

ADMINISTRATIVE BUDGET FY: 2024-25		FY20-21	FY21-22	FY22-23	FY23-24	FY24-25		
Oxnard Community Development Successor Agency		ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	VARIANCE	
Direct Costs:	Detailed Explanation of Costs:					PROPOSED	\$	%
Staffing*	Salaries and benefits	26,987	11,402	\$ 26,879.70	\$ 15,800.00	\$ 15,624.35	(176)	-1.1%
Indirect Costs:								
Legal Expenses	Agency legal counsel	34,400	64,277	61,010	62,655	55,173	(7,482)	-11.9%
Finance and Debt Administration	Bond debt service administration	8,000	14,000	16,207	17,461	17,461	-	0.0%
Accounting and Audit Services		3,750	3,750	5,075	3,333	3,333	-	0.0%
Information Technology							-	0.0%
Other Professional Services	Property tax analysis for Riverpark OPA	30,249	23,591	20,115	25,766	20,000	(5,766)	-22.4%
Administrative Expenses	Misc expenses				14,148	14,148	-	0.0%
Miscellaneous/Other		1,209	1,378	3,857	25,837	24,261	(1,576)	-6.1%
Total Indirect Costs		77,608	106,995	106,264	149,200	134,376	(14,824)	-9.9%
TOTAL COSTS		104,595	118,397	133,144	165,000	150,000	(15,000)	-9.1%

* STAFFING COSTS		FY23-24 BUDGET			FY24-25 PROPOSED BUDGET			VARIANCE	
Classifications:	Description of Duties and Responsibilities	RATE	HOURS	TOTAL	RATE	HOURS	TOTAL	\$	Detailed Explanation for Variance: FY24-25 Proposed Budget to FY23-24 Budget
Accountant I	Capital assets and LRPMP accountant	\$ 52.36	20	\$ 1,047.20	\$ 54.90	10	\$ 549.00	\$ (498.20)	
Accountant II	Assists is SA project management and admin payroll allocations			\$ -	\$ 58.87	30	\$ 1,766.10	\$ 1,766.10	
Executive Assistant	Administrative support: financial tracking and invoice data management	\$ 65.06	35	\$ 2,277.10	\$ 105.03	20	\$ 2,100.60	\$ (176.50)	
Housing Director	Oversees Successor Agency staff; review and approval of SA actions	\$ 165.99	0	\$ -	\$ 172.72		\$ -	\$ -	
Economic Development Manager	Development/disposition of Downtown parcels	\$ 100.02	0	\$ -	\$ 97.71		\$ -	\$ -	
Management Accountant / Auditor	Bond debt service, Prior Period Adjustment compliance, ROPS	\$ 86.42	50	\$ 4,321.00	\$ 80.85	40	\$ 3,234.00	\$ (1,087.00)	
Sr Accountant	Performs Successor Agency bank reconciliations			\$ -	\$ 64.67	5	\$ 323.35	\$ 323.35	
Controller	Performs Successor Agency bank reconciliations			\$ -					
Project Manager	Staff reports, reporting requirements, presentations to Successor Agency and Oversight Board, Owner Participation Agreements compliance, ROPS, communication w/ DOF	\$ 85.65	85	\$ 7,280.25	\$ 90.44	50	\$ 4,522.00	\$ (2,758.25)	
Assistant City Manager	Oversees Successor Agency staff; review and approval of SA actions	\$ 174.92	5	\$ 874.60	\$ 208.62	15	\$ 3,129.30	\$ 2,254.70	
TOTAL				\$ 15,800.15	TOTAL		\$ 15,624.35	\$ (175.80)	Continued wind down of Successor Agency operations

ADMINISTRATIVE BUDGET VARIANCE REPORT FY: 2022-23

Oxnard Community Development Successor Agency

Direct Costs:						\$	%	Detailed Explanation for Variance:
Staffing*	49,104	26,987	11,402	\$ 26,879.70	21,601	5,279	24.4%	
Indirect Costs:								
Legal Expenses	18,751	34,400	64,277	61,010	62,655	(1,645)	-2.6%	
Finance and Debt Administration		8,000	14,000	16,207	17,461	(1,254)	-7.2%	
Accounting and Audit Services		3,750	3,750	5,075	3,333	1,742	52.3%	
Information Technology						-	0.0%	
Other Professional Services	8,128	30,249	23,591	20,115	30,000	(9,885)	-33.0%	
Administrative Expenses	38,518				14,210	(14,210)	-100.0%	
Miscellaneous/Other	2,044	1,209	1,378	3,857	25,740	(21,883)	-85.0%	
Total Indirect Costs	67,441	77,608	106,996	106,264	153,399	(47,135)	-44.4%	
TOTAL COSTS	116,545	104,595	118,398	133,144	175,000	(41,856)	-31.4%	Further wind down of Successor Agency operations

* STAFFING COSTS	FY22-23 ACTUAL			FY22-23 BUDGET			VARIANCE	Detailed Explanation for Variance:
Classifications:	Rate	Hours	Total	Rate	Hours	Total	\$	
Accountant I	\$ 48.41	10	\$ 484.10	\$ 55.95	20	\$ 1,119.00	\$ (634.90)	Rovee Oera
Accountant II	\$ 51.92	40	\$ 2,076.80	\$ 57.29	20	\$ 1,145.80	\$ 931.00	Raul Jimenez
Administrative Secretary III	\$ 92.62	20	\$ 1,852.40	\$ 44.60	45	\$ 2,007.00	\$ (154.60)	Luly Lopez
Housing Director	\$ 152.13	15	\$ 2,281.95	\$ 127.38	20	\$ 2,547.60	\$ (265.65)	Emilio Ramirez
Economic Development Manager	\$ 86.16	40	\$ 3,446.40	\$ 90.34	40	\$ 3,613.60	\$ (167.20)	Elsa Brown
Sr Accountant	\$ 57.03	5	\$ 285.15	\$ 60.49	50	\$3,024.50	\$ (2,739.35)	Jun Frisbie
Management Accountant / Auditor	\$ 71.29	60	\$ 4,277.40	\$ 71.97	13	\$ 935.61	\$ 3,341.79	Zan Suko
Controller	\$ 88.85	0	\$ -	\$ 88.85	4	\$ 355.40	\$ (355.40)	Cesar Perfecto
Project Manager	\$ 79.75	95	\$ 7,576.25	\$ 85.65	80	\$ 6,852.00	\$ 724.25	Adam Smith
Assistant City Manager	\$ 183.97	25	\$ 4,599.25			\$ -	\$ 4,599.25	Ashley Golden
	TOTAL		\$ 26,879.70	TOTAL		\$ 21,600.51	\$ 5,279.19	