2nd Amendment to Consulting Agreement and One-Year Administration Agreement for Maintenance Assessment Districts

City Council
January 12, 2016
THREE CRITICAL BUILDING BLOCKS OF GOOD GOVERNMENT

“Oxnard 2020”
Determining our Future Now

Innovation and Focus on the Future

Ensuring Excellent Services

Corporate Support, Accountability and Value Systems
These lists show the 128 recommendations made in the Organizational Assessment, and the progress we have made so far. We will provide updates every 6 months to show our progress!
### Recommendation #10 of One Year Plan:
Prepare a comprehensive financial assessment of the Environmental Resources, Golf Fund, Performing Arts Center Fund, benefit assessment and development impact fee funds.
April 22, 2015 | NBS selected to perform the comprehensive review based upon RFQ
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May 12, 2015 | Agreement 7117-FN-15 executed with NBS in the amount of $100,000 under City Manager’s delegated authority
October 27, 2015 | City Council received presentation concerning the key findings and recommendations in the NBS report
December 8, 2015 | City Council authorized 1st Amendment to Agreement 7117-FN-15 in the amount of $35,000 to provide for district levy audits
For all of the 58 Maintenance Assessment Districts:

- MADs Findings and Recommendations Report
- District Boundary Audit
- District Fund Balance Review
- Review and Update of Internal Goals and Policies
- Establishment of Landscape Maintenance Service Levels
- Ongoing Community Outreach Services
- District Budget Audit *(January 2016)*
- District Levy Audit *(February 2016)*
• Total of $87,960
• Includes funding to complete the following tasks
  • Rewrite of District Resolutions and Engineer’s Report Including General and Special Benefits Quantified and Separated ($64,960)
  • Training of Staff on Maintenance Assessment Districts ($13,000)
  • Administrative and Operational Manual for Maintenance Assessment Districts ($10,000)
• City Council directed staff on 12-8-15 to conduct a full-time equivalent analysis
  • Financial Analyst II position required at total cost of $131,788
  • Time allocation estimated at 40-50% (cost of $52,715 - $65,894)
  • Not sufficient time to recruit for position before levy of FY 16-17 assessments
  • Would require training and specialized experience

• Staff recommends a one-year agreement with NBS totaling $59,900 for annual administration services
• Provides for one-year of administration to the 58 MADs by NBS
• Total of $59,900
  • Districts < 300 parcels: $950 each +$26 in expenses
  • Districts >= 300 parcels: $1,500 each +$26 in expenses

• Services include:
  • Database Development
  • Budget Preparation
  • Assessment Computation and Rate Analysis
  • Noticing and Resolution Coordination
  • Levy Submittal
  • Toll-Free Phone Number to answer questions from property owners
• An additional $147,860 will be spread to the MADs

<table>
<thead>
<tr>
<th>Agreement #</th>
<th>Vendor</th>
<th>Purpose</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>7117-FN-15 (2nd Amendment)</td>
<td>NBS</td>
<td>MADs Audit</td>
<td>$ 87,960</td>
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<tr>
<td>7281-15-FN</td>
<td>NBS</td>
<td>Annual Admin (One Year)</td>
<td>$ 59,900</td>
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<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>$147,860</strong>*</td>
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</tbody>
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* Savings of $16,388 from vacant Management Analyst III position (12/1/15 – 6/30/16) will be used to pay for public outreach and translation services
QUESTIONS?