country Club	70,121
LMD #11 – St. Tropez	21,191
LMD #12 – Standard Pacific	73,649
LMD #14 – California Cove	34,278
LMD #16 – Lighthouse	23,160
LMD #13 – FD562-Le Village	54,608
LMD #15 – Pelican Pointe	26,801
LMD #17 – San Miguel	27,219
LMD #20 – Volvo & Harbor	6,792
LMD #18 – St. John's Hospital	15,855
LMD #19 – Shopping at the Rose	2,688
LMD #21 – Cypress Point	2,688
LMD #22 – McDonald's Median	1,519
LMD #23 – Greystone	15,870
LMD #24 – Vineyards	51,694
LMD #25 – The Pointe	66,516

<u>SPECIAL FUNDS</u>	<u>FY 2011-2012 Budget</u>
LMD #26 – Albertsons	10,903
LMD #27 – Rose Island	40,198
LMD #28 – Harborside	27,877
LMD #29 – Mercy Charities	3,701
LMD #30 – Haas Automation	18,178
LMD #31 – Rancho De La Rosa	78,932
LMD #32 – Oak Park	10,017
LMD #33 – Rio Del Sol	36,439
LMD #35 – MVS Commercial Center	6,812
LMD #34 – Sunrise Pointe	47,344
LMD #36 – Villa Santa Cruz	78,813
LMD #37 – Pacific Breeze	13,872
LMD #38 – Aldea Del Mar	61,959
LMD #39 – El Sueno/Promesa	86,213
LMD #39 – D.R. Horton	13,100
LMD #40 – Cantada	18,450
LMD #41 – Pacific Cove	41,042
LMD #42 – Cantabria/Coronad	67,327
LMD #43 – Greenbelt (PARCRO)	51,776
LMD #44 – American Pacific Homes	17,961
LMD #45 – Channel Point	6,546
LMD #46 – Daily Ranch	91,537
LMD #47 – Sycamore Place	35,963
LMD #48 – Victoria Estates	86,637
LMD #49 – Cameron Ranch	13,646
LMD #50 – DV Senior Housing	15,755
LMD #51 – Pfeiler	87,554
LMD #52 – Wingfield Homes	56,771
LMD #53 – Huff Court	2,955
LMD #54 – Meadowcrest Villas	12,429
LMD #55 – Wingfield West	22,845
LMD #56 – The Cottages	6,186
LMD #57 – Golden State Self Storage	10,010
LMD #58 – Westwind	38,875
LMD #59 – Orbela	12,634
CFD #6 – Northshore Maintenance	68,670
CFD #4 – Seabridge Maintenance	992,369
CFD #5 – RiverPark Maintenance	3,673,382
CFD #2 – Westport Maintenance	427,656
CFD #1 – Westport	666,856
CFD #3 Seabridge/Mandalay	1,928,950
CFD #88-1 Oxnard Town Center	248,456
CFD #2000-3 Oxnard Blvd/Highway 101	744,205
AD 96-1 Rose / 101	734,732

<u>SPECIAL FUNDS</u>	<u>FY 2011-2012 Budget</u>
AD 2000-1 Oxnard Blvd/Highway 101	184,348
AD 2001-1 Rice / Highway 101	1,108,168
State Gas Tax Fund	5,069,155
Traffic Safety Fund	950,841
TDA – Local Transportation Fund - 4	713,564
TDA – Local Transportation Fund - 8	3,016
Community Development Block Grant Funds	3,622,746
Federal Law Enforcement Grants	94,816
HUD Federal Grants	1,422,175
Parks and Recreation State Grants	2,100,000
RSVP Federal Grant	128,912
Quimby Fee Reserve Fund	60,604
Storm Drain Fee	220,392
Circulation System Improvement Fee	817,481
Capital Growth Fees – Residential	1,496,082
Capital Growth Fees – Non-Residential	406,099
CUPA	725,934
TOTAL SPECIAL FUNDS	\$ 50,722,329
<u>ENTERPRISE FUNDS</u>	<u>FY 2011-2012 Budget</u>
Environmental Resources Fund	\$ 42,454,209
Water Fund	48,195,461
Wastewater Fund	27,614,171
Golf Course Operation	5,186,326
Performing Arts Center Fund	1,482,376
TOTAL ENTERPRISE FUNDS	\$124,932,543
TOTAL ALL FUNDS	\$311,991,026
Less: Internal Service Funds/Programs	(29,270,154)
Loans to Other City Agencies	(1,030,560)
Net Adjusted Appropriations	\$281,690,312

- To the extent funds are available, any unused appropriations at the end of fiscal year 2010-2011 in active Capital Improvement Projects are hereby reappropriated for continued use in fiscal year 2011-2012.
- Any remaining balances in approved grant programs and improvement assessment district projects at the end of fiscal year 2010-2011, except for balances reallocated as part of the budget process, are hereby reappropriated for continuing use in fiscal year 2011-2012 and all estimated revenues from such approved grants and assessment districts projects for 2010-2011 that are not realized by year end are authorized to be continued.

4. To the extent funds are available, all General Fund encumbrances at the close of fiscal year 2010-2011 are carried forward and corresponding appropriations are also carried forward.
5. All General Fund revenues in excess of expenditures and encumbrances at the close of fiscal year 2010-2011, not otherwise provided for in City Council budget policies or reappropriated above, are hereby appropriated to the General Fund Operating Reserve on June 30, 2011.
6. Staff is directed to ensure that the final adopted budget documents containing the Operating Budget and the Capital Improvement Budget for fiscal year 2011-2012 shall contain all revisions made by the City Council prior to final budget adoption.

PASSED AND ADOPTED on this day of , 2011, by the following vote:

AYES:

NOES:

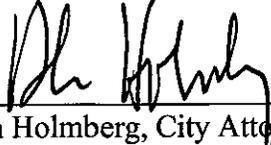
ABSENT:

Dr. Thomas E. Holden, Mayor

ATTEST:

Daniel Martinez, City Clerk

APPROVED AS TO FORM:



Alan Holmberg, 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, 2011 IN ACCORDANCE WITH THE
OPERATING BUDGET FOR THE 2011-2012 FISCAL YEAR

NOW THEREFORE, 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 2011-2012.

CATEGORY, GROUP, PROGRAM CLASSIFICATION TITLE	HOME PROGRAM FULL-TIME EQUIVALENT POSITIONS
CARNEGIE	
Carnegie Art Museum	
Cultural Arts Supervisor	1
Event Attendant I/II/III	1.75
Office Assistant I/II	.75
	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 II	.30
Mayor	1
	City Council Total
	5.30
CITY MANAGER	
City Manager	
Administrative Assistant (C)	1
Assistant City Manager	.65
City Manager	.85
Deputy City Manager	.85
Executive Assistant II	1.70
Management Analyst III	1
Special Assistant to City Manager	.5
	Total
	6.55
Public Information	
Outreach/Education Specialist	2
Public Information Officer	1
	Total
	3
Community Relations/Community Access TV	
Administrative Secretary I/II	1
Community Outreach & Production Specialist	1
	Total
	2

Resolution No.

Page 2

Legislative Affairs	
Legislative Affairs Manager	1
	Total 1
Neighborhood Services	
Administrative Secretary I/II	1
Management Analyst III	.40
Neighborhood Services Coordinator	1
	Total 2.40
Enterprise Information Systems Management	
Computer Operator	1
Deputy City Manager	.03
Network Services Coordinator	1
Programmer Analyst	1
Systems Administrator	1
	Total 4.03
Geographic Information Systems	
Deputy City Manager	.03
Geographic Information Systems Coordinator	1
Geographic Information Systems Technician I/II	3
Programmer Analyst	1
Systems Analyst I	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	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
Telecommunications Coordinator	1
	Total 1.03
Facilities Maintenance	
Administrative Technician	.10
Construction Project Coordinator	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
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	35.2
Graffiti Action Program		
Graffiti Action Coordinator		1
Management Analyst III		.3
Office Assistant I/II		1
Parks Maintenance Supervisor		.3
	Total	2.6
Park & Facility Development		
Construction Project Coordinator		1
Project Manager		1
	Total	2
Parks, Public Grounds & Open Space		
Administrative Secretary I/II		1
Administrative Technician		.70
Groundswoker I/II (or Maintenance Worker Trainee)		10
Maintenance Services Manager		.25
Management Analyst III		.2
Office Assistant I/II		1
Parks Maintenance Supervisor		1
Parks Manager		1
Senior Groundswoker		2
	Total	17.15
River Ridge Golf Course		
Maintenance Services Manager		.25
Management Analyst III		.15
	Total	.40
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		1.7
Senior Facilities Maintenance Worker		1
Senior Groundswoker		3
Senior Tree Trimmer		1
	Total	11.3
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
	City Manager Total	150.10
CITY TREASURER		
City Treasurer		
Account Clerk I/II		2.75
Account Clerk III		1
Administrative Assistant		1
Revenue Collection Technician		1
City Treasurer		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		7
Senior Customer Service Representative		1
Treasury Supervisor		1
	Total	13
	City Treasurer Total	19.75

COMMUNITY DEVELOPMENT COMMISSION

Special Projects/CDC Operations

Administrative Assistant	.8
Administrative Secretary I/II	1
Administrative Secretary III	.85
Assistant City Manager	.15
City Manager	.15
Community Development Director	.73
Drafting/Graphics Technician	.25
Housing Director	.05
Management Accountant/Auditor	.15
Management I/II	1
Management III	.5
Redevelopment Project Manager	3.6
Redevelopment Services Manager	1

Total 10.23

20% Housing Set-Aside

Administrative Assistant	.2
Administrative Secretary III	.3
Community Development Director	.27
Housing Director	.1
Housing Rehabilitation Program Manager	.15
Office Assistant I/II	.15
Redevelopment Project Manager	.4
Rehabilitation Construction Specialist I/II	.15
Rehabilitation Loan Assistant	.15
Rehabilitation Loan Specialist	.15
Senior Code Compliance Inspector	1

Total 3.02

Community Development Commission Total 13.25

DEVELOPMENT SERVICES

Development Support and Public Project Contracts

Administrative Technician	1
Development Services Director	1
Management Analyst I/II	.5

Total 2.5

Building & Engineering Services

Administrative Secretary I/II	1
Administrative Secretary III	1
Assistant Traffic Engineer	1
Building Inspector I/II	6.18
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 34.68

Planning and Environmental Services

Administrative Secretary III	1
Assistant Planner	2
Associate Planner	4
Drafting/Graphics Tech. I/II	.75
Junior Planner	1
Office Assistant I/II	1
Planning and Environmental Services Manager	1

Principal Planner		2
	Total	12.75
Traffic Engineering & Operations		
Associate Traffic Design Engineer		1
Traffic Engineer		1
	Total	2
Transit Services		
Project Manager		.50
Special Assistant to City Manager		.50
	Total	1
	Development Services Total	52.93
FINANCE		
Administration		
Chief Financial Officer		1
Senior Administrative Secretary (C)		1
	Total	2
General Accounting		
Account Clerk I/II		2.5
Account Clerk III		1
Accountant I/II		2
Accountant II (C)		1
Accounting Manager		1
Accounting Technician		2
Financial Analyst II		1
Management Accountant/Auditor		.85
	Total	11.35
Budget/Capital Improvement Projects		
Accounting Manager		.5
Financial Analyst II		.5
	Total	1
Purchasing		
Account Clerk III		1
Accounting Manager		1
Buyer		1
Purchasing Clerk		1
	Total	4
Financial Resources		
Administrative Technician		1
Financial Analyst I/II		.50
Financial Services Manager		1
	Total	2.50
Grants Management		
Accounting Manager		.5
Administrative Secretary III		1
Financial Analyst I/II		1
	Total	2.5
Mail and Courier Services		
Mail Clerk		2
	Total	2
	Finance Total	25.35
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		3.90
Fire Captain		25
Fire Chief		.95
Fire Engineer		24
Firefighter		33
	Total	90.3

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Fire Prevention		
Administrative Secretary I/II		.50
Fire Battalion Chief		1
Fire Captain		1
Fire Inspector		4
Plans Examiner I/II		.90
	Total	7.4
Disaster Preparedness		
Assistant Fire Chief		.05
Disaster Preparedness Coordinator		1
Fire Battalion Chief		.10
Fire Chief		.05
	Total	1.2
Certified Unified Program Agency (CUPA)		
CUPA Coordinator		1
Fire Environmental Specialist I/II		4
Plans Examiner I/II		.10
	Total	5.10
	Fire Total	104

HOUSING

Public Housing		
Account Clerk I/II		2
Account Clerk III		1.55
Accountant I/II		1.05
Administrative Secretary III		1.3
Administrative Technician		1
Computer Network Engineer III		.72
Facilities Maintenance Worker I/II		7
Groundswoker I/II (or Maintenance Worker Trainee)		4
Housing Contract Administrator		1
Housing Director		.30
Housing Engineer		1
Housing Financial Officer		.55
Housing Maintenance Superintendent		1
Housing Maintenance Supervisor		3
Housing Modernization Superintendent		1
Housing Program Supervisor		2
Housing Programs Manager		1
Housing Specialist I/II		6
Management Accountant/Auditor		.95
Management Analyst I/II		1
Management Analyst III		1.35
Office Assistant I/II		6.65
Project Developer		0
Resident Services Assistant		2
Resident Services Coordinator		1
Senior Groundswoker		1
Senior Housing Maintenance Worker		2
Senior Housing Specialist		3
	Total	54.42
Rental Assistance		
Account Clerk III		.45
Accountant I/II		.95
Administrative Secretary III		.55
Building Inspector I		.816
Compliance Services Manager		.06
Computer Network Engineer III		.28
Housing Director		.55
Housing Financial Officer		.45
Housing Inspector		1
Housing Program Supervisor		1
Housing Specialist I/II		7
Management Accountant/Auditor		.05
Management Analyst I/II/III		.15
Office Assistant I/II		3.35

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Senior Housing Specialist		2
	Total	18.656
Affordable Housing Assistance		
Housing Rehabilitation Program Manager		.05
Office Assistant I/II		.05
Rehabilitation Construction Specialist I/II		.05
Rehabilitation Loan Assistant		.05
Rehabilitation Loan Specialist		.05
	Total	.25
Housing Rehabilitation		
Housing Rehabilitation Program Manager		.8
Management Analyst I/II		.5
Office Assistant I/II		.80
Rehabilitation Construction Specialist I/II		.80
Rehabilitation Loan Assistant		.80
Rehabilitation Loan Specialist		.80
	Total	4.50
Homeless Assistance		
Homeless Assistance Program Coordinator		1
	Total	1
Mobilehome Rent Stabilization		
Compliance Services Manager		.91
	Total	.91
Fair Housing		
Compliance Services Manager		.03
	Total	.03
Grant Administration		
Accounting Manager		1
Grant Coordinator		1
Grant Specialist I/II		1
	Total	3
	Housing Total	82.766
HUMAN RESOURCES		
Human Resources		
Administrative Secretary I/II (C)		2
Assistant City Manager		.20
Employee Relations Coordinator (C)		.5
Human Resources Director		1
Human Resources Manager		1
Human Resources Technician (C)		1
Recruitment Supervisor		1
Senior Benefits Coordinator (C)		1
	Total	7.70
Workers' Compensation		
Administrative Technician (C)		2
Employee Relations Coordinator (C)		.5
Workers' Compensation Manager		1
Workers' Compensation Specialist (C)		1
	Total	4.5
Safety Management		
Safety Specialist (C)		1
	Total	1
	Human Resources Total	13.20
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 Circulation Supervisor		1
Library Aide I/II		8
Office Assistant I/II		1
	Total	10

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Library Branch Services		
Librarian I/II		3
Librarian III		1
Library Aide I/II		2.50
Library Aide III		1
Library Services Supervisor		1
	Total	8.50
Library Information/Reference Services		
Librarian I/II		10
Librarian III		1
Library Services Supervisor		1
Literacy Coordinator		1
	Total	13.00
Library Support Services		
Computer Network Engineer III		2
Library Aide I/II		3.50
Library Aide III		1
Systems Analyst III		1
	Total	7.50
	Library Total	43
POLICE		
Code Compliance		
Administrative Technician		1
Code Compliance Inspector I/II		9
Code Compliance Manager		1
Office Assistant I/II		1
Senior Code Compliance Inspector		1
	Total	13.00
Community Patrol		
Administrative Secretary II		1
Animal Safety Officer		3
Assistant Police Chief		2
Community Service Officer		10
Crossing Guard		10.50
Police Commander		6
Police Officer I/II		147
Police Officer III		15.2
Police Sergeant		19
Police Service Officer		8
Senior Animal Safety Officer		1
Senior Police Service Officer		1
Senior Traffic Service Assistant		3
Traffic Service Assistant I/II		15
	Total	241.7
Criminal Investigation		
Community Service Officer		1
Crime Analysis Data Technician		1
Crime Analyst I/II		2
Criminalist		1
Data Entry Operator I/II		.50
Evidence Technician I/II		2
Missing Persons Specialist		1
Police Commander		1
Police Officer I/II		17
Police Officer III		16
Police Sergeant		6
Sex Registrant Specialist		1
Victim Services Specialist		1
	Total	50.5
Police Support Services		
Account Clerk I/II		2
Administrative Assistant (C)		1
Administrative Services Assistant		1
Assistant Police Chief		1
Community Affairs Manager		1

Community Service Officer	1
Computer Network Engineer III	3
Data Entry Operator I/II	3.75
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	3
Police Sergeant	4
Police Word Processor I/II	7.50
Police Word Processor III	1
Programmer Analyst	2
Property & Evidence Custodian	1
Systems Analyst I/II/III	1
	Total 56
Emergency Communications	
Communications Manager	1
Communications Training Coordinator	1
Public Safety Dispatcher I/II	19
Public Safety Dispatcher III	5
	Total 26
	Police Total 387.2
PUBLIC WORKS ADMINISTRATIVE SERVICES	
Public Works Administration	
Administrative Assistant	1
Administrative Secretary III	1
Administrative Services Manager	1
Office Assistant II	1
Public Works Director	1
	Total 5
PUBLIC WORKS CONSTRUCTION AND DESIGN SERVICES	
Engineering Design & Contract Admin	
Assistant Civil Engineer	1
Construction & Maintenance Engineer	.50
Construction Project Coordinator	1
Design & Construction Services Manager	1
Junior Civil Engineer	1
Engineering/Survey Technician I/II	2
Senior Civil Engineer	2
	Total 8.50
Construction Services - Streets	
Construction Inspector I/II	4
Construction & Maintenance Engineer	.50
Management Analyst I/II	.50
Public Works Construction Project Manager	1
Senior Construction Inspector	1
	Total 7.0
Street Maintenance & Repair	
Account Clerk I/II	.15
Administrative Secretary III	1
Administrative Technician	1
Equipment Operator	6
Office Assistant I/II	.05
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 25.2

Survey Services	
City Surveyor	1
Engineering/Survey Technician I/II	1
Senior Engineering Technician/Survey Chief	1
	Total 3

PUBLIC WORKS UTILITIES SERVICES

Water Procurement	
Account Clerk I/II	.20
Administrative Secretary III	1
Administrative Technician	.33
Management Analyst II	.5
Office Assistant I/II	.30
Public Works Construction Project Manager	1
Utility Services Manager	.33
Water Programs Manager	1
Water Resources Manager	.50
	Total 5.16

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	1
Engineer	1
Meter Reader	9
Meter Repair Worker	4
Public Works Construction Project Manager	1
Senior Meter Reader	1
Senior Meter Repair Worker	1
Senior Water Distribution Operator	2
Water Distribution Operator I	8
Water Distribution Operator II	5
	Total 33

Water Security & Contamination Prevention	
Water Regulatory Compliance Coordinator	1
Water Regulatory Compliance Coordinator Technician I/II	2
	Total 3

Source Control	
Data Entry Operator I/II	1
Senior Wastewater Environmental Specialist	1
Source Control Inspector I/II	1
Source Control Technician	.75
Technical Services Manager	.50
Wastewater Environmental Specialist	2
	Total 6.25

Storm Water Quality Management	
Senior Wastewater Environmental Specialist	1.00
Source Control Technician	.25
Technical Services Manager	.50
Wastewater Environmental Specialist	2
	Total 3.75

Collection System Maintenance and Upgrades	
Account Clerk I/II	.22
Administrative Technician	.17
Management Analyst I/II	.25
Office Assistant I/II	.15
Senior Wastewater Collection Operator	1
Senior Wastewater Mechanic	1
Treatment Plant Electrician	.25
Utility Services Manager	.17

Wastewater Collection Operator I/II	5
Wastewater Collection Supervisor	.50
Wastewater Maintenance Manager	.50
Wastewater Maintenance Supervisor	.25
Wastewater Mechanic I/II	1
Water Resources Manager	.25
Total	10.71
Flood Control	
Wastewater Collection Operator I/II	2
Wastewater Collection Supervisor	.50
Total	2.5
Laboratory Services	
Chemist	1
Laboratory Assistant	1
Laboratory Technician	2
Laboratory Supervisor	1
Wastewater Operations Manager	.25
Total	5.25
Treatment Plant Operations	
Administrative Secretary I/II	1
Power Production Operator II	2
Senior Wastewater Operator	4
Wastewater Operations Manager	.75
Wastewater Operator I/II	14
Wastewater Operator III	2
Total	23.75
Treatment Plant Maintenance & Upgrades	
Account Clerk I/II	.23
Administrative Technician	.17
Electrician/Instrumentation Technician	1
Groundswoker I/II	1
Instrumentation Technician	1
Management Analyst I/II	.25
Office Assistant I/II	.15
Senior Wastewater Mechanic	1
Transport Operator	1
Treatment Plant Electrician	1.75
Utility Services Manager	.16
Wastewater Maintenance Manager	.50
Wastewater Maintenance Supervisor	.75
Wastewater Mechanic I/II	9
Water Resources Manager	.25
Total	18.21
Environmental Resources Planning	
Account Clerk I/II	.2
Account Clerk III	1
Administrative Secretary III	1
Administrative Technician	1.33
Management Analyst III	.5
Office Assistant I/II	.35
Solid Waste Equipment Operator II	2
Solid Waste Supervisor	4
Solid Waste Superintendent	1
Utility Services Manager	.34
Total	11.72
Waste Reduction and Education	
Recycling Manager	1
Total	1
Environmental Resources Residential Collection	
Solid Waste Equipment Operator II	20
Solid Waste Compliance Specialist	4
Total	24

Environmental Resources Commercial Collection		
Container Service Worker		2
Solid Waste Equipment Operator II		21
	Total	23
Environmental Resources Industrial Collection		
Solid Waste Equipment Operator II		6
	Total	6
Environmental Resources Processing & Disposal		
Solid Waste Transfer Operator		13
	Total	13
	Public Works Total	249

RECREATION AND COMMUNITY SERVICES

Recreation Services		
Administrative Secretary III		.5
Administrative Technician		1
Community Services Manager		1
Leisure and Recreation Superintendent		1
Management Analyst I/II		1
Management Analyst III		.30
Office Assistant I/II		1
Recreation/Human Services Coordinator		5.50
Recreation/Human Services Leader I/II/III		3.50
Recreation Supervisor		.50
	Total	15.3
Youth Development		
Administrative Secretary I/II		1
Administrative Secretary III		.50
Management Analyst III		.30
Police Officer III		.8
Recreation Supervisor		1.50
	Total	4.1
Senior Services/Special Populations		
Office Assistant I/II		1
Recreation/Human Services Coordinator		2
Recreation/Human Services Leader I/II/III		2.75
Recreation Supervisor		1
	Total	6.75
Performing Arts and Convention Center		
Administrative Secretary I/II		1
Community Facilities Manager		1
Custodian		2
Event Attendant I/II/III		3.5
Event Coordinator		1
Facilities Maintenance Worker I/II		1
Senior Custodian		1
	Total	10.50
	Recreation and Community Services Total	36.65

CITY TOTAL 1200.00

PASSED AND ADOPTED on this day of , 2011, by the following vote:

AYES:

NOES:

ABSENT:

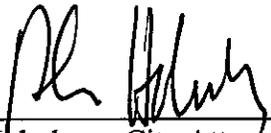
ABSTAIN:

Dr. Thomas E. Holden, Mayor

ATTEST:

Daniel Martinez, City Clerk

APPROVED AS TO FORM:



Alan Holmberg, 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, 2011.

PASSED AND ADOPTED on this _____ day of _____, 2011, by the following vote:

AYES:

NOES:

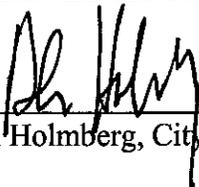
ABSENT:

Dr. Thomas E. Holden, Mayor

ATTEST:

Daniel Martinez, City Clerk

APPROVED AS TO FORM:



Alan Holmberg, City Attorney

CITY OF OXNARD
CLASSIFICATION AND SALARY SCHEDULE
EFFECTIVE JULY 1, 2011

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	Contract
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
Administrative Assistant	A 61	Code Compliance Inspector II	B 106.00
Administrative Assistant (C)	C 70	Code Compliance Manager	M 40
Administrative Legal Assistant (C)	C 70	Communications Manager	M 36
Administrative Legal Secretary I	C 25	Communications Training Coordinator	P 76
Administrative Legal Secretary II	C 35	Community Affairs Manager	M 38
Administrative Legal Secretary III	C 50	Community Development Director	E 8
Administrative Secretary I	A 12	Community Facilities Manager	M 48
Administrative Secretary I (Conf)	C 15	Community Outreach & Production Specialist	M 22
Administrative Secretary II	A 19	Community Service Officer	A 34
Administrative Secretary II (Conf)	C 30	Community Services Manager	M 29
Administrative Secretary III	A 26	Compliance Services Manager	M 29
Administrative Secretary III (Conf)	C 40	Computer Network Engineer I	A 32
Administrative Services Assistant	A 61	Computer Network Engineer II	A 49
Administrative Services Manager	M 66	Computer Network Engineer III	A 78
Administrative Technician	A 36	Computer Operator	A 49
Administrative Technician (C)	C 60	Construction & Maintenance Engineer	M 66
Animal Safety Officer	B 74.00	Construction Inspector I	B 104.50
Assistant City Attorney	M 88	Construction Inspector II	B 114.50
Assistant City Clerk	M 11	Construction Project Coordinator	A 61
Assistant City Manager	E 11	Container Service Worker	B 74.00
Assistant City Treasurer/Revenue Accounting Manager	M 48	Controller	M 62
Assistant Civil Engineer	A 93	Crime Analysis Data Technician	A 34
Assistant Fire Chief	P S2	Crime Analyst I	A 48
Assistant Planner	A 69	Crime Analyst II	A 64
Assistant Police Chief	P S6	Criminalist	A 91
Assistant Traffic Design Engineer	A 93	Crossing Guard	A 00
Assistant Traffic Engineer	A 93	Cultural Arts Supervisor	M 11
Associate Planner	A 83	CUPA Coordinator	M 44
Associate Traffic Design Engineer	A 97	Custodial Supervisor	M 14
Battalion Chief	P S1	Custodian	B 48.00
Building Inspector I	B 104.50	Customer Service Accounting Technician	A 45
Building Inspector II	B 114.50	Customer Service Representative I	A 14
Buyer	A 40	Customer Service Representative II	A 20
Chemist	A 72	Data Entry Operator I	A 14
Chief Financial Officer	E 8	Data Entry Operator II	A 20
Chief Operator	M 32	Deputy Building Official	M 74
City Attorney	Contract	Deputy City Attorney I	M 48
		Deputy City Attorney II	M 62

CITY OF OXNARD
CLASSIFICATION AND SALARY SCHEDULE
EFFECTIVE JULY 1, 2011

Class Title	Salary Range	Class Title	Salary Range
Deputy City Manager	E 8	Geographic Information Systems Coordinator	M 51
Design & Construction Services Manager	M 83	Geographic Information Systems Technician I	A 50
Development Services Director	E 9	Geographic Information Systems Technician II	A 70
Development Services Manager	M 87	Graffiti Action Coordinator	B 99
Disaster Preparedness Coordinator	M 38	Grants Specialist I	A 63
Drafting/Graphics Technician I	A 41	Grants Specialist II	A 80
Drafting/Graphics Technician II	A 57	Grants Coordinator	M 36
Electrical Inspector	B 126.50	Groundswoker I	B 60.00
Electrician/Instrumentation Technician	B 112.25	Groundswoker 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/Survey Crew	A 41	Housing Engineer	A 89
Engineering Technician II/Survey Crew	A 57	Housing Financial Officer	M 48
Engineering Technician I	A 41	Housing Inspector	B 79.00
Engineering Technician II	A 57	Housing Maintenance Superintendent	M 38
Equipment Operator	B 79.00	Housing Maintenance Supervisor	M 14
Event Attendant II (P)	A 06	Housing Modernization Superintendent	M 38
Event Attendant III (P)	A 36	Housing Programs Manager	M 51
Event Coordinator	A 46	Housing Program Supervisor	M 29
Evidence Technician I	A 53	Housing Rehabilitation Program Manager	M 38
Evidence Technician II	A 68	Housing Specialist I	A 44
Executive Assistant I	C 80	Housing Specialist II	A 59
Executive Assistant II	C 85	Housing Specialist Trainee	A 33
Facilities Maintenance Worker I	B 62.00	Human Resources Director	E 8
Facilities Maintenance Worker II	B 72.00	Human Resources Manager	M 66
Facilities Maintenance Supervisor	M 19	Human Resources Technician (C)	C 70
Financial Analyst I	M 14	HVAC Technician	B 89.00
Financial Analyst II	M 22	Instrumentation Technician	B 112.25
Financial Analyst III	M 29	Junior Civil Engineer	A 85
Financial Services Manager	M 48	Junior Planner	A 52
Fire Captain	F 124.00	Laboratory Assistant	A 40
Fire Chief	E 10	Laboratory Supervisor	M 26
Fire Engineer	F 109.00	Laboratory Technician	A 56
Fire Environmental Specialist I	F 96.00	Landscape Architect	A 89
Fire Environmental Specialist II	F 109.00	Law Office Manager	M 19
Fire Inspector	F 109.00	Legislative Affairs Manager	M 40
Firefighter	F 96.00	Leisure and Recreation Superintendent	M 48
Firefighter Trainee	Flat Rate	Librarian I	A 47
Fleet Services Maintenance Worker	B 61.00	Librarian II	A 62
Fleet Services Manager	M 44	Librarian III	A 79
Fleet Services Mechanic I	B 99.00	Library Aide I	A 15
Fleet Services Mechanic II	B 104.00	Library Aide II	A 21
Fleet Services Mechanic Supervisor	M 16	Library Aide III	A 28
Fleet Services Operations Manager	M 19	Library Circulation Supervisor	M 14

CITY OF OXNARD
CLASSIFICATION AND SALARY SCHEDULE
EFFECTIVE JULY 1, 2011

Class Title	Salary Range	Class Title	Salary Range
Library Director	E 6	Police Service Officer	P 72.00
Library Services Supervisor	M 26	Police Word Processor I	A 23
Literacy Coordinator	A 47	Police Word Processor II	A 30
Mail Clerk	A 15	Police Word Processor III	A 38
Maintenance Carpenter	B 88.00	Power Production Operator I	B 85.25
Maintenance Electrician	B 89.00	Power Production Operator II	B 95.25
Maintenance Plumber	B 88.00	Principal Planner	M 44
Maintenance Services Manager	M 85	Programmer Analyst	A 86
Maintenance Worker Trainee	B 45.00	Project Manager	M 40
Management Accountant/Auditor	M 29	Property & Evidence Custodian	A 68
Management Analyst I	M 14	Public Information Officer	M 38
Management Analyst II	M 22	Public Safety Dispatcher I	P 49.00
Management Analyst III	M 29	Public Safety Dispatcher II	P 59.00
Mayor	Ordinance	Public Safety Dispatcher III	P 76.00
Meter Reader	B 70.00	Public Safety Trainee	Flat Rate
Meter Repair Worker	B 75.00	Public Works Construction Project Manager	M 38
Missing Persons Specialist	A 34	Public Works Director	E 10
Neighborhood Services Coordinator	A 61	Purchasing Clerk	A 20
Network Services Coordinator	M 14	Recreation/Human Services Coordinator	A 42
Office Assistant I	A 10	Recreation/Human Services Leader II	A 01
Office Assistant I (Conf)	C 10	Recreation/Human Services Leader III	A 21
Office Assistant II	A 15	Recreation Supervisor	M 19
Office Assistant II (Conf)	C 20	Recruitment Supervisor	M 29
Outreach/Education Specialist	A 61	Recycling Manager	M 36
Paralegal	C 75	Redevelopment Project Manager	M 40
Parks Maintenance Supervisor	M 14	Redevelopment Services Manager	M 74
Parks Manager	M 44	Rehabilitation Construction Specialist I	B 101.00
Permit Technician	A 55	Rehabilitation Construction Specialist II	B 111.00
Planning & Environmental Services Manager	M 81	Rehabilitation Loan Assistant	A 33
Plan Check Engineer	A 97	Rehabilitation Loan Specialist	A 74
Plans Examiner I	A 66	Resident Services Assistant	A 59
Plans Examiner II	A 81	Resident Services Coordinator	A 74
Plumbing & Mechanical Inspector	B 126.50	Revenue Collection Technician	A 45
Police Chief	E 11	Safety Specialist (C)	C 72
Police Commander	P 55	Senior Administrative Legal Secretary	C 65
Police Financial Manger	M 48	Senior Administrative Secretary	A 35
Police Officer I	P 91.00	Senior Administrative Secretary (C)	C 55
Police Officer II	P 91.00	Senior Animal Safety Officer	B 84.00
Police Officer III	P 99.00	Senior Benefits Coordinator (C)	C 75
Police Records Manager	M 29	Senior Civil Engineer	A 99
Police Records Supervisor	M 11	Senior Code Compliance Inspector	B 116.00
Police Records Technician I	A 11	Senior Construction Inspector	B 124.50
Police Records Technician II	A 17	Senior Custodian	B 58.00
Police Records Technician III	A 24	Senior Customer Service Representative	A 27
Police Sergeant	P 106.00	Senior Engineering Technician	A 76

CITY OF OXNARD
CLASSIFICATION AND SALARY SCHEDULE
EFFECTIVE JULY 1, 2011

Class Title	Salary Range	Class Title	Salary Range
Senior Engineering Technician/Survey Chief	A 76	Traffic Service Assistant II	A 18
Senior Fleet Services Mechanic	B 109.00	Traffic Signal Repairer I	B 79.00
Senior Facilities Maintenance Worker	B 99.00	Traffic Signal Repairer II	B 89.00
Senior Groundswoker	B 80.00	Traffic Signal Technician	B 112.00
Senior Housing Maintenance Worker	B 92.00	Transport Operator	B 99.00
Senior Housing Specialist	A 74	Treasury Supervisor	M 11
Senior Meter Reader	B 80.00	Treatment Plant Electrician	B 99.00
Senior Meter Repair Worker	B 85.00	Tree Trimmer I	B 66.00
Senior Planner	M 32	Tree Trimmer II	B 76.00
Senior Plans Examiner	A 87	Utility Services Manager	M 88
Senior Police Service Officer	P 77.00	Victim Services Specialist	A 59
Senior Street Maintenance Worker	B 86.00	Wastewater Collections Operator I	B 69.00
Senior Traffic Service Assistant	A 16	Wastewater Collections Operator II	B 79.00
Senior Tree Trimmer	B 86.00	Wastewater Collections Supervisor	M 14
Senior Wastewater Collections Operator	B 86.00	Wastewater Environmental Specialist	B 111.00
Senior Wastewater Environmental Specialist	B 116.00	Wastewater Maintenance Manager	M 32
Senior Wastewater Mechanic	B 104.00	Wastewater Maintenance Supervisor	M 19
Senior Wastewater Operator	B 105.25	Wastewater Mechanic I	B 89.00
Senior Water Distribution Operator	B 80.00	Wastewater Mechanic II	B 99.00
Senior Water Treatment Operator	B 106.00	Wastewater Operations Manager	M 32
Sex Registrant Specialist	A 34	Wastewater Operations Supervisor	M 19
Solid Waste Compliance Specialist	B 94.00	Wastewater Operator-In-Training	B 67.00
Solid Waste Equipment Operator II	B 74.00	Wastewater Operator I	B 82.00
Solid Waste Superintendent	M 66	Wastewater Operator II	B 92.00
Solid Waste Supervisor	M 19	Wastewater Operator III	B 97.00
Solid Waste Transfer Operator	B 84.00	Water Conservation/Outreach Coordinator	B 114.50
Source Control Inspector II	B 100.50	Water Conservation/Outreach Technician	B 59.00
Source Control Technician	B 99.00	Water Distribution Operator I	B 64.00
Special Assistant to City Manager	M 66	Water Distribution Operator II	B 74.00
Street Maintenance Worker I	B 59.00	Water Programs Manager	A 51
Street Maintenance Worker II	B 69.00	Water Regulatory Compliance Coordinator	B 114.50
Streets Manager	M 44	Water Regulatory Compliance Technician I	B 94.00
Student Trainee	Flat Rate	Water Regulatory Compliance Technician II	B 104.00
Supervising Building Inspector	M 40	Water Resources Manager	M 66
Supervising Civil Engineer	M 74	Water Treatment Operator I	B 86.00
Systems Administrator	M 62	Water Treatment Operator II	B 91.00
Systems Analyst I	M 29	Water Treatment Operator III	B 96.00
Systems Analyst II	M 40	Word Processor I	A 23
Systems Analyst III	M 51	Word Processor II	A 30
Technical Services Manager	M 44	Word Processor III	A 38
Telecommunications Coordinator	M 29	Workers' Compensation Specialist (C)	C 69
Tire Repairer	B 61	Workers' Compensation Manager	M 48
Traffic Engineer	M 59		
Traffic Safety Maintenance Worker	B 69.00		
Traffic Service Assistant I	A 13		

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
2011-2012

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 2011-2012 is calculated by adjusting the "base year," fiscal year 1978-79; and

WHEREAS, the four factors are:

1. change in the population of the County = 0.83%
2. change in the population of the City = 0.92%
3. change in the per capita income in California = 2.51%
4. change in nonresidential construction = -120.28%; and

WHEREAS, the formula provides that the City can use the greater of either factors 1 or 2, plus the greater of either factors 3 or 4; and

WHEREAS, the City's fiscal year 2011-2012 appropriation limit for proceeds of taxes is determined to be \$255,426,408 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 2011-2012 is established as \$255,426,408 and the "proceeds of taxes" revenue subject to this limitation is \$116,688,068, 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 , 2011, by the following vote:

AYES:

NOES:

ABSENT:

Dr. Thomas E. Holden, Mayor

ATTEST:

Daniel Martinez, City Clerk

APPROVED AS TO FORM:



Alan Holmberg, City Attorney

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 , 2011, by the following vote:

AYES:

NOES:

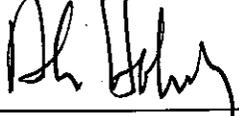
ABSENT:

Dr. Thomas E. Holden, Mayor

ATTEST:

Daniel Martinez, City Clerk

APPROVED AS TO FORM:



Alan Holmberg, City Attorney

COMMUNITY DEVELOPMENT COMMISSION OF THE CITY OF OXNARD

RESOLUTION NO.

A RESOLUTION OF THE COMMUNITY DEVELOPMENT COMMISSION
OF THE CITY OF OXNARD APPROVING THE COMMUNITY
DEVELOPMENT COMMISSION'S OPERATING AND CAPITAL
IMPROVEMENT BUDGET FOR FISCAL YEAR 2011-2012

WHEREAS, the Executive Secretary submitted for the consideration of the Community Development Commission of the City of Oxnard the proposed Operating and Capital Improvement Budgets for the fiscal year 2011-2012; 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 COMMUNITY DEVELOPMENT COMMISSION OF THE CITY OF OXNARD HEREBY RESOLVES AS FOLLOWS:

1. Having reviewed the proposed Operating and Capital Improvement Budgets and the funds included therein for the period of July 1, 2011 through June 30, 2012, the Community Development Commission hereby adopts the budget and appropriations for fiscal year 2011-2012 summarized as follows:

	<u>FY 2011-2012 Budget</u>
Central City Revitalization Project Area	\$3,217,188
R-108 Project Area	822,246
Southwinds Project Area	975,869
Ormond Beach Project Area	803,267
HERO Project Area	22,153,881
20% Set Aside Housing Fund	1,961,008
CDC Administration Fund	<u>2,058,293</u>
Total Cost	<u>\$31,991,752</u>

2. Staff is directed to ensure that the final adopted budget document containing the Community Development Commission's operating budget for fiscal year 2011-2012 shall contain all revisions made by the Community Development Commission prior to final budget adoption.
3. Any unused appropriations at the end of fiscal year 2010-2011 in active Capital Improvement Projects are hereby reappropriated for continued use in the fiscal year 2011-2012 budget.
4. Remaining balances in approved grant programs at the end of fiscal year 2010-2011, except for balances reallocated as part of the budget process, are hereby reappropriated for continuing use in fiscal year 2011-2012 and all estimated revenues from such approved grants for fiscal year 2010-2011 that are not realized by year end are hereby authorized to be continued.

5. The Commission has reviewed the amount of money budgeted for planning and general administrative activities associated with the development, improvement, and preservation of low- and moderate- income housing within the 20% Set Aside Housing Fund (“Administrative Expenses”) and determined that these Administrative Expenses are (a) proportionate to the total amount of money budgeted within the 20% Set Aside Fund and (b) necessary for the production, improvement, or preservation of low- and moderate-income housing within the Commission’s jurisdiction.

PASSED AND ADOPTED on this day of , 2011, by the following vote:

AYES:

NOES:

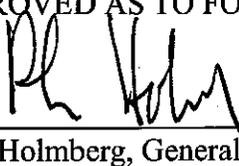
ABSENT:

Dr. Thomas E. Holden, Chairman

ATTEST:

Daniel Martinez, Secretary Designate

APPROVED AS TO FORM:



Alan Holmberg, General Counsel

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 2011-2012

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 2011-2012; 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, 2011 through June 30, 2012, the Housing Authority hereby adopts the budget and appropriations for fiscal year 2011-2012 summarized as follows:

<u>Programs</u>	<u>FY 2011-2012 Budget</u>
Public Housing	\$ 6,870,257
Rental Assistance – Section 8	<u>17,484,249</u>
Total Cost	\$24,354,506

2. Staff is directed to ensure that the final adopted budget document containing the Housing Authority's operating budget for fiscal year 2011-2012 shall contain all revisions made by the Housing Authority prior to final budget adoption.

PASSED AND ADOPTED on this _____ day of _____, 2011, by the following vote:

AYES:

NOES:

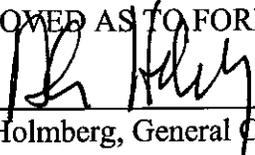
ABSENT:

Dr. Thomas E. Holden, Chairman

ATTEST:

Daniel Martinez, Secretary Designate

APPROVED AS TO FORM:



Alan Holmberg, General Counsel

CAPITAL IMPROVEMENT PROGRAM

INTRODUCTION

The Capital Improvement Program (CIP) categorizes and lists the major public improvements to the City's infrastructure over the next five budget cycles. In general, the CIP includes new projects and upgrades to existing facilities that cost more than \$100,000. The CIP is prepared in conjunction with the two-year budget. Projects are compiled by each department in the City, submitted to the Budget Team for review before being presented as the Recommended CIP to City Council. **Capital Improvement Projects to be funded by Measure 'O' half cent sales tax revenues will be presented to City Council separate from this Capital Improvement Program document.**

The FY 2011-12 and 2012-13 CIP was built around the following components:

ADMINISTRATIVE AND POLICY FRAMEWORK FOR THE CIP PROCESS

A capital improvement project is defined as any major expenditure for capital assets of government with an estimated cost in excess of \$100,000 and a useful life of five years or more such as:

- Costs for acquisition of land or interests in land
- Construction of buildings or other such structures including additions, major alterations or rehabilitation
- Construction or reconstruction of streets or utility lines
- Acquisition and/or installation of fixed equipment
- Studies requiring the employment of outside professional consultants which are expected to result in the acquisition of capital items
- Landscaping and design work relating directly to an individual project

As adopted by the City Council on June 11, 1991, Resolution No. 10,188 established three standards to be used in the development of the CIP budget, as follows:

- 1) The City will evaluate proposed capital projects against the following criteria:
 - Linkage with community needs as identified in the City's major planning documents
 - Cost/benefit analysis identifying all economic or financial impacts of the project
 - Identification of available funding resources
- 2) The City will develop its capital improvement program with funding priorities in the following order:
 - Projects which maintain and preserve existing facilities
 - Projects which replace existing facilities which can no longer be maintained

- Projects which provide new and expanded services to the community
- 3) The City will prioritize projects based on a comprehensive cost/benefit analysis which identifies all financial impacts and community benefits.

REVENUES AVAILABLE FOR CAPITAL IMPROVEMENTS

The City of Oxnard finances its capital budget through a combination of local revenues, development mitigation fees, State and Federal grants, and Community Development Commission (redevelopment) funds.

	<u>FY 2011-12</u>	<u>FY 2012-13</u>
Grant Funds		
CDBG Entitlement	\$ 2,012,457	\$ -
Total Grant Resources	\$ 2,012,457	\$ -
Local Funds		
Quimby Fees & Interest	\$ 60,604	\$ -
Total Local Resources	\$ 60,604	\$ -
Internal Service Funds		
Information Systems	\$ 1,008,700	\$ -
Total Internal Service Fund Resources	\$ 1,008,700	\$ -
Community Development Commission Funds	\$ 16,768,000	\$ -
Total All CIP Funds	\$ 19,849,761	\$ -

Outlined below is a brief description of the various revenue sources used to finance CIP projects that are projected to be available to support FY 2011-12 and 2012-13 CIP projects.

A. GRANT FUNDS

1. Community Development Block Grant (CDBG)

As an entitlement community, the City of Oxnard receives Federal CDBG funds annually based on a formula involving population, unemployment, and median family income. CDBG funds may be used for the acquisition, construction, reconstruction, rehabilitation or installation of public improvements or facilities except for buildings for the general conduct of government. Projects must benefit low- and moderate-income residents, eliminate slums and blight, or meet an urgent need as defined by the Department of Housing and Urban Development (HUD).

B. LOCAL FUNDS

1. Quimby Fees & Interest

As a condition of approval of any residential subdivision map, developers must pay Quimby Fees. Fees collected from this source must be used to fund a neighborhood park or, if the neighborhood park was funded by other means, a community or City park that serves the residents of the subdivision from which the fees were collected. Interest is also earned on Quimby Fees on deposit throughout the year and may be used for the construction and acquisition of parks and recreation projects Citywide.

Quimby Fees and interest are only appropriated in the fiscal year following collection of these revenue sources. No revenue estimate is yet available for FY 2012-13 due to the uncertainty of development activity.

C. INTERNAL SERVICE FUNDS

1. Information Systems Internal Service Fund

The Information Systems Fund derives its revenues from charges for services it provides to departments of the City. This fund can accumulate funding for the purpose of investing in information technology capital projects

D. COMMUNITY DEVELOPMENT COMMISSION FUNDS

The Community Development Commission ("CDC") uses four major sources of funds for its capital projects: (1) tax increment revenues generated within redevelopment project areas; (2) proceeds from tax allocation bonds, which are repaid with tax increment revenues; (3) proceeds from short-term loans from the City; and (4) miscellaneous operating income which includes interest income, rental income from CDC-owned property, payments on CDC rehabilitation loans, and payments due under development agreements.

RECOMMENDED PROJECTS - FY 2011-12 and FY 2012-13

	<u>FY 2011-12</u>	<u>FY 2012-13</u>
GRANT FUNDS		
CDBG Entitlement	\$2,012,457	\$0
Blackstock South Neighborhood Resurfacing		
Campus Park Remodel - Phase II		
Lemonwood Park Improvements & Phase II		
LOCAL FUNDS		
Quimby Fund Fees	\$60,604	\$0
Oxnard Beach Park		
INTERNAL SERVICE FUNDS		
Information Systems Internal Service Fund	\$1,008,700	\$0
Data Center Renovation		
Upgrade Version of Microsoft Office		
COMMUNITY DEVELOPMENT COMMISSION FUNDS		
Community Development Commission Funds	\$16,768,000	\$0
Campus Park - Phase I		
Campus Park Remodel - Phase II		
Total All CIP Projects	<u>\$19,849,761</u>	<u>\$0</u>

DESCRIPTION OF PROJECTS RECOMMENDED FOR FY 2011-12

GRANT FUNDS

Community Development Block Grant (CDBG) Projects

- **Blackstock South Neighborhood Resurfacing**

This project consists of the resurfacing of the Blackstock South Neighborhood. The project boundaries are La Canada Avenue, the Ventura County Watershed District Channel, Bard Road, and Saviers Road. The streets in this area have been identified in the City's Pavement Maintenance System as having deteriorated to the point of needing repaving and/or reconstruction.

- **Campus Park Remodel - Phase II**

The Campus Park Remodel - Phase II project includes remodeling of the interior, exterior, entry, restrooms, individual rooms, and east wings of the gymnasium, and improves landscaping.

- **Lemonwood Park Improvements & Phase II**

This park project will result in design and installation of a security lighting system, improvement to the park irrigation system, construction of a walking path and covered barbeque shelter, and landscaping upgrades to Lemonwood Park. In addition, the project will incorporate ADA upgrades to the restroom building and playground facilities.

LOCAL FUNDS

Quimby Fees

- **Oxnard Beach Park**

This project consists of an allocation of Quimby funds received in the Oxnard Shores Neighborhood that will provide for a future redesign of the walking path and additional security lighting within Oxnard Beach Park.

INTERNAL SERVICE FUNDS

Information Systems Internal Service Fund

- **Data Center Renovation**

This project consists of the rehabilitation of the City's existing data center. The main data center, located on the 2nd floor of the Administrative Annex building at 300 West Third Street, was built over 22 years ago to support 100 users. At that time, the City had just one single mainframe computer with related peripherals. There have been no data center improvements made since that time. This renovation will include new lighting and

acoustics, expansion of the raised flooring, new fire suppression equipment, additional physical security, and complete re-cabling of the data center. This project will safeguard the integrity of the City's networks and the investment already made to technology capital outlay projects.

- **Upgrade Version of Microsoft Office**

Information Systems currently supports the Microsoft Office 2003 suite of software. This software was introduced in November 2003. The current version of Microsoft Office is Office 2010. Computer users are experiencing compatibility issues with documents created in the higher versions of Microsoft Office, which includes Word, Excel, Access, and PowerPoint. In addition, computers with 64 bit processors have incompatibilities with this version. Microsoft Office 2010, released in June 2010, will support a greater collaborative experience as mobile processing and productivity extends into smart phones, tablets, mobile devices, and the Web. In addition to the upgrade, City staff will need to be trained in usage of Microsoft Office 2010.

COMMUNITY DEVELOPMENT COMMISSION RESOURCES

- **Campus Park Phase I**

This project consists of the development of Campus Park, including new soccer fields, baseball fields, utility upgrades, parking lot, a tot lot, and the addition of a snack bar and restrooms.

- **Campus Park Phase II**

The Campus Park Phase II includes the addition of a skate park, basketball court, covered recreation area, snack bar, restroom, soccer/track complex, fitness area, parking lot and maintenance facility.

DESCRIPTION OF PROJECTS RECOMMENDED FOR FY 2012-13

Capital Improvement Projects are not proposed for Fiscal Year 2012-13 at this time due to: (1) uncertainty as to funding levels from various sources (e.g., CDBG funding, Quimby Fees), (2) significant levels of existing CIP projects in certain enterprise funds (e.g., Water and Wastewater), and (3) uncertainty as to timing/necessity of certain proposed CIP projects. CIP Projects for Fiscal Year 2012-13 will be presented for City Council approval during the adoption phase of the Fiscal Year 2012-13 budget.