



Special Meeting
Follows

CITY OF CAMARILLO
POLICY COMMITTEE
AGENDA

Thursday, May 3, 2018 – 10:00 a.m.
Administrative Conference Room
601 Carmen Drive, Camarillo, CA 93010

ADA COMPLIANCE STATEMENT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, Please contact the City Clerk's office at (805) 388-5316. Notification 48 hours prior to the meeting will enable the City to make reasonable accommodations to ensure your access to this meeting. (28 CFR 3.102.35.104 ADA Title II)

1. Call to Order
2. Approval of Minutes of April 9, 2018
3. Public Comments
4. Policy 3.05, Reserve Level
5. Policy 7.01, General Plan Amendments (Non-City Initiated)
6. Status Update on Policy 4.1, Purchasing
7. Committee Comments
8. Schedule Next Meeting
9. Adjournment

Written materials related to these agenda items are available for public inspection in the Office of the City Clerk at 601 Carmen Drive, Camarillo during regular business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. Questions may be referred to Tom Fox, Assistant City Manager, at (805) 388-5312.

DISTRIBUTION:

PACKET: <u>Committee Members</u> Charlotte Craven Tony Trembley Dave Norman Tom Fox	Dave Klotzle Jeffrie Madland David Moe Dave Murray Richard Petropulos Roger Pichardo	Brian Pierik/Don Davis Genie Rocha Joe Vacca Counter Copy Mark Uribe May Ju	AGENDA & MINUTES: City Council AGENDA: Jill Gordon Kathy Talley City Clerk/Posting
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**CITY OF CAMARILLO
POLICY COMMITTEE**

MINUTES

**Monday, April 9, 2018 at 8:30 a.m.
Administrative Conference Room**

1. **Call to Order:** Meeting was called to order at 8:30 a.m.

Committee Members Present: Mayor Charlotte Craven and Councilmember Tony Trembley.

Staff Present: City Manager Dave Norman, Assistant City Manager Tom Fox, Director of Finance Genie Rocha, Assistant Director of Finance Mark Uribe, Finance/Accounting Manager May Ju, Management Analyst Roger Pichardo, Budget Analyst Rena Bassett, and Executive Assistant Jill Gordon.

2. **Approval of Minutes of February 28, 2018:** Approved as presented.

3. **Public Comments:** None.

4. **Policy returning to Committee from last meeting: Policy 3.05, Reserve Level**

Ms. Rocha reviewed her cover memo with the Committee.

The Committee agreed with staff's draft amendments as discussed; and requested that the Study Session presentation, 1) include a matrix to show what other cities do, and show that the levels are GFOA best practices; and 2) clarify the numbers under each separate fund in the Reserve Analysis, and show how the numbers will change.

The Committee provided direction to establish a reserve level of 5% for the Solid Waste Fund.

RECOMMENDATION: Forward policy amendment to Study Session.

5. **Proposed New Policy returning to Committee from last meeting: Pension Rate Stabilization Program (PRSP) Trust Investment Policy**

RE: D. Reporting:

Add "and City Council" as shown:

- Monthly – PARS activity statement delivered to staff and City Council.

Add "Semi" as shown:

- Semi Annually – Highmark Capital Management performance review presented to City Council.

The Committee requested that PERS methodology for computing the Unfunded Actuarial Accrued Liability (UAAL) be addressed in the presentation. PARS activity will be delivered to the Council in the Finance Monthly Activity Report and also at mid-year.

RECOMMENDATION: Forward proposed policy to Study Session.

6. Policy 7.01, General Plan Amendments (Non-City Initiated)

Discussion ensued on the current ability of any single Council Member to request Council's consideration of rescinding a GPA Referral. The Committee recommends that two (2) Council Members who had affirmatively voted for the Referral must request consideration of rescission before the Council can do so.

RECOMMENDATION: Forward policy amendment to City Council.

7. Committee Comments: None.

8. Schedule Next Meeting: The next meeting is tentatively set for May 3 at 10:00 a.m.

9. Adjournment: Meeting was adjourned at 9:12 a.m.

DRAFT



City of Camarillo

CITY COUNCIL POLICY

Section: Finance

Date Adopted: May 27, 1992
Last Amended: May 9, 2007

Subject: **Reserve Level**

Number: 3.05

Page 1 of 34

PURPOSE

The City ~~shall~~will maintain unappropriated fund or working capital balances in the General Fund, ~~Water Fund, Sanitary Fund~~certain Enterprise Funds, certain Special Revenue Funds, Debt Service Funds and Internal Service Funds, and the Capital Improvement Fund. This policy is developed to consider the minimum level necessary to maintain the City's credit worthiness and to adequately provide for:

- Economic uncertainties and other financial hardships or downturns in the local or national economy.
- Local disasters or catastrophic events.
- Future debt or capital obligations.
- Cash flow requirements.
- Legal requirements.

POLICY

A. ~~General (001), Water (990) and Sanitary District Funds (871)~~ Fund

The City will maintain a minimum reserve level of ~~50%~~25% of the operating budget ~~for the following funds~~. For the purpose of this policy statement, the budget ~~shall~~will include appropriations for operating expenditures plus transfers to other funds for operations, excluding transfers for capital projects.

Fund Name and Number

General Fund	001
Water Utility Fund	990
Camarillo Sanitary District	871

B. Special Revenue Funds

For all Maintenance District Funds, except those that operate on a citywide basis, the City ~~shall~~will target a reserve level of ~~50%~~20% of the operating budgets for cash flow purposes. For the purpose of this policy statement, the budgets ~~shall~~will include appropriations for operating expenditures.

Fund Name and Number

Spanish Hills	234
Mission Oaks MD-1A	235
Wittenberg	236
Presley	237
Sares/Regis	239
Vista Las Posas	240
Adolfo Glen	246
Armitos Storm Basins	247
Mission Oaks Industrial	248
Adolfo Glen III	249

Zone 1 - Mission Oaks MD1A

Zone 2 - Wittenberg

Zone 3 - Armitos Storm Basin

Zone 4 - Mission Oaks Industrial

Zone 5 - Presley

Zone 6 - Spanish Hills

Zone 7 - Sares/Regis

Zone 8 - Vista Las Posas

Zone 9 - Adolfo Glen III

Zone 10 - Adolfo Glen II

C. Debt Service Funds

Reserve levels for Debt Service Funds ~~shall~~will be established as prescribed by the bond covenants adopted at the time of the issuance of debt.

D. Internal Service Funds

1. Risk Management Fund ~~(501)~~. A Risk Management Reserve ~~shall~~will be established and maintained equal to the sum of the following elements:
 - three times the self-insured retention for liability claims, plus
 - 100% of the greatest deductible for any single property damage coverage, plus
 - 25% of the annual appropriation for workers' compensation.
2. Information Services Fund ~~(503)~~. A Computer Replacement Reserve ~~shall~~will be established and maintained to ensure the timely replacement of computer equipment and software. The reserve level ~~shall~~will be the greater of 100% of the accumulated depreciation or a schedule defined by the City Council adopted Information Systems Master or Strategic Plan.
3. Vehicle & Equipment Fund ~~(504)~~. A Vehicle & Equipment Replacement Reserve ~~shall~~will be established and maintained equal to ~~130%~~120% of the accumulated depreciation.

~~4. Human Resources Fund (507). A Reserve level of 25% of the operating budget, excluding depreciation, for cash flow purposes shall be established and maintained in the Human Resources Fund.~~

54. City Facility Funds: A Capital Outlay Reserve will be established and maintained, based on ~~150%~~100% of a reserve study capital replacement plan, to fund cash flow and the rehabilitation or replacement costs of existing City facility components.

E. Enterprise Funds

1. Solid Waste Operating Fund

The City will establish and maintain a minimum reserve level of 5% of operating budget.

2. Water Utility Operating Fund

The City will establish and maintain a minimum reserve level based on the following schedule:

<u>Operations</u>	<u>3 Months O&M</u>
<u>Capital</u>	<u>Annual Depreciation (Replacement Costs)</u>
<u>Rate Stabilization</u>	<u>5% of Commodity Sales</u>
<u>Restricted/Emergency</u>	<u>1% of Asset at Replacement Costs</u>

3. Sanitary District Operating Fund

The City will establish and maintain a minimum reserve level based on the following schedule:

<u>Operations</u>	<u>3 Months O&M</u>
<u>Capital</u>	<u>Annual Depreciation (Replacement Costs)</u>
<u>Debt Service</u>	<u>1 Year of Debt Service</u>
<u>Restricted/Emergency</u>	<u>1% of Asset at Replacement Costs</u>

E.F. Capital Improvement Fund ~~(411)~~.

The City shall~~will~~ establish and maintain a designated fund balance in the Capital Improvement Fund equal to the discretionary contribution for the future capital improvements outlined in the Five-Year Capital Improvement Plan based on the following schedule:

For projects whose anticipated expenditure date from:

<u>Discretionary sources is:</u>	<u>Balance shall</u> will <u>be:</u>
In year one of the plan	100%

In year two of the plan	80%
In year three of the plan	60%
In year four of the plan	40%
In year five of the plan	20%

[Discretionary Funding is allocated to projects when funds from other sources \(i.e. grants, impacts fees\) are not available.](#)

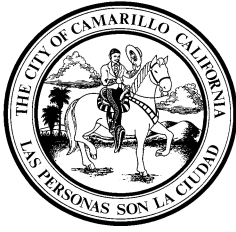
F.G. PROCEDURE

The Finance Department ~~shall~~will perform a reserve analysis to be submitted to the City Council upon the occurrence of the following events:

- City Council deliberation of the annual budget,
- presentation of the annual financial report,
- midyear budget review, and
- when a major change in conditions threatens the reserve levels established within this policy.

If the analysis indicates projected or actual reserve levels that fall either 10% below or 10% above the levels outlined in this policy, at least one of the following actions ~~shall~~will be included with the analysis:

- an explanation of why the reserve levels are not at the targeted level, or
- an identified course of action to bring reserve levels to the minimum prescribed.



City of Camarillo

CITY COUNCIL POLICY

Section: Finance

Date Adopted: May 27, 1992
Last Amended: May 9, 2007

Subject: **Reserve Level**

Number: 3.05

Page 1 of 4

PURPOSE

The City will maintain unappropriated fund or working capital balances in the General Fund, certain Enterprise Funds, certain Special Revenue Funds, Debt Service Funds and Internal Service Funds, and the Capital Improvement Fund. This policy is developed to consider the minimum level necessary to maintain the City's credit worthiness and to adequately provide for:

- Economic uncertainties and other financial hardships or downturns in the local or national economy.
- Local disasters or catastrophic events.
- Future debt or capital obligations.
- Cash flow requirements.
- Legal requirements.

POLICY

A. General Fund

The City will maintain a minimum reserve level of 25% of the operating budget. For the purpose of this policy statement, the budget will include appropriations for operating expenditures plus transfers to other funds for operations, excluding transfers for capital projects.

B. Special Revenue Funds

For all Maintenance District Funds, except those that operate on a citywide basis, the City will target a reserve level of 20% of the operating budgets for cash flow purposes. For the purpose of this policy statement, the budgets will include appropriations for operating expenditures.

Fund Name

Zone 1 - Mission Oaks MD1A
Zone 2 - Wittenberg
Zone 3 - Armitos Storm Basin
Zone 4 - Mission Oaks Industrial
Zone 5 - Presley
Zone 6 - Spanish Hills
Zone 7 - Sares/Regis
Zone 8 - Vista Las Posas
Zone 9 - Adolfo Glen III
Zone 10 - Adolfo Glen II

C. Debt Service Funds

Reserve levels for Debt Service Funds will be established as prescribed by the bond covenants adopted at the time of the issuance of debt.

D. Internal Service Funds

1. Risk Management Fund. A Risk Management Reserve will be established and maintained equal to the sum of the following elements:
 - three times the self-insured retention for liability claims, plus
 - 100% of the greatest deductible for any single property damage coverage, plus
 - 25% of the annual appropriation for workers' compensation.
2. Information Services Fund. A Computer Replacement Reserve will be established and maintained to ensure the timely replacement of computer equipment and software. The reserve level will be the greater of 100% of the accumulated depreciation or a schedule defined by the City Council adopted Information Systems Master or Strategic Plan.
3. Vehicle & Equipment Fund. A Vehicle & Equipment Replacement Reserve will be established and maintained equal to 120% of the accumulated depreciation.
4. City Facility Funds. A Capital Outlay Reserve will be established and maintained, based on 100% of a reserve study capital replacement plan, to fund cash flow and the rehabilitation or replacement costs of existing City facility components.

E. Enterprise Funds

1. Solid Waste Operating Fund

The City will establish and maintain a minimum reserve level of 5% of operating budget.

2. Water Utility Operating Fund

The City will establish and maintain a minimum reserve level based on the following schedule:

Operations	3 Months O&M
Capital	Annual Depreciation (Replacement Costs)
Rate Stabilization	5% of Commodity Sales
Restricted/Emergency	1% of Asset at Replacement Costs

3. Sanitary District Operating Fund

The City will establish and maintain a minimum reserve level based on the following schedule:

Operations	3 Months O&M
Capital	Annual Depreciation (Replacement Costs)
Debt Service	1 Year of Debt Service
Restricted/Emergency	1% of Asset at Replacement Costs

F. Capital Improvement Fund

The City will establish and maintain a designated fund balance in the Capital Improvement Fund equal to the discretionary contribution for the future capital improvements outlined in the Five-Year Capital Improvement Plan based on the following schedule:

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In year one of the plan	100%
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Discretionary Funding is allocated to projects when funds from other sources (i.e. grants, impacts fees) are not available.

G. PROCEDURE

The Finance Department will perform a reserve analysis to be submitted to the City Council upon the occurrence of the following events:

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City of Camarillo

CITY COUNCIL POLICY

Section: Community Development

Date Adopted: October 1976
Last Amended: March 25, 2015

Subject: **General Plan Amendments (Non-City Initiated)**

Number: 7.01

Page 1 of 3

PURPOSE

To provide guidelines for considering proposed amendments to the Camarillo General Plan by an applicant other than the City.

POLICY

The General Plan is a long-range comprehensive policy document that is periodically updated to meet new conditions, and revised or amplified to respond to unforeseen changes or community needs.

A. **Amendment Guidelines**

1. The General Plan is subject to amendments when there are changes in goals, policies, and physical, social or economic conditions. All proposed amendments should be evaluated with consideration for environmental impact and consistency with the balance of the General Plan document.
2. Due to the restriction in Section 65358(b) of the State Government Code that no single mandatory element of a General Plan will be amended more frequently than four times during a calendar year, it is necessary that the City establish the criteria and timing for consideration of General Plan amendments.
3. The guidelines set forth herein have been established to aid in the review of requests presented to the City. Fulfillment of the general criteria for amendment consideration does not, however, assure or even imply the ultimate approval or disapproval of a General Plan amendment by the City Council. That is, decisions on the contents of the General Plan are by law based solely on the best judgment and discretion of the City Council, made after due process and deliberation.
4. The City Council will determine at the time of referral of a General Plan amendment or a specific plan whether a fiscal impact analysis will be required in conjunction with the proposal.

B. Review Guidelines

In reviewing an application, the Planning Commission and City Council will consider the following guidelines:

1. Consideration of an element not currently included in the General Plan.
2. A change in General Plan goals or policy, or in physical, social or economic conditions as stated in the General Plan.
3. A substantial change in environmental characteristics affecting the property and its uses which creates an inconsistency with other currently existing uses.
4. Physical constraints or changes that render the designated land usage in the General Plan no longer feasible or preferable.
5. A response to changes in development and land use patterns within adjoining areas.

C. Review Process for General Plan Land Use Element Amendments

1. Complete applications for General Plan amendments will be presented to the City Council for initial consideration at the second meeting in January. The City Council, at its discretion, may order further processing or may terminate application proceedings at this point.
2. Upon review of the General Plan Amendment request by the Planning Commission, the application and Planning Commission recommendation will be forwarded to the City Council for consideration.
3. The City Clerk will schedule the application for City Council consideration at the first reasonably available Council meeting. The City Council will render a decision by resolution following conclusion of a public hearing. If the City Council substantially modifies the application considered by the Planning Commission, a decision will be rendered by the Council following further consideration by the Commission and subsequent report to the Council. The City Council's decision will be final.

- D. The City Council or Planning Commission will not be precluded from considering or acting upon General Plan amendments at such times as they deem advisable, nor will they be precluded from initiating General Plan amendments as they deem necessary and appropriate. [Consideration of a new, or previously rejected and revised, General Plan Amendment Referral application may be considered by the City Council at times other than the second City Council Meeting in January only upon the request of two or more Council Members.](#)

- E. Annual Review: On or before the second meeting in January, staff will present a report to the City Council on the status of each General Plan Amendment Referral.
- F. Triennial Review and Decision Whether to Rescind: Every three years after the date on which a General Plan Amendment application was referred to staff for study, staff will present to City Council an agenda item that reports on the status of the referral and presents a suggested action to either continue the study of the General Plan Amendment or rescind the referral.
- G. A request for review for possible rescission may only be made by two or more Members of the City Council at a Regular Meeting of the City Council. No Member of the City Council who voted against a previously approved GPA Referral can ask that the Referral be reviewed for possible rescission..

*City of Camarillo****CITY COUNCIL POLICY***

Section: Community Development

Date Adopted: October 1976

Last Amended: March 25, 2015

Subject: **General Plan Amendments (Non-City Initiated)**

Number: 7.01

Page 1 of 3

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City of Camarillo

Department of Finance

M E M O R A N D U M

DATE: May 3, 2018

TO: Policy Committee

FROM: Dave Norman, City Manager

SUBMITTED BY: Genie Rocha, Director of Finance

SUBJECT: **Status Update on Policy 4.1, Purchasing**

Since the Committee met regarding Policy 4.1, Purchasing on February 28, 2018, staff has been working on separating out sections into either a policy or a procedurals manual as agreed by the Committee.

A verbal report will be provided to the Committee at its meeting on May 3, and it is estimated that a working draft will be presented to the Committee at its next meeting.



CITY OF CAMARILLO

POLICY COMMITTEE SPECIAL MEETING

AGENDA

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1. Call to Order
2. Public Comments
3. Policy 1.04, Scheduling City Council Meeting Agenda Items
4. Committee Comments
5. Schedule Next Meeting
6. Adjournment

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REDLINE
TO COMMITTEE 5-3-18

City of Camarillo

CITY COUNCIL POLICY

Section: City Council

Date Adopted: March 11, 1998
Last Amended: November 14, 2007

Subject: **Scheduling City Council Meeting Agenda Items**

Number: 1.04

Page 1 of 1

PURPOSE

To establish guidelines for bringing agenda items before the City Council at City Council meetings.

POLICY

The City Manager is responsible for scheduling agenda items for consideration by the City Council.

~~A Councilmember may request an item be placed on the agenda.~~ A request that an item be placed on the agenda must be made by no fewer than two Councilmembers. An item that relates to ~~regular City business~~ the subject matter jurisdiction of the City Council will be scheduled by the City Manager on the appropriate agenda, and staff will provide an agenda report and relevant backup material. An item that is not related to ~~regular City business~~ the subject matter jurisdiction of the City Council will be brought to City Council by the City Manager for approval to schedule the matter at a future Council meeting.

~~A member of the public may request to have an item that is within the City's jurisdiction be placed on the agenda. The item should be submitted in writing, with appropriate backup material, to the City Manager for approval and agenda scheduling.~~



**PROPOSED
TO COMMITTEE 5-3-18**

City of Camarillo

CITY COUNCIL POLICY

Section: City Council

Date Adopted: March 11, 1998

Last Amended: November 14, 2007

Subject: **Scheduling City Council Meeting Agenda Items**

Number: 1.04

Page 1 of 1

PURPOSE

To establish guidelines for bringing agenda items before the City Council at City Council meetings.

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