Written materials relating to an item on this agenda that are distributed to the legislative bodies within 72 hours before the item is to be considered at its regularly scheduled meeting will be made available for public inspection at the City Clerk's Office, 300 West Third Street 4th Floor and at the Oxnard main library, 251 South A Street during customary business hours. Agenda reports are also on the City of Oxnard web site at www.oxnard.gov.

CITY OF OXNARD CALIFORNIA

AGENDA
OXNARD CITY COUNCIL
OXNARD COMMUNITY DEVELOPMENT COMMISSION SUCCESSOR AGENCY
OXNARD FINANCING AUTHORITY
OXNARD HOUSING AUTHORITY

Meeting Location: Council Chambers, 305 West Third Street

February 17, 2026

Appointment Items - 5:30 PM

Regular Meeting - 6:00 PM

Zoom details to call-in for public comment during a meeting:

1. Dial Phone Number: (888) 475-4499
2. Enter Meeting ID: 898 4233 1454
3. Passcode: 485239

If you wish to speak during public comments or a particular item on the agenda, please sign-on by following the zoom call-in steps listed above. Once the presiding officer calls for public speakers, press *9 to raise your hand to inform the City Clerk you would like to speak during the public speaking section for that particular item on the agenda, while in the zoom waiting room. Press *6 when asked to unmute. Listen to the instructions provided virtually on the phone while on hold in the zoom waiting room. Please note that there is a slight time delay when viewing the meeting via television.

IN ACCORDANCE WITH ASSEMBLY BILL 2449, MEMBERS OF THE LEGISLATIVE BODY MAY MEET IN-PERSON OR REMOTELY. TO PARTICIPATE REMOTELY VISIT WWW.OXNARD.GOV.

To find out how you may provide public comment, please refer to the instructions below or at **www.https://www.oxnard.org/city-meetings/**.

The public may view the meeting from home on Spectrum channel 10, Frontier channel 35, or YouTube at Youtube.com/oxnardnews. Video recordings of the meeting are typically available online following the meeting at the City's website at www.oxnard.org/city-meetings.

*Please see the link for the Measure M pre-recorded presentation video for each item listed on this agenda.

YOU MAY PARTICIPATE IN THE MEETING IN THE FOLLOWING WAYS:

1. ATTEND THE MEETING AT THE LOCATION LISTED ABOVE: Submit a speaker card to the City Clerk.

2. EMAIL COMMENTS OR SIGN UP TO SPEAK REMOTELY BEFORE THE MEETING

    a. Submit a request to speak remotely by 3:00 p.m. on the day of the meeting by using the form available at **www.oxnard.org/citymeetings**.
    b. Submit an email to **cityclerk@oxnard.org** by 3:00 p.m. on the day of the meeting (indicate the agenda item number in the subject line). All email correspondence will be forwarded to the legislative body prior to the start of the meeting and made part of the legislative record.
    c. Contact the City Clerk's Office at (805) 385-7803 to submit your request.

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

3. PROVIDE PUBLIC COMMENT REMOTELY DURING THE MEETING

   a. Follow Zoom details listed above.
   b. Public comments on agenda items will be taken following the announcement of the item. After the item is announced, members of the public may register or otherwise be recognized for the purpose of providing public comment.

Please review the Zoom instructions on the registration page to help ensure there are no technical difficulties during your comments and help you understand public comment procedures using Zoom. Detailed participation instructions can be found at www.oxnard.org/city-meetings.

In the event of a disruption which prevents a legislative body of the City of Oxnard from broadcasting a meeting using a call-in option or internet-based service option, or in the event of a disruption within the City's control which prevents members of the public from offering public comment using the call-in option or internet-based service option, the legislative body shall take no further action on items appearing on a meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. However, if any of the broadcast options are disrupted, but any of the other broadcast options is still available to the public, the legislative body may take further action on items appearing on a meeting agenda without waiting for the disrupted broadcast option(s) to be restored.

A. ROLL CALL, POSTING OF AGENDA

THE FOLLOWING LEGISLATIVE BODIES ARE MEETING: City Council, and Housing Authority
CONSIDERATION OF TELECONFERENCE PARTICIPATION PURSUANT TO ASSEMBLY BILL 2449

B. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

C. CLOSED SESSION

D. APPOINTMENT ITEMS (5:30 PM)

1. City Clerk Department

SUBJECT: Department Workshop: City Clerk Department Presentation.
RECOMMENDATION: That the City Council receive and file an update report from the City Clerk, concerning information related to functions, priorities, challenges, and anticipated future needs.

(This item did not originate in Committee.)

Please click the following link to view the required Measure M pre-recorded presentation videos: https://youtu.be/QEkulgAeCpI

Legislative Body: City Council
Contact: Luly Lopez, (805) 385-7805

E. OPENING CEREMONIES (6:00 PM)

Pledge of allegiance to the flag of the United States.

F. CEREMONIAL ITEMS

1. City Clerk Department

SUBJECT: Presentation of a Posthumous Resolution Commending Len Shulman.
RECOMMENDATION: That the City Council adopt a posthumous resolution commending Len Shulman for over eight (8) years of dedicated service to the Measure O Citizen Oversight Committee.

(This item did not originate in Committee.)

Legislative Body: City Council
Contact: Luly Lopez, (805) 385-7805

2. City Clerk Department
SUBJECT: Presentation of a Resolution Commending Adam Lopez.
RECOMMENDATION: That the City Council adopt a resolution commending Adam Lopez for over seven (7) years of dedicated service to the Community Relations Commission.

(This item did not originate in Committee.)

Legislative Body: City Council
Contact: Luly Lopez, (805) 385-7805

3. SUBJECT: Presentation of Commendation Certificates to the Pacifica High School Boys Football Team for their victories in CIF-SS Division 3 Championship and the CIF - State Southern Regional 1A Championship.

G. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA AND NON-ACTION ITEMS

A person may address the legislative body only on matters not appearing on the agenda and within the subject matter jurisdiction of the legislative body, and on non-action items such as ceremonial items, report of city manager / executive director / secretary, and city council/ housing authority / successor agency / financing authority business / committee reports. Speaker requests shall be submitted as set forth on the first page of this agenda. Speakers are limited to three minutes. After 30 minutes, if all speakers have not had the opportunity to speak, the remaining speakers will be given an opportunity to speak prior to adjournment of the meeting. The legislative body cannot enter into a detailed discussion or take action on any items presented during public comments at this time. Such items may only be referred to the City Manager / Executive Director / Secretary for administrative action or scheduled on a subsequent agenda for discussion. Persons wishing to speak on public hearing items should do so at the time of the hearing.

H. REPORT OF CITY MANAGER/EXECUTIVE DIRECTOR/SECRETARY

The City Manager/Executive Director/Secretary shall report on items of interest to the legislative body occurring since the last meeting. The legislative body cannot enter into detailed discussion or take action on any item presented during this report. Such items may only be referred to the City Manager/Executive Director/Secretary for administrative action or scheduled on a subsequent agenda for discussion.

1. SUBJECT: City Manager’s Corner: updates, announcements, clarifications, and local government fun facts on occasional Tuesdays.

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

At this time, a member of the legislative body may make a brief announcement, or make a brief report on his or her activities. Further, members of the legislative body may request to schedule consideration of whether to place an item on a future agenda. The legislative body cannot enter into detailed discussion or take action on any item presented during this report. The member's report shall not exceed three minutes, unless additional time is granted by the presiding officer.

1. City Clerk Department
SUBJECT: Appointment of a Member to the Ventura County Continuum of Care Alliance Governance Board.
RECOMMENDATION: That the Mayor, with the approval of the City Council, appoint one member and one alternate member to the Ventura County Continuum of Care Governance Board.

(This item did not originate in Committee.)

Legislative Body: City Council
Contact: Luly Lopez, (805) 385-7805

J. REVIEW OF INFORMATION/CONSENT AGENDA
The members of the legislative body will consider whether to remove Information/Consent Agenda items for discussion later during the meeting.

K. PUBLIC COMMENTS ON INFORMATION/CONSENT AGENDA
At this time, a person may address the legislative body only on matters appearing on the information/consent agenda. The presiding officer shall limit public comments to three minutes.

L. INFORMATION/CONSENT AGENDA

1. City Clerk Department
SUBJECT: Approval of Oxnard City Council Minutes.
RECOMMENDATION: That the City Council approved the regular meeting minutes of February 3, 2026.

Legislative Body: City Council
Contact: Luly Lopez, (805) 385-7805

2. City Clerk Department
SUBJECT: Approval of Oxnard Housing Authority Minutes.
RECOMMENDATION: That the Oxnard Housing Authority Board of Commissioners approve the regular meeting minutes for January 20 and February 3, 2026.

Legislative Body: Housing Authority
Contact: Luly Lopez, (805) 385-7805

3. City Clerk Department
SUBJECT: Resolution Commending Deirdre Frank.
RECOMMENDATION: That the City Council adopt a resolution commending Deirdre Frank for over ten (10) years of dedicated service to the Measure O Citizen Oversight Committee.

(This item did not originate in Committee.)

Legislative Body: City Council
Contact: Luly Lopez, (805) 385-7805

4. City Clerk Department
SUBJECT: Resolution Commending Joseph M. Munoz.
RECOMMENDATION: That the City Council adopt a resolution commending Joseph M. Munoz for over 9 years of dedicated service to the Measure O Citizen Oversight Committee.

(This item did not originate in Committee.)

Legislative Body: City Council
Contact: Luly Lopez, (805) 385-7805

5. City Manager Department
SUBJECT: Whistleblower Policy Revision.
RECOMMENDATION: That the City Council adopt a resolution updating the City's Whistleblower Policy to reflect current legislation.

(The Finance and Governance Committee approved 3-0 on January 27, 2026)

Legislative Body: City Council
Contact: Eric Sonstegard, (805) 385-7478

6. Finance Department
SUBJECT: Monthly Report and List of City Manager-approved contracts with Accounting of All Receipts, Disbursements and Fund Balances.
RECOMMENDATION: That the City Council:

1. Receive and file the report and accounting of all receipts, disbursements and fund balances for the month of December 2025; and
2. Receive and file the list of City Manager-approved contracts for the month of December 2025.

(This item did not originate in Committee)

Legislative Body: City Council
Contact: Javier Chagoyen-Lazaro, (805) 200-5400

7. Housing Department
SUBJECT: Oxnard Housing Authority's Monthly Investment Report.
RECOMMENDATION: That the Oxnard Housing Authority Board of Commissioners receive and file the monthly investment report for the period ending December 2025.

(This item did not originate in Committee)

Legislative Body: Housing Authority
Contact: Brenda Lopez, (805) 385-8092

M. PUBLIC HEARINGS

N. REPORTS

1. Police Department

SUBJECT: Downtown Security Contract.

RECOMMENDATION: That the City Council approve and authorize the Mayor to execute an agreement with Citiguard, Inc. (32600276) for a term of up to five (5) years, for a total contract amount not to exceed $2,575,000 for security services in the Oxnard Downtown Management District (ODMD), the Oxnard Public Library, the Downtown Parking Structure, and the Oxnard Service Center.

(The Community Services, Public Safety, Housing & Economic Development approved 3-0 on January 27, 2026.)

Please click the following link to view the required Measure M pre-recorded presentation video: https://youtu.be/YIND6lhkZus

Legislative Body: City Council
Contact: Jason Benites, (805) 385-7624

2. Finance Department

SUBJECT: FY 2025-2026 Mid-Year Budget.

RECOMMENDATION: That the City Council:

1. Receive an update on the FY 2025-26 revenue and expenditure projections for major funds;
2. Approve budget amendments to the General Fund (101), Street Maintenance Infrastructure Use Fee Fund (105), Transportation Development Act Fund (212), Capital Outlay Fund (301), Special Districts Fund (120/Subfund(2540), Development Impact Fees Fund - Circulation System Improvement Fees Subfund (350/Subfund 8040), Bond Assessment Districts Fund (500/Subfund 5050), Water Operating Fund (601), Environmental Resources Operating Fund (631), Golf Course Operating Fund (651), and the Public Liability and Property Insurance Fund (701), as explained in this report; and
3. Approve adding and adopting the Environmental Resources Rollup Door Replacement Project to the Fiscal Year 2025-26 Capital Improvement Program (CIP).

(This item did not originate in Committee)
Please click the following link to view the required Measure M pre-recorded presentation video: https://youtu.be/t7NK6o8YdKk

Legislative Body: City Council
Contact: Javier Chagoyen-Lazaro, (805) 200-5400

3. Finance Department

SUBJECT: ERP Annual Report and Ninth Amendment to the Agreement with Kreative Core Technologies, Inc. for ERP Implementation and IT Services Support.

RECOMMENDATION: That the City Council:

1. Approve and authorize the Mayor to execute a Ninth Amendment to the Professional Services Agreement with Kreative Core Technologies, Inc. (9431-21-FN) in the amount of $11,490,000 for a new not to exceed contract amount of $21,510,000 and to extend the term of the Agreement to December 30, 2028, for project management services related to the discovery, documentation, implementation stabilization and ongoing IT support of all phases of the City's Multi-year enterprise resource planning (ERP) implementation, as well as some additional IT non-ERP Projects.
2. Approve an appropriation in the amount of $2,500,000 from the General Fund (101) available fund balance to fund the project C2034 ERP Implementation in FY 2025-26, and authorize the corresponding transfers for the project budget.
3. Receive and file the ERP system annual report.

(This item did not originate in Committee.)

Please click the following link to view the required Measure M pre-recorded presentation video: https://youtu.be/MGq0DKWIlLY

Legislative Body: City Council
Contact: Javier Chagoyen-Lazaro, (805) 200-5400

O. ADJOURNMENT

CITY OF OXNARD CALIFORNIA

CITY COUNCIL AGENDA REPORT

APPOINTMENT ITEMS (5:30 PM)
AGENDA ITEM NO. D.1

DATE: February 17, 2026

TO: City Council

FROM: Luly Lopez, City Clerk, (805) 385-7805, luly.lopez@oxnard.org

SUBJECT: Department Workshop: City Clerk Department Presentation.

RECOMMENDATION

That the City Council receive and file an update report from the City Clerk, concerning information related to functions, priorities, challenges, and anticipated future needs.

(This item did not originate in Committee.)

Please click the following link to view the required Measure M pre-recorded presentation videos: https://youtu.be/QEkulgAeCpI

BACKGROUND

The City Clerk presentation is intended to provide content to the City Council regarding the function of this department. This update demonstrates how each department serves the community, departmental milestones and accomplishments, relevant statistical information, and workload demands. The presentation also provides information about department priorities, challenges, and anticipated future needs.

STRATEGIC PRIORITIES

This agenda item supports the Organizational Effectiveness strategy. The purpose of the Organizational Effectiveness strategy is to reinforce, stabilize, improve, and strengthen the organizational foundation of the City in order to build a modern, high-functioning City government that effectively and efficiently supports the operating departments in providing high-quality services and programs for our residents and businesses.

FINANCIAL IMPACT

There is no financial impact.

COMMITTEE OUTCOME

This item did not originate in Committee.

Prepared by: Luly Lopez, City Clerk

ATTACHMENTS

1. City Clerk Presentation

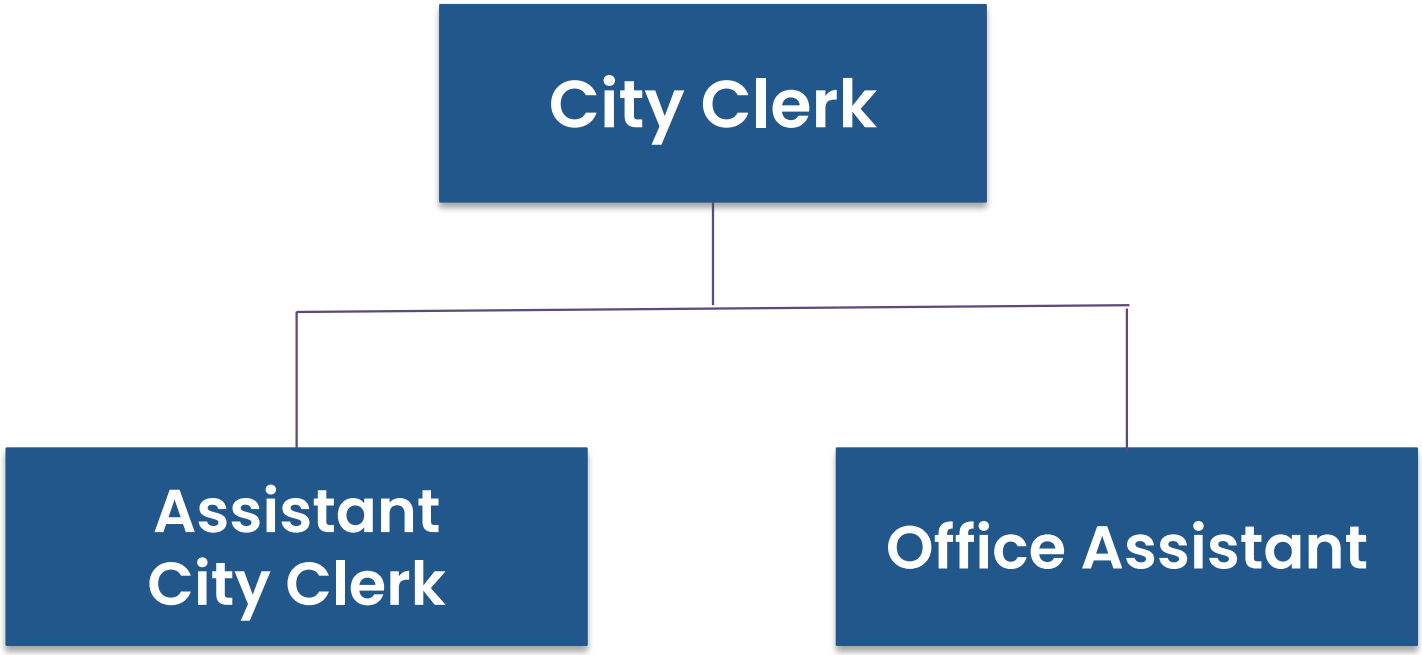
City Clerk's Office Workshop

February 17, 2026

Presented by: Luly A. López, City Clerk

CITY OF OXNARD CALIFORNIA

City Clerk's Office

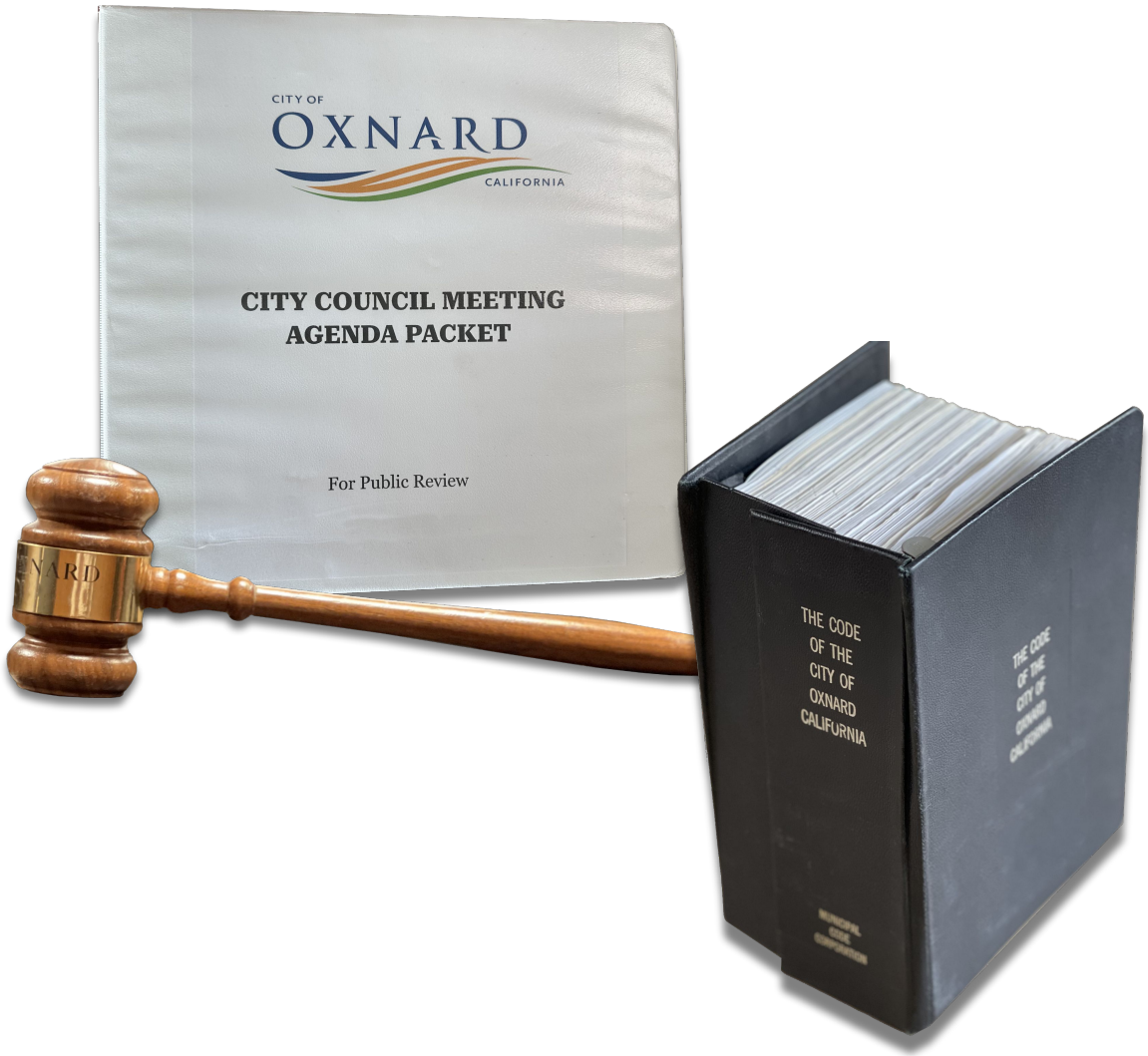


What We Do

- Meeting Agendas
- Minutes
- Code Book
- Historical Records
- Oath of Office
- Certify Documents
- Records Retention
- FPPC
- Elections
- RFPs
- Bids/Bonds
- Claims/Summons& Subpoenas
- CAGs
- Appeals

What We Do

- Meeting Agendas
- Minutes
- Code Book
- Historical Records



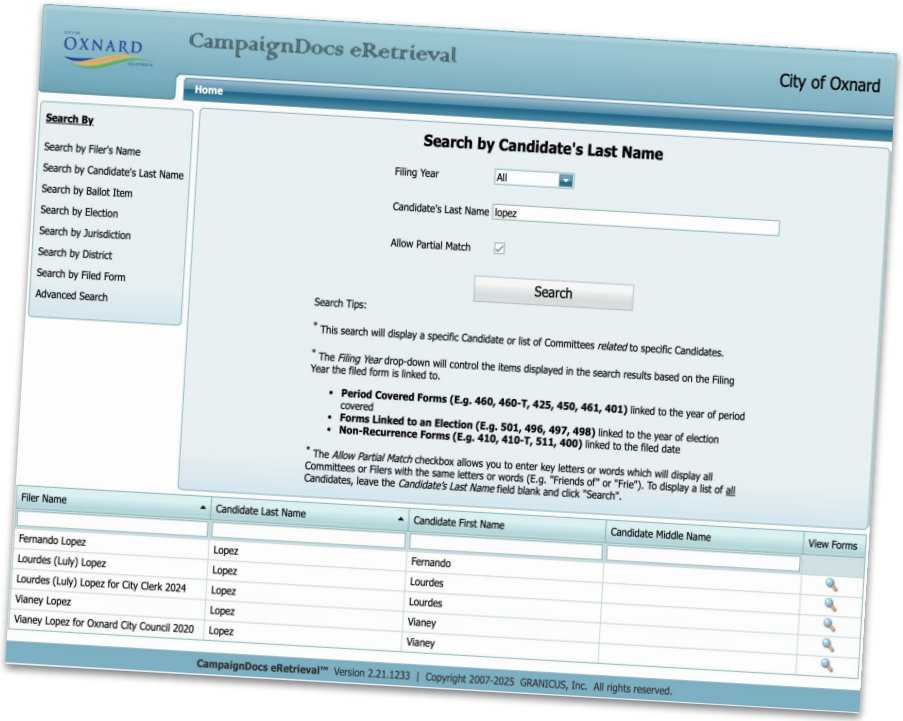
What We Do

FPPC:

Form 700

Elections:

Campaign Filings

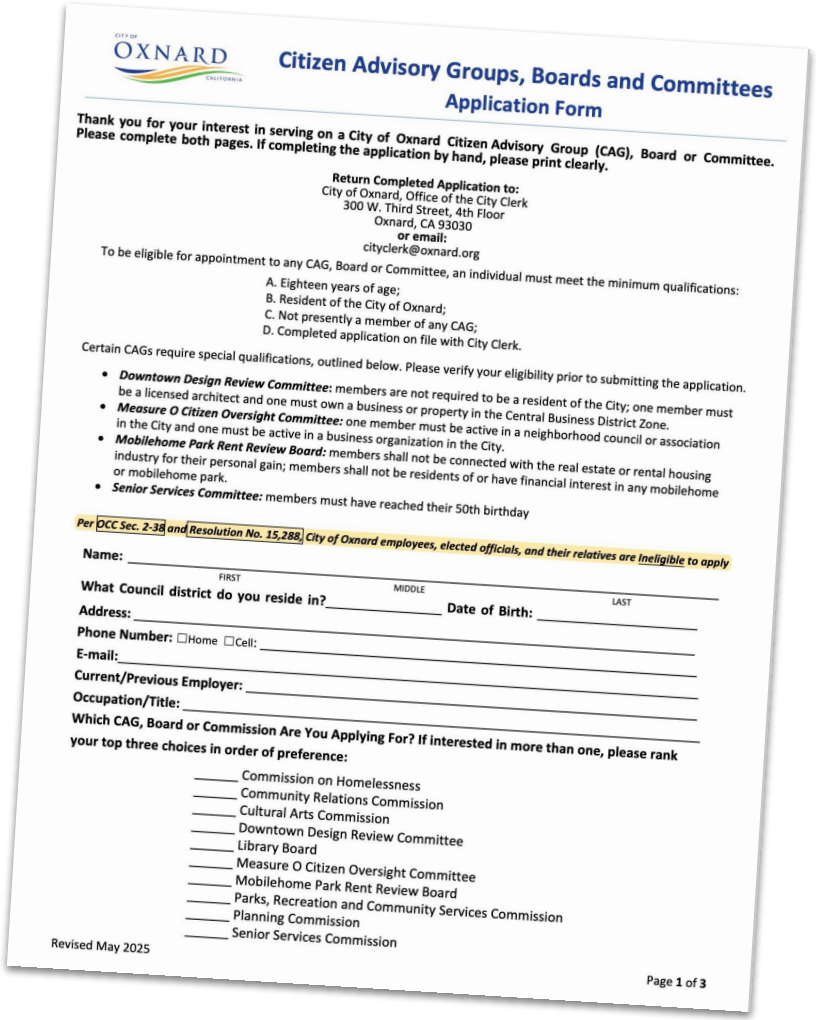


What We Do

Citizen Advisory Groups (CAGs)

- **Ensure compliance with training requirements**
- **Maddy Act**
  (Government Code Section 54972)

www.oxnard.gov/CAG



CITY OF OXNARD CALIFORNIA

Citizen Advisory Groups, Boards and Committees
Application Form

Thank you for your interest in serving on a City of Oxnard Citizen Advisory Group (CAG), Board or Committee. Please complete both pages. If completing the application by hand, please print clearly.

Return Completed Application to:
City of Oxnard, Office of the City Clerk
300 W. Third Street, 4th Floor
Oxnard, CA 93030
or email:
cityclerk@oxnard.org

To be eligible for appointment to any CAG, Board or Committee, an individual must meet the minimum qualifications:

A. Eighteen years of age;
B. Resident of the City of Oxnard;
C. Not presently a member of any CAG;
D. Completed application on file with City Clerk.

Certain CAGs require special qualifications, outlined below. Please verify your eligibility prior to submitting the application.

- ***Downtown Design Review Committee:*** members are not required to be a resident of the City; one member must be a licensed architect and one must own a business or property in the Central Business District Zone.
- ***Measure O Citizen Oversight Committee:*** one member must be active in a neighborhood council or association in the City and one must be active in a business organization in the City.
- ***Mobilehome Park Rent Review Board:*** members shall not be connected with the real estate or rental housing industry for their personal gain; members shall not be residents of or have financial interest in any mobilehome or mobilehome park.
- ***Senior Services Committee:*** members must have reached their 50th birthday

Per OCC Sec. 2-38 and Resolution No. 15,288, City of Oxnard employees, elected officials, and their relatives are ineligible to apply

Name: _____
FIRST MIDDLE LAST

What Council district do you reside in? _____ **Date of Birth:** _____

Address: _____

Phone Number: ☐Home ☐Cell: _____

E-mail: _____

Current/Previous Employer: _____

Occupation/Title: _____

Which CAG, Board or Commission Are You Applying For? If interested in more than one, please rank your top three choices in order of preference:

_____ Commission on Homelessness
_____ Community Relations Commission
_____ Cultural Arts Commission
_____ Downtown Design Review Committee
_____ Library Board
_____ Measure O Citizen Oversight Committee
_____ Mobilehome Park Rent Review Board
_____ Parks, Recreation and Community Services Commission
_____ Planning Commission
_____ Senior Services Commission

Revised May 2025

Page 1 of 3

Bids & Bonds

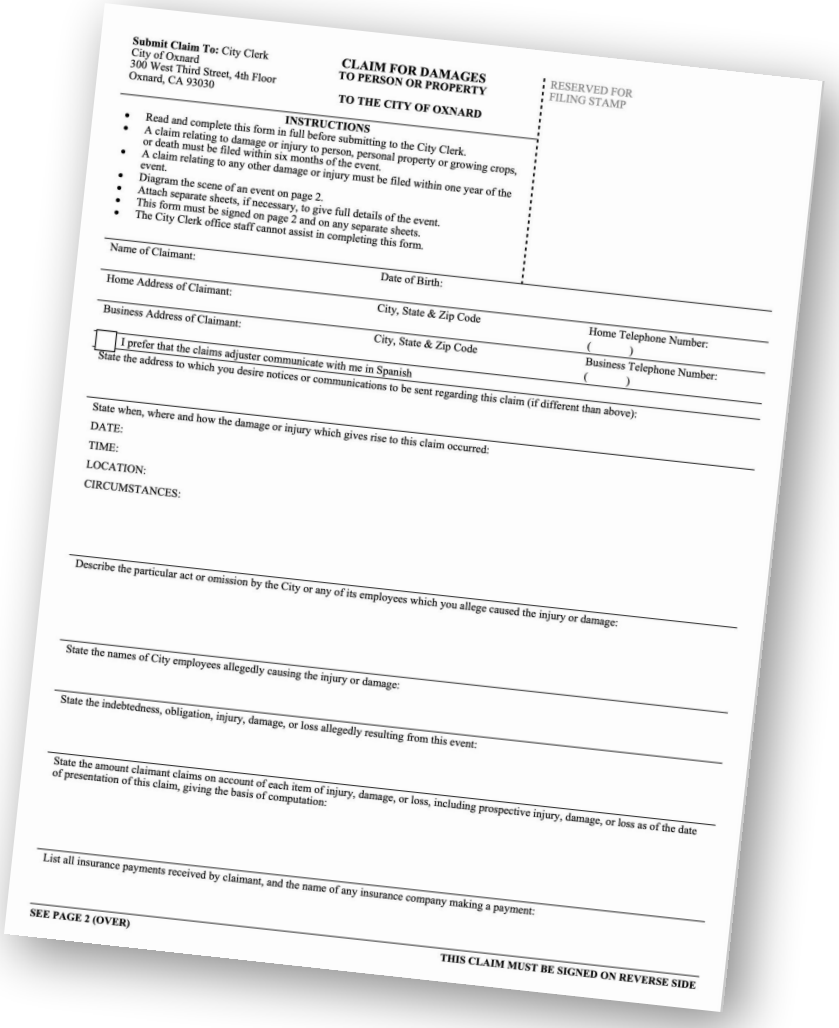
Bid Openings

Bonds

Claims

Claims

- 2024: 285
- 2025: 229



Submit Claim To: City Clerk
City of Oxnard
300 West Third Street, 4th Floor
Oxnard, CA 93030

CLAIM FOR DAMAGES
TO PERSON OR PROPERTY
TO THE CITY OF OXNARD

RESERVED FOR FILING STAMP

INSTRUCTIONS

- Read and complete this form in full before submitting to the City Clerk.
- A claim relating to damage or injury to person, personal property or growing crops, or death must be filed within six months of the event.
- A claim relating to any other damage or injury must be filed within one year of the event.
- Diagram the scene of an event on page 2.
- Attach separate sheets, if necessary, to give full details of the event.
- This form must be signed on page 2 and on any separate sheets.
- The City Clerk office staff cannot assist in completing this form.

Name of Claimant: Date of Birth:

Home Address of Claimant: City, State & Zip Code Home Telephone Number: ( )

Business Address of Claimant: City, State & Zip Code Business Telephone Number: ( )

☐ I prefer that the claims adjuster communicate with me in Spanish

State the address to which you desire notices or communications to be sent regarding this claim (if different than above):

State when, where and how the damage or injury which gives rise to this claim occurred:

DATE:

TIME:

LOCATION:

CIRCUMSTANCES:

Describe the particular act or omission by the City or any of its employees which you allege caused the injury or damage:

State the names of City employees allegedly causing the injury or damage:

State the indebtedness, obligation, injury, damage, or loss allegedly resulting from this event:

State the amount claimant claims on account of each item of injury, damage, or loss, including prospective injury, damage, or loss as of the date of presentation of this claim, giving the basis of computation:

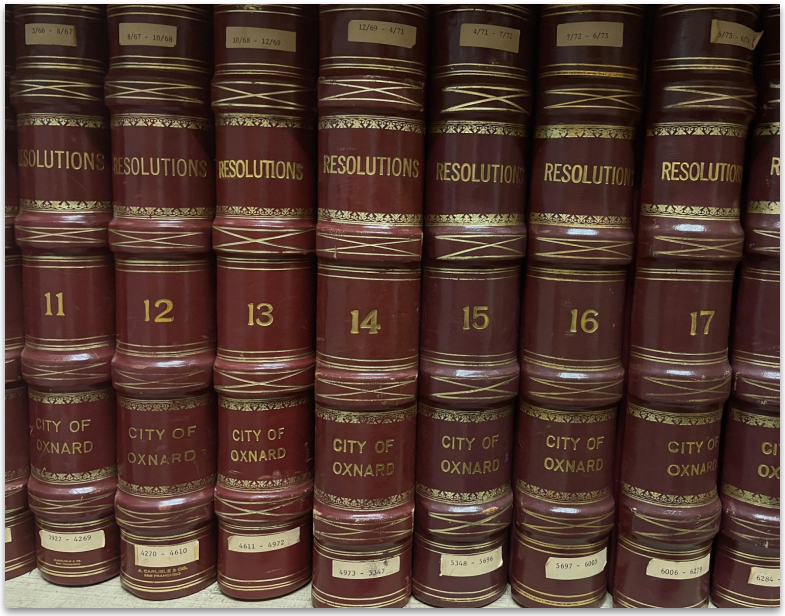
List all insurance payments received by claimant, and the name of any insurance company making a payment:

SEE PAGE 2 (OVER)

THIS CLAIM MUST BE SIGNED ON REVERSE SIDE

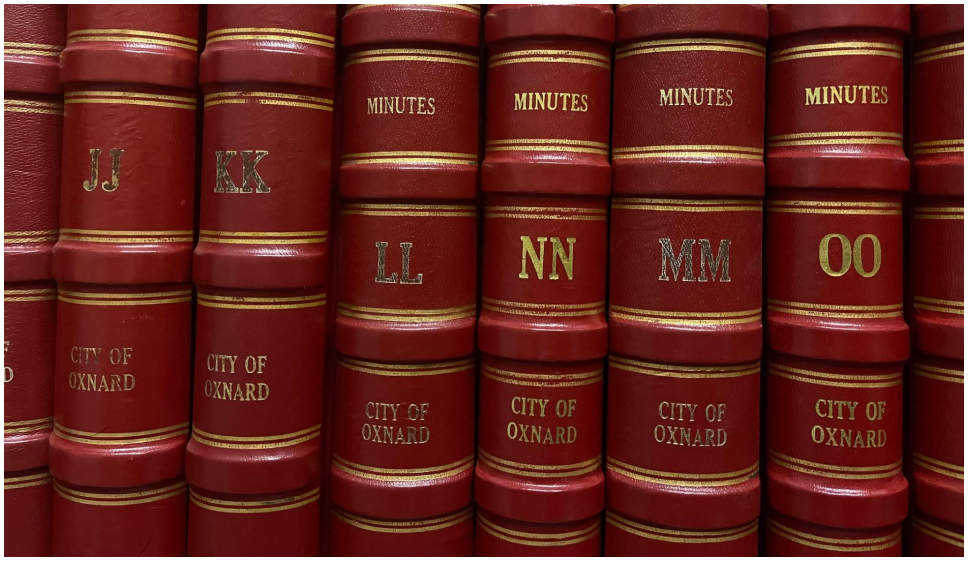
Contracts

- Contracts
- Resolutions
- Ordinances



Challenges

Making Records Available Online



CITY OF OXNARD CALIFORNIA

QUESTIONS?

CITY OF OXNARD CALIFORNIA

CITY COUNCIL AGENDA REPORT

CEREMONIAL ITEMS
AGENDA ITEM NO. F.1

DATE: February 17, 2026

TO: City Council

FROM: Luly Lopez, City Clerk, (805) 385-7805, luly.lopez@oxnard.org

SUBJECT: Presentation of a Posthumous Resolution Commending Len Shulman.

RECOMMENDATION

That the City Council adopt a posthumous resolution commending Len Shulman for over eight (8) years of dedicated service to the Measure O Citizen Oversight Committee.

(This item did not originate in Committee.)

BACKGROUND

On March 2, 2010, the Measure O Citizen Oversight Committee was created, composed of nine members tasked with reviewing the use of Measure O revenues. Members of the committee provide an invaluable service to our City. Over the years, the services and programs provided by the City have expanded. The work performed by the residents who serve as volunteers on this committee is a vital part of our City government.

Len Shulman was first appointed on February 24, 2015 as the neighborhood chair representative. On January 25, 2024 he was later elected Chair, and served until his resignation on December 31, 2024. Mr. Shulman provided over eight (8) years of outstanding volunteer service and was a dedicated member, always prepared and engaged.

For twenty-four (24) years, Mr. Shulman was the Chair of the Carriage Square Neighborhood Council. During this time, he participated in and served on the Board of Inter-Neighborhood Council Organization (INCO) tasked with addressing community needs. The INCO serves as an advisory body to the City Council, providing a forum for residents to share concerns and needs.

STRATEGIC PRIORITIES

This agenda item supports the Quality of Life strategy. The purpose of the Quality of Life strategy is to restore and increase quality services and programs that enrich Oxnard's diverse community, promotes safe neighborhoods, encourages community engagement, and supports our residents in their efforts to improve their quality of life.

FINANCIAL IMPACT

There is no financial impact.

COMMITTEE OUTCOME

This item did not originate in Committee.

Prepared by: Luly Lopez, City Clerk

ATTACHMENTS

1. Resolution Len Shulman

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD COMMENDING POSTHUMOUSLY LEN SHULMAN FOR OVER 8 YEARS OF COMMITMENT AND SERVICE TO THE MEASURE O CITIZEN OVERSIGHT COMMITTEE

WHEREAS, Len Shulman provided over eight (8) years of outstanding volunteer service to the City of Oxnard as a member of the Measure O Citizen Oversight Committee since his appointment to that body on February 24, 2015; and

WHEREAS, the Measure O Citizen Oversight Committee was created on March 2, 2010, composed of nine members tasked with reviewing the use of Measure O revenues. Members of the committee provide an invaluable service to our City. Over the years, the services and programs provided by the City have expanded. The work performed by the residents who serve as volunteers on this committee is a vital part of our City government; and

WHEREAS, Mr. Shulman was first appointed on February 24, 2015 as the neighborhood chair representative; and

WHEREAS, on January 25, 2024, Mr. Shulman was elected Chair, and served until his resignation on December 31, 2024; and

WHEREAS, for twenty-four (24) years, Mr. Shulman was the Chair of the Carriage Square Neighborhood Council. During this time, he participated in and served on the Board of the Inter-Neighborhood Council Organization (INCO) tasked with addressing community needs. The INCO serves as an advisory body to the City, providing a forum for residents to share concerns and needs.

NOW, THEREFORE, the City Council of the City of Oxnard resolves to commend, recognize, and extend its posthumous gratitude to Len Shulman for over 8 years of dedicated volunteer service to the City of Oxnard.

PASSED AND ADOPTED THIS 17th day of February 2026, by the following vote:

AYES:

NOES:
ABSENT:
ABSTAIN:

_____
Luis A. Mc Arthur, Mayor

ATTEST:

_____
Lourdes A. López, City Clerk

APPROVED AS TO FORM:

_____
Stephen M. Fischer, City Attorney

CITY OF OXNARD CALIFORNIA

CITY COUNCIL AGENDA REPORT

CEREMONIAL ITEMS
AGENDA ITEM NO. F.2

DATE: February 17, 2026

TO: City Council

FROM: Luly Lopez, City Clerk, (805) 385-7805, luly.lopez@oxnard.org

SUBJECT: Presentation of a Resolution Commending Adam Lopez.

RECOMMENDATION

That the City Council adopt a resolution commending Adam Lopez for over seven (7) years of dedicated service to the Community Relations Commission.

(This item did not originate in Committee.)

BACKGROUND

Adam Lopez has provided over 7 years of outstanding volunteer service to the City of Oxnard as a member of the Community Relations Commission. The Community Relations Commission is tasked with analyzing, defining, and investigating matters involving group prejudices, racial tension, intolerance, or differences in treatment or favoritism of persons on a basis other than individual merit.

Throughout his time on the Community Relations Commission, Adam Lopez has been involved in planning the Multicultural Festival, community recognition awards as well as representing the Community Relations Commission at various community events throughout the year, including Dia del Niño, Insect Festival, Juneteenth, Martin Luther King Jr. Day and Immigration Forums.

STRATEGIC PRIORITIES

This agenda item supports the Quality of Life strategy. The purpose of the Quality of Life strategy is to restore and increase quality services and programs that enrich Oxnard's diverse community, promotes safe neighborhoods, encourages community engagement, and supports our residents in their efforts to improve their quality of life.

FINANCIAL IMPACT

There is no financial impact.

COMMITTEE OUTCOME

This item did not originate in Committee.

Prepared by: Luly Lopez, City Clerk

ATTACHMENTS
1. Resolution

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD COMMENDING ADAM LOPEZ FOR OVER 7 YEARS OF VOLUNTEER SERVICE TO THE CITY OF OXNARD

WHEREAS, Adam Lopez has provided over 7 years of outstanding volunteer service to the City of Oxnard as a member of the Community Relations Commission; and

WHEREAS, Adam Lopez served 7 years on the Community Relations Commission, which is tasked with analyzing, defining, and investigating matters involving group prejudices, racial tension, intolerance or differences in treatment or favoritism of persons on a basis other than individual merit; and

WHEREAS, throughout his time on the Community Relations Commission, Adam Lopez has been involved in planning the Multicultural Festival, community recognition awards as well as representing the Community Relations Commission at various community events throughout the year, including Dia del Niño, Insect Festival, Juneteenth, Martin Luther King Jr. Day and Immigration Forums; and

WHEREAS, Adam Lopez resides in the City of Oxnard and has developed countless positive relationships and partnerships with members of the community while volunteering in this position; and

NOW, THEREFORE, the City Council of the City of Oxnard resolves to commend, recognize, and extend its gratitude to Adam Lopez for over 7 years of dedicated volunteer service to the City of Oxnard. We extend our best wishes for continued success in all endeavors.

PASSED AND ADOPTED THIS 17th day of February 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____

Luis A. Mc Arthur, Mayor

ATTEST:

_____

Lourdes A. López, City Clerk

APPROVED AS TO FORM:

_____

Stephen M. Fischer, City Attorney

CITY OF OXNARD CALIFORNIA

CITY COUNCIL AGENDA REPORT

REPORT OF CITY MANAGER/EXECUTIVE DIRECTOR/SECRETARY
AGENDA ITEM NO. H.1

DATE: February 17, 2026

TO:

FROM:

SUBJECT: City Manager's Corner: updates, announcements, clarifications, and local government fun facts on occasional Tuesdays.

RECOMMENDATION

BACKGROUND

STRATEGIC PRIORITIES

This agenda item supports Economic Development strategy. The purpose of Economic Development strategy is to focus on the retention and expansion of Oxnard businesses by increasing the skills and employability of our local workforce, invite new business investments, and target site-based redevelopment opportunities.

This agenda item supports the Organizational Effectiveness strategy. The purpose of the Organizational Effectiveness strategy is to reinforce, stabilize, improve, and strengthen the organizational foundation of the City in order to build a modern, high-functioning City government that effectively and efficiently supports the operating departments in providing high-quality services and programs for our residents and businesses.

This agenda item supports the Infrastructure and Natural Resources strategy. The purpose of the Infrastructure and Natural Resources strategy is to preserve and improve our roads, utilities, parks, trees, water supply and natural resources through effective planning, prioritization, and an equitable and efficient use of available funding.

This agenda item supports the Quality of Life strategy. The purpose of the Quality of Life strategy is to restore and increase quality services and programs that enrich Oxnard's diverse community, promotes safe neighborhoods, encourages community engagement, and supports our residents in their efforts to improve their quality of life.

This agenda item supports Public Safety strategy. The purpose of the Public Safety strategy is to restore and modernize the delivery of public safety services to provide for the safety of our neighborhoods and health of our community.

This agenda item is a routine operational item or does not relate to the five strategic priorities adopted by City Council on March 16, 2021.

FINANCIAL IMPACT

(identify accounts and remaining fund balance)
OR
There is no financial impact.

COMMITTEE OUTCOME

The _____ Committee approved 3-0 on DATE to approve the staff recommendation and to forward the item for Council approval.
OR
This item did not originate in Committee.

Prepared by:

ATTACHMENTS
None

CITY OF OXNARD CALIFORNIA

CITY COUNCIL AGENDA REPORT

CITY COUNCIL/HOUSING AUTHORITY/SUCCESSOR AGENCY/FINANCING AUTHORITY BUSINESS/COMMITTEE REPORTS AGENDA ITEM NO. I.1

DATE: February 17, 2026

TO: City Council

FROM: Luly Lopez, City Clerk, (805) 385-7805, luly.lopez@oxnard.org

SUBJECT: Appointment of a Member to the Ventura County Continuum of Care Alliance Governance Board.

RECOMMENDATION

That the Mayor, with the approval of the City Council, appoint one member and one alternate member to the Ventura County Continuum of Care Governance Board.

(This item did not originate in Committee.)

BACKGROUND

The Ventura County Continuum of Care (VC CoC) is a collaborative group dedicated to promoting a safe, desirable, and thriving community by ending homelessness in Ventura County. The Board, due to new guidance from the United States Department of Housing and Urban Development (HUD), recently made policy changes that impact Continuum of Care (CoC) Governance Structure. The federal policy emphasizes partnerships with first responders and law enforcement to boost service engagement.

The current VC CoC Governance Board (Board) has thirteen members from an array of community sectors, special needs populations, and geographic areas throughout our region, as well as representation from those with lived expertise. On December 19, 2025, the Board approved the addition of three publicly-elected officials and three seats for law enforcement representatives with two-year terms, increasing the composition of the Board to a total of nineteen (19) members. This includes one County of Ventura Board of Supervisor, one West County jurisdiction official, and one East County jurisdiction official. The amended VC CoC Governance Charter is attached for more details on this designation and Board member responsibilities.

Starting in the 2026-27 two-year term, the City of Oxnard will have one elected City Councilmember seat representing the West County jurisdiction, based on having the largest West County 2025 homeless count population. The rotation for the West County seat will continue to the next largest homeless count population in the 2028-29 term and so on.

The Board meets the second Wednesday at 2:00 p.m., at the County Office of Education in Camarillo. Board members are not compensated. For more information on the role of the VC CoC, please visit https://coc.venturacounty.gov/.

STRATEGIC PRIORITIES

This agenda item supports the Quality of Life strategy. The purpose of the Quality of Life strategy is to restore and increase quality services and programs that enrich Oxnard's diverse community, promotes safe neighborhoods, encourages community engagement, and supports our residents in their efforts to improve their quality of life.

This agenda item supports Public Safety strategy. The purpose of the Public Safety strategy is to restore and modernize the delivery of public safety services to provide for the safety of our neighborhoods and health of our community.

FINANCIAL IMPACT

There is no financial impact.

COMMITTEE OUTCOME

This item did not originate in Committee.

Prepared by: Luly Lopez, City Clerk

ATTACHMENTS

1. VCCoC Governance Charter 2026 - Amended 12.19.2025
2. Mapping for Amended Governance Charter

VENTURA COUNTY
CONTINUUM OF CARE ALLIANCE

ENDING HOMELESSNESS IN VENTURA COUNTY

Governance Charter

2026

Approved by CoC Board on September 10, 2025

Amended by CoC Board on December 19, 2025

Effective January 1, 2026

Table of Contents

RECITALS 5

ARTICLE I. VENTURA COUNTY CoC GEOGRAPHIC BOUNDARIES 5

1.01 BOUNDRIES 5

ARTICLE II. ESTABLISHEMENT OF THE CoC 5

2.01 OVERVIEW 5

ARTICLE III. MISSION AND PURPOSE 6

3.01. MISSION 6

3.02. SPECIFIC PURPOSES 6

ARTICLE IV. RESPONSIBILITIES OF THE ALLIANCE 7

4.01. OPERATING THE CoC 7

4.02. CoC PLANNING 7

4.03 DESIGNATING AND OPERATING HMIS 8

4.04. PREPARING APPLICATIONS FOR FUNDS 8

4.05. ADDITIONAL RESPONSIBILITIES 8

4.06. LIMITATIONS 9

ARTICLE V. ALLIANCE MEMBERSHIP 9

5.01. STAKEHOLDERS 9

5.02. MEMBERSHIP APPLICATION PROCESS 9

5.03. MEMBER RESPONSIBILITES 10

5.04. MEMBERSHIP 10

5.05. MEETINGS AND MEETING SCHEDULE 10

5.06. ANNUAL MEETING 11

5.07. SPECIAL AND EMERGENCY MEETINGS 11

5.08. QUORUM 11

5.09. VOTING 11

5.10. MEETING MINUTES 12

ARTICLE VI. THE ALLIANCE GOVERNANCE BOARD 12

6.01. OVERVIEW 12

6.02. ESTABLISHMENT OF GOVERNANCE BOARD 12

6.03. BOARD RESPONSIBILITIES 12

6.04. BOARD COMPOSISTION 13

6.05. PROCESS FOR BOARD SELECTION 13

6.06. BOARD MEMBER SELECTION CRITERIA 14

6.07. BOARD ELECTIONS AND TERMS OF OFFICE 14

6.08. BOARD CODE OF CONDUCT 15

6.09. GENERAL CONDUCT 15

6.10. STEWARDSHIP OF RESOURCES 15

6.11. PROTECTION OF CONFIDENTIAL INFORMATION 15

6.12. PUBLIC STATEMENTS AND MEDIA RESPONSE 15

6.13. REVIEW OF VIOLATION OF THE CODE OF CONDUCT CHARGES 15

6.14. BOARD LEADERSHIP 16

6.15. DOCUMENTATION 16

6.16. RESPONSE OF THE BOARD TO COMMUNITY CONCERNS/OBLIGATION TO REPORT 16

6.17. ABILITY TO CONDUCT BUSINESS/DEBARMENT OR SUSPENSION 16

6.18. CONFLICT OF INTEREST AND RECUSAL POLICY 16

6.19. FINANCIAL CONFLICTS OF INTERST – GIFTS 17

6.20. RESTRICTIONS ON PROCUREMENT AND PROVISION OF SERVICE 18

6.21. OBLIGATION TO DECLARE POTENTIAL CONFLICT OF INTERST 18

6.22. TERMINATION POLICY 18

6.23. PARLIMENTARY PROCEDURES 18

6.24. QUORUM 18

ARTICLE VII. ADVISORY COMMITTEES 18

7.01. COMMITTEES AND TASK GROUPS 18

7.02. STANDING ADVISORY COMMITTEES 19

7.03. TASK GROUPS 21

ARTICLE VIII. INTERAGENCY COUNCIL ON HOMELESSNESS (IACH) 21
8.01. OVERVIEW 21
ARTICLE IX. EMPLOYMENT STATUS 21
9.01. OVERVIEW 21
ARTICLE X. INFRASTRUCTURE ORGANIZATION(S) 22
10.01. OVERVIEW 22
10.02. SELECTION PROCESS 22
10.03. INFRASTRUCTURE ORGANIZATIONS(S) RESPONSIBILITIES 22
10.04. DESIGNATING HMIS LEAD 23
10.05. DESIGNATING COLLABORATIVE APPLICANT 23
10.06. DESIGNATED POINT OF CONTACT 23
10.07. TERMINATION POLICY 23
ARTICLE XI. RELATIONSHIPS WITH OTHER HUD FUNDED CONSTITUENCIES 24
11.01. ESG ENTITLEMENT AREAS 24
11.02. ESG PROJECT RECIPIENTS AND SUBRECIPIENTS 26
EXHIBIT A – VENTURA COUNTY CoC ALLIANCE GOVERNANCE STRUCTURE 27
EXHIBIT B – CoC ALLIANCE SEPARATION OF DUTIES MATRIX 28
EXHIBIT C – CoC INFRASTRUCTURE ORGANIZATION 29
EXHIBIT D – CoC ALLIANCE MEMBERSHIP 30

NAME: Ventura County Continuum of Care Alliance, hereinafter referred to as "Alliance"

ADDRESS: The Alliance is located in the County of Ventura within the State of California. The Alliance's office of record will be the address and point of contact of the identified HUD Collaborative Applicant. Currently: County of Ventura, County Executive Office - Community Development, Hall of Administration L#1940, 800 South Victoria Avenue, Ventura, CA 93009

ARTICLE I. VENTURA COUNTY CoC GEOGRAPHIC BOUNDARIES

1.01. BOUNDARIES

The Ventura County Continuum of Care Alliance includes all of the geography within the County of Ventura, including 10 incorporated cities and all unincorporated areas. The physical bounds of this geography are consistent with the boundaries inclusive of these areas. These boundaries contain other Housing and Urban Development (hereinafter referred to "HUD") designated program components, including multiple Housing Authorities, six (6) HUD geocode areas, two (2) local Emergency Solutions Grant (hereinafter referred to as "ESG") Areas, communities eligible for State ESG funds, as well as federally designated Community Development Block Grant (hereinafter referred to as "CDBG") entitlement areas, HOME, and Veterans Administration service areas. The CoC primary area of operations within the CoC geography includes the areas served by the program components listed above. This geography is referred to as the Ventura County CoC Region (hereinafter referred to as "Region") and is known to HUD as City of Oxnard/San Buenaventura/Ventura County CoC (CA-611).

ARTICLE II. ESTABLISHMENT OF THE CoC

2.01. OVERVIEW

The U.S. Department of Housing and Urban Development charges communities that receive funds under the Homeless Continuum of Care Program (hereinafter referred to as "CoC Program") of the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act with specific responsibilities. Section 578.5 of the HEARTH Interim Rule published in July 2012 (Interim Rule), defines a Continuum of Care (CoC) as "the group organized to carry out the responsibilities required under this part and that is composed of representatives of organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons to the extent these groups are represented within the geographic area and are available to participate." Relevant organizations in the Ventura County CoC Region established the Ventura County Homeless and Housing Coalition (the Coalition) in 1983 as a collaborative for housing advocates, service providers and local government representatives concerned about issues of homelessness. In 1993 the Coalition incorporated as a non-profit organization and served as the CoC coordinating body acknowledged by HUD from 1998-2012. In 2012, at the request of the Coalition, CoC administrative and oversight responsibilities were transferred to the County of Ventura and the Countywide CoC Alliance was formalized. The Alliance is an unincorporated association as defined under Section 18035 of the California Corporations Code.

ARTICLE III. MISSION AND PURPOSE

3.01. MISSION

The Ventura County Continuum of Care Alliance is a collaborative group dedicated to promoting a safe, desirable and thriving community by ending homelessness in Ventura County.

3.02. SPECIFIC PURPOSES

In 2014 the Alliance began a transformation to expand membership, seat an inaugural Governance Board, identify Infrastructure Organizations, facilitate compliance with new federal regulations and guidelines, and address local gaps in community coordination and planning. As such, the Alliance outlines below the responsibilities and authorities of the different components that make up the Alliance including: Alliance Membership, Interagency Council on Homelessness, Advisory Committees, the Governance Board, and Infrastructure Organization(s).

A. Collaboration: The Alliance will:
   1. Promote community-wide commitment to the goal of ending homelessness in Ventura County;
   2. Provide opportunity for regional coordination and interagency collaboration;
   3. Promote access to and effective utilization of mainstream programs by homeless individuals and families;
   4. Promote the strategic use of available resources;
   5. Inform local planning processes;
   6. Inform stakeholders of actions impacting homelessness;
   7. Advocate for people experiencing homelessness in areas where they have limited access;
   8. Ensure availability of a region-wide Continuum of Care that meets requirements under HEARTH Interim Rule 578.5;
   9. Coordinate responses to funding opportunities for assistance for people at-risk of or experiencing homelessness;
   10. Implement specific goals established in applications for funding; and

B. Actions: The Alliance will:
   1. Foster the plan for a permanent system to ending homelessness;
   2. Ensure access for homeless persons to quality services and facilities in all phases of the Continuum of Care system;
   3. Coordinate services throughout the region to ensure that each special needs population has access to services in each geographic sub-region;
   4. Provide a seamless system of care for transition from the street to permanent housing;
   5. Support development of a strategic plan to address homelessness in the Region;
   6. Establish and evaluate standards and service targets with an eye for continuous improvement; and
   7. Actively recruit new and diverse membership.

ARTICLE IV. RESPONSIBILITIES OF THE ALLIANCE

4.01. OPERATING THE CoC

The Alliance will:

A. Hold meetings of the full membership at least quarterly with published agendas;
B. Issue public invitation for new members to join at least annually;
C. Follow and update annually a governance charter;
D. Continue development of governance charter to incorporate all procedures and policies including those required by all funding sources including written standards for funding assistance, strategic planning, project evaluations, and HMIS requirements;
E. Follow *'Process for Board Selection'* hereto outlined in Section 6.05 to select a Governance Board to act on behalf of the Alliance. The process will be reviewed, updated (as applicable), and approved annually by the Alliance as part of its Charter;
F. Follow *Process for Selection of Infrastructure Organization(s)'* hereto outlined in Section 10.02 to select organization(s) to assume operational responsibilities including HUD CoC Program Collaborative Applicant, HMIS Lead, Staff, Project Monitoring, and preparing the HUD CoC Collaborative Application;
G. Follow the '*Interagency Council on Homelessness'* process hereto outlined in Section 8.01 to engage key government representatives to end homelessness in Ventura County Region;
H. Appoint Advisory Committees, subcommittees, or task groups;
I. Consult with recipients and sub-recipients to establish performance targets appropriate for population and program type, monitor recipient and sub-recipient performance, evaluate outcomes, and take action against poor performers;
J. Evaluate outcomes of projects funded under the ESG and CoC Programs, and report to HUD and other funders;
K. Evaluate outcomes of projects funded under the California Homeless Coordinating and Financing Council and other State funding allocated to the CoC;
L. In consultation with recipients of HUD CoC and ESG Program funds within the Region, establish and operate a Coordinated Entry System (CES) that complies with requirements established by HUD; and
M. In consultation with recipients of HUD CoC and ESG Program funds within the Ventura County Region, establish and consistently follow written standards for providing Continuum of Care assistance.

4.02. CoC PLANNING

To serve as the regional coordinated body to end homelessness in the Ventura County Region, the Alliance will:

A. Coordinate the implementation of an effective housing and service system including outreach, engagement, assessment, prevention, shelter, housing, and supportive services within the Region;
B. Plan for and conduct an annual Point-In-Time (PIT) Count of homeless persons within the Region;
C. Conduct an annual gaps analysis of the homeless needs and services available within the Region;

D. Provide information to local jurisdictions required to complete the Consolidated Plan(s) within Region; and
E. Consult with State and local government ESG program recipients within the Region on the plan for allocating ESG Program funds and reporting on and evaluating the performance of ESG program recipients and sub-recipients.

4.03. DESIGNATING AND OPERATING HMIS

The Alliance will:

A. Designate a single Homeless Management Information System (HMIS) for the Region;
B. Designate an eligible applicant to manage the Continuum's HMIS, known as the HMIS Lead;
C. Review, revise, and approve (i) privacy, (ii) security, and (iii) a data quality plan for the HMIS;
D. Ensure consistent participation of recipients and sub-recipients in the HMIS;
E. Ensure the HMIS is administered in compliance with requirements prescribed by HUD; and

4.04. PREPARING APPLICATIONS FOR FUNDS

The Alliance will:

A. Design, operate, and follow a collaborative process for development of applications for funding;
B. Approve, through its Governance Board, submission of applications in response to a HUD CoC Program Notice of Funding Availability (NOFA) among other funding opportunities;
C. Establish priorities for funding projects;
D. Ensure that only one application for HUD CoC Program funds be submitted and collect and combine required applications information from all approved projects within Region; and
E. Seek to secure funding for Alliance operations and infrastructure, including but not limited to HUD Planning grant funds.

4.05. ADDITIONAL RESPONSIBILITES

The Alliance shall have additional responsibilities, including but not limited to:

A. Engage organizations in a community-based process;
B. Convene regular meetings of interested stakeholders;
C. Work to address the underlying causes of homelessness;
D. Lessen the negative impact of homelessness on individuals, families, and communities;
E. Promote a region-wide Alliance;
F. Foster collaboration;
G. Develop a permanent system to end homelessness;
H. Facilitate access to quality services region-wide;
I. Ensure access to services to all subgroups;
J. Ensure the system is designed with an equity framework to address racial disparities and other inequities
K. Ensure access to a full range of services from street outreach to permanent housing;
L. Facilitate sharing of provider expertise and intervention strategies;
M. Create, inform, and support to development of regional plans;
N. Provide a consistent source of data regarding the needs for homeless persons;
O. Educate stakeholders about regulatory actions and other conditions impacting the Alliance;

P. Advocate for policies and essential services that promote fair housing, client well-being, and rights and protections under the law; and
Q. Assist homeless service providers in acquiring funds dedicated to homelessness.

4.06. LIMITATIONS

The Alliance will not:

A. Engage in activities in favor or against any political campaign on behalf of candidates for public office, except as the law affords to as the right and privileges of its members; or
B. Convene members to conspire or to promote the support of activities that are deemed illegal activities under the law.

ARTICLE V. ALLIANCE MEMBERSHIP

5.01. STAKEHOLDERS

The Alliance shall garner community-wide commitment to ending and preventing homelessness in all parts of the Region through inclusion of representation from the entire Ventura County geographic area. In addition to the entities identified in Interim Rule Section 578.5, Alliance membership includes a variety of other community stakeholders to the extent that they are invested in ending homelessness in the Region. Examples of additional stakeholders include private foundations, philanthropists, fraternal organizations, employment development, organized labor, and private health service organizations.

5.02. MEMBERSHIP APPLICATION PROCESS

Interested organizations and individuals can join the Alliance by attending a regularly scheduled meeting, completing a membership application, and committing to participate in the work of the Alliance to achieve stated purposes and goals. Alliance members obtain and retain voting privileges through attendance and participation in accordance with established policies.

New Organizational Members verify the required commitment to the work of the Alliance by preparing a written statement as part of the membership application that identifies the components of the Alliance work that the organization will participate in. An Organizational Member may designate up to three (3) persons annually who are authorized to represent the organization at Alliance meetings. Any one (1) organization can only have one (1) vote. An organization representative may represent only one (1) organization.

Individuals may also become members of the Alliance. Individuals provide a similar commitment statement as part of their membership application to the Alliance; however, Individual Members may not designate additional persons to represent them. Individuals who have a recognized role in a member organization (such as employee, board members, consultants, or current service recipients) may become Individual Member of the Alliance but may not vote. Individuals with formal organizational affiliations, such as those noted above, may be selected to represent the organization with which they are affiliated. This provision creates an opportunity for individual stakeholders to participate in the Alliance without duplicating organizational representation.

5.03. MEMBER RESPONSIBILITIES

Alliance Member responsibilities include:

A. Review and approve Governance Charter and all amendments at least annually;
B. Attend annual and quarterly meetings;
C. Ratify full slate of Governance Board Members annually; and
D. Voluntarily participate on Advisory Committees.

5.04. MEMBERSHIP

A. Membership is open to organizations and individuals who support the Alliance mission. Those seeking membership must complete an application and make their request at any meeting of the Alliance. At the next regularly scheduled meeting of the Alliance, all membership requests from organizations or individuals made at the prior meeting will be assumed as valid for purposes of determining voting rights.
B. There shall be two (2) categories of Alliance members: Organizational Members and Individual Members.
D. All members shall have the right to speak at meetings; vote on matters before the Alliance, subject to the voting privileges set forth herein Section 5.09; and to participate in Alliance activities.
E. There will be an unrestricted number of Organizational Members. However, only one (1) representative from each Organization Member may vote on behalf of that organization on any given issue; representatives are based on authorization from the organization. Each organization shall indicate in writing the names of up to three (3) persons annually who may represent the organization.
F. There will be an unrestricted number of Individuals Members representing the general community. However, any such members must reside in Ventura County and may not be involved with Organizational Members as employees, board members, consultants, or current contractors.
G. Nonvoting Alliance memberships are available for members who self-identify as a Nonvoting Member.
H. All Alliance members are encouraged to actively recruit additional members engaged in ending homelessness in Ventura County.

5.05. MEETINGS AND MEETING SCHEDULE

A. Any person who attends an Alliance meeting may be asked to leave by staff if the person is verbally or physically disruptive.
B. The Alliance annual calendar will establish a regular meeting day, time, and location for the calendar year.
C. The full membership shall convene at least quarterly for the purpose of transacting the business of the Alliance.
D. All regular meetings shall be published on the Alliance website and distributed electronically to all members at least 72 hours in advance.

5.06 ANNUAL MEETING

A. Full Alliance membership shall meet annually to ratify the roster of the Governance Board Members, review and approve Governance Charter, and receive annual meeting calendar.
B. The notice of annual meeting shall be published on the Alliance website at least seven (7) days prior to the scheduled meeting.

5.07 SPECIAL AND EMERGENCY MEETINGS

A. Special meetings of the Alliance may be requested and noticed provided by email to each member at least 24 hours prior to the meeting.
B. Special and emergency meetings of the Alliance may be called at any time by the Governance Board or upon the request by one-third (33%) or more voting Members.

5.08. QUORUM

A. A quorum shall consist of 50% plus one of eligible voters for the Alliance membership meetings;
B. No business may be officially transacted without a quorum.

5.09. VOTING

A. At all meetings of the Alliance, members who have met attendance requirements set forth by the Alliance may vote. Voting privileges are limited to one vote per member, in accordance with attendance policies (Sec 5.09.D).
B. In the interest of informed decision-making, each Organizational Member may designate up to three (3) persons annually to represent such organizations at Alliance Meetings. Attendance by one (1) of the designated representatives is considered in meeting the attendance requirement associated with voting privileges (Sec 5.04.E).
C. Each Organizational Member and Individual Member may have only one (1) vote for any one (1) motion on the floor; a majority of votes shall carry or defeat a motion.
D. Voter privileges are extended to those Individual Members and Organizational Members that have been represented by a designated member at two (2) of the most recent four (4) full membership meetings.
E. New members must have attended at least one (1) meeting before being eligible to vote.
F. Upon ratification of this Charter new voting privileges became effective. Existing Alliance members who have secured voting privileges under previous rules will maintain privileges for the first meeting.
G. All Members must declare any conflict of interest they or their organization has on any voting issue. Organizational Members and Individual Members shall abstain from voting and discussion on any issue in which they or their organization have a conflict of interest.
H. The Governance Charter may be amended upon majority vote of the members of the full Alliance who are eligible to vote who are present at a meeting called for such purpose, provided that notice is given provided seven (7) calendar days prior to the meeting. Any such vote shall be conducted in accordance with the established Policies and Procedures of the Alliance. Absentee voting is not permitted.

5.10. MEETING MINUTES

A. Minutes of the meeting will be produced and maintained by the Collaborative Applicant staff.
B. Meeting minutes shall be electronically distributed to all Alliance Members and posted on the Alliance website.

ARTICLE VI. THE ALLIANCE GOVERNANCE BOARD

6.01. OVERVIEW

The Governance Board acts on behalf the Alliance and is representative of the relevant organizations and of projects serving homeless subpopulations within the Ventura County Region. The Alliance Board is charged with important responsibilities and authorities on behalf of the community of stakeholders. Representation of a broad array of stakeholders on the Alliance Board will enhance the capacity to coordinate and leverage resources from various community sectors throughout the Region. To this end, the Alliance will strategically pursue a Governance Board that represents the array of stakeholders, the diverse geographic sub-regions, and the constituency for whom each seat is designated. HEARTH regulations require the Board to be representative of the relevant organizations and of projects serving homeless subpopulations within the Continuum of Care's geographic area and that includes at least one homeless or formerly homeless individual to act on its behalf.

6.02. ESTABLISHMENT OF GOVERNANCE BOARD

A. The Alliance has established a Governance Board to include representatives of relevant stakeholders, private and public officials, philanthropic representatives, advocates, businesses and service organizations and projects serving homeless subpopulations. Subpopulations include but are not limited to persons with substance use disorders; persons with HIV/AIDS; veterans; the chronically homeless; families with children; unaccompanied youth; the seriously mentally ill; and victims of domestic violence, dating violence, sexual assault, and stalking. The Board will include a broad representation of key stakeholder groups found within the Region.
B. One Board member may represent more than one subpopulation or affiliation.
C. The Board shall include at least one homeless or formerly homeless individual.
D. Seats will be designated by affiliation, community sector, subpopulation, and geography.
E. Board leadership will consist of a chair and vice-chair.
F. One (1) Ex Officio Board Member may represent the Collaborative Applicant organization.
G. Three (3) appointed publicly elected officials or their alternates include one (1) County of Ventura Board Supervisor, one (1) West County jurisdiction elected city council member (representing Oxnard, Ventura, Camarillo, Ojai, and Port Hueneme), and one (1) East County jurisdiction elected city council member (representing Thousand Oaks, Simi Valley, Santa Paula, Fillmore, and Moorpark). Newly elected council members will begin their terms as appointed subsequent to the normal voting process and continue the Calendar Year term of the appointed seat. Each jurisdiction will rotate each two-year term to ensure broad geographic coverage.
    a. Starting in the 2026-27 Calendar Year two-year term, the **West County** seats will rotate from the largest to smallest 2025 Homeless Count population as follows:

Two-Year Term	City	2025 Homeless Count
1/1/2026 – 12/31/2027	Oxnard	634
1/1/2028 – 12/31/2029	Ventura	522

1/1/2030 – 12/31/2031	Camarillo	90
1/1/2032 – 12/31/2033	Ojai	60
1/1/2034 – 12/31/2035	Port Hueneme	21

b. Starting in the 2026-27 Calendar Year two-year term, the **East County** seats will rotate from the largest to smallest 2025 Homeless Count population as follows:

Two-Year Term	City	2025 Homeless Count
1/1/2026 – 12/31/2027	Thousand Oaks	162
1/1/2028 – 12/31/2029	Simi Valley	152
1/1/2030 – 12/31/2031	Santa Paula	107
1/1/2032 – 12/31/2033	Fillmore	10
1/1/2034 – 12/31/2035	Moorpark	2

H. Three (3) seats will be designated for law enforcement representatives. This will include one (1) County of Ventura Sheriff representative, one (1) West County jurisdiction law enforcement representative (Ventura, Camarillo, Ojai, Oxnard, and Port Hueneme), and one (1) East County jurisdiction law enforcement representative (Simi Valley, Santa Paula, Fillmore, Moorpark, and Thousand Oaks). Each jurisdiction will rotate each two-year term to ensure geographic coverage.

a. Starting in the 2026-27 Calendar Year two-year term, the **West County** seats will rotate starting with the second largest 2025 Homeless Count population as follows:

Two-Year Term	City	2025 Homeless Count
1/1/2026 – 12/31/2027	Ventura	522
1/1/2028 – 12/31/2029	Camarillo	90
1/1/2030 – 12/31/2031	Ojai	60
1/1/2032 – 12/31/2033	Port Hueneme	21
1/1/2034 – 12/31/2035	Oxnard	634

a. Starting in the 2026-27 Calendar Year two-year term, the **East County** seats will rotate starting with the second largest 2025 Homeless Count population as follows:

Two-Year Term	City	2025 Homeless Count
1/1/2026 – 12/31/2027	Simi Valley	152
1/1/2028 – 12/31/2029	Santa Paula	107
1/1/2030 – 12/31/2031	Fillmore	10
1/1/2032 – 12/31/2033	Moorpark	2
1/1/2034 – 12/31/2035	Thousand Oaks	162

I. The Governance Board is instituted as an unincorporated association. Any change to formal legal structure would require amendment to the Governance Charter.

6.03. BOARD RESPONSIBILITIES

The Board has authority not retained by the membership in the Charter including the following:

A. Regional Planning: set regional goals and priorities for ending homelessness in the Region;
B. Monitor Performance: monitors community progress toward ending homelessness in the Region;

C. Establish and monitor HUD CoC, Emergency Solutions Grant (ESG), and State Homeless Housing Assistance and Prevention (HHAP) grant performance targets and metrics; measure outcomes; evaluate Infrastructure Organization performance annually;
D. Approve Alliance Policies: including HUD CoC, ESG, and State HHAP funding recommendations and written standards for providing assistance;
E. Approve selection of and provide direction to Collaborative Applicant, HMIS Lead, and other such Infrastructure Organizations.
F. Select Governance Board Members annually and fill vacancies; subject to the Governance Board composition, member selection, membership ratification and related requirements set forth in Sections 6.04 through 6.07 below.
G. Fundraise: authorize grant applications; raise and allocate funds; approve sustainability plans;
H. Ensure that relevant organizations and projects serving various homeless subpopulations are represented in planning and decision-making; and
I. Build community awareness inclusive of the needs of all homeless populations found in the Region.

The Board has no authority to act contrary to this Charter, contrary to any applicable law, rule or regulation, or beyond the mission of the Alliance as set forth in Article III of this Charter.

6.04. BOARD COMPOSITION

A. The Governance Board shall have a minimum of thirteen (13) and maximum of nineteen (19) Members.
B. Members must be able to represent an array of community sectors, special needs populations, and geographic areas throughout the region.
C. One (1) Ex Officio Board Member may represent the Collaborative Applicant organization.
D. Three (3) appointed publicly elected officials or their alternates include one (1) County of Ventura Board Supervisor, one (1) West County jurisdiction elected city council member, and one (1) East County jurisdiction elected city council member. Terms are noted in the above section 6.02.
E. Three (3) seats will be designated for law enforcement representatives serving as Homeless Liaison Officers or Deputies. This will include one (1) County of Ventura Sheriff representative, one (1) West County jurisdiction law enforcement representative, and one (1) East County jurisdiction law enforcement representative. Terms are noted in the above section 6.02.
F. Sectors include:

Advocates
Affordable Housing Developers
Businesses
Faith-based Organizations
Governments
Homeless/Formerly Homeless
Hospitals (Public or Private)
Law Enforcement
Mental Health Agencies (including substance abuse)
Nonprofit Homeless Assistance Providers

Organizations that serve Veterans
Public Housing Authorities
Organizations that serve unaccompanied youth
Social Service Providers
Universities (public or Private)
Victim Service Providers

6.05. PROCESS FOR BOARD SELECTION

A. Nominations of Governance Board Members will be accepted from full Alliance Membership;
B. The Nominating Committee (Section 7.02E) will reach out to candidates to confirm willingness to serve and verify qualifications. The Nominating Committee members may not nominate themselves and shall not be eligible to be nominated;
C. Results of nominations are reviewed by the Nominating Committee to ensure that adequate representation is available for each of the required constituencies (community sectors, subpopulations, geography);
D. The Board will select nominees annually based on recommendations of the Nominating Committee and fill vacancies as needed;
E. The full Alliance voting membership shall be asked to ratify the slate of new Board Members in its entirety at the annual meeting;
F. Board composition is reviewed annually;
G. Members of the Board serve as liaisons to other community stakeholders;
H. Election of the Board Members should be staggered to ensure continuity; half will be up for election each year;
I. Regular attendance and participation in Board activities is required. Members of the Governance Board must actively participate in two (2) of the most recent four (4) meetings in order to remain in good standing. Members failing to meet the attendance and participation standard shall be subject to removal and replacement.

6.06. BOARD MEMBER SELECTION CRITERIA

Alliance Board Members are selected to represent various constituencies. In order to adequately represent that constituency, Board Members shall meet basic qualifications including the following:

A. Meet eligibility to be a voting Member;
B. Sufficient knowledge and a working relationship with the constituency group;
C. Capacity to read and assess detailed information;
D. Ability to work effectively on a team;
E. Capacity to consider the benefit of the Alliance as a whole;
F. Ability to meet the timelines/demands of funding sources;
G. Respectful acknowledgement of the rights of homeless persons; and
H. Eligible to conduct business with a governmental entity (i.e., not debarred or suspended).

6.07. BOARD MEMBER PROXY REPRESENTATIVE CRITERIA

Alliance Board Members may designate a proxy representative to have representation in their absence. The following criteria is required:

A. Board members are expected to attend at least 50% of the scheduled meetings during a calendar year.
B. Each Board member will designate one proxy representative with the eligibility to vote.
C. Changes in proxy representative shall represent the same sector or organization as the Board member.
D. Each proxy representative shall represent the same sector or organization as the Board member.
E. Board members or their designated proxy representatives must be present at the Board meeting to vote on items.
F. The VC CoC Nominating Committee will consider the attendance of Board members when considering applications to renew terms for Board membership annually.

6.07. BOARD ELECTIONS AND TERMS OF OFFICE

A. As provided for in Section 6.05.E, Board Membership is determined annually by election by a majority vote of the existing Board Membership and is ratified by the full Alliance voting Membership at its annual meeting.
B. The term of the Governance Board shall be January 1 through December 31.
C. Except for the initial Governance Board, Members will serve two-year terms subject to re-election with one-half of the seats subject to election each year.
D. There is an established 5 term limit (10 year max) for all Board Members, with the exception of the Ex-Officio representative.
E. In the event of a vacancy, the Governing Board may appoint such qualified person(s) necessary to fill the vacancy. The person(s) appointed shall serve the unexpired term of the previous Board Member and is subject to re-election by the Board and ratification by the full Alliance voting membership.

6.08. BOARD CODE OF CONDUCT

The Members of the Alliance Board are entrusted with specific responsibilities related to use of public funds invested in addressing a serious community concern, homelessness. Members are expected to observe the highest standards of ethical conduct in the execution of these responsibilities. In the performance of their duties, Alliance Board Members are expected to carry out the mandate of the Alliance to the best of their ability, and to maintain the highest standards of integrity for actions with other members of the Board, Alliance representatives, service recipients, service providers, and members of the public.

6.09. GENERAL CONDUCT

Members of the Board are expected to conduct themselves with courtesy and respect, without harassment, physical or verbal abuse. Personal relationships should not result in special considerations, including bias or favoritism that influence the performance of their official duties in a manner contrary to the interest of the broader Alliance. Board Members are expected to exercise adequate control and supervision over matters for which they are individually responsible.

6.10. STEWARDSHIP OF RESOURCES

Board Members must assure that the resources entrusted to them are used for conducting official business only. Members of the Alliance Board must abide by the Conflict of Interest Policies established for Board operations herein (Sec. 6.18).

6.11 PROTECTION OF CONFIDENTIAL INFORMATION

In line with this Charter of the Alliance, Board Members have a responsibility to protect any confidential information provided to, or generated by, the activities of the Board. Board Members shall not use confidential information of the Alliance for any purpose or disclose such confidential information to any third party, except as necessary to perform their duties and responsibilities as members of the Governance Board.

6.12 PUBLIC STATEMENTS AND MEDIA RESPONSE

When making public statements or speaking to the media on issues related to homelessness, members of the Board shall make clear whether they are speaking in their own name or on behalf of the Alliance.

6.13 REVIEW OF VIOLATION OF THE CODE OF CONDUCT CHARGES

When an allegation of misconduct is received by the Governance Board, an Ethics Review Committee will be assembled. This committee may not exceed three (3) members and must include a minimum of two (2) persons from the official Alliance membership. The Ethics Review Committee shall conduct a review of the matter and make a recommendation to the Governance Board for resolution. The Governance Board shall not be bound by the Ethics Review Committee's recommendation.

If requested by a majority, the Committee may also give guidance to the Alliance concerning other aspects of conduct, including actions of staff, consultants or other persons charged with implementation of duties relative to the responsibilities of the Board.

6.14 BOARD LEADERSHIP

At the last meeting each calendar year, the Board will select a Chair to preside over the meeting and Vice-Chair to conduct meetings in the absence of the Board Chairperson. The Vice-Chair will preside over the meeting and officiate business in circumstances where the conduct of the Chair has been formally challenged, or in instances when the Chair must recuse him/herself.

6.15 DOCUMENTATION

The Alliance shall conduct and transact business in a fair and transparent manner. To this end, the Board shall maintain records of the Alliance actions, considerations, and decisions and make them available to members of the public in accordance with the Public Records Act for the State of California and the Ralph M. Brown Act. Except in unusual circumstances or as required to protect the Board, the Alliance, or member agencies from pending legal action, meeting of the Board will be open to members of the public wishing to observe. If a visitor to the Board meeting is verbally or physically disruptive to the proceedings, they may be asked to leave.

6.16 RESPONSE OF THE BOARD TO COMMUNITY CONCERNS/OBLIGATION TO REPORT

Upon receipt of a written concern, the Alliance Governance Board, the Chairperson in consultation with one additional Board Member who is assigned to that duty will determine what action to take. The chairperson must report complaints and actions to the Governance Board monthly. Members must exercise adequate control and supervision over matters for which they are individually and collectively responsible, and shall take such measures as are necessary and appropriate in considering the concern of the community.

6.17 ABILITY TO CONDUCT BUSINESS/DEBARMENT OR SUSPENSION

Members of the Alliance Board must be eligible to transact business with federal and local government. At the time of nomination and at least annually thereafter, potential members of the Board must be cleared through the public registry listing persons and businesses that are barred from, or suspended from transacting business with federal, state, or local government.

6.18. CONFLICT OF INTEREST AND RECUSAL POLICY

A. No member of the Alliance shall vote, and may not participate in, any matter which creates a conflict of interest, as defined in this Section. If a voting member has a conflict of interest, that member shall recuse his or herself from the vote and discussion.
B. The Alliance voting membership shall conduct decision-making in accordance with 24 CFR parts 84 or 85 for non-profit organizations and state, local, and government agencies that receive federal funds. The Alliance voting member must also meet the conditions set forth in the Interim Rule, Section 578.95(b).
C. To assure compliance with these regulations, the Alliance established policies to protect against conflicts of interest that may arise among Board members or organizational agents for their personal or organizational benefit in excess of the minimal value (Section 6.19.C).
D. No voting member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to that individual or to any organization that the voting member has any financial interest or is otherwise employed or directly affiliated.
E. An Organizational Member conflict of interest arises when, because of activities or relationships with other persons or organizations, the recipient or sub-recipient is unable or potentially unable to render impartial assistance in the provision of any type or amount of assistance under this part, or when an individual's or an entity's objectivity in performing work with respect to any activity assigned under this part is or might be otherwise impaired.
F. An Organizational Member conflict of interest arises when a Board Member is also specifically associated with an applicant organization and participates in any decision of the Board or other entity concerning the award of the grant, or provision of other financial benefits to the organization that such member represents. It would also arise when an employee, recent employee, board member, or family member of a recipient or sub-recipient organization participates in the tasks associated with making reasonable and objective determinations in carrying out the responsibilities of the Board. Examples of conflict of interest include the determination of rent reasonableness under §578.49(b) (2) and §578.51(g); housing quality inspections of property under §578.75(b) that the recipient, sub-recipient, or related entity owns; participation in ongoing business ventures/partnerships, or participation in evaluation determination of awards.

G. Recommendations may include items that present a conflict of interest for the majority of Governance Board members. In such cases, the recommendation comes to the full Alliance membership for ratification. Actions brought for ratification may be rejected / appealed by the full Alliance membership if the Governance Board was not authorized to consider and bring forward a recommendation; if the action is not permitted, or if the action otherwise violates regulations or laws governing the issue under consideration. A call for rejection or appeal of an action brought forward for ratification must include the basis for such action. Refusal to ratify the recommendation must be substantiated and subsequently supported by a two-thirds (66%) vote of the eligible voting members present.

6.19. FINANCIAL CONFLICTS OF INTEREST – GIFTS

A. Prohibits the solicitation and acceptance of gifts by Board members (or by the organizations that they represent) that provide benefit in excess of minimal value from persons, organizations, or corporations with vested interest in the outcomes of decisions made by the Board on behalf of the Alliance or its member agencies.
B. Board members shall not participate in the selection, award, or evaluation of a contract if the conflict of interest exists. A conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ, or employed during the prior six (6) months, has a financial or other interest in the organization under consideration for an award, or evaluation. Board members will not solicit monetary value from funded recipients, sub-recipients, contractors, or vendors.
C. Board Members will not accept gratuities from funded recipients, sub-recipients, contractors, or vendors except for unsolicited gifts of nominal value. It is determined that a conflict of interest does not exist when the value of the gift is an unsolicited item of nominal value (less than $15) and such gifts are not repeated more than twice annually. The Board member must maintain a record of gifts received, including source, date, value, and type of gift.

6.20. RESTRICTIONS ON PROCUREMENT AND PROVISION OF SERVICE

A. Board members may not personally and substantially benefit from participation on the Alliance Board. The Procurement Integrity Act U.S.C. §2104; ("PIA") provides guidance on activities that constitute personal and substantial benefit. Examples of activities that may violate the PIA include but are not limited to:
    - Drafting, reviewing, or approving the specification or statement of work for which the individual intends to apply;
    - Preparing or developing a solicitation that the individual or an organization that the individual has a formal relationship with; evaluating bids or proposals that will be awarded to the individual or an associated entity;
    - Selecting a source; negotiating price or terms and conditions; or
    - Reviewing and approving an award from which the individual or the associated entity will derive any financial benefit.
B. Board members are not to receive preference in the execution of the business of the Alliance or the services provided by the Alliance. For example, the Board member or their family must be

granted services or access to support through the regular, established processes without special consideration.

6.21. OBLIGATION TO DECLARE POTENTIAL CONFLICT OF INTEREST

To avoid apparent conflicts of interest, Board members will declare any real or potential conflicts of interest or the appearance of such conflicts. The person must disclose this information before participating in the deliberation and decision-making or evaluation process. This policy applies to both personal and organizational conflicts.

6.22 TERMINATION POLICY

Any Board Member, Individual Member of the Governance Board or the entire Governance Board may be removed by the vote of two-thirds (66%) of the Alliance voting membership.

6.23 PARLIAMENTARY PROCEDURE

Robert's Rules of Order Abridged-Revised will guide the process during meetings of the Alliance.

6.24 QUORUM

A. A quorum shall consist of 50% plus one of eligible voters for the Alliance membership meetings;
B. No business may be officially transacted without a quorum.

ARTICLE VII. ADVISORY COMMITTEES

7.01. COMMITTEES AND TASK GROUPS

A. Each Committee will have a Chairperson and a Vice-Chairperson or Co-Chairperson elected by Committee members annually.
B. Each Committee will establish regular recurring meetings and publish an annual calendar on the Alliance website.
C. Each Committee will distribute a written agenda to all Committee members prior to each meeting and post written agenda on the Alliance website to each meeting.
D. Each Committee will record meeting minutes of each official committee meeting and publish on the Alliance website.
E. Each Committee may meet at any time during the intervals between Alliance meeting at a location determined by the Committee members, or at the request of the Governance Board. Each Committee Chair will report the results of its meeting to the Alliance at quarterly meetings.
F. Each Committee will mirror the attendance and voting privileges of the full memberships. In order to maintain attendance and voting privileges at the Advisory Committee level, Committee members shall attend two (2) of the most recent four (4) Advisory Committee meetings.
G. The Committee Chair person is responsible for timely notification of meetings, and will have the authority to call Committee meetings, to determine that a quorum is present, and to determine who has met eligibility to majority vote on matters before the Committee, provided that reasonable notice is given to all members of the Committee.
H. Alliance staff, with assistance from Committee Chair, shall be responsible for tracking attendance and maintain compliance with these rules.

I. The Governance Board may, by majority vote of a quorum, create sub-committees necessary for the proper and efficient functioning of the Alliance as long as these committees do not interfere with or duplicate the duties of any existing committee.
J. The Board can establish a Task Group to achieve specific or time-limited objectives.
K. The Governance Board may, by a majority vote of a quorum, abolish a Task Group, or Committee, except for an Advisory Committee, if such committee is established pursuant to this Section, if it is determined to be unnecessary for the proper and efficient functioning of the Alliance.

7.02 STANDING ADVISORY COMMITTEES

The Alliance has established several Standing Advisory Committees that are responsible for ongoing work and providing advice on key issues and community initiatives. These Standing Advisory Committees are needed each year and are established for ongoing, long-term activities. The following Advisory Committees are established as Standing Advisory Committees that incorporate members of the full membership and may only be disbanded by a change to this Charter approved by a direct action of the full Alliance voting membership.

A. Housing and Services Committee
    a. Work with public and private agencies to promote and increase awareness of residential and non-residential programs, services, and existing permanent housing resources that make up the Ventura County Homeless Continuum of Care system;
    b. Promote coordination between organizations who serve the homeless and at-risk homeless populations;
    c. Provide education and advocacy on behalf of the target population to promote the mission of the Alliance;
    d. Provide recommendations on best practices of housing and services and property management for existing and new CoC Permanent Supportive Housing programs.
        1. Veterans “One Team” Case Conferencing Subcommittee
            a. Provide housing prioritization and referral to VA funded housing, transitional housing, emergency shelter, Permanent Supportive housing, and services.
            b. Facilitate to support all services, ensuring a thorough yet expedient discussion with a goal to develop a service plan for all Veterans with a particular focus on those with the most significant barriers to housing.
        2. Youth Case Conferencing Subcommittee
            a. Provide housing prioritization and referral to CoC housing, transitional housing, emergency shelter, Permanent Supportive housing, and services.
            b. Facilitate to support all services, ensuring a thorough yet expedient discussion with a goal to develop a service plan for all Youth with a particular focus on those with the most significant barriers to housing.

B. Data Performance and Evaluation Committee
    a. In collaboration with the HMIS Lead Agency, establish and oversee a process to evaluate performance of CoC Program and Emergency Solutions Grant recipient agencies; and

b. Review applications and make funding recommendations to the Governance Board to promote the most effective and efficient allocation of these grant funds.

C. Homeless Management Information System (HMIS) and Coordinated Entry Steering Committee
   a. The HMIS Lead Agency facilitates the Ventura County HMIS Steering Committee;
   b. The HMIS Lead Agency drafts annual goals and a strategic plan in accordance with the Alliance Strategic Plan, for approval by the HMIS Steering Committee;
   c. The Collaborative Applicant and HMIS MOU details the roles and responsibilities of the HMIS Lead Agency and the CoC Collaborative Applicant;
   d. Membership includes broad representation of the service provider types in the Continuum's HMIS;
   e. All major HMIS initiatives, including HMIS Policies and Procedures, are reviewed and approved by the Steering Committee and then presented to the Governance Board for approval;
   f. Provide information and guidance on issues related to the implementation of the HMIS to the full Alliance membership; and
   g. Regularly monitor HMIS data quality, performance metrics, and operational standards.

D. Public Information and Outreach Committee
   a. Inform full CoC Alliance membership on progress towards meeting strategic goals and outcomes and any initiatives that impact the County's homeless housing providers and service agencies;
   b. Develop public information messages and strategies to raise awareness of issues around homelessness in Ventura County;
   c. Conduct public outreach to raise awareness; and
   d. Facilitate community meetings to present updates on key issues such as the results of the annual Point-in-Time Count, key information regarding annual HUD priorities for ending homelessness, and issues critical to the community, such as shelters and affordable housing needs.

E. Nominations/Selection Committee
   a. Evaluates and recommends changes to improve the Governance Board representation structure and ensure it is operating in an optimum way to meet the mission;
   b. Reviews Board Member nominations, solicitation responses and provides recommendations to the Board;
   c. Reviews the governance Charter and provides recommendations to the Board and Full Membership body; and
   d. Develops strategies and approaches to engage new Alliance members to expand membership of underrepresented sectors in the Region.

F. Youth Action Board Committee
   a. Youth committee comprised of homeless and formerly homeless youth to serve as advisory group with the goal of preventing and ending youth homelessness
   b. Advises Housing and Services Committee of gaps in services for youth.

c. Youth member may be appointed to represent advisory group on CoC Board.

7.03. TASK GROUPS

Periodically, the Alliance needs to complete specific, time-limited tasks in order to comply with regulatory demands or to advance the goals and objectives of the full body. At the request of the Governance Board, selected group of members and community volunteers may be asked to form a temporary Task Group to complete the identified task. These groups perform specific functions associated with completion of the task and are guided by and report to one of the established Alliance groups, which may include the full Alliance, the Governance Board, or a standing Advisory Committee. Task Groups are temporary in nature and are not expected to offer continuous or year-round support to the Alliance.

ARTICLE VIII. INTERAGENCY COUNCIL ON HOMELESSNESS (IACH)

8.01. OVERVIEW

The Ventura Council of Governments (VCOG), in their role as Interagency Council on Homelessness for the County of Ventura, will receive reports from the Board no less than annually. It is anticipated that the IACH will take these reports on the progress to prevent and end homelessness back to their respective jurisdictions for their consideration.

ARTICLE IX. EMPLOYMENT STATUS

9.01. OVERVIEW

By virtue of service on the Governance Board, the full Alliance body, Advisory Committees, Interagency Council, and/or other action groups are not deemed employees of the Alliance nor its Infrastructure Organization(s) and are not entitled to benefits or compensation from member agencies as a result of their service to the Alliance.

ARTICLE X.

10.01. OVERVIEW

In order to realize collective impact and provide centralized infrastructure with dedicated staff and a structured process that leads to a common agenda, shared measurement, continuous communication, and mutually reinforcing activities among all participants, the Alliance will utilize an Infrastructure Organization(s) to assume operational responsibilities for the Alliance and beyond.

10.02. SELECTION PROCESS

A. A Selection Committee, comprised of members of the Alliance and Board Members, will use a solicitation process to identify and evaluate candidates;
B. Submissions may include proposals from the Full Membership Body;
C. A single organization assuming all responsibilities is preferred but not required;
D. Legal structure of the Infrastructure Organization is not being identified or recommended; rather the formal selection process will be open;
E. The Selection Committee will submit recommendations to the Governance Board.

F. The Board can accept one of the recommendations or reject all of the recommendations and instruct the Selection Committee to continue to search. Final selection and approval rests with the Governance Board;
G. If suitable candidates are not identified through the solicitation process, the Selection Committee may recommend the full Alliance membership or Governance Board create its own entity;
H. The Governance Board will complete a formal performance evaluation of the Infrastructure Organization(s) every year.

10.03. INFRASTRUCTURE ORGANIZATION(S) RESPONSIBILITIES

A. Serve as HUD Collaborative Applicant;
B. Submit HUD CoC Program applications;
C. Submit other funding applications;
D. Contract or hire staff;
E. Conduct funded project monitoring and performance evaluation;
F. Report progress to full Alliance membership and Governance Board;
G. Support Governance Board and Advisory Committees;
H. Implement initiatives as directed by the Governance Board to enhance Alliance performance;
I. With Advisory Committees, monitor best practice homeless initiatives and make recommendations;
J. Expand and maintain Alliance membership through proactive engagement of key stakeholders, outreach to and coordinate with other community groups, new member orientation, creation of outreach materials including but not limited to interactive website, social media campaigns, and community education;
K. Serve as Fiscal Agent for infrastructure financial support;
L. Serve as, or contract with HMIS Lead;
M. Plan and conduct Point-in-Time Count;
N. Operate HMIS System and/or ensure compliance;
O. Monitor data quality;
P. Data Reports (Housing Inventory Chart, Annual Homeless Assessment Report, other publications, and performance reports);
Q. Follow HMIS Policies and Procedures; and
R. Serve as the Point of Contact for the community.

10.04. DESIGNATING HMIS LEAD

The HMIS administering agency and/or the applicant/sponsor of an Alliance dedicated HMIS project grant is an agent of the Alliance, manages HMIS operations on behalf of the Ventura County Region and provides HMIS administration functions at the direction of the Alliance. Active participation by Alliance members, either through committee/sub-committee structure or other meetings, in the management of the HMIS process, including establishing policies, procedures and protocols for privacy, data sharing protocols, data analysis, reporting, data integrity/validity, is essential to the viability and success of the HMIS.

The Alliance has endorsed the concept of a central HMIS system that is capable of integrating and storing data. An integrated data system is a requirement of HUD CoC and ESG Program funding. Policies for compliance with the applicable HUD regulations will be developed and reviewed at least bi-annually by the Alliance and HMIS Lead.

10.05. DESIGNATING COLLABORATIVE APPLICANT

The Alliance will designate an eligible legal entity to complete the HUD CoC Program application, referred to as the Collaborative Applicant. The Collaborative Applicant is responsible for collecting and combining the required application information from all applicants and projects and submitting this combined HUD CoC Program application on behalf of the Alliance. The Collaborative Applicant is the only applicant that is able to apply for HUD planning funds to support the Alliance in carrying out all of its responsibilities. The Collaborative Applicant provides these functions on behalf of the broader Alliance. The Alliance Board always retains responsibility, including the final approval of the application.

10.06. DESIGNATED POINT OF CONTACT

The Governance Board annually reviews and recommends a designated HUD Point of Contact (POC) to the Alliance using a similar process. Designation of the POC also takes into consideration two critical aspects: 1) the POC must have functional knowledge, access, and regular communication with the internal structures of the Collaborative Applicant organization; 2) to be effective, the POC must possess a comprehensive understanding of the HUD regulations and detailed procedures associated with compliance with the CoC, ESG, and VASH programs.

10.07. TERMINATION POLICY

The Governance Board will conduct and document an annual review of the Infrastructure Organization(s). The review shall include an assessment of the organization's capacity to fulfill HUD mandated functions and fiscal accountability. If the review is unsatisfactory, the organization will provide the Board a written corrective action plan within 30 days. The Governance Board will conduct a subsequent review 90 days following the original unsatisfactory annual review to determine if the corrective action plan is being followed and that performance is improving. If the Governance Board determines the Infrastructure Organization's performance continues to be unsatisfactory, the Governance Board may remove the underperforming Infrastructure Organization by a two-thirds (66%) vote.

ARTICLE XI. RELATIONSHIPS WITH OTHER HUD-FUNDED CONSTITUENCIES

11.01. EMERGENCY SOLUTIONS GRANT (ESG) ENTITLEMENT AREAS

Emergency Solutions Grants (ESG) are awarded to the Ventura County ESG entitlement areas "ESG Area" by the U.S. Department of Housing and Urban Development (HUD) for the purpose of providing Essential Services and Shelter Operations to persons who are homeless or at risk of being homeless in the ESG entitlement Areas. The ESG Area makes these funds available to local service providers, as well as itself, via a Request for Proposals (RFP) process upon notification from HUD of the amount of ESG funds allocated to the ESG Area for the program year. The public notification of the RFP is placed in local newspaper, on the ESG Area websites and electronically distributed by the Continuum of Care homeless

service providers. The ESG Area may reserve up to 7.5 percent of the HUD award to administer the program.

The Alliance directly participates with jurisdictions that are directly funded by HUD ESG, with the California State Department of Housing and Community Development for the areas in the Region that are eligible for State ESG funds, and with non-entitled areas that prepare Consolidated Plans. In each case, the Alliance consults with the jurisdiction to develop cooperative plans and strategies that leverage ESG and other resources to provide Emergency Shelter, Prevention, and Rapid Re-Housing (RRH) services.

The Alliance assists the ESG Area in coordinating the prioritization and use of funds. This coordination includes each ESG Area covered by the State of California and the ESG Areas in the Region. The Alliance, as the CoC entity, is responsible for assisting with the evaluation of ESG project performance.

In cooperation with Alliance, the ESG Area determines, based on the amount of funding received and the need of the client, the level of assistance and the duration of assistance that a household can receive.

The Alliance participates in setting local priorities, reviewing and rating proposals, certifying need, and annual review of ESG programs.

The general goal of ESG is to assist families and individuals out of homelessness by providing financial support for rental assistance, payment of utilities, transportation services and other essential services deemed eligible by HUD and necessary for the continued housing of a homeless or at risk of becoming homeless persons, and/or families. ESG can be used to fund local homeless emergency shelter operations or physical rehabilitation of certain properties used for serving homeless persons.

To this end, the ESG Areas and the Alliance have established the following cross-jurisdictional strategies for use of the ESG funds in ways that:

A. Further the accomplishment of actions identified in the Consolidated Plan of each jurisdiction.
B. Foster greater access to permanent housing, especially helping people access housing that is affordable at 30% Area Median Income.
C. Leverage existing resources to achieve the match and case management requirements and to avoid duplication of services.
D. Coordinate across jurisdictions for development of standardized eligibility and assessment standards and by convening semiannual regional planning meetings.
E. Support federal and local goals for priority populations, including but not limited to veterans, persons with disabilities, families and others.
F. Allow for variations in ESG entitlement programs that respond to the needs of resources of the individual jurisdictions.
G. Comply with eligibility and verification requirements and locally established standards (HMIS, housing status, habitability standards, homeless, definitions, etc.).
H. Allows each program to take responsibility for program administration including compliance with public notice requirements and timely reporting.
I. Encourages all sub recipients to participate in collaborative assessment, coordinated entry, data management, and reporting systems established by the Alliance in accordance with HEARTH regulations.
J. Supports timely and accurate data collection and reporting through contractual obligations with sub recipients and through establishing common standards for vendor relationships with the HMIS Lead.

The Alliance plan for ESG assistance recognizes the three (3) ESG Areas contained in the Ventura County Region (Ventura County, City of Oxnard and the areas eligible for State of California ESG funds). The Alliance works to avoid a duplication of services to ensure sub recipients do not receive multiple grants for the same services in a single service area. Sub recipients serving multiple areas may receive ESG support from the corresponding ESG Area to serve eligible clients from that service area.

ESG sub recipients are responsible for assuring the provision of matching resources. The Alliance encourages sub recipients to leverage additional resources for effective operation of ESG programs. The Alliance consults with ESG Areas and sub recipients to coordinate plans for effective use of funds. HUD CoC Program-funded organizations are required to report the sources of match and leverage funds annually. These resources are verified through an annual review of agency Independent Audit as conducted in accord with HUD regulations.

11.02. ESG PROJECT RECIPIENTS AND SUBRECIPIENTS

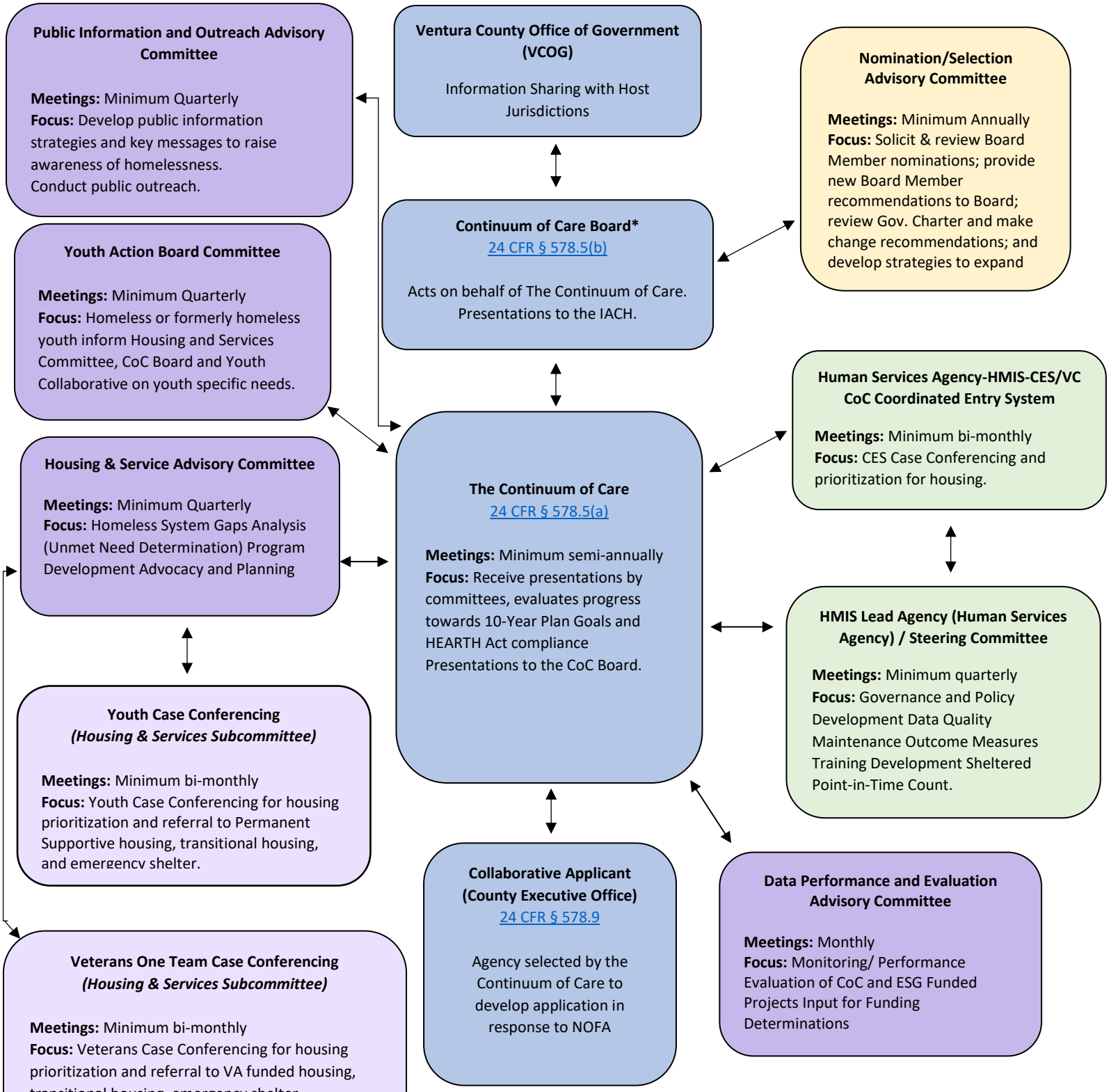
ESG project recipients may include non-profit organizations, public housing agencies, or governmental entities that receive HUD CoC program funding. Recipients have a grant agreement with and receive funding directly from HUD; sub recipients have agreements with and receive funding from recipients.

ESG recipient and sub recipient organizations must certify to the following eleven (11) program assurances concerning:

A. Confidentiality;
B. Consistently with the applicable consolidated Plan;
C. Discharge policies and protocols;
D. Education assurances for households with children;
E. Essential services;
F. HMIS participation;
G. Inclusion of homeless persons in decision-making and Section 3 actives as practicable;
H. Restrictive covenants for facilities receiving ESG funds for renovation or major rehabilitation;
I. Matching funds;
J. Safe and sanitary facilities; and
K. Supportive services.

ESG recipient organizations must meet additional requirements established annually by contractual agreement with the ESG Area for participation in Alliance review and reporting requirements for project evaluation.

EXHIBIT A – VENTURA COUNTY COC ALLIANCE GOVERNANCE STRUCTURE



* To avoid any real or perceived conflicts of interest, membership on the COC Board consists of persons representing organizations that DO NOT currently receive or intend to apply for funding through the COC, ESG or EHAP, unless representatives from the subpopulations served by these organizations cannot be recruited as board members.

EXHIBIT B – CoC ALLIANCE SEPARATION OF DUTIES MATRIX

xx indicates lead for task

	Tasks	The Alliance	Gov. Board	Data Performance and Evaluation	Housing and Service System Coordination	Public Information Outreach	Youth Action Board Committee	HMIS Steering Committee	CoC Collaborative Applicant
1	Conduct sheltered count							x	xx
2	Conduct unsheltered count	x						x	xx
3	Complete Housing Inventory Chart							x	xx
4	Complete Point-in-Time Chart							x	xx
5	Planning/Implementing/evaluating Housing First	x			xx				
6	Planning/Implementing/evaluating Rapid Re-housing	x			xx				
7	Planning/Implementing/evaluating Coord. Assessment System			x	xx			x	x
8	Planning/Implementing/evaluating street outreach plan	x			xx				
9	Planning/Implementing/evaluating homeless prevention plan	x			xx				
10	Ensure goals of Operating Doors are incorporated in CoC goals:	x				xx			
	Preventing and ending family homelessness	x				xx			
	Preventing and ending chronic homelessness	x				xx			
	Preventing and ending youth homelessness	x				xx	x		
	Preventing and ending veteran homelessness	x				xx			
	Preventing and ending all homelessness	x				xx			
11	Ensure that CoC's goals are in Consolidated Plan(s), Housing Elements, Hsg Authority Action Plans, & other planning docs	x				xx			
12	Ensure that Public Housing Authorities are involved in CoC goals				xx	x			
13	Ensure increase PH and PSH housing stability			xx					
14	Ensure increase income from employment			xx					
15	Ensure income from other cash resources			xx					
16	Ensure increase non-cash mainstream resources			xx					
17	Reduce length of time homeless			x			x	x	
18	Prevent recidivism			x			x	x	
19	Monitor performance of HUD CoC funded renewals			xx				x	x
20	Assist underperforming HUD CoC funded renewals			x					xx
21	Reallocate and renew HUD CoC funded projects	x	xx	x					x
22	Coordinate local Request for Proposals	x	x						xx
23	Coordinate project review, ranking, present to CoC Board		x	xx					x
24	Consult with Emergency Solutions Grant recipients concerning allocation of funds & performance evaluation			x		xx		x	
25	Complete Grant Inventory Worksheet								xx
26	Ensures coordination with other Federal, State, County, local, and private resources		xx	x		x			
27	Identify other sources of funding for supportive services to reduce CoC program funds to pay for such costs	x			xx	x			
28	Ensure equal opportunity and affirmatively further fair housing		xx			x	x		x
29	Ensure educational assurances for hmls children				xx				
30	Coordinating services and safe housing for victims of DV				xx				
31	Implementation of Affordable Care Act				x	xx			
32	Review written complaints		xx						x
33	Adopt and evaluate Governance Charter annually	xx	x						x
34	Recruit CoC Members	xx	x						

Descriptions:

The Alliance: (quarterly) To be collaborative of City staff, other public agency staff, private non-profit organizations, and other community organizations who are committed to preventing and ending homelessness in the County of Ventura; to implement a community-based collaborative and coordinated system utilizing best practices to assist persons experiencing homelessness and those of at risk of homelessness to obtain housing, mainstream resources, and supportive services necessary to achieve self-sufficiency; to ensure funding resources are maintained; leverage additional funds; and assure fair distribution of resources throughout Ventura County based on areas of greatest need.

CoC Board: (monthly) Makes decisions on behalf of The Alliance.

HMIS Steering Committee: (quarterly) Develop and monitor the HMIS Charter, which includes a process for decision making around the HMIS and establishes roles and responsibilities of the CoC Collaborative Applicant and the HMIS Lead Agency. Provide information and guidance on issues related to the implementation of the HMIS. Regularly monitor data quality, performance metrics, and operational standards.

Data Performance and Evaluation Committee: (quarterly) Establish and oversee a process to evaluate performance of CoC Program and Emergency Solutions Grant funded agencies. Review applications and male funding determinations to promote the most effective and efficient allocation of these grant funds.

Data Performance and Evaluation Committee: (quarterly) Establish and oversee a process to evaluate performance of CoC Program and Emergency Solutions Grant funded agencies. Review applications and male funding determinations to promote the most effective and efficient allocation of these grant funds.

Housing and Service System Coordination: (quarterly) Conduct Homeless System Gaps Analysis (Unmet Need), System Evaluation and Redesign, Program Development, Research of Systems Development and Best Practices, Advocacy and Planning

Public Information and Outreach: (quarterly) Inform members of The Alliance on progress towards meeting strategic goals and any initiatives that impact the County's homeless housing providers and service agencies. Develop public information messages and strategies to raise awareness of issues around homelessness in the County.

CoC Collaborative Applicant: The agency selected by The Alliance to develop and submit an application in response to HUD's CoC NOFA.

EXHIBIT C – CoC INFRASTRUCTURE ORGANIZATION

Continuum of Care Lead Agency/Collaborative Applicant

The CoC Lead Agency is the County Executive Office and designated as the primary applicant for State and Federal funds made available to Continuums of Care; The CoC Lead Agency serves as staff to the Continuum of Care Board, Alliance and Standing Advisory Committees and assists with overseeing the full responsibilities of the Continuum including operating the Continuum of services including the coordinated entry system and coordinated entry system access point focusing on subpopulations that benefit from a tailored approach, such as the Veterans One Team Case Conferencing and Youth Case Conferencing.

HMIS Lead Agency

The HMIS Lead Agency is the County of Ventura Human Services Agency responsible for managing the HMIS system consistent with HUD requirements. The HMIS lead in partnership with the CoC is responsible for reviewing, revising, and approving a privacy plan, security plan and data quality plan for the HMIS and ensuring consistent participation of recipients and subrecipients in the HMIS. The Human Services Agency has also been designated by the VC CoC as a lead on the Coordinated Entry System (CES) with the integration of CES in HMIS.

EXHIBIT D – CoC ALLIANCE MEMBERSHIP

Ventura County Continuum of Care Alliance Membership	
Organization/Individual	**Sector**
A Community of Friends	Affordable/ Supportive Housing Developer
Aegis Treatment Centers	Substance use treatment
American Medical Response (AMR)	Emergency services
Area Agency on Aging	Senior
Area Housing Authority of Ventura County	Affordable Housing
Brian Padrick	Advocate
Buddy Nation	Pet Services
Cabrillo Economic Development Corp	Affordable/Supportive Housing Developer
Cal Lutheran	University
California Rural Legal Assistance (CRLA)	Legal
California State University Channal Islands	University
Carolyn Briggs	Advocate
Casa Pacifica	Youth Transitional Housing
Catholic Charities	Social Services
City of Camarillo	Local Govt
Child Development Resources	Social Services/ Childcare Resources
City of Fillmore	Local Govt
City of Moorpark	Local Govt
City of Ojai	Local Govt
City of Oxnard	Local Govt
City of Oxnard--Housing Dept	Affordable/Supportive Housing Developer
City of Port Hueneme	Local Govt
City of Santa Paula	Local Govt
City of Santa Paula - Housing Authority	Rental Housing Programs
City of Simi Valley	Local Govt
City of Thousand Oaks	Local Govt
City of Ventura	Local Govt
City of Ventura – City Proactive Outreach Program	Public safety/social services
Coalition for Family Harmony	Victim Services Provider
Community Action of Ventura County	Homeless Services
Community Memorial Hospital	Hospital
County of Ventura Healthcare Agency, Behavioral Health Adult Clinics	Medical Services
County of Ventura Healthcare Agency, Behavioral Health PATH/R.I.S.E.	Behavioral Services

County of Ventura Healthcare Agency, One stop/Whole Person Care/Hospital Case Management	Homeless Health Services
County of Ventura Homeless Liaison Unit	Social Services
County of Ventura Human Services Agency	Social Services
County of Ventura Human Services Agency, Area Agency on Aging	Senior Services
County of Ventura Human Services Agency, Homeless Services	Homeless Services
County of Ventura Human Services Agency,VCHMIS	Homeless Information System
County of Ventura Human Services Agency, RAIN Bridge Housing Program	Homeless Services
County of Ventura Human Public Defender's Office	Legal Services
CSUCI	University
David Courtland	Advocate
Diversity Collective	LGBTQI+
Downtown Ventura Partners	Business
Dyer Sheehan Group	Real Estate Consulting
First 5 Ventura County	Youth
Federal Emergency Management Agency	Federal Agency
Gold Coast Health Plan	Healthcare
Gold Coast Veterans Foundation	Veteran
Goodwill Industries of Vta and SB Counties	Employment Services
Harbor House	Homeless Services
Help of Ojai	Social Services
Hospital Association of Southern California	Healthcare
House Farm Workers	Advocates
Housing Authority of the City of San Buenaventura	Affordable/Supportive Housing Developer
Housing Trust Fund Ventura County	Affordable Housing Development
Independent Living Resource Center	Disability services
Interface Children & Family Services	youth, social services, re-entry, DV
Jess Weihe	Community member
Jewish Family Services	Social Services
Khepera House	Substance Use
Kingdom Center, Gabriel's House	Emergency shelter/transitional living
Lutheran Social Services	Support Services
Many Mansions	Affordable/Supportive Housing Developer
Mercy House	Homeless Services
MESA Farm	Youth Transitional Housing
National Health Foundation	Healthcare
Ojai Valley Family Shelter	Homeless shelter
One Step a la Vez	Youth, social services

Oxnard College	Education
Oxnard Housing Authority	Affordable/Supportive Housing Developer
Oxnard Library	Public facility
Pacific Clinics--TAY Tunnel	Behavioral Health/TAY
Pam Marshall	Advocate
Partnership for Safe Families	Family
Peggy Rivera	Advocate
People's Self Help Housing	Affordable/Supportive Housing Developer
Project Understanding	Social Services
Public Defender	Legal
River Community Church	Homeless Services
Rescue Mission	Homeless Services
Salvation Army	Homeless Services
Salvation Army Supportive Services for Veteran Families Vta/SBA county	Veteran Homeless Services
Samaritan Centers	Homeless Services
Santa Paula Housing Authority	Affordable/Supportive Housing Developer
Sarah's House Maternity Home	Homeless Services
SCAN Health plan	Healthcare
Simi Valley Adventist	Healthcare
Shelter Care Resources	Homeless Services
SPIRIT of Santa Paula	Homeless Services
Step Up Ventura	Homeless children
The City Center	Homeless Services
Tenderlife Maternity Home	Homeless Services
The Kingdom Center/Gabriel's House	Homeless Services/Emergency Shelter
The Nature Conservancy	Environmental advocacy
The Partnership for Safe Families	Persons with Lived Experience Advisory Group
The Ventura County Rescue Mission	Emergency shelter
Turning Point Foundation	Homeless Services/ Behavioral Health
United Way of Ventura County	Funder
U.S. VETS	Veterans
Urban Initiatives	Housing Non-Profit
VC Housing Trust Fund	Funder
Ventura Chamber of Commerce	Business
Ventura College	Education
Ventura County Behavioral Health	Behavioral Health/Substance Use
Ventura County Community College District	Education
Ventura County Community Foundation	Housing Non-Profit
Ventura County Healthcare Agency	Healthcare

Ventura County Library	Public facility
Ventura County Military Collaborative	Veterans
Ventura County Office of Education	Education
Ventura County Public Health	Healthcare
Ventura County Public Defender	Criminal justice
Ventura Social Services Task Force	Advocates
Veteran Affairs-HUD VASH	Housing and Homeless Services
Wakeland Housing & Development	Affordable/Supportive Housing Developer
Waypoint Station LLC	Advocate
Workforce Development Ventura County	Employment
Ventura County Sherriff's Department	Law Enforcement/ Homeless Liaison Unit
Ventura County Probation	Public Safety
Ventura County Medical Center	Hospital
St. Johns/Dignity Health	Hospital
City of Ventura Police Dept	Law Enforcement
City of Oxnard Police Dept	Law Enforcement
City of Simi Valley Police Dept	Law Enforcement
City of Port Hueneme Police Dept	Law Enforcement
City of Santa Paula Police Dept	Law Enforcement
Forever Found	Human Trafficking prevention
VC District Attorney's Office	Law Enforcement
Family Justice Center	Victim Services

December 23, 2025

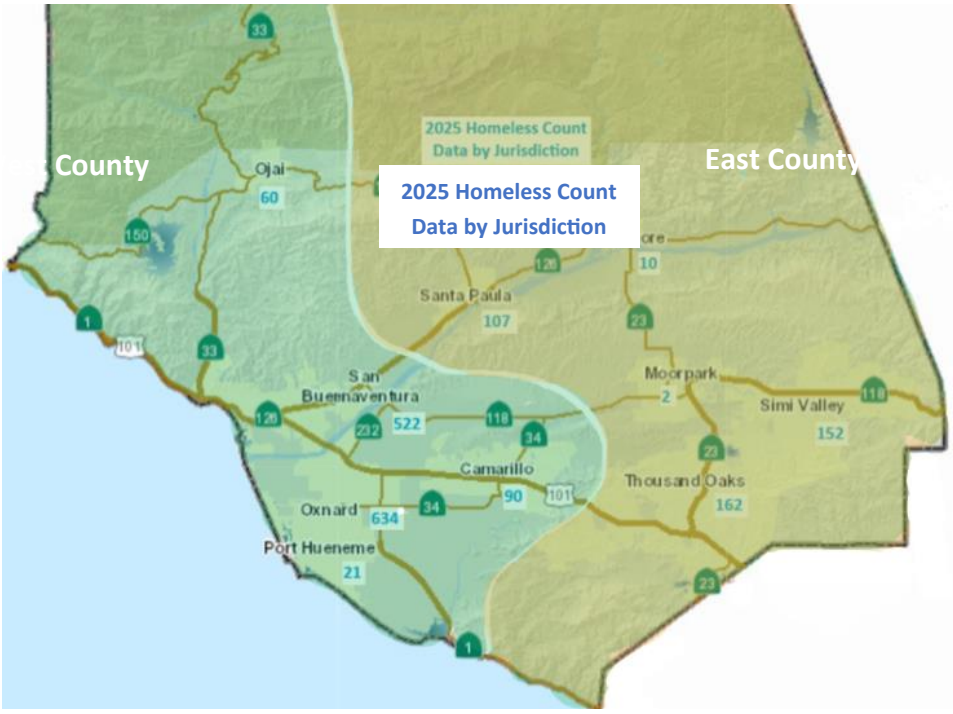
The Ventura County Continuum of Care's Governance Charter outlines the CoC Board's responsibilities, terms, and procedures for filling vacancies and recruiting new members. As the VC CoC Alliance and this Board's leadership responsibilities continue to expand, a review of the VC CoC committees is essential to the effectiveness of the work of the Alliance. An annual review of the governance charter includes a review of Alliance and Board committees, duties, membership and infrastructure.

The U.S Department of Housing and Urban Development (HUD) has recommended that local CoC Governance Board's include three elected officials and a minimum of two law enforcement representatives to align with the following FY2025 policy priorities:

- Ending the crisis of homelessness on our streets by directing resources towards outreach & intervention.
- Prioritizing treatment and recovery with service participation requirements.
- Advancing public safety by cooperating with law enforcement.
- Promoting self-sufficiency through employment focused programs.
- Improving outcomes through increasing earned income and promoting self-sufficiency.
- Minimizing trauma by ensuring the safety of program participants.

Based on HUD's recommendations, the VC CoC Board approved the following changes to the Governance structure on Decembre 19, 2025:

1) Revise the Board composition to a minimum of thirteen (13) and maximum of nineteen (19) members.
2) Add three (3) appointed publicly elected officials or their alternates to include one (1) County of Ventura Board Supervisor, one (1) West County jurisdiction city council member, and one (1) East County jurisdiction city council member. Each jurisdiction will rotate to ensure broad geographic coverage.



a. Starting in the 2026 term, the **City of Oxnard** will fill one seat for West County with the largest West County homeless population (634) based on the 2025 Homeless Count; The West County elected official seat will rotate to the next largest homeless population (522) in the **City of Ventura** in 2028 after a two-year term.
b. Starting in the 2026 term, the **City of Thousand Oaks** will fill one seat for East County with the largest East County homeless population (162) based on the 2025 Homeless Count; The East County elected official seat will rotate to the next largest homeless population (152) in the **City of Simi Valley** in 2028 after a two-year term.

A. Add three (3) law enforcement representatives to include one (1) County of Ventura Sheriff representative, one (1) West County jurisdiction law enforcement representative, and one (1) East County jurisdiction law enforcement representative. Each jurisdiction will rotate to ensure broad geographic coverage.
    a. Starting in the 2026 term, the **City of Ventura** will fill one seat for West County with the second largest West County homeless population (522) based on the 2025 Homeless Count; The West County law enforcement representative seat will rotate to the next largest West County homeless population (90) in the **City of Camarillo** in 2028 after a two-year term.
    b. Starting in the 2026 term, the **City of Simi Valley** will fill one seat for East County with the second largest East County homeless population (152) based on the 2025 Homeless Count. The East County law enforcement representative seat will rotate to the next largest East County homeless population (107) in the **City of Santa Paula** in 2028 after a two-year term.

The VC CoC Nominating Committee will review all recommended designees to ensure adequate representation and present the new Board members to the CoC Governance Board for review and approval. Board members will serve two-year terms with an established five-year limit (ten years maximum), with the exception of the Ex-Officio representative. In the event of a vacancy, the Governing Board may appoint such qualified person(s) necessary to fill the vacancy and serve the unexpired term of the previous Board member.

CITY OF OXNARD CALIFORNIA

CITY COUNCIL AGENDA REPORT

INFORMATION/CONSENT AGENDA
AGENDA ITEM NO. L.1

DATE: February 17, 2026

TO: City Council

FROM: Luly Lopez, City Clerk, (805) 385-7805, luly.lopez@oxnard.org

SUBJECT: Approval of Oxnard City Council Minutes.

RECOMMENDATION

That the City Council approved the regular meeting minutes of February 3, 2026.

BACKGROUND

Approval of minutes.

STRATEGIC PRIORITIES

This agenda item is a routine operational item or does not relate to the five strategic priorities adopted by City Council on March 16, 2021.

FINANCIAL IMPACT

There is no financial impact.

COMMITTEE OUTCOME

This item did not originate in Committee.

Prepared by: Luly Lopez, City Clerk

ATTACHMENTS

1. City Council minutes of February 3, 2026

MINUTES
OXNARD CITY COUNCIL
Regular Meeting
February 3, 2026

A. ROLL CALL, POSTING OF AGENDA

At 4:32 p.m., Mayor Luis A. Mc Arthur presided and called to order the regular meeting of the Oxnard City Council in the City Hall Council Chambers at 305 W. Third Street, Oxnard, California. Councilmembers Gabriela Basua, Bert E. Perello (arrived at 4:33 p.m.), Michaela Perez, Gabriela Rodriguez, Aaron Starr, Gabriel Teran and Luis A. Mc Arthur were present. The City Clerk stated that the agenda was posted on Thursday, January 22, 2026, and the amended agenda on Wednesday, January 28, 2026 at the Library, City Hall kiosk, City Administrative Offices and on the website.

Staff members present were Alexander Nguyen, City Manager; Ashley Golden, Assistant City Manager; Eric Sonstegard, Assistant City Manager, Stephen Fischer, City Attorney; Michelle McCarron, Assistant City Attorney; Jason Zaragoza, Assistant City Attorney; Andrew Gonzalez, Deputy City Attorney; Rob Ruben, Chief Information Officer and Lourdes A. López, City Clerk.

CONSIDERATION OF TELECONFERENCE PARTICIPATION PURSUANT TO ASSEMBLY BILL 2449

B. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

No public comments were received. At 4:33 p.m., the City Council recessed into a closed session.

C. CLOSED SESSION (4:30 PM)

1. CONFERENCE WITH LEGAL COUNSEL — EXISTING LITIGATION
(Government Code Section
54956.9(d)(1))
Name of case: Marquez v. City of Oxnard
Ventura County Superior Court, Case No. 56-2022-00562770-CU-PO-VTA
Legislative Body: City Council

2. CONFERENCE WITH LEGAL COUNSEL — EXISTING LITIGATION
(Government Code Section
54956.9(d)(1))
Name of case: Gold v. City of Oxnard
Ventura County Superior Court, Case No. 2023CUPP010160
Legislative Body: City Council

3. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
(Government Code section 54956.9(d)(4))

Based on existing facts and circumstances, the City Council shall decide whether to initiate litigation in one potential case.
Legislative Body: City Council

At 5:21 p.m., the City Council reconvened in an open session in the Council Chambers. The City Attorney announced that there are no reportable action out of closed on Item Nos. C-1 and C-2. The City Council will reconvene later in the meeting to address Item No. C-3.

D. APPOINTMENT ITEMS (5:00 PM)

1. City Manager Department
SUBJECT: Department Workshop: City Manager's Office, City Attorney's Office, & Information Technology.
RECOMMENDATION: That the City Council receive and file an update report from the City Manager, City Attorney and the Chief Information Officer concerning information related to functions, priorities, challenges, and anticipated future needs.

The Chief Information Officer, City Attorney, Assistant City Attorney McCarron, Assistant City Attorney Zaragoza, Deputy City Attorney Gonzalez and the City Manager presented and discussed departmental challenges and were available to answer questions. Discussion ensued among the Council and staff.

No public comments were received.

This was a receive and file. No action was required.

E. OPENING CEREMONIES (6:00 PM)

At 6:08 p.m., Mayor Luis Mc Arthur presided and called to order the regular meeting of the Oxnard City Council in the City Hall Council Chambers at 305 W. Third Street, Oxnard, California. Councilmembers Bert E. Perello, Michaela Perez, Gabriela Rodriguez, Aaron Starr, Gabriel Teran, Gabriela Basua and Luis A. Mc Arthur were present. The City Clerk stated that the agenda was posted on Thursday, January 22 2026, and the amended agenda on Wednesday, January 28, 2026 at the Library, City Hall kiosk, City Administrative Offices and on the website.

The meeting opened with the pledge of allegiance to the flag of the United States led by Vanessa Villa, a student with the Boys & Girls Club. Mayor Mc Arthur announced a moment of silence for Commander Scott Aaron, Pamela Thornton, Jeaneen Bellitti and William Bill Terry.

Staff members present were Alexander Nguyen, City Manager; Ashley Golden, Assistant City Manager; Eric Sonstegard, Assistant City Manager; Stephen Fischer, City Attorney; Michelle McCarron, Assistant City Attorney; Andrew Gonzalez, Deputy City Attorney;

Michael Wolfe, Public Works Director; Chris Peyton, Water Manager; Brenda Lopez, Housing Director; Alba Marshall, Rent Stabilization Analyst; Steve Naveau, Human Resources Director and Lourdes A. López, City Clerk

F. CEREMONIAL ITEMS

1. SUBJECT: Presentation of a Proclamation Designating the Month of February 2025 as "Black History Month."

   Mayor Mc Arthur presented the proclamation to the Sonia Akintonde with Alpha Kappa Alpha Sorority, Dr. Vincent Stewart with the MLK Committee of Ventura County, Lekishia White with the Ventura County Alumni Chapter of Delta Sigma Theta Sorority and Angela Mitchell with Juneteenth and various other organizations, who thanked the City Council and shared upcoming events.

   County Clerk and Recorder Michelle Ascencion announced the upcoming election and the stated that the County will be open on Saturday, February 14, 2026 to conduct group weddings.

2. SUBJECT: Presentation of a Proclamation Designating the Month of February 2025 as "Parent Leadership Month."

   Councilwoman Rodriguez read the proclamation and presented it to Dr. Kathleen Van Antwerp, Executive Director with Partnership for Safe Families who thanked the City Council for the recognition.

G. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA AND NON-ACTION ITEMS

Public comments were received from Dan Pinedo, Sarah Wilczewski, Greg Runyon and Larry Stein.

H. REPORT OF CITY MANAGER/EXECUTIVE DIRECTOR/SECRETARY

The City Manager commented on the weed superbloom and the recent recognition from the Government Finance Officers Association recognizing the City of Oxnard Finance Department for excellence in financial reporting.

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

The members of the Council provided brief announcements regarding various activities.

Councilman Starr made a request on how we handle dog barking incidents.

1. City Clerk Department
   SUBJECT: Appointment of Mayor Mc Arthur to Regional Defense Partnership.

RECOMMENDATION: That the Mayor, with the approval of the City Council, appoint Luis A. Mc Arthur to represent the City of Oxnard on the Regional Defense Partnership (RDP).

Discussion ensued among the Council. No public comments were received.

It was moved by Mayor Mc Arthur, seconded by Councilwoman Rodriguez, to approve the appointment as presented. VOTE: Rodriguez, Starr, Basua, Perello and Mc Arthur voted in favor; Councilwoman Perez and Mayor Pro Tem Teran voted no. The motion carried 5-2.

2. City Clerk Department
SUBJECT: Appointment of Members to Serve on the City's Citizen Advisory Groups (CAGs) Boards and Committees.
RECOMMENDATION: That the Mayor, with the approval of the City Council:
1. Appoint Brian Landers to the Measure O Citizen Oversight Committee as an at-large member; and
2. Appoint Ana Maria Van Hoven to the Mobilehome Park Rent Review Board as an at-large member.

(This item did not originate in Committee.)

Public comments were received from Larry Stein and Eric Andrist.

It was moved by Councilmember Perello, seconded by Councilwoman Perez, to approve the appointments as presented. VOTE: Rodriguez, Starr, Teran, Basua, Perello, Perez and Mc Arthur voted in favor. The motion carried 7-0.

J. REVIEW OF INFORMATION/CONSENT AGENDA

K. PUBLIC COMMENTS ON INFORMATION/CONSENT AGENDA

L. INFORMATION/CONSENT AGENDA

1. City Clerk Department
SUBJECT: Approval of Oxnard City Council Minutes.
RECOMMENDATION: That the City Council approved the regular meeting minutes of January 20, 2026.

2. Finance Department
SUBJECT: Monthly Investment Report for the period ending December 31, 2025.
RECOMMENDATION: This is an information item for the City Council to receive and file.

(This item did not originate in Committee.)

3. Public Works Department
SUBJECT: Second Amendment to Envision VTA FD Auto, LLC, dba Envision Ford Lincoln Oxnard Agreement 32500315 for Automotive Mechanical Inspection, Maintenance, and Repairs.
RECOMMENDATION: That the City Council approve and authorize the Mayor to execute a Second Amendment to Fleet Services Agreement 32500315 with Envision VTA FD Auto, LLC, dba Envision Ford Lincoln Oxnard in the amount of $200,000, for a new not-to-exceed agreement value of $340,000 for automotive parts, diagnosis, services, and warranty repairs.

(This item did not originate in Committee.)

Consent Item Nos. L-1, L-2 and L-3
It was moved by Councilwoman Rodriguez, seconded by Councilwoman Perez, to approve the Information/Consent as presented. VOTE: Rodriguez, Starr, Teran, Basua, Perello, Perez and Mc Arthur voted in favor. The motion carried 7-0.

M. PUBLIC HEARINGS

N. REPORTS

1. Housing Department
SUBJECT: Resolution Establishing Administrative Regulations regarding the Fair Rate of Return Petition Regulations to Implement the City's Rent Stabilization Ordinance.
RECOMMENDATION: That the City Council review and approve the proposed **Resolution No. 16,019** establishing administrative regulations to implement the provisions of the Rent Stabilization Ordinance regarding Fair Rate of Return Petition regulation.

(The Community Services, Public Safety, and Housing & Economic Development Committee approved 3-0 on January 13, 2026, to approve the staff recommendation, with modifications, and to forward the item for Council approval)

Public comments were received from Karla Godina Lopez, Maria Navarro and Dawn Durazo.

Assistant City Attorney McCarron, Deputy City Attorney Gonzalez, Housing Director, Rent Stabilization Analyst Marshall and Assistant City Manager Golden presented and were available to answer questions. Discussion ensued among the Council and staff.

It was moved by Mayor Pro Tem Teran, seconded by Councilmember Perello to: "approve the proposed resolution establishing administrative regulations to

implement the provisions of the Rent Stabilization Ordinance regarding Fair Rate of Return Petition regulation and report back to City Council in six months on how the process is working." VOTE: Perello, Rodriguez, Starr, Teran and Mc Arthur voted in favor; Councilwoman Basua and Perez voted no. The motion carried 5-2.

2. Housing Department
SUBJECT: Lease Agreement with Teatro de las Américas.
RECOMMENDATION: That the City Council:

1. Authorize the Mayor to execute a Lease Agreement (A-8604) with Teatro de las Américas for the use of property owned by the City located at 321 West Sixth Street for a term of three years with two one-year options to extend the Agreement, at the discretion of the City Manager, for a total of five years, at an annual fee of $1 and quarterly rent up to $2,970 of their quarterly gross revenues in excess of $10,560; and
2. Authorize the Mayor to forgive past due rent to the City in the amount of $15,690 for past due rent through January 2026, plus a daily pro-rata share through February 2026.

(The Community Services, Public Safety, and Housing & Economic Development Committee approved 2-1 on January 13, 2026, to approve the staff recommendation, with amendments, and to forward the item for Council)

Public comments were received from Ana Van Hoven, Saul Escobedo, Juliana Acosta, Heather Luhn, Margaret Cortese, Moiteo Escobedo Collazo and Manuel Herrera.

The Housing Director and Assistant City Manager Golden presented and were available to answer questions. Discussion ensued among the Council and staff.

It was moved by Councilman Starr, seconded by Councilmember Perello, to forgive the debt, enter into a three-year lease agreement with monthly rents starting at $300 for the first year, $600/month for the second year, and $900/month the third year $900.

Councilwoman Rodriguez made an amendment to the motion, seconded by Mayor Pro Tem Teran, to forgive the debt, enter into a three-year agreement with monthly rents starting at $200 for the first year, $400/month for the second year, and $600/month the third year.

VOTE on Councilwoman Rodriguez's amendment: Perez, Rodriguez, Teran, Basua and Perello voted in favor of the amendment; Councilman Starr and Mayor Mc Arthur voted no. The Rodriguez motion carried 5-2 and became the main motion.

VOTE on the main motion: Perello, Perez, Rodriguez, Starr, Teran, Basua and Mc Arthur voted in favor. The motion carried 7-0.

3. Public Works Department
SUBJECT: Introduction of Cross-Connection Control and Backflow Prevention Ordinance.
RECOMMENDATION: That the City Council introduce and waive first reading of the proposed **Ordinance No. 3075** entitled: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OXNARD AMENDING ARTICLE IV OF CHAPTER 22 OF THE CITY CODE IN ITS ENTIRETY PERTAINING TO THE REGULATION OF CROSS-CONNECTION AND BACKFLOW STANDARDS.

(The Public Works and Transportation Committee approved 3-0 on January 27, 2026 with an amended Ordinance.)

Public comments were received from Ronald Arruejo.

The Public Works Director and Water Manager presented and were available to answer questions. Discussion ensued among the Council and staff. After further discussion, staff has agreed to allow 45 days for residents to complete their testing.

It was moved by Councilman Starr, seconded by Mayor Pro Tem Teran, to approve the recommended action as presented. VOTE: Perez, Rodriguez, Starr, Teran, Basua, Perello and Mc Arthur voted in favor. The motion carried 7-0.

4. Human Resources Department
SUBJECT: Resolution Approving the Ratified Tentative Agreement with International Association of Firefighters, Local 1684.
RECOMMENDATION: That the City Council adopt a resolution approving the tentative agreement with the International Association of Firefighters, Local 1684.

(This item did not originate in Committee.)

Discussion ensued among the Council and staff. There were no public speakers.

It was moved by Mayor Pro Tem Teran, seconded by Councilwoman Rodriguez, to approve the recommended action. VOTE: Rodriguez, Teran, Basua, Perello, Perez and Mc Arthur voted in favor; Councilman Starr voted no. The motion carried 6-1.

At 11:09 p.m., the City Council recessed to a closed session. At 11:21 p.m., the City Council reconvened in an open session in the Council Chambers. The City Attorney stated that the City Council reconvened in Closed Session to discuss Item C-3 and stated that the City Council by unanimous vote has directed the City Attorney to join an amicus curiae brief to be filed in Newson versus Trump, regarding the district

court's grant of plaintiff's motion for preliminary injunction in joining defendants from deploying California National Guard members in Los Angeles and directing them to return control to Governor Newsom.

O. ADJOURNMENT

There being no further business on the agenda, and without objection, Mayor Mc Arthur adjourned the meeting at 11:22 p.m.

_____ _____

LOURDES A. LÓPEZ
City Clerk

LUIS A. MC ARTHUR
Mayor

CITY OF OXNARD CALIFORNIA

CITY COUNCIL AGENDA REPORT

INFORMATION/CONSENT AGENDA
AGENDA ITEM NO. L.2

DATE: February 17, 2026

TO: Housing Authority

FROM: Luly Lopez, City Clerk, (805) 385-7805, luly.lopez@oxnard.org

SUBJECT: Approval of Oxnard Housing Authority Minutes.

RECOMMENDATION

That the Oxnard Housing Authority Board of Commissioners approve the regular meeting minutes for January 20 and February 3, 2026.

BACKGROUND

Approval of minutes.

STRATEGIC PRIORITIES

This agenda item is a routine operational item or does not relate to the five strategic priorities adopted by City Council on March 16, 2021.

FINANCIAL IMPACT

There is no financial impact.

COMMITTEE OUTCOME

This item did not originate in Committee.

Prepared by: Luly Lopez, City Clerk

ATTACHMENTS
1. Housing Authority minutes of January 20, 2026
2. Housing Authority meeting of February 3, 2026

MINUTES
OXNARD HOUSING AUTHORITY
Regular Meeting
January 20, 2026

A. ROLL CALL, POSTING OF AGENDA

At 6:31 p.m., Vice Chair Gabriel Teran presided and called to order the regular meeting of the Oxnard Housing Authority concurrently with the Oxnard City Council in the City Hall Council Chambers at 305 W. Third Street, Oxnard, California. Commissioners Bert E. Perello, Michaela Perez, Gabriela Rodriguez, Aaron Starr and Gabriel Teran were present. Commissioners Jose Andrade, Gabriela Basua, Francisco Vega and Chair Luis A. Mc Arthur were absent. The Secretary Designate stated that the agenda was posted on Thursday, January 8, 2026 at the Library, City Hall kiosk, City Administrative Offices and on the website.

CONSIDERATION OF TELECONFERENCE PARTICIPATION PURSUANT TO ASSEMBLY BILL 2449

B. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

C. CLOSED SESSION

D. APPOINTMENT ITEMS

E. OPENING CEREMONIES (6:00 PM)

The meeting opened with the pledge of allegiance to the flag of the United States led by Rita Chavez a graduate of the Oxnard Fire Department EMS Corps. Councilmember Perello requested a moment of silence in memory of William Bill Terry, a resident of Oxnard, who was deeply involved in the community. Councilman Starr commented that the moment should also honor Commander Scott Aaron, a 21-year veteran with the Oxnard Police Department.

Staff members present were Alexander Nguyen, City Manager; Eric Sonstegard, Assistant City Manager, Stephen Fischer, City Attorney; Kenneth Rozell, Chief Assistant City Attorney; Brenda Lopez, Housing Director and Lourdes A. López, City Clerk.

F. CEREMONIAL ITEMS

G. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA AND NON-ACTION ITEMS

H. REPORT OF EXECUTIVE DIRECTOR/SECRETARY

I. HOUSING AUTHORITY BUSINESS/COMMITTEE REPORTS

J. REVIEW OF INFORMATION/CONSENT AGENDA

K. PUBLIC COMMENTS ON INFORMATION/CONSENT AGENDA

No public comments were received.

L. INFORMATION/CONSENT AGENDA

2. City Clerk Department
SUBJECT: Approval of Oxnard Housing Authority Minutes.
RECOMMENDATION: That the Oxnard Housing Authority Board of Commissioners approve the regular meeting minutes for November 18, December 2 and 16, 2025 and January 6, 2026.

5. Housing Department
SUBJECT: Oxnard Housing Authority's Monthly Investment Report.
RECOMMENDATION: That the Oxnard Housing Authority Board of Commissioners receive and file the monthly investment report for the period ending November 2025.

(This item did not originate in Committee)

Consent Item No. L-2 and L-8
It was moved by Commissioner Rodriguez, seconded by Commissioner Perez, to approve the Information/Consent Item Nos. L-2 and L-8 as presented. VOTE: Perello, Perez, Rodriguez, Starr and Teran. The motion carried 5-0. Commissioners Andrade, Basua, Vega and Chair Mc Arthur were absent.

OXNARD CITY COUNCIL

At 8:24 p.m., the joint meeting with the Oxnard City Council concluded.

M. PUBLIC HEARINGS

N. REPORTS

O. ADJOURNMENT

There being no further business on the agenda, and without objection, Chair Mc Arthur adjourned the meeting at 8:24 p.m.

LOURDES A. LÓPEZ
Secretary Designate

GABRIEL TERAN
Vice Chair

MINUTES
OXNARD HOUSING AUTHORITY
Regular Meeting
February 3, 2026

Because there were no items requiring consideration on this date, there was no regular meeting.

_____	_____
LOURDES A. LÓPEZ	LUIS A. MC ARTHUR
Secretary Designate	Chair

CITY OF OXNARD CALIFORNIA

CITY COUNCIL AGENDA REPORT

INFORMATION/CONSENT AGENDA
AGENDA ITEM NO. L.3

DATE: February 17, 2026

TO: City Council

FROM: Luly Lopez, City Clerk, (805) 385-7805, luly.lopez@oxnard.org

SUBJECT: Resolution Commending Deirdre Frank.

RECOMMENDATION

That the City Council adopt a resolution commending Deirdre Frank for over ten (10) years of dedicated service to the Measure O Citizen Oversight Committee.

(This item did not originate in Committee.)

BACKGROUND

On March 2, 2010, the Measure O Citizen Oversight Committee was created, composed of nine members tasked with reviewing the use of Measure O revenues. Members of the committee provide an invaluable service to our City. Over the years, the services and programs provided by the City have expanded. The work performed by the residents who serve as volunteers on this committee is a vital part of our City government.

Deirdre Frank was first appointed on November 19, 2013 as a Commissioner and on June 11, 2015 was elected Chair of the Commission. Ms. Frank provided over 10 years of outstanding volunteer service and always advocated for projects, including a new Senior Center. Ms. Frank was a dedicated member always prepared and engaged.

STRATEGIC PRIORITIES

This agenda item supports the Quality of Life strategy. The purpose of the Quality of Life strategy is to restore and increase quality services and programs that enrich Oxnard's diverse community, promotes safe neighborhoods, encourages community engagement, and supports our residents in their efforts to improve their quality of life.

FINANCIAL IMPACT

There is no financial impact.

COMMITTEE OUTCOME

This item did not originate in Committee.

Prepared by: Luly Lopez, City Clerk

ATTACHMENTS

1. Resolution

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD COMMENDING DEIRDRE FRANK FOR OVER 10 YEARS OF VOLUNTEER SERVICE TO THE CITY OF OXNARD

WHEREAS, Deirdre Frank has provided over 10 years of outstanding volunteer service to the City of Oxnard as a member of the Measure O Citizen Oversight Committee, which is tasked with reviewing the use of Measure O revenues approved by the City Council; and

WHEREAS, the Measure O Citizen Oversight Committee was created on March 2, 2010, composed of nine members tasked with reviewing the use of Measure O revenues. Members of the committee provide an invaluable service to our City. Over the years, the services and programs provided by the City have expanded. The work performed by the residents who serve as volunteers on this committee is a vital part of our City government.

WHEREAS, on June 11, 2015 Deirdre Frank was elected Chair of the Commission; and

WHEREAS, throughout her time on the committee, Deirdre Frank advocated for projects including a new Senior Center; and

WHEREAS, Deirdre Frank resides in the City of Oxnard and has developed countless positive relationships and partnerships with members of the community while volunteering in this position; and

NOW, THEREFORE, the City Council of the City of Oxnard resolves to commend, recognize, and extend its gratitude to Deirdre Frank for over 10 years of dedicated volunteer service to the City of Oxnard. We extend our best wishes for continued success in all endeavors.

PASSED AND ADOPTED THIS 17th day of February, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Luis A. Mc Arthur, Mayor

ATTEST:

_____
Lourdes A. López, City Clerk

APPROVED AS TO FORM:

_____
Stephen M. Fischer, City Attorney

CITY OF OXNARD CALIFORNIA

CITY COUNCIL AGENDA REPORT

INFORMATION/CONSENT AGENDA
AGENDA ITEM NO. L.4

DATE: February 17, 2026

TO: City Council

FROM: Luly Lopez, City Clerk, (805) 385-7805, luly.lopez@oxnard.org

SUBJECT: Resolution Commending Joseph M. Munoz.

RECOMMENDATION

That the City Council adopt a resolution commending Joseph M. Munoz for over 9 years of dedicated service to the Measure O Citizen Oversight Committee.

(This item did not originate in Committee.)

BACKGROUND

On March 2, 2010, the Measure O Citizen Oversight Committee was created, composed of nine members tasked with reviewing the use of Measure O revenues. Members of the committee provide an invaluable service to our City. Over the years, the services and programs provided by the City have expanded. The work performed by the residents who serve as volunteers on this committee is a vital part of our City government.

Joseph M. Munoz was first appointed on February 24, 2015, as a Commissioner. Mr. Munoz provided over 9 years of outstanding volunteer service.

STRATEGIC PRIORITIES

This agenda item supports the Quality of Life strategy. The purpose of the Quality of Life strategy is to restore and increase quality services and programs that enrich Oxnard's diverse community, promotes safe neighborhoods, encourages community engagement, and supports our residents in their efforts to improve their quality of life.

FINANCIAL IMPACT

There is no financial impact.

COMMITTEE OUTCOME

This item did not originate in Committee.

Prepared by: Luly Lopez, City Clerk

ATTACHMENTS

1. Resolution

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD COMMENDING JOSEPH M. MUNOZ FOR OVER 9 YEARS OF VOLUNTEER SERVICE TO THE CITY OF OXNARD

WHEREAS, Joseph M. Munoz has provided over 9 years of outstanding volunteer service to the City of Oxnard as a member of the Measure O Citizen Oversight Committee, which is tasked with reviewing the use of Measure O revenues approved by the City Council; and

WHEREAS, throughout his time on the committee, Joseph M. Munoz has consistently advocated for resources for our public safety officers; and

WHEREAS, Joseph M. Munoz resides in the City of Oxnard and has developed countless positive relationships and partnerships with members of the community while volunteering in this position; and

NOW, THEREFORE, the City Council of the City of Oxnard resolves to commend, recognize, and extend its gratitude to Joseph M. Munoz for over 9 years of dedicated volunteer service to the City of Oxnard. We extend our best wishes for continued success in all endeavors.

PASSED AND ADOPTED THIS 17th day of February, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Luis A. Mc Arthur, Mayor

ATTEST:

_____
Lourdes A. López, City Clerk

APPROVED AS TO FORM:

_____
Stephen M. Fischer, City Attorney

CITY OF OXNARD CALIFORNIA

CITY COUNCIL AGENDA REPORT

INFORMATION/CONSENT AGENDA
AGENDA ITEM NO. L.5

DATE: February 17, 2026

TO: City Council

FROM: Eric Sonstegard, Assistant City Manager, (805) 385-7478, eric.sonstegard@oxnard.org

SUBJECT: Whistleblower Policy Revision.

RECOMMENDATION

That the City Council adopt a resolution updating the City's Whistleblower Policy to reflect current legislation.

(The Finance and Governance Committee approved 3-0 on January 27, 2026)

BACKGROUND

The Oxnard City Council adopted a whistleblower hotline policy on April 5, 2016. That policy states that the City will take all appropriate steps to thoroughly evaluate any allegation of improper governmental action that is brought to its attention. An "improper governmental action" is defined as "any activity by a local agency or employee that is undertaken in the performance of the employee's official duties, including activities deemed to be outside the scope of his or her employment, that is in violation of any local, state, or federal law or regulation relating to corruption, malfeasance, bribery, theft of government property, or willful omission to perform duty, is economically wasteful, or involves gross misconduct." The policy further states that the City establish a whistleblower hotline to receive and investigate allegations of possible City fraud, waste, and abuse. These complaints must remain confidential, and the identity of the complainant may not be revealed without the permission of the complainant, except to an appropriate law enforcement agency conducting a criminal investigation.

Periodically, the State of California amends legislation pertaining to whistleblowers. The State recently approved Assembly Bill 2455 (Stats. 2024, Ch. 568, Sec. 5), which amends California Government Code Section 53087.6 relating to whistleblower hotline definitions. Staff therefore recommends amending our adopted Whistleblower Policy to reflect the updated State law definitions. Attachment 1 shows the City's adopted whistleblower policy with proposed changes shown in red. The proposed changes define "Contractor or Subcontractor" and update the definition of "Improper Governmental Action". City staff also used this opportunity to update contact information, also shown in red.

The whistleblower system itself (online portal and call center) is managed by Syntrio, Inc.. Vasquez & Company provides internal auditing review for complaints received, and additionally manages the physical P.O. Box where reports are sent. Upon receipt of a complaint, the Internal Auditor may conduct an investigation into the facts alleged in the complaint to determine whether an improper governmental action has occurred. The Internal Auditor will first screen the allegation to determine merit and relevance, and then the possible risk to the City, among the following three options:

1. **High Priority** – Matters that are considered high priority could include: potential loss to the City of more than $75,000, high level management involvement, collusion of multiple wrongdoers, major department-wide issues, or the need for immediate action to stop a potential major issue.
2. **Medium Priority** – Matters that are considered medium priority could include: potential loss to the City of more than $25,000, include abuse of authority, medium-to-low level employee involvement, minor department-wide issues, or patterns of small issues that could be significant cumulatively.

3. **Low Priority** – Matters that are considered low priority could include: potential loss to the City of up to $25,000, composed of isolated incidences of time abuse, wasteful practices that could lead to efficiencies if corrected, or allegations that lack credibility and evidence.

The internal auditor should investigate high priority matters with the most urgency, then medium priority, and finally, low priority. The City provides the Finance and Governance Committee with a report summarizing the complaints received every six months.

DISCUSSION

Employees or residents may file a complaint online at www.clearviewconnects.com, by calling (844) 964-2544, or by mail at P.O. Box 11017, Toronto, Ontario, M1E 1N0. All complaints are routed directly to Vasquez for its determination within 24 hours of receipt whether the complaint has merit and relevance. If that is possible, Vasquez has another 24 hours to determine whether to rank the priority of the complaint high, medium or low (as defined above). After priority is determined, Vasquez has an additional 24 hours to notify City staff that 1) Vasquez has received a high or medium priority complaint and will be investigating the matter immediately, or 2) Vasquez has received a low priority complaint and needs to make a mutual determination with City staff as to whether that complaint should be investigated. For a high or medium priority complaint, Vasquez must then complete the investigation, prepare a report and present that report to the Finance and Governance Committee with thoroughness and speed, updating staff on the status of any investigation at least weekly.

In the fall, the whistleblower hotline was highlighted in the “HR News You Can Use” monthly newsletter that is distributed to all city employees. An overview of the program was provided which included the numerous ways that an employee could submit an allegation to the whistleblower hotline. The whistleblower hotline and related information is prominently featured on the City of Oxnard website, in employee break rooms at city facilities, at each quarterly new employee orientation, and city-sponsored Oxnard Connect training sessions.

At the January 27, 2026, Finance & Governance Committee meeting, committee members requested that staff review the categories available for both "*Primary Type of Allegation*" and "*Current Status*" in the biannual reports so they are more closely aligned with the allegations and/or findings and they provide a more comprehensive picture for committee members moving forward. Staff will conduct this review and report back to the Finance & Governance Committee with their recommendations.

STRATEGIC PRIORITIES

This agenda item supports the Organizational Effectiveness strategy. The purpose of the Organizational Effectiveness strategy is to reinforce, stabilize, improve, and strengthen the organizational foundation of the City in order to build a modern, high-functioning City government that effectively and efficiently supports the operating departments in providing high-quality services and programs for our residents and businesses.

This agenda item supports the Quality of Life strategy. The purpose of the Quality of Life strategy is to restore and increase quality services and programs that enrich Oxnard's diverse community, promotes safe neighborhoods, encourages community engagement, and supports our residents in their efforts to improve their quality of life.

FINANCIAL IMPACT

There is no financial impact.

COMMITTEE OUTCOME

The Finance and Governance Committee voted 3-0 on January 27, 2026, to recommend that City Council approve an update to the City’s Whistleblower Policy to reflect current legislation.

Please click here to view the January 27, 2026, Finance and Governance Committee.

Prepared by: Annie Jensen, Project Manager

ATTACHMENTS

1. Resolution
2. Whistleblower Policy Revision-Redline Version
3. Whistleblower Policy Revision.Clean
4. Presentation

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD UPDATING THE WHISTLEBLOWER HOTLINE POLICY

WHEREAS, on April 5, 2016, the City Council adopted Resolution No. 14,906, adopting a Whistleblower Hotline Policy pursuant to California Government Code Section 53087.6, which authorizes the City Council to approve establishing a whistleblower hotline to provide a confidential way for the public to report fraud, waste, abuse, and improper governmental activity; and

WHEREAS, Assembly Bill 2455 (Stats. 2024, Ch. 568, Sec. 5) amended California Government Code Section 53087.6 to add and modify definitions relating to whistleblower hotline policies; and

WHEREAS, the City Council wishes to update the Whistleblower Hotline Policy to incorporate the amendments to California Government Code Section 53087.6.

NOW, THEREFORE, the City Council of the City of Oxnard resolves that the updated Whistleblower Hotline Policy attached hereto as Exhibit "A" is hereby adopted.

PASSED AND ADOPTED THIS _____ day of _____, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Luis A. Mc Arthur, Mayor

ATTEST:

_____
Lourdes A. López, City Clerk

APPROVED AS TO FORM:

_____
Stephen M. Fischer, City Attorney

EXHIBIT "A"

City of Oxnard Whistleblower Hotline Policy

WHISTLEBLOWER PROTECTION

The City will take all appropriate steps to thoroughly evaluate any allegations of fraud, waste, or abuse or improper governmental ~~action~~ activity that are brought to its attention. The City encourages anonymous or identified reporting by employees, volunteers, appointed or elected officials, members of the public, and contractors or subcontractors.

No City official or employee shall take retaliatory action against any employee or member of the public who, based on a good faith belief, has made a complaint or allegation concerning fraud, waste, or abuse or improper governmental ~~action~~ activity. Protection extends to all persons who participate in an investigation, provide information, or refuse to participate in wrongdoing.

Any individual who files a complaint may elect to have their identity kept confidential during intake and investigation to the extent permitted by law, unless the individual waives confidentiality in writing or disclosure is required to a law-enforcement agency conducting a criminal investigation. ~~to the extent permitted by law unless the employee individual waives confidentiality in writing.~~

The City shall establish a Whistleblower Hotline in order to receive and investigate allegations of possible City Fraud, Waste, and Abuse and Improper Governmental Activity. This policy reflects the City's ongoing commitment to support open, ethical, accountable, and transparent local government. Identity and records will be protected consistent with confidentiality requirements and exemptions under the California Public Records Act (CPRA).

Purpose

It is the purpose of this policy to (1) encourage employees and members of the public to report information concerning any alleged~~ly~~ fraud, waste, or abuse or improper governmental ~~action~~ activity or subsequent retaliation by the City's officers or employees by providing them protection against retaliation, and (2) reinforce the expected values and behaviors of City officials, ~~and~~ employees, and contractors or subcontractors ~~because of their role~~ as guardians of the public trust and resources.

Procedures

The following procedures aim to ensure accountability by creating a consistent and logical method for receiving and tracking allegations received through the Whistleblower Hotline. These procedures describe how the Internal Auditor and others involved in the reporting process will handle these allegations. Additionally, the procedures lay out a risk-based approach for using the Internal Auditor's limited resources to investigate the allegations that could place the City of Oxnard at the greatest risk.

Receiving Allegations

City staff or members of the public may submit allegations by either calling the Whistleblower Hotline's toll-free number, 1-(844) 964-2544 ~~*** *** ****~~, or by completing the online form located at ~~https://www.**********~~ https://clearviewconnects.com/#/. In addition, individuals may also submit allegations directly to the Internal Auditor. Any individual who files a complaint may elect to have their identity kept confidential. Identity will be kept confidential during intake and initial review to the extent permitted by law (see § 53087.6(c)) and CPRA exemptions ~~The individual's identity will be kept confidential to the extent permitted by law~~ unless the individual waives confidentiality in writing. Information can be submitted in person, over the phone, by voicemail, by e-mail, or by mail. The following provides the general procedure for receiving allegations.

In-Person or Phoned-In Allegations

Persons responsible for intake of allegations should adhere to the following procedures:

1. Ask about the subject of the allegation to ensure that the complainant is reporting to the correct entity. Determine if the allegation is about a City Department, Employee, ~~Vendor, or~~ Contractor, or Subcontractor; or if the complaint would fall under another jurisdiction.
    - If the allegation is not related to City government (for example, it is about a State or County Employee), refer the complainant to other relevant reporting options. See Reporting Options table. Enter the information in the Intake Log with a note about which entity the complainant was referred to.
2. If the allegation is about a City Department, Employee, ~~Vendor, or~~ Contractor or Subcontractor, start a conversation with the complainant about the allegation.
3. After obtaining a basic understanding of the allegation, if the complainant had not already provided his or her name, ask for their name and contact information. Discuss the complainant's preference about remaining anonymous. Note this information on the Intake Form. Persons receiving allegations may enter notes on paper or directly into the electronic form.
4. After gathering this information, continue the conversation about the allegation. Ask the questions from the Intake Form, if appropriate. However, use your discretion to ask additional questions. The form's questions are meant to be used as a tool to aid the conversation and to solicit possible additional evidence.
5. After completing the conversation, enter/review Intake Form notes and save the file on the Investigations database.
6. Log the allegation information on the Intake Log.
7. Discuss the allegation with appropriate Internal Auditor Staff. Depending on the severity of the allegations, this discussion might need to occur immediately. See Allegations section below. For less serious allegations, discussions of many allegations may take place during periodic whistleblower hotline meetings.

Voicemail Allegations

1. Listen to the voicemail.
2. Log the allegation information on the Intake Log.
3. Complete the Intake Form.

4. If necessary and contact information is available, seek additional information by using any contact information that the complainant provided.
5. If contact is made, update the Intake Form to reflect additional information.
6. Discuss the allegation with appropriate Internal Auditor Staff. Depending on the severity of the allegations, this discussion might need to occur immediately. See Allegations section below. For less serious allegations, discussions of many allegations may take place during periodic whistleblower hotline meetings.

E-mailed or Mailed-In Allegations

1. Read the e-mail or letter.
2. Log the allegation information on the Intake Log.
3. Complete the Intake Form.
4. If necessary and contact information is available, seek additional information by using any contact information that the complainant provided.
5. If contact is made, update the Intake Form to reflect additional information.
6. Discuss the allegation with appropriate Internal Auditor Staff. Depending on the severity of the allegations, this discussion might need to occur immediately. See Allegations section below. For less serious allegations, discussions of many allegations may take place during periodic whistleblower hotline meetings.

Screening for Merit and Relevance

The Whistleblower Hotline is open to the public at large. As such, it welcomes an expansive range of complaints. Therefore, it is important to consider, during the interview process, how the allegation may relate to waste, fraud, or abuse or improper governmental activity by the City, ~~or~~ its Employees, Contractors or Subcontractors. To do this, intake staff should think broadly about how the provided statements could tie into a related matter. Allegations, from a cursory review, could appear to lack in merit or relevance due to a myriad of reasons. However, upon a thorough and professional evaluation, they may point to an issue that puts the City at risk, which merits further investigation. However, cases that lack merit and relevance, as determined by insubstantial statements, should be documented and closed as 'Dismissed: Does Not Appear to Have Merit' in the Whistleblower Intake Log in order to preserve Internal Auditor resources. Taking these necessary steps protects the integrity of the Whistleblower Hotline and efficiently preserves public resources for matters that have merit and relevance.

Allegations

The Intake Log and Intake Form requires Internal Auditor staff conducting the intake to rate the priority of the complaint using "low," "medium," and "high." This method is to help the Internal Auditor prioritize its investigations by targeting overall risk to the City of Oxnard. Any allegations that are rated "medium" or "high" should be presented to the City's Internal Auditor or relevant Internal Auditor staff as soon as practicable. Those rated "low" can be discussed during periodic hotline discussions. The following provides guidance about rating allegations:

High Priority

Reasons why allegations may be considered high priority include a safety concern, losses to the City of Oxnard for more or equal to $75,000, criminal activity resulting in a loss of at least $400, high-level involvement, collusion of multiple wrongdoers, a major department-wide issue, or need for immediate action to stop a potential major issue. High-priority items should be discussed immediately. In addition, addressing these items could take priority over other investigations and audits – at the Internal Auditor's discretion.

Medium Priority

Allegations in this category could include a loss to the City of Oxnard for more or equal to $25,000, abuse of authority, medium to low-level employee involvement, minor department-wide issues, or patterns of small problems that could become serious in the aggregate.

Low Priority

Allegations in this category could include a loss to the City of less than $25,000, isolated instances of time abuse, wasteful practices that would lead to limited gains in efficiencies if corrected, or allegations that lack credibility and evidence. The Internal Auditor would aim to investigate items in this list, but may not do so because of limited resources or if the complaint is insubstantial due to a lack of sufficient information to warrant an investigation. However, if the same or similar issues were reported multiple times, low priority items may become more of a priority.

Allegations Covered by the Internal Auditor

The hotline is designed to promote good government by providing City employees and members of the public with a way to report allegations of fraud, waste, and abuse or improper governmental activity.

In 2009, State Law went into effect that enabled local government auditors to establish whistleblower hotlines and to provide whistleblower protections. Local auditors are authorized under California Government Code Section 53087.6 to create whistleblower hotlines with the approval of their respective legislative bodies.

~~The~~ California Government Code Section 53087.6 defines "fraud, waste, or abuse" or "improper governmental activity" in this context as "any activity by a local ~~government~~ agency, ~~or~~ employee, or contractor or subcontractor ~~"~~that ~~is~~ may be in violation of any local, state, or federal law, ordinance, or regulation relating to corruption, malfeasance, bribery, theft of government property, fraudulent claims, fraud, coercion, conversion, malicious prosecution, misuse or misappropriation of government property, funds or resources, or willful omission to perform a duty, is economically wasteful, or involves gross misconduct."

The following further defines fraud, waste, and abuse:

Fraud -- The Association of Certified Fraud Examiners defines occupational fraud as "the use of one's occupation for personal enrichment through the deliberate misuse or misapplication of the employing organization's resources or assets."

Some examples of possible fraud include theft of City funds or property, accepting or soliciting a bribe or kickback, falsifying payroll information, falsifying financial records to hide theft, submitting a false voucher, or using city property for non-City business.

***Waste* --** Waste can be intentional or unintentional and can involve unnecessary or extravagant City expenditures or misuse of City resources.

***Abuse* --** This is the use of an employee's position in the City to obtain personal gain for that employee or for someone else like a family member or friend.

The above definitions are meant to provide guidance, and are not meant to cover all types of allegations that will be investigated.

Additional Definitions

Contractor or Subcontractor means a person, firm, corporation, partnership, vendor, or association and its responsible managing officer, as well as any directors, owners, coowners, shareholders, partners, supervisors, managers, employees, and other individuals associated with the contractor or subcontractor who has submitted a bid or proposal; seeks to contract with, contracted with, or is in a contractual relationship with; or receives funding, including, but not limited to, grants from the City, or a department created by the City.

Employee means anyone employed by the City, whether in a permanent or temporary position, including full-time, part-time and intermittent workers. It also includes volunteers and members of appointed boards or commissions, whether or not paid.

Good faith belief means an honest and reasonable belief based on personal knowledge.

~~**Improper governmental action** means any activity by a local agency or employee that is undertaken in the performance of the employee's official duties, including activities deemed to be outside the scope of his or her employment, that is in violation of any local, state, or federal law or regulation relating to corruption, malfeasance, bribery, theft of government property, fraudulent claims, fraud, coercion, conversion, malicious prosecution, misuse of government property, or willful omission to perform duty, is economically wasteful, or involves gross misconduct.~~

Retaliatory action means any adverse change in an employee's employment status or the terms and conditions of employment resulting from an employee's complaint or allegation of an improper governmental action based on good faith belief.

Allegations Covered by Other City Offices

Some allegations are more appropriately investigated by other City Departments. The intent of establishing a whistleblower hotline is not to replace or limit other reporting options. Specifically, many Human Resources related issues should still be reported to the appropriate Human Resources staff. For example, labor grievances, discrimination allegations, and workers' compensation claims should be reported under the City's current procedures. Also, some callers may want to report legal issues to the

City Attorney's Office, or code enforcement issues to the Development Services Department. As appropriate, the Internal Auditor will refer reporters to other City departments. However, it may also be appropriate for Internal Auditor staff to gather initial information in these areas to better understand the issues involved.

Internal Referrals Reporting Options:

Human Resources Department for workers' compensation information, union grievance procedures, and environmental health and safety programs like OSHA and DOT compliance:
805-385-7590
~~http://hr.cityofoxnard.org/11~~
https://www.oxnard.gov/human-resources-department

Financial Resources - Risk Management for liability claims:
805-385-7475
~~http://finance.cityofoxnard.org/8/~~
https://www.oxnard.gov/finance

City Attorney:
805-385-7483
~~http://cityattorney.cityofoxnard.org/1~~
https://www.oxnard.gov/city-attorneys-office

Code Compliance Division for neighborhood code, housing and dangerous buildings, business compliance, landscape requirements, rental house standards, and anti-graffiti:
805-385-7940
~~http://developmentservices.cityofoxnard.org/Uploads/code/~~
https://www.oxnard.gov/community-development/code-compliance

Police for non-emergencies:
805-385-7600
https://www.oxnardpd.org/

Reporting Options for Allegations Covered by Non-City Agencies

Jurisdiction	Organization	Reporting	Methods
County of Ventura	County Auditor-Controller	Audit Fraud Hotline	805-644-6019 Fraud.Hotline@venturacounty.gov Audit Fraud Hotline/ County of Ventura/ 800 South Victoria/ Ventura, CA 93009-1540
State of California	Bureau of State Audits	Whistleblower Hotline	800-952-5665 Investigations/ California State Auditor~~ Bureau of State Audits~~/ ~~555~~ 621 Capitol Mall, Suite 1200~~300~~/ Sacramento, CA 95814~~Oxnard, CA 95814~~ https://www.auditor.ca.gov/whistleblower/~~http://www.bsa.ca.gov/hotline/filecomp~~
Consumer Complaints Against a Business	California Office of the Attorney General	Comment/ Complaint Form	https://oag.ca.gov/contact/consumer-complaint-against-business-or-company
Consumer Complaints Against a Business	Better Business Bureau	Complaints	https://www.bbb.org/consumer-complaints/file-a-complaint/get-started
California Attorneys	State Bar of California	Complaints	800-843-9053 https://www.calbar.ca.gov/public/file-complaints-claims ~~http://www.calbar.ca.gov/Attorneys/LawyerRegulation/FilingaComplaint.asp~~x
California Judges	Commission on Judicial Performance	Complaints	415-557-1200 ~~http://cjp.ca.gov/file_a_complaint.htm~~ https://cjp.ca.gov/online-complaint-instructions/

Special Circumstances

1. The Internal Auditor may receive allegations about elected officials. As the Internal Auditor does not generally have the authority to audit the City Council without their request to be audited, allegations involving these officials shall be discussed with the Internal Auditor immediately. The Internal Auditor and other City officials, if necessary, will discuss how to evaluate these types of allegations.
2. Additionally, allegations may be received about members of the Internal Auditor's staff. If such allegations occur, those receiving the allegations should report them to the Internal Auditor immediately. The Internal Auditor and any other Internal Auditor staff who become aware of the complaint will evaluate the allegation, possibly with the advice of other City staff and officials, to determine if an investigation shall be conducted by the City or by an outside entity. The Internal Auditor's staff is expected to keep the allegation confidential and not inform the individual who is the subject of the allegation. If the complaint is about the designated Internal Auditor, the individual receiving the allegation should discuss it with another staff member and possibly seek guidance from City staff or officials to determine how to proceed.

Periodic Reporting

The Internal Auditor shall, at least every six months, report to the Finance and Governance Committee on the allegations received through the Whistleblower Hotline, including the priority assigned and the status or disposition of each reported allegation.

Contact Information for the Internal Auditor Appointed by the Oxnard City Council:

Vasquez & Company, LLP
Roger Martinez
655 N. Central Avenue, Suite 1550
Glendale, CA 91203
(213) 873-1777
https://www.vasquez.cpa/

EXHIBIT "A"

City of Oxnard Whistleblower Hotline Policy

WHISTLEBLOWER PROTECTION

The City will take all appropriate steps to thoroughly evaluate any allegations of fraud, waste, or abuse or improper governmental activity that are brought to its attention. The City encourages anonymous or identified reporting by employees, volunteers, appointed or elected officials, members of the public, and contractors or subcontractors.

No City official or employee shall take retaliatory action against any employee or member of the public who, based on a good faith belief, has made a complaint or allegation concerning fraud, waste, or abuse or improper governmental activity. Protection extends to all persons who participate in an investigation, provide information, or refuse to participate in wrongdoing.

Any individual who files a complaint may elect to have their identity kept confidential during intake and investigation to the extent permitted by law, unless the individual waives confidentiality in writing or disclosure is required to a law-enforcement agency conducting a criminal investigation.

The City shall establish a Whistleblower Hotline in order to receive and investigate allegations of possible City Fraud, Waste, and Abuse and Improper Governmental Activity. This policy reflects the City's ongoing commitment to support open, ethical, accountable, and transparent local government. Identity and records will be protected consistent with confidentiality requirements and exemptions under the California Public Records Act (CPRA).

Purpose

It is the purpose of this policy to (1) encourage employees and members of the public to report information concerning any alleged fraud, waste, or abuse or improper governmental activity or subsequent retaliation by the City's officers or employees by providing them protection against retaliation, and (2) reinforce the expected values and behaviors of City officials, employees, and contractors or subcontractors as guardians of the public trust and resources.

Procedures

The following procedures aim to ensure accountability by creating a consistent and logical method for receiving and tracking allegations received through the Whistleblower Hotline. These procedures describe how the Internal Auditor and others involved in the reporting process will handle these allegations. Additionally, the procedures lay out a risk-based approach for using the Internal Auditor's limited resources to investigate the allegations that could place the City of Oxnard at the greatest risk.

Receiving Allegations

City staff or members of the public may submit allegations by either calling the Whistleblower Hotline's toll-free number, 1-(844) 964-2544, or by completing the online form https://clearviewconnects.com/#/. In addition, individuals may also submit allegations directly to the Internal Auditor. Any individual who files a complaint may elect to have their identity kept confidential. Identity will be kept confidential during intake and initial review to the extent permitted by law (see § 53087.6(c)) and CPRA exemptions unless the individual waives confidentiality in writing. Information can be submitted in person, over the phone, by voicemail, by e-mail, or by mail. The following provides the general procedure for receiving allegations.

In-Person or Phoned-In Allegations

Persons responsible for intake of allegations should adhere to the following procedures:

1. Ask about the subject of the allegation to ensure that the complainant is reporting to the correct entity. Determine if the allegation is about a City Department, Employee, Contractor, or Subcontractor; or if the complaint would fall under another jurisdiction.
    - If the allegation is not related to City government (for example, it is about a State or County Employee), refer the complainant to other relevant reporting options. See Reporting Options table. Enter the information in the Intake Log with a note about which entity the complainant was referred to.
2. If the allegation is about a City Department, Employee, Contractor or Subcontractor, start a conversation with the complainant about the allegation.
3. After obtaining a basic understanding of the allegation, if the complainant had not already provided his or her name, ask for their name and contact information. Discuss the complainant's preference about remaining anonymous. Note this information on the Intake Form. Persons receiving allegations may enter notes on paper or directly into the electronic form.
4. After gathering this information, continue the conversation about the allegation. Ask the questions from the Intake Form, if appropriate. However, use your discretion to ask additional questions. The form's questions are meant to be used as a tool to aid the conversation and to solicit possible additional evidence.
5. After completing the conversation, enter/review Intake Form notes and save the file on the Investigations database.
6. Log the allegation information on the Intake Log.
7. Discuss the allegation with appropriate Internal Auditor Staff. Depending on the severity of the allegations, this discussion might need to occur immediately. See Allegations section below. For less serious allegations, discussions of many allegations may take place during periodic whistleblower hotline meetings.

Voicemail Allegations

1. Listen to the voicemail.
2. Log the allegation information on the Intake Log.
3. Complete the Intake Form.

4. If necessary and contact information is available, seek additional information by using any contact information that the complainant provided.
5. If contact is made, update the Intake Form to reflect additional information.
6. Discuss the allegation with appropriate Internal Auditor Staff. Depending on the severity of the allegations, this discussion might need to occur immediately. See Allegations section below. For less serious allegations, discussions of many allegations may take place during periodic whistleblower hotline meetings.

E-mailed or Mailed-In Allegations

1. Read the e-mail or letter.
2. Log the allegation information on the Intake Log.
3. Complete the Intake Form.
4. If necessary and contact information is available, seek additional information by using any contact information that the complainant provided.
5. If contact is made, update the Intake Form to reflect additional information.
6. Discuss the allegation with appropriate Internal Auditor Staff. Depending on the severity of the allegations, this discussion might need to occur immediately. See Allegations section below. For less serious allegations, discussions of many allegations may take place during periodic whistleblower hotline meetings.

Screening for Merit and Relevance

The Whistleblower Hotline is open to the public at large. As such, it welcomes an expansive range of complaints. Therefore, it is important to consider, during the interview process, how the allegation may relate to waste, fraud, or abuse or improper governmental activity by the City, its Employees, Contractors or Subcontractors. To do this, intake staff should think broadly about how the provided statements could tie into a related matter. Allegations, from a cursory review, could appear to lack in merit or relevance due to a myriad of reasons. However, upon a thorough and professional evaluation, they may point to an issue that puts the City at risk, which merits further investigation. However, cases that lack merit and relevance, as determined by insubstantial statements, should be documented and closed as 'Dismissed: Does Not Appear to Have Merit' in the Whistleblower Intake Log in order to preserve Internal Auditor resources. Taking these necessary steps protects the integrity of the Whistleblower Hotline and efficiently preserves public resources for matters that have merit and relevance.

Allegations

The Intake Log and Intake Form requires Internal Auditor staff conducting the intake to rate the priority of the complaint using "low," "medium," and "high." This method is to help the Internal Auditor prioritize its investigations by targeting overall risk to the City of Oxnard. Any allegations that are rated "medium" or "high" should be presented to the City's Internal Auditor or relevant Internal Auditor staff as soon as practicable. Those rated "low" can be discussed during periodic hotline discussions. The following provides guidance about rating allegations:

High Priority

Reasons why allegations may be considered high priority include a safety concern, losses to the City of Oxnard for more or equal to $75,000, criminal activity resulting in a loss of at least $400, high-level involvement, collusion of multiple wrongdoers, a major department-wide issue, or need for immediate action to stop a potential major issue. High-priority items should be discussed immediately. In addition, addressing these items could take priority over other investigations and audits – at the Internal Auditor's discretion.

Medium Priority

Allegations in this category could include a loss to the City of Oxnard for more or equal to $25,000, abuse of authority, medium to low-level employee involvement, minor department-wide issues, or patterns of small problems that could become serious in the aggregate.

Low Priority

Allegations in this category could include a loss to the City of less than $25,000, isolated instances of time abuse, wasteful practices that would lead to limited gains in efficiencies if corrected, or allegations that lack credibility and evidence. The Internal Auditor would aim to investigate items in this list, but may not do so because of limited resources or if the complaint is insubstantial due to a lack of sufficient information to warrant an investigation. However, if the same or similar issues were reported multiple times, low priority items may become more of a priority.

Allegations Covered by the Internal Auditor

The hotline is designed to promote good government by providing City employees and members of the public with a way to report allegations of fraud, waste, and abuse or improper governmental activity.

In 2009, State Law went into effect that enabled local government auditors to establish whistleblower hotlines and to provide whistleblower protections. Local auditors are authorized under California Government Code Section 53087.6 to create whistleblower hotlines with the approval of their respective legislative bodies.

California Government Code Section 53087.6 defines "fraud, waste, or abuse" or "improper governmental activity" in this context as "any activity by a local agency, employee, or contractor or subcontractor that may be in violation of any local, state, or federal law, ordinance, or regulation relating to corruption, malfeasance, bribery, theft of government property, fraudulent claims, fraud, coercion, conversion, malicious prosecution, misuse or misappropriation of government property, funds or resources, or willful omission to perform a duty, is economically wasteful, or involves gross misconduct."

The following further defines fraud, waste, and abuse:

Fraud -- The Association of Certified Fraud Examiners defines occupational fraud as "the use of one's occupation for personal enrichment through the deliberate misuse or misapplication of the employing organization's resources or assets."

Some examples of possible fraud include theft of City funds or property, accepting or soliciting a bribe or kickback, falsifying payroll information, falsifying financial records to hide theft, submitting a false voucher, or using city property for non-City business.

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Some allegations are more appropriately investigated by other City Departments. The intent of establishing a whistleblower hotline is not to replace or limit other reporting options. Specifically, many Human Resources related issues should still be reported to the appropriate Human Resources staff. For example, labor grievances, discrimination allegations, and workers' compensation claims should be reported under the City's current procedures. Also, some callers may want to report legal issues to the

City Attorney's Office, or code enforcement issues to the Development Services Department. As appropriate, the Internal Auditor will refer reporters to other City departments. However, it may also be appropriate for Internal Auditor staff to gather initial information in these areas to better understand the issues involved.

Internal Referrals Reporting Options:

Human Resources Department for workers' compensation information, union grievance procedures, and environmental health and safety programs like OSHA and DOT compliance:
805-385-7590
https://www.oxnard.gov/human-resources-department

Financial Resources - Risk Management for liability claims:
805-385-7475
https://www.oxnard.gov/finance

City Attorney:
805-385-7483
https://www.oxnard.gov/city-attorneys-office

Code Compliance Division for neighborhood code, housing and dangerous buildings, business compliance, landscape requirements, rental house standards, and anti-graffiti:
805-385-7940
https://www.oxnard.gov/community-development/code-compliance

Police for non-emergencies:
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https://www.oxnardpd.org/

Reporting Options for Allegations Covered by Non-City Agencies

Jurisdiction	Organization	Reporting	Methods
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State of California	Bureau of State Audits	Whistleblower Hotline	800-952-5665 Investigations/ California State Auditor 621 Capitol Mall Suite 1200 Sacramento, CA 95814 https://www.auditor.ca.gov/whistleblower/
Consumer Complaints Against a Business	California Office of the Attorney General	Comment/ Complaint Form	https://oag.ca.gov/contact/consumer-complaint-against-business-or-company
Consumer Complaints Against a Business	Better Business Bureau	Complaints	https://www.bbb.org/consumer-complaints/file-a-complaint/get-started
California Attorneys	State Bar of California	Complaints	800-843-9053 https://www.calbar.ca.gov/public/file-complaints-claims
California Judges	Commission on Judicial Performance	Complaints	415-557-1200 https://cjp.ca.gov/online-complaint-instructions/

Special Circumstances

1. The Internal Auditor may receive allegations about elected officials. As the Internal Auditor does not generally have the authority to audit the City Council without their request to be audited, allegations involving these officials shall be discussed with the Internal Auditor immediately. The Internal Auditor and other City officials, if necessary, will discuss how to evaluate these types of allegations.
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Periodic Reporting

The Internal Auditor shall, at least every six months, report to the Finance and Governance Committee on the allegations received through the Whistleblower Hotline, including the priority assigned and the status or disposition of each reported allegation.

Contact Information for the Internal Auditor Appointed by the Oxnard City Council:

Vasquez & Company, LLP
Roger Martinez
655 N. Central Avenue, Suite 1550
Glendale, CA 91203
(213) 873-1777
https://www.vasquez.cpa/

Whistleblower Policy Revision

Presentation to the City Council
February 17, 2026

CITY OF OXNARD CALIFORNIA

An "improper governmental activity" is defined as:

"Any activity by a local agency, employee, or contractor or subcontractors that may be in violation of any local, state, or federal law, ordinance, or regulation relating to corruption, malfeasance, bribery, theft of government property, fraudulent claims, fraud, coercion, conversion, malicious prosecution, misuse or misappropriation of government property, funds or resources, or willful omission to perform a duty, is economically wasteful, or involves gross misconduct"

1) Additional definitions: Contractor or Subcontractor

"...means a person, firm, corporation, partnership, vendor, or association and its responsible managing officer, as well as any directors, owners, coowners, shareholders, partners, supervisors, managers, employees, or other individuals associated with the contractor or subcontractor who has submitted a bid or proposal; seeks to contract with, contracted with, or is in a contractual relationship with; or receives funding, including, but no limited to, grants from the City, or a department created by the City."

Reporting options:

Ventura County Auditor-Controller

State of California Bureau of State Audits

California Office of the Attorney General

Better Business Bureau

State Bar of California

Commission on Judicial Performance

How are reports received and processed?

- Employees or residents may file a complaint online at https://clearviewconnects.com/#/ ; by calling 1 (844) 964-2544; or by mail to P.O. Box 11017, Toronto, Ontario, M1E 1N0.
- Reports are routed to Vasquez and Company for determination of relevance and merit within 24 hours of receipt.
- If report is determined to be non-fiscal or city related (does not have merit or relevance) it is forwarded to the appropriate City department or outside agency for processing.
- If the report is determined to have merit and relevance, Vasquez will rank the priority of the complaint within another 24 hours.
  - If it's a low priority complaint, Vasquez and the City must make a mutual determination as to whether an investigation is needed.
  - If it's a medium or high priority complaint, Vasquez has 24 hours to notify City staff that they (Vasquez) will be investigating the matter immediately.

CITY OF OXNARD CALIFORNIA

QUESTIONS

CITY OF OXNARD CALIFORNIA

CITY COUNCIL AGENDA REPORT

INFORMATION/CONSENT AGENDA
AGENDA ITEM NO. L.6

DATE: February 17, 2026

TO: City Council

FROM: Javier Chagoyen-Lazaro, Chief Financial Officer, (805) 200-5400, javier.chagoyenlazaro@oxnard.org

SUBJECT: Monthly Report and List of City Manager-approved contracts with Accounting of All Receipts, Disbursements and Fund Balances.

RECOMMENDATION

That the City Council:

1. Receive and file the report and accounting of all receipts, disbursements and fund balances for the month of December 2025; and
2. Receive and file the list of City Manager-approved contracts for the month of December 2025.

(This item did not originate in Committee)

BACKGROUND

California Government Code Section 41004 requires that a written report and accounting of all receipts, disbursements and fund balances be submitted to the City Clerk and filed with the City's legislative body on a monthly basis. City Finance staff have developed these reports and staff is presenting it to comply with the requirements of California Government Code Section 41004.

Oxnard City Code Section 4-3 allows the City Manager to approve any contract or purchase order up to an aggregate value of $220,000. Additionally, the City Manager may approve any amendment that, collectively with the original purchase order or contract and all amendments thereto, does not exceed $220,000. The attached list of contracts, purchase orders, and amendments meets the criteria of amounts being between $101,000 and $220,000 annually (including all prior amendments) for the month of December 2025.

DISCUSSION

The Chief Financial Officer and Finance Department currently post reports to the City's public website showing a detailed accounting of all receipts (revenues), disbursements (expenses) and fund balances on a monthly basis. In addition, the Chief Financial Officer and Finance Staff maintain on the City's public website a link to an interactive financial reporting tool containing a variety of detailed reports as well as a customizable, searchable and downloadable database containing current and historical records of all revenue, expenditures, cash balances and accounts payable transactions. These reports and tools will continue to be made available to the City Council and members of the public; however, this report and accounting is also being submitted to comply with California Government Code section 41004.

The percentage of the current fiscal year elapsed is 50.0% for December of 2025. Please note that due to seasonal factors and fluctuations in the timing of inflows and outflows, cash and fund balances can change significantly from month to month. Expenditures related to uncontrollable events, such as damage to City property from a traffic collision, do not follow a traditional percentage by months elapsed. Specifically, revenues are not received and expenditures are not paid uniformly throughout the fiscal year. The data provided in these reports and in the online financial reporting tool are

unaudited as of the time the reports were created. For audited financial reports, Council and the public should refer to the City's audited Annual Comprehensive Financial Report (ACFR).

The attached Revenue Report lists by fund, and by account within each fund, the fiscal year to date and monthly revenues for December of 2025. The report includes the original fiscal year budget appropriation and the current revised budget as well as the amount of budget remaining and the percent of budget recognized to date. The "Encumbrances" column does not apply to revenues. This report is generated by the City's ERP financial system which recognizes revenue entries as a credit per accounting standards, which is why they appear on the report preceded by a "minus" symbol.

The attached Expense Report lists by fund, and by object code (i.e., expense category) within each fund, the monthly and fiscal year to date expenditures for December of 2025. A list of the City's object codes can be found in the Online Financial Reporting Tool on the City's website at the following link: Chart of Accounts. As with the Revenue Report, this report also includes the current year's adopted budget and current revised budget as well as amounts that have been encumbered (committed) against a particular expense object, the amount of budget remaining for the year, and the percent of budget used to date.

The attached Balance Sheet Report lists by fund, and where applicable, by sub-fund, the total assets, liabilities (if any) and fund balance as of the end of each month once all accounting entries for that month have been posted. This report includes the current balance for each account type (asset, liability, fund balance) as well as the change from the prior month. Following the accounting standard of assets = liabilities + equity (equity = fund balance for a city), the normal account balance dictates the sign of the entry: assets are debits (+), liabilities are credits (-), and fund balance either debit or credit with (-) indicating a positive fund balance and (+) indicating a negative fund balance.

The monthly unaudited financial reports can be found in the City's website scrolling down to the Monthly Financial Report section after opening the following link: Financial Data

Finance Department staff has also prepared the attached summary of the year to date data as of December, 2025 for the General Fund, Enterprise Funds, and All Funds.

Notable areas of interest include:

- Revised Budget
    - *The Revised Budget for FY 2025-26 includes the adopted budget, adjusted by changes in appropriation approved by City Council, and the carryover of prior fiscal year unspent project budget. The estimated revenues from approved grants and debt proceeds are also carried over to the current fiscal year.*
- Property Taxes & Sales Tax
    - *The City received the first property tax installment for the current fiscal year in December of 2025. The City historically receives two (2) additional installments in the second half of the fiscal year which contributes to the listed actual % of 35.5%. Sales tax proceeds reflect the amount received up to the month of October-2025 (33% of the fiscal year).*
- Investment Income
    - *Interest income of pooled investments is recorded initially in the General Fund and allocated quarterly to all the other funds based on the daily average cash balance for each fund as recorded in the City's accounting system. Actual figures displayed in the individual reports reflect the timing related to when interest reporting information becomes available and are not indicative of a considerable downturn in interest income derived from investments.*
    - *The variance from 12/31/2024 to 12/31/2025 in the individual enterprise funds is a result of the second quarter interest allocation being completed in January for FY 2024-2025 while it was completed in December for FY 2025-2026.*
- Capital Expenditures
    - *While Capital Improvement Program (CIP) projects are reported on by fiscal year, they are not confined nor defined by one single fiscal year. A CIP project is a multi-year expenditure process; some less complex projects may start and finish in about 12 months, but more complex projects can take several fiscal years to complete. A project builds up with low expenditures in the beginning for such activities as planning, environmental, design, and bidding, then culminates with the bulk of the expenditures during the last phase, construction. Also, the pre-construction work on a CIP project is time intensive.*

Furthermore, appropriations for CIP projects include the full estimated project amount to ensure funding is defined and available when an award of construction contract is presented to the City Council. Accounting for CIP expenditures this way also provides a means to avoid "double booking" funds. Because of these factors, it is not unusual to see low expenditures in any one fiscal year compared to a percentage of elapsed time.

- Services/Supplies/Maintenance
    - *Similar to Capital Expenditures, these three (3) categories span multiple reports and represent multiple projects in various funds. Many of these line items reflect an "actual %" that is lower than the straight line extrapolation of the revised budget due to delayed project timelines.*

All Funds-By Nature

- Revenues-License and Permits/Fees and Charges
    - *As previously mentioned, due to seasonal factors and fluctuations in the timing of inflows and outflows, there are significant changes on a month-to-month basis and with the same month of prior fiscal year. For example, licensing and permits include traffic impact fees received in the current fiscal year in the amount of $3.9 million and fees & charges include asset seizure funds received in the amount of $1.7 million.*
- Revenues-Debt Proceeds
    - *The figure displayed representing 12.1% of the budgeted amount is related to the timing of posting and not a change in forecast from what was originally budgeted. Debt proceeds are related to a Wastewater State Revolving Fund ("SRF") loan. SRF loans are reimbursable, and the City has to request the loan disbursement based on project execution. The process requires the detailed review of expenses to ensure that the submission only includes eligible expenses to be funded by the SRF loan agreement.*
- Expenditures-Financing
    - *The figure displayed representing 27.2% of the budgeted amount is related to the timing of posting and not a change in forecast from what was originally budgeted. A majority of financing includes two payments of interest and one payment of principal each fiscal year. The principal payment takes place in the last quarter of the fiscal year.*

General Fund-By Department

- Expenditures-Non Departmental
    - *The variance from 12/31/2024 to 12/31/2025 is a result of a legal settlement with an elected official that was disbursed in November-2024.*

General Fund-By Nature

- Revenues-Franchise Tax
    - *The figure displayed representing 6.2% of the budgeted amount is related to the timing of posting and not a change in forecast from what was originally budgeted. Most franchise tax revenue is collected in the last quarter of the fiscal year.*
- Revenues-Miscellaneous
    - *The figure displayed representing 78.0% of the budgeted amount includes GenOn contributions for Ormond Beach. Those revenues are not budgeted because they are restricted General Fund revenues for future beach access improvements. The December 31, 2024 figure included over $2 million in mutual aid reimbursements. Mutual aid reimbursement was down considerably the first six (6) months of FY 2025-2026.*
- Expenditures-Financing
    - *The figure displayed representing 19.2% of the budgeted amount is related to the timing of posting and not a change in forecast from what was originally budgeted. This line item includes vehicle and equipment leasing.*

Water Funds-By Nature

- Revenues-Miscellaneous
    - *The figure displayed representing 0.5% of the budgeted amount is related to the timing of the posting of the Build America Bond subsidy (approx $0.9M) that has not yet been recorded as of December of 2025.*

Wastewater Funds-By Nature

- Revenues-Debt Proceeds
    - *The figure displayed representing 12.1% of the budgeted amount is related to the timing of posting and not a change in forecast from what was originally budgeted. Debt proceeds are related to a Wastewater State Revolving Fund ("SRF") loan. SRF loans are reimbursable, and the City has to request the loan disbursement based on project execution. The process requires the detailed review of expenses to ensure that the submission only includes eligible expenses to be funded by the SRF loan agreement.*
- Expenditures-Financing
    - *The figure displayed representing 11.6% of the budgeted amount is related to the timing of posting and not a change in forecast from what was originally budgeted. A majority of financing includes two payments of interest and one payment of principal each fiscal year. The principal payment takes place in the last quarter of the fiscal year.*

STRATEGIC PRIORITIES

This agenda item is a routine operational item or does not relate to the five strategic priorities adopted by City Council on March 16, 2021.

FINANCIAL IMPACT

There is no financial impact.

COMMITTEE OUTCOME

This item did not originate in Committee.

Prepared by: Javier Chagoyen-Lazaro, Chief Financial Officer, Eric Sonstegard, Assistant City Manager

ATTACHMENTS

1. 202512 Group report for PDF individual utilities
2. FY2025-26 December Revenue
3. FY2025-26 December Expense
4. FY 2025-26 December Balance Sheet
5. City Manager Contract-Purchase Order Approval List - December 2025

City of Oxnard

Monthly Financial Reports

December – 2025

City of Oxnard
All Funds - Revenues Expenditures by Nature
As of 12/31/2025 - 50.0% of Fiscal Year Elapsed

Report as to **December 31, 2025**
Fund **All Funds**
Current Year Elapsed

Unaudited Financial Report

50.0%

	2025-26 Revised Budget	FY 2025-26 up to December 31, 2025	Actual vs Budget %	December 31 2024
Revenues				
Taxes				
Property Taxes	96,498,832	34,268,627	35.5%	30,855,875
Sales Tax	136,268,644	47,079,904	34.5%	47,929,420
Transient Occupancy Tax	6,167,875	2,603,533	42.2%	2,152,723
Franchise Tax	5,160,000	361,385	7.0%	437,446
Business License Tax	7,138,371	4,144,706	58.1%	4,201,288
Other Taxes	1,500,000	495,232	33.0%	392,973
License and Permits	5,925,169	7,130,968	120.4%	2,951,436
Special Revenues	15,267,675	5,883,759	38.5%	5,790,361
Fees and Charges	10,069,530	6,561,126	65.2%	4,353,097
Recreation Revenues	6,768,712	3,051,353	45.1%	3,852,167
Utilities	177,792,387	85,363,048	48.0%	80,351,249
Special Assessments	13,252,413	6,708,492	50.6%	7,350,288
Grant Revenue	160,649,342	9,142,023	5.7%	9,150,430
Investment Income	16,718,641	3,981,114	23.8%	3,167,930
Debt Proceeds	52,901,815	6,387,639	12.1%	14,208
Miscellaneous	4,751,696	4,723,329	99.4%	6,022,454
Total Revenues	**716,831,102**	**227,886,237**	**31.8%**	**208,973,345**
Expenditures				
Employment	274,015,249	122,473,000	44.7%	120,205,966
Supplies	22,444,558	6,646,999	29.6%	7,119,383
Services	416,851,621	56,526,602	13.6%	56,269,000
Utilities and Energy	63,490,859	26,500,045	41.7%	24,265,895
Maintenance	4,706,142	838,455	17.8%	799,810
Capital Expenditures	125,017,255	3,580,708	2.9%	2,430,285
Financing	65,472,808	17,802,697	27.2%	16,155,719
Insurance	20,158,127	11,474,341	56.9%	10,526,593
Total Expenditures	**992,156,619**	**245,842,848**	24.8%	**237,772,651**
Excess of Revenue Over/(Under) Expenditures	**(275,325,517)**	**(17,956,611)**	6.5%	**(28,799,306)**
Other Financing Sources				
Transfers In	533,696,433	77,449,807	14.5%	44,268,725
Transfers Out	(533,755,081)	(69,465,167)	13.0%	(39,893,480)
Net Transfers	**(58,648)**	**7,984,640**	-13614.6%	**4,375,245**
Total Other Financing Sources	(58,648)	7,984,640	-13614.6%	4,375,245
Net Change in Fund Balance	**(275,384,164)**	**(9,971,971)**	3.6%	**(24,424,061)**

City of Oxnard
General Fund - Revenues Expenditures by Department
As of 12/31/2025 - 50.0% of Fiscal Year Elapsed

Report as to	**December 31, 2025**	**Unaudited Financial Report**			
Fund	**General Fund**				
Current Year Elapsed				**50.0%**	
		2025-26 Revised Budget	**FY 2025-26 up to December 31, 2025**	**Actual vs Budget %**	**December 31 2024**
Revenues					
Taxes					
	Property Taxes	75,907,248	23,268,775	30.7%	22,152,905
	Sales Tax	117,077,698	40,627,411	34.7%	41,676,878
	Transient Occupancy Tax	6,167,875	2,603,533	42.2%	2,152,723
	Franchise Tax	4,850,000	301,154	6.2%	364,588
	Business License Tax	7,100,000	4,125,898	58.1%	4,180,517
	Other Taxes	1,500,000	495,232	33.0%	392,973
License and Permits		2,608,648	1,341,874	51.4%	1,365,698
Special Revenues		2,778,990	1,316,385	47.4%	1,016,325
Fees and Charges		7,550,227	3,492,894	46.3%	3,113,741
Recreation Revenues		268,712	89,050	33.1%	114,521
Investment Income		3,876,646	419,353	10.8%	2,536,672
Miscellaneous		3,655,751	2,852,461	78.0%	4,971,210
Total Revenues		**233,341,795**	**80,934,019**	**34.7%**	**84,038,751**
Expenditures					
General Government					
	City Council	618,884	273,056	44.1%	298,399
	City Clerk	651,395	232,579	35.7%	229,726
	City Manager	3,549,053	1,652,221	46.6%	1,652,614
	City Attorney	3,072,747	1,179,778	38.4%	1,112,276
	Finance	7,906,557	3,226,671	40.8%	3,421,954
	Human Resources	3,545,960	1,559,269	44.0%	1,505,467
	City Treasurer	482,000	72,356	15.0%	
Police		75,898,399	34,271,859	45.2%	36,071,622
Fire		35,424,699	16,767,551	47.3%	17,063,030
Public Works		30,235,380	10,492,950	34.7%	9,843,994
Community Development		15,250,685	5,593,903	36.7%	5,391,263
Culture, Leisure and Library Services		13,827,697	6,085,939	44.0%	5,669,051
Housing		5,139,931	2,421,023	47.1%	2,778,445
Non Departmental		4,905,864	625,203	12.7%	1,196,649
Total Expenditures		**200,509,252**	**84,454,358**	**42.1%**	**86,234,490**
Excess of Revenue Over/(Under) Expenditures		**32,832,544**	**(3,520,339)**	**-10.7%**	**(2,195,739)**
Other Financing Sources					
	Transfers In	10,525,225	4,597,454	43.7%	5,795,573
	Transfers Out	(78,647,532)	(19,783,909)	25.2%	(18,370,299)
Net Transfers		**(68,122,307)**	**(15,186,455)**	22.3%	(12,574,726)
Total Other Financing Sources		(68,122,307)	(15,186,455)	22.3%	(12,574,726)
Net Change in Fund Balance		**(35,289,763)**	**(18,706,794)**	53.0%	**(14,770,465)**

City of Oxnard
General Fund - Revenues Expenditures by Nature
As of 12/31/2025 - 50.0% of Fiscal Year Elapsed

Report as to **December 31, 2025**
Fund **General Fund**
Current Year Elapsed

Unaudited Financial Report

50.0%

	2025-26 Revised Budget	FY 2025-26 up to December 31, 2025	Actual vs Budget %	December 31 2024
Revenues				
Taxes				
Property Taxes	75,907,248	23,268,775	30.7%	22,152,905
Sales Tax	117,077,698	40,627,411	34.7%	41,676,878
Transient Occupancy Tax	6,167,875	2,603,533	42.2%	2,152,723
Franchise Tax	4,850,000	301,154	6.2%	364,588
Business License Tax	7,100,000	4,125,898	58.1%	4,180,517
Other Taxes	1,500,000	495,232	33.0%	392,973
License and Permits	2,608,648	1,341,874	51.4%	1,365,698
Special Revenues	2,778,990	1,316,385	47.4%	1,016,325
Fees and Charges	7,550,227	3,492,894	46.3%	3,113,741
Recreation Revenues	268,712	89,050	33.1%	114,521
Investment Income	3,876,646	419,353	10.8%	2,536,672
Miscellaneous	3,655,751	2,852,461	78.0%	4,971,210
Total Revenues	**233,341,795**	**80,934,019**	**34.7%**	**84,038,751**
Expenditures				
Employment	153,456,366	72,080,974	47.0%	73,167,011
Supplies	5,601,215	1,714,650	30.6%	1,799,758
Services	26,720,008	6,117,331	22.9%	7,683,634
Utilities and Energy	5,778,844	2,658,089	46.0%	2,292,251
Maintenance	337,063	89,961	26.7%	124,309
Capital Expenditures	1,220,397	376,326	30.8%	0
Financing	7,395,359	1,417,026	19.2%	1,167,528
Total Expenditures	**200,509,251**	**84,454,358**	42.1%	**86,234,491**
Excess of Revenue Over/(Under) Expenditures	**32,832,544**	**(3,520,339)**	-10.7%	**(2,195,740)**
Other Financing Sources				
Transfers In	10,525,225	4,597,454	43.7%	5,795,573
Transfers Out	(78,647,532)	(19,783,909)	25.2%	(18,370,299)
Net Transfers	**(68,122,307)**	**(15,186,455)**	22.3%	**(12,574,726)**
Total Other Financing Sources	(68,122,307)	(15,186,455)	22.3%	(12,574,726)
Net Change in Fund Balance	**(35,289,763)**	**(18,706,794)**	53.0%	**(14,770,466)**

City of Oxnard
Water Funds - Revenues Expenditures by Nature
As of 12/31/2025 - 50.0% of Fiscal Year Elapsed

Report as to **December 31, 2025**
Fund **Water Funds**
Current Year Elapsed

Unaudited Financial Report

	2025-26 Revised Budget	FY 2025-26 up to December 31, 2025	Actual vs Budget %	December 31 2024
			50.00%	
Revenues				
Fees and Charges	781,450	340,782	43.6%	341,639
Utilities	68,376,678	33,807,687	49.4%	32,327,366
Investment Income	2,334,114	755,749	32.4%	240,771
Miscellaneous	1,819,639	8,549	0.5%	932,366
Total Revenues	**73,311,881**	**34,912,766**	**47.6%**	**33,842,142**
Expenditures				
Employment	11,974,304	5,016,797	41.9%	5,165,636
Supplies	3,279,740	784,889	23.9%	1,057,631
Services	23,813,915	3,304,759	13.9%	8,027,370
Utilities and Energy	29,701,000	13,334,214	44.9%	11,165,681
Maintenance	225,000	0	0.0%	0
Capital Expenditures	18,432,057	125,091	0.7%	7,605
Financing	15,712,342	4,620,674	29.4%	3,868,760
Total Expenditures	**103,138,357**	**27,186,424**	26.4%	**29,292,682**
Excess of Revenue Over/(Under) Expenditures	**(29,826,476)**	**7,726,342**	-25.9%	**4,549,460**
Other Financing Sources				
Transfers In	37,929,364	1,880,252	5.0%	6,732,249
Transfers Out	(41,875,963)	(4,074,958)	9.7%	(9,221,577)
Net Transfers	**(3,946,600)**	**(2,194,706)**	55.6%	**(2,489,328)**
Total Other Financing Sources	(3,946,600)	(2,194,706)	55.6%	(2,489,328)
Net Change in Fund Balance	**(33,773,076)**	**5,531,637**	-16.4%	**2,060,133**

City of Oxnard
Wastewater Funds - Revenues Expenditures by Nature
As of 12/31/2025 - 50.0% of Fiscal Year Elapsed

Report as to **December 31, 2025**
Fund **Wastewater Funds**
Current Year Elapsed

Unaudited Financial Report

	2025-26 Revised Budget	FY 2025-26 up to December 31, 2025	Actual vs Budget %	December 31 2024
			50.00%	
Revenues				
Fees and Charges	425,000	232,625	54.7%	238,228
Utilities	41,660,000	20,773,438	49.9%	19,987,507
Investment Income	2,912,759	753,235	25.9%	(136,015)
Debt Proceeds	52,901,815	6,387,639	12.1%	0
Miscellaneous	10,000	21,006	210.1%	21,880
Total Revenues	**97,909,574**	**28,167,942**	**28.8%**	**20,111,600**
Expenditures				
Employment	13,847,763	5,350,919	38.6%	5,695,534
Supplies	4,091,500	1,337,669	32.7%	1,484,337
Services	93,960,682	9,035,953	9.6%	8,350,262
Utilities and Energy	4,500,000	1,784,872	39.7%	1,458,605
Maintenance	111,000	38,291	34.5%	49,983
Capital Expenditures	41,722,330	662,564	1.6%	1,079,308
Financing	11,198,798	1,300,888	11.6%	1,706,683
Total Expenditures	**169,432,073**	**19,511,156**	11.5%	**19,824,711**
Excess of Revenue Over/(Under) Expenditures	**(71,522,499)**	**8,656,787**	-12.1%	**286,889**
Other Financing Sources				
Transfers In	132,928,237	8,013,329	6.0%	8,500,749
Transfers Out	(140,360,479)	(9,932,028)	7.1%	(10,272,233)
Net Transfers	**(7,432,242)**	**(1,918,700)**	25.8%	**(1,771,484)**
Total Other Financing Sources	(7,432,242)	(1,918,700)	25.8%	(1,771,484)
Net Change in Fund Balance	**(78,954,741)**	**6,738,087**	-8.5%	**(1,484,595)**

City of Oxnard
Environmental Resources Funds - Revenues Expenditures by Nature
As of 12/31/2025 - 50.0% of Fiscal Year Elapsed

Report as to **December 31, 2025**
Fund **Environmental Resources Funds**
Current Year Elapsed

Unaudited Financial Report

	2025-26 Revised Budget	FY 2025-26 up to December 31, 2025	Actual vs Budget %	December 31 2024
			50.00%	
Revenues				
Fees and Charges	265,000	232,946	87.9%	204,851
Utilities	67,755,709	30,781,924	45.4%	28,036,376
Investment Income	619,875	243,620	39.3%	(49,315)
Miscellaneous	42,065	145,213	345.2%	0
Total Revenues	**68,682,649**	**31,403,702**	**45.7%**	**28,191,912**
Expenditures				
Employment	26,336,592	12,303,720	46.7%	12,682,244
Supplies	2,011,440	903,568	44.9%	781,754
Services	11,144,510	659,859	5.9%	644,235
Utilities and Energy	15,313,100	5,326,514	34.8%	5,784,756
Maintenance	400,000	80,435	20.1%	74,801
Capital Expenditures	4,866,144	0	0.0%	0
Financing	4,087,491	1,605,815	39.3%	1,592,458
Total Expenditures	**64,159,277**	**20,879,912**	32.5%	**21,560,248**
Excess of Revenue Over/(Under) Expenditures	**4,523,372**	**10,523,791**	232.7%	**6,631,664**
Other Financing Sources				
Transfers In	10,184,149	22,641	0.2%	80,016
Transfers Out	(23,148,639)	(4,992,791)	21.6%	(4,696,537)
Net Transfers	**(12,964,490)**	**(4,970,150)**	38.3%	**(4,616,521)**
Total Other Financing Sources	(12,964,490)	(4,970,150)	38.3%	(4,616,521)
Net Change in Fund Balance	**(8,441,117)**	**5,553,641**	-65.8%	**2,015,142**

City of Oxnard
Golf Course Funds - Revenues Expenditures by Nature
As of 12/31/2025 - 50.0% of Fiscal Year Elapsed

Report as to **December 31, 2025**
Fund **Golf Course Funds**
Current Year Elapsed

Unaudited Financial Report

	2025-26 Revised Budget	FY 2025-26 up to December 31, 2025	Actual vs Budget %	December 31 2024
			50.00%	
Revenues				
Recreation Revenues	6,500,000	2,962,303	45.6%	3,737,646
Investment Income	225,621	48,595	21.5%	(2,170)
Miscellaneous	264,660	0	0.0%	0
Total Revenues	**6,990,281**	**3,010,898**	**43.1%**	**3,735,476**
Expenditures				
Employment	40,026	14,486	36.2%	18,222
Supplies	347,800	124,674	35.8%	138,115
Services	5,398,023	2,603,955	48.2%	1,679,350
Utilities and Energy	700,694	218,747	31.2%	221,508
Maintenance	35,052	0	0.0%	27,163
Capital Expenditures	1,710,000	445,496	26.1%	0
Financing	183,843	159,340	86.7%	159,340
Insurance	126,000	25,097	19.9%	41,054
Total Expenditures	**8,541,438**	**3,591,795**	42.1%	**2,284,752**
Excess of Revenue Over/(Under) Expenditures	**(1,551,157)**	**(580,897)**	37.4%	**1,450,724**
Other Financing Sources				
Transfers In	2,225,475	466,196	20.9%	32,304
Transfers Out	(1,766,408)	(517,620)	29.3%	(140,117)
Net Transfers	**459,067**	**(51,424)**	-11.2%	**(107,813)**
Total Other Financing Sources	459,067	(51,424)	-11.2%	(107,813)
Net Change in Fund Balance	**(1,092,090)**	**(632,321)**	57.9%	**1,342,911**

YEAR-TO-DATE BUDGET REPORT

REVENUE - DECEMBER 2025

FOR 2026 06

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101 GENERAL FUND								
1011001 40100	PROPERTY-CURRENT SEC	-40,622,366	-40,622,366	-22,438,444.35	-22,291,647.41	.00	-18,183,921.65	55.2%
1011001 40120	PROPERTY-CURRENT UNS	-1,393,532	-1,393,532	-459,391.55	-459,391.55	.00	-934,140.45	33.0%
1011001 40130	PROPERTY-DELINQ UNSE	-53,500	-53,500	.00	.00	.00	-53,500.00	.0%
1011001 40140	SUPPLEMENTAL ROLL TA	-785,840	-785,840	.00	.00	.00	-785,840.00	.0%
1011001 40170	RESIDUAL DISTRIB TO	-6,095,800	-6,095,800	.00	.00	.00	-6,095,800.00	.0%
1011001 40180	INTEREST, PENALTIES	-262,900	-262,900	-124,407.68	-21,705.65	.00	-138,492.32	47.3%
1011001 40190	PROP TAX-IN LIEU OF	-26,127,610	-26,127,610	.00	.00	.00	-26,127,610.00	.0%
1011001 40195	PROPERTY TRANSFER TA	-565,700	-565,700	-246,530.99	-40,728.32	.00	-319,169.01	43.6%
1011001 40200	SALES TAX REVENUE	-59,536,283	-59,536,283	-21,184,520.88	-4,945,299.14	.00	-38,351,762.12	35.6%
1011001 40210	SALES TAX - MEASURE	-57,541,415	-57,541,415	-19,442,890.59	-4,762,038.32	.00	-38,098,524.41	33.8%
1011001 40300	TRANSIENT OCCUPANCY	-6,167,875	-6,167,875	-2,603,533.08	-511,533.62	.00	-3,564,341.92	42.2%
1011001 40400	FRANCHISE FEES	-4,850,000	-4,850,000	-301,154.02	-15,022.84	.00	-4,548,845.98	6.2%
1011001 40500	BUSINESS LICENSE FEE	-7,100,000	-7,100,000	-4,125,897.80	-896,519.74	.00	-2,974,102.20	58.1%
1011001 40600	CANNABIS TAX REVENUE	-1,500,000	-1,500,000	-495,231.55	-15,120.00	.00	-1,004,768.45	33.0%
1011001 41400	CANNABIS PERMIT FEES	-6,250	-6,250	-6,375.00	-1,250.00	.00	125.00	102.0%
1011001 41500	OTHER LICENSE & PERM	-320,000	-320,000	-133,315.79	-36,858.88	.00	-186,684.21	41.7%
1011001 42400	HOMEOWNER PROP TAX R	-230,400	-230,400	.00	.00	.00	-230,400.00	.0%
1011001 42410	STATE MANDATE COST R	-165,280	-165,280	-287,690.00	.00	.00	122,410.00	174.1%
1011001 42430	PUBLIC SAFETY AUGMEN	-1,965,300	-1,965,300	-993,543.66	-339,772.55	.00	-971,756.34	50.6%
1011001 42440	PAYMENT IN LIEU OF P	-23,190	-23,190	.00	.00	.00	-23,190.00	.0%
1011001 42450	VEHICLE LICENSE FEES	-318,020	-318,020	.00	.00	.00	-318,020.00	.0%
1011001 43060	MISC PLANNING FEES	-3,960	-3,960	-538.06	.00	.00	-3,421.94	13.6%
1011001 43230	COURT FINES - NON-TR	-254,820	-254,820	-66,489.19	-31,923.11	.00	-188,330.81	26.1%
1011001 43264	WITNESS FEE	0	0	-3,575.00	.00	.00	3,575.00	100.0%
1011001 43300	RENTAL REVENUE (SHOR	-66,900	-66,900	-7,388.58	-1,231.43	.00	-59,511.42	11.0%
1011001 43310	LEASE REVENUE (LONG	0	0	-21,874.98	-3,645.83	.00	21,874.98	100.0%
1011001 43400	DAMAGE REIMBURSEMENT	-5,800	-5,800	-34,784.05	-205.00	.00	28,984.05	599.7%
1011001 47000	MISCELLANEOUS REVENU	-120,000	-120,000	449.92	.00	.00	-120,449.92	-.4%
1011001 47000 T0022	MISCELLANEOUS R	0	0	-124,876.05	.00	.00	124,876.05	100.0%
1011001 47000 T0190	MISCELLANEOUS R	0	0	-1,666,666.68	-277,777.78	.00	1,666,666.68	100.0%
1011001 47100	INTEREST INC- INVEST	-3,873,413	-3,873,413	-319,590.78	1,519,476.40	.00	-3,553,822.22	8.3%
1011001 47100 T0190	INTEREST INC- I	0	0	-98,758.16	-60,585.00	.00	98,758.16	100.0%
1011001 47101	INTEREST INC-VCIP	0	0	.00	276,262.89	.00	.00	.0%
1011001 47110	OTHER INTEREST INCOM	-1,000	-1,000	41.75	.00	.00	-1,041.75	-4.2%
1011001 47120	GAIN/LOSS ON SALE OF	-8,000	-8,000	.00	.00	.00	-8,000.00	.0%
1011001 47300 T0162	DONATIONS AND C	0	0	-225,898.15	-46,552.87	.00	225,898.15	100.0%
1011001 47700	OTHER REIMBURSEMENTS	-1,000	-1,000	.00	.00	.00	-1,000.00	.0%
1011001 47800	SALES OF ASSETS	-150,000	-150,000	-13,876.00	-9,015.00	.00	-136,124.00	9.3%
1011001 49200	INDIRECT COST REIMB	-7,354,564	-7,354,564	-3,677,281.86	-612,880.31	.00	-3,677,282.14	50.0%
1011302 47000 T0152	MISCELLANEOUS R	0	0	900.00	.00	.00	-900.00	100.0%

YEAR-TO-DATE BUDGET REPORT

REVENUE - DECEMBER 2025

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1011401 47000 MISCELLANEOUS REVENU	-5,500	-5,500	-5,500.00	-800.00	.00	.00	100.0%
1011501 47110 OTHER INTEREST INCOM	-1,433	-1,433	-1,045.37	.00	.00	-387.63	72.9%
1011501 47700 OTHER REIMBURSEMENTS	-1,020	-1,020	-71,439.29	-34.31	.00	70,419.29	7003.9%
1011501 49000 TRANSFERS IN (LABOR)	-10,404	-10,404	.00	.00	.00	-10,404.00	.0%
1011601 47000 MISCELLANEOUS REVENU	-20,000	-20,000	-13,576.13	-1,899.50	.00	-6,423.87	67.9%
1011611 47000 MISCELLANEOUS REVENU	0	0	-17,239.76	.00	.00	17,239.76	100.0%
1011621 43260 MISCELLANEOUS FEES	-14,000	-14,000	-22,315.00	-3,775.00	.00	8,315.00	159.4%
1011621 47910 REVENUES IN SUSPENSE	0	0	-6,656.79	67,708.63	.00	6,656.79	100.0%
1012111 41500 OTHER LICENSE & PERM	-145,654	-145,654	-34,535.00	-800.00	.00	-111,119.00	23.7%
1012111 42420 B2302 POST POLICE OFF	-76,800	-76,800	-35,151.30	-35,151.30	.00	-41,648.70	45.8%
1012111 43000 FALSE ALARM FINE	-289,912	-289,912	-82,005.00	.00	.00	-207,907.00	28.3%
1012111 43210 PARKING FINES	-1,780,006	-1,780,006	-674,516.04	-136,379.58	.00	-1,105,489.96	37.9%
1012111 47000 MISCELLANEOUS REVENU	-5,100	-5,100	.00	.00	.00	-5,100.00	.0%
1012111 47700 OTHER REIMBURSEMENTS	-1,473,956	-1,473,956	-206,908.13	-13,716.15	.00	-1,267,047.87	14.0%
1012113 43250 MISCELLANEOUS FINES	-51,400	-51,400	-38,305.55	.00	.00	-13,094.45	74.5%
1012113 49000 C2559 TRANSFERS IN (L	0	0	-16,415.78	-205.36	.00	16,415.78	100.0%
1012121 47700 OTHER REIMBURSEMENTS	-128,256	-128,256	-4,508.00	.00	.00	-123,748.00	3.5%
1012121 47800 SALES OF ASSETS	-5,000	-5,000	.00	.00	.00	-5,000.00	.0%
1012131 43260 MISCELLANEOUS FEES	-384,749	-384,749	-258,870.51	-23,615.50	.00	-125,878.49	67.3%
1012131 47000 MISCELLANEOUS REVENU	-5,000	-5,000	.00	.00	.00	-5,000.00	.0%
1012501 47700 OTHER REIMBURSEMENTS	-1,345,000	-1,345,000	-7,377.04	.00	.00	-1,337,622.96	.5%
1012501 47700 B2501 OTHER REIMBURSE	-100,000	-100,000	.00	.00	.00	-100,000.00	.0%
1012501 47700 F2601 OTHER REIMBURSE	0	0	-93,270.66	.00	.00	93,270.66	100.0%
1012501 47700 F2602 OTHER REIMBURSE	0	0	-185,623.75	.00	.00	185,623.75	100.0%
1012501 47700 F2605 OTHER REIMBURSE	0	0	-22,993.05	.00	.00	22,993.05	100.0%
1012501 47700 F2606 OTHER REIMBURSE	0	0	-21,143.59	.00	.00	21,143.59	100.0%
1012501 47700 F2607 OTHER REIMBURSE	0	0	-4,084.90	-4,084.90	.00	4,084.90	100.0%
1012501 47700 F2608 OTHER REIMBURSE	0	0	-31,360.20	.00	.00	31,360.20	100.0%
1012501 47700 F2609 OTHER REIMBURSE	0	0	-24,613.01	-24,613.01	.00	24,613.01	100.0%
1012501 47700 F2610 OTHER REIMBURSE	0	0	-55,492.82	-55,492.82	.00	55,492.82	100.0%
1012501 49025 TRANSFERS IN - INTER	-364,509	-364,509	.00	.00	.00	-364,509.00	.0%
1012511 41100 FIRE INSPECTION FEES	-300,000	-300,000	-229,127.13	-66,475.00	.00	-70,872.87	76.4%
1012511 41500 OTHER LICENSE & PERM	-200,000	-200,000	-27,308.32	-3,722.45	.00	-172,691.68	13.7%
1012511 43000 FALSE ALARM FINE	0	0	-16,495.67	-4,154.66	.00	16,495.67	100.0%
1013101 49000 TRANSFERS IN (LABOR)	-1,144,328	-1,144,328	.00	.00	.00	-1,144,328.00	.0%
1013101 49000 C1702 TRANSFERS IN (L	0	0	-20,285.70	-8,439.25	.00	20,285.70	100.0%
1013101 49000 C1809 TRANSFERS IN (L	0	0	-21,393.44	-710.69	.00	21,393.44	100.0%
1013101 49000 C2020 TRANSFERS IN (L	0	0	-6,836.42	-2,200.13	.00	6,836.42	100.0%
1013101 49000 C2021 TRANSFERS IN (L	0	0	-582.10	.00	.00	582.10	100.0%
1013101 49000 C2040 TRANSFERS IN (L	0	0	-7,568.05	-3,783.45	.00	7,568.05	100.0%
1013101 49000 C2102 TRANSFERS IN (L	0	0	-80,757.72	-24,365.10	.00	80,757.72	100.0%
1013101 49000 C2104 TRANSFERS IN (L	0	0	-39,773.22	-10,076.52	.00	39,773.22	100.0%
1013101 49000 C2105 TRANSFERS IN (L	0	0	-9,069.97	.00	.00	9,069.97	100.0%
1013101 49000 C2124 TRANSFERS IN (L	0	0	-2,897.33	-623.64	.00	2,897.33	100.0%

YEAR-TO-DATE BUDGET REPORT

REVENUE - DECEMBER 2025

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1013101 49000 C2234 TRANSFERS IN (L	0	0	-3,589.08	-3,589.08	.00	3,589.08	100.0%
1013101 49000 C2255 TRANSFERS IN (L	0	0	-19,850.62	-1,566.02	.00	19,850.62	100.0%
1013101 49000 C2313 TRANSFERS IN (L	0	0	-12,936.91	-1,746.21	.00	12,936.91	100.0%
1013101 49000 M1901 TRANSFERS IN (L	0	0	-4,314.19	.00	.00	4,314.19	100.0%
1013101 49000 M2210 TRANSFERS IN (L	0	0	-342.25	.00	.00	342.25	100.0%
1013101 49000 M2212 TRANSFERS IN (L	0	0	-6,927.41	.00	.00	6,927.41	100.0%
1013102 43050 PLAN CHECK FEES	-60,000	-60,000	-23,280.00	-3,104.00	.00	-36,720.00	38.8%
1013102 43400 DAMAGE REIMBURSEMENT	-35,000	-35,000	-23,712.63	-8,931.51	.00	-11,287.37	67.8%
1013102 47700 OTHER REIMBURSEMENTS	-4,500	-4,500	.00	.00	.00	-4,500.00	.0%
1013102 49000 TRANSFERS IN (LABOR)	-55,749	-55,749	.00	.00	.00	-55,749.00	.0%
1013102 49000 C2416 TRANSFERS IN (L	0	0	-1,000.00	-1,000.00	.00	1,000.00	100.0%
1013201 47000 T0019 MISCELLANEOUS R	0	0	-977.52	.00	.00	977.52	100.0%
1013301 43120 OTHER CONCESSIONS	-135,000	-135,000	-108,629.44	-12,041.03	.00	-26,370.56	80.5%
1013301 43130 LEASED SPACE - CELLU	-140,000	-140,000	-93,486.83	-15,522.10	.00	-46,513.17	66.8%
1013301 43400 C2327 DAMAGE REIMBURS	0	-210,955	-141,070.51	-43,849.82	.00	-69,884.66	66.9%
1013301 47000 MISCELLANEOUS REVENU	-13,089	-13,089	-1,037.00	-82.50	.00	-12,052.00	7.9%
1013301 49025 TRANSFERS IN - INTER	-5,000	-5,000	-5,000.00	.00	.00	.00	100.0%
1013302 43400 DAMAGE REIMBURSEMENT	-30,000	-30,000	-6,166.88	.00	.00	-23,833.12	20.6%
1013302 47000 MISCELLANEOUS REVENU	-15,000	-15,000	-648.96	.00	.00	-14,351.04	4.3%
1013303 47000 MISCELLANEOUS REVENU	-15,000	-15,000	-2,327.35	-1,180.25	.00	-12,672.65	15.5%
1013401 43400 DAMAGE REIMBURSEMENT	-40,000	-40,000	-8,042.80	-2,970.80	.00	-31,957.20	20.1%
1013401 47000 MISCELLANEOUS REVENU	0	0	-2,366.01	-65.00	.00	2,366.01	100.0%
1014101 41450 CANNABIS PERMIT RENE	-129,940	-129,940	-98,411.00	-14,119.00	.00	-31,529.00	75.7%
1014101 41500 OTHER LICENSE & PERM	-43,887	-43,887	-23,536.54	-4,604.77	.00	-20,350.46	53.6%
1014101 43030 GENERAL PLAN MAINTEN	-215,156	-215,156	.00	.00	.00	-215,156.00	.0%
1014101 43030 M1404 GENERAL PLAN MA	0	0	-212,459.53	-11,156.64	.00	212,459.53	100.0%
1014101 43040 ZONING-SUB FEES STAN	-339,163	-339,163	-173,941.99	-34,125.33	.00	-165,221.01	51.3%
1014101 43050 PLAN CHECK FEES	0	0	-297.50	.00	.00	297.50	100.0%
1014101 43060 MISC PLANNING FEES	-10,165	-10,165	-6,090.00	-725.00	.00	-4,075.00	59.9%
1014101 43260 MISCELLANEOUS FEES	-5,434	-5,434	-1,948.14	-79.85	.00	-3,485.86	35.9%
1014101 47700 OTHER REIMBURSEMENTS	-200,000	-200,000	-19,858.79	-3,363.75	.00	-180,141.21	9.9%
1014102 41000 BUILDING PERMIT FEES	-950,213	-950,213	-533,037.64	-61,705.66	.00	-417,175.36	56.1%
1014102 41001 PLUMBING PERMIT FEES	-104,546	-104,546	-55,957.33	-7,884.88	.00	-48,588.67	53.5%
1014102 41002 ELECTRICAL PERMIT FE	-183,877	-183,877	-79,037.92	-10,825.51	.00	-104,839.08	43.0%
1014102 41003 HEATING/VENT PERMIT	-54,825	-54,825	-34,814.75	-4,723.90	.00	-20,010.25	63.5%
1014102 41500 OTHER LICENSE & PERM	-169,456	-169,456	-86,417.16	-14,160.00	.00	-83,038.84	51.0%
1014102 43010 INSPECTION FEES	0	0	620.00	.00	.00	-620.00	100.0%
1014102 43011 INSPECTION FEES/TRAC	-850,000	-850,000	-310.00	.00	.00	-849,690.00	.0%
1014102 43012 INSPECTION FEES/ENCR	-250,000	-250,000	-136,367.64	-18,803.90	.00	-113,632.36	54.5%
1014102 43013 INSPECTOR OT REIMBUR	-100,000	-100,000	-108,733.75	-19,878.75	.00	8,733.75	108.7%
1014102 43014 INSPECTION FEES/ENER	-23,896	-23,896	-52,406.71	-1,774.20	.00	28,510.71	219.3%
1014102 43051 PLAN CHECK FEES/BLDG	-1,011,473	-1,011,473	-683,818.37	-329,213.24	.00	-327,654.63	67.6%
1014102 43052 PLAN CHECK FEES/ENGI	-600,000	-600,000	-112,779.58	-57,375.91	.00	-487,220.42	18.8%
1014102 43053 PLAN CHECK FEES/ENER	-17,669	-17,669	-13,926.21	-1,908.00	.00	-3,742.79	78.8%

YEAR-TO-DATE BUDGET REPORT

REVENUE - DECEMBER 2025

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1014102 43054 PLAN CHECK FEES/ELEC	-68,826	-68,826	-37,867.46	-20,583.59	.00	-30,958.54	55.0%
1014102 43055 PLAN CHECK FEES/MECH	-12,794	-12,794	-14,328.45	-10,232.26	.00	1,534.45	112.0%
1014102 43056 PLAN CHECK FEES/PLUM	-22,109	-22,109	-24,577.78	-18,871.53	.00	2,468.78	111.2%
1014102 43060 MISC PLANNING FEES	-480	-480	-640.36	-320.18	.00	160.36	133.4%
1014102 43260 MISCELLANEOUS FEES	-141,552	-141,552	-57,532.76	-7,952.72	.00	-84,019.24	40.6%
1014102 43261 STATE STRONG MOTION	0	0	35.12	.00	.00	-35.12	100.0%
1014102 43263 STATE GREEN BLDG COD	0	0	5.94	.00	.00	-5.94	100.0%
1014103 43010 INSPECTION FEES	-1,669	-1,669	.00	.00	.00	-1,669.00	.0%
1014103 43250 MISCELLANEOUS FINES	-103,724	-103,724	-40,220.00	.00	.00	-63,504.00	38.8%
1015401 43300 RENTAL REVENUE (SHOR	-2,000	-2,000	-2,884.50	-373.50	.00	884.50	144.2%
1015402 43250 MISCELLANEOUS FINES	-200	-200	-792.89	-128.49	.00	592.89	396.4%
1015402 47700 OTHER REIMBURSEMENTS	-1,200	-1,200	-679.80	-109.45	.00	-520.20	56.7%
1015403 47000 MISCELLANEOUS REVENU	-2,500	-2,500	-2,567.16	-426.46	.00	67.16	102.7%
1015405 43250 MISCELLANEOUS FINES	0	0	-107.75	.00	.00	107.75	100.0%
1015405 47000 MISCELLANEOUS REVENU	-1,830	-1,830	-1,627.03	-311.35	.00	-202.97	88.9%
1015405 47300 DONATIONS AND CONTRI	0	0	-2.70	.00	.00	2.70	100.0%
1015405 47700 OTHER REIMBURSEMENTS	-15,600	-15,600	-8,520.55	-1,543.35	.00	-7,079.45	54.6%
1015501 43120 T0073 OTHER CONCESSIO	0	0	-1,170.00	-832.50	.00	1,170.00	100.0%
1015501 43300 RENTAL REVENUE (SHOR	-90,000	-90,000	-9,616.50	-3,033.00	.00	-80,383.50	10.7%
1015501 43300 T0061 RENTAL REVENUE	0	0	-46,605.00	-20,481.74	.00	46,605.00	100.0%
1015501 43300 T0062 RENTAL REVENUE	0	0	-15,502.50	-6,702.75	.00	15,502.50	100.0%
1015501 43300 T0083 RENTAL REVENUE	0	0	-5,424.08	-743.27	.00	5,424.08	100.0%
1015501 43300 T0092 RENTAL REVENUE	0	0	-4,860.00	.00	.00	4,860.00	100.0%
1015501 43310 LEASE REVENUE (LONG	-108,602	-108,602	.00	.00	.00	-108,602.00	.0%
1015501 43310 T0078 LEASE REVENUE (	0	0	-54,301.14	-9,050.19	.00	54,301.14	100.0%
1015501 44000 YOUTH ADULT SPORTS	-20,000	-20,000	.00	.00	.00	-20,000.00	.0%
1015501 44000 T0073 YOUTH ADULT SPO	0	0	-6,788.82	.00	.00	6,788.82	100.0%
1015501 44010 RECREATION CLASS FEE	-16,800	-16,800	.00	.00	.00	-16,800.00	.0%
1015501 44010 T0075 RECREATION CLAS	0	0	-11,452.31	-3,086.45	.00	11,452.31	100.0%
1015501 44010 T0076 RECREATION CLAS	0	0	-843.51	-63.47	.00	843.51	100.0%
1015501 44020 SPECIAL EVENTS	-15,000	-15,000	.00	.00	.00	-15,000.00	.0%
1015501 44020 T0067 SPECIAL EVENTS	0	0	-17,794.76	-2,730.00	.00	17,794.76	100.0%
1015501 44030 SEASONAL DAY CAMP	-15,000	-15,000	.00	.00	.00	-15,000.00	.0%
1015501 44030 T0080 SEASONAL DAY CA	0	0	-20,726.15	.00	.00	20,726.15	100.0%
1015501 49940 M1910 TRANSFER IN - M	-85,735	-85,735	.00	.00	.00	-85,735.00	.0%
1015502 44000 YOUTH ADULT SPORTS	-22,000	-22,000	.00	.00	.00	-22,000.00	.0%
1015502 44000 T0090 YOUTH ADULT SPO	0	0	-27,185.53	-1,642.22	.00	27,185.53	100.0%
1015502 44020 SPECIAL EVENTS	-167,912	-167,912	.00	.00	.00	-167,912.00	.0%
1015502 44020 T0068 SPECIAL EVENTS	0	0	-1,748.84	-1,883.84	.00	1,748.84	100.0%
1015502 49940 M1911 TRANSFER IN - M	-107,673	-107,673	.00	.00	.00	-107,673.00	.0%
1015503 43300 RENTAL REVENUE (SHOR	-5,000	-5,000	.00	.00	.00	-5,000.00	.0%
1015503 44020 SPECIAL EVENTS	-5,000	-5,000	.00	.00	.00	-5,000.00	.0%
1015503 44020 T0063 SPECIAL EVENTS	0	0	-1,145.43	-142.23	.00	1,145.43	100.0%
1015503 44020 T0065 SPECIAL EVENTS	0	0	-1,365.00	.00	.00	1,365.00	100.0%

YEAR-TO-DATE BUDGET REPORT

REVENUE - DECEMBER 2025

FOR 2026 06

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1015503 47000	MISCELLANEOUS REVENU	-14,000	-14,000	-5,769.00	-5,415.00	.00	-8,231.00	41.2%
1015503 47300	DONATIONS AND CONTRI	0	0	-125.00	.00	.00	125.00	100.0%
1015511 44020	SPECIAL EVENTS	-7,000	-7,000	.00	.00	.00	-7,000.00	.0%
1015511 47000	MISCELLANEOUS REVENU	-6,000	-6,000	-4,200.00	.00	.00	-1,800.00	70.0%
1015511 49000	TRANSFERS IN (LABOR)	-76,000	-76,000	.00	.00	.00	-76,000.00	.0%
1015511 49940	M1103 TRANSFER IN - M	-1,321,263	-1,321,263	-660,631.50	-110,105.25	.00	-660,631.50	50.0%
1018104 43260	MISCELLANEOUS FEES	-67,813	-67,813	-37,297.65	-6,619.26	.00	-30,515.35	55.0%
1018106 43250	MISCELLANEOUS FINES	0	0	-5,200.00	.00	.00	5,200.00	100.0%
TOTAL GENERAL FUND		-243,656,065	-243,867,020	-85,531,472.34	-34,867,835.41	.00	-158,335,547.83	35.1%
TOTAL REVENUES		-243,656,065	-243,867,020	-85,531,472.34	-34,867,835.41	.00	-158,335,547.83	
104 HALF CENT SALES TAX - MEAS O								
1041001 40200	SALES TAX REVENUE	-19,190,946	-19,190,946	-6,452,492.31	-1,580,394.82	.00	-12,738,453.69	33.6%
1041001 47100	INTEREST INC- INVEST	-721,578	-721,578	-313,023.43	-307,854.92	.00	-408,554.57	43.4%
1041001 47110	OTHER INTEREST INCOM	0	0	-1,613.43	-1,407.72	.00	1,613.43	100.0%
TOTAL HALF CENT SALES TAX - MEAS		-19,912,524	-19,912,524	-6,767,129.17	-1,889,657.46	.00	-13,145,394.83	34.0%
TOTAL REVENUES		-19,912,524	-19,912,524	-6,767,129.17	-1,889,657.46	.00	-13,145,394.83	
105 STREET MAINTENANCE (IUF) FUND								
1051001 49160	INFRASTRUCTURE USE F	-2,048,468	-2,048,468	.00	.00	.00	-2,048,468.00	.0%
TOTAL STREET MAINTENANCE (IUF) FU		-2,048,468	-2,048,468	.00	.00	.00	-2,048,468.00	.0%
TOTAL REVENUES		-2,048,468	-2,048,468	.00	.00	.00	-2,048,468.00	
114 STORM WATER MANAGEMENT FUND								
1141001 49910	TRANSFER IN - STORM	-1,785,840	-1,785,840	-772,135.15	-456,161.39	.00	-1,013,704.85	43.2%
1143501 46200	SPECIAL ASSMNT REV-O	-323,603	-323,603	.00	.00	.00	-323,603.00	.0%
1143501 47700	OTHER REIMBURSEMENTS	0	0	-89,771.09	37.93	.00	89,771.09	100.0%
TOTAL STORM WATER MANAGEMENT FUND		-2,109,443	-2,109,443	-861,906.24	-456,123.46	.00	-1,247,536.76	40.9%
TOTAL REVENUES		-2,109,443	-2,109,443	-861,906.24	-456,123.46	.00	-1,247,536.76	
119 PUBLIC SAFETY RETIREMENT FUND								
1191001 40160	PUBLIC SAFETY PROPER	-20,591,584	-20,591,584	-10,999,852.42	-10,975,681.08	.00	-9,591,731.58	53.4%

YEAR-TO-DATE BUDGET REPORT

REVENUE - DECEMBER 2025

FOR 2026 06

119 PUBLIC SAFETY RETIREMENT FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL PUBLIC SAFETY RETIREMENT FU	-20,591,584	-20,591,584	-10,999,852.42	-10,975,681.08	.00	-9,591,731.58	53.4%
TOTAL REVENUES	-20,591,584	-20,591,584	-10,999,852.42	-10,975,681.08	.00	-9,591,731.58	
120 MAINT ASSMNT DIST							
20003801 47100 INTEREST INC- INVES	4,525	4,525	-2,184.91	2,693.22	.00	6,709.91	-48.3%
20003801 49020 TRANSFER IN - INTRA	-2,995,921	-2,995,921	-596,891.72	.00	.00	-2,399,029.28	19.9%
20003801 49025 TRANSFERS IN - INTE	-57,556	-57,556	-14,390.00	.00	.00	-43,166.00	25.0%
20303801 46100 SPECIAL ASSMNT REV-	-41,982	-41,982	-24,001.20	-24,001.20	.00	-17,980.80	57.2%
20303801 47100 INTEREST INC- INVES	-4,341	-4,341	-667.16	-754.57	.00	-3,673.84	15.4%
20303801 49920 INTERFND TRNSFRS IN	-1,752	-1,752	-464.38	.00	.00	-1,287.62	26.5%
21003801 46100 SPECIAL ASSMNT REV-	-11,842	-11,842	-6,308.10	-6,308.10	.00	-5,533.90	53.3%
21003801 47100 INTEREST INC- INVES	-928	-928	-117.70	-198.47	.00	-810.30	12.7%
21003801 49920 INTERFND TRNSFRS IN	-547	-547	-125.15	.00	.00	-421.85	22.9%
21103801 46100 SPECIAL ASSMNT REV-	-6,990	-6,990	-3,537.24	-3,537.24	.00	-3,452.76	50.6%
21103801 47100 INTEREST INC- INVES	20	20	6.44	5.95	.00	13.56	32.2%
21103801 49920 INTERFND TRNSFRS IN	-1,543	-1,543	-429.17	.00	.00	-1,113.83	27.8%
21203801 46100 SPECIAL ASSMNT REV-	-15,473	-15,473	-8,889.62	-8,889.62	.00	-6,583.38	57.5%
21203801 47100 INTEREST INC- INVES	-1,145	-1,145	-190.38	-253.38	.00	-954.62	16.6%
21203801 49920 INTERFND TRNSFRS IN	-604	-604	-251.30	.00	.00	-352.70	41.6%
21303801 46100 SPECIAL ASSMNT REV-	-12,416	-12,416	-6,712.40	-6,712.40	.00	-5,703.60	54.1%
21303801 47100 INTEREST INC- INVES	-957	-957	-164.09	-200.34	.00	-792.91	17.1%
21303801 49920 INTERFND TRNSFRS IN	-3,116	-3,116	-1,171.49	.00	.00	-1,944.51	37.6%
21403801 46100 SPECIAL ASSMNT REV-	-36,693	-36,693	-20,018.51	-19,644.58	.00	-16,674.49	54.6%
21403801 47100 INTEREST INC- INVES	-1,507	-1,507	-233.54	-352.06	.00	-1,273.46	15.5%
21403801 49920 INTERFND TRNSFRS IN	-4,832	-4,832	-886.51	.00	.00	-3,945.49	18.3%
21603801 46100 SPECIAL ASSMNT REV-	-19,552	-19,552	-10,782.19	-10,698.10	.00	-8,769.81	55.1%
21603801 47100 INTEREST INC- INVES	-931	-931	-29.08	-65.60	.00	-901.92	3.1%
21603801 49920 INTERFND TRNSFRS IN	-9,290	-9,290	-2,134.73	.00	.00	-7,155.27	23.0%
22303801 46100 SPECIAL ASSMNT REV-	-5,588	-5,588	-3,068.60	-3,068.60	.00	-2,519.40	54.9%
22303801 47100 INTEREST INC- INVES	-300	-300	-48.23	-60.43	.00	-251.77	16.1%
22303801 49920 INTERFND TRNSFRS IN	-5,283	-5,283	-1,142.01	.00	.00	-4,140.99	21.6%
22403801 46100 SPECIAL ASSMNT REV-	-18,300	-18,300	-9,516.00	-9,516.00	.00	-8,784.00	52.0%
22403801 47100 INTEREST INC- INVES	-935	-935	-188.13	-217.64	.00	-746.87	20.1%
22403801 49920 INTERFND TRNSFRS IN	-6,869	-6,869	-1,073.58	.00	.00	-5,795.42	15.6%
22503801 46100 SPECIAL ASSMNT REV-	-23,799	-23,799	-13,227.20	-13,166.51	.00	-10,571.80	55.6%
22503801 47100 INTEREST INC- INVES	-1,017	-1,017	-99.48	-167.18	.00	-917.52	9.8%
22503801 49920 INTERFND TRNSFRS IN	-795	-795	-146.45	.00	.00	-648.55	18.4%
22703801 46100 SPECIAL ASSMNT REV-	-18,649	-18,649	-8,951.52	-8,951.52	.00	-9,697.48	48.0%
22703801 47100 INTEREST INC- INVES	-1,031	-1,031	-97.46	-137.08	.00	-933.54	9.5%
22703801 49920 INTERFND TRNSFRS IN	-14,049	-14,049	-3,684.37	.00	.00	-10,364.63	26.2%

YEAR-TO-DATE BUDGET REPORT

REVENUE - DECEMBER 2025

FOR 2026 06

120	MAINT ASSMNT DIST	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
22803801 46100	SPECIAL ASSMNT REV-	-59,867	-59,867	-32,914.43	-32,800.48	.00	-26,952.57	55.0%
22803801 47100	INTEREST INC- INVES	-3,633	-3,633	-429.14	-563.39	.00	-3,203.86	11.8%
22803801 49920	INTERFND TRNSFRS IN	-1,822	-1,822	-319.19	.00	.00	-1,502.81	17.5%
23003801 46100	SPECIAL ASSMNT REV-	-31,276	-31,276	-15,638.15	-15,638.15	.00	-15,637.85	50.0%
23003801 47100	INTEREST INC- INVES	-3,237	-3,237	-428.77	-555.91	.00	-2,808.23	13.2%
23003801 49920	INTERFND TRNSFRS IN	-1,439	-1,439	-267.42	.00	.00	-1,171.58	18.6%
23103801 46100	SPECIAL ASSMNT REV-	-105,502	-105,502	-55,920.80	-55,920.80	.00	-49,581.20	53.0%
23103801 47100	INTEREST INC- INVES	-1,610	-1,610	-139.68	-293.44	.00	-1,470.32	8.7%
23103801 49920	INTERFND TRNSFRS IN	-5,814	-5,814	-1,755.42	.00	.00	-4,058.58	30.2%
23203801 46100	SPECIAL ASSMNT REV-	-18,212	-18,212	-9,780.54	-9,780.54	.00	-8,431.46	53.7%
23203801 47100	INTEREST INC- INVES	-2,113	-2,113	-165.58	-270.52	.00	-1,947.42	7.8%
23203801 49920	INTERFND TRNSFRS IN	-2,200	-2,200	-480.66	.00	.00	-1,719.34	21.8%
23303801 46100	SPECIAL ASSMNT REV-	-78,421	-78,421	-43,131.33	-43,131.33	.00	-35,289.67	55.0%
23303801 47100	INTEREST INC- INVES	-2,143	-2,143	-382.47	-471.18	.00	-1,760.53	17.8%
23303801 49920	INTERFND TRNSFRS IN	-1,955	-1,955	-236.81	.00	.00	-1,718.19	12.1%
23403801 46100	SPECIAL ASSMNT REV-	-81,469	-81,469	-43,270.90	-43,270.90	.00	-38,198.10	53.1%
23403801 47100	INTEREST INC- INVES	-3,168	-3,168	-509.92	-540.97	.00	-2,658.08	16.1%
23403801 49920	INTERFND TRNSFRS IN	-6,278	-6,278	-401.48	.00	.00	-5,876.52	6.4%
23603801 46100	SPECIAL ASSMNT REV-	-165,350	-165,350	-88,938.15	-88,938.15	.00	-76,411.85	53.8%
23603801 47100	INTEREST INC- INVES	-4,072	-4,072	-1,025.25	-973.15	.00	-3,046.75	25.2%
23603801 49920	INTERFND TRNSFRS IN	-47,636	-47,636	-6,619.50	.00	.00	-41,016.50	13.9%
23703801 46100	SPECIAL ASSMNT REV-	-233	-233	-125.44	-125.44	.00	-107.56	53.8%
23703801 47100	INTEREST INC- INVES	-5,256	-5,256	-887.44	-1,164.72	.00	-4,368.56	16.9%
23703801 49920	INTERFND TRNSFRS IN	-30,084	-30,084	-2,780.78	.00	.00	-27,303.22	9.2%
23803801 46100	SPECIAL ASSMNT REV-	-93,951	-93,951	-49,895.68	-49,372.02	.00	-44,055.32	53.1%
23803801 47100	INTEREST INC- INVES	-3,090	-3,090	-426.73	-548.30	.00	-2,663.27	13.8%
23803801 49920	INTERFND TRNSFRS IN	-4,361	-4,361	-633.07	.00	.00	-3,727.93	14.5%
23903801 46100	SPECIAL ASSMNT REV-	-110,343	-110,343	-81,142.00	-81,142.00	.00	-29,201.00	73.5%
23903801 47100	INTEREST INC- INVES	-6,062	-6,062	-820.49	-1,345.04	.00	-5,241.51	13.5%
23903801 49920	INTERFND TRNSFRS IN	-46,225	-46,225	-1,706.23	.00	.00	-44,518.77	3.7%
23913801 46100	SPECIAL ASSMNT REV-	-47,999	-47,999	.00	.00	.00	-47,999.00	.0%
23913801 47100	INTEREST INC- INVES	-1,667	-1,667	-604.19	-347.10	.00	-1,062.81	36.2%
23913801 49920	INTERFND TRNSFRS IN	-12,391	-12,391	-692.60	.00	.00	-11,698.40	5.6%
24003801 46100	SPECIAL ASSMNT REV-	-29,488	-29,488	-16,179.52	-16,179.52	.00	-13,308.48	54.9%
24003801 47100	INTEREST INC- INVES	-5,259	-5,259	-636.56	-821.51	.00	-4,622.44	12.1%
24003801 49920	INTERFND TRNSFRS IN	-1,642	-1,642	-332.48	.00	.00	-1,309.52	20.2%
24103801 46100	SPECIAL ASSMNT REV-	-28,795	-28,795	-15,599.27	-15,357.44	.00	-13,195.73	54.2%
24103801 47100	INTEREST INC- INVES	-2,062	-2,062	-259.90	-304.06	.00	-1,802.10	12.6%
24103801 49920	INTERFND TRNSFRS IN	-893	-893	-115.79	.00	.00	-777.21	13.0%
24203801 46100	SPECIAL ASSMNT REV-	-121,439	-121,439	-63,801.54	-63,801.54	.00	-57,637.46	52.5%
24203801 47100	INTEREST INC- INVES	-11,116	-11,116	-1,206.83	-1,641.60	.00	-9,909.17	10.9%
24203801 49920	INTERFND TRNSFRS IN	-26,316	-26,316	-2,863.52	.00	.00	-23,452.48	10.9%
24303801 46100	SPECIAL ASSMNT REV-	-135,457	-135,457	-69,711.14	-69,711.14	.00	-65,745.86	51.5%
24303801 47100	INTEREST INC- INVES	-8,339	-8,339	-1,026.90	-1,140.16	.00	-7,312.10	12.3%

YEAR-TO-DATE BUDGET REPORT

REVENUE - DECEMBER 2025

FOR 2026 06

120	MAINT ASSMNT DIST	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
24303801 49920	INTERFND TRNSFRS IN	-5,500	-5,500	-728.05	.00	.00	-4,771.95	13.2%
24603801 46100	SPECIAL ASSMNT REV-	-211,404	-211,404	-108,218.78	-107,797.53	.00	-103,185.22	51.2%
24603801 47100	INTEREST INC- INVES	-6,894	-6,894	204.88	-46.25	.00	-7,098.88	-3.0%
24603801 49920	INTERFND TRNSFRS IN	-15,075	-15,075	-1,780.41	.00	.00	-13,294.59	11.8%
24703801 46100	SPECIAL ASSMNT REV-	-26,074	-26,074	-13,976.55	-13,976.55	.00	-12,097.45	53.6%
24703801 47100	INTEREST INC- INVES	-4,317	-4,317	68.66	-136.73	.00	-4,385.66	-1.6%
24703801 49920	INTERFND TRNSFRS IN	-1,497	-1,497	-240.43	.00	.00	-1,256.57	16.1%
24903801 46100	SPECIAL ASSMNT REV-	-23,385	-23,385	-12,026.52	-12,026.52	.00	-11,358.48	51.4%
24903801 47100	INTEREST INC- INVES	2,158	2,158	25.39	51.84	.00	2,132.61	1.2%
24903801 49920	INTERFND TRNSFRS IN	-55,167	-55,167	-90.16	.00	.00	-55,076.84	.2%
25003801 46100	SPECIAL ASSMNT REV-	-5,550	-5,550	-3,283.75	-3,283.75	.00	-2,266.25	59.2%
25003801 47100	INTEREST INC- INVES	-1,181	-1,181	-339.45	-376.27	.00	-841.55	28.7%
25003801 49920	INTERFND TRNSFRS IN	-21,635	-21,635	-2,754.27	.00	.00	-18,880.73	12.7%
25103801 46100	SPECIAL ASSMNT REV-	-84,162	-84,162	-45,731.70	-45,731.70	.00	-38,430.30	54.3%
25103801 47100	INTEREST INC- INVES	-10,466	-10,466	-1,293.13	-1,513.43	.00	-9,172.87	12.4%
25103801 49920	INTERFND TRNSFRS IN	-24,206	-24,206	-2,051.20	.00	.00	-22,154.80	8.5%
25203801 46100	SPECIAL ASSMNT REV-	-18,853	-18,853	-9,947.70	-9,947.70	.00	-8,905.30	52.8%
25203801 47100	INTEREST INC- INVES	-9,142	-9,142	-1,409.31	-1,874.71	.00	-7,732.69	15.4%
25203801 49920	INTERFND TRNSFRS IN	-2,489	-2,489	-216.10	.00	.00	-2,272.90	8.7%
25303801 46100	SPECIAL ASSMNT REV-	-4,519	-4,519	-2,541.69	-2,541.69	.00	-1,977.31	56.2%
25303801 47100	INTEREST INC- INVES	-299	-299	18.79	7.21	.00	-317.79	-6.3%
25303801 49920	INTERFND TRNSFRS IN	-172	-172	-46.90	.00	.00	-125.10	27.3%
25403801 46100	SPECIAL ASSMNT REV-	31,361	31,361	-12.75	-12.75	.00	31,373.75	.0%
25403801 47100	INTEREST INC- INVES	-2,675	-2,675	-641.41	-773.97	.00	-2,033.59	24.0%
25403801 49920	INTERFND TRNSFRS IN	-19,619	-19,619	-2,420.98	.00	.00	-17,198.02	12.3%
25503801 46100	SPECIAL ASSMNT REV-	-34,388	-34,388	-17,613.54	-17,613.54	.00	-16,774.46	51.2%
25503801 47100	INTEREST INC- INVES	-1,560	-1,560	-237.30	-317.25	.00	-1,322.70	15.2%
25503801 49920	INTERFND TRNSFRS IN	-982	-982	-206.01	.00	.00	-775.99	21.0%
25803801 46100	SPECIAL ASSMNT REV-	-3,694	-3,694	-2,063.76	-1,858.88	.00	-1,630.24	55.9%
25803801 47100	INTEREST INC- INVES	-5,001	-5,001	-240.06	-524.93	.00	-4,760.94	4.8%
25803801 49920	INTERFND TRNSFRS IN	-10,746	-10,746	-1,433.43	.00	.00	-9,312.57	13.3%
26003801 46100	SPECIAL ASSMNT REV-	-35,543	-35,543	-17,771.27	-17,771.27	.00	-17,771.73	50.0%
26003801 47100	INTEREST INC- INVES	-1,175	-1,175	-570.38	-602.33	.00	-604.62	48.5%
26003801 49920	INTERFND TRNSFRS IN	-997	-997	-162.49	.00	.00	-834.51	16.3%
30403801 46100	SPECIAL ASSMNT REV-	-39,446	-39,446	-21,733.78	-21,707.75	.00	-17,712.22	55.1%
30403801 47100	INTEREST INC- INVES	-1,580	-1,580	-360.64	-463.25	.00	-1,219.36	22.8%
30403801 49920	INTERFND TRNSFRS IN	-12,037	-12,037	.00	.00	.00	-12,037.00	.0%
40103801 46100	SPECIAL ASSMNT REV-	-444,258	-444,258	-282,863.85	-282,611.13	.00	-161,394.15	63.7%
40103801 47100	INTEREST INC- INVES	-1,564	-1,564	-1,721.07	-2,401.30	.00	157.07	110.0%
40203801 46100	SPECIAL ASSMNT REV-	-47,949	-47,949	.00	.00	.00	-47,949.00	.0%
40203801 47100	INTEREST INC- INVES	-540	-540	330.53	422.61	.00	-870.53	-61.2%
40203801 47300	DONATIONS AND CONTR	-15,452	-17,400	-17,400.00	.00	.00	.00	100.0%
60203801 46400	SP.ASSMNT MELLO-ROO	-588,000	-588,000	-326,511.01	-325,359.96	.00	-261,488.99	55.5%
60203801 47100	INTEREST INC- INVES	-46,895	-46,895	-8,582.31	-11,122.59	.00	-38,312.69	18.3%

YEAR-TO-DATE BUDGET REPORT

REVENUE - DECEMBER 2025

FOR 2026 06

120 MAINT ASSMNT DIST	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
60403801 46400 SP.ASSMNT MELLO-ROO	-945,158	-945,158	-512,402.97	-507,322.48	.00	-432,755.03	54.2%
60403801 47100 INTEREST INC- INVES	-111,480	-111,480	-29,418.85	-33,969.46	.00	-82,061.15	26.4%
60503304 47000 MISCELLANEOUS REVEN	0	0	-3,852.00	-823.50	.00	3,852.00	100.0%
60503801 46400 SP.ASSMNT MELLO-ROO	-4,194,177	-4,194,177	-2,167,602.85	-2,159,989.12	.00	-2,026,574.15	51.7%
60503801 47100 INTEREST INC- INVES	-81,086	-81,086	-18,541.26	-24,484.39	.00	-62,544.74	22.9%
60603801 47100 INTEREST INC- INVES	0	0	.00	-453.15	.00	.00	.0%
60703801 46400 SP.ASSMNT MELLO-ROO	-357,454	-357,454	.00	.00	.00	-357,454.00	.0%
60703801 47100 INTEREST INC- INVES	-7,139	-7,139	140.98	-1,176.75	.00	-7,279.98	-2.0%
60803801 46100 SPECIAL ASSMNT REV-	-30,000	-30,000	.00	.00	.00	-30,000.00	.0%
60803801 46400 SP.ASSMNT MELLO-ROO	-463,664	-463,664	-175,332.19	-175,332.19	.00	-288,331.81	37.8%
60803801 47100 INTEREST INC- INVES	-4,032	-4,032	-3,785.03	-4,666.26	.00	-246.97	93.9%
60903801 46000 SPECIAL ASSMNT REV-	0	0	-74.79	-74.79	.00	74.79	100.0%
60903801 46400 SP.ASSMNT MELLO-ROO	-151	-151	.00	.00	.00	-151.00	.0%
60903801 47100 INTEREST INC- INVES	-16,648	-16,648	-4,302.05	-4,397.86	.00	-12,345.95	25.8%
TOTAL MAINT ASSMNT DIST	-12,705,231	-12,707,179	-5,179,765.75	-4,504,953.97	.00	-7,527,413.25	40.8%
TOTAL REVENUES	-12,705,231	-12,707,179	-5,179,765.75	-4,504,953.97	.00	-7,527,413.25	
181 STATE GAS TAX FUND							
1811001 42100 GAS TAX - HUTA SEC 2	-1,888,932	-1,888,932	-893,663.07	-181,132.37	.00	-995,268.93	47.3%
1811001 42110 GAS TAX - HUTA SEC 2	-1,303,700	-1,303,700	-523,656.04	-103,577.48	.00	-780,043.96	40.2%
1811001 42120 GAS TAX - HUTA SEC 2	-828,835	-828,835	-343,062.05	-67,910.61	.00	-485,772.95	41.4%
1811001 42130 GAS TAX - HUTA SEC 2	-1,777,502	-1,777,502	-698,582.39	-147,822.58	.00	-1,078,919.61	39.3%
1811001 42140 GAS TAX - HUTA SEC 2	-10,000	-10,000	-10,000.00	.00	.00	.00	100.0%
1811001 47100 INTEREST INC- INVEST	-5,750	-5,750	-3,785.84	-3,733.75	.00	-1,964.16	65.8%
1811001 47110 OTHER INTEREST INCOM	0	0	-681.31	-116.57	.00	681.31	100.0%
1813102 49000 M2001 TRANSFERS IN (L	-50,000	-50,000	.00	.00	.00	-50,000.00	.0%
1813401 49000 M2001 TRANSFERS IN (L	0	-29,845	-62,363.73	.00	.00	32,518.75	209.0%
TOTAL STATE GAS TAX FUND	-5,864,719	-5,894,564	-2,535,794.43	-504,293.36	.00	-3,358,769.55	43.0%
TOTAL REVENUES	-5,864,719	-5,894,564	-2,535,794.43	-504,293.36	.00	-3,358,769.55	
182 TRAFFIC SAFETY FUND							
1821001 49930 TRANSFER IN - TRAFFI	-330,000	-330,000	-207,464.17	-165,315.39	.00	-122,535.83	62.9%
1823103 43220 VEHICLE CODE FINES	-210,000	-210,000	-66,489.17	-31,923.11	.00	-143,510.83	31.7%
1823103 47100 INTEREST INC- INVEST	-4,485	-4,485	345.42	617.83	.00	-4,830.42	-7.7%
TOTAL TRAFFIC SAFETY FUND	-544,485	-544,485	-273,607.92	-196,620.67	.00	-270,877.08	50.3%
TOTAL REVENUES	-544,485	-544,485	-273,607.92	-196,620.67	.00	-270,877.08	

YEAR-TO-DATE BUDGET REPORT

REVENUE - DECEMBER 2025

FOR 2026 06

185 ROAD MAINT & REHAB ACT FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
185 ROAD MAINT & REHAB ACT FUND							
1851001 42200 RMRA (SB-1) - ROAD M	-5,462,695	-5,462,695	-1,853,492.09	-387,534.77	.00	-3,609,202.91	33.9%
1851001 47100 INTEREST INC- INVEST	-140,258	-140,258	-75,187.67	-64,160.64	.00	-65,070.33	53.6%
TOTAL ROAD MAINT & REHAB ACT FUND	-5,602,953	-5,602,953	-1,928,679.76	-451,695.41	.00	-3,674,273.24	34.4%
TOTAL REVENUES	-5,602,953	-5,602,953	-1,928,679.76	-451,695.41	.00	-3,674,273.24	
191 ASSET SEIZURE FUND - FED							
1912111 47100 INTEREST INC- INVEST	-5,866	-5,866	-27,511.53	-17,798.02	.00	21,645.53	469.0%
1912131 43240 ASSET SEIZURE	0	0	-1,717,378.67	.00	.00	1,717,378.67	100.0%
1912132 43240 ASSET SEIZURE	0	0	-661.84	.00	.00	661.84	100.0%
TOTAL ASSET SEIZURE FUND - FED	-5,866	-5,866	-1,745,552.04	-17,798.02	.00	1,739,686.04	*******%
TOTAL REVENUES	-5,866	-5,866	-1,745,552.04	-17,798.02	.00	1,739,686.04	
192 ASSET SEIZURE FUND - STATE							
1922131 43240 ASSET SEIZURE	0	0	-2,767.94	.00	.00	2,767.94	100.0%
1922131 47100 INTEREST INC- INVEST	-4,599	-4,599	-1,478.84	-1,904.81	.00	-3,120.16	32.2%
TOTAL ASSET SEIZURE FUND - STATE	-4,599	-4,599	-4,246.78	-1,904.81	.00	-352.22	92.3%
TOTAL REVENUES	-4,599	-4,599	-4,246.78	-1,904.81	.00	-352.22	
200 FEDERAL GRANTS FUND							
2002131 48000 C2036 FEDERAL GRANTS	0	-298,367	.00	.00	.00	-298,366.55	.0%
2002131 48000 C2319 FEDERAL GRANTS	0	-869	98,742.25	98,742.25	.00	-99,611.00	*******%
2002131 48000 C2417 FEDERAL GRANTS	0	-101,522	5,766.07	5,766.07	.00	-107,288.00	-5.7%
2002131 48000 G2426 FEDERAL GRANTS	0	-190,489	.00	22,857.05	.00	-190,489.00	.0%
2002131 48000 G2514 FEDERAL GRANTS	0	-41,646	35,268.21	35,268.21	.00	-76,914.00	-84.7%
2002501 48000 G2331 FEDERAL GRANTS	0	-567,859	.00	.00	.00	-567,859.22	.0%
2002501 48000 G2413 FEDERAL GRANTS	0	-24,288	-23,995.43	56,933.32	.00	-292.08	98.8%
2002501 48000 G2414 FEDERAL GRANTS	0	-109,416	.00	86,675.25	.00	-109,415.65	.0%
2002501 48000 G2415 FEDERAL GRANTS	0	-53,334	141,726.48	141,726.48	.00	-195,060.00	-265.7%

YEAR-TO-DATE BUDGET REPORT

REVENUE - DECEMBER 2025

FOR 2026 06

200 FEDERAL GRANTS FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
2002501 48000 G2501 FEDERAL GRANTS	0	-39,783	1,549.38	1,549.38	.00	-41,332.80	-3.9%
2002501 48000 G2503 FEDERAL GRANTS	0	-225,459	71,220.55	71,220.55	.00	-296,679.35	-31.6%
2002501 48000 G2504 FEDERAL GRANTS	0	-136,966	1,840.72	174,224.93	.00	-138,806.26	-1.3%
2002501 48000 G2510 FEDERAL GRANTS	0	-484	-483.98	222,061.47	.00	.45	100.1%
2002501 48030 G2007 STATE GRANTS	0	-27,578	.00	.00	.00	-27,577.77	.0%
2002501 48100 G2503 FEDERAL GRANTS-	0	-10,240	.00	.00	.00	-10,240.06	.0%
2002501 48100 G2504 FEDERAL GRANTS-	0	-6,848	.00	.00	.00	-6,848.28	.0%
2002501 48100 G2510 FEDERAL GRANTS-	0	-14,321	-48.40	.00	.00	-14,273.00	.3%
2002501 49310 G2007 FEDERAL GRANTS-	0	-1,379	.00	.00	.00	-1,379.05	.0%
2002501 49310 G2413 FEDERAL GRANTS-	0	-2,429	-2,399.54	-2,399.54	.00	-29.22	98.8%
2002501 49310 G2414 FEDERAL GRANTS-	0	-10,942	.00	.00	.00	-10,941.58	.0%
2002501 49310 G2415 FEDERAL GRANTS-	0	-505	.00	.00	.00	-504.78	.0%
2002531 48000 G2502 FEDERAL GRANTS	0	-4,984	16.38	16.38	.00	-5,000.00	-.3%
2003101 48000 C1307 FEDERAL GRANTS	0	-132,008	-.38	.00	.00	-132,007.13	.0%
2003101 48000 C2531 FEDERAL GRANTS	-774,000	-860,000	.00	.00	.00	-860,000.00	.0%
2003102 48000 C1302 FEDERAL GRANTS	0	-716,818	.00	.00	.00	-716,818.13	.0%
2003102 48000 C1801 FEDERAL GRANTS	0	-1,762,074	.00	.00	.00	-1,762,074.00	.0%
2003102 48000 C1808 FEDERAL GRANTS	0	-33,189	.00	.00	.00	-33,188.61	.0%
2003102 48000 C2416 FEDERAL GRANTS	0	-864,380	.00	.00	.00	-864,380.14	.0%
2003102 48000 C2504 FEDERAL GRANTS	-298,449	-3,795,503	.00	.00	.00	-3,795,503.40	.0%
2003301 48000 C2555 FEDERAL GRANTS	0	-326,152	.00	.00	.00	-326,151.71	.0%
2003301 48200 G2509 FEDERAL PASS-TH	0	-984,925	.00	.00	.00	-984,925.00	.0%
2003600 48000 C2226 FEDERAL GRANTS	0	0	-63,934.66	.00	.00	63,934.66	100.0%
2003600 48000 C2228 FEDERAL GRANTS	0	-3,806,152	.00	.00	.00	-3,806,152.00	.0%
2003610 48000 C2029 FEDERAL GRANTS	0	-30,979	.00	.00	.00	-30,979.11	.0%
2003610 48000 C2201 FEDERAL GRANTS	0	-212,587	.00	.00	.00	-212,587.00	.0%
2005501 47300 G2401 DONATIONS AND C	0	-3,500	-2,502.99	-1,124.99	.00	-997.01	71.5%
2005502 48200 G2546 FEDERAL PASS-TH	0	-60,000	.00	.00	.00	-60,000.00	.0%
2005503 48200 G2401 FEDERAL PASS-TH	0	-420,000	-150,031.00	-36,596.00	.00	-269,969.00	35.7%
TOTAL FEDERAL GRANTS FUND	-1,072,449	-15,877,971	112,733.66	876,920.81	.00	-15,990,704.78	-.7%
TOTAL REVENUES	-1,072,449	-15,877,971	112,733.66	876,920.81	.00	-15,990,704.78	
201 CDBG FUND							
2018101 48010 FED GRANT PROGRAM IN	-100,000	-100,000	-64,779.59	-373.33	.00	-35,220.41	64.8%
2018101 48020 CDBG REVENUE	-1,888,317	-5,751,675	-.12	1,894,208.48	.00	-5,751,674.66	.0%
2018105 47000 MISCELLANEOUS REVENU	0	0	-1,208.50	.00	.00	1,208.50	100.0%
TOTAL CDBG FUND	-1,988,317	-5,851,675	-65,988.21	1,893,835.15	.00	-5,785,686.57	1.1%
TOTAL REVENUES	-1,988,317	-5,851,675	-65,988.21	1,893,835.15	.00	-5,785,686.57	
202 HOME FUND							
2028101 48000 FEDERAL GRANTS	-535,916	-5,482,096	-32,608.42	14,800.88	.00	-5,449,487.94	.6%

YEAR-TO-DATE BUDGET REPORT

REVENUE - DECEMBER 2025

FOR 2026 06

202 HOME FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
2028101 48010 FED GRANT PROGRAM IN	0	0	-32,585.26	-725.00	.00	32,585.26	100.0%
2028105 47000 MISCELLANEOUS REVENU	0	0	-584.00	.00	.00	584.00	100.0%
2028105 48010 FED GRANT PROGRAM IN	-150,000	-193,973	-7,957.24	-7,957.24	.00	-186,015.96	4.1%
TOTAL HOME FUND	-685,916	-5,676,070	-73,734.92	6,118.64	.00	-5,602,334.64	1.3%
TOTAL REVENUES	-685,916	-5,676,070	-73,734.92	6,118.64	.00	-5,602,334.64	
203 EMERGENCY SHELTER FUND							
2038101 48000 FEDERAL GRANTS	-175,122	-280,997	.00	160,202.33	.00	-280,996.86	.0%
TOTAL EMERGENCY SHELTER FUND	-175,122	-280,997	.00	160,202.33	.00	-280,996.86	.0%
TOTAL REVENUES	-175,122	-280,997	.00	160,202.33	.00	-280,996.86	
204 ARPA							
2041001 48000 FEDERAL GRANTS	0	0	-2,027,947.65	-2,027,947.65	.00	2,027,947.65	100.0%
TOTAL ARPA	0	0	-2,027,947.65	-2,027,947.65	.00	2,027,947.65	100.0%
TOTAL REVENUES	0	0	-2,027,947.65	-2,027,947.65	.00	2,027,947.65	
210 STATE & LOCAL GRANTS FUND							
2101401 48030 G2511 STATE GRANTS	0	-1,000,000	-1,000,000.00	-1,000,000.00	.00	.00	100.0%
2102131 48030 C2269 STATE GRANTS	0	-1,603	-1,603.13	-1,603.13	.00	-.17	100.0%
2102131 48030 C2324 STATE GRANTS	0	-99,575	-99,575.30	-99,575.30	.00	-.06	100.0%
2102131 48030 C2418 STATE GRANTS	0	-71,430	-71,429.98	-71,429.98	.00	.00	100.0%
2102131 48030 C2422 STATE GRANTS	0	-1,439	-1,439.19	-1,439.19	.00	.00	100.0%
2102131 48030 C2505 STATE GRANTS	0	0	102,606.51	102,606.51	.00	-102,606.51	100.0%
2102131 48030 C2558 STATE GRANTS	0	-597,694	.00	.00	.00	-597,694.24	.0%
2102131 48030 C2559 STATE GRANTS	0	-239,867	107,356.35	107,356.35	.00	-347,223.62	-44.8%
2102131 48030 C2560 STATE GRANTS	0	-104,500	.00	.00	.00	-104,500.00	.0%
2102131 48030 C2610 STATE GRANTS	0	-449,684	.00	.00	.00	-449,684.02	.0%
2102131 48030 G1301 STATE GRANTS	0	-577,788	-365,890.86	-251,188.48	.00	-211,897.08	63.3%
2102131 48030 G2319 STATE GRANTS	0	-60,211	-60,210.57	-60,210.57	.00	.00	100.0%
2102131 48030 G2427 STATE GRANTS	0	-332,436	.00	.00	.00	-332,436.48	.0%
2102131 48030 G2605 STATE GRANTS	0	-50,000	.00	.00	.00	-50,000.00	.0%
2102501 48030 C2421 STATE GRANTS	0	-76,694	-76,694.32	-76,694.32	.00	.00	100.0%

YEAR-TO-DATE BUDGET REPORT

REVENUE - DECEMBER 2025

FOR 2026 06

210 STATE & LOCAL GRANTS FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
2102501 48030 G2507 STATE GRANTS	0	-1,144,934	-12,597.87	125,066.34	.00	-1,132,335.79	1.1%
2102501 48030 G2512 STATE GRANTS	0	-487,944	-97,863.16	98,192.72	.00	-390,080.96	20.1%
2103001 48030 G2333 STATE GRANTS	0	-6,430	-2,413.54	-2,413.54	.00	-4,016.34	37.5%
2103001 48030 G2515 STATE GRANTS	0	-276,064	.00	.00	.00	-276,064.00	.0%
2103102 48030 C1301 STATE GRANTS	0	-88,741,569	.00	.00	.00	-88,741,569.47	.0%
2103102 48030 C1801 STATE GRANTS	0	-40,755	.00	.00	.00	-40,755.00	.0%
2103102 48030 C2204 STATE GRANTS	0	-196,511	.00	.00	.00	-196,511.37	.0%
2103102 48030 C2206 STATE GRANTS	0	-237,820	.00	.00	.00	-237,820.00	.0%
2103102 48030 C2211 STATE GRANTS	0	-211,092	.00	.00	.00	-211,092.44	.0%
2103102 48030 C2501 STATE GRANTS	0	-16,215	.00	.00	.00	-16,214.78	.0%
2103102 48030 C2502 STATE GRANTS	0	-670,665	.00	.00	.00	-670,665.20	.0%
2103102 48030 C2503 STATE GRANTS	-581,500	-738,990	.00	.00	.00	-738,990.00	.0%
2103102 48030 G2101 STATE GRANTS	0	-79	.00	.00	.00	-79.11	.0%
2103301 48030 C2104 STATE GRANTS	0	-6,681,487	-122,630.00	.00	.00	-6,558,857.19	1.8%
2103301 48030 C2220 STATE GRANTS	0	-177,952	.00	.00	.00	-177,952.00	.0%
2103301 48030 C2317 STATE GRANTS	0	-2,708,490	.00	.00	.00	-2,708,490.14	.0%
2103301 48030 C2328 STATE GRANTS	0	-3,524,076	.00	.00	.00	-3,524,076.48	.0%
2103301 48030 C2333 STATE GRANTS	0	-6,606,031	-17,884.00	.00	.00	-6,588,146.61	.3%
2103301 48030 C2563 STATE GRANTS	0	-3,534,000	.00	.00	.00	-3,534,000.00	.0%
2103301 48030 C2615 STATE GRANTS	0	-136,744	.00	.00	.00	-136,744.00	.0%
2103302 48030 G2251 STATE GRANTS	0	-15,461	-15,460.80	-15,460.80	.00	.00	100.0%
2103302 48030 M1803 STATE GRANTS	0	-76,717	-6,450.80	-6,450.80	.00	-70,266.20	8.4%
2103401 48030 C2205 STATE GRANTS	0	-90,989	.00	.00	.00	-90,989.18	.0%
2103401 48030 C2209 STATE GRANTS	0	-159,009	.00	.00	.00	-159,008.82	.0%
2103600 48030 G2242 STATE GRANTS	0	-1,145	-1,145.37	-1,145.37	.00	.00	100.0%
2103610 48030 C2201 STATE GRANTS	0	-703,750	-699,438.00	.00	.00	-4,312.00	99.4%
2103610 48030 G2254 STATE GRANTS	0	0	-3,908.12	-3,908.12	.00	3,908.12	100.0%
2103631 48030 G2425 STATE GRANTS	0	-49,663	-49,663.00	-49,663.00	.00	.00	100.0%
2103631 48030 G2544 STATE GRANTS	0	-27,539	.00	.00	.00	-27,539.00	.0%
2103631 48030 G2545 STATE GRANTS	0	-49,430	.00	.00	.00	-49,430.00	.0%
2103801 48030 G2232 STATE GRANTS	0	-217,664	-217,663.95	-217,663.95	.00	.00	100.0%
2104104 48030 G2110 STATE GRANTS	0	-162,438	.00	.00	.00	-162,438.00	.0%
2104104 48030 G2516 STATE GRANTS	0	-645,270	-39,906.95	-39,906.95	.00	-605,363.05	6.2%
2105501 48030 C2216 STATE GRANTS	0	-1,935,118	.00	.00	.00	-1,935,118.20	.0%
2105502 48000 G2422 FEDERAL GRANTS	-4,470,000	-4,470,000	-1,289,898.54	-527,048.53	.00	-3,180,101.46	28.9%
2105503 48000 G2419 FEDERAL GRANTS	-215,000	0	.00	4,534.06	.00	.00	.0%
2105503 48000 G2606 FEDERAL GRANTS	0	-215,000	-6,218.78	.00	.00	-208,781.22	2.9%
2105503 49310 G2420 FEDERAL GRANTS-	-23,896	0	.00	.00	.00	.00	.0%
2105503 49310 G2607 FEDERAL GRANTS-	0	-23,896	.00	.00	.00	-23,896.00	.0%
2105511 48000 G1601 FEDERAL GRANTS	-2,351,425	-2,351,425	-828,857.69	-190,707.80	.00	-1,522,567.31	35.2%
2108101 47700 G1504 OTHER REIMBURSE	-60,000	-200,831	-1,121,197.40	-1,121,197.40	.00	920,366.44	558.3%
2108101 48010 G1502 FED GRANT PROGR	-60,000	-300,000	-1,015,939.10	-1,015,939.10	.00	715,939.10	338.6%
2108101 48030 G1502 STATE GRANTS	0	0	-71,942.32	.00	.00	71,942.32	100.0%
2108101 48030 G1504 STATE GRANTS	0	0	-31,050.00	.00	.00	31,050.00	100.0%

YEAR-TO-DATE BUDGET REPORT

REVENUE - DECEMBER 2025

FOR 2026 06

210 STATE & LOCAL GRANTS FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
2108103 48030 G2416 STATE GRANTS	0	-305,120	-305,120.14	-305,120.14	.00	.00	100.0%
TOTAL STATE & LOCAL GRANTS FUND	-7,761,821	-131,801,238	-7,424,130.02	-4,621,010.49	.00	-124,377,107.52	5.6%
TOTAL REVENUES	-7,761,821	-131,801,238	-7,424,130.02	-4,621,010.49	.00	-124,377,107.52	
212 TRANSPORT DEV ACT (TDA) FUND							
90303001 42300 TRANSPORT. TAX TDA	-15,000	-15,000	-14,588.00	.00	.00	-412.00	97.3%
90303001 47100 INTEREST INC- INVES	-4,671	-4,671	-1,196.59	-1,566.17	.00	-3,474.41	25.6%
90303102 42300 C2504 TRANSPORT. TAX	-500,000	-500,000	.00	.00	.00	-500,000.00	.0%
90403001 47100 INTEREST INC- INVES	0	0	-10,972.79	-13,828.22	.00	10,972.79	100.0%
90403102 47000 C1809 MISCELLANEOUS	0	-15,000	.00	.00	.00	-15,000.00	.0%
90403201 42310 TRANSPORT. TAX TDA	-702,021	-702,021	-230,330.00	-46,066.00	.00	-471,691.00	32.8%
90403201 43310 LEASE REVENUE (LONG	-251,089	-251,089	-100,887.24	-16,944.74	.00	-150,201.76	40.2%
90403201 47100 INTEREST INC- INVES	-65,846	-65,846	.00	.00	.00	-65,846.00	.0%
90803001 47100 INTEREST INC- INVES	-2,406	-2,406	-42.39	-124.36	.00	-2,363.61	1.8%
TOTAL TRANSPORT DEV ACT (TDA) FUN	-1,541,033	-1,556,033	-358,017.01	-78,529.49	.00	-1,198,015.99	23.0%
TOTAL REVENUES	-1,541,033	-1,556,033	-358,017.01	-78,529.49	.00	-1,198,015.99	
220 STATE HOUSING (LHTFP) GRANT							
2208101 47100 INTEREST INC- INVEST	-24,661	-24,661	-8,252.12	-8,097.03	.00	-16,408.88	33.5%
2208101 47110 OTHER INTEREST INCOM	0	0	-7,549.65	-7,549.65	.00	7,549.65	100.0%
2208101 48030 G2102 STATE GRANTS	-305,106	-634,082	-328,975.94	-328,975.94	.00	-305,106.00	51.9%
2208101 48030 G2244 STATE GRANTS	-50,851	-122,353	-71,502.49	-71,502.49	.00	-50,851.00	58.4%
2208101 48030 M2102 STATE GRANTS	0	-648,438	-393,422.25	-393,422.25	.00	-255,015.80	60.7%
TOTAL STATE HOUSING (LHTFP) GRANT	-380,618	-1,429,534	-809,702.45	-809,547.36	.00	-619,832.03	56.6%
TOTAL REVENUES	-380,618	-1,429,534	-809,702.45	-809,547.36	.00	-619,832.03	
230 STATE TRAFFIC CONG RELIEF FUND							
2303103 47100 INTEREST INC- INVEST	-24,229	-24,229	-1,554.48	-2,180.61	.00	-22,674.52	6.4%
TOTAL STATE TRAFFIC CONG RELIEF F	-24,229	-24,229	-1,554.48	-2,180.61	.00	-22,674.52	6.4%
TOTAL REVENUES	-24,229	-24,229	-1,554.48	-2,180.61	.00	-22,674.52	
301 CAPITAL OUTLAY FUND							
3011401 49300 C2557 TRANSFERS IN -	0	-57,685	-22,059.28	-206.78	.00	-35,625.53	38.2%

YEAR-TO-DATE BUDGET REPORT

REVENUE - DECEMBER 2025

FOR 2026 06

301 CAPITAL OUTLAY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3011405 49300 C2101 TRANSFERS IN -	0	-301,111	.00	.00	.00	-301,111.15	.0%
3011621 49300 C2258 TRANSFERS IN -	0	-112,000	.00	.00	.00	-112,000.00	.0%
3011621 49300 C2261 TRANSFERS IN -	0	-112,000	.00	.00	.00	-112,000.00	.0%
3011801 49300 C2253 TRANSFERS IN -	0	-629,700	.00	.00	.00	-629,699.89	.0%
3011801 49300 C2322 TRANSFERS IN -	0	-2,000,000	.00	.00	.00	-2,000,000.00	.0%
3011804 49300 C2034 TRANSFERS IN -	-2,250,000	-2,615,750	-1,335,901.59	-490,584.00	.00	-1,279,847.98	51.1%
3012131 49300 C2036 TRANSFERS IN -	0	-1,031,028	-226,867.06	-1,566.03	.00	-804,161.22	22.0%
3012131 49300 C2257 TRANSFERS IN -	0	-942,926	-106,887.26	-61,102.93	.00	-836,038.89	11.3%
3012131 49300 C2269 TRANSFERS IN -	0	-1,603	.00	.00	.00	-1,603.30	.0%
3012131 49300 C2319 TRANSFERS IN -	0	-869	.00	.00	.00	-868.75	.0%
3012131 49300 C2324 TRANSFERS IN -	0	-99,575	-91,391.72	-91,391.72	.00	-8,183.64	91.8%
3012131 49300 C2417 TRANSFERS IN -	0	-101,522	.00	.00	.00	-101,521.93	.0%
3012131 49300 C2418 TRANSFERS IN -	0	-71,430	-37,054.02	-187.37	.00	-34,375.96	51.9%
3012131 49300 C2422 TRANSFERS IN -	0	-1,439	.00	.00	.00	-1,439.19	.0%
3012131 49300 C2550 TRANSFERS IN -	0	-300,000	.00	.00	.00	-300,000.00	.0%
3012131 49300 C2558 TRANSFERS IN -	0	-597,694	.00	.00	.00	-597,694.24	.0%
3012131 49300 C2559 TRANSFERS IN -	0	-239,867	-50,381.46	.00	.00	-189,485.81	21.0%
3012131 49300 C2560 TRANSFERS IN -	0	-104,500	-93,403.59	.00	.00	-11,096.41	89.4%
3012131 49300 C2610 TRANSFERS IN -	0	-449,684	-168,744.07	-123,129.73	.00	-280,939.95	37.5%
3012501 49000 C2040 TRANSFERS IN (L	0	0	3,783.45	3,783.45	.00	-3,783.45	100.0%
3012501 49300 C1702 TRANSFERS IN -	0	-2,795,806	-67,637.13	-17,067.43	.00	-2,728,169.12	2.4%
3012501 49300 C2040 TRANSFERS IN -	0	-473,428	-190,008.30	-185,882.35	.00	-283,419.70	40.1%
3012501 49300 C2128 TRANSFERS IN -	0	-1,680	.00	.00	.00	-1,680.00	.0%
3012501 49300 C2203 TRANSFERS IN -	0	-262,572	-262,571.48	-130,932.88	.00	-.02	100.0%
3012501 49300 C2255 TRANSFERS IN -	0	-2,639,820	-110,103.39	-28,451.31	.00	-2,529,716.78	4.2%
3012501 49300 C2256 TRANSFERS IN -	0	-213,000	-82,974.28	.00	.00	-130,025.72	39.0%
3012501 49300 C2302 TRANSFERS IN -	-400,000	-350,000	.00	.00	.00	-350,000.00	.0%
3012501 49300 C2303 TRANSFERS IN -	-400,000	-350,000	.00	.00	.00	-350,000.00	.0%
3012501 49300 C2421 TRANSFERS IN -	0	-76,694	.00	.00	.00	-76,694.32	.0%
3012501 49300 C2635 TRANSFERS IN -	-129,000	0	.00	.00	.00	.00	.0%
3012512 49300 C2636 TRANSFERS IN -	-45,000	-45,000	.00	.00	.00	-45,000.00	.0%
3013001 49300 C0101 TRANSFERS IN -	0	-278,856	.00	.00	.00	-278,856.00	.0%
3013001 49300 C1308 TRANSFERS IN -	0	-66,600	.00	.00	.00	-66,600.00	.0%
3013001 49300 C1309 TRANSFERS IN -	0	-143,444	.00	.00	.00	-143,444.00	.0%
3013001 49300 C1310 TRANSFERS IN -	0	-28,521	.00	.00	.00	-28,521.00	.0%
3013001 49300 C1311 TRANSFERS IN -	0	-1,969,109	.00	.00	.00	-1,969,108.97	.0%
3013001 49300 C1401 TRANSFERS IN -	0	-195,327	.00	.00	.00	-195,327.00	.0%
3013001 49300 C1403 TRANSFERS IN -	0	-377,299	.00	.00	.00	-377,299.00	.0%
3013001 49300 C2601 TRANSFERS IN -	-200,000	-200,000	.00	.00	.00	-200,000.00	.0%
3013001 49300 C8801 TRANSFERS IN -	0	-32,653	.00	.00	.00	-32,653.00	.0%
3013001 49300 C9001 TRANSFERS IN -	0	-161,045	.00	.00	.00	-161,045.00	.0%
3013001 49300 C9401 TRANSFERS IN -	0	-277,421	.00	.00	.00	-277,421.00	.0%
3013101 49300 C1704 TRANSFERS IN -	0	-106,276	.00	.00	.00	-106,276.30	.0%
3013101 49300 C1801 TRANSFERS IN -	0	-17,405	.00	.00	.00	-17,404.53	.0%

YEAR-TO-DATE BUDGET REPORT

REVENUE - DECEMBER 2025

FOR 2026 06

301 CAPITAL OUTLAY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3013101 49300 C1901 TRANSFERS IN -	0	-3,854,986	-35,846.10	-1,094.38	.00	-3,819,140.35	.9%
3013101 49300 C2019 TRANSFERS IN -	0	-7,224	.00	.00	.00	-7,224.36	.0%
3013101 49300 C2218 TRANSFERS IN -	0	-165,561	-2,120.63	.00	.00	-163,440.20	1.3%
3013101 49300 C2306 TRANSFERS IN -	0	-1,426,196	-90,528.27	-914.67	.00	-1,335,667.36	6.3%
3013101 49300 C2531 TRANSFERS IN -	-774,000	-860,000	.00	.00	.00	-860,000.00	.0%
3013102 49300 C1301 TRANSFERS IN -	0	-89,646,260	-13,202,693.91	-6,399,935.19	.00	-76,443,566.55	14.7%
3013102 49300 C1302 TRANSFERS IN -	0	-1,351,432	-415,714.71	-5,800.12	.00	-935,717.50	30.8%
3013102 49300 C1306 TRANSFERS IN -	0	-37,765	.00	.00	.00	-37,765.02	.0%
3013102 49300 C1307 TRANSFERS IN -	0	-156,315	.00	.00	.00	-156,314.67	.0%
3013102 49300 C1601 TRANSFERS IN -	0	-305,911	-5,465.00	-448.94	.00	-300,445.92	1.8%
3013102 49300 C1602 TRANSFERS IN -	0	-60,410	-60,410.16	.00	.00	.00	100.0%
3013102 49300 C1703 TRANSFERS IN -	0	-124,136	.00	.00	.00	-124,135.97	.0%
3013102 49300 C1801 TRANSFERS IN -	0	-2,420,652	.00	.00	.00	-2,420,652.00	.0%
3013102 49300 C1808 TRANSFERS IN -	0	-33,189	.00	.00	.00	-33,188.61	.0%
3013102 49300 C1809 TRANSFERS IN -	-2,000,000	-3,188,196	-38,907.52	-8,321.58	.00	-3,149,288.70	1.2%
3013102 49300 C2003 TRANSFERS IN -	0	-636,147	.00	.00	.00	-636,146.97	.0%
3013102 49300 C2005 TRANSFERS IN -	0	-345,401	-142,945.26	-27,746.43	.00	-202,455.27	41.4%
3013102 49300 C2006 TRANSFERS IN -	-1,560,000	-5,235,335	-465,532.86	-277,622.86	.00	-4,769,802.32	8.9%
3013102 49300 C2204 TRANSFERS IN -	0	-270,663	.00	.00	.00	-270,663.37	.0%
3013102 49300 C2206 TRANSFERS IN -	-4,200,000	-4,437,820	.00	.00	.00	-4,437,820.00	.0%
3013102 49300 C2207 TRANSFERS IN -	0	-125,000	.00	.00	.00	-125,000.00	.0%
3013102 49300 C2208 TRANSFERS IN -	0	-262,675	.00	.00	.00	-262,675.00	.0%
3013102 49300 C2211 TRANSFERS IN -	0	-580,789	-579,500.00	.00	.00	-1,288.91	99.8%
3013102 49300 C2212 TRANSFERS IN -	0	-525,587	.00	.00	.00	-525,586.55	.0%
3013102 49300 C2213 TRANSFERS IN -	0	-250,000	.00	.00	.00	-250,000.00	.0%
3013102 49300 C2415 TRANSFERS IN -	0	-17,521	.00	.00	.00	-17,520.50	.0%
3013102 49300 C2416 TRANSFERS IN -	0	-864,380	-1,000.00	-1,000.00	.00	-863,380.14	.1%
3013102 49300 C2501 TRANSFERS IN -	0	-16,215	.00	.00	.00	-16,214.78	.0%
3013102 49300 C2502 TRANSFERS IN -	-77,570	-748,235	.00	.00	.00	-748,235.20	.0%
3013102 49300 C2503 TRANSFERS IN -	-663,610	-821,100	-29,428.50	.00	.00	-791,671.50	3.6%
3013102 49300 C2504 TRANSFERS IN -	-798,449	-4,295,503	.00	.00	.00	-4,295,503.40	.0%
3013301 49300 C0501 TRANSFERS IN -	0	-13,320	.00	.00	.00	-13,320.00	.0%
3013301 49300 C1312 TRANSFERS IN -	0	-20,548	.00	.00	.00	-20,548.00	.0%
3013301 49300 C1810 TRANSFERS IN -	0	-60,400	.00	.00	.00	-60,399.53	.0%
3013301 49300 C1811 TRANSFERS IN -	0	-150,482	.00	.00	.00	-150,482.00	.0%
3013301 49300 C2012 TRANSFERS IN -	0	-572,814	-13,676.99	-11,776.65	.00	-559,137.09	2.4%
3013301 49300 C2104 TRANSFERS IN -	0	-6,681,487	-45,123.20	-500.00	.00	-6,636,363.99	.7%
3013301 49300 C2105 TRANSFERS IN -	0	-74,637	-5,300.58	3,769.39	.00	-69,336.42	7.1%
3013301 49300 C2217 TRANSFERS IN -	0	-994,946	-3,842.79	-332.61	.00	-991,102.93	.4%
3013301 49300 C2220 TRANSFERS IN -	0	-387,767	-218,540.00	-216,048.20	.00	-169,227.36	56.4%
3013301 49300 C2239 TRANSFERS IN -	0	-2,891,747	-1,171,744.26	-794,146.24	.00	-1,720,002.49	40.5%
3013301 49300 C2241 TRANSFERS IN -	0	-37,395	-1,149.65	.00	.00	-36,245.08	3.1%
3013301 49300 C2249 TRANSFERS IN -	0	-4,336,110	-107,496.00	-50,801.92	.00	-4,228,614.06	2.5%
3013301 49300 C2305 TRANSFERS IN -	0	-2,123,908	-55,544.72	-3,096.57	.00	-2,068,363.45	2.6%

YEAR-TO-DATE BUDGET REPORT

REVENUE - DECEMBER 2025

FOR 2026 06

301 CAPITAL OUTLAY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3013301 49300 C2317 TRANSFERS IN -	0	-5,383,068	-558,649.71	-240,050.00	.00	-4,824,418.43	10.4%
3013301 49300 C2327 TRANSFERS IN -	0	-71,731	.00	.00	.00	-71,731.44	.0%
3013301 49300 C2328 TRANSFERS IN -	-500,000	-4,024,076	.00	.00	.00	-4,024,076.48	.0%
3013301 49300 C2330 TRANSFERS IN -	0	-7,415	.00	.00	.00	-7,415.00	.0%
3013301 49300 C2333 TRANSFERS IN -	0	-6,606,031	-55,170.00	.00	.00	-6,550,860.61	.8%
3013301 49300 C2334 TRANSFERS IN -	0	-1,205,179	.00	.00	.00	-1,205,178.94	.0%
3013301 49300 C2404 TRANSFERS IN -	0	-288,872	.00	.00	.00	-288,872.35	.0%
3013301 49300 C2542 TRANSFERS IN -	-1,080,000	-1,200,000	.00	.00	.00	-1,200,000.00	.0%
3013301 49300 C2546 TRANSFERS IN -	0	-100,859	.00	.00	.00	-100,859.02	.0%
3013301 49300 C2555 TRANSFERS IN -	0	-326,152	-14,378.37	541.33	.00	-311,773.34	4.4%
3013301 49300 C2563 TRANSFERS IN -	0	-3,534,000	.00	.00	.00	-3,534,000.00	.0%
3013301 49300 C2607 TRANSFERS IN -	-424,000	-424,000	-25,051.18	-7,295.00	.00	-398,948.82	5.9%
3013301 49300 C2608 TRANSFERS IN -	-454,000	-454,000	.00	.00	.00	-454,000.00	.0%
3013301 49300 C2609 TRANSFERS IN -	-1,300,000	-1,300,000	.00	.00	.00	-1,300,000.00	.0%
3013301 49300 C2615 TRANSFERS IN -	0	-136,744	.00	.00	.00	-136,744.00	.0%
3013401 49300 C1804 TRANSFERS IN -	0	-470,857	-14,498.56	-14,498.56	.00	-456,358.71	3.1%
3013401 49300 C2102 TRANSFERS IN -	-4,200,000	-8,642,332	-146,030.62	-33,544.00	.00	-8,496,301.54	1.7%
3013401 49300 C2205 TRANSFERS IN -	-8,400,000	-20,213,152	-81,902.60	-20,970.01	.00	-20,131,249.03	.4%
3013401 49300 C2209 TRANSFERS IN -	-11,069,637	-24,147,163	-6,039,561.56	-3,038,865.50	.00	-18,107,601.67	25.0%
3013401 49300 C2547 TRANSFERS IN -	0	-300,000	-236,246.71	-236,246.71	.00	-63,753.29	78.7%
3013401 49300 C2553 TRANSFERS IN -	0	-45,720	.00	.00	.00	-45,720.15	.0%
3013401 49300 C2564 TRANSFERS IN -	0	-1,000,000	.00	.00	.00	-1,000,000.00	.0%
3013401 49300 C2603 TRANSFERS IN -	-2,000,000	-2,000,000	.00	.00	.00	-2,000,000.00	.0%
3013502 49300 C2215 TRANSFERS IN -	0	-724,522	.00	.00	.00	-724,522.46	.0%
3013502 49300 C2267 TRANSFERS IN -	0	-47,710	-605.87	.00	.00	-47,103.83	1.3%
3013502 49300 C2406 TRANSFERS IN -	0	-1,150,000	.00	.00	.00	-1,150,000.00	.0%
3013750 49300 C2613 TRANSFERS IN -	-200,000	-200,000	.00	.00	.00	-200,000.00	.0%
3013801 49300 C1901 TRANSFERS IN -	0	-120,477	.00	.00	.00	-120,477.00	.0%
3013801 49300 C2017 TRANSFERS IN -	0	-469,661	.00	.00	.00	-469,661.00	.0%
3013801 49300 C2407 TRANSFERS IN -	0	-43,723	.00	.00	.00	-43,723.38	.0%
3013801 49300 C2525 TRANSFERS IN -	-250,000	-250,000	.00	.00	.00	-250,000.00	.0%
3013801 49300 C2529 TRANSFERS IN -	-80,000	-80,000	.00	.00	.00	-80,000.00	.0%
3015401 49300 C2602 TRANSFERS IN -	0	-1,251,375	.00	.00	.00	-1,251,375.00	.0%
3015404 49300 C2250 TRANSFERS IN -	0	-1,071,500	.00	.00	.00	-1,071,500.00	.0%
3015404 49300 C2314 TRANSFERS IN -	0	-450,000	.00	.00	.00	-450,000.00	.0%
3015405 49300 C1603 TRANSFERS IN -	0	-2,318,484	.00	.00	.00	-2,318,484.00	.0%
3015405 49300 C2507 TRANSFERS IN -	-1,350,000	-1,550,000	.00	.00	.00	-1,550,000.00	.0%
3015501 49300 C2216 TRANSFERS IN -	0	-1,935,118	-11,467.87	-11,467.87	.00	-1,923,650.33	.6%
3015501 49300 C2247 TRANSFERS IN -	0	-134	.00	.00	.00	-133.72	.0%
3015501 49300 C2251 TRANSFERS IN -	0	-1,429,845	-1,334.77	-634.20	.00	-1,428,510.14	.1%
3015501 49300 C2262 TRANSFERS IN -	0	-142,605	.00	.00	.00	-142,604.79	.0%
3015501 49300 C2549 TRANSFERS IN -	0	-559,556	-13,416.00	.00	.00	-546,139.57	2.4%
3015503 49300 C2612 TRANSFERS IN -	-1,000,000	-1,000,000	.00	.00	.00	-1,000,000.00	.0%
3018101 49300 C1902 TRANSFERS IN -	0	-403,597	.00	.00	.00	-403,597.02	.0%

YEAR-TO-DATE BUDGET REPORT

REVENUE - DECEMBER 2025

FOR 2026 06

301 CAPITAL OUTLAY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3018101 49300 C2405 TRANSFERS IN -	0	-47,837	.00	.00	.00	-47,837.04	.0%
3018105 49300 C2238 TRANSFERS IN -	0	-700,000	.00	.00	.00	-700,000.00	.0%
3018110 49300 C2007 TRANSFERS IN -	0	-48,934	.00	.00	.00	-48,934.00	.0%
3018110 49300 C2331 TRANSFERS IN -	0	-111,621	.00	.00	.00	-111,621.00	.0%
3018110 49300 C2508 TRANSFERS IN -	-1,800,000	-1,986,426	.00	.00	.00	-1,986,425.76	.0%
TOTAL CAPITAL OUTLAY FUND	-47,605,266	-262,222,981	-26,733,026.11	-12,525,566.57	.00	-235,489,955.13	10.2%
TOTAL REVENUES	-47,605,266	-262,222,981	-26,733,026.11	-12,525,566.57	.00	-235,489,955.13	
311 PEG FEES FUND							
3111405 40400 FRANCHISE FEES	-310,000	-310,000	-60,230.81	-60,230.81	.00	-249,769.19	19.4%
3111405 47100 INTEREST INC- INVEST	-163,732	-163,732	-49,852.01	-53,655.37	.00	-113,879.99	30.4%
TOTAL PEG FEES FUND	-473,732	-473,732	-110,082.82	-113,886.18	.00	-363,649.18	23.2%
TOTAL REVENUES	-473,732	-473,732	-110,082.82	-113,886.18	.00	-363,649.18	
313 2022 LEASE PURCH EQUIP FUND							
3131001 47110 OTHER INTEREST INCOM	0	0	-4,115.24	-1,656.60	.00	4,115.24	100.0%
TOTAL 2022 LEASE PURCH EQUIP FUND	0	0	-4,115.24	-1,656.60	.00	4,115.24	100.0%
TOTAL REVENUES	0	0	-4,115.24	-1,656.60	.00	4,115.24	
314 2014 LEASE REV BOND FUND							
3141001 47110 OTHER INTEREST INCOM	0	0	-38,345.12	-18,697.24	.00	38,345.12	100.0%
TOTAL 2014 LEASE REV BOND FUND	0	0	-38,345.12	-18,697.24	.00	38,345.12	100.0%
TOTAL REVENUES	0	0	-38,345.12	-18,697.24	.00	38,345.12	
315 2006 TAB HERO/SW/ORMOND FUND							
3151001 47110 OTHER INTEREST INCOM	0	0	-8,367.95	-2,515.84	.00	8,367.95	100.0%
TOTAL 2006 TAB HERO/SW/ORMOND FUN	0	0	-8,367.95	-2,515.84	.00	8,367.95	100.0%
TOTAL REVENUES	0	0	-8,367.95	-2,515.84	.00	8,367.95	

YEAR-TO-DATE BUDGET REPORT

REVENUE - DECEMBER 2025

FOR 2026 06

350	DEVELOPMENT IMPACT FEES FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
350 DEVELOPMENT IMPACT FEES FUND								
80201001 41040	PARK ACQUISITION DE	-267,390	-267,390	-47,027.00	.00	.00	-220,363.00	17.6%
80201001 47100	INTEREST INC- INVES	-51,153	-51,153	-19,109.40	-20,386.23	.00	-32,043.60	37.4%
80301001 47100	INTEREST INC- INVES	-346,939	-346,939	-98,073.24	-107,111.03	.00	-248,865.76	28.3%
80304102 41010	STORM DRAIN FACIL F	-185,000	-185,000	.00	.00	.00	-185,000.00	.0%
80401001 47100	INTEREST INC- INVES	-631,862	-631,862	-249,660.96	-242,911.25	.00	-382,201.04	39.5%
80404102 41300	TRAFFIC IMPACT FEES	-1,133,820	-1,133,820	-3,965,516.47	-12,216.16	.00	2,831,696.47	349.7%
80501001 41020	GROWTH CAPITAL FEES	-255,876	-255,876	-38,529.66	-3,523.87	.00	-217,346.34	15.1%
80501001 47100	INTEREST INC- INVES	-67,185	-67,185	-13,338.61	-16,629.00	.00	-53,846.39	19.9%
80551001 47100	INTEREST INC- INVES	-37,779	-37,779	-6,797.35	-6,819.66	.00	-30,981.65	18.0%
80553201 43060	MISC PLANNING FEES	-239,715	-239,715	-213,517.28	-2,904.53	.00	-26,197.72	89.1%
80601001 41020	GROWTH CAPITAL FEES	-246,670	-246,670	-572,379.39	-1,591.36	.00	325,709.39	232.0%
80601001 47100	INTEREST INC- INVES	-85,417	-85,417	-31,945.03	-31,092.08	.00	-53,471.97	37.4%
80701001 41050	UTILITY UNDERGROUND	-37,765	-37,765	-6,648.72	-1,097.85	.00	-31,116.28	17.6%
80701001 47100	INTEREST INC- INVES	-58,506	-58,506	-16,932.53	-18,429.84	.00	-41,573.47	28.9%
80801001 47100	INTEREST INC- INVES	-39,897	-39,897	.00	.00	.00	-39,897.00	.0%
80805905 47300	DONATIONS AND CONTR	0	0	-210,906.20	-238.68	.00	210,906.20	100.0%
TOTAL DEVELOPMENT IMPACT FEES FUN		-3,684,974	-3,684,974	-5,490,381.84	-464,951.54	.00	1,805,407.84	149.0%
TOTAL REVENUES		-3,684,974	-3,684,974	-5,490,381.84	-464,951.54	.00	1,805,407.84	
351 QUIMBY FUND								
81114101 47100	INTEREST INCOME - I	-42,845	-42,845	-12,071.44	-13,193.30	.00	-30,773.56	28.2%
81124101 47100	INTEREST INCOME - I	-158	-158	-44.62	-48.77	.00	-113.38	28.2%
81134101 47100	INTEREST INCOME - I	-5,138	-5,138	-1,447.54	-1,582.07	.00	-3,690.46	28.2%
81144101 47100	INTEREST INCOME - I	-37	-37	-10.56	-11.54	.00	-26.44	28.5%
81154101 47100	INTEREST INCOME - I	-13,618	-13,618	-3,716.22	-4,072.78	.00	-9,901.78	27.3%
81164101 47100	INTEREST INCOME - I	-1,289	-1,289	-363.26	-397.02	.00	-925.74	28.2%
81174101 47100	INTEREST INCOME - I	-22,518	-22,518	-6,344.29	-6,933.89	.00	-16,173.71	28.2%
81184101 47100	INTEREST INCOME - I	-475	-475	-133.70	-146.13	.00	-341.30	28.1%
81194101 47100	INTEREST INCOME - I	-9,935	-9,935	-2,799.13	-3,059.27	.00	-7,135.87	28.2%
81204101 47100	INTEREST INCOME - I	-8,192	-8,192	-2,308.16	-2,522.67	.00	-5,883.84	28.2%
81214101 47100	INTEREST INCOME - I	-14,599	-14,599	-4,113.36	-4,495.63	.00	-10,485.64	28.2%
81224101 47100	INTEREST INCOME - I	-2,585	-2,585	-502.11	-632.99	.00	-2,082.89	19.4%
81234101 47100	INTEREST INCOME - I	-16,798	-16,798	-4,732.86	-5,172.71	.00	-12,065.14	28.2%
81244101 47100	INTEREST INCOME - I	-4,237	-4,237	986.27	-37.65	.00	-5,223.27	-23.3%
81254101 47100	INTEREST INCOME - I	-6,961	-6,961	-1,961.28	-2,143.55	.00	-4,999.72	28.2%
81264101 47100	INTEREST INCOME - I	-21,844	-21,844	-6,154.39	-6,726.35	.00	-15,689.61	28.2%

YEAR-TO-DATE BUDGET REPORT

REVENUE - DECEMBER 2025

FOR 2026 06

351 QUIMBY FUND		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
81274101 47100	INTEREST INCOME - I	-3,029	-3,029	-853.54	-932.86	.00	-2,175.46	28.2%
81284101 47100	INTEREST INCOME - I	-11,489	-11,489	-3,237.13	-3,537.97	.00	-8,251.87	28.2%
81294101 47100	INTEREST INCOME - I	-5,111	-5,111	-1,439.88	-1,573.69	.00	-3,671.12	28.2%
81304101 47100	INTEREST INCOME - I	-51	-51	-14.48	-15.83	.00	-36.52	28.4%
81314101 47100	INTEREST INCOME - I	-70,889	-70,889	-19,972.72	-21,828.88	.00	-50,916.28	28.2%
81324101 47100	INTEREST INCOME - I	-1,778	-1,778	-500.93	-547.49	.00	-1,277.07	28.2%
81334101 47100	INTEREST INCOME - I	-5,220	-5,220	-1,470.84	-1,607.53	.00	-3,749.16	28.2%
81344101 47100	INTEREST INCOME - I	-50,085	-50,085	-13,943.72	-15,322.30	.00	-36,141.28	27.8%
81354101 47100	INTEREST INCOME - I	-24,007	-24,007	-6,763.80	-7,392.39	.00	-17,243.20	28.2%
81364101 47100	INTEREST INCOME - I	-1,163	-1,163	-327.76	-358.23	.00	-835.24	28.2%
TOTAL QUIMBY FUND		-344,051	-344,051	-94,241.45	-104,293.49	.00	-249,809.55	27.4%
TOTAL REVENUES		-344,051	-344,051	-94,241.45	-104,293.49	.00	-249,809.55	
360 OTH. DEVPT FEES FUND								
70101001 47100	INTEREST INC- INVES	-57,067	-57,067	-1,543.86	-2,666.49	.00	-55,523.14	2.7%
70101001 47600	PL OFFSITE AIR QUAL	0	0	-139,441.68	.00	.00	139,441.68	100.0%
70202512 41060	CUPA PERM & PLAN CH	-1,190,000	-1,190,000	-1,158,992.70	-7,176.50	.00	-31,007.30	97.4%
70202512 43260	MISCELLANEOUS FEES	-11,000	-11,000	.00	.00	.00	-11,000.00	.0%
70202512 43260 T0155	MISCELLANEOUS	0	0	-15,122.00	-84.00	.00	15,122.00	100.0%
70202512 47000	MISCELLANEOUS REVEN	0	0	-7,010.00	-188.00	.00	7,010.00	100.0%
70202512 47100	INTEREST INC- INVES	-62,384	-62,384	-24,262.43	-22,458.19	.00	-38,121.57	38.9%
70202512 48300	MISC INTERGOV REVEN	0	0	3,052.00	-376.00	.00	-3,052.00	100.0%
70302512 43250	MISCELLANEOUS FINES	-10,000	-10,000	.00	.00	.00	-10,000.00	.0%
70302512 47100	INTEREST INC- INVES	-10,763	-10,763	-4,047.43	-4,423.61	.00	-6,715.57	37.6%
70408105 47100	INTEREST INC- INVES	-3,850	-3,850	-1,156.59	-1,255.08	.00	-2,693.41	30.0%
70408105 47110	OTHER INTEREST INCO	0	0	-9,227.35	-9,227.35	.00	9,227.35	100.0%
70508105 47100	INTEREST INC- INVES	-208,264	-208,264	-29,027.63	-40,486.54	.00	-179,236.37	13.9%
70508105 47110	OTHER INTEREST INCO	0	0	-37,655.31	-24,657.75	.00	37,655.31	100.0%
70608105 47100	INTEREST INC- INVES	-14,628	-14,628	-4,067.43	-4,445.44	.00	-10,560.57	27.8%
TOTAL OTH. DEVPT FEES FUND		-1,567,956	-1,567,956	-1,428,502.41	-117,444.95	.00	-139,453.59	91.1%
TOTAL REVENUES		-1,567,956	-1,567,956	-1,428,502.41	-117,444.95	.00	-139,453.59	
420 HOUSING SUC AGCY FUND								
4208101 47100	INTEREST INC- INVEST	-120,780	-120,780	-23,257.57	-25,483.52	.00	-97,522.43	19.3%
4208101 47110	OTHER INTEREST INCOM	0	0	-2,812.01	-2,812.01	.00	2,812.01	100.0%
4208105 49500	PRINCIPAL PAYMENTS R	0	0	-2,999.44	.00	.00	2,999.44	100.0%

YEAR-TO-DATE BUDGET REPORT

REVENUE - DECEMBER 2025

FOR 2026 06

420 HOUSING SUC AGCY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL HOUSING SUC AGCY FUND	-120,780	-120,780	-29,069.02	-28,295.53	.00	-91,710.98	24.1%
TOTAL REVENUES	-120,780	-120,780	-29,069.02	-28,295.53	.00	-91,710.98	
429 CDC SUCCESSOR AGENCY FUND							
4291421 47110 OTHER INTEREST INCOM	0	0	-137,068.50	-42,574.40	.00	137,068.50	100.0%
TOTAL CDC SUCCESSOR AGENCY FUND	0	0	-137,068.50	-42,574.40	.00	137,068.50	100.0%
TOTAL REVENUES	0	0	-137,068.50	-42,574.40	.00	137,068.50	
481 DOWNTOWN IMPROVEMENT DISTRICT							
4811001 47100 INTEREST INC- INVEST	-144,474	-144,474	-39,940.03	-43,674.42	.00	-104,533.97	27.6%
TOTAL DOWNTOWN IMPROVEMENT DISTRI	-144,474	-144,474	-39,940.03	-43,674.42	.00	-104,533.97	27.6%
TOTAL REVENUES	-144,474	-144,474	-39,940.03	-43,674.42	.00	-104,533.97	
500 BOND ASSESSMENT DISTRICTS							
50003801 46000 SPECIAL ASSMNT REV-	-524,397	-524,397	-283,414.12	-283,414.12	.00	-240,982.88	54.0%
50003801 47110 OTHER INTEREST INCO	0	0	-41,741.00	-21,858.02	.00	41,741.00	100.0%
50503801 46000 SPECIAL ASSMNT REV-	-168,573	-168,573	-209.15	.00	.00	-168,363.85	.1%
50503801 47110 OTHER INTEREST INCO	0	0	-8,416.14	-3,453.26	.00	8,416.14	100.0%
50603801 46000 SPECIAL ASSMNT REV-	-833,855	-833,855	-384,194.26	-384,194.26	.00	-449,660.74	46.1%
50603801 47110 OTHER INTEREST INCO	0	0	-8,078.46	-3,967.45	.00	8,078.46	100.0%
50703801 46000 SPECIAL ASSMNT REV-	-1,915,842	-1,915,842	-1,041,734.11	-1,029,802.70	.00	-874,107.89	54.4%
50703801 47110 OTHER INTEREST INCO	0	0	-1,033.83	-179.84	.00	1,033.83	100.0%
50703801 49920 INTERFND TRNSFRS IN	-11,511	-11,511	.00	.00	.00	-11,511.00	.0%
51003801 46400 SP.ASSMNT MELLO-ROO	-640,589	-640,589	-355,432.49	-354,087.92	.00	-285,156.51	55.5%
51003801 47110 OTHER INTEREST INCO	0	0	-10,349.93	-5,278.66	.00	10,349.93	100.0%
TOTAL BOND ASSESSMENT DISTRICTS	-4,094,767	-4,094,767	-2,134,603.49	-2,086,236.23	.00	-1,960,163.51	52.1%
TOTAL REVENUES	-4,094,767	-4,094,767	-2,134,603.49	-2,086,236.23	.00	-1,960,163.51	
541 DEVELOPER/OTHER DEPOSITS FUND							
5411001 47300 T0019 DONATIONS AND C	0	0	-11,985.00	.00	.00	11,985.00	100.0%

YEAR-TO-DATE BUDGET REPORT

REVENUE - DECEMBER 2025

FOR 2026 06

541 DEVELOPER/OTHER DEPOSITS FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
5411401 47700 D0104 OTHER REIMBURSE	0	-10,000	-10,000.00	.00	.00	.00	100.0%
5411401 47700 D2601 OTHER REIMBURSE	0	0	-10,000.00	-10,000.00	.00	10,000.00	100.0%
5411701 47000 D0102 MISCELLANEOUS R	0	0	-2,463.65	.00	.00	2,463.65	100.0%
5414101 47500 T0135 DEVELOPMENT DEP	0	-81,138	.00	.00	.00	-81,138.09	.0%
5414101 47500 T0139 DEVELOPMENT DEP	0	-47,036	.00	.00	.00	-47,036.00	.0%
5414101 47500 T0299 DEVELOPMENT DEP	0	-63,706	.00	.00	.00	-63,706.25	.0%
5414102 47500 D0057 DEVELOPMENT DEP	0	-63,000	.00	.00	.00	-63,000.00	.0%
5418105 47000 MISCELLANEOUS REVENU	0	0	-1,750.00	-500.00	.00	1,750.00	100.0%
TOTAL DEVELOPER/OTHER DEPOSITS FU	0	-264,880	-36,198.65	-10,500.00	.00	-228,681.69	13.7%
TOTAL REVENUES	0	-264,880	-36,198.65	-10,500.00	.00	-228,681.69	
545 HOUSING AUTHORITY PAYROLL FUND							
5451001 49400 HOUSING PAYROLL REIM	0	0	-2,686,657.67	-400,656.18	.00	2,686,657.67	100.0%
TOTAL HOUSING AUTHORITY PAYROLL F	0	0	-2,686,657.67	-400,656.18	.00	2,686,657.67	100.0%
TOTAL REVENUES	0	0	-2,686,657.67	-400,656.18	.00	2,686,657.67	
561 OXNARD DOWNTOWN MGT DIST FUND							
5618110 46100 SPECIAL ASSMNT REV-M	0	0	-222,737.37	-216,670.84	.00	222,737.37	100.0%
5618110 47100 INTEREST INC- INVEST	-7,329	-7,329	-1,271.30	-1,870.24	.00	-6,057.70	17.3%
TOTAL OXNARD DOWNTOWN MGT DIST FU	-7,329	-7,329	-224,008.67	-218,541.08	.00	216,679.67	3056.5%
TOTAL REVENUES	-7,329	-7,329	-224,008.67	-218,541.08	.00	216,679.67	
571 CONTRIBUTIONS TRUST FUND							
5711001 47300 DONATIONS AND CONTRI	0	0	700.00	.00	.00	-700.00	100.0%
5711401 47300 T0022 DONATIONS AND C	0	0	-25,000.00	.00	.00	25,000.00	100.0%
5711405 47300 M2558 DONATIONS AND C	0	-15,185	-15,185.00	.00	.00	.00	100.0%
5711622 40510 D0002 BUSINESS LICENS	-38,371	-38,371	-18,808.40	-2,920.00	.00	-19,562.60	49.0%
5712131 47300 T0015 DONATIONS AND C	0	0	2,486.00	.00	.00	-2,486.00	100.0%
5713101 47300 M2201 DONATIONS AND C	0	-200,000	.00	.00	.00	-200,000.00	.0%
5715401 47300 T0130 DONATIONS AND C	0	0	-399.28	-50.48	.00	399.28	100.0%
5715401 47300 T0131 DONATIONS AND C	0	0	-11,905.46	-.47	.00	11,905.46	100.0%
5715501 47300 T0133 DONATIONS AND C	0	0	8,925.89	.00	.00	-8,925.89	100.0%

YEAR-TO-DATE BUDGET REPORT

REVENUE - DECEMBER 2025

FOR 2026 06

571 CONTRIBUTIONS TRUST FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
5715503 47300 M2557 DONATIONS AND C	0	0	-200.00	.00	.00	200.00	100.0%
TOTAL CONTRIBUTIONS TRUST FUND	-38,371	-253,556	-59,386.25	-2,970.95	.00	-194,169.75	23.4%
TOTAL REVENUES	-38,371	-253,556	-59,386.25	-2,970.95	.00	-194,169.75	
601 WATER OPERATING FUND							
6013600 43270 PENALTIES & FORFEITU	-688,450	-688,450	-305,431.03	-60,195.33	.00	-383,018.97	44.4%
6013600 43400 DAMAGE REIMBURSEMENT	-93,000	-93,000	-35,350.54	-18,099.13	.00	-57,649.46	38.0%
6013600 45100 WATER CHARGES - RES	-37,566,570	-37,566,570	-19,064,037.01	-3,654,083.10	.00	-18,502,532.99	50.7%
6013600 45110 WATER CHARGES - COMM	-26,573,841	-26,573,841	-13,000,738.19	-2,016,187.30	.00	-13,573,102.81	48.9%
6013600 45120 WATER CHARGES - FIRE	-852,795	-852,795	-354,989.08	-84,358.83	.00	-497,805.92	41.6%
6013600 45140 WATER - PHWA SVC AGM	-982,380	-982,380	-601,731.96	-46,908.58	.00	-380,648.04	61.3%
6013600 45150 WATER - MISC SERVICE	-664,320	-664,320	-271,228.28	-46,534.27	.00	-393,091.72	40.8%
6013600 45190 WATER - OTHER REVENU	-200,209	-200,209	-91,320.40	-12,815.00	.00	-108,888.60	45.6%
6013600 47000 MISCELLANEOUS REVENU	-49,000	-49,000	.00	.00	.00	-49,000.00	.0%
6013600 47100 INTEREST INC- INVEST	-841,701	-841,701	-226,103.12	-247,236.59	.00	-615,597.88	26.9%
6013600 47110 OTHER INTEREST INCOM	-677,566	-677,566	-212,884.19	-113,861.83	.00	-464,681.81	31.4%
6013600 47200 BETTER AMERICA BOND	-1,770,639	-1,770,639	.00	.00	.00	-1,770,639.00	.0%
6013600 47800 SALES OF ASSETS	0	0	-1,549.00	.00	.00	1,549.00	100.0%
6013600 49000 TRANSFERS IN (LABOR)	-80,000	-80,000	.00	.00	.00	-80,000.00	.0%
6013600 49000 C1302 TRANSFERS IN (L	0	0	-14,602.90	.00	.00	14,602.90	100.0%
6013600 49000 C2036 TRANSFERS IN (L	0	0	-2,659.23	.00	.00	2,659.23	100.0%
6013600 49000 C2040 TRANSFERS IN (L	0	0	-341.35	.00	.00	341.35	100.0%
6013600 49000 C2124 TRANSFERS IN (L	0	0	-397.41	.00	.00	397.41	100.0%
6013600 49000 C2201 TRANSFERS IN (L	0	0	-17,144.57	-17,144.57	.00	17,144.57	100.0%
6013600 49000 C2203 TRANSFERS IN (L	0	0	239.94	239.94	.00	-239.94	100.0%
6013600 49000 C2209 TRANSFERS IN (L	0	0	-1,338.82	-362.55	.00	1,338.82	100.0%
6013600 49000 C2217 TRANSFERS IN (L	0	0	-659.15	.00	.00	659.15	100.0%
6013600 49000 C2232 TRANSFERS IN (L	0	0	-885.20	.00	.00	885.20	100.0%
6013600 49000 C2234 TRANSFERS IN (L	0	0	-5,242.50	-2,919.52	.00	5,242.50	100.0%
6013600 49000 C2239 TRANSFERS IN (L	0	0	-3,858.74	-330.81	.00	3,858.74	100.0%
6013600 49000 C2249 TRANSFERS IN (L	0	0	-587.19	.00	.00	587.19	100.0%
6013600 49000 C2251 TRANSFERS IN (L	0	0	-740.34	-384.82	.00	740.34	100.0%
6013600 49000 C2305 TRANSFERS IN (L	0	0	-1,466.79	-452.06	.00	1,466.79	100.0%
6013600 49000 C2306 TRANSFERS IN (L	0	0	-656.08	.00	.00	656.08	100.0%
6013600 49000 C2313 TRANSFERS IN (L	0	0	-360.55	.00	.00	360.55	100.0%
6013600 49000 M2210 TRANSFERS IN (L	0	0	-261.41	.00	.00	261.41	100.0%
6013600 49500 PRINCIPAL PAYMENTS R	-153,456	-153,456	-153,455.50	.00	.00	-.50	100.0%
6013600 49510 INTEREST PAYMENTS -	-5,885	-5,885	-5,884.53	.00	.00	-.47	100.0%
6013602 47000 MISCELLANEOUS REVENU	0	0	-7,000.00	-700.00	.00	7,000.00	100.0%
6013605 45130 WATER - RECYCLED WAT	-371,163	-371,163	-5,196.12	.00	.00	-365,966.88	1.4%

YEAR-TO-DATE BUDGET REPORT

REVENUE - DECEMBER 2025

FOR 2026 06

601 WATER OPERATING FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6013607 45150 MISC SERVICES	-7,946	-7,946	-40,686.25	-39,556.67	.00	32,740.25	512.0%
6013607 45160 WATER-CROSS CONTAM P	-523,454	-523,454	-34,942.00	.00	.00	-488,512.00	6.7%
6013607 47100 INTEREST INC- INVEST	-40,900	-40,900	.00	.00	.00	-40,900.00	.0%
TOTAL WATER OPERATING FUND	-72,143,275	-72,143,275	-34,463,489.49	-6,361,891.02	.00	-37,679,785.51	47.8%
TOTAL REVENUES	-72,143,275	-72,143,275	-34,463,489.49	-6,361,891.02	.00	-37,679,785.51	
602 WATER CIP FUND							
6023600 49300 C1001 TRANSFERS IN -	0	-10,504,815	.00	.00	.00	-10,504,814.55	.0%
6023600 49300 C1101 TRANSFERS IN -	0	-12,133	.00	.00	.00	-12,132.72	.0%
6023600 49300 C2021 TRANSFERS IN -	0	-6,808,411	-143,412.71	-6,468.63	.00	-6,664,998.40	2.1%
6023600 49300 C2022 TRANSFERS IN -	0	-3,385,573	-1,047,141.40	-947,287.63	.00	-2,338,432.01	30.9%
6023600 49300 C2023 TRANSFERS IN -	-750,000	-3,975,089	-227,044.21	-67,574.10	.00	-3,748,044.84	5.7%
6023600 49300 C2026 TRANSFERS IN -	0	-1,284,811	-71,410.00	.00	.00	-1,213,400.75	5.6%
6023600 49300 C2113 TRANSFERS IN -	0	-400,000	.00	.00	.00	-400,000.00	.0%
6023600 49300 C2115 TRANSFERS IN -	0	-484,559	.00	.00	.00	-484,558.54	.0%
6023600 49300 C2226 TRANSFERS IN -	-500,000	-2,092,930	-173,785.95	-130,970.45	.00	-1,919,143.58	8.3%
6023600 49300 C2227 TRANSFERS IN -	0	-525,551	.00	.00	.00	-525,550.79	.0%
6023600 49300 C2228 TRANSFERS IN -	0	-4,541,934	-7,155.56	-804.30	.00	-4,534,778.81	.2%
6023600 49300 C2229 TRANSFERS IN -	0	-57,534	.00	.00	.00	-57,533.64	.0%
6023600 49300 C2231 TRANSFERS IN -	0	-544,726	.00	.00	.00	-544,725.98	.0%
6023600 49300 C2401 TRANSFERS IN -	-1,500,000	-1,562,565	.00	.00	.00	-1,562,565.16	.0%
6023600 49300 C2551 TRANSFERS IN -	0	-1,500,000	.00	.00	.00	-1,500,000.00	.0%
6023607 49300 C2022 TRANSFERS IN -	0	-9,393	.00	.00	.00	-9,393.00	.0%
TOTAL WATER CIP FUND	-2,750,000	-37,690,023	-1,669,949.83	-1,153,105.11	.00	-36,020,072.77	4.4%
TOTAL REVENUES	-2,750,000	-37,690,023	-1,669,949.83	-1,153,105.11	.00	-36,020,072.77	
603 WATER DEVLPMT IMPACT FEES FUND							
6033600 45180 WATER-RESOURCE DEV F	-550,000	-550,000	-147,971.00	-19,543.00	.00	-402,029.00	26.9%
6033600 47100 INTEREST INC- INVEST	-650,487	-650,487	-186,041.37	-202,502.23	.00	-464,445.63	28.6%
TOTAL WATER DEVLPMT IMPACT FEES F	-1,200,487	-1,200,487	-334,012.37	-222,045.23	.00	-866,474.63	27.8%
TOTAL REVENUES	-1,200,487	-1,200,487	-334,012.37	-222,045.23	.00	-866,474.63	
605 WATER CAP FACILITY FUND							
6053600 45170 WATER-CAPITAL FAC CH	-84,000	-84,000	-17,732.00	-2,387.00	.00	-66,268.00	21.1%

YEAR-TO-DATE BUDGET REPORT

REVENUE - DECEMBER 2025

FOR 2026 06

605 WATER CAP FACILITY FUND		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6053600 47100	INTEREST INC- INVEST	-56,684	-56,684	-16,757.42	-18,188.03	.00	-39,926.58	29.6%
TOTAL WATER CAP FACILITY FUND		-140,684	-140,684	-34,489.42	-20,575.03	.00	-106,194.58	24.5%
TOTAL REVENUES		-140,684	-140,684	-34,489.42	-20,575.03	.00	-106,194.58	
606 WATER RESOURCE FEE FUND								
6063600 47100	INTEREST INC- INVEST	-66,776	-66,776	-18,439.47	-20,156.72	.00	-48,336.53	27.6%
TOTAL WATER RESOURCE FEE FUND		-66,776	-66,776	-18,439.47	-20,156.72	.00	-48,336.53	27.6%
TOTAL REVENUES		-66,776	-66,776	-18,439.47	-20,156.72	.00	-48,336.53	
608 WATER SECURITY-CONT PREV FUND								
6083607 45150	WATER - MISC SERVICE	0	0	-5,310.32	-128.17	.00	5,310.32	100.0%
6083607 45160	WATER-CROSS CONTAM P	0	0	-171,804.00	-37,869.00	.00	171,804.00	100.0%
6083607 47100	INTEREST INC- INVEST	0	0	484.52	-885.00	.00	-484.52	100.0%
TOTAL WATER SECURITY-CONT PREV FU		0	0	-176,629.80	-38,882.17	.00	176,629.80	100.0%
TOTAL REVENUES		0	0	-176,629.80	-38,882.17	.00	176,629.80	
609 WATER BOND 2021A REV BOND FUND								
6093600 47110	OTHER INTEREST INCOM	0	0	-96,007.53	-12,890.45	.00	96,007.53	100.0%
TOTAL WATER BOND 2021A REV BOND F		0	0	-96,007.53	-12,890.45	.00	96,007.53	100.0%
TOTAL REVENUES		0	0	-96,007.53	-12,890.45	.00	96,007.53	
611 WASTEWATER OPERATING FUND								
6113610 43270	PENALTIES & FORFEITU	-425,000	-425,000	-232,624.79	-46,497.30	.00	-192,375.21	54.7%
6113610 45200	SEWER CHARGES - RES	-21,300,000	-21,300,000	-10,386,976.65	-2,027,277.55	.00	-10,913,023.35	48.8%
6113610 45210	SEWER CHARGES - RES	-7,150,000	-7,150,000	-3,594,243.86	-717,589.92	.00	-3,555,756.14	50.3%
6113610 45220	SEWER CHARGES - COMM	-4,975,000	-4,975,000	-2,644,424.76	-496,389.45	.00	-2,330,575.24	53.2%
6113610 45230	SEWER CHARGES - INDU	-4,625,000	-4,625,000	-2,366,817.39	-308,358.59	.00	-2,258,182.61	51.2%
6113610 45240	SEWER CHARGES-OUTSID	-525,000	-525,000	-281,932.15	.00	.00	-243,067.85	53.7%

YEAR-TO-DATE BUDGET REPORT

REVENUE - DECEMBER 2025

FOR 2026 06

611 WASTEWATER OPERATING FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6113610 45250 SEWER CODE ENFORCEME	0	0	-37,846.89	800.00	.00	37,846.89	100.0%
6113610 47000 MISCELLANEOUS REVENU	-10,000	-10,000	-325.87	-69.44	.00	-9,674.13	3.3%
6113610 47100 INTEREST INC- INVEST	-2,400,681	-2,400,681	-581,067.80	-725,613.84	.00	-1,819,613.20	24.2%
6113610 47110 OTHER INTEREST INCOM	-10,000	-10,000	-1,265.93	-377.12	.00	-8,734.07	12.7%
6113610 47800 SALES OF ASSETS	0	0	-19,473.00	.00	.00	19,473.00	100.0%
6113610 49000 C2201 TRANSFERS IN (L	0	0	-42,977.32	-42,977.32	.00	42,977.32	100.0%
6113610 49000 C2228 TRANSFERS IN (L	0	0	-7,155.56	.00	.00	7,155.56	100.0%
6113612 45250 SEWER CODE ENFORCEME	-200,000	-200,000	-33,972.28	-8,290.13	.00	-166,027.72	17.0%
6113612 45260 DISCHARGE PERMIT-WW	-120,000	-120,000	-3,904.71	-6,200.00	.00	-116,095.29	3.3%
6113613 49000 C1302 TRANSFERS IN (L	0	0	-15,567.66	.00	.00	15,567.66	100.0%
6113613 49000 C2036 TRANSFERS IN (L	0	0	-2,581.11	.00	.00	2,581.11	100.0%
6113613 49000 C2209 TRANSFERS IN (L	0	0	-1,308.24	-351.93	.00	1,308.24	100.0%
6113613 49000 C2239 TRANSFERS IN (L	0	0	-3,512.37	-88.19	.00	3,512.37	100.0%
6113613 49000 C2251 TRANSFERS IN (L	0	0	-718.53	-718.53	.00	718.53	100.0%
6113613 49000 C2305 TRANSFERS IN (L	0	0	-665.57	-438.75	.00	665.57	100.0%
6113614 45240 SEWER CHARGES-OUTSID	-2,000,000	-2,000,000	-959,395.59	-171,014.38	.00	-1,040,604.41	48.0%
6113614 45270 WW LABORATORY SERVIC	-15,000	-15,000	976.77	.00	.00	-15,976.77	-6.5%
6113614 47000 MISCELLANEOUS REVENU	0	0	-1,206.63	.00	.00	1,206.63	100.0%
6113614 49000 C2203 TRANSFERS IN (L	0	0	232.89	232.89	.00	-232.89	100.0%
6113614 49000 C2239 TRANSFERS IN (L	0	0	-232.89	-232.89	.00	232.89	100.0%
TOTAL WASTEWATER OPERATING FUND	-43,755,681	-43,755,681	-21,218,987.89	-4,551,452.44	.00	-22,536,693.11	48.5%
TOTAL REVENUES	-43,755,681	-43,755,681	-21,218,987.89	-4,551,452.44	.00	-22,536,693.11	
612 WASTEWATER CIP FUND							
6123610 49300 C1814 TRANSFERS IN -	-20,174,145	-42,033,591	-162.13	.00	.00	-42,033,429.32	.0%
6123610 49300 C1815 TRANSFERS IN -	0	-142,101	.00	.00	.00	-142,101.00	.0%
6123610 49300 C2029 TRANSFERS IN -	-3,000,000	-5,507,554	-6,110.00	-6,110.00	.00	-5,501,444.48	.1%
6123610 49300 C2116 TRANSFERS IN -	0	-909,527	.00	.00	.00	-909,527.00	.0%
6123610 49300 C2117 TRANSFERS IN -	0	-244,737	.00	.00	.00	-244,736.84	.0%
6123610 49300 C2118 TRANSFERS IN -	0	-3,329,672	-229,756.00	.00	.00	-3,099,916.37	6.9%
6123610 49300 C2119 TRANSFERS IN -	0	-400,000	.00	.00	.00	-400,000.00	.0%
6123610 49300 C2201 TRANSFERS IN -	0	-28,939,016	-5,020,503.94	-3,140,224.76	.00	-23,918,512.36	17.3%
6123610 49300 C2218 TRANSFERS IN -	0	-278,599	.00	.00	.00	-278,599.29	.0%
6123610 49300 C2232 TRANSFERS IN -	0	-3,938,950	-1,731,061.08	-614,743.48	.00	-2,207,889.28	43.9%
6123610 49300 C2234 TRANSFERS IN -	-500,000	-4,243,577	-644,459.29	-209,422.36	.00	-3,599,117.82	15.2%
6123610 49300 C2235 TRANSFERS IN -	0	-7,246,985	-1,444.44	-256.46	.00	-7,245,541.00	.0%
6123610 49300 C2236 TRANSFERS IN -	-14,150,000	-16,735,590	1,252.55	1,252.55	.00	-16,736,842.55	.0%
6123610 49300 C2309 TRANSFERS IN -	0	-6,465,237	-147,959.79	-94,054.18	.00	-6,317,276.97	2.3%
6123610 49300 C2310 TRANSFERS IN -	0	-1,393,153	.00	.00	.00	-1,393,152.57	.0%
6123610 49300 C2402 TRANSFERS IN -	-3,800,000	-4,787,152	-456.25	.00	.00	-4,786,696.12	.0%

YEAR-TO-DATE BUDGET REPORT

REVENUE - DECEMBER 2025

FOR 2026 06

612 WASTEWATER CIP FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6123610 49300 C2408 TRANSFERS IN -	-1,000,000	-3,004,812	-158,181.80	-39,222.35	.00	-2,846,630.19	5.3%
6123610 49300 C2544 TRANSFERS IN -	-1,000,000	-1,140,000	.00	.00	.00	-1,140,000.00	.0%
6123615 49300 C2552 TRANSFERS IN -	0	-295,683	.00	.00	.00	-295,682.58	.0%
6123616 49300 C2201 TRANSFERS IN -	0	-1,892,299	.00	.00	.00	-1,892,299.00	.0%
TOTAL WASTEWATER CIP FUND	-43,624,145	-132,928,237	-7,938,842.17	-4,102,781.04	.00	-124,989,394.74	6.0%
TOTAL REVENUES	-43,624,145	-132,928,237	-7,938,842.17	-4,102,781.04	.00	-124,989,394.74	
613 WASTEWATER CONNECTION FEE FUND							
6133610 45280 SEWER CONNECTION FEE	-750,000	-750,000	-464,900.12	-33,977.50	.00	-285,099.88	62.0%
6133610 47100 INTEREST INC- INVEST	-496,336	-496,336	-161,793.01	-172,356.09	.00	-334,542.99	32.6%
TOTAL WASTEWATER CONNECTION FEE F	-1,246,336	-1,246,336	-626,693.13	-206,333.59	.00	-619,642.87	50.3%
TOTAL REVENUES	-1,246,336	-1,246,336	-626,693.13	-206,333.59	.00	-619,642.87	
617 WASTEWATER BONDS/SRF LOANS							
6171001 47900 PROCEEDS FROM SALE O	0	-52,901,815	.00	.00	.00	-52,901,815.30	.0%
6171001 47905 C2201 PROCEEDS FROM L	0	0	-6,387,639.00	.00	.00	6,387,639.00	100.0%
TOTAL WASTEWATER BONDS/SRF LOANS	0	-52,901,815	-6,387,639.00	.00	.00	-46,514,176.30	12.1%
TOTAL REVENUES	0	-52,901,815	-6,387,639.00	.00	.00	-46,514,176.30	
628 WASTEWATER SEC-CONT PREV FUND							
6283616 47100 INTEREST INC- INVEST	-5,742	-5,742	-9,108.65	-9,955.16	.00	3,366.65	158.6%
TOTAL WASTEWATER SEC-CONT PREV FU	-5,742	-5,742	-9,108.65	-9,955.16	.00	3,366.65	158.6%
TOTAL REVENUES	-5,742	-5,742	-9,108.65	-9,955.16	.00	3,366.65	
631 SOLID WASTE OPERATING FUND							
6313630 47000 MISCELLANEOUS REVENU	-12,025	-12,025	-142,864.99	.00	.00	130,839.99	1188.1%
6313630 47100 INTEREST INC- INVEST	-557,360	-557,360	-228,386.55	-218,888.37	.00	-328,973.45	41.0%
6313630 49000 C2036 TRANSFERS IN (L	0	0	-2,581.04	.00	.00	2,581.04	100.0%

YEAR-TO-DATE BUDGET REPORT

REVENUE - DECEMBER 2025

FOR 2026 06

631 SOLID WASTE OPERATING FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6313630 49000 C2203 TRANSFERS IN (L	0	0	232.89	232.89	.00	-232.89	100.0%
6313630 49000 C2209 TRANSFERS IN (L	0	0	-1,011.15	-351.90	.00	1,011.15	100.0%
6313630 49000 C2232 TRANSFERS IN (L	0	0	-859.17	.00	.00	859.17	100.0%
6313630 49000 C2234 TRANSFERS IN (L	0	0	-5,088.42	-2,833.75	.00	5,088.42	100.0%
6313630 49000 C2239 TRANSFERS IN (L	0	0	-3,745.26	-321.08	.00	3,745.26	100.0%
6313630 49000 C2251 TRANSFERS IN (L	0	0	-718.53	-373.48	.00	718.53	100.0%
6313630 49000 C2305 TRANSFERS IN (L	0	0	-665.57	-438.75	.00	665.57	100.0%
6313630 49000 M2217 TRANSFERS IN (L	0	0	-897.68	.00	.00	897.68	100.0%
6313631 47000 MISCELLANEOUS REVENU	0	0	-60.00	.00	.00	60.00	100.0%
6313632 43270 PENALTIES & FORFEITU	-265,000	-265,000	-225,226.48	-44,775.83	.00	-39,773.52	85.0%
6313632 43400 DAMAGE REIMBURSEMENT	0	0	-7,744.25	-650.32	.00	7,744.25	100.0%
6313632 45300 RESIDENTIAL STANDARD	-18,814,014	-18,814,014	-9,513,334.82	-1,887,228.96	.00	-9,300,679.18	50.6%
6313632 45301 RESIDENTIAL SPECIAL	-138,065	-138,065	-73,734.85	-13,382.14	.00	-64,330.15	53.4%
6313632 45310 RESIDENTIAL EXTRA CA	-989,568	-989,568	-472,589.88	-87,897.83	.00	-516,978.12	47.8%
6313632 47000 MISCELLANEOUS REVENU	-2,040	-2,040	-1,531.15	-180.00	.00	-508.85	75.1%
6313632 47800 SALES OF ASSETS	0	0	-436.50	.00	.00	436.50	100.0%
6313633 43270 PENALTIES & FORFEITU	0	0	25.00	25.00	.00	-25.00	100.0%
6313633 45310 COMMERCIAL FEL 4-CUB	-16,384,633	-16,384,633	-7,447,876.86	-1,502,884.81	.00	-8,936,756.14	45.5%
6313633 45311 COMMERCIAL FEL 2-CUB	-5,977,175	-5,977,175	-2,315,471.74	-404,907.86	.00	-3,661,703.26	38.7%
6313633 45312 COMMERCIAL CARTS SER	-240,208	-240,208	-106,768.57	-18,608.71	.00	-133,439.43	44.4%
6313633 45313 COMMERCIAL SPECIAL P	-22,972	-22,972	-9,941.13	-658.80	.00	-13,030.87	43.3%
6313633 45314 COMMERCIAL FOOD WAST	-61,420	-61,420	-126,667.77	-26,748.30	.00	65,247.77	206.2%
6313634 45320 INDUSTRIAL 30-CUBIC	-1,966,581	-1,966,581	-1,041,525.95	-199,760.12	.00	-925,055.05	53.0%
6313634 45321 INDUSTRIAL 13.4-CUBI	-1,525,742	-1,525,742	-755,910.15	-156,390.88	.00	-769,831.85	49.5%
6313634 45322 INDUSTRIAL 30YD PASS	-2,519,980	-2,519,980	-1,480,235.92	-287,686.07	.00	-1,039,744.08	58.7%
6313634 45323 INDUSTRIAL 13.4YD PA	-324,478	-324,478	-170,756.67	-44,856.36	.00	-153,721.33	52.6%
6313634 45324 INDUSTRIAL SPECIAL P	-378,410	-378,410	-222,316.58	-47,345.28	.00	-156,093.42	58.8%
6313634 45325 INDUST SPEC P/U PASS	-602,811	-602,811	-300,418.15	-56,611.46	.00	-302,392.85	49.8%
6313634 45326 INDUSTRIAL RENTAL CH	-151,610	-151,610	-45,308.04	-8,615.12	.00	-106,301.96	29.9%
6313634 45327 WALKING FLOOR TRAILE	-604,499	-604,499	-143,167.92	-25,015.90	.00	-461,331.08	23.7%
6313634 45328 WALK FL TRAILER PASS	-1,045,523	-1,045,523	-238,321.87	-43,978.77	.00	-807,201.13	22.8%
6313634 47000 MISCELLANEOUS REVENU	0	0	-320.00	-75.00	.00	320.00	100.0%
6313635 45340 DEL NORTE WASTE GATE	-12,379,331	-12,379,331	-5,063,809.12	-763,724.21	.00	-7,315,521.88	40.9%
6313635 45341 DEL NORTE HOST FEE	-27,718	-27,718	.00	.00	.00	-27,718.00	.0%
6313635 45342 DEL NORTE CONST-DEMO	-172,971	-172,971	.00	.00	.00	-172,971.00	.0%
6313635 47000 MISCELLANEOUS REVENU	-15,000	-15,000	.00	.00	.00	-15,000.00	.0%
6313635 47700 OTHER REIMBURSEMENTS	-13,000	-13,000	.00	.00	.00	-13,000.00	.0%
6313636 45330 DEL NORTE MRF RECYCL	-3,335,000	-3,335,000	-1,174,579.14	-120,722.30	.00	-2,160,420.86	35.2%
6313636 45331 DEL NORTE MRF E-WAST	-15,000	-15,000	-137.57	.00	.00	-14,862.43	.9%
6313636 45332 DEL NORTE MRF MATTRE	-50,000	-50,000	-55,407.75	.00	.00	5,407.75	110.8%
TOTAL SOLID WASTE OPERATING FUND	-68,592,134	-68,592,134	-31,380,159.30	-5,965,654.47	.00	-37,211,974.70	45.7%
TOTAL REVENUES	-68,592,134	-68,592,134	-31,380,159.30	-5,965,654.47	.00	-37,211,974.70	
632 SOLID WASTE CIP FUND							
6323630 49300 C2032 TRANSFERS IN -	0	-1,272,541	.00	.00	.00	-1,272,541.00	.0%

YEAR-TO-DATE BUDGET REPORT

REVENUE - DECEMBER 2025

FOR 2026 06

632 SOLID WASTE CIP FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6323630 49300 C2122 TRANSFERS IN -	0	-1,267,041	.00	.00	.00	-1,267,041.27	.0%
6323630 49300 C2124 TRANSFERS IN -	0	-1,379,611	-2,671.10	-2,671.10	.00	-1,376,939.88	.2%
6323630 49300 C2125 TRANSFERS IN -	0	-9,312	.00	.00	.00	-9,311.95	.0%
6323630 49300 C2218 TRANSFERS IN -	0	-300,000	.00	.00	.00	-300,000.00	.0%
6323630 49300 C2237 TRANSFERS IN -	-750,000	-750,000	.00	.00	.00	-750,000.00	.0%
6323630 49300 C2530 TRANSFERS IN -	-60,000	-60,000	.00	.00	.00	-60,000.00	.0%
6323630 49300 C2536 TRANSFERS IN -	-3,000,000	-3,000,000	.00	.00	.00	-3,000,000.00	.0%
6323630 49300 C2537 TRANSFERS IN -	-1,320,000	-1,320,000	.00	.00	.00	-1,320,000.00	.0%
6323630 49300 C2538 TRANSFERS IN -	0	-200,000	.00	.00	.00	-200,000.00	.0%
6323630 49300 C2539 TRANSFERS IN -	-330,000	-330,000	.00	.00	.00	-330,000.00	.0%
6323639 49300 C2020 TRANSFERS IN -	0	-295,644	-4,636.29	.00	.00	-291,007.25	1.6%
TOTAL SOLID WASTE CIP FUND	-5,460,000	-10,184,149	-7,307.39	-2,671.10	.00	-10,176,841.35	.1%
TOTAL REVENUES	-5,460,000	-10,184,149	-7,307.39	-2,671.10	.00	-10,176,841.35	
634 SOLID WASTE DEVELOPER FEE FUND							
6343632 45302 SOLID WASTE - RESID	-9,000	-9,000	-2,059.20	-411.84	.00	-6,940.80	22.9%
6343632 45303 SOLID WASTE - RESID	0	0	-880.40	-175.88	.00	880.40	100.0%
6343632 45304 SOLID WASTE - RESID	0	0	-1,127.20	-225.44	.00	1,127.20	100.0%
6343632 45305 SOLID WASTE - RESID	0	0	-941.80	-188.36	.00	941.80	100.0%
6343632 47100 INTEREST INC- INVEST	-28,780	-28,780	-8,901.68	-9,567.62	.00	-19,878.32	30.9%
6343633 45315 SOLID WASTE- COMM 2C	0	0	-1,592.00	-398.00	.00	1,592.00	100.0%
6343633 45316 SOLID WASTE- COMM 4C	-18,000	-18,000	-12,275.00	-982.00	.00	-5,725.00	68.2%
6343633 45317 SOLID WASTE - FRONT-	0	0	-4,760.32	-297.52	.00	4,760.32	100.0%
TOTAL SOLID WASTE DEVELOPER FEE F	-55,780	-55,780	-32,537.60	-12,246.66	.00	-23,242.40	58.3%
TOTAL REVENUES	-55,780	-55,780	-32,537.60	-12,246.66	.00	-23,242.40	
638 SOLID WASTE SEC - CONT PREV FU							
6383639 45150 SOLID WASTE COMTAM P	-1,000	-1,000	-7.20	-1.20	.00	-992.80	.7%
6383639 47100 INTEREST INC- INVEST	-33,735	-33,735	-6,332.15	-8,324.55	.00	-27,402.85	18.8%
TOTAL SOLID WASTE SEC - CONT PREV	-34,735	-34,735	-6,339.35	-8,325.75	.00	-28,395.65	18.3%
TOTAL REVENUES	-34,735	-34,735	-6,339.35	-8,325.75	.00	-28,395.65	
641 PERFORMING ARTS CENTER FUND							
6415601 43100 PACC VENDOR FACILITY	-239,990	-239,990	-104,497.00	.00	.00	-135,493.00	43.5%

YEAR-TO-DATE BUDGET REPORT

REVENUE - DECEMBER 2025

FOR 2026 06

641 PERFORMING ARTS CENTER FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6415601 43110 PACC VENDOR CONCESSI	-15,450	-15,450	.00	.00	.00	-15,450.00	.0%
TOTAL PERFORMING ARTS CENTER FUND	-255,440	-255,440	-104,497.00	.00	.00	-150,943.00	40.9%
TOTAL REVENUES	-255,440	-255,440	-104,497.00	.00	.00	-150,943.00	
651 GOLF COURSE OPERATING FUND							
6513640 44100 GOLF COURSE - OPERAT	-6,500,000	-6,500,000	-2,962,302.57	-1,579,602.81	.00	-3,537,697.43	45.6%
6513640 47000 MISCELLANEOUS REVENU	-265,200	-265,200	.00	.00	.00	-265,200.00	.0%
6513640 47100 INTEREST INC- INVEST	-225,621	-225,621	-48,594.59	-63,803.90	.00	-177,026.41	21.5%
TOTAL GOLF COURSE OPERATING FUND	-6,990,821	-6,990,821	-3,010,897.16	-1,643,406.71	.00	-3,979,923.84	43.1%
TOTAL REVENUES	-6,990,821	-6,990,821	-3,010,897.16	-1,643,406.71	.00	-3,979,923.84	
652 GOLF COURSE CIP FUND							
6523640 49300 C2242 TRANSFERS IN -	0	-600,000	.00	.00	.00	-600,000.00	.0%
6523640 49300 C2313 TRANSFERS IN -	0	-1,625,475	-466,195.84	-453,664.73	.00	-1,159,279.23	28.7%
TOTAL GOLF COURSE CIP FUND	0	-2,225,475	-466,195.84	-453,664.73	.00	-1,759,279.23	20.9%
TOTAL REVENUES	0	-2,225,475	-466,195.84	-453,664.73	.00	-1,759,279.23	
701 PUBLIC LIAB & PROP INSUR ISF							
7011704 47100 INTEREST INC- INVEST	-76,517	-76,517	37,439.95	12,858.16	.00	-113,956.95	-48.9%
7011704 47700 OTHER REIMBURSEMENTS	0	0	-6,847.00	.00	.00	6,847.00	100.0%
7011704 49100 LIABILITY INSURANCE	-12,536,913	-12,536,913	-6,268,496.82	-1,044,749.47	.00	-6,268,416.18	50.0%
TOTAL PUBLIC LIAB & PROP INSUR IS	-12,613,430	-12,613,430	-6,237,903.87	-1,031,891.31	.00	-6,375,526.13	49.5%
TOTAL REVENUES	-12,613,430	-12,613,430	-6,237,903.87	-1,031,891.31	.00	-6,375,526.13	
702 WORKERS COMP INSUR ISF							
7021702 47100 INTEREST INC- INVEST	-594,479	-594,479	-215,152.65	-229,484.93	.00	-379,326.35	36.2%
7021702 49110 WORKERS COMP INSURAN	-9,384,704	-9,384,704	-4,692,352.14	-782,058.69	.00	-4,692,351.86	50.0%
TOTAL WORKERS COMP INSUR ISF	-9,979,183	-9,979,183	-4,907,504.79	-1,011,543.62	.00	-5,071,678.21	49.2%
TOTAL REVENUES	-9,979,183	-9,979,183	-4,907,504.79	-1,011,543.62	.00	-5,071,678.21	

YEAR-TO-DATE BUDGET REPORT

REVENUE - DECEMBER 2025

FOR 2026 06

725 CUSTOMER BILLING OPS ISF	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
725 CUSTOMER BILLING OPS ISF							
7251623 47100 INTEREST INC- INVEST	-55,270	-55,270	-20,285.94	-21,428.44	.00	-34,984.06	36.7%
7251623 49120 INTERNAL UTILITY BIL	-3,189,535	-3,189,535	-1,594,767.48	-265,794.58	.00	-1,594,767.52	50.0%
TOTAL CUSTOMER BILLING OPS ISF	-3,244,805	-3,244,805	-1,615,053.42	-287,223.02	.00	-1,629,751.58	49.8%
TOTAL REVENUES	-3,244,805	-3,244,805	-1,615,053.42	-287,223.02	.00	-1,629,751.58	
731 INFORMATION TECHNOLOGY ISF							
7311801 47100 INTEREST INC- INVEST	-271,188	-271,188	-100,864.86	-109,387.93	.00	-170,323.14	37.2%
7311801 49130 IT INTERNAL SERVICE	-15,456,407	-15,456,407	-7,728,203.46	-1,288,033.91	.00	-7,728,203.54	50.0%
7311805 49130 IT INTERNAL SERVICE	-1,201,458	-1,201,458	-600,728.76	-100,121.46	.00	-600,729.24	50.0%
TOTAL INFORMATION TECHNOLOGY ISF	-16,929,053	-16,929,053	-8,429,797.08	-1,497,543.30	.00	-8,499,255.92	49.8%
TOTAL REVENUES	-16,929,053	-16,929,053	-8,429,797.08	-1,497,543.30	.00	-8,499,255.92	
732 IT CAPITAL							
7321801 49300 C1404 TRANSFERS IN -	0	-289,103	.00	.00	.00	-289,103.36	.0%
TOTAL IT CAPITAL	0	-289,103	.00	.00	.00	-289,103.36	.0%
TOTAL REVENUES	0	-289,103	.00	.00	.00	-289,103.36	
735 FACILITIES MAINTENANCE ISF							
7353740 43130 LEASED SPACE - CELLU	0	0	-11,365.71	-3,863.59	.00	11,365.71	100.0%
7353740 43300 RENTAL REVENUE (SHOR	-39,609	-39,609	-7,502.12	.00	.00	-32,106.88	18.9%
7353740 47100 INTEREST INC- INVEST	-70,594	-70,594	-27,875.63	-30,816.96	.00	-42,718.37	39.5%
7353740 49140 FACILITIES INTERNAL	-8,844,071	-8,844,071	-4,422,035.58	-737,005.93	.00	-4,422,035.42	50.0%
TOTAL FACILITIES MAINTENANCE ISF	-8,954,274	-8,954,274	-4,468,779.04	-771,686.48	.00	-4,485,494.96	49.9%
TOTAL REVENUES	-8,954,274	-8,954,274	-4,468,779.04	-771,686.48	.00	-4,485,494.96	
736 FACILITIES CAPITAL							
7363740 49300 C2604 TRANSFERS IN -	-1,100,000	-1,100,000	-27,765.89	-27,765.89	.00	-1,072,234.11	2.5%

YEAR-TO-DATE BUDGET REPORT

REVENUE - DECEMBER 2025

FOR 2026 06

736 FACILITIES CAPITAL	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
7363740 49300 C2605 TRANSFERS IN -	-100,000	-100,000	.00	.00	.00	-100,000.00	.0%
TOTAL FACILITIES CAPITAL	-1,200,000	-1,200,000	-27,765.89	-27,765.89	.00	-1,172,234.11	2.3%
TOTAL REVENUES	-1,200,000	-1,200,000	-27,765.89	-27,765.89	.00	-1,172,234.11	
741 FLEET SERVICES ISF							
7413750 43400 DAMAGE REIMBURSEMENT	-31,000	-31,000	-21,691.32	-3,827.80	.00	-9,308.68	70.0%
7413750 47000 MISCELLANEOUS REVENU	-18,000	-18,000	-17,964.24	-15,319.08	.00	-35.76	99.8%
7413750 47100 INTEREST INC- INVEST	-2,968	-2,968	-4,528.58	-2,908.58	.00	1,560.58	152.6%
7413750 47700 OTHER REIMBURSEMENTS	0	0	-20.23	.00	.00	20.23	100.0%
7413750 47800 SALES OF ASSETS	-2,083	-2,083	-619.34	.00	.00	-1,463.66	29.7%
7413750 49150 FLEET-EQUIPMENT MAIN	-10,489,711	-10,489,711	-4,477,935.05	-768,765.57	.00	-6,011,775.95	42.7%
TOTAL FLEET SERVICES ISF	-10,543,762	-10,543,762	-4,522,758.76	-790,821.03	.00	-6,021,003.24	42.9%
TOTAL REVENUES	-10,543,762	-10,543,762	-4,522,758.76	-790,821.03	.00	-6,021,003.24	
742 FLEET REPLACEMENT FUND							
7423750 47100 INTEREST INC- INVEST	-25,554	-25,554	-4,885.59	-5,412.03	.00	-20,668.41	19.1%
TOTAL FLEET REPLACEMENT FUND	-25,554	-25,554	-4,885.59	-5,412.03	.00	-20,668.41	19.1%
TOTAL REVENUES	-25,554	-25,554	-4,885.59	-5,412.03	.00	-20,668.41	
801 COFA DEBT SERVICE FUND							
8011001 47110 OTHER INTEREST INCOM	0	0	-2,270.15	-1,702.14	.00	2,270.15	100.0%
8011001 49900 TRANSFER IN - DEBT	-5,667,701	-5,667,701	-1,388,853.65	.00	.00	-4,278,847.35	24.5%
8013101 49900 M1805 TRANSFER IN - D	-1,665,250	-1,665,250	-147,625.00	.00	.00	-1,517,625.00	8.9%
TOTAL COFA DEBT SERVICE FUND	-7,332,951	-7,332,951	-1,538,748.80	-1,702.14	.00	-5,794,202.20	21.0%
TOTAL REVENUES	-7,332,951	-7,332,951	-1,538,748.80	-1,702.14	.00	-5,794,202.20	
850 RIVERPARK JPA FUND							
8501001 47100 INTEREST INC- INVEST	-31,918	-31,918	-7,350.77	-8,080.27	.00	-24,567.23	23.0%

YEAR-TO-DATE BUDGET REPORT

REVENUE - DECEMBER 2025

FOR 2026 06

850 RIVERPARK JPA FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL RIVERPARK JPA FUND	-31,918	-31,918	-7,350.77	-8,080.27	.00	-24,567.23	23.0%
TOTAL REVENUES	-31,918	-31,918	-7,350.77	-8,080.27	.00	-24,567.23	
GRAND TOTAL	-701,934,108	**********	-305,473,113.55	-104,870,869.99	.00	-945,054,421.50	24.4%

** END OF REPORT - Generated by James Costello **

YEAR-TO-DATE BUDGET REPORT

EXPENSE - DECEMBER 2025

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101 GENERAL FUND							
50000 SALARIES - REGULAR	97,674,682	97,518,218	40,524,533.88	6,857,618.64	.00	56,993,684.12	41.6%
50100 SALARIES - TEMPORARY	2,194,121	2,223,912	990,150.51	141,980.94	.00	1,233,761.24	44.5%
50168 LEAVE BANK CASH OUT	0	-984	.00	.00	.00	-984.00	.0%
50200 OVERTIME WAGES	4,408,305	4,434,305	3,506,394.08	602,486.01	.00	927,910.92	79.1%
50210 OVERTIME-FLSA PUBLIC SAFETY	175,000	175,000	173,659.14	24,790.71	.00	1,340.86	99.2%
50220 STATION COVERAGE OT	5,702,460	5,702,460	3,067,558.55	387,408.53	.00	2,634,901.45	53.8%
50230 CALLBACK	1,060,000	1,060,000	424,401.91	69,763.80	.00	635,598.09	40.0%
50400 VAC SICK COMP BUYBACK	0	0	-16.45	.00	.00	16.45	100.0%
50410 WORKERS COMP SALARY CONTINUE	0	0	595,079.77	82,399.73	.00	-595,079.77	100.0%
50900 VACANCY SAVINGS	-10,985,104	-10,985,104	.00	.00	.00	-10,985,104.00	.0%
51000 CALPERS PENSION NORMAL COST	9,621,723	9,583,541	2,649,409.78	640,164.51	.00	6,934,131.22	27.6%
51005 CALPERS PENS CARMAN NORMAL CO	0	0	28,102.58	1,607.78	.00	-28,102.58	100.0%
51010 CALPERS PENSION UAL	6,315,862	6,315,862	3,157,930.98	526,321.83	.00	3,157,931.02	50.0%
51020 CALPERS UAL - PUBLIC SAFETY	3,999,490	3,999,490	1,999,744.98	333,290.83	.00	1,999,745.02	50.0%
51030 RETIREMENT ENHANCEMENT PLAN	431,171	432,244	674,672.97	106,611.00	.00	-242,428.76	156.1%
51040 EARLY RETIREMENT INCENTIVE	38,450	38,450	38,450.06	.00	.00	-.06	100.0%
51160 CITY PAID EMPLOYEE BENEFITS	21,017,677	20,953,937	8,321,940.73	1,365,421.85	.00	12,631,996.70	39.7%
51161 VAC/SICK ACCRUAL	2,092,537	2,085,597	917,710.27	149,267.79	.00	1,167,886.73	44.0%
51168 SURVIVOR BENEFITS	0	0	225.00	.00	.00	-225.00	100.0%
51200 OPOA RETIREE MEDICAL PLAN	1,955,871	1,955,871	1,004,362.92	4,302.20	.00	951,508.08	51.4%
51210 RETIREE HEALTH INS PLAN	622,309	622,309	333,840.30	54,879.29	.00	288,468.70	53.6%
51300 WORKERS COMPENSATION	7,207,537	7,207,537	3,603,768.42	600,628.07	.00	3,603,768.58	50.0%
51400 AUTO ALLOWANCE	49,470	49,470	22,686.29	3,436.16	.00	26,783.71	45.9%
51410 UNIFORM ALLOWANCE	52,549	52,549	46,366.95	646.08	.00	6,182.05	88.2%
52000 POSTAGE	67,206	83,806	41,178.60	17,659.61	14,456.66	28,170.74	66.4%
52100 CHEMICALS	140,873	140,873	51,898.28	1,660.60	12,901.58	76,073.14	46.0%
52200 BROCHURES & PUBLICATIONS	63,757	64,257	12,254.26	1,200.00	21,672.88	30,329.86	52.8%
52300 UNIFORMS	372,626	372,626	161,475.66	38,903.03	187,105.15	24,045.19	93.5%
52310 TRAINING-WORKSHOP-MTGS	625,444	631,944	181,367.82	25,652.41	57,263.62	393,312.56	37.8%
52320 MILEAGE REIMBURSEMENTS	2,829	3,329	722.54	.00	.00	2,606.46	21.7%
52330 EDUCATION REIMBURSEMENT	34,714	34,714	23,590.29	6,389.10	.00	11,123.71	68.0%
52340 MEMBERSHIPS	375,481	375,481	317,794.37	68,514.60	.00	57,686.63	84.6%
52350 OTHER EXPENSE REIMB	71,776	98,026	18,917.79	2,134.70	.00	79,108.21	19.3%
52400 MINOR EQUIPMENT	991,161	1,189,161	370,139.35	77,743.35	348,881.74	470,139.91	60.5%
52500 COMMUNITY ACTIVITIES EXP	219,366	219,366	63,158.80	12,000.00	.00	156,207.20	28.8%
52600 SUPPLIES CUSTODIAL	154,500	154,500	33,355.81	10,770.93	35,738.74	85,405.45	44.7%
52610 SUPPLIES SAFETY	307,117	323,117	44,956.38	5,774.37	66,741.56	211,419.06	34.6%
52620 SUPPLIES OTHER	504,923	474,923	157,578.02	34,098.97	179,093.07	138,251.91	70.9%
52900 MISC SUPPLIES	1,426,492	1,435,092	236,262.47	52,554.91	623,426.39	575,403.14	59.9%
53000 SOFTWARE EXPENSE	38,038	38,038	16,563.33	.00	460.67	21,014.00	44.8%

YEAR-TO-DATE BUDGET REPORT

EXPENSE - DECEMBER 2025

FOR 2026 06

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
53001	SOFTWARE SUBSCRIPTION	19,500	19,500	22,586.00	65.00	17,457.50	-20,543.50	205.4%
53010	SERVICES PRINTING BINDING	113,628	100,128	19,287.11	2,509.36	27,478.02	53,362.87	46.7%
53020	INTERNAL PHOTOCOPING COSTS	96,981	103,561	17,147.66	303.33	1,028.77	85,384.57	17.6%
53110	SERVICES MEDICAL	31,957	31,957	6,210.00	.00	38.60	25,708.40	19.6%
53200	PROF SERVICES - OTHER	18,005,263	21,202,754	5,450,069.89	1,218,962.05	8,141,018.02	7,611,665.69	64.1%
53210	SERVICES AUDIT	285,000	285,000	160,559.75	41,381.00	96,445.25	27,995.00	90.2%
53220	SERVICES LEGAL SERVICES	824,142	864,142	233,076.86	16,684.58	323,919.88	307,145.26	64.5%
53230	ANIMAL SHELTER	2,732,634	2,732,634	.00	.00	.00	2,732,634.00	.0%
53250	ADVERTISING	47,111	47,111	7,365.00	667.50	8,635.00	31,111.00	34.0%
53260	LEGAL ADVOCACY	82,416	82,416	34,340.00	6,868.00	48,076.00	.00	100.0%
53300	CONTRACT ELECTIONS EXPNS	100,000	100,000	.00	.00	.00	100,000.00	.0%
53310	COUNTY PROP TAX ADMIN CHG	545,500	545,500	.00	.00	.00	545,500.00	.0%
53400	PROFESSIONAL SERVICES - HR	80,000	80,000	19,381.50	3,584.00	8,716.00	51,902.50	35.1%
53410	BACKGROUND CHECKING	261,557	261,557	116,308.00	.00	88,692.00	56,557.00	78.4%
53500	BANK CHARGES	224,810	224,810	13,666.00	1,293.75	36,034.43	175,109.57	22.1%
53510	SERVICE FINES & FEES	0	0	770.00	.00	.00	-770.00	100.0%
53710	PRIOR YEAR REFUNDS	0	900	.00	.00	.00	900.00	.0%
54010	UTILITY EXPENSE-ELECTRIC	2,811,881	2,811,881	1,143,657.67	54,738.57	.00	1,668,223.33	40.7%
54020	UTILITY EXPENSE - GAS	66,625	66,625	23,609.44	5,573.11	.00	43,015.56	35.4%
54030	UTILITY EXPENSE- WASTEWATER	115,532	115,532	50,410.14	3,495.80	.00	65,121.86	43.6%
54040	UTILITY EXPENSE WATER	1,678,757	1,678,757	1,016,412.34	82,315.49	.00	662,344.66	60.5%
54050	UTIL EXP REFUSE AND DISPOSE	479,760	481,760	230,676.86	34,131.83	.00	251,083.14	47.9%
54070	INTERNET CHARGES	3,606	3,606	421.20	160.96	.00	3,184.80	11.7%
54080	TELEPHONE CHGS	618,463	620,683	192,901.77	48,546.91	18,221.54	409,559.69	34.0%
55010	BUILDING MAINT & REPAIR	189,570	155,570	24,305.98	3,786.43	17,731.34	113,532.68	27.0%
55020	EQUIPMENT MAINTENANCE	119,284	119,284	29,501.19	264.00	85,129.79	4,653.02	96.1%
55030	VEHICLE MAINTENANCE	62,209	62,209	36,154.00	7,939.50	30,308.75	-4,253.75	106.8%
56010	CAPEX - BUILDINGS	0	39,000	5,000.00	5,000.00	.00	34,000.00	12.8%
56030	CAPEX - VEHICLES	180,000	961,868	302,497.15	22,894.00	126,546.40	532,824.33	44.6%
56040	CAPEX - MACHINERY/EQUIP	10,000	219,529	68,829.10	.00	.00	150,699.92	31.4%
57000	RENTALS & LEASES	2,924,270	2,975,347	1,055,627.50	233,125.92	1,930,249.02	-10,529.52	100.4%
57110	TAXES AND FILING FEES	9,000	9,000	9,785.00	.00	.00	-785.00	108.7%
57300	LEASE PMT CAP GROWTH FEES	973,883	973,883	174,685.70	.00	.00	799,197.30	17.9%
57400	CONTRIBUTION TO OTHER FND	95,000	95,000	95,000.00	.00	.00	.00	100.0%
57410	CONTRIBUTION TO OTHER GOV AGC	163,856	163,856	81,927.71	81,927.71	81,927.71	.58	100.0%
57800	FOR CONTINGENCIES	2,092,873	3,178,273	.00	.00	.00	3,178,272.61	.0%
59000	TRANSFERS OUT (LABOR)	0	0	897.68	.00	.00	-897.68	100.0%
59200	IT & DATA PROCESSING CHGS	9,916,201	9,916,201	4,958,100.48	826,350.08	.00	4,958,100.52	50.0%
59300	LIABILITY INSURANCE CHGS	8,684,390	8,684,390	4,342,886.58	724,275.43	.00	4,341,503.42	50.0%
59400	TELEPHONE CHGS HIPC	822,238	822,238	411,118.86	68,519.81	.00	411,119.14	50.0%
59500	FLEET EQUIP MAINT ISF CHG	5,220,048	5,220,048	2,253,299.87	344,997.53	.00	2,966,748.13	43.2%
59700	FACILITY CHG MAINTENANCE	7,300,692	7,300,692	3,650,346.06	608,391.01	.00	3,650,345.94	50.0%
59800	TRANSFERS OUT - CIP	10,079,000	40,155,101	2,067,578.14	719,214.13	.00	38,087,522.81	5.1%
59810	TRANSFERS OUT - CITY MATCH	49,624	72,173	48.40	.00	.00	72,124.52	.1%

YEAR-TO-DATE BUDGET REPORT

EXPENSE - DECEMBER 2025

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
59900 TRANSFERS OUT - DEBT	3,973,182	3,973,182	1,077,188.65	.00	.00	2,895,993.35	27.1%
59910 TRANSFERS OUT - STORM WATER	1,785,840	1,785,840	772,135.15	456,161.39	.00	1,013,704.85	43.2%
59920 INTERFND TRNSFRS OUT- SP. DIS	419,369	419,369	42,844.52	.00	.00	376,524.48	10.2%
59930 TRANSFERS OUT - TRAFFIC SAFET	330,000	330,000	207,464.17	165,315.39	.00	122,535.83	62.9%
TOTAL GENERAL FUND	243,656,065	279,156,783	104,238,266.47	18,097,525.90	12,635,396.08	162,283,120.82	41.9%
104 HALF CENT SALES TAX - MEAS O							
50000 SALARIES - REGULAR	390,992	390,992	171,338.85	28,837.64	.00	219,653.15	43.8%
50100 SALARIES - TEMPORARY	266,928	309,552	193,703.18	10,704.75	.00	115,848.82	62.6%
50200 OVERTIME WAGES	0	0	1,363.12	376.51	.00	-1,363.12	100.0%
50400 VAC SICK COMP BUYBACK	0	0	311.78	.00	.00	-311.78	100.0%
51000 CALPERS PENSION NORMAL COST	32,237	32,237	16,250.70	2,477.49	.00	15,986.30	50.4%
51010 CALPERS PENSION UAL	52,143	52,143	26,071.50	4,345.25	.00	26,071.50	50.0%
51030 RETIREMENT ENHANCEMENT PLAN	1,536	1,536	10,167.18	945.74	.00	-8,631.18	661.9%
51160 CITY PAID EMPLOYEE BENEFITS	113,989	116,312	47,017.59	6,865.84	.00	69,294.41	40.4%
51161 VAC/SICK ACCRUAL	7,000	7,000	3,686.21	581.89	.00	3,313.79	52.7%
51210 RETIREE HEALTH INS PLAN	0	0	460.66	58.94	.00	-460.66	100.0%
51300 WORKERS COMPENSATION	19,626	19,626	9,812.94	1,635.49	.00	9,813.06	50.0%
52000 POSTAGE	3,000	3,000	.00	.00	.00	3,000.00	.0%
52300 UNIFORMS	4,500	4,500	465.57	.00	1,324.98	2,709.45	39.8%
52400 MINOR EQUIPMENT	279,081	318,721	217,920.85	17,691.32	276,121.97	-175,321.75	155.0%
52600 SUPPLIES CUSTODIAL	11,000	11,000	.00	.00	.00	11,000.00	.0%
52620 SUPPLIES OTHER	20,125	20,125	6,943.35	.00	2,500.00	10,681.65	46.9%
52900 MISC SUPPLIES	4,000	4,000	340.72	61.40	1,659.28	2,000.00	50.0%
53010 SERVICES PRINTING BINDING	28,000	28,000	.00	.00	27,335.68	664.32	97.6%
53200 PROF SERVICES - OTHER	768,430	820,706	121,348.51	29,023.66	155,400.82	543,956.24	33.7%
53210 SERVICES AUDIT	5,400	5,400	.00	.00	.00	5,400.00	.0%
53600 HOUSING ASSIST LOAN GRANT	0	119,214	36,455.70	.00	.00	82,758.00	30.6%
54010 UTILITY EXPENSE-ELECTRIC	4,209	4,209	871.46	217.59	.00	3,337.54	20.7%
54030 UTILITY EXPENSE- WASTEWATER	0	0	.00	-206.65	.00	.00	.0%
54040 UTILITY EXPENSE WATER	0	0	.00	-17,279.45	.00	.00	.0%
54050 UTIL EXP REFUSE AND DISPOSE	0	0	.00	-4,881.50	.00	.00	.0%
54080 TELEPHONE CHGS	500	500	993.90	-321.83	.00	-493.90	198.8%
56040 CAPEX - MACHINERY/EQUIP	2,000	2,000	.00	.00	.00	2,000.00	.0%
57400 CONTRIBUTION TO OTHER FND	3,838	3,838	.00	.00	.00	3,838.00	.0%
57500 PRINCIPAL PAYMENTS	1,005,000	1,005,000	1,005,000.00	.00	.00	.00	100.0%
57510 INTEREST EXPENSE	346,341	346,341	183,534.38	.00	.00	162,806.62	53.0%
59200 IT & DATA PROCESSING CHGS	40,264	40,264	20,131.98	3,355.33	.00	20,132.02	50.0%
59300 LIABILITY INSURANCE CHGS	35,395	35,395	17,697.48	2,949.58	.00	17,697.52	50.0%
59500 FLEET EQUIP MAINT ISF CHG	2,861	2,861	6,878.08	-116.14	.00	-4,017.08	240.4%

YEAR-TO-DATE BUDGET REPORT

EXPENSE - DECEMBER 2025

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
59600 INDIRECT PRORATED CST CHG	67,727	67,727	33,863.46	5,643.91	.00	33,863.54	50.0%
59800 TRANSFERS OUT - CIP	22,530,000	40,466,500	473,668.15	273,981.66	.00	39,992,831.58	1.2%
59810 TRANSFERS OUT - CITY MATCH	0	24,115	2,399.54	2,399.54	.00	21,715.64	10.0%
59900 TRANSFERS OUT - DEBT	1,665,250	1,665,250	147,625.00	.00	.00	1,517,625.00	8.9%
59940 TRANSFERS OUT - MEASURE O	1,514,671	1,514,671	660,631.50	110,105.25	.00	854,039.50	43.6%
TOTAL HALF CENT SALES TAX - MEAS	29,226,043	47,442,734	3,416,953.34	479,453.21	464,342.73	43,561,438.18	8.2%
105 STREET MAINTENANCE (IUF) FUND							
59800 TRANSFERS OUT - CIP	0	15,823	14,498.57	14,498.56	.00	1,324.31	91.6%
TOTAL STREET MAINTENANCE (IUF) FU	0	15,823	14,498.57	14,498.56	.00	1,324.31	91.6%
114 STORM WATER MANAGEMENT FUND							
50000 SALARIES - REGULAR	433,351	433,351	146,000.42	16,495.59	.00	287,350.58	33.7%
50100 SALARIES - TEMPORARY	0	0	2,056.22	.00	.00	-2,056.22	100.0%
50200 OVERTIME WAGES	50,000	50,000	29,226.05	4,201.24	.00	20,773.95	58.5%
51000 CALPERS PENSION NORMAL COST	43,206	43,206	14,826.38	1,948.86	.00	28,379.62	34.3%
51010 CALPERS PENSION UAL	61,846	61,846	30,922.98	5,153.83	.00	30,923.02	50.0%
51030 RETIREMENT ENHANCEMENT PLAN	1,727	1,727	2,182.54	237.70	.00	-455.54	126.4%
51160 CITY PAID EMPLOYEE BENEFITS	117,655	117,655	23,898.13	2,174.75	.00	93,756.87	20.3%
51161 VAC/SICK ACCRUAL	9,383	9,383	3,377.81	420.79	.00	6,005.19	36.0%
51210 RETIREE HEALTH INS PLAN	0	0	319.63	37.34	.00	-319.63	100.0%
51300 WORKERS COMPENSATION	28,112	28,112	14,055.96	2,342.66	.00	14,056.04	50.0%
52100 CHEMICALS	40,000	40,000	21,110.17	21,110.17	2,109.54	16,780.29	58.0%
52310 TRAINING-WORKSHOP-MTGS	1,500	1,500	.00	.00	.00	1,500.00	.0%
52400 MINOR EQUIPMENT	20,000	20,000	2,490.02	.00	4,500.00	13,009.98	35.0%
53200 PROF SERVICES - OTHER	700,000	700,000	204,321.53	.00	345,962.26	149,716.21	78.6%
54010 UTILITY EXPENSE-ELECTRIC	2,500	2,500	2,115.17	1,284.47	.00	384.83	84.6%
54050 UTIL EXP REFUSE AND DISPOSE	294,000	294,000	208,733.84	.00	.00	85,266.16	71.0%
54090 UNLEADED FUEL	5,000	5,000	.00	.00	10,000.00	-5,000.00	200.0%
55030 VEHICLE MAINTENANCE	0	0	594.95	.00	.00	-594.95	100.0%
57000 RENTALS & LEASES	75,000	75,000	40,499.47	23,478.21	17,358.10	17,142.43	77.1%
57110 TAXES AND FILING FEES	60,000	60,000	54,953.00	.00	.00	5,047.00	91.6%
59200 IT & DATA PROCESSING CHGS	58,670	58,670	29,334.96	4,889.16	.00	29,335.04	50.0%
59300 LIABILITY INSURANCE CHGS	51,420	51,420	25,710.00	4,285.00	.00	25,710.00	50.0%
59500 FLEET EQUIP MAINT ISF CHG	2,854	2,854	219.28	18.50	.00	2,634.72	7.7%
59600 INDIRECT PRORATED CST CHG	53,219	53,219	26,609.52	4,434.92	.00	26,609.48	50.0%

YEAR-TO-DATE BUDGET REPORT

EXPENSE - DECEMBER 2025

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL STORM WATER MANAGEMENT FUND	2,109,443	2,109,443	883,558.03	92,513.19	379,929.90	845,955.07	59.9%
119 PUBLIC SAFETY RETIREMENT FUND							
51005 CALPERS PENS CARMAN NORMAL CO	9,371,270	9,371,270	1,911,133.80	658,308.60	.00	7,460,136.20	20.4%
51020 CALPERS UAL - PUBLIC SAFETY	13,015,527	13,015,527	6,507,763.50	1,084,627.25	.00	6,507,763.50	50.0%
53310 COUNTY PROP TAX ADMIN CHG	167,363	167,363	.00	.00	.00	167,363.00	.0%
TOTAL PUBLIC SAFETY RETIREMENT FU	22,554,160	22,554,160	8,418,897.30	1,742,935.85	.00	14,135,262.70	37.3%
120 MAINT ASSMNT DIST							
50000 SALARIES - REGULAR	1,400,574	1,400,574	590,231.04	102,269.82	.00	810,342.96	42.1%
50100 SALARIES - TEMPORARY	20,000	20,000	.00	.00	.00	20,000.00	.0%
50200 OVERTIME WAGES	383,000	383,000	88,155.50	20,359.97	.00	294,844.50	23.0%
51000 CALPERS PENSION NORMAL COST	139,637	139,637	53,731.26	10,793.66	.00	85,905.74	38.5%
51005 CALPERS PENS CARMAN NORMAL CO	0	0	3,296.41	.00	.00	-3,296.41	100.0%
51010 CALPERS PENSION UAL	189,530	189,530	94,765.02	15,794.17	.00	94,764.98	50.0%
51030 RETIREMENT ENHANCEMENT PLAN	0	0	5,803.30	1,069.07	.00	-5,803.30	100.0%
51160 CITY PAID EMPLOYEE BENEFITS	357,501	357,501	136,083.90	23,392.66	.00	221,417.10	38.1%
51161 VAC/SICK ACCRUAL	30,322	30,322	13,381.83	2,458.49	.00	16,940.17	44.1%
51210 RETIREE HEALTH INS PLAN	0	0	3,664.37	618.65	.00	-3,664.37	100.0%
51300 WORKERS COMPENSATION	82,926	82,926	41,463.00	6,910.50	.00	41,463.00	50.0%
52000 POSTAGE	0	0	6.04	.00	.00	-6.04	100.0%
52200 BROCHURES & PUBLICATIONS	5,000	4,100	1,093.36	.00	6,956.64	-3,950.00	196.3%
52300 UNIFORMS	7,500	7,500	608.59	608.59	13,091.41	-6,200.00	182.7%
52310 TRAINING-WORKSHOP-MTGS	25,000	25,000	6,042.04	2,674.04	22,325.96	-3,368.00	113.5%
52340 MEMBERSHIPS	0	0	429.68	429.68	.00	-429.68	100.0%
52400 MINOR EQUIPMENT	96,500	96,500	9,052.76	513.32	151,784.81	-64,337.57	166.7%
52600 SUPPLIES CUSTODIAL	38,000	38,000	8,947.42	995.94	38,052.58	-9,000.00	123.7%
52610 SUPPLIES SAFETY	500	500	.00	.00	247.70	252.30	49.5%
52900 MISC SUPPLIES	188,500	188,500	18,585.87	1,124.93	73,750.97	96,163.16	49.0%
53001 SOFTWARE SUBSCRIPTION	0	900	.00	.00	.00	900.00	.0%
53200 PROF SERVICES - OTHER	6,591,301	6,593,619	2,236,196.95	1,348,793.78	3,164,429.31	1,192,992.74	81.9%
53310 COUNTY PROP TAX ADMIN CHG	21,407	21,407	11,051.91	11,011.56	.00	10,355.09	51.6%
54010 UTILITY EXPENSE-ELECTRIC	242,385	242,385	89,162.21	16,233.26	.00	153,222.79	36.8%
54030 UTILITY EXPENSE- WASTEWATER	7,300	7,300	4,447.38	368.24	.00	2,852.62	60.9%
54040 UTILITY EXPENSE WATER	981,819	981,819	545,838.49	90,333.84	.00	435,980.51	55.6%
54050 UTIL EXP REFUSE AND DISPOSE	22,100	22,100	10,612.58	2,785.61	.00	11,487.42	48.0%
54080 TELEPHONE CHGS	20,400	20,400	5,754.67	1,507.63	.00	14,645.33	28.2%

YEAR-TO-DATE BUDGET REPORT

EXPENSE - DECEMBER 2025

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
57000 RENTALS & LEASES	125,000	125,000	26,202.02	.00	5,149.66	93,648.32	25.1%
59020 TRANSFERS OUT - INTRAFUND	2,995,920	2,995,920	596,891.72	.00	.00	2,399,028.28	19.9%
59025 TRANSFERS OUT - INTERFUND	369,509	369,509	5,000.00	.00	.00	364,509.00	1.4%
59200 IT & DATA PROCESSING CHGS	179,841	179,841	89,920.50	14,986.75	.00	89,920.50	50.0%
59300 LIABILITY INSURANCE CHGS	144,153	144,153	72,076.50	12,012.75	.00	72,076.50	50.0%
59400 TELEPHONE CHGS HIPC	4,922	4,922	2,460.96	410.16	.00	2,461.04	50.0%
59500 FLEET EQUIP MAINT ISF CHG	62,672	62,672	26,076.50	5,341.45	.00	36,595.50	41.6%
59600 INDIRECT PRORATED CST CHG	206,671	206,671	103,335.48	17,222.58	.00	103,335.52	50.0%
59700 FACILITY CHG MAINTENANCE	28,445	28,445	14,222.52	2,370.42	.00	14,222.48	50.0%
59800 TRANSFERS OUT - CIP	330,000	1,547,546	13,676.99	11,776.65	.00	1,533,869.20	.9%
TOTAL MAINT ASSMNT DIST	15,298,335	16,518,199	4,928,268.77	1,725,168.17	3,475,789.04	8,114,141.38	50.9%
181 STATE GAS TAX FUND							
50000 SALARIES - REGULAR	1,358,559	1,358,559	568,524.34	92,677.17	.00	790,034.66	41.8%
50100 SALARIES - TEMPORARY	0	0	17,508.66	3,070.63	.00	-17,508.66	100.0%
50200 OVERTIME WAGES	60,000	60,000	20,785.52	972.32	.00	39,214.48	34.6%
51000 CALPERS PENSION NORMAL COST	135,448	135,448	51,549.03	8,812.70	.00	83,898.97	38.1%
51010 CALPERS PENSION UAL	219,793	219,793	109,896.48	18,316.08	.00	109,896.52	50.0%
51030 RETIREMENT ENHANCEMENT PLAN	7,774	7,774	10,316.45	1,641.81	.00	-2,542.45	132.7%
51160 CITY PAID EMPLOYEE BENEFITS	391,222	391,222	161,794.92	27,003.27	.00	229,427.08	41.4%
51161 VAC/SICK ACCRUAL	29,412	29,412	12,175.23	2,041.07	.00	17,236.77	41.4%
51210 RETIREE HEALTH INS PLAN	23,960	23,960	10,647.49	1,738.32	.00	13,312.51	44.4%
51300 WORKERS COMPENSATION	89,297	89,297	44,648.52	7,441.42	.00	44,648.48	50.0%
51400 AUTO ALLOWANCE	420	420	198.41	32.30	.00	221.59	47.2%
52310 TRAINING-WORKSHOP-MTGS	2,500	2,500	828.00	.00	.00	1,672.00	33.1%
52400 MINOR EQUIPMENT	163,860	163,860	75,516.86	32,412.96	74,827.75	13,515.39	91.8%
52900 MISC SUPPLIES	1,473	1,473	1,293.00	.00	.00	180.00	87.8%
53020 INTERNAL PHOTOCOPING COSTS	1,200	1,200	78.95	.00	.00	1,121.05	6.6%
53200 PROF SERVICES - OTHER	506,000	506,000	129,909.95	4,051.07	211,085.82	165,004.23	67.4%
54010 UTILITY EXPENSE-ELECTRIC	221,683	221,683	113,949.11	20,792.51	.00	107,733.89	51.4%
54080 TELEPHONE CHGS	10,000	10,000	6,971.64	3,486.17	.00	3,028.36	69.7%
57000 RENTALS & LEASES	50,000	50,000	4,443.52	4,443.52	26,556.48	19,000.00	62.0%
57500 PRINCIPAL PAYMENTS	805,000	805,000	805,000.00	.00	.00	.00	100.0%
57510 INTEREST EXPENSE	509,275	509,275	260,675.00	.00	.00	248,600.00	51.2%
59200 IT & DATA PROCESSING CHGS	208,509	208,509	104,254.50	17,375.75	.00	104,254.50	50.0%
59300 LIABILITY INSURANCE CHGS	163,346	163,346	81,673.02	13,612.17	.00	81,672.98	50.0%
59400 TELEPHONE CHGS HIPC	12,003	12,003	6,001.50	1,000.25	.00	6,001.50	50.0%
59500 FLEET EQUIP MAINT ISF CHG	358,617	358,617	187,083.40	34,266.35	.00	171,533.60	52.2%
59600 INDIRECT PRORATED CST CHG	185,029	185,029	92,514.48	15,419.08	.00	92,514.52	50.0%
59700 FACILITY CHG MAINTENANCE	353,897	353,897	176,948.46	29,491.41	.00	176,948.54	50.0%

YEAR-TO-DATE BUDGET REPORT

EXPENSE - DECEMBER 2025

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
59800 TRANSFERS OUT - CIP	0	106,276	.00	.00	.00	106,276.30	.0%
TOTAL STATE GAS TAX FUND	5,868,277	5,974,553	3,055,186.44	340,098.33	312,470.05	2,606,896.81	56.4%
182 TRAFFIC SAFETY FUND							
50000 SALARIES - REGULAR	287,737	287,737	91,814.77	28,344.03	.00	195,922.23	31.9%
50100 SALARIES - TEMPORARY	0	0	2,239.97	307.66	.00	-2,239.97	100.0%
50410 WORKERS COMP SALARY CONTINUE	0	0	3,237.60	.00	.00	-3,237.60	100.0%
51000 CALPERS PENSION NORMAL COST	28,687	28,687	8,202.08	1,873.36	.00	20,484.92	28.6%
51010 CALPERS PENSION UAL	72,756	72,756	36,378.00	6,063.00	.00	36,378.00	50.0%
51030 RETIREMENT ENHANCEMENT PLAN	2,360	2,360	1,795.10	355.00	.00	564.90	76.1%
51160 CITY PAID EMPLOYEE BENEFITS	70,898	70,898	23,533.89	5,070.57	.00	47,364.11	33.2%
51161 VAC/SICK ACCRUAL	6,230	6,230	1,929.58	424.21	.00	4,300.42	31.0%
51300 WORKERS COMPENSATION	24,276	24,276	12,138.00	2,023.00	.00	12,138.00	50.0%
53200 PROF SERVICES - OTHER	0	3,782	.00	.00	.00	3,782.00	.0%
59200 IT & DATA PROCESSING CHGS	69,024	69,024	34,512.00	5,752.00	.00	34,512.00	50.0%
59300 LIABILITY INSURANCE CHGS	22,995	22,995	11,497.50	1,916.25	.00	11,497.50	50.0%
59600 INDIRECT PRORATED CST CHG	9,448	9,448	4,723.98	787.33	.00	4,724.02	50.0%
59800 TRANSFERS OUT - CIP	0	84,046	41,549.16	448.94	.00	42,497.04	49.4%
TOTAL TRAFFIC SAFETY FUND	594,411	682,239	273,551.63	53,365.35	.00	408,687.57	40.1%
185 ROAD MAINT & REHAB ACT FUND							
53200 PROF SERVICES - OTHER	0	292,155	1,640.00	.00	112,381.25	178,133.69	39.0%
59000 TRANSFERS OUT (LABOR)	0	2,363,122	66,677.92	.00	.00	2,296,444.26	2.8%
59800 TRANSFERS OUT - CIP	4,000,000	6,549,370	3,379,549.56	2,040,813.46	.00	3,169,820.87	51.6%
TOTAL ROAD MAINT & REHAB ACT FUND	4,000,000	9,204,648	3,447,867.48	2,040,813.46	112,381.25	5,644,398.82	38.7%
191 ASSET SEIZURE FUND - FED							
52310 TRAINING-WORKSHOP-MTGS	0	55,915	12,627.83	3,543.82	.00	43,287.57	22.6%
52400 MINOR EQUIPMENT	0	39,812	.00	.00	.00	39,812.04	.0%
53200 PROF SERVICES - OTHER	0	26,813	.00	.00	.00	26,813.00	.0%
56040 CAPEX - MACHINERY/EQUIP	0	26,102	.00	.00	.00	26,102.00	.0%
TOTAL ASSET SEIZURE FUND - FED	0	148,642	12,627.83	3,543.82	.00	136,014.61	8.5%

YEAR-TO-DATE BUDGET REPORT

EXPENSE - DECEMBER 2025

FOR 2026 06

192 ASSET SEIZURE FUND - STATE	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
192 ASSET SEIZURE FUND - STATE							
52310 TRAINING-WORKSHOP-MTGS	0	6,375	1,029.32	.00	.00	5,345.37	16.1%
52400 MINOR EQUIPMENT	0	52,702	.00	.00	.00	52,702.15	.0%
53200 PROF SERVICES - OTHER	0	250	.00	.00	.00	250.00	.0%
TOTAL ASSET SEIZURE FUND - STATE	0	59,327	1,029.32	.00	.00	58,297.52	1.7%
200 FEDERAL GRANTS FUND							
50000 SALARIES - REGULAR	0	532,777	181,139.86	29,608.60	.00	351,637.02	34.0%
50100 SALARIES - TEMPORARY	0	36,620	2,384.25	2,384.25	.00	34,235.75	6.5%
50200 OVERTIME WAGES	0	89,141	37,635.18	5,444.83	.00	51,505.36	42.2%
50210 OVERTIME-FLSA PUBLIC SAFETY	0	0	5,685.66	825.18	.00	-5,685.66	100.0%
50220 STATION COVERAGE OT	0	114,017	32,100.31	6,609.71	.00	81,917.00	28.2%
50410 WORKERS COMP SALARY CONTINUE	0	0	1,407.66	.00	.00	-1,407.66	100.0%
51000 CALPERS PENSION NORMAL COST	0	83,552	690.07	57.77	.00	82,861.44	.8%
51030 RETIREMENT ENHANCEMENT PLAN	0	0	1,720.83	356.17	.00	-1,720.83	100.0%
51160 CITY PAID EMPLOYEE BENEFITS	-59,270	79,093	38,371.95	4,071.53	.00	40,720.83	48.5%
51161 VAC/SICK ACCRUAL	0	0	3,997.22	638.61	.00	-3,997.22	100.0%
51300 WORKERS COMPENSATION	31,592	48,567	15,796.02	2,632.67	.00	32,771.21	32.5%
51410 UNIFORM ALLOWANCE	0	0	1,700.00	.00	.00	-1,700.00	100.0%
52300 UNIFORMS	0	0	532.38	.00	.00	-532.38	100.0%
52310 TRAINING-WORKSHOP-MTGS	0	62,597	3,032.09	3,032.09	3,704.98	55,859.82	10.8%
52400 MINOR EQUIPMENT	0	186,510	25,233.60	.00	.00	161,275.99	13.5%
52620 SUPPLIES OTHER	0	15,617	.00	.00	.00	15,617.00	.0%
52900 MISC SUPPLIES	0	18,984	2,880.43	2,717.27	.00	16,103.19	15.2%
53200 PROF SERVICES - OTHER	0	1,071,000	150,031.15	20,373.20	130,765.08	790,203.70	26.2%
53270 CONSTRUCTION SERVICES	0	542,750	.00	.00	.00	542,750.00	.0%
59300 LIABILITY INSURANCE CHGS	27,678	56,149	13,839.00	2,306.50	.00	42,310.00	24.6%
59800 TRANSFERS OUT - CIP	1,072,449	12,940,599	248,355.43	8,134.70	.00	12,692,243.41	1.9%
TOTAL FEDERAL GRANTS FUND	1,072,449	15,877,971	766,533.09	89,193.08	134,470.06	14,976,967.97	5.7%
201 CDBG FUND							
50000 SALARIES - REGULAR	244,709	268,835	99,791.47	16,730.65	.00	169,043.90	37.1%
50100 SALARIES - TEMPORARY	106,639	190,623	3,505.48	3,505.48	.00	187,117.51	1.8%

YEAR-TO-DATE BUDGET REPORT

EXPENSE - DECEMBER 2025

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
51000 CALPERS PENSION NORMAL COST	24,397	26,573	9,151.41	1,672.90	.00	17,421.24	34.4%
51010 CALPERS PENSION UAL	26,955	26,955	13,477.50	2,246.25	.00	13,477.50	50.0%
51030 RETIREMENT ENHANCEMENT PLAN	822	822	1,055.91	294.85	.00	-233.91	128.5%
51160 CITY PAID EMPLOYEE BENEFITS	61,338	69,504	22,842.58	4,000.16	.00	46,661.68	32.9%
51161 VAC/SICK ACCRUAL	5,298	5,298	2,150.06	392.14	.00	3,147.94	40.6%
51210 RETIREE HEALTH INS PLAN	0	0	915.14	166.88	.00	-915.14	100.0%
51300 WORKERS COMPENSATION	10,795	10,795	5,397.48	899.58	.00	5,397.52	50.0%
52000 POSTAGE	1,500	1,500	190.92	4.44	.00	1,309.08	12.7%
52310 TRAINING-WORKSHOP-MTGS	2,000	8,641	.00	.00	.00	8,641.00	.0%
52320 MILEAGE REIMBURSEMENTS	172	172	.00	.00	.00	172.00	.0%
52400 MINOR EQUIPMENT	1,933	1,933	.00	.00	.00	1,933.00	.0%
52900 MISC SUPPLIES	6,271	6,271	19.27	.00	480.73	5,771.00	8.0%
53020 INTERNAL PHOTOCOPING COSTS	1,933	1,933	6.77	.00	.00	1,926.23	.4%
53200 PROF SERVICES - OTHER	511,911	1,575,381	272,311.57	51,865.88	386,089.43	916,979.88	41.8%
53220 SERVICES LEGAL SERVICES	687	687	.00	.00	.00	687.00	.0%
53250 ADVERTISING	6,874	6,874	3,507.50	1,387.50	3,366.50	.00	100.0%
53600 HOUSING ASSIST LOAN GRANT	871,648	1,677,887	792,999.00	.00	736,239.31	148,649.00	91.1%
54020 UTILITY EXPENSE - GAS	0	12,000	.00	.00	.00	12,000.00	.0%
54030 UTILITY EXPENSE- WASTEWATER	0	371	.00	.00	.00	371.00	.0%
54040 UTILITY EXPENSE WATER	0	4,052	.00	.00	.00	4,052.00	.0%
54050 UTIL EXP REFUSE AND DISPOSE	0	11,029	.00	.00	.00	11,029.00	.0%
54080 TELEPHONE CHGS	516	516	398.71	159.54	.00	117.29	77.3%
57000 RENTALS & LEASES	0	21,697	.00	.00	.00	21,697.00	.0%
57400 CONTRIBUTION TO OTHER FND	0	49,025	.00	.00	.00	49,025.00	.0%
57410 CONTRIBUTION TO OTHER GOV AGC	100,536	351,859	21,152.48	6,605.44	188,847.52	141,859.37	59.7%
59300 LIABILITY INSURANCE CHGS	1,383	1,383	.00	-461.00	.00	1,383.00	.0%
59800 TRANSFERS OUT - CIP	0	1,519,058	1,000,000.00	1,000,000.00	.00	519,057.95	65.8%
TOTAL CDBG FUND	1,988,317	5,851,675	2,248,873.25	1,089,470.69	1,315,023.49	2,287,778.04	60.9%
202 HOME FUND							
50000 SALARIES - REGULAR	0	119,166	.00	.00	.00	119,166.20	.0%
51160 CITY PAID EMPLOYEE BENEFITS	0	20,000	.00	.00	.00	20,000.00	.0%
52000 POSTAGE	439	862	6.61	5.18	.00	855.66	.8%
52310 TRAINING-WORKSHOP-MTGS	1,537	3,609	.00	.00	.00	3,609.44	.0%
52320 MILEAGE REIMBURSEMENTS	88	208	.00	.00	.00	208.00	.0%
52400 MINOR EQUIPMENT	1,647	2,912	.00	.00	.00	2,911.94	.0%
52900 MISC SUPPLIES	183	433	6.42	.00	493.58	-67.00	115.5%
53020 INTERNAL PHOTOCOPING COSTS	366	866	.00	.00	.00	866.00	.0%
53200 PROF SERVICES - OTHER	42,377	207,240	55,811.78	41,803.01	332,151.15	-180,722.50	187.2%
53220 SERVICES LEGAL SERVICES	18,295	120,818	2,450.00	.00	10,631.92	107,736.00	10.8%

YEAR-TO-DATE BUDGET REPORT

EXPENSE - DECEMBER 2025

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
53250 ADVERTISING	3,659	12,167	1,587.50	462.50	2,071.50	8,508.00	30.1%
53600 HOUSING ASSIST LOAN GRANT	536,938	4,723,094	.00	.00	160,000.00	4,563,094.36	3.4%
57800 FOR CONTINGENCIES	80,387	464,693	.00	.00	.00	464,693.00	.0%
TOTAL HOME FUND	685,916	5,676,070	59,862.31	42,270.69	505,348.15	5,110,859.10	10.0%
203 EMERGENCY SHELTER FUND							
50000 SALARIES - REGULAR	6,762	14,855	3,302.18	498.25	.00	11,552.59	22.2%
51000 CALPERS PENSION NORMAL COST	674	1,752	303.51	49.68	.00	1,448.49	17.3%
51010 CALPERS PENSION UAL	970	970	484.98	80.83	.00	485.02	50.0%
51030 RETIREMENT ENHANCEMENT PLAN	0	0	30.40	4.98	.00	-30.40	100.0%
51160 CITY PAID EMPLOYEE BENEFITS	1,346	4,392	570.02	92.29	.00	3,821.83	13.0%
51161 VAC/SICK ACCRUAL	146	277	65.95	10.78	.00	210.65	23.8%
51210 RETIREE HEALTH INS PLAN	0	57	30.40	4.98	.00	26.15	53.8%
53200 PROF SERVICES - OTHER	95,058	153,893	.00	.00	.00	153,893.00	.0%
57410 CONTRIBUTION TO OTHER GOV AGC	70,166	104,802	36,393.46	36,393.46	112,026.63	-43,618.00	141.6%
TOTAL EMERGENCY SHELTER FUND	175,122	280,997	41,180.90	37,135.25	112,026.63	127,789.33	54.5%
204 ARPA							
52400 MINOR EQUIPMENT	0	4,761	.00	.00	.00	4,761.01	.0%
52620 SUPPLIES OTHER	0	325	.00	.00	.00	325.48	.0%
52900 MISC SUPPLIES	0	1,908	.00	.00	.00	1,907.79	.0%
53200 PROF SERVICES - OTHER	0	433,426	297,307.84	.00	134,302.41	1,815.96	99.6%
53270 CONSTRUCTION SERVICES	0	214,697	216,454.20	216,454.20	.00	-1,757.24	100.8%
59800 TRANSFERS OUT - CIP	0	1,373,831	1,334.77	634.20	.00	1,372,495.80	.1%
TOTAL ARPA	0	2,028,948	515,096.81	217,088.40	134,302.41	1,379,548.80	32.0%
210 STATE & LOCAL GRANTS FUND							
50000 SALARIES - REGULAR	2,204,754	2,719,184	1,037,218.82	216,340.94	.00	1,681,965.26	38.1%
50100 SALARIES - TEMPORARY	2,788,059	2,817,287	913,732.84	153,353.30	.00	1,903,553.97	32.4%
50200 OVERTIME WAGES	35,000	543,216	185,855.41	46,440.29	.00	357,360.43	34.2%
51000 CALPERS PENSION NORMAL COST	219,814	219,814	101,496.02	18,820.68	.00	118,317.98	46.2%
51010 CALPERS PENSION UAL	467,216	467,216	233,608.32	38,934.72	.00	233,607.68	50.0%

YEAR-TO-DATE BUDGET REPORT

EXPENSE - DECEMBER 2025

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
51030 RETIREMENT ENHANCEMENT PLAN	2,655	2,655	43,093.14	7,275.57	.00	-40,438.14	1623.1%
51160 CITY PAID EMPLOYEE BENEFITS	701,768	731,981	323,828.51	54,784.93	.00	408,152.58	44.2%
51161 VAC/SICK ACCRUAL	47,732	47,732	23,410.12	4,126.01	.00	24,321.88	49.0%
51210 RETIREE HEALTH INS PLAN	0	0	2,091.04	357.44	.00	-2,091.04	100.0%
51300 WORKERS COMPENSATION	107,319	139,541	53,659.74	8,943.29	.00	85,881.10	38.5%
52000 POSTAGE	0	0	12,027.85	.00	.00	-12,027.85	100.0%
52300 UNIFORMS	51,540	100,808	28,431.03	350.64	20,642.39	51,734.63	48.7%
52310 TRAINING-WORKSHOP-MTGS	39,500	129,199	9,490.42	5,761.46	.00	119,708.62	7.3%
52320 MILEAGE REIMBURSEMENTS	1,460	2,304	.00	.00	.00	2,304.00	.0%
52340 MEMBERSHIPS	1,040	1,040	1,020.00	865.00	.00	20.00	98.1%
52400 MINOR EQUIPMENT	20,180	280,074	26,217.17	9,097.65	2,000.00	251,857.17	10.1%
52610 SUPPLIES SAFETY	0	0	1,723.95	.00	3,276.05	-5,000.00	100.0%
52620 SUPPLIES OTHER	94,866	310,038	21,848.08	4,429.38	27,807.52	260,382.40	16.0%
52900 MISC SUPPLIES	17,300	171,823	35,707.70	8,967.06	43,849.01	92,266.04	46.3%
53010 SERVICES PRINTING BINDING	5,350	10,817	.00	.00	.00	10,817.00	.0%
53020 INTERNAL PHOTOCOPING COSTS	5,000	5,000	6,211.50	.00	.00	-1,211.50	124.2%
53110 SERVICES MEDICAL	0	0	2,695.00	.00	12,305.00	-15,000.00	100.0%
53200 PROF SERVICES - OTHER	55,330	2,449,963	407,191.06	176,267.13	887,257.15	1,155,514.48	52.8%
53250 ADVERTISING	0	89,653	.00	.00	.00	89,653.00	.0%
53600 HOUSING ASSIST LOAN GRANT	0	751,473	.00	.00	.00	751,473.00	.0%
54050 UTIL EXP REFUSE AND DISPOSE	0	12,791	1,383.53	.00	.00	11,407.48	10.8%
54080 TELEPHONE CHGS	28,100	28,100	9,004.23	3,845.28	.00	19,095.77	32.0%
57410 CONTRIBUTION TO OTHER GOV AGC	0	1,030,801	.00	.00	.00	1,030,801.00	.0%
58100 GENERAL LIABILITY INSURANCE	2,000	2,000	2,055.78	.00	.00	-55.78	102.8%
59000 TRANSFERS OUT (LABOR)	0	103,060	.00	.00	.00	103,060.44	.0%
59300 LIABILITY INSURANCE CHGS	174,338	174,338	87,168.66	14,528.11	.00	87,169.34	50.0%
59500 FLEET EQUIP MAINT ISF CHG	0	0	2,101.02	176.95	.00	-2,101.02	100.0%
59800 TRANSFERS OUT - CIP	581,500	118,753,753	14,194,872.79	6,823,042.09	.00	104,558,879.77	12.0%
TOTAL STATE & LOCAL GRANTS FUND	7,651,821	132,095,661	17,767,143.73	7,596,707.92	997,137.12	113,331,379.69	14.2%
212 TRANSPORT DEV ACT (TDA) FUND							
50000 SALARIES - REGULAR	52,287	52,287	25,717.20	4,509.20	.00	26,569.80	49.2%
51000 CALPERS PENSION NORMAL COST	5,213	5,213	2,398.27	367.80	.00	2,814.73	46.0%
51010 CALPERS PENSION UAL	7,276	7,276	3,637.98	606.33	.00	3,638.02	50.0%
51030 RETIREMENT ENHANCEMENT PLAN	0	0	278.07	36.40	.00	-278.07	100.0%
51160 CITY PAID EMPLOYEE BENEFITS	6,483	6,483	3,212.67	508.23	.00	3,270.33	49.6%
51161 VAC/SICK ACCRUAL	1,132	1,132	567.83	87.36	.00	564.17	50.2%
51210 RETIREE HEALTH INS PLAN	0	0	100.74	16.40	.00	-100.74	100.0%
51300 WORKERS COMPENSATION	3,024	3,024	1,512.00	252.00	.00	1,512.00	50.0%
52620 SUPPLIES OTHER	2,500	2,500	.00	.00	2,500.00	.00	100.0%

YEAR-TO-DATE BUDGET REPORT

EXPENSE - DECEMBER 2025

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
53200 PROF SERVICES - OTHER	794,294	794,405	274,608.32	66,783.46	424,880.75	94,916.19	88.1%
53270 CONSTRUCTION SERVICES	57,221	64,118	.00	.00	6,896.80	57,221.00	10.8%
54010 UTILITY EXPENSE-ELECTRIC	50,000	50,000	27,962.57	4,068.36	.00	22,037.43	55.9%
54030 UTILITY EXPENSE- WASTEWATER	5,000	5,000	2,844.65	421.66	.00	2,155.35	56.9%
54040 UTILITY EXPENSE WATER	15,000	15,000	6,748.00	1,155.21	.00	8,252.00	45.0%
54050 UTIL EXP REFUSE AND DISPOSE	8,000	8,000	5,219.30	878.97	.00	2,780.70	65.2%
54080 TELEPHONE CHGS	5,000	5,000	1,428.26	340.48	.00	3,571.74	28.6%
55010 BUILDING MAINT & REPAIR	0	35,477	.00	.00	.00	35,477.00	.0%
59000 TRANSFERS OUT (LABOR)	0	812	.00	.00	.00	812.34	.0%
59200 IT & DATA PROCESSING CHGS	6,902	6,902	3,451.02	575.17	.00	3,450.98	50.0%
59300 LIABILITY INSURANCE CHGS	5,531	5,531	2,765.52	460.92	.00	2,765.48	50.0%
59400 TELEPHONE CHGS HIPC	7,105	7,105	3,552.48	592.08	.00	3,552.52	50.0%
59600 INDIRECT PRORATED CST CHG	30,464	30,464	15,232.02	2,538.67	.00	15,231.98	50.0%
59800 TRANSFERS OUT - CIP	500,000	1,722,435	63,233.52	8,321.58	.00	1,659,201.13	3.7%
TOTAL TRANSPORT DEV ACT (TDA) FUN	1,562,432	2,828,164	444,470.42	92,520.28	434,277.55	1,949,416.08	31.1%
220 STATE HOUSING (LHTFP) GRANT							
50000 SALARIES - REGULAR	0	5,701	.00	.00	.00	5,700.77	.0%
53200 PROF SERVICES - OTHER	355,957	759,061	49,155.00	810.00	1,171.25	708,734.66	6.6%
53600 HOUSING ASSIST LOAN GRANT	0	640,112	.00	.00	385,095.00	255,016.80	60.2%
TOTAL STATE HOUSING (LHTFP) GRANT	355,957	1,404,873	49,155.00	810.00	386,266.25	969,452.23	31.0%
230 STATE TRAFFIC CONG RELIEF FUND							
59800 TRANSFERS OUT - CIP	769,637	769,637	769,637.00	.00	.00	.00	100.0%
TOTAL STATE TRAFFIC CONG RELIEF F	769,637	769,637	769,637.00	.00	.00	.00	100.0%
301 CAPITAL OUTLAY FUND							
50000 SALARIES - REGULAR	0	324,805	413,543.64	80,439.71	.00	-88,739.07	127.3%
50200 OVERTIME WAGES	0	437,781	112,532.46	9,533.51	.00	325,248.52	25.7%
51000 CALPERS PENSION NORMAL COST	0	8,010	36,779.53	8,528.32	.00	-28,769.46	459.2%
51010 CALPERS PENSION UAL	0	17,135	.00	.00	.00	17,135.12	.0%
51030 RETIREMENT ENHANCEMENT PLAN	0	458	7,080.12	1,253.11	.00	-6,621.92	1545.2%

YEAR-TO-DATE BUDGET REPORT

EXPENSE - DECEMBER 2025

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
51160 CITY PAID EMPLOYEE BENEFITS	0	56,229	47,483.94	9,022.09	.00	8,745.17	84.4%
51161 VAC/SICK ACCRUAL	0	0	9,504.53	1,743.75	.00	-9,504.53	100.0%
51210 RETIREE HEALTH INS PLAN	0	0	1,670.33	302.93	.00	-1,670.33	100.0%
51300 WORKERS COMPENSATION	0	41,642	.00	.00	.00	41,641.50	.0%
52310 TRAINING-WORKSHOP-MTGS	0	62,680	31,721.88	5,838.21	.00	30,957.75	50.6%
52400 MINOR EQUIPMENT	0	231,061	10,903.59	.00	26,712.59	193,445.30	16.3%
52600 SUPPLIES CUSTODIAL	0	7,051	.00	.00	.00	7,050.50	.0%
52900 MISC SUPPLIES	0	104,210	8,879.15	66.04	6,163.05	89,167.69	14.4%
53000 SOFTWARE EXPENSE	0	23,521	.00	.00	.01	23,521.46	.0%
53200 PROF SERVICES - OTHER	8,661,180	41,441,355	3,727,110.81	1,343,121.76	19,222,496.74	18,491,747.19	55.4%
53220 SERVICES LEGAL SERVICES	0	6,032	.00	.00	.00	6,032.00	.0%
53250 ADVERTISING	0	100,564	2,100.00	2,100.00	97,900.00	564.11	99.4%
53270 CONSTRUCTION SERVICES	34,397,637	153,357,678	20,477,781.97	1,897,397.30	73,051,851.07	59,828,045.20	61.0%
55010 BUILDING MAINT & REPAIR	0	400,833	.00	.00	.00	400,833.03	.0%
55020 EQUIPMENT MAINTENANCE	0	95,575	.00	.00	.00	95,575.00	.0%
56000 CAPEX - LAND EASEMENTS	0	34,840	.00	.00	.00	34,839.84	.0%
56010 CAPEX - BUILDINGS	0	5,484,417	21,852.50	.00	.00	5,462,564.17	.4%
56020 CAPEX - IMPRV OTH. THN BLDGS	2,000,000	14,788,024	71,016.35	.00	1,655,500.28	13,061,507.10	11.7%
56030 CAPEX - VEHICLES	974,000	864,000	.00	.00	68,274.01	795,725.99	7.9%
56040 CAPEX - MACHINERY/EQUIP	774,000	11,141,763	1,467,099.46	310,211.87	1,386,376.88	8,288,286.70	25.6%
56050 CAPEX - INFRASTRUCTURE	798,449	21,218,557	383,496.50	.00	3,056,692.77	17,778,368.02	16.2%
57800 FOR CONTINGENCIES	0	8,645,427	5,029.23	.00	27,350.17	8,613,047.16	.4%
59000 TRANSFERS OUT (LABOR)	0	3,290,227	271,843.84	50,502.96	.00	3,018,383.63	8.3%
59300 LIABILITY INSURANCE CHGS	0	39,107	.00	.00	.00	39,107.00	.0%
TOTAL CAPITAL OUTLAY FUND	47,605,266	262,222,981	27,107,429.83	3,720,061.56	98,599,317.57	136,516,233.84	47.9%
311 PEG FEES FUND							
56040 CAPEX - MACHINERY/EQUIP	0	13,000	.00	.00	.00	13,000.00	.0%
59800 TRANSFERS OUT - CIP	0	301,111	.00	.00	.00	301,111.15	.0%
TOTAL PEG FEES FUND	0	314,111	.00	.00	.00	314,111.15	.0%
313 2022 LEASE PURCH EQUIP FUND							
59800 TRANSFERS OUT - CIP	0	262,572	262,571.48	130,932.88	.00	.02	100.0%
TOTAL 2022 LEASE PURCH EQUIP FUND	0	262,572	262,571.48	130,932.88	.00	.02	100.0%
314 2014 LEASE REV BOND FUND							

YEAR-TO-DATE BUDGET REPORT

EXPENSE - DECEMBER 2025

FOR 2026 06

314 2014 LEASE REV BOND FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
59600 INDIRECT PRORATED CST CHG	0	0	.00	.00	.00	.00	.0%
59800 TRANSFERS OUT - CIP	0	953,256	947,207.58	-6,047.96	.00	6,047.96	99.4%
TOTAL 2014 LEASE REV BOND FUND	0	953,256	947,207.58	-6,047.96	.00	6,047.96	99.4%
315 2006 TAB HERO/SW/ORMOND FUND							
59800 TRANSFERS OUT - CIP	0	211,993	204,578.00	.00	.00	7,415.00	96.5%
TOTAL 2006 TAB HERO/SW/ORMOND FUN	0	211,993	204,578.00	.00	.00	7,415.00	96.5%
320 LOST PUBLIC SECTOR REV FUND							
50000 SALARIES - REGULAR	0	141,178	.00	.00	.00	141,178.14	.0%
50500 MISC PAYROLL EXPENSE	0	300	.00	.00	.00	300.00	.0%
51000 CALPERS PENSION NORMAL COST	0	5,824	.00	.00	.00	5,824.36	.0%
51160 CITY PAID EMPLOYEE BENEFITS	0	38,098	.00	.00	.00	38,097.55	.0%
52400 MINOR EQUIPMENT	0	1,407	.00	.00	.00	1,406.52	.0%
52600 SUPPLIES CUSTODIAL	0	21,081	.00	.00	.00	21,080.85	.0%
52620 SUPPLIES OTHER	0	4,827	1,799.45	481.55	4,932.22	-1,904.47	139.5%
52900 MISC SUPPLIES	0	36,903	5,527.66	4,733.13	2,205.47	29,169.66	21.0%
53200 PROF SERVICES - OTHER	0	6,882,750	76,612.22	16,138.11	111,200.78	6,694,937.44	2.7%
53250 ADVERTISING	0	11,954	.00	.00	.00	11,953.76	.0%
53270 CONSTRUCTION SERVICES	0	3,253,986	.00	.00	.00	3,253,986.32	.0%
56030 CAPEX - VEHICLES	0	23,723	.00	.00	.00	23,723.34	.0%
56040 CAPEX - MACHINERY/EQUIP	0	744,385	.00	.00	12,750.79	731,634.44	1.7%
57000 RENTALS & LEASES	0	0	.00	.00	4,337.86	-4,337.86	100.0%
59000 TRANSFERS OUT (LABOR)	0	298,602	7,973.06	.00	.00	290,628.49	2.7%
59800 TRANSFERS OUT - CIP	0	15,112,620	1,929,963.42	1,173,846.68	.00	13,182,656.28	12.8%
TOTAL LOST PUBLIC SECTOR REV FUND	0	26,577,638	2,021,875.81	1,195,199.47	135,427.12	24,420,334.82	8.1%
350 DEVELOPMENT IMPACT FEES FUND							
53200 PROF SERVICES - OTHER	0	302	.00	.00	.00	302.00	.0%
53700 DEVELOPER REIMBURSEMENTS	2,645,000	2,645,000	.00	.00	.00	2,645,000.00	.0%
59600 INDIRECT PRORATED CST CHG	33,994	33,994	16,997.04	2,832.84	.00	16,996.96	50.0%
59800 TRANSFERS OUT - CIP	4,919,680	14,954,394	948,530.58	300,490.41	.00	14,005,863.25	6.3%

YEAR-TO-DATE BUDGET REPORT

EXPENSE - DECEMBER 2025

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
59900 TRANSFERS OUT - DEBT	527,991	527,991	94,705.96	.00	.00	433,285.04	17.9%
TOTAL DEVELOPMENT IMPACT FEES FUN	8,126,665	18,161,681	1,060,233.58	303,323.25	.00	17,101,447.25	5.8%
351 QUIMBY FUND							
59800 TRANSFERS OUT - CIP	2,178,000	6,878,183	30,351.76	3,525.61	.00	6,847,831.15	.4%
TOTAL QUIMBY FUND	2,178,000	6,878,183	30,351.76	3,525.61	.00	6,847,831.15	.4%
360 OTH. DEVPT FEES FUND							
50000 SALARIES - REGULAR	801,369	745,669	311,798.38	50,266.90	.00	433,870.62	41.8%
50100 SALARIES - TEMPORARY	38,000	38,000	13,308.88	.00	.00	24,691.12	35.0%
50200 OVERTIME WAGES	10,000	10,000	1,061.11	.00	.00	8,938.89	10.6%
51000 CALPERS PENSION NORMAL COST	95,300	89,800	32,163.52	6,232.68	.00	57,636.48	35.8%
51005 CALPERS PENS CARMAN NORMAL CO	0	0	37,124.27	.00	.00	-37,124.27	100.0%
51010 CALPERS PENSION UAL	16,372	16,372	8,186.04	1,364.34	.00	8,185.96	50.0%
51030 RETIREMENT ENHANCEMENT PLAN	0	0	3,043.56	414.00	.00	-3,043.56	100.0%
51160 CITY PAID EMPLOYEE BENEFITS	138,373	133,073	50,867.42	8,310.16	.00	82,205.58	38.2%
51161 VAC/SICK ACCRUAL	17,350	16,150	7,060.37	1,143.84	.00	9,089.63	43.7%
51210 RETIREE HEALTH INS PLAN	0	0	664.69	107.48	.00	-664.69	100.0%
51300 WORKERS COMPENSATION	62,394	62,394	31,197.00	5,199.50	.00	31,197.00	50.0%
51410 UNIFORM ALLOWANCE	1,600	1,600	1,600.00	.00	.00	.00	100.0%
52000 POSTAGE	3,600	3,600	1,123.80	65.86	.00	2,476.20	31.2%
52200 BROCHURES & PUBLICATIONS	1,500	1,500	.00	.00	.00	1,500.00	.0%
52300 UNIFORMS	5,000	5,000	1,578.28	1,207.92	3,421.72	.00	100.0%
52310 TRAINING-WORKSHOP-MTGS	19,000	19,000	128.27	.00	.00	18,871.73	.7%
52320 MILEAGE REIMBURSEMENTS	500	500	.00	.00	.00	500.00	.0%
52340 MEMBERSHIPS	500	500	377.00	327.00	.00	123.00	75.4%
52400 MINOR EQUIPMENT	27,000	27,000	41.82	41.82	2,000.00	24,958.18	7.6%
52610 SUPPLIES SAFETY	3,000	3,000	.00	.00	.00	3,000.00	.0%
52900 MISC SUPPLIES	15,450	15,450	2,855.47	406.44	6,816.44	5,778.09	62.6%
53010 SERVICES PRINTING BINDING	2,000	2,000	.00	.00	.00	2,000.00	.0%
53020 INTERNAL PHOTOCOPING COSTS	4,100	4,100	85.09	.00	3,000.00	1,014.91	75.2%
53110 SERVICES MEDICAL	5,500	5,500	.00	.00	1,000.00	4,500.00	18.2%
53200 PROF SERVICES - OTHER	193,000	290,399	11,427.09	5,604.26	75,369.91	203,601.81	29.9%
53220 SERVICES LEGAL SERVICES	75,000	55,000	8,789.45	.00	15,510.55	30,700.00	44.2%
53250 ADVERTISING	2,500	2,500	.00	.00	1,250.00	1,250.00	50.0%
53600 HOUSING ASSIST LOAN GRANT	0	631,900	568,710.00	.00	63,190.00	.00	100.0%

YEAR-TO-DATE BUDGET REPORT

EXPENSE - DECEMBER 2025

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
54080 TELEPHONE CHGS	11,800	11,800	1,567.63	426.93	.00	10,232.37	13.3%
55030 VEHICLE MAINTENANCE	10,000	10,000	.00	.00	.00	10,000.00	.0%
56040 CAPEX - MACHINERY/EQUIP	10,000	10,000	.00	.00	.00	10,000.00	.0%
57300 LEASE PMT CAP GROWTH FEES	22,651	22,651	4,062.89	.00	.00	18,588.11	17.9%
59200 IT & DATA PROCESSING CHGS	73,050	73,050	36,525.00	6,087.50	.00	36,525.00	50.0%
59300 LIABILITY INSURANCE CHGS	57,710	57,710	28,855.02	4,809.17	.00	28,854.98	50.0%
59400 TELEPHONE CHGS HIPC	2,961	2,961	1,480.50	246.75	.00	1,480.50	50.0%
59500 FLEET EQUIP MAINT ISF CHG	40,951	40,951	5,098.98	850.07	.00	35,852.02	12.5%
59600 INDIRECT PRORATED CST CHG	60,649	60,649	30,324.48	5,054.08	.00	30,324.52	50.0%
59700 FACILITY CHG MAINTENANCE	18,375	18,375	9,187.50	1,531.25	.00	9,187.50	50.0%
59800 TRANSFERS OUT - CIP	45,000	390,755	143,299.38	27,746.43	.00	247,455.27	36.7%
TOTAL OTH. DEVPT FEES FUND	1,891,555	2,878,908	1,353,592.89	127,444.38	171,558.62	1,353,756.95	53.0%
420 HOUSING SUC AGCY FUND							
50000 SALARIES - REGULAR	6,742	6,742	807.93	.00	.00	5,934.07	12.0%
51000 CALPERS PENSION NORMAL COST	672	672	80.65	.00	.00	591.35	12.0%
51010 CALPERS PENSION UAL	1,213	1,213	606.48	101.08	.00	606.52	50.0%
51030 RETIREMENT ENHANCEMENT PLAN	0	0	7.69	.00	.00	-7.69	100.0%
51160 CITY PAID EMPLOYEE BENEFITS	2,366	2,366	288.38	.00	.00	2,077.62	12.2%
51161 VAC/SICK ACCRUAL	146	146	22.70	.00	.00	123.30	15.5%
51300 WORKERS COMPENSATION	345	345	172.50	28.75	.00	172.50	50.0%
52320 MILEAGE REIMBURSEMENTS	500	500	.00	.00	.00	500.00	.0%
52400 MINOR EQUIPMENT	300	300	.00	.00	.00	300.00	.0%
52900 MISC SUPPLIES	1,000	1,000	.00	.00	.00	1,000.00	.0%
53020 INTERNAL PHOTOCOPING COSTS	1,000	1,000	.00	.00	.00	1,000.00	.0%
53200 PROF SERVICES - OTHER	57,675	247,628	9,920.00	1,065.00	13,546.50	224,161.98	9.5%
53220 SERVICES LEGAL SERVICES	31,000	31,000	.00	.00	.33	30,999.67	.0%
53600 HOUSING ASSIST LOAN GRANT	25,000	450,000	225,000.00	.00	150,000.00	75,000.00	83.3%
59300 LIABILITY INSURANCE CHGS	541	541	270.48	45.08	.00	270.52	50.0%
TOTAL HOUSING SUC AGCY FUND	128,500	743,453	237,176.81	1,239.91	163,546.83	342,729.84	53.9%
429 CDC SUCCESSOR AGENCY FUND							
53200 PROF SERVICES - OTHER	20,000	22,600	4,499.95	53.07	25,754.99	-7,654.94	133.9%
53210 SERVICES AUDIT	0	10,000	.00	.00	.00	10,000.00	.0%
53220 SERVICES LEGAL SERVICES	0	0	1,050.00	.00	64,864.80	-65,914.80	100.0%
53700 DEVELOPER REIMBURSEMENTS	0	2,405,970	2,268,797.00	.00	.00	137,173.00	94.3%

YEAR-TO-DATE BUDGET REPORT

EXPENSE - DECEMBER 2025

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
57500 PRINCIPAL PAYMENTS	2,190,000	2,190,000	2,190,000.00	.00	.00	.00	100.0%
57501 LOAN TO PRIVATE OPERATOR	0	1,822,800	1,063,300.00	303,800.00	.00	759,500.00	58.3%
57510 INTEREST EXPENSE	1,013,301	1,013,301	531,913.25	.00	.00	481,387.75	52.5%
59025 TRANSFERS OUT - INTERFUND	120,000	97,400	.00	.00	.00	97,400.00	.0%
60500 DEBT OFFSET	0	0	-2,190,000.00	.00	.00	2,190,000.00	100.0%
TOTAL CDC SUCCESSOR AGENCY FUND	3,343,301	7,562,071	3,869,560.20	303,853.07	90,619.79	3,601,891.01	52.4%
481 DOWNTOWN IMPROVEMENT DISTRICT							
53200 PROF SERVICES - OTHER	0	59,573	.00	.00	.00	59,573.00	.0%
59600 INDIRECT PRORATED CST CHG	5,040	5,040	2,520.00	420.00	.00	2,520.00	50.0%
59800 TRANSFERS OUT - CIP	0	48,934	.00	.00	.00	48,934.00	.0%
TOTAL DOWNTOWN IMPROVEMENT DISTRI	5,040	113,547	2,520.00	420.00	.00	111,027.00	2.2%
500 BOND ASSESSMENT DISTRICTS							
52900 MISC SUPPLIES	4,500	4,500	.00	.00	.00	4,500.00	.0%
53200 PROF SERVICES - OTHER	119,300	119,300	43,012.50	.00	27,997.83	48,289.67	59.5%
53310 COUNTY PROP TAX ADMIN CHG	11,242	11,242	5,162.47	5,128.76	.00	6,079.53	45.9%
57500 PRINCIPAL PAYMENTS	3,715,000	3,715,000	3,715,000.00	.00	.00	.00	100.0%
57510 INTEREST EXPENSE	1,427,029	1,427,029	756,755.64	.00	.00	670,273.36	53.0%
59025 TRANSFERS OUT - INTERFUND	57,555	57,555	14,390.00	.00	.00	43,165.00	25.0%
59600 INDIRECT PRORATED CST CHG	22,735	22,735	11,367.54	1,894.59	.00	11,367.46	50.0%
TOTAL BOND ASSESSMENT DISTRICTS	5,357,361	5,357,361	4,545,688.15	7,023.35	27,997.83	783,675.02	85.4%
541 DEVELOPER/OTHER DEPOSITS FUND							
52310 TRAINING-WORKSHOP-MTGS	0	20,688	8,618.36	.00	348.86	11,720.81	43.3%
53200 PROF SERVICES - OTHER	0	6,950,168	80,491.94	8,417.25	139,439.15	6,730,236.65	3.2%
53220 SERVICES LEGAL SERVICES	0	10,000	10,000.00	.00	.00	.00	100.0%
TOTAL DEVELOPER/OTHER DEPOSITS FU	0	6,980,856	99,110.30	8,417.25	139,788.01	6,741,957.46	3.4%
542 PAYROLL CLEARING FUND							

YEAR-TO-DATE BUDGET REPORT

EXPENSE - DECEMBER 2025

FOR 2026 06

542 PAYROLL CLEARING FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
50400 VAC SICK COMP BUYBACK	3,254,963	3,254,963	2,148,858.11	602,953.62	.00	1,106,104.89	66.0%
51160 CITY PAID EMPLOYEE BENEFITS	0	0	30,902.87	8,665.63	.00	-30,902.87	100.0%
TOTAL PAYROLL CLEARING FUND	3,254,963	3,254,963	2,179,760.98	611,619.25	.00	1,075,202.02	67.0%
545 HOUSING AUTHORITY PAYROLL FUND							
50000 SALARIES - REGULAR	4,095,529	4,095,529	1,578,320.92	286,558.87	.00	2,517,208.08	38.5%
50100 SALARIES - TEMPORARY	0	0	10,973.45	1,495.00	.00	-10,973.45	100.0%
50200 OVERTIME WAGES	0	0	35,820.64	8,037.52	.00	-35,820.64	100.0%
51000 CALPERS PENSION NORMAL COST	408,324	408,324	137,010.61	23,171.32	.00	271,313.39	33.6%
51010 CALPERS PENSION UAL	583,304	583,304	.00	.00	.00	583,304.00	.0%
51030 RETIREMENT ENHANCEMENT PLAN	49,157	49,157	43,982.86	6,652.11	.00	5,174.14	89.5%
51040 EARLY RETIREMENT INCENTIVE	3,516	3,516	3,516.00	.00	.00	.00	100.0%
51160 CITY PAID EMPLOYEE BENEFITS	1,105,039	1,105,039	392,972.19	64,746.70	.00	712,066.81	35.6%
51161 VAC/SICK ACCRUAL	88,668	88,668	35,665.75	5,729.18	.00	53,002.25	40.2%
51210 RETIREE HEALTH INS PLAN	42,093	42,093	22,304.51	3,639.00	.00	19,788.49	53.0%
51400 AUTO ALLOWANCE	2,520	2,520	1,066.12	193.84	.00	1,453.88	42.3%
TOTAL HOUSING AUTHORITY PAYROLL F	6,378,150	6,378,150	2,261,633.05	400,223.54	.00	4,116,516.95	35.5%
561 OXNARD DOWNTOWN MGT DIST FUND							
53310 COUNTY PROP TAX ADMIN CHG	0	0	556.85	541.68	.00	-556.85	100.0%
TOTAL OXNARD DOWNTOWN MGT DIST FU	0	0	556.85	541.68	.00	-556.85	100.0%
571 CONTRIBUTIONS TRUST FUND							
50200 OVERTIME WAGES	0	2,756	.00	.00	.00	2,755.65	.0%
50220 STATION COVERAGE OT	0	1,965	.00	.00	.00	1,965.08	.0%
51160 CITY PAID EMPLOYEE BENEFITS	0	130	.00	.00	.00	129.79	.0%
52300 UNIFORMS	0	3,690	.00	.00	.00	3,689.95	.0%
52310 TRAINING-WORKSHOP-MTGS	19,186	239,251	930.00	.00	.00	238,320.67	.4%
52400 MINOR EQUIPMENT	0	98,931	425.79	.00	.00	98,505.23	.4%
52620 SUPPLIES OTHER	0	97,664	9,753.60	420.00	3,569.34	84,340.83	13.6%
52900 MISC SUPPLIES	0	2,998	1,149.32	.00	.00	1,848.57	38.3%
53010 SERVICES PRINTING BINDING	0	2,000	.00	.00	.00	2,000.00	.0%

YEAR-TO-DATE BUDGET REPORT

EXPENSE - DECEMBER 2025

FOR 2026 06

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
53020	INTERNAL PHOTOCOPING COSTS	0	1,534	.00	.00	.00	1,534.43	.0%
53200	PROF SERVICES - OTHER	19,185	745,035	978.04	978.04	.00	744,056.63	.1%
55010	BUILDING MAINT & REPAIR	0	1,617,560	.00	.00	.00	1,617,560.20	.0%
56040	CAPEX - MACHINERY/EQUIP	0	1,732	.00	.00	.00	1,731.72	.0%
59800	TRANSFERS OUT - CIP	0	1,680	.00	.00	.00	1,680.00	.0%
	TOTAL CONTRIBUTIONS TRUST FUND	38,371	2,816,925	13,236.75	1,398.04	3,569.34	2,800,118.75	.6%
601	WATER OPERATING FUND							
50000	SALARIES - REGULAR	7,122,792	7,122,792	2,951,462.93	483,038.42	.00	4,171,329.07	41.4%
50100	SALARIES - TEMPORARY	60,000	60,000	3,440.82	1,617.38	.00	56,559.18	5.7%
50200	OVERTIME WAGES	677,500	677,500	259,578.94	35,192.49	.00	417,921.06	38.3%
51000	CALPERS PENSION NORMAL COST	710,142	710,142	258,934.99	45,397.54	.00	451,207.01	36.5%
51010	CALPERS PENSION UAL	955,366	955,366	477,683.04	79,613.84	.00	477,682.96	50.0%
51030	RETIREMENT ENHANCEMENT PLAN	59,964	59,964	62,380.28	9,871.47	.00	-2,416.28	104.0%
51040	EARLY RETIREMENT INCENTIVE	3,182	3,182	3,182.00	.00	.00	.00	100.0%
51160	CITY PAID EMPLOYEE BENEFITS	1,843,207	1,843,207	718,285.11	118,318.70	.00	1,124,921.89	39.0%
51161	VAC/SICK ACCRUAL	154,209	154,209	67,221.80	11,221.98	.00	86,987.20	43.6%
51210	RETIREE HEALTH INS PLAN	35,616	35,616	22,523.29	3,778.19	.00	13,092.71	63.2%
51300	WORKERS COMPENSATION	350,176	350,176	175,087.92	29,181.32	.00	175,088.08	50.0%
51400	AUTO ALLOWANCE	1,050	1,050	496.22	80.78	.00	553.78	47.3%
51420	TOOL AND EQUIPMENT ALLOWANCE	1,100	1,100	.00	.00	.00	1,100.00	.0%
51425	TREATMENT CERTIFICAT PAY	0	0	6,428.58	1,200.00	.00	-6,428.58	100.0%
52000	POSTAGE	10,000	10,000	36,151.41	929.93	.00	-26,151.41	361.5%
52100	CHEMICALS	745,000	745,000	71,493.36	6,061.77	872,327.56	-198,820.92	126.7%
52110	REPAIR PARTS	300,000	270,000	111,749.21	111,749.21	110,428.50	47,822.29	82.3%
52200	BROCHURES & PUBLICATIONS	15,000	15,000	119.40	.00	60.00	14,820.60	1.2%
52300	UNIFORMS	55,000	55,000	12,834.91	3,019.02	17,168.09	24,997.00	54.6%
52310	TRAINING-WORKSHOP-MTGS	115,000	115,000	33,180.34	15,416.26	31,239.34	50,580.32	56.0%
52330	EDUCATION REIMBURSEMENT	5,000	5,000	.00	.00	.00	5,000.00	.0%
52340	MEMBERSHIPS	35,000	35,000	12,584.53	2,520.20	800.00	21,615.47	38.2%
52400	MINOR EQUIPMENT	2,355,250	1,707,740	459,013.74	152,888.50	929,728.60	318,997.66	81.3%
52510	PUBLIC OUTREACH	75,000	75,000	10,474.00	104.88	26,251.14	38,274.86	49.0%
52610	SUPPLIES SAFETY	45,000	45,000	4,704.29	375.97	23,915.06	16,380.65	63.6%
52900	MISC SUPPLIES	202,000	202,000	32,583.84	1,895.29	33,895.16	135,521.00	32.9%
53000	SOFTWARE EXPENSE	5,000	5,000	.00	.00	55,581.96	-50,581.96	1111.6%
53001	SOFTWARE SUBSCRIPTION	0	0	.00	.00	307,718.16	-307,718.16	100.0%
53010	SERVICES PRINTING BINDING	80,000	80,000	6,907.89	.00	7,629.83	65,462.28	18.2%
53020	INTERNAL PHOTOCOPING COSTS	15,000	15,000	1,572.57	.00	.00	13,427.43	10.5%
53200	PROF SERVICES - OTHER	4,240,000	4,289,970	1,107,359.70	331,825.65	1,431,968.05	1,750,642.25	59.2%
53220	SERVICES LEGAL SERVICES	950,000	950,000	520,356.09	101,934.26	750,647.63	-321,003.72	133.8%

YEAR-TO-DATE BUDGET REPORT

EXPENSE - DECEMBER 2025

FOR 2026 06

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
53250	ADVERTISING	20,000	20,000	6,840.00	.00	5,000.00	8,160.00	59.2%
53260	LEGAL ADVOCACY	25,000	25,000	10,030.00	2,006.00	14,050.00	920.00	96.3%
53400	PROFESSIONAL SERVICES - HR	5,000	5,000	.00	.00	.00	5,000.00	.0%
53420	TEST MONITOR COMPLIANCE	350,000	350,000	65,176.20	780.50	472,377.45	-187,553.65	153.6%
54010	UTILITY EXPENSE-ELECTRIC	500,000	1,400,000	396,188.31	94,661.51	.00	1,003,811.69	28.3%
54020	UTILITY EXPENSE - GAS	5,500	5,500	576.99	139.10	.00	4,923.01	10.5%
54030	UTILITY EXPENSE- WASTEWATER	1,044,500	1,044,500	189,215.39	6,436.43	.00	855,284.61	18.1%
54040	UTILITY EXPENSE WATER	81,000	81,000	26,440.92	4,744.15	.00	54,559.08	32.6%
54050	UTIL EXP REFUSE AND DISPOSE	19,000	19,000	5,887.17	1,705.38	.00	13,112.83	31.0%
54080	TELEPHONE CHGS	50,000	50,000	13,995.89	5,639.18	.00	36,004.11	28.0%
54090	UNLEADED FUEL	15,000	15,000	.00	.00	37,500.00	-22,500.00	250.0%
54100	WATER PURCHASES	27,000,000	27,000,000	12,572,844.20	2,235,243.35	.00	14,427,155.80	46.6%
54355	UTILITY RATE ASSIST CREDIT	86,000	86,000	129,065.00	25,040.00	.00	-43,065.00	150.1%
55010	BUILDING MAINT & REPAIR	225,000	225,000	.00	.00	.00	225,000.00	.0%
56040	CAPEX - MACHINERY/EQUIP	1,175,000	1,175,000	125,090.61	28,557.51	877,693.22	172,216.17	85.3%
57000	RENTALS & LEASES	515,000	515,000	266,983.82	45,579.72	203,761.74	44,254.44	91.4%
57110	TAXES AND FILING FEES	280,000	280,000	237,127.74	147,166.48	.00	42,872.26	84.7%
57200	BAD DEBT EXPENSE	0	0	-15,680.23	-19.84	.00	15,680.23	100.0%
57500	PRINCIPAL PAYMENTS	6,035,276	6,035,276	.00	.00	.00	6,035,276.00	.0%
57510	INTEREST EXPENSE	8,265,350	8,265,350	4,132,674.14	2,682,379.23	.00	4,132,675.86	50.0%
59000	TRANSFERS OUT (LABOR)	32,000	32,000	.00	.00	.00	32,000.00	.0%
59100	CUSTOMER BILLING CHARGES	1,062,115	1,062,115	531,057.48	88,509.58	.00	531,057.52	50.0%
59200	IT & DATA PROCESSING CHGS	906,278	906,278	453,139.02	75,523.17	.00	453,138.98	50.0%
59300	LIABILITY INSURANCE CHGS	567,567	567,567	283,783.50	47,297.25	.00	283,783.50	50.0%
59400	TELEPHONE CHGS HIPC	72,500	72,500	36,249.96	6,041.66	.00	36,250.04	50.0%
59500	FLEET EQUIP MAINT ISF CHG	460,257	460,257	173,554.87	32,508.82	.00	286,702.13	37.7%
59600	INDIRECT PRORATED CST CHG	1,553,061	1,553,061	776,530.44	129,421.74	.00	776,530.56	50.0%
59700	FACILITY CHG MAINTENANCE	246,353	246,353	123,176.52	20,529.42	.00	123,176.48	50.0%
59800	TRANSFERS OUT - CIP	2,300,000	12,211,051	1,301,492.91	1,081,062.38	.00	10,909,557.80	10.7%
59900	TRANSFERS OUT - DEBT	28,365	28,365	6,633.90	.00	.00	21,731.10	23.4%
60200	CAPITAL ASSET OFFSET	0	0	-29,311.69	-29,311.69	.00	29,311.69	100.0%
60300	INTERFUND ADVANCE OFFSET	0	0	153,455.53	.00	.00	-153,455.53	100.0%
	TOTAL WATER OPERATING FUND	74,146,676	84,330,187	29,400,009.79	8,278,874.08	6,209,741.49	48,720,435.43	42.2%
602	WATER CIP FUND							
50000	SALARIES - REGULAR	0	0	3,420.56	.00	.00	-3,420.56	100.0%
50200	OVERTIME WAGES	0	0	361.29	.00	.00	-361.29	100.0%
51000	CALPERS PENSION NORMAL COST	0	0	377.82	.00	.00	-377.82	100.0%
51030	RETIREMENT ENHANCEMENT PLAN	0	0	86.77	.00	.00	-86.77	100.0%
51160	CITY PAID EMPLOYEE BENEFITS	0	0	450.88	.00	.00	-450.84	*******%

YEAR-TO-DATE BUDGET REPORT

EXPENSE - DECEMBER 2025

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
51161 VAC/SICK ACCRUAL	0	0	66.20	.00	.00	-66.20	100.0%
53200 PROF SERVICES - OTHER	0	6,550,691	691,304.81	96,144.42	2,701,009.62	3,158,376.35	51.8%
53270 CONSTRUCTION SERVICES	750,000	11,273,254	895,211.47	84,696.20	4,056,719.12	6,321,323.62	43.9%
56000 CAPEX - LAND EASEMENTS	0	74,699	.00	.00	4,938.75	69,760.00	6.6%
56020 CAPEX - IMPRV OTH. THN BLDGS	0	5,100,223	.00	.00	.00	5,100,223.00	.0%
56040 CAPEX - MACHINERY/EQUIP	0	158,879	.00	.00	.00	158,878.64	.0%
56050 CAPEX - INFRASTRUCTURE	2,000,000	11,923,256	.00	.00	.00	11,923,256.33	.0%
57800 FOR CONTINGENCIES	0	616,716	.00	.00	.00	616,715.70	.0%
59000 TRANSFERS OUT (LABOR)	0	1,992,305	7,737.66	.00	.00	1,984,567.49	.4%
TOTAL WATER CIP FUND	2,750,000	37,690,023	1,599,017.46	180,840.62	6,762,667.49	29,328,337.65	22.2%
603 WATER DEVLPMT IMPACT FEES FUND							
59600 INDIRECT PRORATED CST CHG	18,521	18,521	9,260.52	1,543.42	.00	9,260.48	50.0%
59800 TRANSFERS OUT - CIP	0	19,741,682	227,044.21	67,574.10	.00	19,514,638.11	1.2%
TOTAL WATER DEVLPMT IMPACT FEES F	18,521	19,760,203	236,304.73	69,117.52	.00	19,523,898.59	1.2%
605 WATER CAP FACILITY FUND							
53700 DEVELOPER REIMBURSEMENTS	250,000	250,000	.00	.00	.00	250,000.00	.0%
59600 INDIRECT PRORATED CST CHG	2,211	2,211	1,105.50	184.25	.00	1,105.50	50.0%
59800 TRANSFERS OUT - CIP	0	400,000	.00	.00	.00	400,000.00	.0%
TOTAL WATER CAP FACILITY FUND	252,211	652,211	1,105.50	184.25	.00	651,105.50	.2%
606 WATER RESOURCE FEE FUND							
59600 INDIRECT PRORATED CST CHG	1,557	1,557	778.50	129.75	.00	778.50	50.0%
59800 TRANSFERS OUT - CIP	750,000	750,131	.00	.00	.00	750,131.00	.0%
TOTAL WATER RESOURCE FEE FUND	751,557	751,688	778.50	129.75	.00	750,909.50	.1%
608 WATER SECURITY-CONT PREV FUND							

YEAR-TO-DATE BUDGET REPORT

EXPENSE - DECEMBER 2025

FOR 2026 06

608 WATER SECURITY-CONT PREV FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
50000 SALARIES - REGULAR	0	0	3,568.33	.00	.00	-3,568.33	100.0%
51000 CALPERS PENSION NORMAL COST	0	0	360.99	.00	.00	-360.99	100.0%
51030 RETIREMENT ENHANCEMENT PLAN	0	0	482.79	.00	.00	-482.79	100.0%
51160 CITY PAID EMPLOYEE BENEFITS	0	0	885.47	.00	.00	-885.47	100.0%
51161 VAC/SICK ACCRUAL	0	0	30.36	.00	.00	-30.36	100.0%
53200 PROF SERVICES - OTHER	0	0	.00	.00	16,307.32	-16,307.38	100.0%
53420 TEST MONITOR COMPLIANCE	0	0	.00	.00	10,970.38	-10,970.38	100.0%
57200 BAD DEBT EXPENSE	0	0	-431.00	.00	.00	431.00	100.0%
TOTAL WATER SECURITY-CONT PREV FU	0	0	4,896.94	.00	27,277.70	-32,174.64	100.0%
609 WATER BOND 2021A REV BOND FUND							
59800 TRANSFERS OUT - CIP	0	1,830,009	143,412.71	6,468.63	.00	1,686,596.26	7.8%
TOTAL WATER BOND 2021A REV BOND F	0	1,830,009	143,412.71	6,468.63	.00	1,686,596.26	7.8%
611 WASTEWATER OPERATING FUND							
50000 SALARIES - REGULAR	8,347,666	8,347,666	3,104,211.27	507,770.04	.00	5,243,454.73	37.2%
50100 SALARIES - TEMPORARY	280,000	280,000	77,536.25	10,907.80	.00	202,463.75	27.7%
50200 OVERTIME WAGES	497,500	497,500	212,625.78	41,183.43	.00	284,874.22	42.7%
51000 CALPERS PENSION NORMAL COST	832,263	832,263	264,118.70	47,203.97	.00	568,144.30	31.7%
51010 CALPERS PENSION UAL	1,061,112	1,061,112	530,556.06	88,426.01	.00	530,555.94	50.0%
51030 RETIREMENT ENHANCEMENT PLAN	95,211	95,211	65,755.40	10,233.89	.00	29,455.60	69.1%
51160 CITY PAID EMPLOYEE BENEFITS	2,094,419	2,094,419	706,484.02	115,509.61	.00	1,387,934.98	33.7%
51161 VAC/SICK ACCRUAL	180,727	180,727	70,633.08	11,630.27	.00	110,093.92	39.1%
51210 RETIREE HEALTH INS PLAN	59,575	59,575	34,455.89	5,522.40	.00	25,119.11	57.8%
51300 WORKERS COMPENSATION	400,240	400,240	200,120.04	33,353.34	.00	200,119.96	50.0%
51400 AUTO ALLOWANCE	1,050	1,050	496.22	80.78	.00	553.78	47.3%
51425 TREATMENT CERTIFICAT PAY	0	0	2,073.49	400.00	.00	-2,073.49	100.0%
52000 POSTAGE	5,500	5,500	2,500.29	95.07	.00	2,999.71	45.5%
52100 CHEMICALS	2,000,000	2,000,000	949,356.82	149,904.17	1,345,565.31	-294,922.13	114.7%
52110 REPAIR PARTS	22,500	22,500	.00	.00	.00	22,500.00	.0%
52200 BROCHURES & PUBLICATIONS	3,000	3,000	135.99	.00	.00	2,864.01	4.5%
52300 UNIFORMS	44,000	44,000	10,080.78	1,725.68	48,967.84	-15,048.62	134.2%
52310 TRAINING-WORKSHOP-MTGS	81,000	81,000	32,650.64	16,654.06	70,666.25	-22,316.89	127.6%
52330 EDUCATION REIMBURSEMENT	10,000	10,000	1,350.00	.00	.00	8,650.00	13.5%
52340 MEMBERSHIPS	57,000	57,000	6,158.80	3,052.80	.00	50,841.20	10.8%
52400 MINOR EQUIPMENT	1,717,000	1,717,000	304,491.78	71,079.25	925,159.91	487,348.31	71.6%

YEAR-TO-DATE BUDGET REPORT

EXPENSE - DECEMBER 2025

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
52610 SUPPLIES SAFETY	95,000	95,000	10,985.69	1,745.89	67,762.94	16,251.37	82.9%
52900 MISC SUPPLIES	56,500	56,500	19,957.86	3,264.64	114,259.69	-77,717.55	237.6%
53000 SOFTWARE EXPENSE	65,000	65,000	42,644.03	1,221.43	16,166.16	6,189.81	90.5%
53010 SERVICES PRINTING BINDING	6,500	6,500	660.98	.00	839.02	5,000.00	23.1%
53020 INTERNAL PHOTOCOPING COSTS	10,000	10,000	605.42	.00	.00	9,394.58	6.1%
53110 SERVICES MEDICAL	4,500	4,500	95.00	.00	.00	4,405.00	2.1%
53200 PROF SERVICES - OTHER	3,783,000	3,639,622	841,804.95	249,024.52	1,164,189.91	1,633,627.14	55.1%
53220 SERVICES LEGAL SERVICES	0	0	354.00	.00	12,995.50	-13,349.50	100.0%
53250 ADVERTISING	5,000	5,000	550.00	.00	.00	4,450.00	11.0%
53260 LEGAL ADVOCACY	45,000	45,000	4,810.00	962.00	6,742.00	33,448.00	25.7%
53420 TEST MONITOR COMPLIANCE	385,000	635,000	240,898.72	64,716.66	281,554.04	112,547.24	82.3%
54010 UTILITY EXPENSE-ELECTRIC	1,840,000	1,840,000	980,864.85	172,181.62	.00	859,135.15	53.3%
54020 UTILITY EXPENSE - GAS	200,000	200,000	5,469.34	655.56	205,197.77	-10,667.11	105.3%
54030 UTILITY EXPENSE- WASTEWATER	15,000	15,000	6,018.76	900.88	.00	8,981.24	40.1%
54040 UTILITY EXPENSE WATER	160,000	160,000	100,583.22	15,274.09	.00	59,416.78	62.9%
54050 UTIL EXP REFUSE AND DISPOSE	2,000,000	2,000,000	667,786.50	109,600.62	1,641,949.67	-309,736.17	115.5%
54060 OTHER UTILITIES	0	0	71.94	71.94	.00	-71.94	100.0%
54080 TELEPHONE CHGS	70,000	70,000	24,077.13	8,535.17	.00	45,922.87	34.4%
54090 UNLEADED FUEL	140,000	140,000	.00	.00	140,000.00	.00	100.0%
54355 UTILITY RATE ASSIST CREDIT	75,000	75,000	.00	.00	.00	75,000.00	.0%
55020 EQUIPMENT MAINTENANCE	0	0	934.25	934.25	465.75	-1,400.00	100.0%
55030 VEHICLE MAINTENANCE	111,000	111,000	37,356.77	11,220.40	79,870.48	-6,227.25	105.6%
56040 CAPEX - MACHINERY/EQUIP	1,370,000	2,145,078	51,014.43	37,479.02	493,069.38	1,600,993.88	25.4%
57000 RENTALS & LEASES	510,000	510,000	138,853.50	21,809.11	182,158.31	188,988.19	62.9%
57110 TAXES AND FILING FEES	310,500	310,500	288,562.53	246,721.00	.00	21,937.47	92.9%
57200 BAD DEBT EXPENSE	50,000	50,000	-9,331.19	117.25	.00	59,331.19	-18.7%
57500 PRINCIPAL PAYMENTS	6,120,000	6,120,000	.00	.00	.00	6,120,000.00	.0%
57510 INTEREST EXPENSE	3,311,500	3,311,500	882,803.05	.00	.00	2,428,696.95	26.7%
59100 CUSTOMER BILLING CHARGES	950,481	950,481	475,240.50	79,206.75	.00	475,240.50	50.0%
59200 IT & DATA PROCESSING CHGS	1,006,592	1,006,592	503,296.02	83,882.67	.00	503,295.98	50.0%
59300 LIABILITY INSURANCE CHGS	545,340	545,340	272,669.94	45,444.99	.00	272,670.06	50.0%
59400 TELEPHONE CHGS HIPC	48,490	48,490	24,244.98	4,040.83	.00	24,245.02	50.0%
59500 FLEET EQUIP MAINT ISF CHG	48,113	48,113	4,003.93	526.63	.00	44,109.07	8.3%
59600 INDIRECT PRORATED CST CHG	1,223,966	1,223,966	611,983.02	101,997.17	.00	611,982.98	50.0%
59700 FACILITY CHG MAINTENANCE	29,393	29,393	14,696.52	2,449.42	.00	14,696.48	50.0%
59800 TRANSFERS OUT - CIP	31,274,145	66,783,999	2,914,166.10	958,546.28	.00	63,869,832.71	4.4%
59900 TRANSFERS OUT - DEBT	32,191	32,191	7,528.70	.00	.00	24,662.30	23.4%
60200 CAPITAL ASSET OFFSET	0	0	-37,396.33	-37,396.33	.00	37,396.33	100.0%
60500 DEBT OFFSET	0	0	6,387,639.00	.00	.00	-6,387,639.00	100.0%
TOTAL WASTEWATER OPERATING FUND	73,686,974	110,078,528	22,092,295.41	3,299,867.03	6,797,579.93	81,188,652.16	26.2%

612 WASTEWATER CIP FUND

YEAR-TO-DATE BUDGET REPORT

EXPENSE - DECEMBER 2025

FOR 2026 06

612 WASTEWATER CIP FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
50000 SALARIES - REGULAR	0	0	62,136.26	19,402.24	.00	-62,136.26	100.0%
51000 CALPERS PENSION NORMAL COST	0	0	3,852.42	1,934.43	.00	-3,852.42	100.0%
51030 RETIREMENT ENHANCEMENT PLAN	0	0	621.32	194.01	.00	-621.32	100.0%
51160 CITY PAID EMPLOYEE BENEFITS	0	0	13,315.74	4,176.71	.00	-13,315.74	100.0%
51161 VAC/SICK ACCRUAL	0	0	1,347.16	420.03	.00	-1,347.16	100.0%
51210 RETIREE HEALTH INS PLAN	0	0	580.21	173.70	.00	-580.21	100.0%
53200 PROF SERVICES - OTHER	1,500,000	6,810,905	1,445,580.78	670,337.78	4,818,157.54	547,166.97	92.0%
53270 CONSTRUCTION SERVICES	38,324,145	81,570,843	6,457,948.91	2,857,692.06	15,893,341.03	59,219,552.68	27.4%
56020 CAPEX - IMPRV OTH. THN BLDGS	0	30,498,790	.00	.00	.00	30,498,790.00	.0%
56040 CAPEX - MACHINERY/EQUIP	0	1,151,300	.00	.00	.00	1,151,300.00	.0%
56050 CAPEX - INFRASTRUCTURE	3,800,000	7,927,162	611,550.00	208,550.00	4,740,875.00	2,574,737.00	67.5%
57800 FOR CONTINGENCIES	0	844,630	.00	.00	.00	844,630.00	.0%
59000 TRANSFERS OUT (LABOR)	0	4,124,607	75,786.26	69,464.24	.00	4,048,820.74	1.8%
TOTAL WASTEWATER CIP FUND	43,624,145	132,928,237	8,672,719.06	3,832,345.20	25,452,373.57	98,803,144.28	25.7%
613 WASTEWATER CONNECTION FEE FUND							
53200 PROF SERVICES - OTHER	0	68,312	.00	.00	.00	68,312.00	.0%
53700 DEVELOPER REIMBURSEMENTS	1,100,000	1,100,000	.00	.00	.00	1,100,000.00	.0%
57700 LOANS TO PROP OWNERS	0	52,168	.00	.00	.00	52,168.00	.0%
59600 INDIRECT PRORATED CST CHG	15,492	15,492	7,746.00	1,291.00	.00	7,746.00	50.0%
59800 TRANSFERS OUT - CIP	12,650,000	12,650,000	.00	.00	.00	12,650,000.00	.0%
TOTAL WASTEWATER CONNECTION FEE F	13,765,492	13,885,972	7,746.00	1,291.00	.00	13,878,226.00	.1%
617 WASTEWATER BONDS/SRF LOANS							
59800 TRANSFERS OUT - CIP	0	52,901,815	5,020,666.07	3,140,224.76	.00	47,881,149.23	9.5%
TOTAL WASTEWATER BONDS/SRF LOANS	0	52,901,815	5,020,666.07	3,140,224.76	.00	47,881,149.23	9.5%
631 SOLID WASTE OPERATING FUND							
50000 SALARIES - REGULAR	14,049,735	14,049,735	6,226,070.89	1,015,789.14	.00	7,823,664.11	44.3%
50100 SALARIES - TEMPORARY	56,461	56,461	87,300.91	13,989.75	.00	-30,839.91	154.6%
50200 OVERTIME WAGES	3,203,712	3,203,712	1,886,247.04	360,431.14	.00	1,317,464.96	58.9%
50410 WORKERS COMP SALARY CONTINUE	0	0	5,297.23	2,774.74	.00	-5,297.23	100.0%

YEAR-TO-DATE BUDGET REPORT

EXPENSE - DECEMBER 2025

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
51000 CALPERS PENSION NORMAL COST	1,400,758	1,400,758	571,350.58	95,045.16	.00	829,407.42	40.8%
51010 CALPERS PENSION UAL	2,290,418	2,290,418	1,145,209.02	190,868.17	.00	1,145,208.98	50.0%
51030 RETIREMENT ENHANCEMENT PLAN	133,350	133,350	126,356.90	19,590.96	.00	6,993.10	94.8%
51040 EARLY RETIREMENT INCENTIVE	24,865	24,865	24,865.05	.00	.00	-.05	100.0%
51160 CITY PAID EMPLOYEE BENEFITS	4,329,579	4,329,579	1,806,518.95	295,089.49	.00	2,523,060.05	41.7%
51161 VAC/SICK ACCRUAL	304,178	304,178	144,795.79	23,491.20	.00	159,382.21	47.6%
51210 RETIREE HEALTH INS PLAN	60,224	60,224	33,155.55	5,301.85	.00	27,068.45	55.1%
51300 WORKERS COMPENSATION	461,362	461,362	230,681.04	38,446.84	.00	230,680.96	50.0%
51400 AUTO ALLOWANCE	1,050	1,050	496.22	80.78	.00	553.78	47.3%
51420 TOOL AND EQUIPMENT ALLOWANCE	20,900	20,900	15,375.00	.00	.00	5,525.00	73.6%
52000 POSTAGE	13,000	13,000	2,760.04	145.69	.00	10,239.96	21.2%
52110 REPAIR PARTS	190,000	190,000	94,748.57	3,712.76	36,856.32	58,395.11	69.3%
52200 BROCHURES & PUBLICATIONS	495	495	.00	.00	.00	495.00	.0%
52300 UNIFORMS	200,000	200,000	58,811.81	19,782.91	84,096.27	57,091.92	71.5%
52310 TRAINING-WORKSHOP-MTGS	30,000	30,000	13,584.67	3,606.36	20,000.00	-3,584.67	111.9%
52330 EDUCATION REIMBURSEMENT	6,500	6,500	.00	.00	.00	6,500.00	.0%
52340 MEMBERSHIPS	10,000	10,000	3,965.00	2,500.00	.00	6,035.00	39.7%
52400 MINOR EQUIPMENT	1,433,445	1,433,445	682,240.46	110,479.14	559,428.83	191,775.71	86.6%
52510 PUBLIC OUTREACH	7,000	7,000	.00	.00	.00	7,000.00	.0%
52610 SUPPLIES SAFETY	84,000	84,000	33,800.78	6,295.40	33,861.42	16,337.80	80.6%
52900 MISC SUPPLIES	37,000	37,000	13,657.16	2,667.11	8,342.84	15,000.00	59.5%
53020 INTERNAL PHOTOCOPING COSTS	6,691	6,691	1,225.85	.00	.00	5,465.15	18.3%
53200 PROF SERVICES - OTHER	1,797,812	1,647,812	509,147.22	91,157.50	876,304.49	262,360.29	84.1%
53250 ADVERTISING	89,500	89,500	24,538.58	4,292.25	22,437.24	42,524.18	52.5%
53260 LEGAL ADVOCACY	15,000	15,000	4,820.00	964.00	6,732.00	3,448.00	77.0%
53500 BANK CHARGES	37,180	37,180	20,056.88	5,712.41	29,943.12	-12,820.00	134.5%
54010 UTILITY EXPENSE-ELECTRIC	160,000	160,000	75,346.86	9,486.78	.00	84,653.14	47.1%
54020 UTILITY EXPENSE - GAS	2,600	2,600	451.19	233.24	.00	2,148.81	17.4%
54030 UTILITY EXPENSE- WASTEWATER	2,000	2,000	915.59	131.78	.00	1,084.41	45.8%
54040 UTILITY EXPENSE WATER	18,000	18,000	9,151.39	1,470.26	.00	8,848.61	50.8%
54050 UTIL EXP REFUSE AND DISPOSE	10,750,000	10,750,000	4,101,882.97	765,574.38	5,904,221.66	743,895.37	93.1%
54080 TELEPHONE CHGS	55,000	55,000	18,658.17	7,570.45	.00	36,341.83	33.9%
54090 UNLEADED FUEL	245,000	245,000	71,415.82	11,861.61	326,464.09	-152,879.91	162.4%
54200 RECYCLES BUY BACK	1,100,000	1,100,000	298,505.78	92,053.60	10,000.00	791,494.22	28.0%
54300 GREENWASTE PROCESSING	1,400,000	1,400,000	322,968.80	22,598.87	1,440,321.01	-363,289.81	125.9%
54355 UTILITY RATE ASSIST CREDIT	80,500	80,500	.00	.00	.00	80,500.00	.0%
54400 SUPP WASTE HAULING	1,500,000	1,500,000	427,217.32	83,693.41	872,782.68	200,000.00	86.7%
55010 BUILDING MAINT & REPAIR	150,000	150,000	.00	.00	7,000.00	143,000.00	4.7%
55030 VEHICLE MAINTENANCE	250,000	250,000	80,434.79	9,622.70	217,899.42	-48,334.21	119.3%
56030 CAPEX - VEHICLES	1,046,815	2,068,098	.00	.00	.00	2,068,098.00	.0%
56040 CAPEX - MACHINERY/EQUIP	764,250	1,389,954	.00	.00	185,000.00	1,204,953.72	13.3%
57000 RENTALS & LEASES	1,226,541	1,376,541	543,688.18	82,325.05	898,246.99	-65,394.17	104.8%
57110 TAXES AND FILING FEES	75,000	75,000	26,810.64	6,712.72	.00	48,189.36	35.7%
57200 BAD DEBT EXPENSE	30,000	30,000	-16,407.91	92.46	.00	46,407.91	-54.7%

YEAR-TO-DATE BUDGET REPORT

EXPENSE - DECEMBER 2025

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
57500 PRINCIPAL PAYMENTS	2,001,650	2,001,650	996,159.42	.00	.00	1,005,490.58	49.8%
57510 INTEREST EXPENSE	101,800	101,800	55,564.90	.00	.00	46,235.10	54.6%
59000 TRANSFERS OUT (LABOR)	20,000	20,000	.00	.00	.00	20,000.00	.0%
59010 INFRASTRUCTURE USE FEE	2,048,468	2,048,468	.00	.00	.00	2,048,468.00	.0%
59100 CUSTOMER BILLING CHARGES	1,176,939	1,176,939	588,469.50	98,078.25	.00	588,469.50	50.0%
59200 IT & DATA PROCESSING CHGS	2,161,241	2,161,241	1,080,620.46	180,103.41	.00	1,080,620.54	50.0%
59300 LIABILITY INSURANCE CHGS	889,562	889,562	444,781.08	74,130.18	.00	444,780.92	50.0%
59400 TELEPHONE CHGS HIPC	57,579	57,579	28,789.50	4,798.25	.00	28,789.50	50.0%
59500 FLEET EQUIP MAINT ISF CHG	4,246,983	4,246,983	1,754,406.25	334,977.11	.00	2,492,576.75	41.3%
59600 INDIRECT PRORATED CST CHG	1,951,914	1,951,914	975,956.94	162,659.49	.00	975,957.06	50.0%
59700 FACILITY CHG MAINTENANCE	166,747	166,747	83,373.54	13,895.59	.00	83,373.46	50.0%
59800 TRANSFERS OUT - CIP	5,460,000	9,888,505	2,671.10	2,671.10	.00	9,885,834.10	.0%
59900 TRANSFERS OUT - DEBT	81,047	81,047	18,955.46	.00	.00	62,091.54	23.4%
60500 DEBT OFFSET	0	0	-268,462.53	.00	.00	268,462.53	100.0%
TOTAL SOLID WASTE OPERATING FUND	69,513,851	75,589,343	25,489,402.40	4,276,955.44	11,539,938.38	38,560,002.14	49.0%
632 SOLID WASTE CIP FUND							
53200 PROF SERVICES - OTHER	4,710,000	5,064,174	.00	.00	.00	5,064,174.18	.0%
53270 CONSTRUCTION SERVICES	750,000	4,064,153	.00	.00	1,067,693.74	2,996,459.06	26.3%
56010 CAPEX - BUILDINGS	0	200,000	.00	.00	.00	200,000.00	.0%
56040 CAPEX - MACHINERY/EQUIP	0	189,312	.00	.00	.00	189,311.95	.0%
57800 FOR CONTINGENCIES	0	502,500	.00	.00	.00	502,500.00	.0%
59000 TRANSFERS OUT (LABOR)	0	164,010	10,131.16	2,823.77	.00	153,878.65	6.2%
TOTAL SOLID WASTE CIP FUND	5,460,000	10,184,149	10,131.16	2,823.77	1,067,693.74	9,106,323.84	10.6%
634 SOLID WASTE DEVELOPER FEE FUND							
56030 CAPEX - VEHICLES	0	1,018,780	.00	.00	.00	1,018,780.00	.0%
TOTAL SOLID WASTE DEVELOPER FEE F	0	1,018,780	.00	.00	.00	1,018,780.00	.0%
638 SOLID WASTE SEC - CONT PREV FU							
53200 PROF SERVICES - OTHER	220,000	220,000	100,070.70	50,835.26	100,008.28	19,921.02	90.9%
59800 TRANSFERS OUT - CIP	0	295,644	4,636.29	.00	.00	291,007.25	1.6%

YEAR-TO-DATE BUDGET REPORT

EXPENSE - DECEMBER 2025

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL SOLID WASTE SEC - CONT PREV	220,000	515,644	104,706.99	50,835.26	100,008.28	310,928.27	39.7%
641 PERFORMING ARTS CENTER FUND							
54010 UTILITY EXPENSE-ELECTRIC	74,160	74,160	86,054.81	7,897.30	.00	-11,894.81	116.0%
54020 UTILITY EXPENSE - GAS	8,000	8,000	2,424.24	733.47	.00	5,575.76	30.3%
54030 UTILITY EXPENSE- WASTEWATER	4,726	4,726	1,799.42	250.29	.00	2,926.58	38.1%
54040 UTILITY EXPENSE WATER	10,808	10,808	7,316.66	1,089.08	.00	3,491.34	67.7%
54050 UTIL EXP REFUSE AND DISPOSE	21,977	21,977	19,931.88	3,204.68	.00	2,045.12	90.7%
54060 OTHER UTILITIES	11,969	11,969	.00	.00	.00	11,969.00	.0%
55010 BUILDING MAINT & REPAIR	123,600	123,600	35,143.91	3,697.05	85,350.03	3,106.06	97.5%
57110 TAXES AND FILING FEES	200	200	.00	.00	.00	200.00	.0%
59400 TELEPHONE CHGS HIPC	9,137	9,137	4,568.52	761.42	.00	4,568.48	50.0%
59600 INDIRECT PRORATED CST CHG	6,762	6,762	3,381.00	563.50	.00	3,381.00	50.0%
TOTAL PERFORMING ARTS CENTER FUND	271,339	271,339	160,620.44	18,196.79	85,350.03	25,368.53	90.7%
651 GOLF COURSE OPERATING FUND							
50000 SALARIES - REGULAR	28,672	28,672	10,921.74	1,639.20	.00	17,750.26	38.1%
51000 CALPERS PENSION NORMAL COST	2,859	2,859	139.77	163.42	.00	2,719.23	4.9%
51010 CALPERS PENSION UAL	1,819	1,819	909.48	151.58	.00	909.52	50.0%
51030 RETIREMENT ENHANCEMENT PLAN	0	0	100.74	16.40	.00	-100.74	100.0%
51160 CITY PAID EMPLOYEE BENEFITS	4,646	4,646	1,371.28	221.22	.00	3,274.72	29.5%
51161 VAC/SICK ACCRUAL	621	621	237.36	38.58	.00	383.64	38.2%
51210 RETIREE HEALTH INS PLAN	0	0	100.74	16.40	.00	-100.74	100.0%
51300 WORKERS COMPENSATION	1,409	1,409	704.52	117.42	.00	704.48	50.0%
52400 MINOR EQUIPMENT	347,800	347,800	124,674.10	124,674.10	145,745.61	77,380.29	77.8%
53020 INTERNAL PHOTOCOPING COSTS	0	0	67.27	.00	.00	-67.27	100.0%
53200 PROF SERVICES - OTHER	4,750,687	4,750,687	2,579,875.57	1,475,376.34	2,181,382.96	-10,571.53	100.2%
53210 SERVICES AUDIT	31,485	31,485	.00	.00	.00	31,485.00	.0%
53500 BANK CHARGES	165,056	165,056	10,863.39	2,988.98	.00	154,192.61	6.6%
54010 UTILITY EXPENSE-ELECTRIC	234,000	234,000	99,761.73	99,761.73	65,713.96	68,524.31	70.7%
54040 UTILITY EXPENSE WATER	430,000	430,000	110,215.35	110,215.35	245,402.02	74,382.63	82.7%
54050 UTIL EXP REFUSE AND DISPOSE	15,000	15,000	5,166.68	5,166.68	7,051.28	2,782.04	81.5%
54070 INTERNET CHARGES	12,894	12,894	3,603.61	3,603.61	7,136.58	2,153.81	83.3%
54080 TELEPHONE CHGS	8,800	8,800	.00	.00	8,800.00	.00	100.0%
55030 VEHICLE MAINTENANCE	35,052	35,052	.00	.00	.00	35,052.00	.0%
57110 TAXES AND FILING FEES	24,502	24,502	.00	.00	.00	24,502.00	.0%
57500 PRINCIPAL PAYMENTS	153,456	153,456	153,455.50	.00	.00	.50	100.0%

YEAR-TO-DATE BUDGET REPORT

EXPENSE - DECEMBER 2025

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
57510 INTEREST EXPENSE	5,885	5,885	5,884.53	.00	.00	.47	100.0%
58100 GENERAL LIABILITY INSURANCE	126,000	126,000	25,096.69	25,096.69	83,894.29	17,009.02	86.5%
59200 IT & DATA PROCESSING CHGS	1,726	1,726	862.98	143.83	.00	863.02	50.0%
59300 LIABILITY INSURANCE CHGS	2,123	2,123	1,061.52	176.92	.00	1,061.48	50.0%
59400 TELEPHONE CHGS HIPC	13,436	13,436	6,718.02	1,119.67	.00	6,717.98	50.0%
59600 INDIRECT PRORATED CST CHG	58,968	58,968	29,484.00	4,914.00	.00	29,484.00	50.0%
59800 TRANSFERS OUT - CIP	0	1,625,475	466,195.84	453,664.73	.00	1,159,279.23	28.7%
60300 INTERFUND ADVANCE OFFSET	0	0	-153,455.50	.00	.00	153,455.50	100.0%
TOTAL GOLF COURSE OPERATING FUND	6,456,896	8,082,371	3,484,016.91	2,309,266.85	2,745,126.70	1,853,227.46	77.1%
652 GOLF COURSE CIP FUND							
53200 PROF SERVICES - OTHER	0	117,795	13,148.61	4,000.00	48,170.79	56,475.83	52.1%
53270 CONSTRUCTION SERVICES	0	333,000	.00	.00	.00	333,000.00	.0%
56010 CAPEX - BUILDINGS	0	1,710,000	445,495.98	445,495.98	391,523.17	872,980.85	48.9%
59000 TRANSFERS OUT (LABOR)	0	64,680	13,297.46	1,746.21	.00	51,382.38	20.6%
TOTAL GOLF COURSE CIP FUND	0	2,225,475	471,942.05	451,242.19	439,693.96	1,313,839.06	41.0%
701 PUBLIC LIAB & PROP INSUR ISF							
50000 SALARIES - REGULAR	186,198	186,198	73,335.53	9,559.94	.00	112,862.47	39.4%
51000 CALPERS PENSION NORMAL COST	18,564	18,564	5,196.45	660.47	.00	13,367.55	28.0%
51010 CALPERS PENSION UAL	18,796	18,796	9,397.98	1,566.33	.00	9,398.02	50.0%
51030 RETIREMENT ENHANCEMENT PLAN	4,091	4,091	866.29	98.48	.00	3,224.71	21.2%
51160 CITY PAID EMPLOYEE BENEFITS	39,345	39,345	13,265.41	1,555.10	.00	26,079.59	33.7%
51161 VAC/SICK ACCRUAL	4,031	4,031	1,550.21	157.08	.00	2,480.79	38.5%
51210 RETIREE HEALTH INS PLAN	0	0	386.88	62.98	.00	-386.88	100.0%
51300 WORKERS COMPENSATION	6,239	6,239	3,119.52	519.92	.00	3,119.48	50.0%
51400 AUTO ALLOWANCE	210	210	99.27	16.16	.00	110.73	47.3%
52000 POSTAGE	33	33	.00	.00	.00	33.00	.0%
52200 BROCHURES & PUBLICATIONS	275	275	.00	.00	.00	275.00	.0%
52310 TRAINING-WORKSHOP-MTGS	500	500	.00	.00	.00	500.00	.0%
52320 MILEAGE REIMBURSEMENTS	300	300	.00	.00	.00	300.00	.0%
52400 MINOR EQUIPMENT	700	700	.00	.00	.00	700.00	.0%
52900 MISC SUPPLIES	325	325	.00	.00	.00	325.00	.0%
53010 SERVICES PRINTING BINDING	600	600	.00	.00	.00	600.00	.0%
53200 PROF SERVICES - OTHER	270,000	270,000	129,128.25	18,289.50	144,427.91	-3,556.16	101.3%
53220 SERVICES LEGAL SERVICES	15,113	15,113	1,755.00	.00	760.00	12,598.00	16.6%

YEAR-TO-DATE BUDGET REPORT

EXPENSE - DECEMBER 2025

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
58050 LOSS CONTROL ACTIVITIES	110,000	110,000	300.00	.00	.00	109,700.00	.3%
58200 PHYSICAL DMG INS NON AUTO	2,000,000	2,000,000	1,771,627.00	.00	.00	228,373.00	88.6%
58300 EXCESS LIABILITY INS	4,586,000	4,586,000	4,040,706.00	.00	.00	545,294.00	88.1%
58400 LIABILITY CLAIMS EXPENSE	5,135,346	5,135,346	2,357,407.93	500,308.61	.00	2,777,938.07	45.9%
58500 WORKERS COMP CLAIMS	4,324	4,324	.00	.00	.00	4,324.00	.0%
59200 IT & DATA PROCESSING CHGS	17,831	17,831	8,915.52	1,485.92	.00	8,915.48	50.0%
59300 LIABILITY INSURANCE CHGS	17,248	17,248	8,623.98	1,437.33	.00	8,624.02	50.0%
59400 TELEPHONE CHGS HIPC	1,480	1,480	739.98	123.33	.00	740.02	50.0%
59600 INDIRECT PRORATED CST CHG	175,883	175,883	87,941.52	14,656.92	.00	87,941.48	50.0%
TOTAL PUBLIC LIAB & PROP INSUR IS	12,613,432	12,613,432	8,514,362.72	550,498.07	145,187.91	3,953,881.37	68.7%
702 WORKERS COMP INSUR ISF							
50000 SALARIES - REGULAR	478,846	478,846	157,766.69	22,433.71	.00	321,079.31	32.9%
51000 CALPERS PENSION NORMAL COST	47,741	47,741	13,366.00	2,236.64	.00	34,375.00	28.0%
51010 CALPERS PENSION UAL	47,901	47,901	23,950.50	3,991.75	.00	23,950.50	50.0%
51030 RETIREMENT ENHANCEMENT PLAN	3,273	3,273	1,658.77	255.66	.00	1,614.23	50.7%
51160 CITY PAID EMPLOYEE BENEFITS	85,348	85,348	27,956.63	4,206.44	.00	57,391.37	32.8%
51161 VAC/SICK ACCRUAL	10,367	10,367	3,278.84	496.86	.00	7,088.16	31.6%
51210 RETIREE HEALTH INS PLAN	1,944	1,944	2,238.26	350.42	.00	-294.26	115.1%
51300 WORKERS COMPENSATION	15,466	15,466	7,732.98	1,288.83	.00	7,733.02	50.0%
51400 AUTO ALLOWANCE	210	210	99.27	16.16	.00	110.73	47.3%
52400 MINOR EQUIPMENT	65	65	.00	.00	.00	65.00	.0%
52900 MISC SUPPLIES	950	950	.00	.00	540.02	409.98	56.8%
53020 INTERNAL PHOTOCOPING COSTS	200	200	.00	.00	.00	200.00	.0%
53200 PROF SERVICES - OTHER	360,000	360,000	125,482.28	.00	189,007.16	45,510.56	87.4%
54080 TELEPHONE CHGS	0	0	460.88	184.42	.00	-460.88	100.0%
57110 TAXES AND FILING FEES	475,000	475,000	104,446.88	104,446.88	.00	370,553.12	22.0%
58050 LOSS CONTROL ACTIVITIES	175,000	175,000	19,360.44	-254,024.77	67,596.33	88,043.23	49.7%
58300 EXCESS LIABILITY INS	800,000	800,000	723,238.00	.00	.00	76,762.00	90.4%
58500 WORKERS COMP CLAIMS	7,219,457	7,219,457	2,534,549.29	290,871.21	26,039.60	4,658,868.11	35.5%
59200 IT & DATA PROCESSING CHGS	45,440	45,440	22,720.02	3,786.67	.00	22,719.98	50.0%
59300 LIABILITY INSURANCE CHGS	42,758	42,758	21,379.02	3,563.17	.00	21,378.98	50.0%
59400 TELEPHONE CHGS HIPC	987	987	493.50	82.25	.00	493.50	50.0%
59600 INDIRECT PRORATED CST CHG	168,226	168,226	84,112.98	14,018.83	.00	84,113.02	50.0%
TOTAL WORKERS COMP INSUR ISF	9,979,179	9,979,179	3,874,291.23	198,205.13	283,183.11	5,821,704.66	41.7%
725 CUSTOMER BILLING OPS ISF							

YEAR-TO-DATE BUDGET REPORT

EXPENSE - DECEMBER 2025

FOR 2026 06

725 CUSTOMER BILLING OPS ISF	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
50000 SALARIES - REGULAR	1,104,824	1,104,824	487,612.75	100,044.87	.00	617,211.25	44.1%
50100 SALARIES - TEMPORARY	0	0	11,666.36	3,216.00	.00	-11,666.36	100.0%
50200 OVERTIME WAGES	0	0	134.45	17.22	.00	-134.45	100.0%
51000 CALPERS PENSION NORMAL COST	110,151	110,151	39,072.02	7,595.72	.00	71,078.98	35.5%
51010 CALPERS PENSION UAL	168,504	168,504	84,252.00	14,042.00	.00	84,252.00	50.0%
51030 RETIREMENT ENHANCEMENT PLAN	2,661	2,661	8,827.88	1,489.61	.00	-6,166.88	331.8%
51160 CITY PAID EMPLOYEE BENEFITS	297,235	297,235	106,190.52	17,629.03	.00	191,044.48	35.7%
51161 VAC/SICK ACCRUAL	23,920	23,920	10,600.34	1,796.12	.00	13,319.66	44.3%
51210 RETIREE HEALTH INS PLAN	7,124	7,124	4,675.95	762.75	.00	2,448.05	65.6%
51300 WORKERS COMPENSATION	38,031	38,031	19,015.50	3,169.25	.00	19,015.50	50.0%
52000 POSTAGE	328,208	328,208	121,118.01	21,383.51	212,436.49	-5,346.50	101.6%
52310 TRAINING-WORKSHOP-MTGS	1,000	1,000	.00	.00	.00	1,000.00	.0%
52330 EDUCATION REIMBURSEMENT	2,000	2,000	.00	.00	.00	2,000.00	.0%
52620 SUPPLIES OTHER	165	165	.00	.00	.00	165.00	.0%
52900 MISC SUPPLIES	6,000	6,000	1,331.14	41.24	4,088.86	580.00	90.3%
53010 SERVICES PRINTING BINDING	74,258	74,258	28,785.24	5,047.15	53,922.61	-8,449.85	111.4%
53020 INTERNAL PHOTOCOPING COSTS	4,815	4,815	763.11	.00	121.53	3,930.36	18.4%
53200 PROF SERVICES - OTHER	68,959	68,959	20,608.24	9,508.90	6,333.61	42,017.15	39.1%
53500 BANK CHARGES	462,164	462,164	55,181.69	4,641.95	209,522.81	197,459.50	57.3%
54080 TELEPHONE CHGS	551	551	208.61	83.52	.00	342.39	37.9%
55020 EQUIPMENT MAINTENANCE	2,982	2,982	.00	.00	.00	2,982.00	.0%
57300 LEASE PMT CAP GROWTH FEES	28,391	28,391	5,092.39	.00	.00	23,298.61	17.9%
59200 IT & DATA PROCESSING CHGS	159,847	159,847	79,923.54	13,320.59	.00	79,923.46	50.0%
59300 LIABILITY INSURANCE CHGS	105,138	105,138	52,569.00	8,761.50	.00	52,569.00	50.0%
59400 TELEPHONE CHGS HIPC	9,387	9,387	4,693.50	782.25	.00	4,693.50	50.0%
59600 INDIRECT PRORATED CST CHG	178,110	178,110	89,055.00	14,842.50	.00	89,055.00	50.0%
59700 FACILITY CHG MAINTENANCE	60,379	60,379	30,189.48	5,031.58	.00	30,189.52	50.0%
TOTAL CUSTOMER BILLING OPS ISF	3,244,804	3,244,804	1,261,566.72	233,207.26	486,425.91	1,496,811.37	53.9%
731 INFORMATION TECHNOLOGY ISF							
50000 SALARIES - REGULAR	5,230,441	5,230,441	2,004,834.98	343,710.03	.00	3,225,606.02	38.3%
50100 SALARIES - TEMPORARY	65,420	65,420	.00	.00	.00	65,420.00	.0%
50200 OVERTIME WAGES	54,666	54,666	34,837.19	6,312.71	.00	19,828.81	63.7%
51000 CALPERS PENSION NORMAL COST	521,474	521,474	140,127.57	29,531.10	.00	381,346.43	26.9%
51010 CALPERS PENSION UAL	509,334	509,334	254,667.06	42,444.51	.00	254,666.94	50.0%
51030 RETIREMENT ENHANCEMENT PLAN	14,403	14,403	33,750.03	5,281.02	.00	-19,347.03	234.3%
51160 CITY PAID EMPLOYEE BENEFITS	1,073,690	1,073,690	345,183.08	56,031.17	.00	728,506.92	32.1%
51161 VAC/SICK ACCRUAL	113,239	113,239	42,342.04	6,748.74	.00	70,896.96	37.4%
51210 RETIREE HEALTH INS PLAN	14,247	14,247	18,881.84	3,078.48	.00	-4,634.84	132.5%
51300 WORKERS COMPENSATION	184,702	184,702	92,351.04	15,391.84	.00	92,350.96	50.0%

YEAR-TO-DATE BUDGET REPORT

EXPENSE - DECEMBER 2025

FOR 2026 06

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
51400	AUTO ALLOWANCE	4,200	4,200	1,984.63	323.08	.00	2,215.37	47.3%
52310	TRAINING-WORKSHOP-MTGS	30,000	30,000	2,388.32	.00	.00	27,611.68	8.0%
52340	MEMBERSHIPS	0	0	1,000.00	.00	.00	-1,000.00	100.0%
52400	MINOR EQUIPMENT	1,244,503	1,244,503	279,891.07	16,254.97	795,230.25	169,381.68	86.4%
52900	MISC SUPPLIES	227,000	227,000	3,382.96	573.11	1,930.08	221,686.96	2.3%
53000	SOFTWARE EXPENSE	0	0	.00	.00	6,415.24	-6,415.24	100.0%
53001	SOFTWARE SUBSCRIPTION	5,036,390	5,036,390	2,550,578.43	786,500.30	994,204.27	1,491,607.30	70.4%
53020	INTERNAL PHOTOCOPING COSTS	18,746	18,746	181.32	.00	.00	18,564.68	1.0%
53200	PROF SERVICES - OTHER	4,219,344	4,219,344	710,368.09	240,409.09	1,675,056.79	1,833,919.12	56.5%
53290	OUTSIDE SERVICES	0	0	.00	.00	347,114.92	-347,114.92	100.0%
54070	INTERNET CHARGES	123,540	123,540	66,127.85	13,206.35	.00	57,412.15	53.5%
54080	TELEPHONE CHGS	637,259	637,259	203,413.92	47,875.77	11,570.96	422,274.12	33.7%
57000	RENTALS & LEASES	0	0	10,551.96	1,758.66	10,551.96	-21,103.92	100.0%
59300	LIABILITY INSURANCE CHGS	510,613	510,613	255,306.48	42,551.08	.00	255,306.52	50.0%
59500	FLEET EQUIP MAINT ISF CHG	4,774	4,774	1,433.77	191.16	.00	3,340.23	30.0%
59600	INDIRECT PRORATED CST CHG	376,136	376,136	188,067.96	31,344.66	.00	188,068.04	50.0%
59700	FACILITY CHG MAINTENANCE	193,009	193,009	96,504.48	16,084.08	.00	96,504.52	50.0%
59800	TRANSFERS OUT - CIP	0	289,103	.00	.00	.00	289,103.36	.0%
	TOTAL INFORMATION TECHNOLOGY ISF	20,407,130	20,696,233	7,338,156.07	1,705,601.91	3,842,074.47	9,516,002.82	54.0%
732	**IT CAPITAL**							
53200	PROF SERVICES - OTHER	0	189,270	.00	.00	.00	189,270.00	.0%
56050	CAPEX - INFRASTRUCTURE	0	99,833	.00	.00	.00	99,833.36	.0%
	TOTAL IT CAPITAL	0	289,103	.00	.00	.00	289,103.36	.0%
735	**FACILITIES MAINTENANCE ISF**							
50000	SALARIES - REGULAR	2,862,129	2,815,642	1,295,393.36	206,770.66	.00	1,520,248.93	46.0%
50100	SALARIES - TEMPORARY	32,000	32,000	13,704.21	2,238.00	.00	18,295.79	42.8%
50200	OVERTIME WAGES	80,000	80,000	28,019.46	8,437.30	.00	51,980.54	35.0%
51000	CALPERS PENSION NORMAL COST	285,354	281,024	113,337.55	20,057.12	.00	167,686.72	40.3%
51005	CALPERS PENS CARMAN NORMAL CO	0	0	166.21	.00	.00	-166.21	100.0%
51010	CALPERS PENSION UAL	434,627	434,627	217,313.52	36,218.92	.00	217,313.48	50.0%
51030	RETIREMENT ENHANCEMENT PLAN	47,344	47,344	38,133.01	5,832.66	.00	9,210.99	80.5%
51160	CITY PAID EMPLOYEE BENEFITS	821,357	813,096	337,917.91	55,227.89	.00	475,178.11	41.6%
51161	VAC/SICK ACCRUAL	61,965	61,965	29,782.45	4,912.15	.00	32,182.55	48.1%
51210	RETIREE HEALTH INS PLAN	23,314	23,314	13,192.26	2,153.82	.00	10,121.74	56.6%

YEAR-TO-DATE BUDGET REPORT

EXPENSE - DECEMBER 2025

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
51300 WORKERS COMPENSATION	181,157	181,157	90,578.52	15,096.42	.00	90,578.48	50.0%
51400 AUTO ALLOWANCE	210	210	99.27	16.16	.00	110.73	47.3%
52300 UNIFORMS	12,000	12,000	6,285.96	6,285.96	8,759.15	-3,045.11	125.4%
52310 TRAINING-WORKSHOP-MTGS	5,000	5,000	5,378.45	4,678.45	6,321.55	-6,700.00	234.0%
52340 MEMBERSHIPS	0	0	1,074.20	1,074.20	.00	-1,074.20	100.0%
52400 MINOR EQUIPMENT	0	0	717.94	.00	5,000.00	-5,717.94	100.0%
52600 SUPPLIES CUSTODIAL	80,000	80,000	21,659.82	6,061.75	30,590.18	27,750.00	65.3%
52610 SUPPLIES SAFETY	5,800	5,800	1,318.14	183.28	4,864.31	-382.45	106.6%
52900 MISC SUPPLIES	407,116	407,116	116,717.07	41,980.81	167,396.54	123,002.39	69.8%
53020 INTERNAL PHOTOCOPING COSTS	7,200	7,200	762.98	.00	.00	6,437.02	10.6%
53200 PROF SERVICES - OTHER	1,375,549	1,225,059	445,487.35	123,795.71	512,763.71	266,808.10	78.2%
54010 UTILITY EXPENSE-ELECTRIC	770,487	770,487	377,230.29	51,376.34	.00	393,256.71	49.0%
54020 UTILITY EXPENSE - GAS	65,945	65,945	28,404.02	7,065.28	.00	37,540.98	43.1%
54030 UTILITY EXPENSE- WASTEWATER	11,851	11,851	8,531.98	935.35	.00	3,319.02	72.0%
54040 UTILITY EXPENSE WATER	31,190	31,190	26,456.45	3,252.96	.00	4,733.55	84.8%
54050 UTIL EXP REFUSE AND DISPOSE	87,000	87,000	41,689.45	4,567.71	.00	45,310.55	47.9%
54080 TELEPHONE CHGS	20,487	20,487	8,360.04	3,169.55	.00	12,126.96	40.8%
56040 CAPEX - MACHINERY/EQUIP	0	193,567	.00	.00	193,567.25	.00	100.0%
57000 RENTALS & LEASES	185,000	201,000	108,387.72	21,270.29	81,235.26	11,377.02	94.3%
57110 TAXES AND FILING FEES	6,000	6,000	1,023.00	.00	.00	4,977.00	17.1%
59200 IT & DATA PROCESSING CHGS	412,300	412,300	206,149.98	34,358.33	.00	206,150.02	50.0%
59300 LIABILITY INSURANCE CHGS	229,283	229,283	114,641.52	19,106.92	.00	114,641.48	50.0%
59400 TELEPHONE CHGS HIPC	26,701	26,701	13,350.48	2,225.08	.00	13,350.52	50.0%
59500 FLEET EQUIP MAINT ISF CHG	76,581	76,581	63,779.10	15,027.14	.00	12,801.90	83.3%
59600 INDIRECT PRORATED CST CHG	309,328	309,328	154,663.98	25,777.33	.00	154,664.02	50.0%
59800 TRANSFERS OUT - CIP	1,200,000	2,250,000	27,765.89	27,765.89	.00	2,222,234.11	1.2%
TOTAL FACILITIES MAINTENANCE ISF	10,154,275	11,204,275	3,957,473.54	756,919.43	1,010,497.95	6,236,303.50	44.3%
736 FACILITIES CAPITAL							
56050 CAPEX - INFRASTRUCTURE	1,200,000	1,200,000	27,765.89	.00	.00	1,172,234.11	2.3%
TOTAL FACILITIES CAPITAL	1,200,000	1,200,000	27,765.89	.00	.00	1,172,234.11	2.3%
741 FLEET SERVICES ISF							
50000 SALARIES - REGULAR	1,393,056	1,393,056	622,426.52	111,383.16	.00	770,629.48	44.7%
50100 SALARIES - TEMPORARY	35,000	35,000	31,030.67	2,340.00	.00	3,969.33	88.7%
50200 OVERTIME WAGES	25,000	25,000	15,588.71	1,683.90	.00	9,411.29	62.4%

YEAR-TO-DATE BUDGET REPORT

EXPENSE - DECEMBER 2025

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
51000 CALPERS PENSION NORMAL COST	138,888	138,888	59,377.28	10,315.68	.00	79,510.72	42.8%
51010 CALPERS PENSION UAL	190,996	190,996	95,497.98	15,916.33	.00	95,498.02	50.0%
51030 RETIREMENT ENHANCEMENT PLAN	15,198	15,198	16,675.26	2,651.16	.00	-1,477.26	109.7%
51160 CITY PAID EMPLOYEE BENEFITS	321,937	321,937	133,061.21	23,283.75	.00	188,875.79	41.3%
51161 VAC/SICK ACCRUAL	30,160	30,160	14,473.41	2,518.70	.00	15,686.59	48.0%
51210 RETIREE HEALTH INS PLAN	22,018	22,018	10,439.74	1,705.19	.00	11,578.26	47.4%
51300 WORKERS COMPENSATION	78,679	78,679	39,339.48	6,556.58	.00	39,339.52	50.0%
51400 AUTO ALLOWANCE	210	210	99.27	16.16	.00	110.73	47.3%
51420 TOOL AND EQUIPMENT ALLOWANCE	7,700	7,700	7,175.00	.00	.00	525.00	93.2%
52000 POSTAGE	120	120	18.59	.00	.00	101.41	15.5%
52110 REPAIR PARTS	1,230,900	1,230,900	534,531.88	148,131.84	475,451.02	220,917.10	82.1%
52300 UNIFORMS	30,000	30,000	10,117.26	3,112.23	28,758.25	-8,875.51	129.6%
52310 TRAINING-WORKSHOP-MTGS	27,000	27,000	9,316.62	3,015.27	31,108.33	-13,424.95	149.7%
52400 MINOR EQUIPMENT	10,000	10,000	5,331.19	4,498.54	21,363.19	-16,694.38	266.9%
52610 SUPPLIES SAFETY	0	0	215.22	.00	.00	-215.22	100.0%
52900 MISC SUPPLIES	28,000	28,000	20,241.77	7,512.55	49,308.59	-41,550.36	248.4%
53000 SOFTWARE EXPENSE	48,000	48,000	4,927.76	179.76	49,342.93	-6,270.69	113.1%
53020 INTERNAL PHOTOCOPING COSTS	1,400	1,400	167.49	.00	.00	1,232.51	12.0%
53200 PROF SERVICES - OTHER	684,725	684,725	209,498.14	29,879.27	311,179.19	164,047.67	76.0%
54080 TELEPHONE CHGS	5,716	5,716	2,580.22	1,382.52	.00	3,135.78	45.1%
54090 UNLEADED FUEL	1,498,000	1,498,000	526,344.54	91,138.96	89,282.61	882,372.85	41.1%
54091 COMPRESSED NATURAL GAS	623,000	623,000	240,557.95	44,541.58	72,646.96	309,795.09	50.3%
54092 DIESEL FUEL	1,515,000	1,515,000	483,708.31	91,324.19	264,974.85	766,316.84	49.4%
55020 EQUIPMENT MAINTENANCE	18,000	18,000	5,840.95	3,802.49	18,159.05	-6,000.00	133.3%
55030 VEHICLE MAINTENANCE	778,000	778,000	365,849.48	114,793.38	685,882.33	-273,731.81	135.2%
55040 LUBRICANT	152,000	152,000	73,314.48	21,057.85	106,895.64	-28,210.12	118.6%
55050 TIRES	364,000	364,000	149,024.70	36,420.47	204,554.84	10,420.46	97.1%
56030 CAPEX - VEHICLES	102,000	102,000	.00	.00	.00	102,000.00	.0%
57000 RENTALS & LEASES	30,000	30,000	8,760.69	2,034.82	23,689.31	-2,450.00	108.2%
57110 TAXES AND FILING FEES	9,000	9,000	5,511.49	847.00	.00	3,488.51	61.2%
59200 IT & DATA PROCESSING CHGS	192,691	192,691	96,345.48	16,057.58	.00	96,345.52	50.0%
59300 LIABILITY INSURANCE CHGS	108,156	108,156	54,078.00	9,013.00	.00	54,078.00	50.0%
59400 TELEPHONE CHGS HIPC	10,331	10,331	5,165.52	860.92	.00	5,165.48	50.0%
59600 INDIRECT PRORATED CST CHG	372,099	372,099	186,049.50	31,008.25	.00	186,049.50	50.0%
59700 FACILITY CHG MAINTENANCE	446,781	446,781	223,390.50	37,231.75	.00	223,390.50	50.0%
TOTAL FLEET SERVICES ISF	10,543,761	10,543,761	4,266,072.26	876,214.83	2,432,597.09	3,845,091.65	63.5%
742 FLEET REPLACEMENT FUND							
56040 CAPEX - MACHINERY/EQUIP	0	541,382	.00	.00	.00	541,382.41	.0%
57000 RENTALS & LEASES	0	0	.00	.00	216.51	-216.51	100.0%

YEAR-TO-DATE BUDGET REPORT

EXPENSE - DECEMBER 2025

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
59800 TRANSFERS OUT - CIP	0	15,389	4,363.28	.00	.00	11,025.72	28.4%
TOTAL FLEET REPLACEMENT FUND	0	556,771	4,363.28	.00	216.51	552,191.62	.8%
801 COFA DEBT SERVICE FUND							
57500 PRINCIPAL PAYMENTS	5,107,623	5,107,623	420,442.79	.00	.00	4,687,180.21	8.2%
57510 INTEREST EXPENSE	2,225,324	2,225,324	1,116,035.86	.00	.00	1,109,288.14	50.2%
TOTAL COFA DEBT SERVICE FUND	7,332,947	7,332,947	1,536,478.65	.00	.00	5,796,468.35	21.0%
850 RIVERPARK JPA FUND							
53200 PROF SERVICES - OTHER	0	191,094	.00	.00	.00	191,094.00	.0%
56020 CAPEX - IMPRV OTH. THN BLDGS	0	577,002	.00	.00	.00	577,001.96	.0%
TOTAL RIVERPARK JPA FUND	0	768,096	.00	.00	.00	768,095.96	.0%
991 GOVERNMENTAL CAPITAL ASSETS FD							
60200 CAPITAL ASSET OFFSET	0	0	-804,122.13	-804,122.13	.00	804,122.13	100.0%
TOTAL GOVERNMENTAL CAPITAL ASSETS	0	0	-804,122.13	-804,122.13	.00	804,122.13	100.0%
996 GOVERNMENTAL DEBT SERVICE FUND							
60500 DEBT OFFSET	0	0	-805,000.00	.00	.00	805,000.00	100.0%
TOTAL GOVERNMENTAL DEBT SERVICE F	0	0	-805,000.00	.00	.00	805,000.00	100.0%
GRAND TOTAL	782,268,747**********		323,620,922.06	69,999,475.07	190,158,620.04**********		33.5%

** END OF REPORT - Generated by James Costello **

CITY OF OXNARD BALANCE SHEET REPORT

December 2025

FUND	FUND DESCRIPTION	SUBFUND	SUBFUND DESCRIPTION	ACCOUNT TYPE	NET CHANGE	ACCOUNT BALANCE
'101	'GENERAL FUND	0000	NO SUBFUND	'Asset	16,104,408.24	99,554,163.91
				'Fund Balance	(16,770,309.51)	(92,973,306.18)
				'Liability	665,901.27	(6,580,857.73)
'104	'HALF CENT SALES TAX - MEAS O	0000	NO SUBFUND	'Asset	1,367,498.43	37,173,641.44
				'Fund Balance	(1,410,204.25)	(35,606,850.21)
				'Liability	42,705.82	(1,566,791.23)
'105	'STREET MAINTENANCE (IUF) FUND	0000	NO SUBFUND	'Asset	(14,498.56)	1,336.94
				'Fund Balance	14,498.56	(1,336.93)
				'Liability	0.00	(0.01)
'114	'STORM WATER MANAGEMENT FUND	0000	NO SUBFUND	'Asset	270,618.46	599,004.88
				'Fund Balance	(363,610.27)	(577,657.38)
				'Liability	92,991.81	(21,347.50)
'119	'PUBLIC SAFETY RETIREMENT FUND	0000	NO SUBFUND	'Asset	9,232,745.23	5,876,038.74
				'Fund Balance	(9,232,745.23)	(5,877,002.99)
				'Liability	0.00	964.25
'120	'MAINT ASSMNT DIST	2000	SPECIAL DISTRICTS ADMIN	'Asset	(209,352.57)	(584,429.25)
				'Fund Balance	211,362.91	587,793.16
				'Liability	(2,010.34)	(3,363.91)
		2030	LMD 03 - RIVER RIDGE	'Asset	17,451.17	90,873.99
				'Fund Balance	(20,966.18)	(89,282.17)
				'Liability	3,515.01	(1,591.82)
		2100	LMD 10 - COUNTRY CLUB	'Asset	5,730.72	25,534.14
				'Fund Balance	(5,941.11)	(25,534.14)
				'Liability	210.39	0.00
		2110	LMD 11 - ST. TROPAZ	'Asset	2,978.72	2,121.78
				'Fund Balance	(3,240.58)	(2,121.78)
				'Liability	261.86	0.00
		2120	LMD 12 - STANDARD PACIFIC	'Asset	7,076.60	30,720.20
				'Fund Balance	(7,135.82)	(30,405.67)
				'Liability	59.22	(314.53)

CITY OF OXNARD BALANCE SHEET REPORT
December 2025

FUND	FUND DESCRIPTION	SUBFUND	SUBFUND DESCRIPTION	ACCOUNT TYPE	NET CHANGE	ACCOUNT BALANCE
'120	'MAINT ASSMNT DIST	2130	LMD 13 - LE VILLAGE	'Asset	6,252.22	26,796.07
				'Fund Balance	(6,503.84)	(26,591.13)
				'Liability	251.62	(204.94)
		2140	LMD 14 - CALIFORNIA COVE	'Asset	8,213.64	45,567.02
				'Fund Balance	(8,479.67)	(44,796.14)
				'Liability	266.03	(770.88)
		2160	LMD 16 - CALIFORNIA LIGHTHOUSE	'Asset	9,162.55	15,833.34
				'Fund Balance	(9,162.55)	(14,453.46)
				'Liability	0.00	(1,379.88)
		2230	LMD 23 - GREYSTONE	'Asset	2,660.64	8,935.37
				'Fund Balance	(2,759.01)	(8,675.41)
				'Liability	98.37	(259.96)
		2240	LMD 24 - VINEYARDS	'Asset	5,537.43	28,828.41
				'Fund Balance	(5,777.53)	(28,250.48)
				'Liability	240.10	(577.93)
		2250	LMD 25 - THE POINTE	'Asset	12,419.48	29,003.24
				'Fund Balance	(12,419.48)	(28,309.39)
				'Liability	0.00	(693.85)
		2270	LMD 27- ROSE ISLAND	'Asset	6,289.23	20,537.47
				'Fund Balance	(6,325.13)	(19,624.83)
				'Liability	35.90	(912.64)
		2280	LMD 28 - HARBORSIDE	'Asset	20,225.17	80,389.00
				'Fund Balance	(21,299.45)	(77,905.32)
				'Liability	1,074.28	(2,483.68)
		2300	LMD 30 - HAAS AUTOMATION	'Asset	8,082.92	67,559.90
				'Fund Balance	(8,583.48)	(65,229.81)
				'Liability	500.56	(2,330.09)
		2310	LMD 31 - RANCHO DE LA ROSA	'Asset	45,667.88	66,599.21
				'Fund Balance	(46,094.67)	(64,271.30)
				'Liability	426.79	(2,327.91)

CITY OF OXNARD BALANCE SHEET REPORT

December 2025

FUND	FUND DESCRIPTION	SUBFUND	SUBFUND DESCRIPTION	ACCOUNT TYPE	NET CHANGE	ACCOUNT BALANCE
'120	'MAINT ASSMNT DIST	2320	LMD 32 - OAK PARK	'Asset	7,013.42	35,456.06
				'Fund Balance	(7,169.25)	(34,708.48)
				'Liability	155.83	(747.58)
		2330	LMD 33 - EL PASEO	'Asset	40,678.85	88,564.51
				'Fund Balance	(40,918.51)	(87,291.58)
				'Liability	239.66	(1,272.93)
		2340	LMD 34 - SUNRISE PT/SUNSET CV	'Asset	35,401.46	89,930.28
				'Fund Balance	(35,911.01)	(88,188.03)
				'Liability	509.55	(1,742.25)
		2360	LMD 36 - V ST CRUZ/V CARMEL	'Asset	59,974.57	160,122.88
				'Fund Balance	(61,056.13)	(154,203.37)
				'Liability	1,081.56	(5,919.51)
		2370	LMD 37 - PACIFIC BREEZE	'Asset	(14,083.95)	112,441.86
				'Fund Balance	14,083.95	(111,964.77)
				'Liability	0.00	(477.09)
		2380	LMD 38 - ALDEA DEL MAR	'Asset	36,227.33	91,264.17
				'Fund Balance	(36,796.27)	(88,268.68)
				'Liability	568.94	(2,995.49)
		2390	LMD 39 - EL SUENO PROMESA	'Asset	67,699.96	203,351.08
				'Fund Balance	(66,602.14)	(196,073.39)
				'Liability	(1,097.82)	(7,277.69)
		2391	LMD 39- D.R. HORTON	'Asset	(2,667.97)	32,899.26
				'Fund Balance	2,667.97	(31,161.47)
				'Liability	0.00	(1,737.79)
		2400	LMD 40 - CANTADA	'Asset	15,009.19	99,369.87
				'Fund Balance	(15,009.19)	(97,909.30)
				'Liability	0.00	(1,460.57)
		2410	LMD 41 - PACIFIC COVE	'Asset	11,122.75	42,873.08
				'Fund Balance	(7,206.49)	(37,733.87)
				'Liability	(3,916.26)	(5,139.21)

CITY OF OXNARD BALANCE SHEET REPORT
December 2025

FUND	FUND DESCRIPTION	SUBFUND	SUBFUND DESCRIPTION	ACCOUNT TYPE	NET CHANGE	ACCOUNT BALANCE
'120	'MAINT ASSMNT DIST	2420	LMD 42 - CANTABRIA/CORONADO	'Asset	50,967.48	222,642.01
				'Fund Balance	(48,320.03)	(210,392.62)
				'Liability	(2,647.45)	(12,249.39)
		2430	LMD 43 - GREENBELT	'Asset	65,696.66	182,500.52
				'Fund Balance	(65,914.88)	(179,487.15)
				'Liability	218.22	(3,013.37)
		2460	LMD 46 - DAILY RANCH	'Asset	97,872.79	95,143.22
				'Fund Balance	(95,602.68)	(85,648.87)
				'Liability	(2,270.11)	(9,494.35)
		2470	LMD 47 - SYCAMORE PLACE	'Asset	5,477.29	19,950.88
				'Fund Balance	(5,761.03)	(18,654.59)
				'Liability	283.74	(1,296.29)
		2490	LMD 49 - CAMERON RANCH	'Asset	11,421.69	5,168.28
				'Fund Balance	(11,440.81)	(4,975.65)
				'Liability	19.12	(192.63)
		2500	LMD 50 - PV SENIOR HOUSING	'Asset	2,903.54	43,148.74
				'Fund Balance	(2,965.68)	(42,809.18)
				'Liability	62.14	(339.56)
		2510	LMD 51 - PFEILER	'Asset	32,967.84	192,824.73
				'Fund Balance	(32,967.84)	(188,048.67)
				'Liability	0.00	(4,776.06)
		2520	LMD 52 - WINGFIELD	'Asset	7,909.54	207,218.96
				'Fund Balance	(7,909.54)	(207,023.06)
				'Liability	0.00	(195.90)
		2530	LMD 53 - HUFF COURT	'Asset	2,476.19	1,347.43
				'Fund Balance	(2,476.19)	(1,347.43)
		2540	LMD 54 - MEADOWCREST	'Asset	189.52	82,612.06
				'Fund Balance	(189.52)	(82,473.87)
				'Liability	0.00	(138.19)
		2550	LMD 55 - WINGFIELD WEST	'Asset	9,632.83	43,411.35

CITY OF OXNARD BALANCE SHEET REPORT
December 2025

FUND	FUND DESCRIPTION	SUBFUND	SUBFUND DESCRIPTION	ACCOUNT TYPE	NET CHANGE	ACCOUNT BALANCE
'120	'MAINT ASSMNT DIST	2550	**LMD 55 - WINGFIELD WEST**	'Fund Balance	(9,632.83)	(42,183.02)
				'Liability	0.00	(1,228.33)
		2580	**LMD 58 - WESTWIND**	'Asset	(4,292.86)	52,353.16
				'Fund Balance	3,780.89	(51,627.02)
				'Liability	511.97	(726.14)
		2600	**LMD 60 - ARTISAN**	'Asset	11,594.25	76,243.85
				'Fund Balance	(11,783.52)	(75,238.63)
				'Liability	189.27	(1,005.22)
		3040	**LMD 04 - MNDLY BAY/BEACH MAIN**	'Asset	20,939.96	68,524.77
				'Fund Balance	(19,518.78)	(66,449.02)
				'Liability	(1,421.18)	(2,075.75)
		4010	**WATERWAYS 01- MANDALAY BAY**	'Asset	271,867.09	503,871.40
				'Fund Balance	(273,005.20)	(503,781.51)
				'Liability	1,138.11	(89.89)
		4020	**WATERWAYS 02- HARBOR ISLAND**	'Asset	(3,208.94)	(47,729.40)
				'Fund Balance	3,208.94	47,729.40
		6020	**CFD 02 - WESTPORT**	'Asset	302,520.91	1,446,193.09
				'Fund Balance	(151,113.51)	(1,291,753.76)
				'Liability	(151,407.40)	(154,439.33)
		6040	**CFD 04 - SEABRIDGE**	'Asset	434,595.90	4,035,329.94
				'Fund Balance	(373,825.16)	(3,911,830.09)
				'Liability	(60,770.74)	(123,499.85)
		6050	**CFD 05 - RIVERPARK**	'Asset	1,560,849.50	4,083,584.13
				'Fund Balance	(1,281,766.37)	(3,767,142.71)
				'Liability	(279,083.13)	(316,441.42)
		6060	**CFD 09 - NORTHSHORE MANDALAY**	'Asset	(531,240.25)	0.00
				'Fund Balance	531,240.25	0.00
		6070	**CFD 07- WAGON WHEEL**	'Asset	905.17	185,719.65
				'Fund Balance	(905.17)	(185,719.65)

CITY OF OXNARD BALANCE SHEET REPORT
December 2025

FUND	FUND DESCRIPTION	SUBFUND	SUBFUND DESCRIPTION	ACCOUNT TYPE	NET CHANGE	ACCOUNT BALANCE
'120	'MAINT ASSMNT DIST	6080	CFD 08 - SAKIOKA FARMS	'Asset	179,548.95	668,803.78
				'Fund Balance	(179,548.95)	(668,803.78)
		6090	CFD 09 - NSHORE AT MANDALAY	'Asset	536,125.53	521,478.09
				'Fund Balance	(536,125.53)	(521,478.09)
'181	'STATE GAS TAX FUND	0000	NO SUBFUND	'Asset	139,900.49	281,274.21
				'Fund Balance	(164,195.03)	(258,788.46)
				'Liability	24,294.54	(22,485.75)
'182	'TRAFFIC SAFETY FUND	0000	NO SUBFUND	'Asset	142,865.63	33,642.70
				'Fund Balance	(143,255.32)	(16,039.69)
				'Liability	389.69	(17,603.01)
'185	'ROAD MAINT & REHAB ACT FUND	0000	NO SUBFUND	'Asset	(1,590,758.05)	5,220,895.20
				'Fund Balance	1,589,118.05	(5,220,895.20)
				'Liability	1,640.00	0.00
'191	'ASSET SEIZURE FUND - FED	0000	NO SUBFUND	'Asset	14,254.20	1,922,373.49
				'Fund Balance	(14,254.20)	(1,922,373.49)
'192	'ASSET SEIZURE FUND - STATE	0000	NO SUBFUND	'Asset	1,904.81	204,821.08
				'Fund Balance	(1,904.81)	(204,821.08)
'200	'FEDERAL GRANTS FUND	0000	NO SUBFUND	'Asset	(1,008,480.20)	1,847,382.92
				'Fund Balance	966,113.89	875,998.91
				'Liability	42,366.31	(2,723,381.83)
'201	'CDBG FUND	0000	NO SUBFUND	'Asset	(3,274,102.79)	2,361,710.43
				'Fund Balance	2,983,305.84	2,086,385.45
				'Liability	290,796.95	(4,448,095.88)
'202	'HOME FUND	0000	NO SUBFUND	'Asset	(31,810.99)	8,635,969.66
				'Fund Balance	48,389.33	(58,832.58)
				'Liability	(16,578.34)	(8,577,137.08)
'203	'EMERGENCY SHELTER FUND	0000	NO SUBFUND	'Asset	(197,337.58)	43,079.78
				'Fund Balance	197,337.58	(24,448.42)
				'Liability	0.00	(18,631.36)

CITY OF OXNARD BALANCE SHEET REPORT
December 2025

FUND	FUND DESCRIPTION	SUBFUND	SUBFUND DESCRIPTION	ACCOUNT TYPE	NET CHANGE	ACCOUNT BALANCE
'204	'ARPA	0000	NO SUBFUND	'Asset	(230,278.95)	1,523,674.96
				'Fund Balance	(1,810,859.25)	(1,512,852.25)
				'Liability	2,041,138.20	(10,822.71)
'210	'STATE & LOCAL GRANTS FUND	0000	NO SUBFUND	'Asset	(7,087,759.79)	7,711,061.11
				'Fund Balance	2,975,697.43	10,124,924.02
				'Liability	4,112,062.36	(17,835,985.13)
'212	'TRANSPORT DEV ACT (TDA) FUND	9030	TDA ARTICLE 3	'Asset	1,498.84	161,620.45
				'Fund Balance	(1,498.84)	(159,513.79)
				'Liability	0.00	(2,106.66)
		9040	TDA ARTICLE 4	'Asset	(35,548.59)	1,617,396.15
				'Fund Balance	15,613.99	(36,197.86)
				'Liability	19,934.60	(1,581,198.29)
		9080	TDA ARTICLE 8A	'Asset	124.36	13,317.40
				'Fund Balance	(124.36)	(13,317.40)
'220	'STATE HOUSING (LHTFP) GRANT	0000	NO SUBFUND	'Asset	14,836.68	1,378,137.72
				'Fund Balance	(808,737.36)	(878,137.72)
				'Liability	793,900.68	(500,000.00)
'230	'STATE TRAFFIC CONG RELIEF FUND	0000	NO SUBFUND	'Asset	2,180.61	17,803.48
				'Fund Balance	(2,180.61)	(17,803.48)
'301	'CAPITAL OUTLAY FUND	0000	NO SUBFUND	'Asset	5,910,726.42	3,285,979.93
				'Fund Balance	(8,805,505.01)	(733,339.07)
				'Liability	2,894,778.59	(2,552,640.86)
'311	'PEG FEES FUND	0000	NO SUBFUND	'Asset	113,886.18	5,818,237.17
				'Fund Balance	(113,886.18)	(5,818,237.17)
'313	'2022 LEASE PURCH EQUIP FUND	0000	NO SUBFUND	'Asset	(129,276.28)	382,760.76
				'Fund Balance	129,276.28	(381,120.71)
				'Liability	0.00	(1,640.05)
'314	'2014 LEASE REV BOND FUND	0000	NO SUBFUND	'Asset	24,745.20	1,067,944.36
				'Fund Balance	(24,745.20)	(1,067,944.36)

CITY OF OXNARD BALANCE SHEET REPORT
December 2025

FUND	FUND DESCRIPTION	SUBFUND	SUBFUND DESCRIPTION	ACCOUNT TYPE	NET CHANGE	ACCOUNT BALANCE
'315	'2006 TAB HERO/SW/ORMOND FUND	0000	NO SUBFUND	'Asset	2,515.84	32,103.52
				'Fund Balance	(2,515.84)	(32,103.52)
'316	'2019A LEASE REV BOND FUND	0000	NO SUBFUND	'Asset	0.00	0.32
				'Fund Balance	0.00	(0.32)
'320	'LOST PUBLIC SECTOR REV FUND	0000	NO SUBFUND	'Asset	(1,201,750.52)	24,563,821.13
				'Fund Balance	1,195,199.47	(24,559,751.13)
				'Liability	6,551.05	(4,070.00)
'350	'DEVELOPMENT IMPACT FEES FUND	8010	PARK FEES - QUIMBY RESERVE	'Fund Balance	0.00	0.01
				'Liability	0.00	(0.01)
		8020	PARKS DEVELOPMENT FEES	'Asset	20,280.31	2,204,527.18
				'Fund Balance	(20,280.31)	(2,204,527.18)
		8030	STORM DRAIN FACILITY FEE	'Asset	106,315.28	11,528,360.78
				'Fund Balance	(106,315.28)	(11,528,360.78)
		8040	CIRCULATION SYS IMPROV FEES	'Asset	(29,644.90)	25,750,874.10
				'Fund Balance	29,644.90	(25,750,745.03)
				'Liability	0.00	(129.07)
		8050	CAP GROWTH FEES-RESIDENTIAL	'Asset	2,888.52	1,746,296.70
				'Fund Balance	(2,888.52)	(1,746,296.70)
		8055	MOBILITY FEE	'Asset	9,654.86	742,348.70
				'Fund Balance	(9,654.86)	(742,348.70)
		8060	CAP GROWTH FEES-NONRESIDENTIAL	'Asset	32,480.52	3,345,258.36
				'Fund Balance	(32,480.52)	(3,345,258.36)
		8070	UTILITY UNDERGROUNDING IN LIEU	'Asset	19,527.69	1,985,565.37
				'Fund Balance	(19,527.69)	(1,985,565.37)
		8080	PUBLIC ART PROGRAM FEE	'Asset	126.01	1,548,406.37
				'Fund Balance	(126.01)	(1,548,406.36)
				'Liability	0.00	(0.01)
'351	'QUIMBY FUND	8111	QUIMBY FEE - 5 POINTS NORTH	'Asset	13,193.30	1,420,167.07

CITY OF OXNARD BALANCE SHEET REPORT
December 2025

FUND	FUND DESCRIPTION	SUBFUND	SUBFUND DESCRIPTION	ACCOUNT TYPE	NET CHANGE	ACCOUNT BALANCE
'351	'QUIMBY FUND	8111	QUIMBY FEE - 5 POINTS NORTH	'Fund Balance	(13,193.30)	(1,420,167.07)
		8112	QUIMBY FEE - BRYCE CNYN SO	'Asset	48.77	5,249.23
				'Fund Balance	(48.77)	(5,249.23)
		8113	QUIMBY FEE - CABRILLO	'Asset	1,582.07	170,299.72
				'Fund Balance	(1,582.07)	(170,299.72)
		8114	QUIMBY FEE - CAL-GISLER	'Asset	11.54	1,242.54
				'Fund Balance	(11.54)	(1,242.54)
		8115	QUIMBY FEE - CARRIAGE SQUARE	'Asset	(3,222.22)	426,208.47
				'Fund Balance	3,222.22	(426,208.47)
		8116	QUIMBY FEE - CYPRESS	'Asset	397.02	42,736.93
				'Fund Balance	(397.02)	(42,736.93)
		8117	QUIMBY FEE - EAST VILLAGE	'Asset	6,933.89	746,384.60
				'Fund Balance	(6,933.89)	(746,384.60)
		8118	QUIMBY FEE - EL RIO	'Asset	146.13	15,729.99
				'Fund Balance	(146.13)	(15,729.99)
		8119	QUIMBY FEE - EL RIO WEST	'Asset	3,059.27	329,309.74
				'Fund Balance	(3,059.27)	(329,309.74)
		8120	QUIMBY FEE - FREMONT SOUTH	'Asset	2,522.67	271,548.26
				'Fund Balance	(2,522.67)	(271,548.26)
		8121	QUIMBY FEE - HOBSON PARK EAST	'Asset	4,495.63	483,923.43
				'Fund Balance	(4,495.63)	(483,923.43)
		8122	QUIMBY FEE - LA COLONIA	'Asset	4,402.38	69,228.50
				'Fund Balance	(4,402.38)	(69,228.50)
		8123	QUIMBY FEE - MAR VISTA	'Asset	5,172.71	556,805.26
				'Fund Balance	(5,172.71)	(556,805.26)
		8124	QUIMBY FEE - MARINA WEST	'Asset	37.65	3,066.20
				'Fund Balance	(37.65)	(3,066.20)

CITY OF OXNARD BALANCE SHEET REPORT
December 2025

FUND	FUND DESCRIPTION	SUBFUND	SUBFUND DESCRIPTION	ACCOUNT TYPE	NET CHANGE	ACCOUNT BALANCE
'351	'QUIMBY FUND					
		8125	QUIMBY FEE - ORCHARD	'Asset	2,143.55	230,737.96
				'Fund Balance	(2,143.55)	(230,737.96)
		8126	QUIMBY FEE - OXNARD DUNES	'Asset	6,726.35	724,044.63
				'Fund Balance	(6,726.35)	(724,044.63)
		8127	QUIMBY FEE - OXNARD SHORES	'Asset	932.86	100,416.44
				'Fund Balance	(932.86)	(100,416.44)
		8128	QUIMBY FEE - PACIFIC AVE CMCRL	'Asset	3,537.97	380,837.54
				'Fund Balance	(3,537.97)	(380,837.54)
		8129	QUIMBY FEE - RIO LINDO	'Asset	1,573.69	169,397.49
				'Fund Balance	(1,573.69)	(169,397.49)
		8130	QUIMBY FEE - ROSE PARK	'Asset	15.83	1,704.09
				'Fund Balance	(15.83)	(1,704.09)
		8131	QUIMBY FEE - SEA VIEW ESTATES	'Asset	21,828.88	2,349,725.96
				'Fund Balance	(21,828.88)	(2,349,725.96)
		8132	QUIMBY FEE - SOUTH BANK	'Asset	547.49	58,932.75
				'Fund Balance	(547.49)	(58,932.75)
		8133	QUIMBY FEE - SOUTHWIND	'Asset	1,607.53	173,039.59
				'Fund Balance	(1,607.53)	(173,039.59)
		8134	QUIMBY FEE - VIA MARINA	'Asset	15,322.30	1,649,265.17
				'Fund Balance	(15,322.30)	(1,649,265.17)
		8135	QUIMBY FEE - WILSON	'Asset	7,392.39	795,739.35
				'Fund Balance	(7,392.39)	(795,739.35)
		8136	QUIMBY FEE - WINDSOR NORTH	'Asset	358.23	38,560.93
				'Fund Balance	(358.23)	(38,560.93)
'360	'OTH. DEVPT FEES FUND	7010	AIR POLLUTION BUYDOWN FEE	'Asset	(25,219.02)	226,143.45
				'Fund Balance	25,219.02	(226,143.45)

CITY OF OXNARD BALANCE SHEET REPORT
December 2025

FUND	FUND DESCRIPTION	SUBFUND	SUBFUND DESCRIPTION	ACCOUNT TYPE	NET CHANGE	ACCOUNT BALANCE
'360	'OTH. DEVPT FEES FUND	7020	CUPA OPERATING PROGRAM	'Asset	(61,046.51)	2,253,740.09
				'Fund Balance	65,006.49	(2,249,587.15)
				'Liability	(3,959.98)	(4,152.94)
		7030	CUPA CAPITAL PROGRAM	'Asset	4,423.61	476,170.63
				'Fund Balance	(4,423.61)	(476,170.63)
		7040	AFFORDABLE RENTAL HOUSING	'Asset	10,482.43	1,444,076.35
				'Fund Balance	(10,482.43)	(144,076.35)
				'Liability	0.00	(1,300,000.00)
		7050	HOUSING IN LIEU - FEES	'Asset	61,371.72	14,498,381.51
				'Fund Balance	(60,874.60)	(2,293,885.83)
				'Liability	(497.12)	(12,204,495.68)
		7060	HOUSING IN LIEU - CITY	'Asset	4,445.44	1,128,520.56
				'Fund Balance	(4,445.44)	(478,520.56)
				'Liability	0.00	(650,000.00)
'420	'HOUSING SUC AGCY FUND	0000	NO SUBFUND	'Asset	27,029.64	36,174,982.29
				'Fund Balance	(27,055.62)	(2,741,746.23)
				'Liability	25.98	(33,433,236.06)
'429	'CDC SUCCESSOR AGENCY FUND	0000	NO SUBFUND	'Asset	(109,325.60)	6,386,050.39
				'Fund Balance	261,278.67	15,490,555.39
				'Liability	(151,953.07)	(21,876,605.78)
'481	'DOWNTOWN IMPROVEMENT DISTRICT	0000	NO SUBFUND	'Asset	43,254.42	4,700,454.87
				'Fund Balance	(43,254.42)	(4,640,454.86)
				'Liability	0.00	(60,000.01)
'500	'BOND ASSESSMENT DISTRICTS	5000	CFD 2000-3	'Asset	304,113.93	5,928,185.04
				'Fund Balance	(304,113.93)	(2,484,654.57)
				'Liability	0.00	(3,443,530.47)
		5050	ASSESSMENT DISTRICT 2000-1	'Asset	3,288.09	91,411.99
				'Fund Balance	(3,288.09)	(91,411.99)
		5060	RICE/101 INTER ASSESS DIST	'Asset	386,677.39	6,019,977.47
				'Fund Balance	(386,677.39)	(462,767.58)

CITY OF OXNARD BALANCE SHEET REPORT
December 2025

FUND	FUND DESCRIPTION	SUBFUND	SUBFUND DESCRIPTION	ACCOUNT TYPE	NET CHANGE	ACCOUNT BALANCE
'500	'BOND ASSESSMENT DISTRICTS	5060	RICE/101 INTER ASSESS DIST	'Liability	0.00	(5,557,209.89)
		5070	CFD 03-SEABRIDGE BONDED	'Asset	1,026,991.36	18,088,209.03
				'Fund Balance	(1,026,991.36)	(1,453,209.03)
				'Liability	0.00	(16,635,000.00)
		5100	CFD-01 - WESTPORT BONDED	'Asset	358,142.11	5,808,528.37
				'Fund Balance	(358,142.11)	(627,562.98)
				'Liability	0.00	(5,180,965.39)
'541	'DEVELOPER/OTHER DEPOSITS FUND	0000	NO SUBFUND	'Asset	19,320.19	8,677,051.64
				'Fund Balance	(2,082.75)	(7,352,183.38)
				'Liability	(17,237.44)	(1,324,868.26)
'542	'PAYROLL CLEARING FUND	0000	NO SUBFUND	'Asset	(895,350.35)	887,069.08
				'Fund Balance	611,619.25	2,519,993.00
				'Liability	283,731.10	(3,407,062.08)
'545	'HOUSING AUTHORITY PAYROLL FUND	0000	NO SUBFUND	'Asset	(2,100.48)	1,021,709.51
				'Fund Balance	(432.64)	(331,948.48)
				'Liability	2,533.12	(689,761.03)
'551	'OPD PROPERTY ROOM FUND	0000	NO SUBFUND	'Asset	0.00	365,748.19
				'Fund Balance	0.00	(279,686.23)
				'Liability	0.00	(86,061.96)
'561	'OXNARD DOWNTOWN MGT DIST FUND	0000	NO SUBFUND	'Asset	217,999.40	407,854.20
				'Fund Balance	(217,999.40)	(407,854.20)
'571	'CONTRIBUTIONS TRUST FUND	0000	NO SUBFUND	'Asset	1,572.91	2,735,619.98
				'Fund Balance	(1,572.91)	(2,307,221.55)
				'Liability	0.00	(428,398.43)
'586	'ENHANCED RETIREMENT PLAN FUND	0000	NO SUBFUND	'Asset	0.00	129,412,913.00
				'Fund Balance	0.00	(129,412,913.00)
'601	'WATER OPERATING FUND	0000	NO SUBFUND	'Asset	(2,019,380.54)	306,409,487.44
				'Fund Balance	1,916,983.06	(134,568,372.68)
				'Liability	102,397.48	(171,841,114.76)

CITY OF OXNARD BALANCE SHEET REPORT

December 2025

FUND	FUND DESCRIPTION	SUBFUND	SUBFUND DESCRIPTION	ACCOUNT TYPE	NET CHANGE	ACCOUNT BALANCE
'602	'WATER CIP FUND	0000	NO SUBFUND	'Asset	(86,986.67)	333,032.13
				'Fund Balance	(972,264.49)	(78,248.87)
				'Liability	1,059,251.16	(254,783.26)
'603	'WATER DEVLPMT IMPACT FEES FUND	0000	NO SUBFUND	'Asset	152,927.71	21,709,417.15
				'Fund Balance	(152,927.71)	(21,709,417.15)
'605	'WATER CAP FACILITY FUND	0000	NO SUBFUND	'Asset	20,390.78	1,960,642.30
				'Fund Balance	(20,390.78)	(1,968,936.90)
				'Liability	0.00	8,294.60
'606	'WATER RESOURCE FEE FUND	0000	NO SUBFUND	'Asset	20,026.97	2,169,488.10
				'Fund Balance	(20,026.97)	(2,169,488.10)
'607	'WATER BONDS/WIFIA LOANS	0000	NO SUBFUND	'Fund Balance	0.00	149,428.25
				'Liability	0.00	(149,428.25)
'608	'WATER SECURITY-CONT PREV FUND	0000	NO SUBFUND	'Asset	38,557.42	357,831.67
				'Fund Balance	(38,882.17)	403,174.07
				'Liability	324.75	(761,005.74)
'609	'WATER BOND 2021A REV BOND FUND	0000	NO SUBFUND	'Asset	6,421.82	1,834,094.67
				'Fund Balance	(6,421.82)	(1,685,943.56)
				'Liability	0.00	(148,151.11)
'611	'WASTEWATER OPERATING FUND	0000	NO SUBFUND	'Asset	821,488.44	346,907,816.34
				'Fund Balance	(1,251,585.41)	(226,987,684.09)
				'Liability	430,096.97	(119,920,132.25)
'612	'WASTEWATER CIP FUND	0000	NO SUBFUND	'Asset	1,796,791.88	3,321,896.08
				'Fund Balance	(270,435.84)	733,876.89
				'Liability	(1,526,356.04)	(4,055,772.97)
'613	'WASTEWATER CONNECTION FEE FUND	0000	NO SUBFUND	'Asset	205,042.59	19,325,091.71
				'Fund Balance	(205,042.59)	(19,325,091.71)
'617	'WASTEWATER BONDS/SRF LOANS	0000	NO SUBFUND	'Asset	(3,140,224.76)	1,366,972.93
				'Fund Balance	3,140,224.76	9,814,922.29
				'Liability	0.00	(11,181,895.22)

CITY OF OXNARD BALANCE SHEET REPORT

December 2025

FUND	FUND DESCRIPTION	SUBFUND	SUBFUND DESCRIPTION	ACCOUNT TYPE	NET CHANGE	ACCOUNT BALANCE
'628	'WASTEWATER SEC-CONT PREV FUND	0000	NO SUBFUND	'Asset	9,955.16	1,071,602.65
				'Fund Balance	(9,955.16)	(1,071,602.65)
'631	'SOLID WASTE OPERATING FUND	0000	NO SUBFUND	'Asset	1,282,798.83	65,888,421.88
				'Fund Balance	(1,688,699.03)	(24,323,225.10)
				'Liability	405,900.20	(41,565,196.78)
'632	'SOLID WASTE CIP FUND	0000	NO SUBFUND	'Asset	(152.67)	(2,823.77)
				'Fund Balance	152.67	2,823.77
'634	'SOLID WASTE DEVELOPER FEE FUND	0000	NO SUBFUND	'Asset	12,246.66	1,033,402.33
				'Fund Balance	(12,246.66)	(1,033,402.33)
'638	'SOLID WASTE SEC - CONT PREV FU	0000	NO SUBFUND	'Asset	(24,105.77)	870,114.59
				'Fund Balance	42,509.51	(851,710.85)
				'Liability	(18,403.74)	(18,403.74)
'641	'PERFORMING ARTS CENTER FUND	0000	NO SUBFUND	'Asset	(17,608.79)	593,312.95
				'Fund Balance	18,196.79	(592,729.81)
				'Liability	(588.00)	(583.14)
'651	'GOLF COURSE OPERATING FUND	0000	NO SUBFUND	'Asset	336,285.35	50,217,259.98
				'Fund Balance	665,860.14	(48,885,351.48)
				'Liability	(1,002,145.49)	(1,331,908.50)
'652	'GOLF COURSE CIP FUND	0000	NO SUBFUND	'Asset	21,651.13	20,528.58
				'Fund Balance	(2,422.54)	5,746.21
				'Liability	(19,228.59)	(26,274.79)
'701	'PUBLIC LIAB & PROP INSUR ISF	0000	NO SUBFUND	'Asset	481,292.57	(33,403.43)
				'Fund Balance	(481,393.24)	12,018,508.56
				'Liability	100.67	(11,985,105.13)
'702	'WORKERS COMP INSUR ISF	0000	NO SUBFUND	'Asset	733,848.20	26,495,754.67
				'Fund Balance	(813,338.49)	17,477,727.18
				'Liability	79,490.29	(43,973,481.85)
'725	'CUSTOMER BILLING OPS ISF	0000	NO SUBFUND	'Asset	45,775.46	3,077,904.06
				'Fund Balance	(54,015.76)	(507,672.08)
				'Liability	8,240.30	(2,570,231.98)

CITY OF OXNARD BALANCE SHEET REPORT
December 2025

FUND	FUND DESCRIPTION	SUBFUND	SUBFUND DESCRIPTION	ACCOUNT TYPE	NET CHANGE	ACCOUNT BALANCE
'725	'CUSTOMER BILLING OPS ISF					
'731	'INFORMATION TECHNOLOGY ISF	0000	NO SUBFUND	'Asset	(87,591.74)	16,290,546.15
				'Fund Balance	208,058.61	(6,721,368.97)
				'Liability	(120,466.87)	(9,569,177.18)
'732	'IT CAPITAL	0000	NO SUBFUND	'Fund Balance	0.00	0.00
'735	'FACILITIES MAINTENANCE ISF	0000	NO SUBFUND	'Asset	(5,139.60)	5,925,199.92
				'Fund Balance	(14,767.05)	1,855,840.33
				'Liability	19,906.65	(7,781,040.25)
'736	'FACILITIES CAPITAL	0000	NO SUBFUND	'Asset	27,765.89	0.00
				'Fund Balance	(27,765.89)	0.00
'741	'FLEET SERVICES ISF	0000	NO SUBFUND	'Asset	78,171.10	2,177,346.21
				'Fund Balance	85,393.80	2,802,799.93
				'Liability	(163,564.90)	(4,980,146.14)
'742	'FLEET REPLACEMENT FUND	0000	NO SUBFUND	'Asset	5,412.03	581,275.80
				'Fund Balance	(5,412.03)	(581,275.80)
'801	'COFA DEBT SERVICE FUND	0000	NO SUBFUND	'Asset	1,702.14	8,112.39
				'Fund Balance	(1,702.14)	(8,112.39)
'850	'RIVERPARK JPA FUND	0000	NO SUBFUND	'Asset	8,080.27	869,741.06
				'Fund Balance	(8,080.27)	(869,741.06)
'991	'GOVERNMENTAL CAPITAL ASSETS FD	0000	NO SUBFUND	'Asset	804,122.13	2,154,485,754.80
				'Fund Balance	(804,122.13)	(1,865,398,824.28)
				'Liability	0.00	(289,086,930.52)
'996	'GOVERNMENTAL DEBT SERVICE FUND	0000	NO SUBFUND	'Asset	0.00	19,395,072.74
				'Fund Balance	0.00	62,379,628.81
				'Liability	0.00	(81,774,701.55)
'999	'TREASURY FUND	0000	NO SUBFUND	'Asset	32,870,337.14	479,236,233.08
				'Liability	(32,870,337.14)	(479,236,233.08)
(blank)	(blank)	(blank)	(blank)	(blank)		

CITY OF OXNARD BALANCE SHEET REPORT

December 2025

FUND	FUND DESCRIPTION	SUBFUND	SUBFUND DESCRIPTION	ACCOUNT TYPE	NET CHANGE	ACCOUNT BALANCE
(blank)	**(blank)**		**#N/A**	(blank)		
Grand Total					**(0.00)**	**(0.00)**

City Manager Contract & Purchase Order Approvals - December 2025

Contracts & Purchase Orders from $101,000 to $220,000 Annually

No.	Purchasing Method	City Council Approval	Date CM approved	Contract No.	Purchase Order No.	Vendor	Description	Value of Item approved	Total Value	Term of Agreement - Start date	Term of Agreement - End Date
1	RFB 25-116	No	12/8/2025	32600074	N/A	IDS Group	Architectural Services for Via Marina Park Improvements	$200,000.00	$200,000.00	8/1/2025	7/31/2027
2	Negotiated Agreement	No	12/12/2025	32600196	22600966	J and A Welding Services Inc	Welding and Welding Fabrication for PW Fleet Services	$220,000.00	$220,000.00	11/1/2025	10/31/2026
3	RFP-25-130	No	12/18/2025	32600218	N/A	Building Block Entertainment	School Outreach for Water Conservation & Recycling	$220,000.00	$220,000.00	11/1/2025	10/31/2026
4	Sole Source	No	12/18/2025	32600116	N/A	Hach Company	Field Service Partnership & Bench Service Partnership	$115,000.00	$115,000.00	8/5/2025	6/30/2028
5	Single Source	No	12/23/2025	32600162	N/A	Pantheon Systems Inc	City Public Website Hosting and Management	$138,780.00	$138,780.00	12/15/2025	12/14/2028

CITY OF OXNARD CALIFORNIA

CITY COUNCIL AGENDA REPORT

INFORMATION/CONSENT AGENDA
AGENDA ITEM NO. L.7

DATE: February 17, 2026

TO: Housing Authority

FROM: Brenda Lopez, Housing Director, (805) 385-8092, brenda.lopez@oxnard.org

SUBJECT: Oxnard Housing Authority's Monthly Investment Report.

RECOMMENDATION

That the Oxnard Housing Authority Board of Commissioners receive and file the monthly investment report for the period ending December 2025.

(This item did not originate in Committee)

BACKGROUND

The Oxnard Housing Authority's (OHA) invests funds in compliance with California Government Code Section 53600 et seq., and the OHA's Investment Policy. This report follows the guidelines established in the California Government Code section 53646 and the OHA's adopted Investment Policy, which was most recently adopted by the Oxnard Housing Authority Board of Commissioners (Board) on July 15, 2025. The Investment Policy requires the OHA to submit a monthly transaction report to the Board.

DISCUSSION

In recent history, the OHA has invested excess cash utilizing a combination of in-house efforts and an outside agent Local Agency Investment Fund (LAIF), which is permitted by the Department of Housing and Urban Development (HUD) and State law. This practice minimizes risk (safety), ensures easy access to funds (liquidity), and generates reasonable returns (yield), in that order. LAIF is very flexible. Funds can be deposited and/or withdrawn daily. This has made the OHA's cash management much more effective and has proven to be a valuable investment and cash management tool for the OHA.

All of the OHA's investments are managed in compliance with California Government Code 53600 et seq. and the OHA's investment policies and guidelines.

LAIF

LAIF is a voluntary investment program created by statute, as an investment alternative for California's local governments and special districts. This program offers local agencies the opportunity to participate in a major portfolio, which invests hundreds of millions of dollars, using the investment expertise of the State Treasurer's Office professional investment staff at no additional cost to the taxpayer. LAIF is part of the Pooled Money Investment Account (PMIA).

As of the period ending December 31, 2025, the fund balance held in LAIF was $22,182,655.18, compared to $22,182,655.18 for the period ending November 30, 2025. There were no deposits or withdrawal transactions. Interest earned is applied on a quarterly basis, so it will not be reported until March 2026. Any adjustments during the quarter are described below.

The funds in LAIF are allocated over 10 accounts. The various accounts represent each of the OHA's major funds (i.e. Public Housing (PH), Housing Choice Voucher (HCV), Central Fund Reserve). The investment position for each fund is summarized in the table below. The funds are trued up every quarter end prior to applying interest. For this report, since the quarter ended on December 31, 2025, the quarterly adjustments are now reflected on the table below. The interest earned for the quarter will be posted on the account in mid-January and reflected on the January 2026 Statement, which is released in the first week of February 2026. Typically, the Family Self Sufficiency (FSS) escrow accounts for residents participating in the FSS program increase (PH Investments-Restricted FSS and HCV Investments-Restricted FSS) based on their contributions. However, in the last quarter of the year, we had one PH and two HCV program graduates, which resulted in a decrease in the PH Investments-Restricted FSS and HCV Investments-Restricted FSS funds. The FSS funds are maintained in the PH and HCV Reserve accounts. Therefore, when we decrease (credit) the Investment-Restricted FSS accounts for the appropriate program, the amount must be debited to the applicable reserve account. Additionally, we had one HCV FSS program participant who did not complete the program. When an FSS participant does not complete the program (forfeiture), their accumulated escrow funds must be used by the OHA for expenses that support the overall FSS Program. This transaction is reflected as a deposit to the FSS EFA (forfeitures) account balance, and is offset by decreasing the HCV Investments-Restricted FSS account accordingly.

On December 31, 2025, the LAIF quarterly apportionment rate was 4.025%, compared to 4.096% for the period ending November 30, 2025.

Account Description (Program)	Beginning Balance	Current Period Adjustments	Interest Earned/Applied	Ending Balance (11/30/2025)
Public Housing Reserve	$13,577,574.58	$41,762.43	$0	$13,619,337.01
PH Investments-Restricted FSS	$172,950.17	$(41,762.43)	$0	$131,187.74
HCV AF Reserve	$2,790.150.46	$15,796.46	$0	$2,805,946.92
HCV Investments-Restricted FSS	$548.780.24	$(16,700.35)	$0	$532,079.89
FSS EFA (forfeitures)	$54,254.00	$903.89	$0	$55,157.89
PH Restricted for current liability	$1,654,397.99	$0	$0	$1,654,397.99
Central Fund	$1,970,987.64	$0	$0	$1,970,987.64
Capfund	$551,174.34	$0	$0	$551,174.34
NSP	$330,648.10	$0	$0	$330,648.10
201sd	$531,737.66	$0	$0	$531,737.66
TOTAL	$22,182,655.18	$0	$0	$22,182,655.18

The OHA's LAIF monthly statement for the period ending December 31, 2025, is attached to this report. (Attachment 1)

STRATEGIC PRIORITIES

This agenda item supports the Organizational Effectiveness strategy. The purpose of the Organizational Effectiveness strategy is to reinforce, stabilize, improve, and strengthen the organizational foundation of the City in order to build a modern, high-functioning City government that effectively and efficiently supports the operating departments in providing high-quality services and programs for our residents and businesses.

FINANCIAL IMPACT

There is no financial impact.

COMMITTEE OUTCOME

This item did not originate in Committee.

Prepared by: Brenda Lopez, Housing Director

ATTACHMENTS

1. Attachment 1 - LAIF Monthly Statement for Period Ending December 31, 2025

Investment Report
for the month Ended in December 31, 2025

Oxnard Housing Authority

All investment transactions have been executed in accordance with the criteria stated in the Oxnard Housing Authority's Investment Policy Resolution No. 1353 adopted by the Board on July 15, 2025.

Investments have been made in compliance with the California Government Code, Department of Housing and Urban Development Regulations, the Housing Authorities Law (California Health and Safety Code) and in accordance with the Oxnard Housing Authority's Investment Policy. The Local Agency Investment Fund (LAIF) provides the market value and individual monthly statement reports for negotiable instruments held in safekeeping included in this report. Based on analysis of cash receipts, expenditures, and daily cash flows, it is projected that revenues and investment liquidity are sufficient to meet expenditure requirements for the next six months.

Rhonda Hodge

Rhonda Hodge
Housing Finance Officer
Oxnard Housing Authority

January 7, 2026

Date

California State Treasurer
Fiona Ma, CPA

Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

January 02, 2026

LAIF Home
PMIA Average Monthly Yields

OXNARD HOUSING AUTHORITY

HOUSING FINANCE OFFICER
435 SOUTH D STREET
OXNARD, CA 93030

Tran Type Definitions

[redacted]

December 2025 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	22,182,655.18
Total Withdrawal:	0.00	Ending Balance:	22,182,655.18

CITY OF OXNARD CALIFORNIA

CITY COUNCIL AGENDA REPORT

REPORTS
AGENDA ITEM NO. N.1

DATE: February 17, 2026

TO: City Council

FROM: Jason Benites, Police Chief, (805) 385-7624, jason.benites@oxnardpd.org

SUBJECT: Downtown Security Contract.

RECOMMENDATION

That the City Council approve and authorize the Mayor to execute an agreement with Citiguard, Inc. (32600276) for a term of up to five (5) years, for a total contract amount not to exceed $2,575,000 for security services in the Oxnard Downtown Management District (ODMD), the Oxnard Public Library, the Downtown Parking Structure, and the Oxnard Service Center.

(The Community Services, Public Safety, Housing & Economic Development approved 3-0 on January 27, 2026.)

Please click the following link to view the required Measure M pre-recorded presentation video:
https://youtu.be/YIND6lhkZus

BACKGROUND

The City has maintained general services agreements with private patrol operators to provide uniformed security guard services in the ODMD and the Central Business District (CBD) since 2005. These services have been an effective complement to the Police Department's presence in the downtown area, helping address quality-of-life issues and deter crime. The current schedule for the ODMD/CBD security guard services provides 136 security guard hours per week, including forty (40) hours for a security supervisor.

For purposes of this agreement, the ODMD and the CBD are generally defined as the area in Downtown Oxnard that is bordered by Wooley Road to the south, Second Street to the north, the west alley of "C" Street to the west, and the east alley of Meta Street to the east.

Private patrol operators are expected to increase their interaction with downtown businesses and visitors and actively promote a "safe, clean, and thriving downtown." Some of the main expectations of the CBD security "ambassadors" include the following:

- Observe and report illegal, hazardous, or suspicious activities to law enforcement.
- Provide information as directed to employees, the public, and visitors to the CBD.
- Serve as a helpful resource for visitors, travelers, business owners, and employees in the CBD.
- Assist the Fire Department, Police Department, and emergency medical services, as necessary.

During the fall of 2016, staff from the Oxnard Public Library (Library) requested security guard coverage. This included a security guard presence during the Library's operating hours, and to "help maintain an atmosphere conducive to library study while protecting library users, staff, materials, furniture, equipment and premises." The existing contract was amended and was approved by the City Council on January 24, 2017 (Item I.3.A). The Oxnard City Library accounts for forty (40) security guard hours per week. These guards remain on-site.

In February 2017, the Billing and Licensing divisions requested that a security guard be present at the Oxnard Service Center (Service Center) during its hours of operation. The Service Center offices provide public services, including accepting payments for utility billing, business licensing, and other cash-handling transactions. The Oxnard Service Center accounts for forty-three (43) security guard hours one week and fifty-two (52) security guard hours the following week (alternating).

The existing four (4) year contract was approved by City Council on October 5, 2021 and is set to conclude on February 28, 2026.

DISCUSSION

A request for proposal (RFP) was distributed on July 1, 2025. Per section 6 of the City's Purchasing Manual, the process to select the vendor through an RFP may be used as a basis for entering into a contract when the price will not necessarily be the predominant award criteria. Twenty-one (21) proposals were received, and following an evaluation process, Citiguard, Inc. was selected. The rating panel consisted of a public library manager, a downtown executive director, a department administrative specialist, and a public works manager. A police commander and a police sergeant served as subject-matter experts and supervised the process.

Citiguard Inc.'s quote of $515,000 annually was among the lowest in the proposals. In addition to cost, the panel considered the vendor proposals, qualifications, experience with similar contracts, past performance, evidence of good organizational and management practices, ability to provide security personnel reliably, and the quality of presentation. Vendors were also required to propose a security plan tailored to the CBD's specific needs, demonstrating how they could deliver these services within the available budget. Citiguard, Inc. was selected based on the above criteria because the rating panel believed it provides the services best suited to the current needs of all locations.

The Oxnard Downtown Improvement District (ODID) is a financial contributor to the ODMD/CBD security services and will be billed directly by Citiguard Inc.

Once operational, the selected security services provider will serve as a partner to Police Department personnel assigned to the ODMD/CBD, and their day-to-day activities will be coordinated to complement police operations.

In response to the increase in incidents at the downtown parking structure, and in accordance with the Public Works/Facilities Department's request, it has been determined that security guard services are necessary at the parking structure. A security guard will be deployed on-site to ensure a 24/7 presence. The security guard will conduct patrols across all four levels of the parking facility, including monitoring the elevator lobbies, stairwells, perimeter, and general parking areas. Additionally, the security company may provide security officers for both planned and unplanned events throughout the City of Oxnard.

STRATEGIC PRIORITIES

This agenda item supports Public Safety strategy. The purpose of the Public Safety strategy is to restore and modernize the delivery of public safety services to provide for the safety of our neighborhoods and health of our community.

FINANCIAL IMPACT

The total cost of the five-year agreement with Citiguard Inc., is not to exceed $2,575,000.00. The total cost annually is approximately $515,000. There is sufficient funding to cover the last four months of the current fiscal year (FY2025-2026) in the various funds: General Fund, Police and Library operating budget, Billing & Licensing (7251623-53200), and Facilities Maintenance (7353740-53200). Oxnard Downtown Management District (ODMD) is billed separately for $75,000 annually. The City's annual portion of the agreement is approximately $432,776 (Police Department - $105,128, Library - $49,920, Billing & Licensing - $64,896, and Public Works/Facilities Maintenance - $212,832). Funding for future years will be included in the recommended budget for each fiscal year.

For Finance Use Only: General Fund (Police 1012111-53200 and Library 1015401-53200); Billing & Licensing (7251623-53200) and Facilities Maintenance (7353740-53200).

COMMITTEE OUTCOME

The Community Services, Public Safety, and Housing & Economic Development Committee approved staffs recommendation, with an addition, with a vote of 3-0 on January 27, 2026. Per the Committee's recommendation, the following language was added to the agreement, "Face masks or coverings that obscure the face are prohibited while on duty, except for medically required masks or approved PPE, including N95 respirators, for health and safety purposes."

Please click here to view the January 27, 2026, Community Services, Public Safety, and Housing & Economic Development Committee.

Prepared by: Miguel Serrato, Police Commander

ATTACHMENTS

1. RFP 25-140 Security Service for Oxnard Downtown
2. 32600276 - Citiguard, Inc. 1-28-25
3. Citiguard response and proposal RFP No. 25-140
4. FY 25-26 Downtown Security Contract PP 1-7-26

Request for Proposals

25-140

Security Services for the

OXNARD DOWNTOWN MANAGEMENT DISTRICT

Bid Close Date: July 21, 2025

at or before 2:00 p.m. PT

City of Oxnard
Purchasing
300 West Third Street
Oxnard, CA 93030

Solicitation opportunities: https://www.oxnard.org/rfps-and-rfqs/
City Website: https://www.oxnard.org/

TABLE OF CONTENTS

1.0 Timeline of Events
2.0 Background of the City of Oxnard
3.0 Period of Performance
4.0 Introduction
5.0 Project Description
6.0 Scope of Services
7.0 Proposal & Submittal Requirements
8.0 Communication Regarding RFP
9.0 Evaluation Method
10.0 Certification
11.0 Request for Proposal Terms and Conditions

EXHIBITS

Exhibit 1 – Security Services Fee Schedule

ATTACHMENTS

Attachment 1 – Sample Agreement
Attachment 2 – Insurance Requirements INS-C
Attachment 3 – Conflict of Interest Form
Attachment 4 – Non-Collusion Declaration
Attachment 5 – Iran Contracting Act Certification

Proposals must be submitted electronically at https://www.publicpurchase.com
All questions must go through the Public Purchase portal.

1.0 TIMELINE OF EVENTS:

PROPOSED TIMELINE

DATE	ACTIVITY
July 1, 2025	Release of Solicitation
July 11, 2025	Non-Mandatory Proposers Teleconference Meeting ID meet.google.com/ssh-cxnp-aht Phone Numbers (US)+1 612-361-2248 PIN: 384 638 553#
July 14, 2025	Last day for Questions by Proposers Proposer inquiries must be submitted online: Public Purchase website.
July 21, 2025	Submission of the Proposal is to be uploaded to the Public Purchase website at or before **2:00 p.m.** local time. https://www.publicpurchase.com
July 22-31	Review of Proposals
August 2025	Agreement negotiations
September 2025	City Council approval
October 1, 2025	Contracted work begins

The above dates are tentative and are subject to change as necessary.
Proposers will be responsible to carefully examine the requirements contained herein.

2.0 BACKGROUND OF THE CITY OF OXNARD:

Oxnard, a vibrant and growing community of approximately 210,000 people, is located on the beautiful Southern California coast and is the most populous city in the County of Ventura. Nestled about 60 miles northwest of Los Angeles and 35 miles south of Santa Barbara, Oxnard prides itself on its rich diversity and culture. Oxnard is a full-service city. Incorporated as a general law city in 1903, Oxnard operates under the council-manager form of government. The governing body, the City Council, is composed of seven (7) members.

This city by the Pacific Ocean is an ideal place to raise a family; Oxnard residents enjoy a spirit of community pride. With its attractive residential areas located among tree-lined streets, parks and beaches, Oxnard provides a wide variety of housing choices.

3.0 PERIOD OF PERFORMANCE:

The period of performance anticipated for this solicitation shall be for a period of five (5) years, with each year renewable in one (1) year increments beginning, October 1 2025 or effective upon signature of an Agreement by both parties, through September 30, 2030, unless terminated earlier. After the first year, and each year thereafter, the City shall have the option to extend the term pursuant to the Agreement, upon mutually acceptable services, cost adjustments, and the City requirements. There is no obligation by the City to purchase any specified amount of goods or services

4.0 INTRODUCTION:

The City of Oxnard Police Department invites proposals from qualified and licensed Private Patrol Operators (PPO's) to provide comprehensive private patrol, customer service, and security services in the Oxnard Downtown Management District (ODMD), and the city facilities that include the Oxnard Public Library located at 251 S. A Street, the parking lot between the Library and Service Center; the Oxnard Service Center, located at 214 S. C Street, and the Downtown Parking Structure, located at 324 S. B Street for the City of Oxnard.

5.0 PROJECT DESCRIPTION:

As described further below, PPO officers will be uniformed and will supplement and support the activities of the Oxnard Police Department officers and civilian personnel. PPO Security officers assigned to the Service Center will be armed; all others will not be equipped with firearms.

Security officer appearance, communication skills, and public relation abilities are key components for PPO's seeking to successfully bid on this contract. Day-to-day PPO operations will be coordinated with each respective manager or designee for each location.

The selected vendor must demonstrate its employees have attended training and received appropriate certification of competence for licensed security officers. All security officers are

unarmed, with the exception of the security officer(s) assigned to the Service Center. The PPO's security guards must demonstrate high levels of skill in dealing with the public. We expect the security guards to be pleasant and helpful. The city has two goals for service: one, serve as a helpful person to visitors and travelers as well as the business owners and employees, and second: enforce city policies regarding persons loitering and causing disturbances.

Security guards will work with the Oxnard Police Department as needed to enforce city and state laws. The city's philosophy is to address public nuisances early and diplomatically. The Oxnard Downtown Management District area has a significant homeless population that loiters on various premises throughout the downtown area, including the Oxnard Public Library, Downtown Parking Structure and the Service Center.

PATROL PERSON RESPONSIBILITIES

The assigned patrolperson will:

1. Patrol assigned areas as required for each location.
2. Ensure appropriate communication with vendor supervisors or corporate offices.
3. Observe and report any violations, illegal or hazardous activities and/or items to law enforcement immediately.
4. Provide information as directed to employees, the public, and visitors of the Central Business District, Library, Service Center and Parking Structure.
5. Deter crime and misconduct through high-visibility patrols and interactions with suspicious individuals. Expel unruly persons and report more serious offenders to law enforcement.
6. Deter loss, damage, or misuse of the property.
7. Monitor activity occurring within Oxnard Downtown Management District.
8. Investigate any suspicious activity and notify law enforcement when appropriate.
9. Assist fire department, medical services, and police agencies as necessary.
10. Maintain and update the security procedures manual, commonly known as "Post Orders."
11. Maintain a professional appearance at all times.
12. Provide a daily log noting exceptional events and observations.
13. Maintain photographic and written records of banned persons, habitual offenders, and persons who have been advised about trespassing on City property.
14. Report incidents of graffiti, vandalism, lighting outages and other issues affecting public safety to designated responsible agencies for repair.
15. Upon request, ensure staff safely reach their vehicles.
16. Deal effectively and properly with disruptions in a respectful and tactful manner; proactively prevent disruptions.
17. Perform other duties as required to maintain effective and efficient security.

VENDOR RESPONSIBILITIES

1. Vendor will provide adequate supervision for all patrol persons.
2. Vendor to ensure coverage is provided for planned break and lunch times.

3. Location of guard tour patrols and frequency of patrols will be agreed upon by the Vendor and City.
4. Vendor shall provide copies of guard tour logs and daily post logs bi-weekly to the City's facilities manager and Police Department, and at any time upon demand.
5. Vendor must be a licensed private patrol operator with the California Department of Consumer Affairs, Bureau of Security and Investigative Services.
6. Each security officer and supervisor assigned to this project must be able to speak, read, and write in English.
7. Vendor employees assigned to this project may be required to submit to a Live Scan and criminal history check performed by the Oxnard Police Department at City's expense with or without notice.
8. At least one patrol person on site must be bilingual in English and Spanish. Bilingual capabilities in English and Spanish are desirable for patrolpersons.
9. Vendor will work cooperatively with the Oxnard Police Department to develop protocols for employees to take action required to handle incidents on City property.
10. The Vendor shall provide written summaries of incidents involving habitual offenders known to the patrol staff, persons or situations causing a concern for public safety, or violence. The written summaries will be transmitted to the Oxnard Police Department's office assigned to the patrol for the Oxnard Downtown Management District, Oxnard Public Library, Service Center and the Parking Structure.
11. The City reserves the right to reject Vendor employees with or without cause.

REPORTS OF VIOLATIONS OF LAWS

No patrol person shall perform, or be required to perform, official police or investigation activities but shall make a report to the Police Department of any felonies, high-grade misdemeanors or violations of federal law which come to his or her attention. High grade misdemeanors include petty theft, violations of dangerous weapons control laws, traffic manslaughter, indecent exposure, child molesting, contributing to the delinquency of a minor, lewd conduct, and all other misdemeanor sex offenses. Such reports may be made by telephone or in person visit to the watch commander or other person charged with the duty of receiving reports of law violations.

PREFERENTIAL QUALIFICATIONS

Preference will be given to those vendors that currently:

1. Conduct large, public venue security operations such as malls, amusement parks, downtown areas, etc.
2. Operate local offices within 25 miles of downtown Oxnard.
3. Bilingual vendor employees (ability to speak fluently in both Spanish and English) are highly desirable.

Vendor shall comply with the following private patrol operator regulations:

Badges/Insignia

1. The Chief of Police or designee may prescribe the size, shape, and inscription upon the badge or insignia to be worn by a patrol person. The design of the badge or insignia shall not be an imitation of, resemble, or be readily mistaken as a badge or insignia of local, county, state, or federal law enforcement officers. The badge or insignia must comply with the provisions of the California Business and Professions Code.

Uniforms

1. No patrol person shall wear or be required to wear any uniform that imitates, resembles, or may readily be mistaken for the uniform of local, county, state, or federal law enforcement officers. Uniforms must comply with the provisions of the California Business and Professions Code.

2. No patrol person shall wear or be required to wear a uniform shirt which is similar to, or may be mistaken for the uniform shirt of a local, county, state, or federal law enforcement agency. Shirt colors specifically prohibited are black, dark blue, navy blue, French blue, khaki (yellowish-brown) or a similar color or hue.

3. When a patrol person wears any type of clothing or covering over an authorized uniform shirt, the outermost garment will be marked with a patch on at least one shoulder that reads “Private Security” and will include the name of the private patrol company by which the person is employed, or which the person represents. A badge or cloth patch will be affixed on the upper left breast of the uniform and shall have clearly visible the words “Private Security”. The Oxnard Downtown Management District logo will be affixed on the upper right breast of the uniform (See Exhibit 2). Across the back to the outermost garment will be permanently marked “District Safety” in a high-contrast color in standard sans-serif characters no smaller than two inches in height.

4. The Chief of Police or designee may authorize a special uniform blazer apparel for a patrol person or uniformed in-house security guard working a fixed post at a specific location, e.g. commercial building lobby and not assigned to a foot or vehicle patrol assignment. The uniform blazer typically consists of a light weight, single-breasted jacket with the insignia or uniform patch affixed over the breast pocket.

Vehicles

1. Private patrol operators shall be prohibited from using any vehicle that imitates, resembles, or may be readily mistaken for the vehicles used by any local, county, state, or federal official public law enforcement agency. No vehicle used by a private patrol service shall be equipped with a red light or siren.

2. The private patrol operator license number, prefaced with the letters "PPO", will be permanently affixed to the rear of each vehicle used for patrol services by a private patrol operator.

3. Any vehicle used for private patrol must be marked permanently with the words "Private Security" or "Security Patrol" on the rear and both sides of the vehicle. The Oxnard Downtown Management District logo shall be affixed to the front driver and passenger side door (see Exhibit 2)

4. Any required vehicle lettering pursuant to this section shall:
    a. Consist of a standard sans-serif font with characters no smaller than two inches in height.
    b. The lettering must be in a high contract color with the background color where affixed.

Proposals must include the following information:

1. The brand name and model of any guard tour management system used for this project.
2. A description of any guard tour management system and related operation.
3. Photographs of a security officer (front, side and rear) in the uniform designated or designed for use in this project.
4. Photographs of security vehicle designated or designed for use on this project.
5. Detailed photograph of the security officer badge designated or designed for use on this project.
6. Detailed photograph of the security officer shoulder patch/insignia designated or designed for use on this project.
7. Provide examples of training materials, post orders, policies and procedures created or used by your company.
8. Describe your recommendations for the professional development and training of officers assigned to this project.

6.0 SCOPE OF SERVICES:

The Oxnard Downtown Management District or ODMD is managed by the Downtown Oxnard Improvement Association (DOIA). This is an approximately thirty-two square block area in Downtown Oxnard bounded by the north side of Eighth Street to the south, south of First Street to the north, the alley west of "C" Street to the west, and the east alley of Meta Street to the east.

OXNARD DOWNTOWN MANAGEMENT DISTRICT - ODMD

The schedules for unarmed uniformed patrol persons in the ODMD are driven by available funding and security demands. These schedules are subject to change and will be agreed upon by the City and Vendor. The total hours per week may range from 136 up to 280.

- Overnight patrol may consist of one uniformed district safety officer who may be on site from 12:00AM to 8:30AM seven days per week with an unpaid 30-minute meal break.
- Day shift patrol may consist of one uniformed district safety officer who may be on site from 8:30AM to 5:00PM seven days per week with an unpaid 30-minute meal break.
- Swing shift patrol may consist of one uniformed district safety officer who may be on site from 3:30PM to 12:00AM seven days per week with an unpaid 30-minute meal break.
- Support shift patrol, Friday and Saturday, may consist of one uniformed district safety officer who may be on site from 10:00PM to 4:30AM two days per week, Friday and Saturday, with an unpaid 30-minute meal break. (16 hours per week).
- Support shift patrol, Tuesday through Saturday, may consist of one uniformed district safety officer who may be on site from 12:00PM to 8:30AM two days per week, Friday and Saturday, with an unpaid 30-minute meal break. (40 hours per week).

Patrol will occur by a variety of means, including foot patrol, bicycle patrol, vehicle patrol, and video surveillance, throughout the ODMD Area with a focus on the Parking Structure (300 block of South B Street) and Centennial Plaza (400 Block of South B Street).

Currently, District Safety consists of one supervisor working 40 hours per week, and a combination of security officers working 96 hours per week.

The schedule below represents a sample week of District Safety coverage total 136 hours per week:

Personnel	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
Supervisor	1500-2300	Off	Off	0700-1500	1500-2300	0700-1500	0700-1500	40
Officer	1830-0230	1500-2300	1500-2300	Off	Off	Off	0900-1700	32
Officer	0700-1500	Off	0700-1500	1500-2300	Off	Off	1700-2300	32
Officer	Off	0700-1500	Off	Off	0700-1500	1500-2300	1700-2300	32

DOWNTOWN PARKING STRUCTURE

Security Guard Services will be required 24 hours a day, 7 days a week for the Downtown Parking Structure. Security Services staff will patrol all 4 levels of the parking structure, including elevator lobbies, all stairwells, parking structure perimeter, and general parking structure areas.

Security Guard Services to provide security officers to support on demand requests. This would include planned and unplanned events across the City of Oxnard. Security services may require support over a 24-hour period, or to support planned City events. In addition, please refer to the Patrol Person and Vendor Responsibilities in sections 6.0 & 7.0.

Note: Hours of security support may be reduced based on need or available budget.

OXNARD PUBLIC LIBRARY

The main Oxnard Public Library (OPL) located at 251 S. "A" Street is owned and operated by the City of Oxnard. The OPL is a 72,000 square foot building which has two main public doors at both the "A" Street side and Parking Lot/Civic Center side, a staff entrance, and a loading dock. It includes administrative workspace, public indoor and outdoor patio space, public restrooms, public meeting space, and a gift shop. Its proximity to the City's Civic Center, Transportation Center (approximately two blocks), Plaza Park (three blocks), the Winter Warming Shelter (eight blocks), and Heritage Square (four blocks) situate the OPL in a high traffic area. The OPL is open to the public Monday through Thursday 9:00 AM to 8:00 PM, Saturday from 9:00 AM to 5:30PM. Each year the OPL serves approximately one quarter of a million patrons.

The schedule for unarmed uniformed patrol persons at the Oxnard Public Library is driven by available funding, security demands, and hours of operation. This schedule is subject to change and will be agreed upon by the City and Vendor. The total hours per week may range from 40 hours to 60 hours, including their 30-minute unpaid lunch depending on the need. The current schedule for uniformed patrol persons at the Oxnard Public Library is as follows:

Personnel	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
Officer	0850-1740	Closed	1205-0830	1205-0830	1205-0830	1205-0830	Closed	40

In addition to the Patrol Person Responsibilities listed in section 7.0, the following responsibilities apply to those patrol persons assigned to the Oxnard Public Library:

- Whenever possible, the PPO shall provide guard services without interruptions. The same guard(s) shall provide the services daily. In the case of interruptions in service, including, but not limited to, absenteeism, the PPO must provide a replacement in a

reasonable amount of time that will cover agreed-upon Library hours. Additionally, the PPO must notify the Library immediately upon receiving a tardy notice from the scheduled guard(s).

- An extra hours bank of 40-50 hours that can be used for library-set training, or if a guard is held over their schedule to finish up an incident.
- Security company must ensure guard has a fully functional and working phone that includes at minimum, call, text, internet, photo/video and media sharing.
- Follows library policies and procedures for expectations, protocols, rounding, incidents, reporting, and so on. Onboarding of guards for library specific policies and procedures would include going over these. Additional trainings and certificates may be assigned by the Library Manager or delegate throughout the guard's employment.
- Security Guard must be of a temperament to work and communicate with compassion with adults, teens, and children of all ages and be capable of deescalating incidents and controlling a crowd in all circumstances.

OXNARD SERVICE CENTER

The Oxnard Service Center is located at 214 S. "C" Street, and is also owned and operated by the City of Oxnard. The Service Center has two main public doors at both the "C" Street side and the Parking Lot/Civic Center side, and three staff entrances, two of which are located on the east side of the building and the other on the northwest corner. There are two employee break rooms located on the southwest and northwest corners of the building, respectively. There is an employee patio area with an external gate on the northwest corner. There are public restrooms in the lobby and employee restrooms in the north and south wings. There are three conference rooms located off of the lobby. There is a Development Services counter on the south side of the lobby which provides service to Oxnard residents in the area of planning, building, development, engineering, public improvement inspections, traffic engineering, and transportation planning.

The north side of the lobby is occupied by staff from the city's Billing and Licensing Division, staff from Community Development Department, and staff from Public Works Department, providing service to the residents and business community, including conducting City-related payments for utility billing and business licensing, cash, check, and credit card handling services, Code Compliance inspection, and Traffic Engineering Services. The payment windows are equipped with glass partitions above a solid surface counter. There is a payment drop box located outside of the lobby entrance facing the Parking Lot/Civic Center side. All employee entrances are accessed by use of City issued card key. The lobby has a high volume of foot traffic of City employees and the public each business day Monday through Thursday 8:00 AM to 6:00 PM and every other Friday 9:00 AM to 5:00 PM.

Personnel	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday *	Total Hours
Officer	Closed	Closed	0745-1830	0745-1830	0745-1830	0745-1830	0745-1730*	52.75

*Service Center is closed every other Friday; no patrol is necessary on closed Fridays

In addition to the Patrol Person Responsibilities listed in section 6.0, the following responsibilities apply to those patrol person(s) assigned to the Oxnard Service Center:

- The patrol person receives general supervision from the Service Center Management.
- Provide a high visibility representative of the Service Center for patrons and visitors.
- Provide assistance to the Service Center staff and management in handling visitors with aggressive or abusive behaviors or language when interacting with the staff and/or management, including escorting such visitors out of the Service Center when they refuse to stop such behaviors or language toward the Service Center staff or management upon verbal warning. And if the situation escalates, contact the Oxnard Police Department for further assistance.
- Offer customer service to those who ask for it, and those who may look as if they need assistance.
- Identify those persons who may be suspicious and alert staff and/or authorities as necessary.
- Deter crime and misconduct through high-visibility patrols and interactions with suspicious individuals.
- Report violations of the law to police.

Offices are closed all designated city holidays; however, certain employees may be staffed inside during off hours.

OTHER SECURITY SERVICES (AS NEEDED)

The city may require on-call security services for city events or emergency services on an as-needed basis.

The city reserves the right to add or remove locations as deemed necessary.

7.0 PROPOSAL & SUBMITTAL REQUIREMENTS

Proposals should not include any materials to be returned to the Vendor. Each proposal must include the following information:

Compliance

- A written statement that the vendor shall comply with the California Labor Code. Pursuant to said regulations entitled: Federal Labor Standards provisions; Federal Prevailing Wage Decision; and State of California Prevailing Wage Rates, respectively.

Cost Proposal

Provide a rate proposal on a monthly basis based on the Security Services Fee Schedule Form (Exhibit 1) for each location. The fee schedule shall include a breakdown of the following:

- Monthly cost for all 4 locations stated in this RFP.
- Cost to provide security services for City special events (as needed basis).
- Cost for emergency security services.

Fees should be inclusive of all costs related to vehicle maintenance, fuel surcharges, and mileage reimbursement in the monthly rate.

Proposal Format
Proposing firms must provide this information in the following format:

Proposal Cover Page
The outline below is to be used as the cover page for the proposal. These items must be fully completed and signed by an authorized officer of the business entity.

- Name of Business/Company:
- Business/Company Address:
- Telephone Number(s):
- E-mail Address:
- Website Address:
- Federal Tax ID Number:
- Type of Business (Sole Proprietorship; Partnership; Corporation; or Other (Explain):
- References – Provide three references, either municipality or a client who conducted similar services in the past three years. The references should include names, titles, addresses, phone numbers, and email addresses the City can contact.
- Number of Years in Business under the present business name, as well as prior business names, and the number of years of experience providing the proposed, equivalent or related services.
- Name, title, telephone number, and, if different, address of the person(s) authorized to sign contracts for the business entity:
- Certificate of Insurance showing a minimum of $1 M in Professional Liability (not included in page count).

Proposal Table of Contents

All pages of the proposal, including the enclosures, must be clearly and consecutively numbered and correspond to the Table of Contents as outlined below:

Section 1: Company Profile

This section should establish the vendor's ability to perform the required work to the expectations of the City. The narrative should include the vendor's background, including length of time in business, number of employees, the location that will primarily support the project and other office support locations. Please include:

- Introduction to the company
- Strength and stability of the company
- Overview of the vendor's capabilities related to the project scope
- Provide reasoning why the prospective vendor would be the best choice for providing services as described in the RFP.
- Company hierarchy (President, Vice president, Company Offices, etc.) and an organizational chart.

Section 2: Project Experience

This section should highlight up to ten (10) relevant projects that represent the vendors experience related to the scope of services.

Section 3: Approach, Understanding, and Level of Effort

The vendor should clearly state its understanding of the project description and scope of work. Do not simply repeat the scope of work provided. Instead, address the following areas in the proposal:

- Describe the key challenges associated with the project and the vendor's approach to overcoming these challenges.
- Describe your company's approach to the work and how it will benefit the City.
- Outline processes or steps that the vendor will take to ensure quality professional services.

Conflict of Interest
The Vendor shall disclose any financial, business, or other relationships with City or other stakeholders that may have an impact on the outcome of this contract (Attachment 3). The Vendor shall list current clients who may have a financial interest in the outcome of this contract.

Clarifications, Exceptions, or Deviations:

a. The sample professional service agreement is a separate attachment discussed in the solicitation labeled "Sample Agreement".
b. The city's Terms and Conditions" is located in section 11.0 and incorporated herein.
c. The following contractual terms are non-negotiable: Termination; Indemnification; Insurance; Conflict of Interest; Governing Law; and Assignability of Agreement.

d. Describe any exception or deviation from the requirements of the solicitation. Each clarification, exception, or deviation must be clearly identified.
e. Include statement if your company has no clarifications, exceptions, or deviations.

Company overview and disclosure of services or activities:

a. Include if any contributions were made to any City of Oxnard elected officials by the owners of the company. This is required as the City of Oxnard is a public agency with a City Council composed of elected officials. The elected officials are restricted from voting on any action concerning a contract whose owners have made a campaign contribution of $250 or more in the previous 12 months.
b. Vendor is required to list past, current, or pending litigation resulting from services rendered over the past five years. If a court or an arbitrator rendered a decision, state the results. Include an explanation of any litigation, involving the company or any principal officers thereof in connection with any contract. Provide details if your company or the principals associated with your company are under investigation, being sued, suing, or affiliated in any lawsuit or alternative dispute resolution with any governmental agency.

Iran Contracting Act Certification (Attachment 5) is required to be submitted with your proposal. Certification (section 10.0) and Conflict of Interest Form (Attachment 3) and Non-Collusion Declaration (Attachment 4) must also be included.

8.0 COMMUNICATION REGARDING RFP:

Communication Regarding RFP

All questions, clarifications, and inquiries shall be submitted in writing on the City of Oxnard, Public Purchase website, https://www.oxnard.org/rfps-and-rfqs/ by the date identified in the timeline of the RFP.

Confidentiality

Prior to the award of the contract, all proposals will be designated confidential to the extent permitted by the California Public Records Act. Any language purported to render confidential in all or portions of the proposals will not affect and will be disregarded.

Amendments to Request for Proposals (Addendum)

The City reserves the right to amend the RFP by addendum prior to the final proposal submittal date.

9.0 EVALUATION METHOD:

The Evaluation Committee will review and score only those proposals that are deemed responsive to this RFP and presented in the format as stated in section 7.0. During the scoring process, the Evaluation Committee may contact the Proposer's references or any other sources deemed relevant by the Evaluation Committee as part of their review of the Proposer's

qualifications to perform the requested services or work. Selection will not be based on the lowest priced proposal, but will be based on the following criteria:

1. Thoroughness and understanding of the scope of services. **20 points.**

2. Responsiveness, adherence to the requirements, quality and completeness of the Proposal. **15 points**.

3. Relevant experience to perform the services requested in the RFP for Professional Security Services. **30 points.**

4. References. **10 points.**

5. Cost of Services Provided. **25 points.**

10.0 CERTIFICATION: (Submit with your proposal)

I, the undersigned, certify and declare I have read and know the contents of the proposal the proposer listed below is submitting to the City of Oxnard ("City"). I certify under penalty of perjury that the preparer(s) of this proposal has/have provided only complete and truthful information to the City in this proposal. I understand that any misrepresentations or material omissions within this proposal will be grounds for potentially disqualifying the proposer or not awarding the contract to the proposer. Additionally, any misrepresentations or material omissions within this proposal are considered breaches of the contract (should the proposer be awarded that contract); the City shall have the right to terminate the contract immediately without consequences, and the City retains all other legal rights available to the City for breach of contract.

I, the undersigned, hereby give permission to the City and its employees and agents to contact references—including those references' officials, employees, and agents (collectively, "References")—of the proposer and its officers, managers, members, general partners, limited partners, or other owners of at least ten percent (10%) of the business, or if the business is a corporation or s-corporation, of its stock (collectively, "Owners"), and request information from other clients—including those clients' officials, employees and agents (collectively, "Other Clients"). I further give permission for the City to review any criminal records of the Owners and obtain public records regarding the Owners, such as records of arrests, indictments, convictions, civil judicial actions, tax liens, and outstanding judgments. I have authority to waive, and I do waive, any and all rights and claims by the proposer, the Owners, and all of their heirs and assigns against the City and its officials, employees and agents, the References, and the Other Clients regarding any actions taken pursuant to, related to or incidental to, the authorization given in this paragraph. Furthermore, I agree that the City and its officers, employees and agents may but have no obligation to share any such information.

I am executing this proposal on behalf of the proposer. I warrant and represent under penalty of perjury that I have the authority to execute this proposal on behalf of the proposer and I have the authority to bind the proposer to the answers provided in this proposal. If any information provided herein becomes inaccurate, I will immediately notify the City and provide updated accurate information in writing, under penalty of perjury.

CERTIFICATIONS

I, of

Printed Name of Agent/Officer **Name of Organization**

Hereby certify that by submission of this proposal in response to the solicitation, agree upon contract award to carry out the requirements specified and obligations set forth therein.

Signature: Date:

Title of Agent/Officer:

Execution hereof is certification that the undersigned has read and understands the terms and conditions hereof, and that the undersigned's principal is fully bound and committed.

11.0 REQUEST FOR PROPOSAL TERMS AND CONDITIONS:

1.0 PUBLIC PURCHASE

As a Public Entity, the City of Oxnard (City) adheres to the transparent public bidding process, and utilizes the online web services of Public Purchase, www.publicpurchase.com, a third-party electronic bidding website that allows vendors to register. Upon registration with Public Purchase, registered Bidder(s) will receive e-mail notifications of upcoming bidding opportunities for the items your company identified. Registered bidder(s) will also be able to view all the open bids, electronically respond to the bids, and see bid results when they are awarded. Additionally, registered bidder(s) will receive notices of any addendums to those bids, as well as have the opportunity to post questions and receive answers pertaining to that bid. All questions and answers are posted on-line so that all bidders have access to the same information regarding the bid.

Completion of this process will allow your business to participate in future City business bidding opportunities. It also provides the ability to maintain your data as your business grows or changes.

There is NO CHARGE to register for this service. Public Purchase has other services available for a fee, but that is solely at your discretion and not required to do business with the City.

Just a couple helpful hints before starting your registration:

- First, bid notifications are based on registered email addresses, hence, it is recommended you use a generic email address for your company, if you have one, and a second email address for a specific individual, if available. That way, if personal e-mail addresses change, your organization still receives notification of bidding opportunities.

- Secondly, make sure your company has saved the user-name and password in a secure location, so that it is accessible when you are not available.

It will take only minutes to register and it is free. For future bidding, opportunities please also register online. Bidders must submit their questions online at www.publicpurchase.com and must be in written format. All responses to Bidder's questions will be posted online at www.publicpurchase.com.

The City cannot guarantee you will receive notice of every opportunity to sell to the City; it is encouraged to visit our Purchasing website at https://www.oxnard.org/rfps-and-rfqs/ for Bidding Opportunities on a regular basis for a listing of current bid solicitations.

2.0 RETURN OF BID/CLOSING DATE

a. All Proposals/Bids/Quotes shall be submitted electronically to PublicPurchase.com by 2:00 PM Pacific Standard Time (PST) on the closing date listed in the Bidder Response Form. Bid responses not received by the City's purchasing division by the closing date and time will not be accepted. The City will not be responsible for and will **not** accept late bids due to slow internet connection, or incomplete transmissions. If the Bidder cannot upload the bid response to the PublicPurchase.com website, delivery of the bid response is accepted at the City of Oxnard, City Hall, Purchasing Division, 300 West Third Street, Oxnard, CA 93030, on or before 2:00 PM PST.

b. The Solicitation must be signed by an authorized agent and uploaded to the Public Purchase website or if mailing, placed in a sealed package marked "Bidder Solicitation, clearly

marking the solicitation designed bid number". Postmarks will not be accepted in lieu of this requirement. Proposals/Bids/Quotes submitted to any other City office will be rejected.

3.0 RECEIPT AND OPENING OF PROPOSALS/BIDS/QUOTES

Proposals will not be opened publicly. Any Solicitation received after the established closing date and time will not be accepted. Solicitation results will be available after Proposals/Bids/Quotes have been reviewed.

4.0 WITHDRAWAL OF BIDS

Bidders may withdraw their Proposals/Bids/Quotes at any time prior to the due date and time by submitting notification of withdrawal signed by the Bidder's authorized agent. Proposals/Bids/Quotes cannot be changed or modified after the date and time designated for receipt.

5.0 ADDENDA AND INTERPRETATION

No interpretation of the meaning of the specifications or other Solicitation documents will be made to any proposer orally. Proposers are not to contact any individual other than the Buyer. All Proposals/Bids/Quotes must be submitted in accordance with the standards and specifications contained within this solicitation.

6.0 PRICING/DELIVERY/TERMS/TAX

All pricing shall be quoted F.O.B. Destination, (e.g., cash terms less than 20 days should be considered net) excluding applicable tax, which is a separate line item. The City reserves the right to designate methods of freight. The City pays California Sales Tax. In the event of an extension error, the unit price shall prevail. Payment terms are net 30 after receipt of invoice.

7.0 PERIOD OF FIRM PRICING

Unless stated otherwise elsewhere in this document, prices shall be firm for the duration of this solicitation. The City reserves the right to ask for an extension of firm pricing if conducting active Solicitation evaluations.

No price increases will be permitted during the first year of this Agreement (If applicable). All price decreases (for example, if Vendor/Contractor offers lower prices to another governmental entity) will automatically be extended to the City. The City requires written proof satisfactory to the City, upon the City's acceptance, of cost increases prior to any approved price adjustment. After the first year of the award, a minimum of 60-days advance notice in writing is required to be considered and approved by the City. No retroactive price adjustments will be considered. For Contracts, any price increases must be stated in a written amendment. The net dollar amount of profit will remain firm during the period of the Agreement. Annual increases shall not exceed the Consumer Price Index- All Consumers, All Items, less food and energy – Los Angeles and be subject to satisfactory performance review by the City and approved (if needed) for budget funding by City Council.

The City's obligation for payment of this solicitation and ensuing Agreement beyond the current fiscal year end is contingent upon and limited by the availability of City funding from which payment can be made, and invoices shall be rendered "monthly" in arrears. In the State of California, Government agencies are not allowed to pay excess interest and late charges, per Government Codes, Section 926.10. No legal liability on the part of the City shall arise for payment beyond June 30 of each calendar year unless funds are made available for such payment. In the event that such funds are not forthcoming for

any reason, City shall immediately notify Contractor in writing; and the Agreement shall be deemed terminated, have no further force, and effect.

8.0 INQUIRIES BY BIDDERS

Requests for explanation must be submitted via the PublicPurchase.com website by the time designated in the solicitation "Last Day for Questions". The Purchasing Agent, or duly authorized personnel, will post a response to the inquiries via the Public Purchase website.

9.0 SPECIFICATION/CHANGES (Request for Bids only)

Whenever brand names are used, the words "or equal" shall be considered to appear and be a part of the specification. If you are quoting another make or model, cross out our nomenclature and insert yours. If no make or model is stipulated, insert yours. Attach applicable specifications and/or brochures. Variations in manufacturers, design, etc., may be acceptable. Bidders are encouraged to offer alternatives. However, the City reserves the right to reject those alternatives as nonresponsive.

10.0 CANCELLATION OR MODIFICATION OF PROCUREMENT

a. The City reserves the right to modify or terminate the solicitation process at any time. The City may amend or modify the project scope of services prior to the award of contract, as necessity may dictate, reject any and all Proposals/Bids/Quotes submitted (and rebid, if necessary), accept any or all Proposals/Bids/Quotes submitted, negotiate with any qualified source, or cancel, in part or in its entirety, this solicitation if it is in the best interest of the City.

b. The procurement process may be canceled after opening, but prior to award if the City determines that cancellation is in the best interest of the City for reasons (but not limited to) such as:

    1. Inadequate, ambiguous, or otherwise deficient specifications.
    2. The services are no longer required.
    3. Proposals/Bids/Quotes received are at an unreasonable cost.
    4. Solicitation did not arrive in open competition, were collusive, or not submitted in good faith.
    5. The City determines, after analysis of the Proposals/Bids/Quotes that its needs can be satisfied through a less expensive method.

c. All Proposals/Bids/Quotes will become the property of the City, and all such information submitted in connection to this solicitation becomes public record, and may be disclosed through the Public Records Act. The City shall keep submissions and negotiations confidential until City Council approves the final contract and/or a Purchase Order contract is issued. Proposals/Bids/Quotes may contain financial statements or other information which constitute a trade secret. In order to protect such data from disclosure, please identify the pages by clearly marking the applicable pages as confidential. Please note; disclosure of such data considered confidential by Bidder will only be withheld to the extent that the City determines that disclosure is improper under applicable law. It is important to further note that California law weighs heavily in favor of disclosing records submitted through a solicitation process. The City assumes no responsibility for disclosure or use of unmarked data for any purpose.

d. This solicitation does not commit the City to award a contract or to pay any costs incurred in the preparation of a Solicitation in response to this request. The City reserves the right to accept or reject any or all Proposals/Bids/Quotes received because of this request, to

negotiate with any qualified source or to cancel in part or in its entirety this Request of Proposal/Request for Bid if it is in the best interest of the City.

11.0 PUBLIC RECORDS

All Proposals/Bids/Quotes submitted in response to this solicitation become the property of the City and under the Public Records Act (Government Code section 6250 et. Seq.), are public records, and as such may be subject to public review. However, the Proposals/Bids/Quotes shall not be disclosed until negotiations are complete and recommendation for selection and award is made to the City Council.

If a proposer claims a privilege against public disclosure for trade secret or other proprietary information, such information must be clearly identified in the Solicitation. Note that under California law, prices submitted in the proposal to a public agency is not a trade secret.

12.0 CITY BUSINESS LICENSE

A business tax certificate is required before conducting any business, trade, profession, enterprise, establishment or occupation within the city limits– even if your business is located outside of the city limits, or you have a business license or tax certificate from another city.

The majority of the City business tax certificate applications are available on line or by calling the Business Tax office 805.385.7817.

13.0 WHO NEEDS A BUSINESS TAX CERTIFICATE

Any person who conducts any business, trade, profession, enterprise, establishment or occupation within the city shall obtain a business tax certificate whether or not the physical business address is in or outside of the City.

The majority of the City business tax certificate applications are available on line (https://www.oxnard.gov/finance/business-licensing). You can also apply for a business tax certificate by coming to the Service Center Business Licensing customer service counters in person, calling the Billing and Licensing Division at 805.385.7817, or emailing the Billing and Licensing Division at ctlicensing@oxnard.org.

14.0 WHEN TO GET A BUSINESS TAX CERTIFICATE

A business tax certificate is required before conducting any business, trade, profession, enterprise, establishment or occupation – regardless of whether your business is located outside of the city limits or you have a business tax certificate from another city.

15.0 SUBMISSION OF PROPOSALS/BIDS/QUOTES (Preparation of Responses)

Before submitting a Solicitation, each Bidder is expected to thoroughly examine the specifications in the solicitation, and all other related contractual documents included in this solicitation, including subsequent amendments to the solicitation. Failure to do so will be at the Bidder's risk, and shall bar the Bidder's obligation to perform if a contract is awarded pursuant to this solicitation.

Each Bidder shall review and complete all the Attachments according to their instructions, and submit them as part of the Solicitation. Each Bidder must be satisfied by personal examination and by such other means as it may prefer, as to the actual conditions and requirements under which the contract will be performed.

The awarded Bidder agrees to extend the same pricing, terms, and conditions as stated in this Agreement to every political entity, special district, and related non-profit entity. It is understood that other entities shall make purchases in their own name, make direct payment, and be liable directly to the awarded Bidder; and City shall in no way be responsible to the awarded Bidder for other entities' purchases.

16.0 FORMAT

Use the electronic format provided by PublicPurchase.com. If submitting more than one bid, separate the bid documents. Proposals/Bids/Quotes must be typed uniformly each section clearly titled with labels identifying each Tabbed section, and each page clearly and consecutively numbered.

17.0 MODIFICATION OF PROPOSALS/BIDS/QUOTES

Any Bidder who wishes to make modifications to their Solicitation already received by the City must withdraw his/her Solicitation in order to make the modifications. All modifications must be made in ink, properly initialed by Bidder's authorized representative, executed, and submitted in accordance with the terms and conditions of this solicitation. It is the responsibility of the Bidder to ensure that modified Proposals/Bids/Quotes are resubmitted before the solicitation submittal deadline.

Bidders are advised that the City reserves the right to amend the requirements of this solicitation prior to the date set for opening of bids, including, but not limited to, extending the Solicitation deadline. Such revisions will be done formally by publishing changes via the Public Purchase website.

18.0 EVALUATION PROCESS (Request for Proposals only)

The Proposal shall be concise and to the point. A letter format in sufficient detail to allow thorough evaluation and analysis is required. Proposals will be evaluated based on criteria determined to be appropriate by the City, which may include, but not necessarily limited to the following:

a. Responses to the Request for Proposal for completeness to the requirements.
b. The quantity and locations of facilities. (If applicable)
c. Bidder's experience and ability.
d. Technical capability and project methodology.
e. Overall cost to the City. In no event will the City be limited to selecting a successful Bidder based solely upon total cost submitted.
f. References with demonstrated success with similar work to the Scope of Service.
g. Clarification, Exceptions or Deviations.
h. Credential/Resumes/Licenses/Certifications.
i. Contractor's ability to provide future maintenance, repair parts and/or services.
j. Any other factors the City determines to be appropriate.

All Proposals/Bids/Quotes will be given thorough review. All contacts during the bidding process and review selection phase must contact the City's Purchasing Division Buyer. Attempts by the Bidder to contact any other the City representative may result in disqualification of the Bidder.

All evaluation material will be considered confidential and not released until after award. The City reserves the right to split or make the award that is most advantageous to the City.

19.0 ORAL PRESENTATIONS

During the evaluation process, the City may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any

questions the City may have on a firm's Proposal. Not all firms may be asked to make such oral presentations.

20.0 AWARD OF CONTRACT

a. The award of the contract will be made to a responsive and responsible proposer whose Solicitation best meets the needs of the City. The successful proposer will enter into a contract with the City incorporating all prescribed requirements and conditions of this request for Solicitation.
   If the successful proposer refuses or fails to execute the contract, the City may consider the next most qualified proposer. The City shall be the sole judge as to the successful proposer.
b. The City reserves the right to reject any or all responses to this solicitation and to waive any informality or irregularity in this solicitation or in responses, to negotiate with all qualified sources, or to cancel, in part or in its entirety, this solicitation, in the best interest of the City. The City reserves the right to request more information for clarification or due to omission of information. Proposers may be asked to make an oral presentation as part of the evaluation process. This solicitation does not commit the City to award a contract, or to procure or contract for services or goods.
c. The award will be made, in whole or in part, to the responsive, responsible Bidder whose solicitation is most advantageous to the City; price, delivery, and other factors considered.
   The City recognizes that prices are only one of several criteria to be used in judging an offer and the City is not legally bound to accept the lowest offer.
d. The City reserves and may in its sole discretion, exercise any one or more of the following rights and options with respect to the solicitation selection:
   1. To issue a notice of intent to contract and/or execute a contract for any or all of the items in any Solicitation, in whole or in part, as the City, in its sole discretion, determines to be in the City's best interest;
   2. To discontinue negotiations with any applicant at any time prior to the execution of a final contract, whether or not a notice of intent to contract has been issued to the applicant, and to enter into negotiations with any other applicant, if the City, in its sole discretion, determines it is in the best interest of the City to do so;
   3. To rescind, at any time prior to the execution of a final contract, any notice of intent to contract issued to an applicant, and to issue or not issue a notice of intent to contract to the same or a different applicant and enter into negotiations with that applicant, if the City, in its sole discretion, determines it is in the best interest of the City to do so;
   4. To elect not to enter into any contract with any applicant, whether or not a notice of Intent to Contract has been issued and with or without the reissuing the notice of contract opportunity, if the City determines that it is in the City's best interest to do so
   5. To reject any or all offers, to waive any discrepancy, any irregularity, or technicality which the City deems reasonably correctable or otherwise not warranting rejection of the solicitation.
   6. To split or make the award in any manner determined by the City to be most advantageous to the City.

Before award, proposers may be required to furnish evidence of capability, equipment, and financial resources to adequately perform the job. The Proposals/Bids/Quotes of proposers found not to be qualified may be rejected.

21.0 BID PROTESTS

A. Non-selected vendors will have one week (7 calendar days) from the date the intent to award notice that is posted to file a formal bid protest to the Purchasing Division.

B. This appeal shall be delivered by the vendor in writing through U.S. mail or the buyer's email, and must include the specific facts, circumstances, reasons, and/or basis for the protest.

C. All protests shall be in writing and state that the bidder is submitting a formal protest, and the protesting vendor is responsible to assure the protest is received within the protest deadlines. If Purchasing does not receive the protest within one week of the opening of responses, the protest may be rejected. The mailing address for all protests, or the vendor may email the buyer, is:

Physical Address:
City of Oxnard City Hall
Purchasing Division
300 West 3rd St.. 3rd Floor
Oxnard, CA 93030

D. Failure to provide the following information could result in rejection of vendor's protest:

1. Company name, mailing address, phone number, and name of company individual responsible for submission of the protest.
2. Email address for communication, clarification, and disposition of the pending protest.
3. The City's bid number, bid title, closing date and proposed award date of the solicitation.
4. The specific action or decision protested.
5. The basis for the protest.
6. Indicate what relief or corrective action the City should make.
7. Vendor must demonstrate that every reasonable effort was made within the schedule provided for this protest to be resolved, and the basis of the protest during the process, including asking questions, seeking clarification, requesting addenda, and otherwise alerting the City to any perceived problems.
8. Protest letters must be signed by an authorized agent of the company or if sent via email; the email must be sent by an authorized agent of the company.

E. Grounds for Protest - A formal protest must contain the following to be considered:

1. A specific identification of the statutory or regulatory provision(s), if applicable, that the alleged action is in violation.
2. A specific description of each act alleged to have violated the statutory or regulatory provision(s), if applicable.
3. A precise statement of the relevant facts and identification of the issue or issues needing addressed.

4. Complaints about events or decisions made before the Solicitation deadline.
5. Complaints that the Solicitation unduly constrains competition through improper minimum qualifications or specifications.
6. Complaints that the pre-bid conference was not fair or accessible. Please note that bidders must attend all mandatory pre-bid conferences.
7. Complaints that solicitation questions were not fully or properly addressed by the City.
8. Complaints that the solicitation did not provide adequate information or contained improper criteria.

22.0 OTHER TERMS AND CONDITIONS

The terms and conditions as indicated in this document and/or attached are hereby included with full force and like effect as if set forth herein. The City shall not be liable for any expenses incurred by any proposer prior to issuing the contract. The selected Consultant/vendor will be required to sign and be bound by a City Agreement ("Agreement"). Proposer must meet all insurance requirements found in the Agreement (Separate document).

23.0 LIVING WAGE POLICY (If applicable)

With certain exceptions, the City requires vendors to pay all employees who provide services under a City services agreement in accordance with the Living Wage Policy. That Policy is provided as an exhibit to the contract that is attached. If this work requires the payment of both living wage and prevailing wages, the vendor will pay the higher of the two wages.

The City's Living Wage Policy is non-negotiable. Any bidder who submits a bid under this RFB has, by doing so, agrees to comply with the Policy.

24.0 PREVAILING WAGES (If applicable)

If the service performed in the RFP is considered a "public work" project, the services are subject to the requirements of Division 2, Part 7, Chapter 1 of the Labor Code and Title 8, Division 1, Chapter 8 of the California Code of Regulations ("CCR"). The vendor and all of its subcontractors must pay wages in accordance with the determination of the Director of the DIR. Copies of these rates are on file with the Buyer and will be made available to any interested party on request. They are also available at http://www.dir.ca.gov/Public-Works/Prevailing-Wage.html. The vendor must post a copy of the DIR's rates at each job site. This work is subject to compliance monitoring and enforcement by the DIR. The vendor and its subcontractors must furnish certified payroll records directly to the Labor Commissioner. The vendor and its subcontractors are not qualified to bid on, be listed in a bid, or engage in the performance of any contract for public work, as defined in Labor Code Sections 1720 through 1861, unless registered and qualified to perform public work pursuant to Labor Code Section 1725.5 at the time of bid submission. If this work requires the payment of both living wage and prevailing wages, the vendor will pay the higher of the two wages.

25.0 SMALL LOCAL BUSINESS PURCHASING PREFERENCE

Definition: A business entity located within the city's geographic boundaries, has average annual gross receipts of $20,000,000 or less, and employs fewer than 100 employees.

(A) The City of Oxnard herein establishes a local preference program for the purpose of promoting economic development by supporting employment and business opportunities within the City.

(B) The local preference program is not applicable to public works projects, professional services and projects funded with state or federal grants.

(C) A small local business shall mean, a business that has its headquarters or a branch office within City limits, and the headquarters or branch office was established prior to the city's request for bids for a particular procurement. The business must possess a current City business license and certificate of occupancy. P.O. Boxes do not qualify as a valid business location.

(D) When soliciting or contracting for goods and services, the Purchasing Agent may give a preference to a small local business, that properly responds to a City solicitation, a not to exceed amount of Five (5%) Percent of the small local business' total net bid price or $5,000.00 dollars, whichever is lower.

26.0 INVESTIGATIONS

The City may make such investigations as necessary to determine the ability of the bidder to perform the services as required. The City reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the City that the bidder is qualified to carry out the obligations of the contract.

27.0 FEDERAL EXCLUSION LIST (If applicable)

If the award is federal or State funded, the potential bidder must go to the following website and submit a printout with their proposal that verifies that the contractor is not listed on the Excluded Parties Listing System (EPLS) (Executive Order 12549, 7 CFR Part 3017, 45 CFR Part 76, and 44 CFR Part 17). If awarded a contract, the awarded vendor must notify the City immediately if debarred at any time during the contract period.

28.0 USE BY OTHER POLITICAL ENTITIES

The Bidder agrees to extend the same pricing, terms, and conditions as stated in this procurement and ensuing Agreement to each and every political entity, special district, and related non-profit entity. It is understood that other entities shall make purchases in their own name, make direct payment, and be liable directly to the Bidder; and the City shall in no way be responsible to the Bidder for other entities' purchases.

29.0 IRAN CONTRACTING ACT CERTIFICATION

In accordance with Public Contract Code Section 2200 et seq., the City requires that any person that submits a bid or proposal or otherwise proposes to enter into or renew a contract with the City with respect to goods or services of one million dollars ($1,000,000) or more, certify at the time the bid is submitted or the contract is renewed, that the person is not identified on a list created pursuant to subdivision (b) of Public Contract Code Section 2203 as a person engaging in investment activities in Iran described in subdivision (a) of Public Contract Code Section 2202.5, or as a person described in subdivision (b) of Public Contract Code Section 2202.5, as applicable. The form of such Iran Contracting Certificate is included with the bid package and must be signed and dated under penalty of perjury.

EXHIBIT 1

SECURITY SERVICES FEE SCHEDULE

City of Oxnard
Security Services Fee Schedule

City Locations

Oxnard Downtown Management District	$_____ per month
Oxnard City Library	$_____ per month
Downtown Parking Structure	$_____ per month
Oxnard Service Center	$_____ per month

Other Security Services (as needed)

Event Security (unarmed)	$_____ per hour
Emergency Services	$_____ per hour
Other Fees (specify) _____	$_____ per _____

Agency Name:_____

Agency Phone/Email: _____

Agency President or CEO:_____

EXHIBIT 2

OXNARD DOWNTOWN MANAGEMENT DISTRICT LOGO

Agreement No.__32600276_____

GENERAL SERVICE AGREEMENT
BETWEEN
THE CITY OF OXNARD AND CITIGUARD, INC.

By This General Services Agreement ("Agreement"), the CITY of Oxnard ("City") agrees to engage the services of Citiguard, Inc. ("Service Provider"), and Service Provider agrees to perform the services for City as herein described, for the compensation, during the term, and otherwise subject to the covenants and conditions herein set forth. City and Service Provider may be individually referred to as "Party" or collectively as the "Parties."

RECITALS

WHEREAS, the City issued a Request for Proposals (RFP), seeking Services to provide Downtown Security Services.

WHEREAS, Vendor submitted a proposal dated August 4, 2025 (the "Proposal") in response to the RFP which the City has reviewed and evaluated in accordance with the standards set forth in the RFP.

WHEREAS, Vendor represents that it is fully qualified and licensed to perform the Services required under this Agreement by virtue of its experience and the training, education, and expertise of its principals and its employees.

NOW THEREFORE, IN CONSIDERATION OF THE COVENANTS, CONDITIONS, AND PROMISES CONTAINED HEREIN AND FOR SUCH OTHER GOOD AND VALUABLE CONSIDERATION, RECEIPT OF WHICH IS HEREBY ACKNOWLEDGED, THE PARTIES HERETO AGREE AS FOLLOWS:

1. The Recitals set forth above are true and correct and together with any definitions set forth therein are hereby incorporated into this Agreement by this reference, as though set forth fully herein.

2. **SUMMARY DESCRIPTION OF SERVICES.**

   This Agreement is for day time security guard services and armed security guard services for the downtown area. Service provider will patrol the downtown area, City facilities such as library, city hall and parking structure and will assist the police department as further described in the scope of services set forth herein.

3. PARTIES.

City of Oxnard, a general law and municipal corporation of the State of California, located at 300 West Third Street, Oxnard California 93030

Citiguard, Inc., a corporation/LLC/LLP of the State of California, located at 22736 Vanowen Street, Ste. 300, West Hills, CA 91307.

4. TERM OF AGREEMENT: From (Date): March 1, 2026 To (Date): February 28, 2027

A. Time is of the essence in this Agreement.
B. The City shall have the option for (4) four consecutive (1) one-year extensions, in accordance with the scope of work and general terms and conditions of the General Services Agreement.
C. This Agreement shall not exceed a total of five (5) years (including the initial term and any options to extend). The City in its sole discretion may exercise the option terms upon sixty (60) days written notice to the Consultant (or any other time if the parties so agree) in accordance with Section 12 of this Agreement. The option term shall be commenced by an amendment to this agreement.
D. All services required of Service Provider under this Agreement shall be completed on or before the end of the term of the Agreement.

5. AGREEMENT AMOUNT NOT TO EXCEED: $ 515,000.[1]

6. AGREEMENT EXHIBITS: The following documents memorialized below are the only exhibits to this agreement and are incorporated by reference as though fully set forth herein. In the event of a conflict between the Exhibits and this Agreement, the Agreement controls.

Exhibit A: Scope of Services
Exhibit B: Schedule of Compensation
Exhibit C: Insurance Requirements: City Insurance Exhibit INS-B
Exhibit D: Living Wage Policy
Exhibit E: Iran Contracting Certification

[1] This is not a guaranteed dollar amount. No services or work performed pursuant to a Task Order shall exceed the "Not to Exceed" Amount of the Contract or the agreed upon amount stated in the Task Order.

7. DESIGNATED REPRESENTATIVES. The Designated Representatives listed below shall be authorized to act on behalf of the named Party, be responsible for negotiations and contractual matters, and coordinate with each other to perform the services under this Agreement. Additionally, Service Provider's services shall be performed or immediately supervised by the Service Provider's Representative:

City Designated Representative	Service Provider Designated Representative:
Name: Miguel Serrato Title: Police Commander Phone: 805-797-5891 Email: Miguel.serrato@oxnardpd.org Address: 251 S. C Street Oxnard, CA 93030	Name: Sami Ullah Title: Sr. Security Consultant Phone: 310-877-0989 Email: Sami@citiguardinc.com Address: 22736 Vanowen Street, Ste. 300, West Hills, CA 91307

8. CONTRACTUAL PREREQUISITES. This Agreement must first be executed by the Service Provider, after which the Agreement shall be approved as to form by the City Attorney, then executed by the Mayor, or an authorized person on behalf of the City, and if executed by the Mayor shall also be executed by the City Clerk.

A. Service Provider is advised that any recommendation for Agreement award is not binding on the City until the Agreement is fully executed and approved by the City.
B. All proof of business license, insurance, and W-9 forms is required prior to execution of this Agreement.
C. Service Provider shall not perform any work under this Agreement until a proof of insurance has been provided to the City as required under Section 26 of this Agreement.

9. SERVICE PROVIDER'S SERVICES.

A. Service Provider shall perform only the type or category of services as set forth in the "Scope of Services," attached to and incorporated into this Agreement as "Exhibit A." Once this Agreement is executed, the Scope of Services may only be modified by written Amendment pursuant to Section 13 of this Agreement.
B. The Services shall be coordinated with the designated City Project Manager set forth in Exhibit A and are subject to the direction of the City Manager or Department Director. Service Provider hereby designates its Project Manager, as set forth in "Exhibit A" as the person responsible for

the Services who shall coordinate with City's Project Manager in executing the scope of services under this Agreement.

10. **COMPENSATION.** City shall pay Service Provider for the services performed pursuant to the terms of this Agreement and based on the hourly rates and fees set forth in the "Schedule of Compensation," attached to and incorporated into this Agreement as "Exhibit B. Under no circumstances shall the Service Provider perform work in excess of the amount stated in the not to exceed amount listed in Section 5 of this Agreement. Once this Agreement is executed, the Schedule of Compensation may only be modified by written Amendment pursuant to Section 13 of this Agreement, and may be subject to approval by the City Council.

A. Annual Rate and Fees adjustments must be requested in writing and accompanied by information to substantiate the request for price adjustments. Adjustments are subject to approval by the City. Any allowable request for adjustment must be delivered to the City at least 30 days before the adjusted prices become effective. No price adjustment allowable under this Contract will be granted retroactively. The City must also be given the benefit of any decline in prices.

11. **PAYMENT & INVOICES.** City shall pay all undisputed portions of any applicable invoice within thirty (30) days after receipt of an invoice. In the event the City disputes one or more items in an invoice, the City shall, within thirty (30) days after receipt of such invoice, notify the Service Provider of the item(s) being disputed and the reason(s) therefore. The City may withhold payment for such disputed items until resolution of the dispute.

A. Payment Request. Service Provider shall submit a payment request to City by the end of each calendar month listing the Services provided, costs of those Services, and total amount due for the month. Invoices may be emailed to: **invoices@oxnard.org**.
B. Non-Appropriation of Funds. Payments to be made to Service Provider by City for the Services performed within the current fiscal year are within the current fiscal budget and within an available, unexhausted and unencumbered appropriation of City. In the event City does not appropriate sufficient funds for payment of the Services beyond the current fiscal year, this Agreement shall cover payment for the Services only up to the conclusion of the last fiscal year in which City appropriated

sufficient funds and shall automatically terminate at that fiscal year's conclusion.

C. Service Provider's acceptance of final payment made pursuant to this Agreement shall constitute a release of City from all claims and liabilities for compensation to Service Provider for anything completed, finished or relating to the Services. City's payment shall not constitute nor be deemed a release of the responsibility and liability of Service Provider for the accuracy and competency of the information provided and/or the Services performed hereunder, nor shall such payment be deemed to be an assumption of responsibility or liability by City for any defect or error in the Services performed by Service Provider and its employees, agents and Subcontracted Service Providers.

D. Service Provider shall provide City with a completed Request for Taxpayer Identification Number and Certification, as issued by the Internal Revenue Service. If any sales tax is due for the Services performed by Service Provider or materials or products provided to City by Service Provider, Service Provider shall pay the sales tax. City shall not reimburse Service Provider for sales taxes paid by Service Provider

12. **OPTION TO EXTEND AGREEMENT.** When in the City's best interest, this Agreement may only be extended, if the City, in its discretion, exercises an option term in accordance with Section 4 subparagraphs (B) and (C) of this Agreement. The initial term, plus any option to extend shall not exceed a total of five (5) years. **If no option to extend the Agreement appears in section 4(B), then this Agreement shall not be extended.**

13. **MODIFICATION OF AGREEMENT.** This Agreement may be amended, modified, or otherwise altered, or its provisions waived, only upon mutual consent of the Parties by written amendment. The City may request that the Service Provider perform Extra Services. As used herein, "Extra Services" means any services, which are determined by the City to be necessary for the proper completion of the project, but which the Parties did not reasonably anticipate would be necessary at the execution of this Agreement or any Task Order issued under this Agreement. A written amendment signed by both Parties shall be required to authorize performance of and payment for Extra Services under this Agreement or Task Order.

14. **TERMINATION OF AGREEMENT.** City may terminate this Agreement at any time, with or without cause and without penalty, upon fifteen (15) calendar days' prior written notice pursuant to Section 22 of this agreement. Such termination shall be

effective on the date specified in the notice, or if no date is specified, then fifteen (15) calendar days from the date of the notice. City shall be liable to Service Provider only for work done by Service Provider up to and including the date of termination of this Agreement unless the termination is for cause, in which event Service Provider need be compensated only to the extent required by law. Service Provider may terminate this Agreement at any time during the term of the Agreement by giving the City sixty (60) calendar days' written notice.

15. [RESERVED].

16. INDEPENDENT CONTRACTOR. Service Provider is and shall at all times remain, as to City, a wholly independent contractor. Neither City nor any of its employees or agents shall have control over the conduct of Service Provider or any of its employees, except as stated in this Agreement. Service Provider has and shall retain the right to exercise full control over the employment, direction, means of performance, location, compensation and discharge of all persons assisting Service Provider. This Agreement shall not be interpreted to prevent or preclude Service Provider from rendering any services for Service Provider's own account or to any other person or entity as Service Provider in its sole discretion shall determine; provided, however, that performing such services shall not materially interfere with the Services the Service Provider shall perform for the City. The City retains the right to provide general instructions to and observe the Service Provider in the performance of all services done on behalf of the City.

Service Provider and its employees, subcontractors, and agents have no authority, express or implied, to act on behalf of City in any capacity, to incur any debt, obligation or liability on behalf of City, bind City in any manner, or otherwise act on behalf of City as an agent. Service Provider and its employees are not employees of City. Service Provider and its employees are not entitled to receive from City any of the benefits or rights afforded employees of City, including but not limited to reserve leave, sick leave, vacation leave, holiday leave, compensatory leave, Public Employees Retirement System benefits, and health, life, dental, long-term disability and workers' compensation insurance benefits. Service Provider shall not, at any time or in any manner, represent that it or any of its agents, subcontractors, or employees are in any manner agents, subcontractors, or employees of City.

17. LAWFUL PERFORMANCE. Service Provider shall abide by all Federal, State, and Local Laws and Regulations as may be related to the performance of duties under this Agreement. Service Provider, at its sole expense, shall obtain and maintain during the term of this Agreement, all appropriate permits, licenses, and certificates

that may be required in connection with the performance of services under this Agreement.

18. SAFETY REQUIREMENTS. Service Provider shall not perform any services for the City when the Service Provider is impaired by alcohol or a controlled substance. When there is reasonable cause to believe that any person has violated this provision, that person shall be immediately removed from the premises and be subject to any applicable civil and/or criminal penalties under the City's Code and/or under state law. All work performed under this Agreement shall be performed in such a manner as to provide safety to the public. The City reserves the right to issue restraining or cease and desist orders to Service Provider when unsafe or harmful acts are observed or reported relative to the performance of the work under this Agreement. The acceptance of Service Provider 's work by City shall not operate as a release of the Service Provider from such standard of care and workmanship.

19. OWNERSHIP OF SERVICE PROVIDER'S WORK PRODUCT, CONFIDENTIALITY & DISCLOSURE. City shall be the owner of any and all technical documents and records, including, computations, plans, correspondence, and/or other pertinent data and information, both hard copy and electronic, gathered or prepared by Service Provider in performance of this Agreement and shall be entitled to immediate possession of the same upon completion of the work under this Agreement, or at any earlier or later time when the same may be requested by City.

A. Ownership of Documents. Every report, draft, work product, map, record, and other document reproduced, prepared, or caused to be prepared by the Service Provider pursuant to or in connection with this Agreement shall be the exclusive property of the City.
B. Records and Inspections. The Service Provider shall maintain full and accurate records, with respect to all services and matters covered under this Agreement. The City shall have free access at all reasonable times to such records, both hard copy and electronic, and the right to examine and audit the same and to make transcripts therefrom, and to inspect all program data, documents, proceedings, and activities.
C. Deliverables. Service Provider shall deliver to the City the studies, plans, specifications, or other documents as are identified in the Scope of Services or Task Order; and Service Provider shall, upon completion of all work, submit to the City all information developed in the course of the Service Provider 's services. Service Provider shall, in such time and in such form as the City may require, furnish reports concerning the status of

services required under this Agreement. Service Provider shall, upon request by City and upon completion or termination of this Agreement, deliver to the City all material furnished to Service Provider by the City.

D. Confidentiality. Information that is exempt from disclosure to the public is confidential. This includes information relating to the past, present, or future affairs of the City or information belonging to a third party whose information is in the City's possession or control under obligations of confidentiality. Service Provider may be granted access to information that is exempt from disclosure to the public (Government Code Section 7920.505) and may contain "trade secrets" (see Government Code Section 7924.510(f)) when it is necessary for Service Provider to perform its obligations pursuant to this Agreement. If Service Provider is granted such access to confidential information, Service Provider shall not be considered to be a member of the public as that term is used in Government Code Section 7920.515.

E. Disclosure of Information. Service Provider shall not disclose, publish, or authorize others to disclose or publish, design data, drawings, specifications, reports, or other information pertaining to the projects assigned to Service Provider by the City or other information to which the Service Provider has had access during the term of this Agreement without the prior written approval of the City's Designated Representative during the term of this Agreement and for a period of two (2) years after the termination of this Agreement.

F. No Warranty. Other than an obligation upon the City to deal in good faith, the City makes no warranties and shall bear no liability or responsibility for errors or omissions in any Confidential Information disclosed under this Agreement or for any business decisions made by Service Provider in reliance on any Confidential Information disclosed under this Agreement.

20. ASSIGNMENT. This Agreement is for the non-professional services of Service Provider. Any attempt by Service Provider to assign the benefits or burdens of this Agreement without the prior written approval of City shall be prohibited and shall be null and void. Service Provider 's services pursuant to this Agreement shall be provided by the Service Provider's Designated Representative or directly under his/her supervision, and Service Provider shall not assign another to supervise the Service Provider 's performance of this Agreement without the prior written approval of City, by and through the City's Designated Representative.

21. NOTICE OF BREACH AND OPPORTUNITY TO CURE. Neither Party will be in breach of this Agreement where the breach is capable of being cured, or until written

notice of the breach is received from the non-breaching Party. The Party charged with breach will have fifteen (15) calendar days from the date of receiving such notice in which to cure the breach or otherwise respond. If the circumstances leading to the charge that the Agreement was breached have not been cured or explained to the satisfaction of the other Party within fifteen (15) days from the date on which the breaching Party received notice of breach, the non-breaching Party may terminate this Agreement. Notice shall be given in the manner set forth in section 22.

22. NOTICES. All notices given or required to be given pursuant to this Agreement shall be in writing and may be given by personal delivery or by first-class mail. Notice sent by mail shall be addressed to each Party's Designated Representative as set forth above in Section 7. When addressed in accordance with this Section, such notice shall be deemed given upon deposit in the United States mail, postage prepaid. In all other instances, notices shall be deemed given at the time of actual delivery. Changes may be made in the names or addresses of persons to whom notices are to be given by giving notice in the manner prescribed in this Section.

23. COVENANTS AND CONDITIONS. Each term and each provision of this Agreement to be performed by Service Provider shall be construed to be both a covenant and a condition.

24. WAIVER. City's review or acceptance of, or payment for, work product prepared by Service Provider under this Agreement will not be construed to operate as a waiver of any rights City may have under this Agreement or of any cause of action arising from Service Provider's performance. A waiver by City of any breach of any term, covenant, or condition contained in this Agreement will not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained in this Agreement, whether of the same or different character.

25. INDEMNIFICATION, HOLD HARMLESS & DEFENSE.

A. As a separate and independent covenant from Service Provider's obligations under this section, Service Provider shall to the fullest extent permitted by law, immediately defend, indemnify, and hold harmless City, its legislative and advisory bodies, and the City's officials, directors, officers, employees, and agents (the "Indemnitees") from and against all liabilities regardless of nature, type, or cause, arising out of or resulting from Service Provider's negligence or willful misconduct in the performance of the services described in this Agreement or failure to

comply with any of its obligations contained in this Agreement, Service Liabilities subject to the duties to defend and indemnify include, without limitation, all claims, losses, damages, penalties, fines, and judgments; associated investigation and administrative expenses; defense costs, including but not limited to reasonable attorneys' fees; court costs; and costs of alternative dispute resolution. Service Provider's obligation to indemnify and defend applies unless it is proven such liabilities covered by this Section are the result of negligence or willful misconduct of any of the Indemnitees.

B. The duty to defend is a separate and distinct obligation from Service Provider's duty to indemnify. Service Provider shall be obligated to defend in all legal, equitable, administrative, or special proceedings, with counsel approved by the City Attorney, immediately upon tender to Service Provider of the claim in any form or at any stage of an action or proceeding, whether or not liability is established. An allegation negligence or willful misconduct by any of the Indemnitees shall not relieve Service Provider from its separate and distinct obligation to defend the Indemnitees. The obligation to defend extends through final judgment, including exhaustion of any appeals. The defense obligation includes the obligation to provide independent defense counsel if Service Provider asserts that liability is caused in whole or in part by the negligence or willful misconduct of the Indemnitees. If it is finally adjudicated that liability was caused by the negligence or willful misconduct of any of the Indemnitees, Service Provider may submit a claim to City for reimbursement of reasonable attorneys' fees and defense costs.

C. The review, acceptance or approval of Service Provider's work or work product by any of the Indemnitees shall not affect, relieve or reduce Service Provider's indemnification or defense obligations. Service Provider waives any right of contribution against City or any of City's officers, employees, agents, or volunteers arising out of such failure to inspect, review, monitor, or supervise the work performed by Service Provider pursuant to this Agreement. The provisions of this Section shall not be restricted by and do not affect the provisions of this Agreement relating to Section 26. The Service Provider's obligations under this Section of the Agreement shall survive the termination of the Agreement.

D. Service Provider agrees to pay all required taxes on amounts paid to Service Provider under this Agreement, and to indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement. Service Provider shall be solely responsible

for, and shall save City harmless from, all matters relating to the payment of Service Provider's subcontractors, material suppliers, directors, officers, employees, agents and representatives, including compliance with social security requirements, federal and State income tax withholding, and all other regulations governing employer-employee relations, as applicable. City shall have the right to offset against the amount of any compensation due to Service Provider under this Agreement any amount due to City from Service Provider as a result of its failure to promptly pay to City any reimbursement or indemnification arising under this Section.

26. INSURANCE. Service Provider shall obtain and maintain during the performance of any services under this Agreement the insurance coverages listed within "Exhibit B", which is attached hereto and incorporated herein by this reference, unless the Risk Manager waives, in writing, the requirement that Service Provider obtain and maintain such insurance coverages. Such insurance must be issued by a company satisfactory to the Risk Manager. Service Provider shall, before performance of any Services pursuant to this Agreement, file with the Risk Manager evidence of insurance coverage as specified in "Exhibit B". Maintenance of insurance coverages by Service Provider is a material element of this Agreement. Service Provider's failure to maintain or renew insurance coverages or to provide renewal evidence shall be considered a material breach of this Agreement.

27. LIVING WAGE REQUIREMENTS. During the term of this Agreement, Service Provider understands and agrees that if Living Wages are applicable subject to the 2002 Oxnard City Council Living Wage Policy, attached as "Exhibit E" to this Agreement. Service Provider will pay and/or provide the wages and/or benefits required therein to all of its employees engaged in whole or in part in performing the services provided for by this Agreement. The duty to pay the correct wage is the responsibility of the Service Provider.

28. PREVAILING WAGE REQUIREMENTS. The payment of State prevailing wages as designated for Ventura County shall apply to public works projects. However, this section shall not apply to work performed on a public works project of twenty-five thousand dollars ($25,000) or less when the project is for construction, alteration, demolition, installation, or repair work; or to work performed on a public works project of fifteen thousand dollars ($15,000) or less when the project is for maintenance work. Prevailing wages are required to be paid to all workers, including subcontracted employees. For further information regarding Prevailing Wage Requirements please refer to Exhibit "F" attached to this Agreement.

A. To determine if this Agreement is subject to compliance monitoring and enforcement, go to: https://www.dir.ca.gov/Public-Works/PublicWorksSB854FAQ.html
B. It is unlawful to split, or separate into small portions, work orders, projects, purchases, or public works projects for the purpose of evading these prevailing wage requirements.
C. In the event that there is a difference between the amount of wages to be paid under the City of Oxnard's local Living Wage requirements and the requirements of this provision, the wage rate that is the higher of the two shall be applicable to this Agreement. The duty to pay the correct wage is the responsibility of the Service Provider.

29. CONFLICT OF INTEREST. Service Provider covenants that it does not have any interest, nor shall it acquire any interest, directly or indirectly, which would conflict in any manner with the performance of Service Provider's services under this Agreement. Service Provider further covenants that in the performance of services under this Agreement, no officer, employee or agent of Service Provider having such interest shall be employed by it. In the event the City determines that Service Provider must disclose its financial interests by completing and filing a Fair Political Practices Commission Form 700, Statement of Economic Interests, Service Provider shall file such Form 700 with the City Clerk's Office pursuant to the written instructions provided by the City Clerk. Acquisition or maintenance of a conflicting interest by Service Provider may result in termination of this Agreement by the City.

30. IRAN CONTRACTING ACT. In accordance with the Iran Contract Act of 2010 (Public Contract Code sections 2200-2208) the City requires that any Consultant that submits a proposal or otherwise proposes to enter into or renew a contract with the City with respect to goods or Services of one million dollars ($1,000,000) or more, must certify, that the Consultant is not identified on a list created pursuant to subdivision (b) of Public Contract Code Section 2203 as a person engaging in investment activities in Iran described in subdivision (a) of Public Contract Code Section 2202.5, or as a person described in subdivision (b) of Public Contract Code Section 2202.5, as applicable.

A Consultant is ineligible to enter into any contract with the City for goods or Services of one million dollars ($1,000,000) or more if the Consultant engages in investment activities in Iran. Consultant must certify that it is not on the list of ineligible vendors prohibited from doing business with the State of California and shall complete the Iran Contract Act Certification attached as Exhibit G.

31. SUBCONTRACTING. If Service Provider requires the assistance of a subcontractor to render any services under this agreement, Consultant shall obtain prior written consent from the City before a subcontractor performs any service pursuant to this Agreement. All subcontractors shall be identified in the Scope of Work or Task Order attached to this Agreement as Exhibit A. Service Provider is fully responsible for satisfactory completion of all its subcontractors' work. All subcontractors shall be properly licensed and insured; and bonded, if applicable. Service Provider shall be responsible for all liabilities regardless of nature, type, or cause, arising out of or resulting from or in connection with subcontractors performance pursuant to this Agreement or subcontractors failure to comply with any of its obligations in connection with this Agreement.

A. If Service Provider is providing Security or Janitorial Services under this Agreement and is employing independent contractors to provide such services to the City, then Service Provider shall provide the City a copy of its agreement with the independent contractors that are performing the services stated in this agreement.

32. DISPUTES. Except as otherwise provided in these provisions, any dispute concerning a question of fact arising under this Agreement, shall be decided by the City's Designated Representative, who shall reduce this decision to writing and mail a copy to the Service Provider. The decision of the City's Designated Representative shall be final and conclusive unless Service Provider requests mediation within ten (10) calendar days. Pending final decision of a dispute, the Service Provider shall proceed diligently with the performance of the Agreement and in accordance with the decision of the City's Designated Representative.

33. DISPUTE RESOLUTION. Should an unresolved dispute arise out of this Agreement, any Party may request that it be submitted to mediation. The Parties shall meet in mediation within a reasonable time not to exceed forty-five (45) days of a request. The mediator shall be agreed to by the mediating Parties. In the absence of an agreement on a mediator, the Parties shall each submit one name from mediators listed by the American Arbitration Association, the California State Board of Mediation and Conciliation, or other agreed-upon service. The mediator shall be selected by a "blindfold" process. The cost of mediation shall be borne equally by both Parties. Neither Party shall be deemed the prevailing Party. No Party shall be permitted to file a legal action without first meeting in mediation and making a good faith attempt to reach a mediated settlement. The mediation process, once commenced by a meeting with the mediator, shall last until agreement is reached by

the Parties but not more than sixty (60) calendar days, unless the maximum time is extended in writing by both Parties.

34. **AUDIT.** City shall have the option of inspecting, auditing and/or reproducing all records and other written materials: used by Service Provider in preparing its billings to CITY as a condition precedent to any payment to Service Provider; or for other purposes relating to the Agreement. Service Provider will promptly furnish all documents requested by City. Additionally, if this Agreement is in excess of $10,000, the State Auditor may examine and audit Service Provider for a period of 3 years after final payment under the Agreement. Regardless of whether a State audit is permitted, Service Provider shall maintain and preserve all such records for a period of at least 3 years after final payment under the Agreement or until an audit has been completed and accepted by City, whichever occurs later. Service Provider shall maintain all such records in City or to promptly reimburse City for all reasonable costs incurred in conducting the audit at a location other than in City, including but not limited to expenses for personnel, salaries, private auditor, travel, lodging, meals and overhead. Service Provider shall include a copy of this Section in all contracts with its subcontractors, and Service Provider shall be responsible for immediately obtaining those records or other written material from its subcontractors upon a request by the State Auditor and/or City.

35. **ADVERTISING AND PUBLICITY.** Service Provider shall not use the name of or refer to City directly or indirectly in any advertisement, news release, or professional or trade publication without prior written approval from the City Manager. This Section shall survive the termination of this Agreement.

36. **NONDISCRIMINATORY EMPLOYMENT.** Service Provider shall not unlawfully discriminate against any individual based on race, color, religion or religious creed, national origin, ancestry, ethnic group identification, primary language, physical disability, mental disability, medical condition, genetic information, marital status, gender, gender identity, gender expression, sex, sexual orientation, age, immigration status, citizenship or military and veteran status. Service Provider understands and agrees that it is bound by and will comply with all legal nondiscrimination mandates. For every subcontractor who will perform Services, Service Provider shall be responsible for such subcontractor’s compliance with this Section.

37. **FORCE MAJEURE.** Neither the Service Provider nor the City shall be responsible for any delay caused by any contingency beyond their control, including, but not limited to, war or insurrection, walkouts by the Party’s own employees, fires, natural

calamities, riots, or demands or requirements of governmental agencies other than the City.

38. **GOVERNING LAW.** The terms of this Agreement shall be interpreted according to the laws of the State of California. Should litigation occur, venue shall be in the Superior Court of California, County of Ventura.

39. **SEVERABILITY.** If any portion of this Agreement is declared by a court of competent jurisdiction to be invalid or unenforceable, then such portion will be deemed modified to the extent necessary in the opinion of the court to render such portion enforceable and, as so modified, such portion and the balance of this Agreement will continue in full force and effect and be enforceable.

40. **INTEGRATED AGREEMENT.** This Agreement and the attached exhibits referenced herein to this Agreement represent the entire understanding between the Parties. No verbal agreement or implied covenant shall be held to vary the provisions of this Agreement. This Agreement shall bind and inure to the benefit of the Parties to this Agreement and any subsequent successors and assigns.

41. **NO THIRD-PARTY BENEFICIARY.** This Agreement shall not be construed to be an agreement for the benefit of any third-party or parties, and no third party or parties shall have any claim or right of action under this Agreement.

42. **AUTHORITY TO EXECUTE.** Each Party hereto expressly warrants and represents that through its Designated Representative it has the authority to execute this Agreement on behalf of its corporation, partnership, business entity, or governmental entity, and warrants and represents that the Designated Representative has the authority to bind each Party to the performance of its obligations hereunder.

43. **EXECUTION – COUNTERPARTS.** This Agreement may be executed in any number of counterparts and each such duplicate counterpart shall constitute an original, but they shall not be effective nor enforceable unless and until it is executed with the handwritten signature or electronic signature of an authorized representative of each of the relevant Parties. No counterpart shall be deemed to be an original or presumed delivered unless and until the counterpart executed by the other Party to this Agreement is in the physical possession of the Party seeking enforcement thereof.

44. **INCONSISTENT OR CONFLICTING TERMS.** In the event of any contradictions or inconsistencies between any attached documents or exhibits incorporated by

reference herein and the provisions of the Agreement itself, the terms of the Agreement shall control. Any exhibit that is attached and incorporated by reference shall be limited to the purposes for which it is attached, as specified in this Agreement. Any contractual terms or conditions contained in such exhibit imposing additional obligations on the City are not binding upon the City's Designated Representative unless specifically agreed to in writing, and initiated by City's Designated Representative, as to each additional contractual term or condition.

45. ACKNOWLEDGEMENT. By signing below, Service Provider acknowledges that it has reviewed the City's General Services Agreement terms and conditions and insurance requirements and that Service Provider hereby agrees to full compliance.

[Signatures on next page]

In witness whereof, the Parties have entered into this Agreement effective on the date as written in section 4 and upon signature of all Parties.

CITY OF OXNARD		**CITIGUARD, INC.**	
X Luis A. Mc Arthur, Mayor[2]	Date	Sami Nomair, President	Date
☐Libertad Macias,[3] Purchasing Manager			
		Howard Fridkin,[4] Director of Contract & Procurements	Date

ATTEST:

Lourdes A. López, CITY Clerk (only if Mayor signs) Date

APPROVED AS TO FORM:

Stephen M. Fischer, CITY Attorney (always required) Date

EXHIBIT A

[2] The City Council must authorize and the Mayor must execute any agreement over $220,000.

[3] The Purchasing Agent may execute any authorized agreement up to $220,000.

[4] The City requires the following for any contract:

- For a corporation, the signatures of the Board President, CEO or Vice President and of the Board Secretary, Assistant Secretary, CFO or Assistant Treasurer;
- For an LLC, the signatures of at least two managers of the LLC (company directors, not lower-level managers); or
- For a partnership, the signature of a partner. If the partnership is a limited partnership, the signer must be a general partner.

If the company has a different structure, or if the above-listed persons are not the appropriate signers, please submit to the City Attorney legally-binding documentation stating who can sign and bind your company.

GENERAL SERVICE AGREEMENT
(City of Oxnard and Citiguard, Inc.)

SCOPE OF SERVICES

PROJECT MANAGER: Miguel Serrato, Police Commander. Phone: 805-797-5891 Miguel.serrato@oxnardpd.org.

The vendor to provide the services listed below for the following locations:

OXNARD DOWNTOWN MANAGEMENT DISTRICT - ODMD

The schedules for unarmed uniformed patrol persons in the ODMD are driven by available funding and security demands. These schedules are subject to change and will be agreed upon by the City and Vendor. The total hours per week may range from 136 up to 280.

- Overnight patrol may consist of one uniformed district safety officer who may be on site from 12:00AM to 8:30AM seven days per week with an unpaid 30-minute meal break.
- Day shift patrol may consist of one uniformed district safety officer who may be on site from 8:30AM to 5:00PM seven days per week with an unpaid 30-minute meal break.
- Swing shift patrol may consist of one uniformed district safety officer who may be on site from 3:30PM to 12:00AM seven days per week with an unpaid 30-minute meal break.
- Support shift patrol, Friday and Saturday, may consist of one uniformed district safety officer who may be on site from 10:00PM to 4:30AM two days per week, Friday and Saturday, with an unpaid 30-minute meal break. (16 hours per week).
- Support shift patrol, Tuesday through Saturday, may consist of one uniformed district safety officer who may be on site from 12:00PM to 8:30AM two days per week, Friday and Saturday, with an unpaid 30-minute meal break. (40 hours per week).

Patrol will occur by a variety of means, including foot patrol, bicycle patrol, vehicle patrol, and video surveillance, throughout the ODMD Area with a focus on the Parking Structure (300 block of South B Street) and Centennial Plaza (400 Block of South B Street).

Currently, District Safety consists of one supervisor working 40 hours per week, and a combination of security officers working 96 hours per week.

The schedule below represents a sample week of District Safety coverage total 136 hours per week:

Personnel	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
Supervisor	1500-2300	Off	Off	0700-1500	1500-2300	0700-1500	0700-1500	40
Officer	1830-0230	1500-2300	1500-2300	Off	Off	Off	0900-1700	32
Officer	0700-1500	Off	0700-1500	1500-2300	Off	Off	1700-2300	32
Officer	Off	0700-1500	Off	Off	0700-1500	1500-2300	1700-2300	32

DOWNTOWN PARKING STRUCTURE

Security Guard Services will be required 24 hours a day, 7 days a week for the Downtown Parking Structure. Security Services staff will patrol all 4 levels of the parking structure, including elevator lobbies, all stairwells, parking structure perimeter, and general parking structure areas.

Security Guard Services to provide security officers to support on demand requests. This would include planned and unplanned events across the City of Oxnard. Security services may require support over a 24-hour period, or to support planned City events.

Note: Hours of security support may be reduced based on need or available budget.

OXNARD PUBLIC LIBRARY

The main Oxnard Public Library (OPL) located at 251 S. “A” Street is owned and operated by the City of Oxnard. The OPL is a 72,000 square foot building which has two main public doors at both the “A” Street side and Parking Lot/Civic Center side, a staff entrance, and a loading dock. It includes administrative workspace, public indoor and outdoor patio space, public restrooms, public meeting space, and a gift shop. Its proximity to the City’s Civic Center, Transportation Center (approximately two blocks), Plaza Park (three blocks), the Winter Warming Shelter (eight blocks), and Heritage Square (four blocks) situate the OPL in a high traffic area. The OPL is open to the public Monday through Thursday 9:00 AM to 8:00 PM, Saturday from 9:00 AM to 5:30PM. Each year the OPL serves approximately one quarter of a million patrons.

The schedule for unarmed uniformed patrol persons at the Oxnard Public Library is driven by available funding, security demands, and hours of operation. This schedule is subject to change and will be agreed upon by the City and Vendor. The total hours per week may range from 40 hours to 60 hours, including their 30-minute unpaid lunch depending on the need. The current schedule for uniformed patrol persons at the Oxnard Public Library is as follows:

Personnel	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
Officer	0850-1740	Closed	1205-0830	1205-0830	1205-0830	1205-0830	Closed	40

The following responsibilities apply to those patrol persons assigned to the Oxnard Public Library:

- Whenever possible, the PPO shall provide guard services without interruptions. The same guard(s) shall provide the services daily. In the case of interruptions in service, including, but not limited to, absenteeism, the PPO must provide a replacement in a reasonable amount of time that will cover agreed-upon Library hours. Additionally, the PPO must notify the Library immediately upon receiving a tardy notice from the scheduled guard(s).
- An extra hours bank of 40-50 hours that can be used for library-set training, or if a guard is held over their schedule to finish up an incident.
- Security company must ensure guard has a fully functional and working phone that includes at minimum, call, text, internet, photo/video and media sharing.
- Follows library policies and procedures for expectations, protocols, rounding, incidents, reporting, and so on. Onboarding of guards for library specific policies and procedures would include going over these. Additional trainings and certificates may be assigned by the Library Manager or delegate throughout the guard's employment.
- Security Guard must be of a temperament to work and communicate with compassion with adults, teens, and children of all ages and be capable of deescalating incidents and controlling a crowd in all circumstances.

OXNARD SERVICE CENTER

The Oxnard Service Center is located at 214 S. "C" Street, and is also owned and operated by the City of Oxnard. The Service Center has two main public doors at both the "C" Street side and the Parking Lot/Civic Center side, and three staff entrances, two of which are located on the east side of the building and the other on the northwest corner. There are two employee break rooms located on the southwest and northwest corners of the building, respectively. There is an employee patio area with an external gate on the northwest corner. There are public restrooms in the lobby and employee restrooms in the north and south wings. There are three conference rooms located off of the lobby. There is a Development Services counter on the south side of the lobby which provides service to Oxnard residents in the area of planning, building, development, engineering, public improvement inspections, traffic engineering, and transportation planning.

The north side of the lobby is occupied by staff from the city's Billing and Licensing Division, staff from Community Development Department, and staff from Public Works Department, providing service to the residents and business community, including conducting City-related payments for utility billing and business licensing, cash, check, and credit card handling services, Code Compliance inspection, and Traffic Engineering Services. The payment windows are equipped with glass partitions above a solid surface counter. There is a payment drop box located outside of the lobby entrance facing the Parking Lot/Civic Center side. All employee entrances are accessed by use of City issued card key. The lobby has a high volume of foot traffic of City employees and the public each business day Monday through Thursday 8:00 AM to 6:00 PM and every other Friday 9:00 AM to 5:00 PM.

Personnel	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday*	Total Hours
Officer	Closed	Closed	0745-1830	0745-1830	0745-1830	0745-1830	0745-1730*	52.75

*Service Center is closed every other Friday; no patrol is necessary on closed Fridays

The following responsibilities apply to those patrol person(s) assigned to the Oxnard Service Center:

- The patrol person receives general supervision from the Service Center Management.
- Provide a high visibility representative of the Service Center for patrons and visitors.
- Provide assistance to the Service Center staff and management in handling visitors with aggressive or abusive behaviors or language when interacting with the staff and/or management, including escorting such visitors out of the Service Center when they refuse to stop such behaviors or language toward the Service Center staff or management upon verbal warning. And if the situation escalates, contact the Oxnard Police Department for further assistance.
- Offer customer service to those who ask for it, and those who may look as if they need assistance.
- Identify those persons who may be suspicious and alert staff and/or authorities as necessary.
- Deter crime and misconduct through high-visibility patrols and interactions with suspicious individuals.
- Report violations of the law to police.

Offices are closed all designated city holidays; however, certain employees may be staffed inside during off hours.

PATROL PERSON RESPONSIBILITIES

The assigned patrolperson will:

1. Patrol assigned areas as required for each location.
2. Ensure appropriate communication with vendor supervisors or corporate offices.
3. Observe and report any violations, illegal or hazardous activities and/or items to law enforcement immediately.
4. Provide information as directed to employees, the public, and visitors of the Central Business District, Library, Service Center and Parking Structure.
5. Deter crime and misconduct through high-visibility patrols and interactions with suspicious individuals. Expel unruly persons and report more serious offenders to law enforcement.
6. Deter loss, damage, or misuse of the property.
7. Monitor activity occurring within Oxnard Downtown Management District.
8. Investigate any suspicious activity and notify law enforcement when appropriate.
9. Assist fire department, medical services, and police agencies as necessary.
10. Maintain and update the security procedures manual, commonly known as “Post Orders.”
11. Maintain a professional appearance at all times.
12. Provide a daily log noting exceptional events and observations.
13. Maintain photographic and written records of banned persons, habitual offenders, and persons who have been advised about trespassing on City property.
14. Report incidents of graffiti, vandalism, lighting outages and other issues affecting public safety to designated responsible agencies for repair.
15. Upon request, ensure staff safely reach their vehicles.
16. Deal effectively and properly with disruptions in a respectful and tactful manner; proactively prevent disruptions.
17. Perform other duties as required to maintain effective and efficient security.

VENDOR RESPONSIBILITIES

1. Vendor will provide adequate supervision for all patrol persons.
2. Vendor to ensure coverage is provided for planned break and lunch times.
3. Location of guard tour patrols and frequency of patrols will be agreed upon by the Vendor and City.
4. Vendor shall provide copies of guard tour logs and daily post logs bi-weekly to the City’s facilities manager and Police Department, and at any time upon demand.
5. Vendor must be a licensed private patrol operator with the California Department of Consumer Affairs, Bureau of Security and Investigative Services.
6. Each security officer and supervisor assigned to this project must be able to speak, read, and write in English.

7. Vendor employees assigned to this project may be required to submit to a Live Scan and criminal history check performed by the Oxnard Police Department at City's expense with or without notice.
8. At least one patrol person on site must be bilingual in English and Spanish. Bilingual capabilities in English and Spanish are desirable for patrolpersons.
9. Vendor will work cooperatively with the Oxnard Police Department to develop protocols for employees to take action required to handle incidents on City property.
10. The Vendor shall provide written summaries of incidents involving habitual offenders known to the patrol staff, persons or situations causing a concern for public safety, or violence. The written summaries will be transmitted to the Oxnard Police Department's office assigned to the patrol for the Oxnard Downtown Management District, Oxnard Public Library, Service Center and the Parking Structure.
11. The City reserves the right to reject Vendor employees with or without cause.

REPORTS OF VIOLATIONS OF LAWS

No patrol person shall perform, or be required to perform, official police or investigation activities but shall make a report to the Police Department of any felonies, high-grade misdemeanors or violations of federal law which come to his or her attention. High grade misdemeanors include petty theft, violations of dangerous weapons control laws, traffic manslaughter, indecent exposure, child molesting, contributing to the delinquency of a minor, lewd conduct, and all other misdemeanor sex offenses. Such reports may be made by telephone or in person visit to the watch commander or other person charged with the duty of receiving reports of law violations.

Vendor shall comply with the following private patrol operator regulations:

Badges/Insignia

1. The Chief of Police or designee may prescribe the size, shape, and inscription upon the badge or insignia to be worn by a patrol person. The design of the badge or insignia shall not be an imitation of, resemble, or be readily mistaken as a badge or insignia of local, county, state, or federal law enforcement officers. The badge or insignia must comply with the provisions of the California Business and Professions Code.

Uniforms

1. No patrol person shall wear or be required to wear any uniform that imitates, resembles, or may readily be mistaken for the uniform of local, county, state, or federal law enforcement officers. Uniforms must comply with the provisions of the California Business and Professions Code.

2. No patrol person shall wear or be required to wear a uniform shirt which is similar to, or may be mistaken for the uniform shirt of a local, county, state, or federal law enforcement agency. Shirt colors specifically prohibited are black, dark blue, navy blue, French blue, khaki (yellowish-brown) or a similar color or hue.

3. When a patrol person wears any type of clothing or covering over an authorized uniform shirt, the outermost garment will be marked with a patch on at least one shoulder that reads “Private Security” and will include the name of the private patrol company by which the person is employed, or which the person represents. A badge or cloth patch will be affixed on the upper left breast of the uniform and shall have clearly visible the words “Private Security”. The Oxnard Downtown Management District logo will be affixed on the upper right breast of the uniform (See Exhibit 2). Across the back to the outermost garment will be permanently marked “District Safety” in a high-contrast color in standard sans-serif characters no smaller than two inches in height.

4. Uniform & Grooming Standards: All security officers must maintain a clean, professional uniform and appearance at all times and comply with established grooming standards. Face masks or coverings that obscure the face are prohibited while on duty, except for medically required masks or approved PPE, including N95 respirators, for health and safety purposes.

5. The Chief of Police or designee may authorize a special uniform blazer apparel for a patrol person or uniformed in-house security guard working a fixed post at a specific location, e.g., commercial building lobby and not assigned to a foot or vehicle patrol assignment. The uniform blazer typically consists of a light weight, single-breasted jacket with the insignia or uniform patch affixed over the breast pocket.

Vehicles

1. Private patrol operators shall be prohibited from using any vehicle that imitates, resembles, or may be readily mistaken for the vehicles used by any local, county, state, or federal official public law enforcement agency. No vehicle used by a private patrol service shall be equipped with a red light or siren.

2. The private patrol operator license number, prefaced with the letters “PPO”, will be permanently affixed to the rear of each vehicle used for patrol services by a private patrol operator.

3. Any vehicle used for private patrol must be marked permanently with the words “Private Security” or “Security Patrol” on the rear and both sides of the vehicle. The Oxnard Downtown Management District logo shall be affixed to the front driver and passenger side door (see Exhibit 2)

4. Any required vehicle lettering pursuant to this section shall:

a. Consist of a standard sans-serif font with characters no smaller than two inches in height.
b. The lettering must be in a high contract color with the background color where affixed.

OTHER SECURITY SERVICES (AS NEEDED)

The city may require on-call security services for city events or emergency services on an as-needed basis. The city reserves the right to add or remove locations as deemed necessary.

EXHIBIT B

GENERAL SERVICE AGREEMENT
(City of Oxnard and Citiguard, inc.)

SCHEDULE OF COMPENSATION

SECURITY SERVICES FEE SCHEDULE

City of Oxnard Security Services Fee Schedule
City Locations

Oxnard Downtown Management District $24.00 per hour $ 15,010.67 per month

Oxnard City Library $24.00 per hour $ 4160.00 per month

Downtown Parking Structure $24 per hour $ 17,736.00 per month

Oxnard Service Center $24.00 per hour $ 5408.00 per month

Security Services Supervisor $29.00 per hours

Event Security (unarmed) $ 29.00 per hour

Emergency Services $ 29.00 per hour

Other Fees (specify) Vehicle patrol $ 30.00 per hour

SECURITY SERVICES FEE SCHEDULE

City of Oxnard Security Services Fee Schedule

City Locations

Oxnard Downtown Management District $ 180,128 per year

Oxnard City Library $ 49,920 per year

Downtown Parking Structure $ 212,832 per year

Oxnard Service Center $ 64,896 per year

“This contract shall not exceed $2,575,000.00 for the entire 5-year term of the contract”

EXHIBIT C

GENERAL SERVICES AGREEMENT
(City of Oxnard and Citiguard)

INSURANCE REQUIREMENTS

Prior to contract approval, CONSULTANT/SERVICE PROVIDER/SELLER/BIDDER (hereafter referred to as "SERVICE PROVIDER") must procure, agree to maintain and supply evidence of insurance at the levels listed and in accordance with the other provisions listed in this document.

EXHIBIT D

GENERAL SERVICES AGREEMENT
(City of Oxnard and Citiguard, Inc.)

LIVING WAGE POLICY

Pursuant to the Living Wage Policy adopted July 9, 2002 by the City Council and effective October 1, 2002, the City Manager and City Attorney are directed to include the following language in all standard trade services contracts and all unique trade services contracts governed by the Living Wage Policy.

A. Service Provider shall compensate any employee of Service Provider who provides services under this Agreement in accordance with the Living Wage Policy, attached hereto and incorporated herein by reference as the Living Wage Policy Exhibit. While this Agreement is in effect, Service Provider shall pay such employee no less than $20.06 per hour for each hour that such employee provides services under this Agreement. In addition, while this Agreement is in effect, Service Provider shall provide to such employee no less than 96 hours of paid leave per calendar year.

B. Service Provider agrees to post, at a location readily accessible to those employees providing services to the City, a copy of the Living Wage Policy adopted by City Council on July 9, 2002 and effective October 1, 2002.

C. If Service Provider fails to compensate such employee pursuant to the Living Wage Policy, the City Manager or designee shall terminate this Agreement on written notice to Service Provider, effective immediately.

D. In addition, if Service Provider fails to comply with the Living Wage Policy in any manner, Service Provider shall pay to City a fine of $500 and shall pay to any employee providing services under this Agreement a penalty of three times the amount or value of the compensation owed to such employee under the Living Wage Policy. Service Provider shall pay such fine and penalty within fifteen (15) calendar days after the City Manager or designee provides written notice to Service Provider of the amount owed.

CITY OF OXNARD LIVING WAGE REQUIREMENTS
EFFECTIVE JULY 1, 2024

Service Provider shall compensate any employee of Service Provider who provides Services under this Agreement in accordance with the Living Wage Policy, attached hereto and incorporated herein by reference as Exhibit E. While this Agreement is in effect, Service Provider shall pay such employee no less than $20.06 per hour for each hour that such employee provides Services under this Agreement. This hourly rate shall be adjusted on July 1, 2025, and each July 1 thereafter, according to the percentage change in the Consumer Price Index, all items, prepared by the Bureau of Labor Statistics for the Los Angeles area relating to all urban consumers (CPI-U), index base 1982-84=100, comparing May of the previous year to May of the current year. In addition, while this Agreement is in effect, Service Provider shall provide to such employee no less than 96 hours of paid leave per calendar year.

a. Service Provider agrees to post, at a location readily accessible to those employees providing Services to the City, a copy of the Living Wage Policy adopted by the Oxnard City Council on July 9, 2002 and effective October 1, 2002.

b. If Service Provider fails to compensate such employee pursuant to the Living Wage Policy, the City Manager or designee shall terminate this Agreement on written notice to Service Provider, effective immediately.

c. In addition, if Service Provider fails to comply with the Living Wage Policy in any manner, Service Provider shall pay to City a fine of $500 and shall pay to any employee providing Services under this Agreement a penalty of three times the amount or value of the compensation owed to such employee under the Living Wage Policy. Service Provider shall pay such fine and penalty within fifteen (15) calendar days after the City Manager or designee provides written notice to Service Provider of the amount owed.

EXHIBIT E

GENERAL SERVICES AGREEMENT
(City of Oxnard and Citiguard, Inc.)

IRAN CONTRACTING ACT CERTIFICATION
Public Contract Code Sections 2202-2208

Pursuant to Public Contract Code 2204.(a) A public entity shall require a person that is submits a bid or proposal to, or otherwise proposes to enter into or renew a contract with, a public entity with respect to a contract for goods or services of one million dollars ($1,000,000) or more to certify, at the time an Agreement is signed or renewed, that the person is not identified on a list created pursuant to subdivision (b) of Section 2203 as a person engaging in investment activities in Iran described in subdivision (a) of Section 2202.5 or as a person described in subdivision 9b) of Section 2202.5, as applicable.

To comply with this requirement, please insert your company/entity and Federal ID number (if available) and complete **one** of the options below. Please note, California law established penalties for providing false certifications, including civil penalties equal to the greater of $250,000 or twice the amount of the contract for which the false certification was made, contract termination and three-year ineligibility to bid on contract in accordance with Public Contract Code section 2205.

OPTION No.1 – CERTIFICATION

I, the official named below, certify I am duly authorized to execute this certification on behalf of the company/entity identified below, and the company/entity identified below is not on the current list of persons engaged in investment activities in Iran created by DGS and is not a financial institution extending twenty million dollars ($20,000,000) or more in credit to another person or entity, for 45 days or more, if that other person or company/entity will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS in accordance with subdivision (b) of Public Contract Code 2203.

Company Name/Financial Institute (Printed): Federal ID Number (or n/a):

_____ _____

By (Authorized Signature):

_____

Printed Name & Title of Person Signing: Date Executed

_____ _____

Executed in the County of _____ in the State of _____

OPTION No.2 – EXEMPTION

Pursuant to Public Contract Code sections 2203(c) and (d), a public entity may permit a vendor/financial institution engaged in investment activities in Iran, on a case-by-case basis, to be eligible for, or to bid on, submit a proposal for, or enters into or renews, a contract for goods and services. If you have obtained an exemption from the certification requirement under the Iran Contracting Act, please fill out the information below and attach documentation demonstrating the exemption approval.

Company Name/Financial Institute (Printed): Federal ID Number (or n/a):

_____ _____

By (Authorized Signature):

_____

Printed Name & Title of Person Signing: Date Executed

_____ _____

Executed in the County of _____ in the State of _____

Response to:

RFP NO. 25-140 SECURITY SERVICES
FOR THE OXNARD DOWNTOWN MANAGEMENT DISTRICT

July 31, 2025

Howard Fridkin,
Director of Contracts and Procurements
Citiguard, Inc.
22736 Vanowen St., Ste. 300
West Hills, CA 91307

Patricia Garcia
City of Oxnard
300 W. Third St., Suite 202
Oxnard, CA 93030

Dear Ms. Garcia,

On behalf of Citiguard, Inc., I would like to express our sincere appreciation for the opportunity to submit our proposal for unarmed security guard services for the City of Oxnard. We understand the vital role that safety and professionalism play in maintaining public trust, and we are proud to present a comprehensive security solution tailored specifically to the City's designated service areas—including the Oxnard Downtown Management District (ODMD), the Downtown Parking Structure, the Oxnard Public Library, the Oxnard Service Center, and additional on-call support for City events or emergency needs.

Citiguard is a California-based, full-service private security firm with over 18 years of experience delivering consistent, high-quality protection for municipalities, transportation hubs, public libraries, and civic centers throughout the state. We are submitting to this RFP because we believe our background aligns directly with the City's needs—not only in scope but also in complexity, sensitivity, and scale.

Our personnel are BSIS-certified and rigorously trained in de-escalation, emergency response, crowd management, and trauma-informed public engagement—essential qualities for managing the unique dynamics of downtown corridors, high-traffic municipal buildings, and facilities frequented by transient populations. Many of our officers come from military or law enforcement backgrounds and are further trained to reflect the values of compassion, courtesy, and professionalism that the City of Oxnard expects.

We currently serve a wide range of public sector clients, including the Bakersfield Police Department, the City of Torrance, the County of Orange/Santa Ana, and Los Angeles County Probation, along with various city libraries and school districts. These long-standing relationships underscore our capacity to provide scalable, responsive, and mission-aligned security services under demanding conditions.

We are honored to be considered for this critical role and stand ready to deliver a proactive, visible, and community-conscious security presence across all designated Oxnard locations. Thank you for your time and consideration. We look forward to the opportunity to partner with you in keeping the City of Oxnard safe and secure.

Best Regards,

Howard Fridkin

Howard Fridkin,
Director of Contracts and Procurements
Authorized to execute documents on behalf of Citiguard, Inc.

800-613-5903
howard@citiguardinc.com

RFP No. 25-140
Security Services for the Oxnard Downtown Management District

Responding with Precision and Innovation for

City of Oxnard

Strategic Excellence Unveiled

TABLE OF CONTENTS

COMPANY INFORMATION.....1

REFERENCES.....2-3

COMPANY PROFILE.....3-8

PROJECT EXPERIENCE.....9-13

APPROACH, UNDERSTANDING, AND LEVEL OF EFFORT.....14-40

CLARIFICATIONS, EXCEPTIONS, OR DEVIATIONS.....40-41

COMPANY OVERVIEW AND DISCLOSURE OF SERVICES OR ACTIVITIES.....41-42

TOUR MANAGEMENT SYSTEM.....42-43

POST ORDERS, POLICIES AND PROCEDURES.....43-46

ASSIGNED PROJECT OFFICERS: RECOMMENDATIONS FOR THE PROFESSIONAL DEVELOPMENT AND TRAINING OF OFFICERS.....46-48

Appendices (attached):

1. **SECURITY SERVICES FEE SCHEDULES**
2. **CERTIFICATION**
3. **DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST FORM**

TABLE OF CONTENTS

(cont'd.)

4. **NON-COLLUSION DECLARATION**
5. **IRAN CONTRACTING ACT CERTIFICATION**
6. **PHOTOS: UNIFORMS** (badge & shoulder patches)
7. **PHOTOS: PATROL VEHICLES**
8. **ADDENDUM NO. 1**
9. **ADDENDUM NO. 2**
10. **CITIGUARD COI**
11. **CITIGUARD PPO LICENSE**
12. **CITIGUARD W-9**
13. **CITIGUARD TRAINING MANUAL**

COMPANY INFORMATION

Name of Business/Company: Citiguard, Inc.

Business/Company Address: 22736 Vanowen St., Ste. 300, West Hills, CA 91307

Number of Years in Business under the present business name/

Number of years of experience providing the proposed, equivalent or related services: 18 years

Person(s) authorized to sign contracts for the business entity: Howard Fridkin, Director of Contracts and Procurements, Sami Nomair, President and Aurora Olmos, Senior Account Manager / available office number: 800-613-5903

Telephone Number(s): 800-613-5903

E-mail Address: howard@citiguardinc.com

Website Address: www, citiguardinc.com

Federal Tax ID Number: 90-1003623

Type of Business: S Corporation

REFERENCES

Citiguard takes pride in delivering exceptional security services to a distinguished roster of clients across diverse sectors, including city, state, and federal government agencies, as well as high-profile organizations. Our unwavering commitment to excellence, reliability, and professionalism has earned the trust of these esteemed partners. Below is a selection of the valued clients who have entrusted Citiguard with their security needs, showcasing our proven dedication to ensuring safety and peace of mind for all those we serve.

LOS ANGELES COUNTY PROBATION DEPARTMENT (2 locations)
BARRY J. NIDORF JUVENILE HALL
16350 Filbert St. Sylmar, CA 91342

LOS PADRINOS JUVENILE HALL
7285 Quill Dr. Downey, CA 90242

(cont'd.)

Contact person: Nicholas Esparza, Director
Tel: (323) 804-6152
Email: nicholas.esparza@probation.lacounty.gov

Start date: September 5, 2023
Term of Contract: Ongoing
Contract amount: $6,000,000.00

Service (both locations):
We provide comprehensive security coverage across multiple locations with a dedicated team of 96 highly trained security officers. Our personnel adhere to stringent security protocols, utilizing metal detectors to conduct thorough screenings of staff, inmates, and visitors, ensuring that all individuals entering the facilities are properly vetted.

Our armed security officers maintain a 24/7 presence, actively monitoring and patrolling facility entrances. They meticulously document staff and visitor movements, maintaining detailed records to uphold the highest standards of safety, accountability, and compliance.

Beyond entrance security, we deploy security golf carts for continuous perimeter patrols, enhancing visibility and response capabilities. This proactive approach ensures that all areas remain secure, well-monitored, and prepared for any potential threats.

BAKERSFIELD POLICE DEPT.
1600 Truxtun Avenue, Bakersfield, CA 93301

Contact Person: Nicole Anderberg, Director
Tel: (661) 326-3978
Email: nanderberg@bakersfieldpd.us

Start date: February 13, 2023
Term of contract: Ongoing
Contract amount: $1,090,297.00

Service:
Citiguard operates a fleet of patrol vehicles providing 24/7 security coverage for Bakersfield's downtown area. Our high-visibility patrols ensure constant surveillance, rapid incident response, and the safety of city staff, residents, and visitors.

(cont'd.)

Officers are trained in advanced de-escalation techniques to diffuse volatile situations involving criminal behavior, transient populations, and potential fire or public safety threats. In aggressive scenarios, Citiguard officers coordinate seamlessly with the Bakersfield Police Department, leveraging a strong partnership for immediate intervention. Our proactive approach, focusing on deterring criminal activity and maintaining public safety, has significantly enhanced the security landscape in the downtown district.

ARCADIA PUBLIC LIBRARY
20 W. Duarte Road, Arcadia, CA 91006

Contact person: Samantha Alba, Library Services Manager
Tel: (626) 821-4364
Email: salba@arcadiaca.gov

Start date: July, 2023
Term of contract: Ongoing
Contract amount: $77,940.00

Service:
Citiguard provides vigilant monitoring and proactive patrol services to ensure the safety and comfort of library staff, patrons, and visitors. Our assigned security officer is professionally trained in de-escalation techniques and responds effectively to disruptive or unauthorized individuals, maintaining a secure, welcoming environment for all.

COMPANY PROFILE

Citiguard, Inc. is a California-based, full-service private security firm established in 2007 and licensed by the Bureau of Security and Investigative Services (BSIS) as a Private Patrol Operator (PPO). For over 18 years, we have successfully delivered high-impact security solutions to municipal governments, state agencies, school districts, healthcare providers, critical infrastructure, and the transit sector.

We are submitting this proposal to the City of Oxnard because the scope of services—ranging from downtown patrol and public library security to armed coverage at the Oxnard Service Center—mirrors the multifaceted, public-facing assignments we currently manage across California. Our success in these settings is rooted in professionalism, community sensitivity, and operational precision.

Strength and Stability of the Company

Citiguard proudly employs over 1,050 BSIS-certified security officers and more than 180 administrative, compliance, and support staff, across 12 regional office locations, which include: West Hills (Corporate Headquarters), Los Angeles, Irvine, Rancho Cucamonga, San Diego, Bakersfield, Fresno, Sacramento, Oakland, San Francisco, Redding, and Oroville.

This wide-reaching infrastructure enables rapid mobilization, field supervision, and operational coverage across the entire state. Because of our internal workforce strength, Citiguard does not utilize subcontractors. All guards are direct employees—fully trained, background checked, and supervised by our in-house management. This guarantees uniformity in performance, accountability, and alignment with client standards.

Overview of Capabilities Related to the Project Scope

Citiguard is fully equipped to fulfill the City of Oxnard's security needs across the Downtown Management District, parking structures, libraries, the Oxnard Service Center, and special events. Our services include:

- Unarmed foot, bike, vehicle, and surveillance-supported patrols
- Armed security coverage for higher-risk civic and institutional facilities
- Digital GPS-tracked reporting systems via our proprietary CitiTrac platform
- De-escalation and mental health awareness training for all field personnel
- Spanish-English bilingual staffing prioritized for public-facing roles
- Experience with transient population interaction, supported by over a decade of collaboration with outreach agencies including LAHSA, PATH, Mercy House, and Hope of the Valley

Armed Security Experience

Citiguard deploys highly vetted, BSIS-certified armed officers for high-risk or mission-critical environments. Our armed teams are trained in:

- Firearm safety and retention
- Use-of-force protocols and liability mitigation
- Threat assessment and crowd control
- Active shooter preparedness and emergency response coordination

We currently provide armed security for:

- Los Angeles County Probation Department – secure facility coverage and controlled access enforcement
- Union Pacific Railroad – mobile and fixed-site protection for high-risk rail operations

- Primstor (shopping centers and malls) – high-traffic, multi-tenant properties requiring public-facing armed deterrence
- Pasadena Unified School District – armed officers for after-hours events, board meetings, and threat response
- Three Riverside County Sheriff's Department sites – specialized armed patrol for civic and administrative offices

These challenging environments demand not only technical skill, but tact, reliability, and situational judgment—all of which are standard in our officer training programs.

Special Event Security Experience

In addition to fixed and mobile assignments, Citiguard has a proven record of special event coverage:

- CalExpo State Fair – Full-service event security, including admissions, traffic control, and crowd management
- Public School Events – Graduation ceremonies, homecoming games, fundraisers, and sporting events across multiple districts
- Breeders' Cup World Championships (2023 & 2024) – Successfully deployed over 100 officers each year to manage visitor screening, access control, parking, and grounds patrol—zero incidents reported in either year

Public-Sector and Transit Experience

Citiguard is trusted by numerous public agencies for long-term security partnerships:

- **City & County Clients:**
  - City of Pasadena
  - City of Carlsbad
  - County of Orange (Santa Ana)
  - Sonoma County Sheriff's Department
  - Butte County Sheriff's Department
  - Bakersfield Police Department
  - County of Los Angeles Department of Public Health
  - California Department of Corrections and Rehabilitation
  - California Lottery Association

  - Kern Health Systems

- **Libraries & Schools:**
  - Santa Ana Public Libraries
  - Pasadena, San Gabriel, Fresno, and Las Virgenes Unified School Districts

- **Transit & Transportation:**
  - Monterey-Salinas Transit District
  - Shasta County Transit District
  - Golden Empire Transit District
  - Redlands Railway (Arrow Line)
  - Riverside Transit Agency
  - Union Pacific Railroad
  - Marin County Airport
  - Alameda Ferry Terminals

- **Environmental & Industrial Protection:**
  - Partnered with Vulcan Materials Company for land and property protection across environmentally sensitive and industrial landscapes

Why Citiguard is the Best Choice for Oxnard

Citiguard is more than a security provider—we are a trusted extension of your municipal operations. The City of Oxnard deserves a partner who is:

- Experienced in both unarmed and armed civic deployments
- Culturally and operationally responsive to public-facing environments
- Technologically advanced and logistically nimble
- Able to ensure patrol continuity and public confidence through direct, in-house staffing only

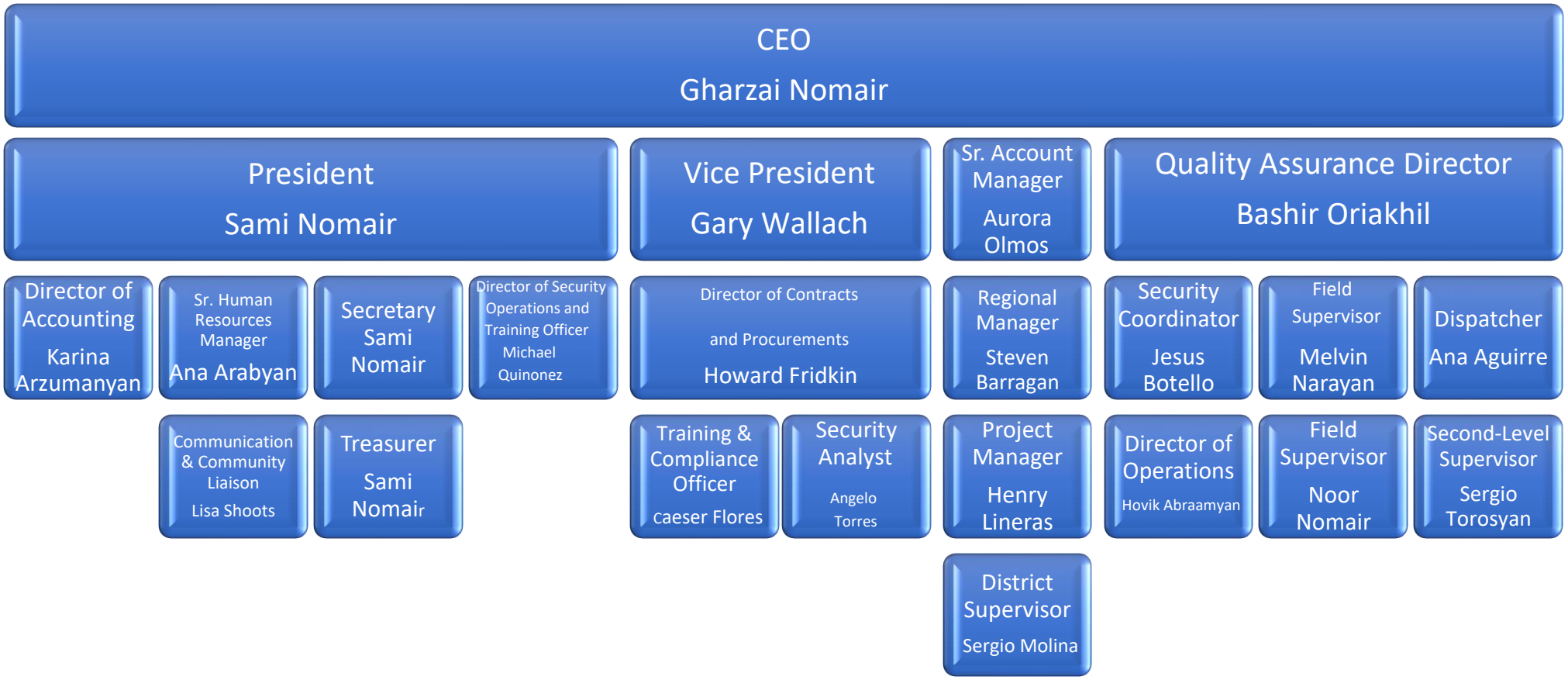
Our local presence, bilingual staff, 24/7 operational capacity, and dedication to community-first security make us uniquely suited to support Oxnard's public safety goals.

Company Hierarchy and Key Leadership

- Sami Nomair – President & CEO
- Gharzai Nomair – Chief Executive Officer
- Gary Wallach – Vice President
- Ana Arabyan – Director of Human Resources
- Karina Arzumanyan – Director of Accounting and Training

- Ceaser Flores – Compliance Officer
- Steven Barragan – Regional Manager (Contract oversight for Oxnard)
- Aurora Olmos – Senior Account Manager (Day-to-day liaison for City personnel)
- Bashir Oriakhil – Director of Quality Assurance

ORGANIZATIONAL CHART



PROJECT EXPERIENCE

Citiguard, Inc. has a long-standing history of successfully delivering comprehensive security services to municipalities, public agencies, transit authorities, and high-traffic civic facilities across California. Our experience includes contracts that closely mirror the scope, scale, and operational demands outlined in the City of Oxnard's RFP—ranging from downtown patrol and library security to armed coverage at civic centers and special event support.

The following project examples highlight Citiguard's ability to provide consistent, high-quality service in environments requiring professionalism, public engagement, de-escalation capabilities, and seamless coordination with city staff and law enforcement partners. These contracts demonstrate our expertise in managing complex schedules, diverse populations, and multi-location assignments while maintaining a visible, approachable, and effective security presence.

PASADENA USD
351 S Hudson Ave., Rm 102, Pasadena, CA 91009

Contact name: Julianne Reynoso, Assistant Superintendent, Student Wellness and Support
Tel: (626) 396-3600 ext. 88238
email: reynoso.julianne@pusd.us

Start date: December 1, 2023
Term of contract: Ongoing
Contract amount: $538,284.00

Service:
Citiguard deploys three dedicated armed patrol vehicles to actively traverse and monitor 28 Pasadena Unified School District sites, including schools, libraries, community centers, children's facilities, administrative offices, and district buildings. Our security teams respond promptly to on-campus emergencies, secure gates and access points, de-escalate incidents involving criminal or disruptive behavior, remove unauthorized individuals, and coordinate with local law enforcement when intervention is required for aggressive or unlawful conduct.

VULCAN MATERIAL COMPANY
16013 E Foothill Blvd, Irwindale, CA 91702

Contact Person: Shannon Pedroza, Sourcing Lead, Western Division
Tel: (626) 513-5521
Email: pedrozas@vmcmail.com

(cont'd.)

Start date: July, 2024
Term of contract: Ongoing
Contract amount: $2,300,000.00

Service:
Citiguard provides blanket security services across 45 Vulcan Materials locations in California, encompassing quarries, asphalt plants, ready-mix sites, offices, and distribution centers. With a team of 75 highly trained security officers, we deliver both on-site and vehicle patrols, ensuring coverage in remote and high-risk areas. Our guards are proficient in enforcing safety protocols, managing access control, and de-escalating conflicts, particularly with transient populations that often pose challenges. By maintaining strong relationships with local law enforcement, we facilitate swift emergency responses when necessary. Citiguard's efforts safeguard Vulcan's employees, assets, and surrounding communities, ensuring uninterrupted operations and a secure environment.

CALIFORNIA LOTTERY ASSOCIATION
700 North 10th St. MS: 4-3, Sacramento, CA 95811

Contact person: Jennifer Tointon-Painter
Phone: (916) 247-9182
email: jtointon-painter@calottery.com

Start date: March 7, 2024
Term of contract: Ongoing
Five year contract amount: $12,500,000.00

Service:
Citiguard deploys 50 security officers to safeguard 12 California Lottery locations statewide. Our team conducts routine patrols, enforces access control measures, and ensures a visible security presence. Officers are trained to manage high-security environments effectively, addressing potential threats while maintaining a professional demeanor. Citiguard's close collaboration with local law enforcement enables rapid response to emergencies, providing a secure environment for staff, visitors, and customers. This contract demonstrates Citiguard's ability to handle high-profile, multi-location security operations with precision and professionalism.

PATH (multiple locations)
340 N. Madison Ave., Los Angeles, CA 90004

(cont'd.)

Contact person: Tescia Uribe
Tel: (213) 446-5002
Email: tesciau@epath.org

Start date: December, 2022
Contract amount: $ 4 million
Term of contract: Ongoing

Service:
Citiguard provides 16 professionally trained unarmed security officers on a 24/7 rotational schedule to patrol, monitor, and control access across PATH facilities. Our personnel maintain detailed logs of all resident entries and exits, ensuring accountability and adherence to site protocols. Officers are specially trained in verbal de-escalation, behavioral recognition, and non-violent intervention techniques—allowing them to manage disruptive behavior with professionalism and empathy. Through a visible and respectful presence, our team fosters a safe, secure, and supportive environment for residents, staff, and visitors alike.

2023 BREEDERS' CUP SANTA ANITA PARK
285 W Huntington Dr. Arcadia, CA 91007

Contact name: Don Ahrens, Manager
Tel: 281-914-2579
email: don.Ahrens@pennentertainment.com

Event dates: Nov. 3 & 4, 2023

Contract amount: $554,351.00

Service:
76 guards ensure the safety and security of all attendees. They diligently patrol access points, verify credentials, and maintain order in the midst of crowds. Their expertise allows them to manage crowd flow efficiently and respond promptly to any emergencies that arise. Beyond their security duties, they also serve as ambassadors of hospitality, ensuring that participants have a safe and comfortable experience throughout the event.

Citiguard's security team underwent specialized training to proactively handle a wide range of emergency scenarios, including medical incidents, power outages, fires, earthquakes, suspicious packages, and active shooter situations.

(cont'd.)

This rigorous preparation ensured our guards were equipped to respond swiftly and effectively, prioritizing the safety and security of all attendees at the 2023 & 2024 Breeders' Cup.

2024 BREEDERS' CUP DEL MAR
2260 Jimmy Durante Blvd., Del Mar, CA 92014

Contact name: Don Ahrens, Manager
Tel: 281-914-2579
email: don.Ahrens@pennentertainment.com

Service dates: October 23 – November 4, 2024

Contract amount: $908,703.00

Service:
Citiguard demonstrated its unparalleled expertise in special event security with a team of 86 elite professionals ensuring safety and exceptional service at this iconic event. From efficiently managing access points and verifying credentials to maintaining order and expertly handling crowd flow, our guards delivered seamless operations while responding swiftly to any emergencies.

For the second time in servicing this prestigious event, Citiguard's team embraced their role as ambassadors of hospitality. By fostering a welcoming atmosphere, they elevated the overall guest experience with professionalism and proactive service. Their efforts upheld the prestige of Del Mar and the Breeders' Cup, guaranteeing a safe, seamless, and unforgettable event for all attendees.

MARIN COUNTY AIRPORT
451 Airport Rd, Novato, CA 94945

Contact person: David Lawlor, Purchaser
Phone: (415) 473-4217
Email: david.lawlor@marincounty.gov

start date: August, 2024
Term of contract: Ongoing
Annual contract amount: $128,026.00

(cont'd.)

Service:
Citiguard provides nightly security at Marin County Airport (Gnoss Field), patrolling the facility from 20:00 (8:00 PM) to 06:00 (6:00 AM), seven days a week. The team reports unlawful activities and emergencies to the appropriate agencies and the County Airport Manager. In cases of public emergencies or incidents like fire, theft, or vandalism, Citiguard promptly notifies the Airport Manager or, if unavailable, contacts emergency responders and documents the events. An all-weather patrol vehicle with adequate lighting is used for night monitoring. A nightly email report is sent to the Airport Manager, and employees at secure access points are screened with metal detectors.

PRIMESTOR (Property Development Company)
9450 Jefferson Blvd., B2, Culver City, CA 90232

Contact person: Marie Galindo
Tel: (310) 652-1177 / 213-223-5519
Email: mgalindo@primestor.com

Start date: April, 2015
Contract amount: $ 1.5 million
Term of contract: Ongoing:

Service:
Citiguard currently deploys 30 armed security officers, providing 24/7 coverage across six high-traffic Primstor retail centers. Our officers conduct continuous vehicle and foot patrols, actively monitor each property for safety concerns, and respond immediately to incidents involving criminal behavior, theft, or loitering.

Trained in de-escalation tactics, situational awareness, and respectful engagement, our team works to deter unlawful activity while maintaining a welcoming environment for tenants, employees, and customers. When necessary, officers are authorized to eject disruptive or non-compliant individuals in accordance with California law and property management protocols.

This contract reflects Citiguard's strength in armed retail security, tenant coordination, and our ability to manage complex, multi-site operations with professionalism and precision.

APPROACH, UNDERSTANDING, AND LEVEL OF EFFORT

Citiguard fully understands that the City of Oxnard is seeking a reliable, professional, and community-conscious partner to provide unarmed and armed security services across multiple public-facing environments—including the Oxnard Downtown Management District, Downtown Parking Structure, Oxnard Public Library, Oxnard Service Center, and during planned or emergency city events. These assignments demand not just traditional security patrols, but also active public engagement, situational de-escalation, and adaptive problem-solving in areas that see high pedestrian traffic, transient populations, and diverse community interactions.

Key Challenges and Citiguard's Strategic Solutions

1. Maintaining Public Safety While Preserving a Welcoming Environment

Challenge: Oxnard's civic facilities and downtown core must remain open, inclusive, and accessible—especially to families, business owners, library patrons, and the unhoused. The security presence must promote safety without creating a sense of intimidation or exclusion.

Citiguard's Approach:

We deploy uniformed officers trained in trauma-informed care, de-escalation, and mental health awareness, ensuring every interaction is handled with respect and restraint. Officers are trained to recognize behavioral health indicators and use verbal intervention techniques before resorting to enforcement. This aligns directly with the City's emphasis on addressing public nuisances early and diplomatically.

2. Managing Transient and Homeless Populations in High-Use Areas

Challenge: The Downtown Management District and nearby civic buildings see frequent interaction with unhoused individuals, requiring thoughtful management of loitering, sleeping on property, or aggressive behavior without escalating tensions.

Citiguard's Approach:

We bring over a decade of experience partnering with LAHSA, PATH, Mercy House, and Hope of the Valley, which informs our approach to working with vulnerable populations. Officers are trained to balance enforcement with empathy, provide verbal warnings, escort individuals off the premises when necessary, and document interactions professionally for City and law enforcement coordination.

3. Diverse Facility Types with Different Operational Needs

Challenge: The Oxnard Public Library, Service Center, and Parking Structure each have unique operational patterns, visitor demographics, and access points.

Citiguard's Approach:

We assign dedicated officers per site, supported by floating supervisors, to ensure consistency and familiarity. Each location will have customized post orders, created in collaboration with facility managers, that define access protocols, patrol routines, reporting formats, and visitor interaction guidelines.

Company Approach and Benefits to the City

Citiguard's approach emphasizes high-visibility patrol, consistent officer presence, and active support of City policies. Our operational strategy includes:

- Clear Communication and Chain of Command – The City will have direct access to a dedicated Senior Account Manager and Regional Manager, with 24/7 contact capability. Site supervisors will provide daily oversight and serve as the bridge between officers and City personnel.
- Technology-Enabled Oversight – Officers utilize CitiTrac, our real-time GPS patrol tracking and reporting platform, which provides immediate access to post logs, incident reports, time-stamped check-ins, and shift performance metrics.
- Community-Centered Staffing – We prioritize assigning bilingual (English/Spanish) officers to client sites, especially those with high public interaction. All officers assigned to Oxnard will be trained specifically on the City's code of conduct, facility protocols, and community values.
- Stability and Continuity – Citiguard will assign consistent personnel to each post, avoiding unnecessary rotation to build familiarity with residents, businesses, and staff, and reduce retraining time.

Quality Assurance and Performance Standards

To ensure Oxnard receives consistent, professional, and responsive service, Citiguard implements the following quality control measures:

- Weekly and Bi-weekly Audits – Conducted by our Director of Quality Assurance, who reviews patrol logs, incident reports, and shift performance, and conducts random site inspections.
- Post Order Customization and Updates – All sites will operate under detailed post orders, which are reviewed quarterly and updated as needed to reflect changing needs or patterns observed by City staff.
- Rapid Officer Replacement Protocol – In the event of tardiness, absence, or officer reassignment, Citiguard maintains a local bench of trained personnel to fill vacancies immediately without disrupting coverage.
- Client Feedback Loops – Regular meetings with City facility managers and Police Department liaisons ensure issues are addressed proactively, and service levels are continuously adjusted to meet expectations.

Citiguard approaches this contract not just as a service provider, but as a trusted representative of the City of Oxnard's public values. Our goal is to create safe, approachable, and professionally managed public spaces, where our officers serve both as guardians and ambassadors to the community.

City of Oxnard – Security Services Schedule by Location

OXNARD DOWNTOWN MANAGEMENT DISTRICT (ODMD)
Downtown Oxnard (bounded by 1st St, 8th St, C St, and Meta St Alleys)

Shift Type	Number of Officers	Days	Hours
Overnight Shift	1	7 days/week	12:00 AM – 8:30 AM
Day Shift	1	7 days/week	8:30 AM – 5:00 PM
Swing Shift	1	7 days/week	3:30 PM – 12:00 AM
Support Shift 1	1	Friday and Saturday	10:00 PM – 6:30 AM
Support Shift 2	1	Tuesday – Saturday	12:00 PM – 8:30 PM

(cont'd.)

Duties, Tasks and Special Conditions

Primary Duties and Responsibilities:

1. Visible Foot, Bike, and Vehicle Patrols

- Conduct routine, high-visibility patrols throughout the 32-block district, including alleyways and pedestrian corridors.
- Deter illegal activity, loitering, vandalism, and public nuisances through active presence and proactive engagement.

2. Loitering and Public Nuisance Mitigation

- Engage diplomatically with individuals loitering or behaving disruptively.
- Issue verbal warnings and, if necessary, escort non-compliant individuals from the premises while documenting the incident.

3. Response to Public Disturbances

- Respond immediately to reports of altercations, suspicious activity, or threatening behavior.
- De-escalate situations using verbal tactics and notify Oxnard Police Department (OPD) when law enforcement intervention is required.

4. Reporting and Documentation

- Maintain accurate daily logs noting incidents, suspicious behavior, and any maintenance or safety issues.
- Photograph and record individuals who are habitual offenders or have been warned regarding trespassing.

5. Support to Businesses and the Public

- Serve as a friendly and professional point of contact for local business owners, patrons, and visitors seeking information or assistance.
- Provide safety escorts to vehicles when requested.

6. Emergency Coordination

- Assist fire, medical, and police personnel in emergency situations by securing areas, managing crowds, and guiding responders to locations.

(cont'd.)

7. Communication and Command Structure

- Maintain radio communication with supervisors and respond promptly to directives or changes in patrol priorities.
- Coordinate closely with the Oxnard Police Department and City personnel for incident escalation or law enforcement coordination.

Tasks by Patrol Shift:

- Overnight (12:00 AM – 8:30 AM)
  Focused on deterring break-ins, vandalism, and monitoring transient movement within the district.
- Day Shift (8:30 AM – 5:00 PM)
  Engages with businesses, supports civic foot traffic, deters loitering near Centennial Plaza, and monitors city events or maintenance activities.
- Swing Shift (3:30 PM – 12:00 AM)
  Covers the after-hours economy, including restaurants and nightlife areas; ideal for deterring disruptive activity and providing safe closure periods for merchants.
- Support Shifts (Fri–Sat evenings and weekend afternoons)
  Offer reinforcement during peak nightlife and community activity hours. Provide additional patrol for known problem zones or during scheduled events.

Special Conditions and Considerations:

- **High-Volume Public Activity:**
  ODMD includes popular destinations like Centennial Plaza (400 block of S. B Street) and the Downtown Parking Structure (300 block of S. B Street)—both of which require consistent presence to deter criminal activity and assist with pedestrian safety.
- **Homeless Population & Behavioral Health Issues:**
  Officers will regularly engage with unhoused individuals. Guards must be trained in trauma-informed de-escalation, maintaining respect while upholding City ordinances.
- **Community-Focused Conduct:**
  Officers are expected to maintain a friendly, service-oriented demeanor while remaining alert and responsive to risk. All actions must reflect positively on the City of Oxnard and Downtown Oxnard Improvement Association (DOIA).

(cont'd.)

- **Uniform and Vehicle Standards:**
  Officers must wear uniforms compliant with the City's specifications (no resemblance to law enforcement). Patrol vehicles must be marked appropriately and bear the required ODMD logos and PPO identification.
- **Collaboration with OPD:**
  Citiguard must coordinate with the Oxnard Police Department to develop enforcement protocols, reporting systems, and communication chains for shared public safety objectives.

DOWNTOWN PARKING STRUCTURE
324 S. B Street, Oxnard, CA 93030

Shift Type	Number of Officers	Days	Hours
Midnight Shift	1	7 days/week	12:00 AM – 8:00 AM
Day Shift	1	7 days/week	8:00 AM – 4:00 PM
Evening Shift	1	7 days/week	4:00 PM – 12:00 AM

Duties, Tasks and Special Conditions

Responsibilities and Core Duties

1. 24/7 Armed or Unarmed Security Coverage

Citiguard will provide continuous coverage through a dedicated 3-shift rotation model, ensuring there is always a trained, uniformed officer on-site. Officers are briefed daily on known risks, transient activity, or city concerns to ensure focused patrols.

2. Comprehensive Interior and Perimeter Patrols

Our officers will patrol all four levels of the structure—including elevator lobbies, stairwells, ramps, and the exterior perimeter—on foot and, where applicable, via patrol vehicle. Stairwells and secluded corners will receive heightened attention due to known patterns of loitering and vandalism.

(cont'd.)

3. High-Visibility Deterrence & Customer Support

Every Citiguard officer is trained to project a calm, confident, and helpful presence. Officers will greet visitors when appropriate, offer escorts upon request (especially during late hours), and gently redirect loiterers or unauthorized individuals.

4. Real-Time Monitoring & Incident Management

Using our CitiTrac system, every patrol checkpoint and incident is time-stamped and logged digitally, providing the City with complete transparency. Officers will respond to emergency call buttons or elevator alarms within moments, assess the situation, and alert the proper responders as needed.

5. Daily Activity Logs & Reporting

Our guards will generate daily reports detailing observed activity, maintenance issues (e.g., broken lighting, graffiti), and interactions with the public. All reports are reviewed by a Citiguard supervisor before submission to the City's designated point of contact.

6. Parking Policy Oversight & Safety Enforcement

Officers will report misuse of reserved spaces, disabled placards, or unauthorized overnight stays to City staff and coordinate with OPD when violations warrant enforcement action. Safety hazards, such as oil leaks or glass debris, will be reported or temporarily addressed immediately.

Special Conditions and Citiguard Response Strategies

- **Loitering & Transient Activity:**
  Officers will apply Citiguard's compassionate de-escalation model, shaped through over a decade of work with LAHSA, PATH, Mercy House, and Hope of the Valley. Our guards are trained to redirect individuals peacefully and report patterns of repeated behavior to the City and OPD for follow-up.
- **Elevator & Stairwell Safety:**
  Stairwells are a known concern area. These will be patrolled no less than once every 30 minutes, with logs recorded via mobile device and confirmed by supervisory review.
- **24/7 Emergency Response:**
  Whether it's a medical emergency, structural issue, or law enforcement matter, our guards are trained to remain calm under pressure, coordinate with first responders, and secure the area. We maintain open communication lines with OPD dispatch and emergency services.

(cont'd.)

- **No Subcontractors – 100% Citiguard Team**
  All officers assigned to the Downtown Parking Structure will be Citiguard employees, trained in-house, and supervised directly by our management. We do not subcontract. This ensures consistent uniforms, standardized reporting, and complete operational control.

- **Uniform & Branding Compliance:**
  Our officers' uniforms will comply with all City requirements, including "Private Security" shoulder patches, clear company name identifiers, and "District Safety" markings. Any Citiguard patrol vehicle on site will also be branded per City standards.

This location will benefit from continuity of staffing, routine supervisor site inspections, and the support of Citiguard's Quality Assurance Division, ensuring that all post orders are followed and performance standards are met. We recognize that the Downtown Parking Structure serves as a first impression for many visitors, and our mission is to keep that impression safe, clean, and welcoming—day and night.

OXNARD PUBLIC LIBRARY
Address: 251 S. A Street, Oxnard, CA 93030

Day	Number of Officers	Hours of Coverage
Monday	1	12:05 PM – 8:30 PM
Tuesday	1	12:05 PM – 8:30 PM
Wednesday	1	12:05 PM – 8:30 PM
Thursday	1	12:05 PM – 8:30 PM
Saturday	1	8:50 AM – 5:40 PM

Duties, Tasks and Special Conditions

1. Maintain Daily Patrol and Visibility

- Patrol the building interior, outdoor patio areas, entrances (both "A" Street and Civic Center sides), loading dock, and restrooms at regular intervals.

- Ensure clear walkways, enforce behavior guidelines, and redirect disruptive individuals as needed.

(cont'd.)

2. Public Interaction and Engagement

- Provide calm, professional engagement with library visitors of all ages, including children and individuals in distress.
- Officers will be trained in customer service, verbal de-escalation, and youth-friendly communication to reflect the welcoming atmosphere of the Library.

3. Incident Response and Reporting

- Respond to behavioral incidents, trespassing, theft, and safety concerns with tact and immediate documentation.
- Submit clear, objective, and detailed reports of any disturbances, supported by the CitiTrac digital reporting system.

4. Escort and Safety Services

- Escort staff members or vulnerable patrons to vehicles or secure areas upon request, especially at closing time.

5. Monitor Transient or Unhoused Visitor Behavior

- Address behaviors that impact visitor experience (e.g., sleeping, prolonged loitering, bathing in restrooms), while approaching individuals respectfully and in alignment with trauma-informed practices.

6. Compliance with Library Policies

- Officers will be oriented to and operate under Library-specific policies, which define expected conduct, incident escalation protocols, and reporting requirements.
- Citiguard will participate in onboarding with the Library Manager or their delegate and comply with any supplemental training required.

Special Conditions & Additional Expectations

- **Continuity of Personnel**
  Citiguard is committed to assigning the same officer(s) consistently to the Library post to build familiarity with staff and regular patrons. Any schedule changes will be communicated in advance, with a trained replacement provided immediately if necessary.

(cont'd.)

- **Functional Equipment**
  Each assigned officer must be equipped with a working mobile phone capable of making calls, sending/receiving texts, and sharing media (photos/video), to communicate with Library staff and Citiguard supervisors in real time.
- **Training and Certifications**
  Officers may be required to undergo additional training modules or policy certifications assigned by Library management. Citiguard will provide support for completion and maintain compliance documentation.
- **Extra Hours Bank**
  Citiguard will maintain an additional 40–50 hours per month in a flex pool for:
  - On-site Library training
  - Incident report follow-ups
  - Shift extensions due to ongoing events or late-hour issues
- **Sensitivity to Youth and Families**
  Officers must have the temperament, maturity, and communication skills to engage with minors, resolve conflicts quietly, and avoid unnecessarily escalating behavior in the presence of children or vulnerable patrons.

OXNARD SERVICE CENTER
Address: 214 S. C Street, Oxnard, CA 93030

Day	Number of Officers	Hours of Coverage
Monday	1 (armed)	7:45 AM – 6:30 PM
Tuesday	1 (armed)	7:45 AM – 6:30 PM
Wednesday	1 (armed)	7:45 AM – 6:30 PM
Thursday	1 (armed)	7:45 AM – 6:30 PM
Friday (every other)	1 (armed)	7:45 AM – 5:30 PM

Duties, Tasks and Special Conditions

1. Access Point Monitoring & Controlled Entry

- Maintain visibility at public entry points (C Street side and Parking Lot/Civic Center side) and monitor staff entrances.
- Prevent unauthorized individuals from accessing employee-only areas or bypassing public counters.

2. Visitor Assistance & Public Interface

- Serve as a welcoming and professional presence for visitors seeking guidance or support.
- Offer clear directions to appropriate departments and provide customer assistance when City staff are unavailable.

3. De-Escalation of Aggressive Behavior

- Intervene in disputes involving unruly or verbally abusive visitors to staff.
- Issue verbal warnings and, if necessary, escort individuals from the premises. In serious cases, coordinate with Oxnard Police Department (OPD) for immediate assistance.

4. Emergency Preparedness & Incident Response

- Respond to medical emergencies, disturbances, or fire alarms by following established evacuation and incident protocols.
- Secure the area, assist staff and patrons, and serve as liaison to first responders.

5. Daily Patrol of Interior and Exterior Spaces

- Routinely patrol lobbies, public restrooms, conference rooms, employee break areas, and the outdoor patio.
- Ensure parking areas and perimeters remain secure and free of unauthorized activity.

6. Security Escort Services

- When requested, escort City employees to their vehicles—especially during closing hours or after difficult customer interactions.

7. Report Generation & Log Keeping

- Maintain detailed daily reports of all significant activity, incidents, or observed hazards, submitted via CitiTrac, Citiguard's GPS-verified digital reporting platform.

Special Conditions & Requirements

- **Armed Officer Assignment**
  Given the elevated potential for confrontational encounters and the high volume of financial transactions, the officer assigned will be BSIS-certified to carry a firearm and fully trained in use-of-force protocols, firearm safety, and emergency threat response. All qualifications will be on file and verified prior to assignment.

(cont'd.)

- **Coordination with Service Center Management**
  Our officer will work under the general supervision of the City's Service Center Management, following all site-specific post orders and remaining responsive to direction and feedback.
- **Customer-Facing Professionalism**
  This location demands not just a trained officer, but a calm, courteous professional with excellent interpersonal skills. Officers must display the tact required to resolve issues without escalation and demonstrate a strong understanding of public service etiquette.
- **Employee & Facility Safety**
  The officer will monitor for suspicious behavior, unauthorized filming, loitering, or vandalism and take swift, appropriate action to deter these activities and protect City property.
- **Secure Handling of Public Spaces**
  Special care will be given to areas with sensitive documents, cash transactions, or licensing data. The officer will help ensure a secure environment for both staff and patrons engaged in City business.
- **No Subcontractors**
  All assigned officers are direct Citiguard employees—fully trained, insured, background-checked, and supervised by our internal leadership. We do not utilize subcontractors under any circumstances.

Citiguard understands that the Oxnard Service Center is a front-facing symbol of City governance and public trust. The officer assigned must reflect the professionalism, preparedness, and respect expected of such a position. Through consistent staffing, close collaboration with management, and quality-focused supervision, we will ensure a safe, stable, and service-oriented environment for the City of Oxnard.

Other Security Services (As-Needed)
Various City of Oxnard Locations (Special Events and Emergencies)

Event Type	Staffing	Hours/Days
Special Events (Planned)	Varies (1–10+)	Per Event Schedule
Emergency Coverage	Rapid Deployment	As Needed (24-hr capable)

(cont'd.)

Duties, Tasks and Special Conditions

- **Crowd Monitoring & Control**
  Officers will manage pedestrian flow, identify potential disturbances early, and maintain a visible, calm presence to deter disruptions.
- **Access Control & Credential Verification**
  Screen entry points, monitor restricted areas, and check passes, tickets, or staff credentials as directed by event coordinators or City officials.
- **Traffic & Parking Coordination**
  Assist with the orderly flow of vehicle and foot traffic, manage designated drop-off zones, and prevent unauthorized parking or vehicle access.
- **Rapid Response & Emergency Support**
  Provide immediate support during medical incidents, disturbances, or evacuations, while maintaining open communication with City staff, law enforcement, and first responders.
- **Reporting & Incident Documentation**
  Maintain real-time documentation of all incidents, crowd issues, or security concerns using Citiguard's CitiTrac digital platform.

Special Conditions

- **24/7 Readiness**
  Citiguard maintains a dedicated on-call staffing reserve to respond quickly to urgent City needs, including overnight deployments or short-notice event coverage.
- **Event-Specific Briefings**
  Officers assigned to City events will receive site-specific training and operational briefings to align with the tone, expected attendance, and sensitivities of each assignment.
- **Uniform Flexibility**
  For formal events or public ceremonies, Citiguard can deploy officers in alternate uniform styles (e.g., blazer-style jackets or soft uniforms) to maintain a professional but non-threatening presence.
- **No Subcontractors**
  All event and emergency personnel are direct Citiguard employees—licensed, trained, insured, and supervised by our senior management team.

Citiguard is proud to serve as an extension of the City during moments that matter most—whether it's a civic celebration or a crisis response. Our ability to scale quickly, deploy trained staff, and maintain professionalism in high-pressure environments makes us an ideal partner for Oxnard's as-needed security services.

Key Personnel

Citiguard is proud to offer a team of highly qualified supervisory, management, and security personnel, all fully bilingual in English and Spanish and equipped with decades of combined experience in the security industry. This linguistic proficiency allows our team to communicate seamlessly across diverse communities, fostering an inclusive, welcoming, and secure environment for all individuals. With 100% of our security personnel fluent in both languages, Citiguard underscores its commitment to accessible, culturally competent service.

We are pleased to introduce our Key Personnel — a dedicated and experienced core team ready to assume oversight responsibilities for the City of Oxnard, delivering exceptional, responsive security management in the event of a successful contract award.

Sami Nomair (President – 2007 to present) Primary Contact: 800-613-5903

Sami Nomair is a distinguished leader with deep-rooted ties to law enforcement, serving as an active member of the LAPD Board of Directors. His expertise in community security allows him to adapt enforcement strategies to address evolving challenges across various sectors, including city installations, airports, and homeless shelters. Under his leadership, Citiguard has become a premier security firm, known for its customized solutions, operational efficiency, and unwavering commitment to customer satisfaction.

As a passionate advocate for public safety, Mr. Nomair works closely with local police to foster strong, positive relationships between law enforcement and the communities they serve. His efforts contribute to a safer, more harmonious urban environment, and his dedication to public safety is further demonstrated through his collaboration with the Mayor's Office to improve and expand homeless shelters.

Mr. Nomair's philanthropic endeavors reflect his deep commitment to community well-being. He actively organizes charity drives and celebrity fundraisers, benefiting homeless veterans and underprivileged children. He contributes both his time and financial resources to renowned organizations such as Save the Children, Feeding America, and Children International. Furthermore, he leads Citiguard's volunteer employee program, which raises awareness and provides support to veterans' organizations including Wounded Warrior Project, Disabled American Veterans, and Homes for Our Troops.

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His interpersonal and communication skills have earned him a reputation for effective collaboration with stakeholders, driving meaningful change within both law enforcement and the communities they serve. Mr. Nomair's ability to balance law enforcement engagement with community advocacy highlights his comprehensive approach to creating safer, more vibrant urban environments.

As the founder of Citiguard in 2007, Mr. Nomair identified and addressed critical gaps in the security industry. Today, Citiguard is renowned for its large-scale city, state, and government contracts, consistently delivering top-tier security services. His visionary leadership ensures the seamless execution of operations and the highest performance standards.

Sami will oversee the entire organizational team to ensure that the City of Oxnard experiences trouble-free security and an impeccable performance schedule across the board.

He continues to invest in his professional development through senior-level operational and business training, underscoring his dedication to excellence in the security industry.

Educational Background:
Sami Nomair earned a Bachelor's Degree in Business Management from the University of California, Los Angeles, in 2011.

Steven Barragan (Regional Manager – 2013 to present)

Mr. Barragan has played a crucial role as Cyber Security Operations Manager during the inception of LifeLock in 2005, bringing invaluable structure to Citiguard's growing expertise in cyberspace safeguarding. His cybersecurity background has significantly enhanced Citiguard's capabilities in both physical and digital security, aligning with the rising demand for comprehensive protection.

As Regional Manager, Steven ensures operational efficiency across all ten Citiguard locations by standardizing security protocols, processes, and standards. He leads audits, implements best practices for incident reporting, patrolling, and emergency response, and closely monitors performance metrics like response times and client feedback to drive consistency and improvement.

Steven coordinates regular training programs to ensure that security personnel remain updated on the latest protocols, technology, and safety procedures. His emphasis on leadership and mentorship fosters staff growth, creating clear pathways for promotions and increasing overall job satisfaction.

A significant part of his role involves building and maintaining strong client relationships. Steven holds regular meetings with clients to gather feedback, resolve concerns promptly, and ensure Citiguard's services consistently meet client expectations.

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He ensures full compliance with California state regulations, including the California Bureau of Security and Investigative Services (BSIS) standards, while continually reviewing legal and safety requirements to keep certifications and training current.

Steven manages resource allocation by overseeing budgets for personnel, equipment, and technology. He optimizes financial performance while ensuring that crisis and risk management strategies are in place, preparing locations for emergencies such as natural disasters or security breaches. His coordination of rapid response teams ensures that urgent security needs are promptly addressed.

In addition to promoting the use of advanced security technologies like surveillance systems and communication tools, Steven collaborates closely with IT teams to maintain functionality and reliability. He also facilitates regular communication between location managers, using tools such as 'When I Work' to streamline staffing coordination.

Steven's focus on recruitment and retention ensures that all locations are fully staffed with highly qualified personnel. He works alongside HR to develop retention strategies, such as recognition programs and career advancement opportunities, boosting employee morale and reducing turnover.

By conducting regular site visits, Steven ensures that each location adheres to Citiguard's rigorous standards, addressing any challenges and providing on-site leadership support as needed.

Since joining Citiguard in 2013, Steven has become an indispensable part of the team. His exceptional communication skills and leadership abilities led to his swift promotion to Regional Manager. He also manages all of Citiguard's Caltrans contracts, ensuring optimal safety measures for both staff and surrounding communities.

Educational Background:
Steven holds a Master's Degree in Computer Science from Caltech and engages in yearly corporate training and administration programs, showcasing his commitment to ongoing professional development. Through his leadership, Citiguard continues to solidify its position as a premier provider of security services across the region.

Henry Linares (Project Manager – 2010 to present):

Mr. Linares is an elite security project manager known for his exceptional leadership and comprehensive skill set in evaluating, selecting, and training security personnel. With a meticulous approach, he leverages his extensive experience to ensure seamless operations and consistent communication with local authorities.

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Under his direction, security teams are strategically deployed across high-risk municipal and governmental sites, with a special focus on armed security for contracts requiring heightened protective measures. Mr. Linares' military background as a decorated Sergeant in the Marine Corps is a cornerstone of his expertise, having served with distinction as a machine gunner and Crew Chief through five combat tours. His military experience is marked by tactical precision, crisis management, and superior leadership under pressure, all of which translate into his current role managing complex security operations.

Educational Background:
Mr. Linares holds a Bachelor's degree in Executive Management from the University of San Diego, reinforcing his dedication to achieving the highest standards in security management and operational excellence. He continuously adapts to emerging threats and evolving security demands, making him a trusted and highly effective leader in the industry.

Michael Quinonez (Director of Security Operations & Training Officer – 2023 to Present)

Michael Quinonez is a seasoned security operations leader with over 15 years of experience managing high-risk, multi-site environments across healthcare, government, and corporate sectors. As Project Manager at Citiguard, he plays a pivotal role in directing day-to-day operations, ensuring service consistency, maintaining contract compliance, and responding swiftly to client needs.

Michael currently oversees Citiguard's security contract with the Los Angeles County Probation Department, managing operations at Los Padrinos and Barry J. Nidorf Juvenile Halls. His responsibilities include implementing advanced security protocols, recruiting and training specialized personnel, conducting emergency response drills, and serving as the primary point of contact with County officials. His leadership has ensured full compliance with complex regulations and high standards for institutional safety.

In addition to his operational leadership, Michael is instrumental in developing and conducting critical training programs for Citiguard personnel. He provides hands-on instruction in medical emergencies (CPR, First Aid, AED), power outage procedures, fire response and prevention, earthquake response, identification and response to suspicious packages, bomb threat protocols, and active shooter response tactics. His training initiatives ensure that all assigned personnel are fully prepared to respond decisively and effectively to a wide range of emergency scenarios.

Prior to joining Citiguard, Michael served as Security Account Manager for Allied Universal, managing behavioral health and detox units at two Southern California Hospitals. His work included leading Active Shooter Response Training in coordination with local law enforcement agencies, and conducting comprehensive risk assessments to improve patient and staff safety.

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His earlier roles with Amazon Studios and NMS-Concourse Residential further underscore his expertise in large-scale scheduling, high-profile executive protection, access control enforcement, and visitor management across high-traffic facilities.

Michael is a certified instructor in De-escalation Techniques, Workplace Violence Prevention, Tactical Handcuffing, and the use of Chemical Agents. He is also a Red Cross Certified Instructor in CPR, First Aid, and AED, and holds the IAHSS Certified Healthcare Protection Administrator (CHPA) credential. His combined field knowledge and teaching qualifications make him uniquely suited to lead both training initiatives and security operations for dynamic municipal environments like the City of West Hollywood.

Michael brings extensive hands-on experience with advanced security technologies, including Honeywell ProWatch access control systems, CCTV infrastructure, and incident tracking platforms. He ensures all personnel under his command are prepared to perform with professionalism, vigilance, and adaptability.

In his role as Project Manager, Michael will directly oversee all West Hollywood field operations, ensuring post orders are executed, shift coverage is seamless, incident reporting is prompt and accurate, and that all security personnel reflect the City's values of professionalism, courtesy, responsiveness, and community engagement.

Certifications & Training:

- Certified Instructor: De-Escalation, Workplace Violence Prevention, Tactical Handcuffing, Chemical Agents
- Red Cross Certified Instructor: CPR, First Aid, AED
- IAHSS Certified Healthcare Protection Administrator (CHPA)
- Specialized Training Instructor: Medical Emergencies, Power Outage Procedures, Fire Response, Earthquake Response, Suspicious Packages, Bomb Threat Response, Active Shooter Preparedness
- Advanced knowledge of Honeywell ProWatch, CCTV, and digital security systems

Educational Background:

Bachelor of Arts in Criminal Justice University of Las Vegas, Nevada

Bashir Oriakhil (Quality Assurance Director – 2011 to present)

Mr. Oriakhil has been a driving force behind Citiguard's commitment to excellence since joining the company in 2011.

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With a history in quality assurance management dating back to 2005, Bashir was promoted to Quality Assurance Director in 2018, where he oversees all quality control efforts across Citiguard's California operations. He maintains direct communication with every Quality Assurance Manager, ensuring clear channels for maintaining high-quality service delivery throughout the state.

Bashir plays a pivotal role in developing rigorous protocols that meet client needs, regulatory requirements, and industry standards. His oversight includes conducting regular audits and inspections to assess compliance with security protocols, safety measures, and client expectations. By monitoring performance metrics such as incident reports, response times, and client feedback, he ensures Citiguard consistently meets key performance indicators (KPIs) and delivers optimized services.

A core part of his role is ensuring compliance with evolving local, state, and federal regulations. Bashir continuously updates company policies, ensuring all certifications and licensing are up to date. He works closely with clients, swiftly addressing concerns and fostering strong relationships.

Bashir leads training programs to keep security personnel equipped with the latest technologies and best practices. In the event of incidents, he manages thorough investigations, preparing detailed reports and implementing preventive measures to avoid future issues. His focus on continuous improvement drives the introduction of new technologies and the refinement of operations through quality management systems (QMS).

He manages both internal and external audits, ensuring compliance with standards such as ISO, while also overseeing risk management strategies to minimize potential vulnerabilities. His collaboration with HR, Operations, and IT ensures quality standards are embedded into recruitment, staff development, and daily operations, while also maintaining the functionality of security systems and technologies.

Bashir gathers client feedback to further refine Citiguard's services, leads emergency response planning, and oversees the budget for quality assurance, ensuring resources are allocated efficiently and that expenditures improve service outcomes. His leadership ensures Citiguard remains competitive and compliant with industry standards.

Educational Background:
With a military background and service in Afghanistan, Bashir earned a Bachelor's degree in Business Information Systems from the University of Kabul. He is active in yearly quality assurance courses, reflecting his commitment to continuous improvement in Citiguard's security services.

Howard Fridkin (Director of Contracts and Procurements – 2015 to present)
Primary contact: 800-613-5903

With over a decade of expertise in contract management, security operations, and customer service, Howard Fridkin serves as the Director of Contracts and Procurement at Citiguard. In this role, he oversees the end-to-end procurement process, contract negotiations, and compliance assurance, ensuring that all agreements align with the company's operational needs and regulatory requirements.

Howard plays a pivotal role in evaluating vendor contracts, managing procurement strategies, and optimizing resource allocation to support Citiguard's expanding security operations. He ensures that all contracts adhere to industry best practices and legal standards while maintaining cost efficiency and service excellence. His meticulous approach to contract oversight and risk management safeguards the company's financial interests and enhances its ability to deliver superior security solutions.

Previously serving as a Senior Security Consultant, Howard conducted comprehensive security audits, risk assessments, and compliance evaluations, identifying vulnerabilities and strengthening client security infrastructures. His expertise in physical, operational, and cybersecurity now informs his strategic approach to contract development, ensuring that all procurement decisions support Citiguard's commitment to high-quality security services.

Beyond contract administration, Howard continues to mentor and lead cross-functional teams, providing guidance on procurement strategies, compliance with OSHA, HIPAA, and GDPR, and vendor risk management. He also plays an active role in corporate training programs, reinforcing Citiguard's dedication to professional development and operational excellence.

Howard's data-driven approach to procurement and contract management enhances operational efficiency, reduces risks, and strengthens Citiguard's ability to meet the evolving needs of its clients.

Through his leadership in contract negotiations, supplier relations, and strategic sourcing, he contributes to the company's continued growth and reputation as an industry leader in security services.

Educational Background:
Howard Fridkin holds an MBA from UCLA, showcasing his academic achievements in combination with extensive professional experience.

Aurora Olmos (Senior Accounts Manager – 2014 to present)
Primary contact: 800-613-5903

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Aurora Olmos plays a pivotal role in ensuring the company's 24/7 availability to clients. She has designed a highly efficient response system tailored to meet the unique security needs of each client. Aurora's dedication to precisely matching client requirements with the right security team has resulted in optimal scheduling, deployment, and overall performance across all managed sites.

In her role as the primary client liaison, Aurora ensures that client concerns and inquiries are addressed promptly. She works closely with clients to fully understand their evolving security needs, adapting strategies to keep up with any changes. By building strong, trust-based relationships, Aurora ensures that clients have complete confidence in the quality of Citiguard's services.

Service delivery oversight is another area where Aurora excels. She carefully monitors the performance of security personnel to ensure they consistently meet or exceed service expectations. Any issues or complaints are resolved swiftly, maintaining a high level of client satisfaction. Aurora conducts regular site visits to assess security operations firsthand, facilitating open communication with both clients and staff to gather feedback and implement improvements.

Aurora also plays a key role in staff coordination and management. She ensures the right security personnel are assigned to each client site, carefully coordinating the deployment of guards, supervisors, and support staff to ensure appropriate coverage. She works closely with the operations team to develop schedules that align with client requirements while ensuring that staffing levels remain sufficient. Additionally, she ensures that security personnel are trained to meet each client's specific needs, including site-specific protocols and updated industry standards.

Contract management is a central aspect of Aurora's role. She ensures that all contract terms are fulfilled, including service hours and staffing requirements. As contracts approach renewal, Aurora engages clients in discussions about extending or expanding the service agreement. She also works with the finance department to ensure accurate billing, manage budget concerns, and adjust pricing based on changes in scope or additional services requested.

In incident management, Aurora is responsible for overseeing the reporting of any security incidents, ensuring reports are completed accurately and promptly shared with clients. She works closely with security supervisors to resolve incidents quickly and efficiently, minimizing disruption to client operations. Aurora also identifies potential security risks and recommends strategies to mitigate those risks, ensuring the highest level of protection for clients.

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Operational coordination is a key responsibility for Aurora, as she collaborates with field management and operations teams to ensure all logistical needs are met, including personnel, equipment, and technology. She tracks account-related expenses and monitors profitability to ensure services remain within budget. Aurora, working with the HR Department, also ensures full compliance with local regulations and industry standards, such as OSHA or other relevant guidelines.

Client reporting and analytics are central to Aurora's approach. She provides detailed reports on security services, including performance metrics, incident logs, and response times, allowing clients to assess the effectiveness of their security measures. Aurora uses these insights to propose improvements and gather client feedback regularly, ensuring that service delivery is continuously optimized.

Aurora also contributes to Citiguard's business development efforts by identifying opportunities to expand relationships with existing clients. She proposes additional services, upgrades to security systems, and new technologies that meet evolving needs. Client retention is a major focus for Aurora, who ensures exceptional service that leads to contract renewals and long-term partnerships.

Educational Background:
Aurora Olmos holds a Master's Degree in Financial Economics & Performance Studies in Management from the University of California at Santa Cruz, which reflects her comprehensive understanding of financial and management principles.

Security Officers

At Citiguard, we take pride in employing security officers who are not only highly trained but also exceptionally experienced and deeply committed to public safety. All Citiguard officers possess, at minimum, a high school diploma, with many holding college degrees, military service records, or prior law enforcement experience—reinforcing the professionalism and discipline we bring to every assignment.

As part of our rigorous hiring criteria, Citiguard requires a minimum of five years of prior security guard experience for all applicants. For candidates with military or law enforcement backgrounds, a minimum of three years of relevant field service is accepted. This ensures that every officer we deploy is field-tested, situationally aware, and mission-ready from day one.

Our officers are California POST-certified and have completed basic Police Academy training, equipping them with the tactical proficiency and operational readiness needed to manage high-risk environments. Their robust experience enables them to assess threats swiftly, respond with sound judgment, and remain composed in dynamic, high-pressure situations.

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Fluent in both English and Spanish, Citiguard officers are skilled communicators who foster respectful, effective engagement with the public and the diverse communities we serve. Their training in de-escalation, behavioral recognition, and public interaction promotes safe, inclusive environments at every assignment.

Whether securing high-profile municipal properties, conducting complex risk assessments, or responding to critical incidents, our officers operate with professionalism, accountability, and confidence. Their extensive emergency preparedness includes:

- Medical emergency response
- Crisis and evacuation protocols
- Fire and earthquake procedures
- Suspicious package recognition
- Bomb threat and active shooter response

Citiguard officers are also trained to manage sensitive interactions with transient and unhoused individuals. They approach each encounter with empathy and professionalism, often coordinating with outreach organizations such as LAHSA, PATH, Hope of the Valley, and Mercy House to help connect individuals with support services and shelter resources.

We are deeply committed to continuous training and development. Our personnel receive ongoing instruction on evolving security protocols and technologies, including CitiTrac digital reporting systems and Wolfcom body-worn camera technology, to ensure transparency, accountability, and operational excellence.

In addition to their core responsibilities, many Citiguard officers serve as mentors to junior staff, fostering leadership growth and reinforcing our company-wide culture of service excellence.

Through their qualifications, discipline, and commitment to public safety, Citiguard officers do more than secure properties—they build confidence, elevate standards, and serve as proactive partners in community protection.

Timeline and Implementation Matrix (20-days or less)

Day	Task	Description
1	Client Orientation Meeting	Present Citiguard's orientation procedures to the client.
2	Risk Management Inspection	Conduct a thorough Risk Management Safety Inspection.
3	Transition Team Establishment	Establish and assign a transition team to facilitate a smooth handover.

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Day	Task	Description
4	Post Order Requirements Survey	Complete a comprehensive survey to determine post order requirements.
5	Post Order Preparation	Work collaboratively with the client to prepare detailed Post Orders.
6	Security Personnel Introduction	Conduct a comprehensive Security Officer Introduction Program for new and incumbent officers.
7	Supplies and Equipment Order	Order necessary supplies and equipment for effective security operations.
8	Wage and Benefit Package Review	Review and prepare a competitive wage and benefit package for security officers.
9	Site-Specific Training Materials	Develop site-specific training materials to ensure officers are well-prepared.
10	Master Schedule Preparation	Prepare a master schedule for effective coordination of security personnel.
11	Security Personnel Selection	Select security officers based on client-specific requirements.
12	Post Order Review with Client	Meet with the client to review and confirm Post Orders, discuss Transition Plan progress, and invoice procedures.
13	Security Personnel Approval	Meet with authorized staff/board members for Security Officer approval.
14	Personnel Files Verification	Confirm all personnel files have complete pre-screening documentation.
15	On-Site Training	Conduct on-site specific training for security officers.
16	Service Start Procedures	Establish specific procedures for service initiation, including supervision arrival and equipment placement.
17	Daily Account Visit	Visit the account daily to ensure proper service initiation and address any emerging issues.
18	Personnel Standards Review	Regularly review personnel assigned to the site to ensure they meet all established standards.
19	Contract Compliance Check	Confirm that all contract requirements are being met by conducting periodic compliance checks.
20	Invoice Review with Client	Review the first invoice with the client to ensure accuracy and satisfaction with services rendered.

Equipment Issued

Citiguard provides two key advanced technologies to enhance its security services for clients: CitiTrac and Wolfcom, each offering a range of capabilities designed to improve operational efficiency, accountability, and overall security management. Here's an in-depth look at how these resources function to ensure safety and transparency in Citiguard's operations.

CitiTrac: Comprehensive Security Reporting System

CitiTrac is a robust, fully digital security management system that allows for real-time monitoring, reporting, and analysis of security activities. The following are the primary features and capabilities of CitiTrac:

1. **Real-Time Incident Reporting:** Security officers can report incidents immediately as they occur, ensuring that both Citiguard management and the client are instantly informed of any security threats or breaches. This real-time documentation allows for quick response and escalation if necessary.
2. **GPS Tracking:** CitiTrac includes integrated GPS functionality to monitor the exact location of security personnel. This feature allows for constant oversight, ensuring that guards are covering their assigned areas and can be swiftly dispatched to incident locations when necessary.
3. **Time-Stamped Reports:** Every report generated through CitiTrac is time-stamped, providing an accurate and tamper-proof record of incidents. This is crucial for maintaining the integrity of reports, particularly in cases requiring audits or legal review.
4. **Automated Guard Tour Summaries:** CitiTrac automatically compiles summaries of guard tours, documenting the locations patrolled and any incidents encountered. This feature reduces manual record-keeping, allowing officers to focus on their duties while still ensuring that all activities are logged.
5. **Multimedia Reporting:** Officers using CitiTrac can upload photos, videos, and audio recordings as part of their incident reports. This multimedia capability enriches the data provided, giving clients and management better context and clarity when reviewing incidents.
6. **Customizable Reporting Options:** CitiTrac's reporting system can be tailored to meet the specific needs of different clients. Whether it's customizing templates for particular incident types or generating specialized reports for audit purposes, CitiTrac provides flexibility to accommodate various security environments.
7. **Instant Notifications:** When a critical incident is reported, CitiTrac sends automatic notifications to relevant managers and stakeholders. This ensures immediate attention and response, preventing incidents from escalating and enhancing overall site safety.

8. **Data Access and Review:** Clients have direct access to review and analyze security data through CitiTrac's web-based portal or mobile apps. This level of transparency ensures that stakeholders can monitor security operations, track performance, and verify that their security protocols are being followed.
9. **Compliance and Auditing:** With its detailed record-keeping, CitiTrac helps Citiguard stay compliant with industry standards and local regulations. All activities and reports are stored in a secure and easily retrievable format, making the system ideal for both internal and external audits.

Wolfcom: Advanced Surveillance and Body-Worn Camera Solutions

Wolfcom technology complements CitiTrac by providing cutting-edge body-worn cameras and surveillance tools. These devices are designed to capture real-time video and audio evidence, helping Citiguard officers perform their duties effectively and with accountability. Wolfcom offers the following features:

1. **Real-Time Video and Audio Recording:** Wolfcom cameras record high-definition video and audio, capturing critical events as they unfold. This is invaluable for documenting incidents, confrontations, or any suspicious activities encountered during patrols.
2. **Night Vision and Live Streaming:** Wolfcom cameras are equipped with infrared (IR) night vision, enabling security personnel to record clear footage in low-light conditions. The live streaming feature allows supervisors to monitor field activities in real time, which is essential during high-risk situations.
3. **GPS Location Tracking:** Like CitiTrac, Wolfcom cameras also provide GPS tracking, allowing supervisors to monitor the exact location of officers in real time. This not only ensures accountability but also enhances the coordination of field operations.
4. **Push-to-Talk Communication:** Wolfcom cameras have built-in push-to-talk functionality, allowing officers to communicate directly with command centers. This feature is critical for coordinating responses during emergencies.
5. **Tamper-Proof Data Security:** All video and audio recorded by Wolfcom cameras is encrypted, ensuring the security of the data and preventing tampering. Each file is watermarked with a unique identifier and timestamp, ensuring the authenticity of the evidence.
6. **Automatic Uploading and Cloud Storage:** At the end of each shift, recorded data is automatically uploaded to a secure cloud or local server, where it can be accessed by authorized personnel. This feature eliminates the need for manual data transfer and ensures that the footage is stored securely.
7. **AI Integration and Facial Recognition:** Wolfcom cameras can integrate with AI technologies, including facial recognition, which helps officers identify individuals in the field who may be on watch lists or have outstanding warrants.

8. **Automated Reporting:** Wolfcom systems can automatically generate detailed incident reports, including GPS data, officer notes, and video footage. This reduces the manual burden on officers while ensuring that all relevant data is documented.

Summary of Benefits for Citiguard Clients

By integrating CitiTrac and Wolfcom, Citiguard provides a comprehensive security management solution that combines real-time reporting, advanced surveillance, and transparent data management. These tools give clients peace of mind, knowing that their sites are being monitored with the latest technology, and that any incidents are handled efficiently and transparently.

- **Transparency:** Clients have full access to real-time reports, multimedia evidence, and patrol summaries.
- **Accountability:** GPS tracking and tamper-proof data storage ensure that all security activities are properly documented.
- **Customization:** Both CitiTrac and Wolfcom offer customizable options to meet the unique security needs of each client.
- **Compliance:** Both systems help Citiguard remain compliant with local and federal regulations, making them ideal for government and commercial contracts alike.

With these advanced technologies, Citiguard ensures the highest levels of security, accountability, and client satisfaction.

- Post Phones
- Two-way radios
- Handcuffs
- Flashlights
- Batons
- Pepper Spray (upon request)
- Pen & Pad
- First Aid Kits (for patrol vehicles)
- Fire Extinguishers (for patrol vehicles)

CLARIFICATIONS, EXCEPTIONS, OR DEVIATIONS

Citiguard, Inc. has conducted a thorough review of all terms, conditions, scope of work, technical requirements, and performance expectations outlined in the City of Oxnard's solicitation documents.

We are pleased to confirm that Citiguard has no clarifications, exceptions, or deviations from the requirements as stated in the RFP.

Our proposal is fully compliant with all provisions, including but not limited to:

- Scope of Work
- Staffing schedules and hourly requirements
- Uniform and equipment standards
- Vehicle and patrol marking guidelines
- Insurance and licensing requirements
- Training, reporting, and post order procedures
- Compliance with California BSIS regulations
- Non-subcontracting requirements

Citiguard is committed to delivering the highest level of service and professionalism in full alignment with the City's expectations and without any requested modifications to the terms outlined.

Should any clarification be requested by the City during the evaluation or contracting process, we are fully prepared to respond promptly and cooperatively.

COMPANY OVERVIEW AND DISCLOSURE OF SERVICES OR ACTIVITIES

a. Political Contributions Disclosure

Citiguard, Inc. affirms that no contributions of $250 or more have been made within the past twelve (12) months by any owner, officer, or principal of the company to any elected official of the City of Oxnard.

We understand and fully support the City's ethics and transparency policies, and we confirm our compliance with all related requirements outlined in the solicitation documents.

b. Litigation Disclosure (Past Five Years)

Citiguard, Inc. has maintained an exemplary track record of service across California. However, as is common with high-volume, multi-jurisdictional service providers, we disclose the following:

- **Past Litigation:**
  Citiguard was named in a limited number of employment-related claims over the past five years, typical of firms in our industry and size. All cases were either resolved through settlement with no admission of fault or dismissed with no finding against Citiguard. None of these cases involved contract disputes, fraud, negligence, or performance-related issues tied to our public sector clients.

- **No Current or Pending Litigation:**
  As of the date of this submission, Citiguard, Inc. and its principal officers are not involved in any active litigation, arbitration, or administrative investigations related to our services, nor are we under investigation by any government agency.
- **No Lawsuits with Governmental Agencies:**
  Citiguard is not currently, nor has it recently been, a party to any lawsuit or alternative dispute resolution proceeding involving a governmental entity regarding failure to perform, breach of contract, or other service-related issues.

Citiguard is proud of its reputation for integrity, compliance, and professionalism. We remain fully committed to transparency and open communication with all municipal partners, including the City of Oxnard.

TOUR MANAGEMENT SYSTEM

1. Guard Tour Management System – Brand Name and Model

For the City of Oxnard project, Citiguard will utilize its proprietary CitiTrac Guard Tour Management System, powered by the trusted and industry-leading SilverTrac Software Platform.

2. System Description and Operational Overview

The CitiTrac system is an advanced, cloud-based patrol and reporting platform designed to provide real-time transparency, GPS accountability, and streamlined communication between our field officers, supervisors, and City personnel. It is fully optimized for municipal security environments, including patrol-heavy locations such as downtown districts, public libraries, civic centers, and parking structures.

Key features of the CitiTrac/SilverTrac system include:

✅ **Real-Time GPS Patrol Tracking**
Every patrol checkpoint, location scan, and officer movement is time-stamped and GPS-verified, allowing City management to monitor coverage in real-time.

✅ **Live Incident Reporting**
Officers can create incident reports on the spot—complete with photos, video clips, and notes—delivered instantly to City stakeholders via a secure client portal or scheduled summary reports.

✅ **Automated Tour Verification**
Patrol routes and scan points can be customized per location (e.g., stairwells, elevators, restrooms), ensuring comprehensive coverage. Missed tours or checkpoints are flagged for supervisor review.

✅ **24/7 Client Access**
City of Oxnard staff will have optional secure access to the CitiTrac platform, where they can view daily reports, incident history, GPS trails, and officer activity logs.

✅ **Supervisor Alerts & Escalation**
Priority incidents (e.g., trespassing, vandalism, public safety threats) automatically notify Citiguard field supervisors and, when directed, City points of contact.

✅ **Paperless Logs & Daily Shift Reports**
All activity—routine and critical—is stored in searchable digital logs, eliminating paper-based reports and reducing administrative delays.

✅ **Customizable Templates & Branding**
Reports can be tailored to match City formatting preferences and include department-specific instructions or key site data.

The CitiTrac system enhances officer accountability, improves communication with City staff, and ensures that no area or incident goes unmonitored. Citiguard will provide full onboarding, system access, and support to designated Oxnard personnel, along with weekly or bi-weekly summary reports as requested.

POST ORDERS, POLICIES AND PROCEDURES

Citiguard has extensive experience creating detailed, site-specific post orders and operational protocols for municipal clients across California. Our post orders are living documents—developed in collaboration with client departments—and updated regularly based on incident trends, feedback, and operational changes.

For the City of Oxnard, Citiguard will customize comprehensive post orders for each designated location. These directives will be accessible to officers on-site, reviewed during shift briefings, and enforced by our supervisory and quality assurance teams.

Below are examples of the post orders, policies, and procedures we have developed or will adapt for the following Oxnard locations:

1. Oxnard Downtown Management District (ODMD)

Sample Post Order Highlights:

- Patrol perimeter and high-traffic interior areas including Centennial Plaza and alleys
- Monitor and document loitering, graffiti, illegal vending, or public intoxication
- Conduct 15- to 30-minute patrol intervals during peak hours
- Engage with unhoused individuals using de-escalation protocols
- Coordinate with OPD for disturbances, trespassing, or repeat offenders
- Submit detailed shift logs using CitiTrac, including names of ejected individuals if known
- Provide merchant check-ins and offer visibility support during evening hours

2. Downtown Parking Structure (324 S. B Street)

Sample Post Order Highlights:

- Patrol all 4 levels, stairwells, and elevator lobbies every 30 minutes
- Respond to elevator emergency buttons and coordinate with maintenance or fire personnel
- Deter loitering in stairwells and monitor for vandalism or vehicle tampering
- Escort patrons and City employees to vehicles upon request
- Log suspicious activity or repeat loiterers into CitiTrac with photos when appropriate
- Report maintenance hazards: broken lights, graffiti, spills, damaged guardrails

3. Oxnard Public Library (251 S. A Street)

Sample Post Order Highlights:

- Patrol building interior, outdoor patio, restrooms, staff entrance, and loading dock
- Use trauma-informed communication with teens, families, and vulnerable patrons
- Prohibit sleeping, bathing, or disruptive behavior in public spaces
- Support staff during patron interactions that escalate or require intervention
- Maintain a calm, quiet presence that reflects the Library's community values
- Adhere to all Library-specific policies and procedures as outlined by the Library Manager

4. Oxnard Service Center (214 S. C Street)

Sample Post Order Highlights (Armed Officer):

- Remain stationed at front entrance; conduct lobby patrols every 30 minutes
- Monitor Development Services counter, payment windows, and restrooms
- Intervene in verbal altercations involving public aggression toward staff
- Use verbal warnings and OPD coordination for any refusal to comply with directives

- Escort staff to their vehicles when requested
- Submit shift report with visitor incident summaries and debrief to Service Center Management

5. Citywide As-Needed Services (Events/Emergencies)

Sample Event Post Order Highlights:

- Secure designated perimeters, vendor zones, and access points
- Perform bag checks or badge verification as directed
- Maintain order in crowd areas, and prevent entry to restricted zones
- Coordinate with event organizers, fire marshal, and City liaisons
- Remain in radio contact with team leads and mobile supervisors
- Document all interactions, interventions, or incidents in CitiTrac

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Policies & Procedures Citiguard Applies at All Locations:

- **Use-of-Force & De-escalation Policy:**
  All officers receive extensive training on avoiding physical engagement unless absolutely necessary. De-escalation is always prioritized.

- Code of Conduct:
  Officers are expected to remain courteous, neutral, and professional—no use of personal cell phones, foul language, or unprofessional posture while on duty.

- Incident Escalation Procedure:
  Officers escalate to Citiguard supervisors or directly to OPD based on severity, and immediately report high-priority issues through our dispatch center.

- Appearance & Uniform Standards:
  Officers must be in clean, pressed uniforms with correct insignia and Oxnard-required patches, and wear “District Safety” markings as specified.

- Check-in/Check-out Protocol:
  All guards are required to clock in and out electronically, with GPS-tracked time stamps confirmed via the CitiTrac system.

- Confidentiality Policy:
  Officers are trained to maintain the confidentiality of public interactions and sensitive information discussed or overheard on site.

Citiguard's post orders and procedures are always developed with client input, fully aligned with municipal standards, and enforced through a multi-tiered system of supervision, reporting, and field audits. For the City of Oxnard, we will tailor each post order to reflect your operational culture, public engagement philosophy, and departmental expectations.

ASSIGNED PROJECT OFFICERS: RECOMMENDATIONS FOR THE PROFESSIONAL DEVELOPMENT AND TRAINING OF OFFICERS

At Citiguard, we believe that the foundation of effective municipal security lies in the ongoing professional development of our officers. For a diverse and dynamic community like Oxnard, our training model is designed to go beyond state minimums to cultivate well-rounded professionals who are not only capable in their security duties but also represent the City with courtesy, cultural awareness, and community sensitivity.

We will implement a location-specific training plan for all officers assigned to the Oxnard project, covering both initial onboarding and ongoing professional development.

Initial Assignment Training (Pre-Deployment)

All officers assigned to City of Oxnard locations will receive the following targeted training modules:

- **Oxnard-Specific Post Orders & Site Orientation**
  Officers will be trained on City facility layouts, access points, emergency exits, and individual site protocols (Library, ODMD, Service Center, Parking Structure).
- **De-Escalation & Verbal Conflict Resolution**
  Officers are trained to manage hostile behavior calmly, with an emphasis on verbal techniques to reduce tensions and avoid use of force.
- **Mental Health & Homeless Interaction Training**
  Given the City's transient population, officers will receive trauma-informed training rooted in our longstanding work with LAHSA, PATH, Hope of the Valley, and Mercy House.
- **Public Engagement & Customer Service**
  Officers learn how to assist City staff, residents, and visitors with professionalism and approachability—especially important at the Library and Service Center.

- **CitiTrac System Training**
  Officers will be trained in how to complete GPS-verified patrols, incident logging, and shift reporting through our digital platform, ensuring accountability and transparency.

- **Uniform, Grooming & Conduct Standards**
  All officers must adhere to Citiguard's appearance policies, including Oxnard-specific requirements for patches, "District Safety" identifiers, and badge placement.

Ongoing Professional Development

Citiguard supports continual learning for all officers through monthly refresher courses, quarterly site evaluations, and field-level coaching. For the Oxnard contract, we will implement:

- **Monthly Scenario-Based Training**
  Supervisors will conduct post briefings using real-world examples (e.g., handling aggressive library patrons, redirecting loiterers in Centennial Plaza, escorting staff during a Service Center dispute).

- **Quarterly Evaluations and Skill Re-certifications**
  Officers undergo formal evaluations of performance, attendance, documentation accuracy, and public interaction, with coaching provided as needed.

- **Cross-Training Between Sites**
  To ensure coverage flexibility, officers will be cross-trained across all Oxnard posts (e.g., Public Library, Parking Structure, ODMD), while maintaining primary assignments to ensure continuity.

- **Emergency Preparedness Drills**
  Citiguard will collaborate with Oxnard Police, Fire, and City management to conduct annual or semi-annual emergency response drills (evacuation, shelter-in-place, medical emergency response).

Supervisor & Manager Training

All field supervisors assigned to Oxnard will receive additional training in:

- Team management and performance monitoring
- City-specific escalation protocols
- Client communication and reporting procedures
- Conflict mediation and internal investigations

Commitment to Professionalism

Citiguard ensures that every officer assigned to the City of Oxnard is not just a guard, but a trained, polished, and community-aware public-facing professional. Our training philosophy emphasizes:

- Respectful engagement
- Calm command presence
- Accurate documentation
- Constant learning and self-awareness

By investing in officer development, Citiguard enhances the safety, trust, and professionalism that the City of Oxnard expects from its contracted partners.

EXHIBIT 1

SECURITY SERVICES FEE SCHEDULE

City of Oxnard
Security Services Fee Schedule

City Locations

Oxnard Downtown Management District	$ $14,999.12	per month
Oxnard City Library	$ $12,030.36	per month
Downtown Parking Structure	$ 17,458.56	per month
Oxnard Service Center	$ $6,924.19	per month

Other Security Services (as needed)

Event Security (unarmed)	$ 29.00	per hour
Emergency Services	$ 29.00	per hour
Other Fees (specify) Vehicle Patrol	$ 30.00	per hour

Agency Name: Citiguard, Inc.

Agency Phone/Email: 800-613-5903 / howard@citiguardinc.com

Agency President or CEO: Sami Nomair

EXHIBIT 1

SECURITY SERVICES FEE SCHEDULE

City of Oxnard
Security Services Fee Schedule

City Locations

Oxnard Downtown Management District	$ 24.00 cost per hour
Oxnard City Library	$ 24.00 cost per hour
Downtown Parking Structure	$ 24.00 cost per hour
Oxnard Service Center	$ 27.05 cost per hour

Other Security Services (as needed)

Event Security (unarmed)	$ 29.00 cost per hour
Emergency Services	$ 29.00 cost per hour
Other Fees (specify) Vehicle Patrol	$ 30.00 cost per hour

Agency Name: Citigaurd, Inc.

Agency Phone/Email: 800-613-5903 / howard@citiguardinc.com

Agency President or CEO: Sami Nomair

EXHIBIT 1

SECURITY SERVICES FEE SCHEDULE

City of Oxnard
Security Services Fee Schedule

City Locations

Oxnard Downtown Management District Please provide hourly rate for Supervisor and Officer.	$ 29.00 cost per hour (S) $ 24.00 cost per hour (O)
Oxnard City Library	$ 24.00 cost per hour
Downtown Parking Structure	$ 24.00 cost per hour
Oxnard Service Center	$ 27.05 cost per hour

Other Security Services (as needed)

Event Security (unarmed)	$ 29.00 cost per hour
Emergency Services	$ 29.00 cost per hour
Other Fees (specify) Vehicle Patrol	$ 30.00 cost per hour

Agency Name: Citiguard, Inc.

Agency Phone/Email: 800-613-5903 / howard@citiguardinc.com

Agency President or CEO: Sami Nomair

10.0 CERTIFICATION: (Submit with your proposal)

I, the undersigned, certify and declare I have read and know the contents of the proposal the proposer listed below is submitting to the City of Oxnard ("City"). I certify under penalty of perjury that the preparer(s) of this proposal has/have provided only complete and truthful information to the City in this proposal. I understand that any misrepresentations or material omissions within this proposal will be grounds for potentially disqualifying the proposer or not awarding the contract to the proposer. Additionally, any misrepresentations or material omissions within this proposal are considered breaches of the contract (should the proposer be awarded that contract); the City shall have the right to terminate the contract immediately without consequences, and the City retains all other legal rights available to the City for breach of contract.

I, the undersigned, hereby give permission to the City and its employees and agents to contact references—including those references' officials, employees, and agents (collectively, "References")—of the proposer and its officers, managers, members, general partners, limited partners, or other owners of at least ten percent (10%) of the business, or if the business is a corporation or s-corporation, of its stock (collectively, "Owners"), and request information from other clients—including those clients' officials, employees and agents (collectively, "Other Clients"). I further give permission for the City to review any criminal records of the Owners and obtain public records regarding the Owners, such as records of arrests, indictments, convictions, civil judicial actions, tax liens, and outstanding judgments. I have authority to waive, and I do waive, any and all rights and claims by the proposer, the Owners, and all of their heirs and assigns against the City and its officials, employees and agents, the References, and the Other Clients regarding any actions taken pursuant to, related to or incidental to, the authorization given in this paragraph. Furthermore, I agree that the City and its officers, employees and agents may but have no obligation to share any such information.

I am executing this proposal on behalf of the proposer. I warrant and represent under penalty of perjury that I have the authority to execute this proposal on behalf of the proposer and I have the authority to bind the proposer to the answers provided in this proposal. If any information provided herein becomes inaccurate, I will immediately notify the City and provide updated accurate information in writing, under penalty of perjury.

CERTIFICATIONS

I, Howard Fridkin of Citiguard, Inc.

Printed Name of Agent/Officer **Name of Organization**

Hereby certify that by submission of this proposal in response to the solicitation, agree upon contract award to carry out the requirements specified and obligations set forth therein.

Signature: Howard Fridkin Date: 07/14/2025

Title of Agent/Officer: Director of Contracts and Procurments

Execution hereof is certification that the undersigned has read and understands the terms and conditions hereof, and that the undersigned's principal is fully bound and committed.

ATTACHMENT 3

DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST FORM

The Proposer must identify and describe in detail each conflict of interest, if applicable. Use at least one form for each firm and attach additional documentation as necessary.

1. Describe in detail the nature of the actual or potential conflict(s) (involving project, personnel, financial advantage, or other item), or state none.
   NONE

2. For each actual or potential conflict above, describe in detail the measures proposed to mitigate, or state none.
   NONE

3. Describe in detail the intended effect of the proposed measures on the actual or potential conflict(s) and how the proposed measures will mitigate the actual or potential conflict(s), or state none.
   NONE

Signature Howard Fridkin Date 07/14/2025

If a potential conflict has been identified, please provide name and phone number for a contact person authorized to discuss this disclosure form with Department of Transportation contract personnel.

Name & Title Howard Fridkin, Director of Contarcts and Procurements Phone 800-613-5903

Solicitation # 25-140 Firm Name Citiguard, Inc.

ATTACHMENT 4

NON-COLLUSION DECLARATION TO BE EXECUTED BY PROPOSERS

AND SUBMITTED WITH PROPOSAL

The undersigned declares:

I am the Director of Contracts and Procurements of Citiguard, Inc., the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on 07/14/2025 (date), at West Hills (city), California. (state)

Bidder's Name (Company): Citiguard, Inc.

Signature: Howard Fridkin Title: Dircetor of Contracts and Procurements

Print: Howard Fridkin Date: 07/14/2025

IRAN CONTRACTING ACT CERTIFICATION
(TO BE EXECUTED AND SUBMITTED WITH THE AGREEMENT)
Public Contract Code Sections 2202-2208

Pursuant to Public Contract Code 2204.(a) A public entity shall require a person that is submits a bid or proposal to,or otherwise proposes to enter into or renew a contract with, a public entity with respect to a contract for goods or services of one million dollars ($1,000,000) or more to certify, at the time an Agreement is signed or renewed, that the person is not identified on a list created pursuant to subdivision (b) of Section 2203 as a person engaging in investment activities in Iran described in subdivision (a) of Section 2202.5 or as a person described in subdivision 9b) of Section 2202.5, as applicable.

To comply with this requirement, please insert your company/entity and Federal ID number (if available) and complete **one** of the options below. Please note, California law established penalties for providing false certifications, including civil penalties equal to the greater of $250,000 or twice the amount of the contract for which the false certification was made, contract termination and three-year ineligibility to bid on contract in accordance with Public Contract Code section 2205.

OPTION No.1 – CERTIFICATION
I, the official named below, certify I am duly authorized to execute this certification on behalf of the company/entityidentified below, and the company/entity identified below is not on the current list of persons engaged in investment activities in Iran created by DGS and is not a financial institution extending twenty million dollars ($20,000,000) or more in credit to another person or entity, for 45 days or more, if that other person or company/entity will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engagedin investment activities in Iran created by DGS in accordance with subdivision (b) of Public Contract Code 2203.

Company Name/Financial Institution (printed): Citiguard, Inc.
Federal ID Number (or n/a): 90-1003623

By (Authorized Signature):
Howard Fridkin
Printed Name & Title of Person Signing: Howard Fridkin, Director of Contracts and Procurements
Date Executed: 07/14/2025

Executed in the County of Los Angeles in the State of California

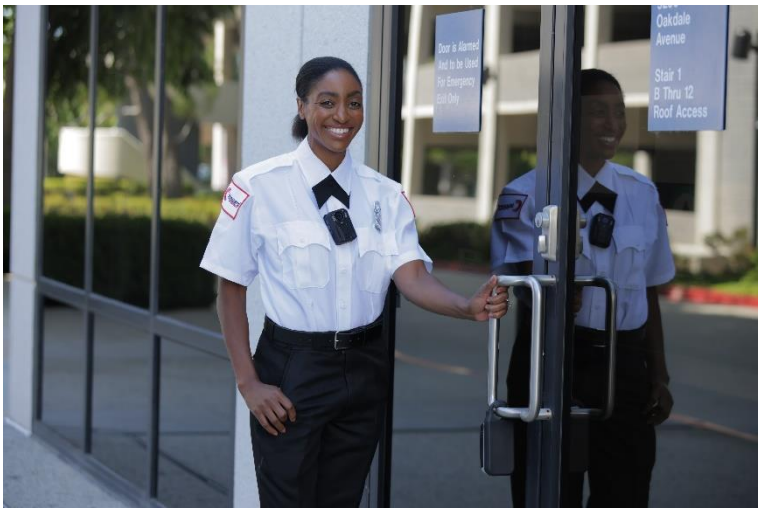
OPTION No.2 – EXEMPTION
Pursuant to Public Contract Code sections 2203(c) and (d), a public entity may permit a vendor/financial institutionengaged in investment activities in Iran, on a case-by-case basis, to be eligible for, or to bid on, submit a proposal for, or enters into or renews, a contract for goods and services. If you have obtained an exemption from the certification requirement under the Iran Contracting Act, please fill out the information below and attach documentation demonstrating the exemption approval.

Company Name/Financial Institution (printed): _____
Federal ID Number (or n/a): _____

By (Authorized Signature): _____
Printed Name & Title of Person Signing:
Date Executed:

Executed in the County of _____ in the State of _____

UNIFORMS


Oakdale
Avenue
Stair 1
B Thru 12
Roof Access

SECURITY

SECURITY

UNIFORMS

UNIFORMS

UNIFORMS

CITIGUARD
PRIVATE
SECURITY
3007

PATROL VEHICLES

PATROL VEHICLES

ADDENDUM NO. 1
Security Services for the Oxnard Downtown Management District

July 15, 2025

CERTIFICATION OF RECEIPT OF ADDENDUM

I certify that I have received this Addenda on behalf of the company listed below.

Signed: Howard Fridkin Dated: 7/16/2025

Print Name: Howard Fridkin Title: Director of Contracts and Procurements

Company: Citiguard, Inc.

Email: howard@citiguardinc.com

ADDENDUM NO. 1

1.0 This addendum is considered to be part of the solicitation. All other terms of the solicitation remain unchanged and in effect. This addendum is intended to provide additional information and/or to change requirements in the above referenced solicitation. Any information contained herein will be considered part of the solicitation and as such will be used in the evaluation of the bid responses. Attention all potential bidders, if you have already submitted your proposal prior to the bid closing date, please review this addendum and re-submit your bid response, should this addendum modify your initial bid response.

1.1 To verify that all Bidders have received a copy of this addendum, please sign the cover page of this addendum and submit it with your proposal on Public Purchase.

2.0 Clarification from the City:

1. **Page 9 of RFP bullet point 4 and 5.**

- Support shift patrol, Friday and Saturday, may consist of one uniformed district safety officer who may be on site from 10:00PM to 4:30AM two days per week, Friday and Saturday, with an unpaid 30-minute meal break. (16 hours per week).
- Support shift patrol, Tuesday through Saturday, may consist of one uniformed district safety officer who may be on site from 12:00PM to 8:30AM two days per week, Friday and Saturday, with an unpaid 30-minute meal break. (40 hours per week).

Replace With

- Support shift patrol, Friday and Saturday, may consist of one uniformed district safety officer who may be on site from 10:00PM to 6:30AM two days per week, Friday and Saturday, with an unpaid 30-minute meal break. (16 hours per week).
- Support shift patrol, Tuesday through Saturday, may consist of one uniformed district safety officer who may be on site from 12:00AM to 8:30AM two days per week, Friday and Saturday, with an unpaid 30-minute meal break. (40 hours per week).

2. **Cost Proposal page 13 of RFP, bullet point number 1.**
Provide a rate proposal on a monthly basis based on the Security Services Fee Schedule Form (Exhibit 1) for each location. The fee schedule shall include a breakdown of the following:

- Monthly cost for all 4 locations stated in this RFP.

Replace with

Cost Proposal

Provide a rate proposal on an hourly basis based on the Security Services Fee Schedule Form (Exhibit 1) for each location. The fee schedule shall include a breakdown of the following:

- Hourly cost for all 4 locations stated in this RFP.

3. **Page 27 of RFP, Exhibit number 1.**
   Exhibit 1 fee schedule has been updated, please see attached Security Services Fee Schedule.

4. **Submission date of Proposal has been extended to August 4, 2025 at 2:00 p.m. local time.**

End Addendum 1

ADDENDUM NO. 2
Security Services for the Oxnard Downtown Management District

July 16, 2025

CERTIFICATION OF RECEIPT OF ADDENDUM

I certify that I have received this Addenda on behalf of the company listed below.

Signed: Howard Fridkin Dated: 07/16/2025

Print Name: Howard Fridkin Title: Director of Contracts and Procurements

Company: Citiguard, Inc.

Email: howard@citiguardinc.com

ADDENDUM NO. 2

1.0 This addendum is considered to be part of the solicitation. All other terms of the solicitation remain unchanged and in effect. This addendum is intended to provide additional information and/or to change requirements in the above referenced solicitation. Any information contained herein will be considered part of the solicitation and as such will be used in the evaluation of the bid responses. Attention all potential bidders, if you have already submitted your proposal prior to the bid closing date, please review this addendum and re-submit your bid response, should this addendum modify your initial bid response.

1.1 To verify that all Bidders have received a copy of this addendum, please sign the cover page of this addendum and submit it with your proposal on Public Purchase.

2.0 Clarification from the City:

1. **Page 27 of RFP, Exhibit number 1.**
   Exhibit 1 fee schedule has been updated to include hourly rate for Supervisor and Officer for ODMD.

   Please see attached Security Services Fee Schedule.

End Addendum 2

CITIINC-01 IFATHIPOUR

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 3/28/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
Paramount Exclusive Insurance Services, Inc. 15760 Ventura Blvd. Suite 500 Encino, CA 91436	PHONE (A/C, No, Ext): (818) 986-7283	FAX (A/C, No): (818) 986-4949
	E-MAIL ADDRESS: service@paramountexclusiveins.com	

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Evanston Ins. Co.	035378
INSURER B : National Fire & Marine Ins.	20052
INSURER C : Travelers Casualty and Surety Company of America	31194
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

CitiGuard Inc
22736 VANOWEN STREET STE 300
West Hills, CA 91307

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY			BMGG100043-01	3/26/2025	3/26/2026	EACH OCCURRENCE	$ 1,000,000
	[ ] CLAIMS-MADE [X] OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 3,000,000
	[ ] POLICY [X] PRO-JECT [ ] LOC						PRODUCTS - COMP/OP AGG	$ 3,000,000
	[ ] OTHER:						MISC ERRORS OMM	$ 1,000,000
B	AUTOMOBILE LIABILITY			72APB011105	3/26/2025	3/26/2026	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	[ ] ANY AUTO						BODILY INJURY (Per person)	$
	[ ] OWNED AUTOS ONLY [X] SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	[ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
A	[X] UMBRELLA LIAB [X] OCCUR			BMGE100039-01	3/26/2025	3/26/2026	EACH OCCURRENCE	$ 5,000,000
	[ ] EXCESS LIAB [ ] CLAIMS-MADE						AGGREGATE	$
	[ ] DED [ ] RETENTION $						Aggregate	$ 5,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N	N / A					[ ] PER STATUTE [ ] OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] (Mandatory in NH)						E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
C	Crime			107479980	7/27/2024	7/27/2025	Single Loss	100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

FOR INFORMTATIONAL PURPOSES ONLY

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Danielle Jáuregui

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 3/24/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	Cortney Horn	
SUNZ Insurance Solutions, LLC ID: (DecisionHR) c/o DecisionHR Holdings Inc 5801 Postal Road, PO Box 818020 Cleveland, OH 44181	PHONE (A/C, No, Ext):	888-828-5511	FAX (A/C, No):
	E-MAIL ADDRESS:	Certs@DecisionHR.com	

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : SUNZ Insurance Company	34762
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
DecisionHR I Inc
LCF Citiguard Inc
5801 Postal Road; PO Box 818020
Cleveland OH 44181

COVERAGES **CERTIFICATE NUMBER:** 84507696 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		WC042-00263-024	3/26/2025	6/1/2025	✓ PER STATUTE ☐ OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

976101

FOR INFORMATIONAL PURPOSES ONLY

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Rick Leonard

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CALIFORNIA DEPARTMENT OF CONSUMER AFFAIRS

Bureau of Security and Investigative Services
P.O. Box 989002
West Sacramento, CA 95798-9002
(916) 322-4000

Renewal License

PRIVATE PATROL OPERATOR

License No. PPO121572

Valid Until: 09/30/2026

Receipt No. 13357

CITIGUARD
22736 VANOWEN ST STE 300
WEST HILLS, CA 91307-2656

In accordance with the provisions of Division 3, Chapter 11.5 of the Business and Professions Code, the company named hereon is issued a Private Patrol Operator License Renewal.

---- NON-TRANSFERABLE ----- POST IN PUBLIC VIEW -----

1204.CERT04S.071823

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CITIGUARD
22736 VANOWEN ST STE 300
WEST HILLS CA 91307-2656

BUREAU OF SECURITY AND INVESTIGATIVE SERVICES
PO BOX 989002
WEST SACRAMENTO CA 95798-9002

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ **Go to *www.irs.gov/FormW9* for instructions and the latest information.**

Give Form to the requester. Do not send to the IRS.

Print or type. See **Specific Instructions** on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Citiguard, Inc

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☑ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
22736 Vanowen Street Suite 300

Requester's name and address (optional)

6 City, state, and ZIP code
West Hills, CA 91307

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
			–			–				

or

Employer identification number
9	0	–	1	0	0	3	6	2	3

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ *S. Nomair* Date ▶ 01/01/2025

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

Training Procedures and Methodology

Created by Michael Quinonez – Fire Life & Safety Director

Citiguard Employs a Comprehensive and Systematic Approach to Training, Ensuring That All Security Personnel Meet and Maintain the Necessary Certifications and Qualifications.

TABLE OF CONTENTS

INITIAL TRAINING PROGRAMS.....1

CERTIFICATION VERIFICATION.....1

REGULAR REFRESHER TRAINING.....1

CONTINUOUS EDUCATION.....1

REGULAR ASSESSMENTS AND EVALUATIONS.....2

HANDS-ON TRAINING.....2

MANDATORY CONTINUING EDUCATION.....2

DOCUMENTATION AND RECORDS.....2

SUPERVISION AND MENTORING.....2

PC-832 ARREST AND FIREARMS COURSE.....3

CLIENT RELATIONS / SERVICE ATTITUDE.....3

EMERGENCY PREPAREDNESS.....3 - 4

TABLE OF CONTENTS

(cont'd.)

GOVERNEMENT LAWS AND REGULATIONS.....4

SECURITY PATROIL PROCEDURES.....4

CITIGUARD DE-ESCALATION GUIDELINES.....4

- ***Recognizing Early Warning Signs*.....4**
- ***Control Your Own Emotions*.....5**
- ***Build Rapport*.....5**
- ***Clarify the Situation*.....5**
- ***Set Boundaries*.....5**
- ***Use Verbal and Non-Verbal Techniques*.....5**
- ***Seek Assistance*.....5 - 6**

CITIGUARD'S COMPREHENSIVE TRAINING FOR PROACTIVE DEFENSE.....6

- ***Firearm Safety Certification (Armed Guards Only)*.....6**

TABLE OF CONTENTS

(cont'd.)

- *PR-24 Baton Certification*.....6
- *Pepper Spray/Mace Permit*.....6
- *Emergency Response Training*.....6 - 7
- *Report Writing Training*.....7
- *Safety Training*.....7
- *Community Rules and Regulations*.....7 - 8
- *Procedural Training*.....8
- *Interpersonal Relationships*.....8
- *Ongoing Training and Drills*.....8
- *Hours of Training*.....8 - 11

EMPLOYEE PHYSICAL EXAMS.....11 - 12

- *Pre-Employment Medical Screening*.....11
- *Annual Physical Exams*.....11
- *Selection of Qualified Healthcare Providers*.....12

TABLE OF CONTENTS

(cont'd.)

- ***Standardized Medical Examination Protocol*.....12**
- ***Documentation and Record-Keeping*.....12**
- ***Reminders and Scheduling*.....12**
- ***Employee Support*.....12**

DRUG AND ALCOHOL TESTING.....12 - 14

- ***Pre-Employment Testing*.....13**
- ***Pre-Employment Drug Screening*.....13**
- ***Random Testing*.....13**
- ***Unannounced Random Drug Testing*.....13**
- ***Random Alcohol Testing*.....13**
- ***Follow-Up Testing*.....13**
- ***Follow-Up Drug and Alcohol Testing*.....13 - 14**
- ***Reasonable Suspicion Testing*.....14**

TABLE OF CONTENTS

(cont'd.)

- *Drug and Alcohol Testing Based on Reasonable Suspicion*.....14
- *Compliance with Applicable Laws*.....14
- *Compliance with State and Federal Regulations*.....14

ENSURING EMPLOYEES ARE CAPABLE.....14 - 17

- *Rigorous Recruitment and Selection Process*.....14 - 15
- *Specialized Training Programs*.....15
- *Continuous Professional Development*.....15 - 16
- *Site-Specific Training*.....16
- *Regular Drills and Simulations*.....16
- *Strong Supervision and Support*.....16
- *Effective Communication and Collaboration*.....16 - 17

EMERGENCY PROCEDURES.....17 - 25

- *Power Failure Procedures*.....17 - 18

TABLE OF CONTENTS

(cont'd.)

- *Fire Evacuation*.....18 - 20
- *Earthquake Evacuation*.....20 - 21
- *Abandoned/Suspicious Packages*.....21 - 23
- *Bomb Treat*.....23 - 25
- *Active Shooter Response*.....25 - 28

[1]

Initial Training Program

New security personnel undergo extensive training programs that cover a wide range of topics, including security protocols, emergency procedures, legal regulations, ethical conduct, and customer service. These programs are designed to equip employees with the fundamental knowledge and skills required for their roles.

Certification Verification

Citiguard conducts thorough checks to verify the certifications and licenses of new hires. This includes confirming the authenticity of security licenses, firearm permits, first aid/CPR certifications, and any other relevant qualifications. Only individuals with valid and verified certifications are employed.

Regular Refresher Training

Security personnel participate in regular refresher training sessions to reinforce their skills and knowledge. These sessions cover updates in security protocols, changes in regulations, and advancements in technology. Refresher training ensures that employees stay current with industry best practices.

Continuous Education

Citiguard encourages security personnel to pursue continuous education opportunities. This can include advanced security training, higher education in related fields, or specialized certifications. The company supports and sometimes sponsors employees in these endeavors to enhance their skills and expertise.

[2]

Regular Assessments and Evaluations

Security personnel undergo periodic assessments and evaluations to gauge their proficiency and identify areas for improvement. These assessments can include written tests, practical exercises, and scenario-based simulations. Performance evaluations are conducted by experienced trainers or supervisors.

Hands-On Training

Citiguard provides hands-on training experiences to ensure that security personnel are proficient in using security equipment, handling emergencies, and executing their duties effectively. Practical exercises enhance their abilities to respond to real-life situations.

Mandatory Continuing Education

Citiguard enforces mandatory continuing education requirements for all security personnel. This includes staying updated on legal regulations, attending workshops or seminars, and completing online courses. Proof of completion is regularly verified to ensure compliance.

Documentation and Records

Citiguard maintains detailed records of all training sessions, certifications, and assessments. These records serve as evidence of employee qualifications and training compliance. Documentation is regularly audited to ensure accuracy and completeness.

Supervision and Mentoring

Experienced supervisors provide guidance and mentorship to security personnel. They offer on-the-job training, share best practices, and provide constructive feedback to enhance employees' skills and confidence.

[3]

PC-832 Arrest and Firearms Course

Hired guards either possess completed training or complete it within the first 30 days. The training comprises two components totaling a minimum of 64 hours: a 40-hour Arrest component and a 24-hour Firearms component for armed guards.

- **The Arrest component has a 40-hour requirement**
- **The Firearms component has a 24-hour requirement (Armed guards only).**

Client Relations / Service Attitude

New hires undergo training within their first 30 days, focusing on a client-centered approach, managing difficult clients, fostering client loyalty, and enhancing communication and writing skills.

- **Client-Centered Approach**
- **Dealing with Angry/Upset Clients**
- **Importance of Client Loyalty / How to Nurture Relationships**
- **Writing and Communication Skills**

Emergency Preparedness

All new hires receive training within their initial 30 days, covering concepts such as awareness, mitigation, response, and recovery. Training addresses various emergency situations, including antiterrorism, active shooter incidents, HazMat incidents, crowd control, and evacuation protocols.

- **Antiterrorism**

- Active Shooter
- HazMat
- Crowd Control
- Evacuation protocols

Government Laws and Regulations

Applicants and new hires are tested on their understanding of federal and state laws governing security personnel. Ongoing training ensures compliance with evolving laws and regulations affecting security guards in California.

Security Patrol Procedures

New hires receive training within the first 30 days, focusing on entrance/exit checks, observing suspicious behavior, ensuring people's safety, and being vigilant for emergencies.

Citiguard De-escalation Guidelines

At Citiguard, our foremost goal is to uphold a safe and secure environment for all. A cornerstone of our approach lies in mastering the art of de-escalation. These vital techniques have been proven to calm potentially volatile situations, thwart escalation, and defuse conflicts before they reach a dangerous point. Our specialized training program, meticulously crafted by our team of ex-law enforcement professionals, offers stringent guidelines on employing de-escalation tactics with precision in diverse situations.

1. Recognize Early Warning Signs:

Effective de-escalation starts with identifying early warning signs of aggression or conflict, including physical cues like clenched fists or tense body posture, and behavioral signs such as shouting, aggressive language, or threats.

2. Control Your Own Emotions:

Maintaining composure is crucial. Stay calm and composed in all situations, even under high pressure. Be mindful of your body language, tone of voice, and facial expressions, as they can either escalate or de-escalate a situation.

3. Build Rapport:

Establishing rapport and connecting with the individual you're dealing with can Foster trust and cooperation. Utilize active listening skills, ask open-ended questions, and show empathy to understand their perspective.

4. Clarify the Situation:

Before attempting to de-escalate, ensure a thorough understanding of the circumstances and the reasons behind the person's behavior. Clarify any misunderstandings or misconceptions, validating their feelings and emotions.

5. Set Boundaries:

Define clear boundaries and behavior expectations while ensuring the person feels respected and heard. Provide explicit instructions and consequences for non-compliance, while also offering practical solutions and alternatives to the situation.

6. Use Verbal and Non-Verbal Techniques:

De-escalation tactics encompass both verbal and non-verbal approaches. Verbal techniques involve using a calm and reassuring tone, mirroring the person's language and gestures, and providing choices and options. Non-verbal techniques include open body language, maintaining eye contact, and establishing appropriate physical distance.

7. Seek Assistance:

In situations where handling becomes challenging or there is a risk of physical harm, promptly seek assistance from other security personnel or law enforcement.

Have a well-defined escalation plan and know when to involve higher authorities to ensure a swift and safe resolution.

Citiguard's Comprehensive Training for Proactive Defense

While restraint is a fundamental aspect of a guard's security approach, it's crucial to acknowledge that emergency situations may require guards to face physical threats from antagonists. In these challenging scenarios, proactive defense strategies are paramount to ensuring safety and maintaining control. Citiguard security personnel are rigorously trained, prepared, and equipped with the following certifications:

1. Firearm Safety Certificate (Armed Guards Only):

Armed guard applicants must obtain this certification prior to employment. It Entails passing a rigorous Department of Justice (DOJ) written test on firearm safety, administered by DOJ Certified Instructors.

2. PR-24 Baton Certification:

All ACOs either possess PR-24 Baton Certification upon hiring or complete the Training within their initial 30 days of employment. This certification comprises a state-mandated course with a minimum of eight hours of instruction. A written examination, requiring a passing score of 83% or better, ensures proficiency.

3. Pepper Spray / Mace Permit:

ACOs are either hired with their pepper spray/mace permit or undergo Comprehensive training within their first 30 days of employment. This training encompasses legal and moral aspects, types of sprays, proper usage protocols, storage guidelines, and recognizing/treating symptoms associated with exposure.

4. Emergency Response Training:

- Types of Emergencies: Provide training on various types of emergencies such as fire, medical emergencies, natural disasters, and security breaches.
- Evacuation Procedures: Outline clear evacuation routes and procedures For different scenarios.

- First Aid and CPR: Ensure security personnel are trained in basic first aid And CPR to provide immediate assistance in medical emergencies.

5. Report Writing Training:

- Incident Reporting: Train security personnel to accurately and promptly report incidents, including details such as time, location, individuals involved, and actions taken.
- Documentation Skills: Emphasize clear and concise documentation of incidents, ensuring that reports are accessible for future reference.

6. Safety Training:

- Patrol Procedures: Instruct on effective patrol techniques to identify and address potential safety hazards.
- Security Equipment Usage: Provide training on the proper use of security equipment such as surveillance cameras, alarms, and communication devices.

7. Community Rules and Regulations:

- Familiarity with Community Policies: Ensure security personnel have a thorough understanding of community rules and regulations.
- Conflict Resolution: Provide training on resolving conflicts while upholding community standards.

8. Procedural Training:

- Access Control Procedures: Train security personnel on verifying and controlling access to the community.
- Visitor Management: Instruct on proper procedures for handling and logging visitors to the community.
- Package Handling: Provide guidelines on receiving and handling packages, ensuring security and resident satisfaction.

9. Interpersonal Relationships:

- Customer Service Training: Emphasize the importance of good customer service in interactions with residents.
- Communication Skills: Train security personnel in effective communication to handle inquiries, complaints, and emergencies with professionalism.
- Cultural Sensitivity: Promote cultural awareness to foster positive relationships with a diverse resident population.

10. Ongoing Training and Drills:

- Regular Drills: Conduct regular emergency response drills to ensure security personnel are well-prepared.
- Continuing Education: Provide ongoing training to keep security personnel updated on new procedures, technologies, and community developments.

11. Hours of Training:

a. Orientation (4-8 hours):

- Introduction to the security company and its policies.
- Overview of the security industry and the role of ACOs.
- Introduction to basic security procedures and professionalism.

b. **Legal and Ethical Considerations (4-8 hours):**

- Understanding relevant laws and regulations.
- Ethics in the security industry.
- Use of force and legal responsibilities.

c. **Emergency Response Training (8-16 hours):**

- First aid and CPR certification.
- Emergency evacuation procedures.
- Handling medical emergencies.

d. **Patrol and Observation (8-12 hours):**

- Techniques for effective patrolling.
- Observation skills and situational awareness.
- Identifying and reporting security threats.

e. **Communication Skills (4-8 hours):**

- Effective verbal and written communication.
- Radio communication procedures.
- Interacting with the public and residents.

f. **Access Control and Technology (8-12 hours):**

- Access control procedures.
- Proper usage of security equipment (e.g., surveillance cameras, alarms).
- Technology training relevant to the security role.

g. **Report Writing and Documentation (8-12 hours):**

- Writing incident reports.
- Documentation skills and record-keeping.
- Legal considerations in report writing.

h. **Customer Service (4-8 hours):**

- Interacting with residents, visitors, and the public.
- Conflict resolution and de-escalation techniques.
- Cultural sensitivity and diversity training.

i. **Community Rules and Regulations (4-8 hours):**

- Familiarity with community-specific rules.
- Enforcing rules while maintaining professionalism.

- Handling resident inquiries and complaints.

j. **Practical Exercises and Drills (8-16 hours):**

- Hands-on exercises to reinforce training.
- Emergency response drills.
- Simulations of common security scenarios.

k. **Regular Refresher Courses: Implement regular refresher courses to reinforce skills and knowledge.**

EMPLOYEE PHYSICAL EXAMS

Citiguard prioritizes the health and physical well-being of its employees through a structured approach to conducting annual physical exams. The company follows a systematic process to ensure these exams are completed on schedule:

Pre-employment Medical Screening:

Before hiring, Citiguard requires candidates to undergo a comprehensive pre-employment medical screening. This screening includes a thorough examination by a licensed medical professional. Candidates are assessed for their overall health, physical fitness, and ability to perform the required job duties.

Annual Physical Exams:

Citiguard mandates that all employees undergo a thorough physical examination on an annual basis. These exams are scheduled and coordinated by the company's HR department. The purpose of these exams is to assess the employee's general health, identify any potential health issues, and ensure that they are physically fit to continue their duties effectively.

Selection of Qualified Healthcare Providers:

Citiguard partners with qualified healthcare providers or medical facilities to conduct the physical exams. These providers are experienced in occupational health assessments and are capable of identifying health issues relevant to the specific job requirements of security personnel.

Standardized Medical Examination Protocol:

Citiguard ensures that the physical exams follow a standardized protocol. This protocol includes a range of tests and assessments such as blood pressure measurement, vision and hearing tests, cardiovascular health evaluation, musculoskeletal examination, and overall fitness assessment. The examination protocol is tailored to address the unique physical demands of security duties.

Documentation and Record-Keeping:

Citiguard maintains detailed records of each employee's physical exams. These records include the results of the examination, any recommendations made by the healthcare provider, and the employee's overall fitness status. Having accurate documentation allows Citiguard to track employees' health over time and ensure timely follow-ups if necessary.

Reminders and Scheduling:

Citiguard implements a proactive approach to scheduling annual physical exams. Employees receive timely reminders well in advance of their scheduled exam dates. HR personnel assist in coordinating appointments, ensuring that every employee complies with the annual physical examination requirement.

Employee Support:

Citiguard offers support to employees during the physical examination process. This can include providing necessary information, addressing concerns, and ensuring that employees feel comfortable throughout the examination.

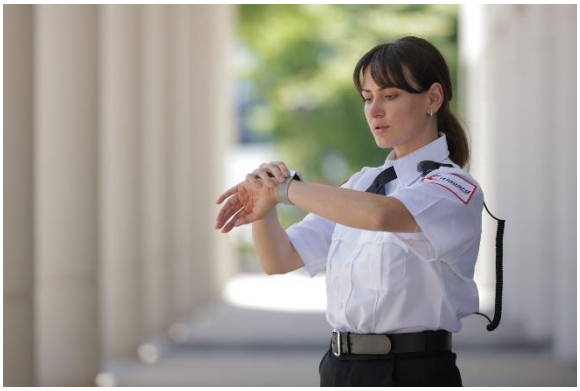
DRUG AND ALCOHOL TESTING

Citiguard maintains stringent policies and procedures regarding drug and alcohol testing to ensure a safe and drug-free work environment for its employees assigned to every post.

[13]

The company follows a comprehensive approach that includes pre-employment testing, random testing, and follow-up testing, as well as procedures for reasonable suspicion testing. Here are the details:

1. Pre-Employment Testing:



Pre-employment drug screening:

All candidates undergo mandatory drug testing before they are officially hired by Citiguard. This screening includes tests for commonly abused substances to ensure that prospective employees are drug-free.

Alcohol screening: Pre-employment alcohol testing is also conducted to confirm that candidates do not have alcohol-related issues.

2. Random Testing:

Unannounced random drug testing:

Citiguard conducts random drug tests on employees throughout the year. This random approach deters substance abuse and ensures that employees are aware they can be tested at any time.

Random alcohol testing:

Similar to drug tests, random alcohol tests are administered without prior notice to selected employees, ensuring compliance with alcohol policies.

3. Follow-Up Testing:

Follow-up drug and alcohol testing:

Employees who have previously tested positive for drugs or alcohol, or have undergone rehabilitation, are subject to follow-up testing as part of their continued employment.

The frequency of follow-up testing is determined on a case-by-case basis, typically involving regular and unannounced tests to monitor ongoing sobriety and compliance with company policies.

4. Reasonable Suspicion Testing:

Drug and alcohol testing based on reasonable suspicion:

If there is reasonable suspicion that an employee may be under the influence of drugs or alcohol while on duty, Citiguard reserves the right to conduct drug and alcohol testing. Reasonable suspicion can be based on observed behavior, performance issues, or other specific indicators.

5. Compliance with Applicable Laws:

Compliance with state and federal regulations:

Citiguard ensures that all drug and alcohol testing procedures comply with relevant state and federal laws, including the guidelines set forth by the Department of Transportation (DOT) if applicable.

ENSURING EMPLOYEES ARE CAPABLE

Citiguard adopts a comprehensive and strategic methodology to guarantee its employees possess the requisite competencies to effectively deliver services as specified in the Statement of Work (SOW) for each contract. These services encompass safeguarding designated locations through specialized armed, unarmed, or vehicle patrol services. Key components of this approach include:

1. Rigorous Recruitment and Selection Process:

- Citiguard recruits experienced and qualified security personnel who Have a background in law enforcement, military, or private security.

- Candidates undergo a thorough screening process, including Background checks, interviews, and skills assessments to ensure they meet the necessary criteria and possess the requisite skills for the job.

2. Specialized Training Programs:

- Citiguard delivers thorough training programs meticulously designed to cater to the unique post orders of the facilities or locations to which its personnel are deployed. This training incorporates an expansive spectrum of subjects, encompassing emergency response protocols, access control procedures, conflict resolution strategies, surveillance techniques, and adherence to legal regulations.

- Armed guards receive specialized firearm training, ensuring they are proficient in the safe and responsible use of weapons. Vehicle patrol officers are trained in defensive driving techniques and patrolling methodologies.

3. Continuous Professional Development:

- Citiguard invests in the continuous professional development of its employees. Ongoing training sessions and workshops keep security personnel updated on the latest security technologies, industry best practices, and legal requirements.

- Employees are encouraged to pursue relevant certifications and attend Industry conferences, enhancing their knowledge and expertise in the field.

4. Site-Specific Training:

- Citiguard conducts site-specific training to ensure that employees are thoroughly acquainted with the distinct layout, security concerns, and crucial areas of each location to which they are assigned.

- Security personnel are trained to handle various situations specific to The facilities they are assigned to, ensuring they are well-prepared to address any security-related issues that may arise.

5. Regular Drills and Simulations:

- Citiguard organizes regular drills and simulations to assess the Readiness and response capabilities of its security personnel.

- These exercises include scenarios related to intruder detection, emergency evacuations, and coordination with law enforcement agencies, allowing employees to practice their skills in a controlled environment.

6. Strong Supervision and Support:

- Citiguard maintains a robust supervisory system where experienced supervisors provide guidance, support, and oversight to security personnel.

- Supervisors conduct regular site visits to monitor the performance of security officers, ensuring that they adhere to protocols and maintain a high level of professionalism.

7. Effective Communication and Collaboration:

- Citiguard emphasizes open communication and collaboration among Security personnel, ensuring seamless coordination during patrols, emergencies, and shift changes.

- Security officers are trained to effectively communicate with each other and with other relevant parties, fostering a cohesive and efficient security team.

EMERGENCY PROCEDURES

Power Failure Procedures: Citiguard prioritizes thorough training on power failure procedures for our clients to ensure preparedness and effective response during such incidents. Our training program covers a range of essential topics to equip Security Staff with the knowledge and skills needed to mitigate risks and maintain security in the event of a power outage.

1. Understanding Power Systems: We provide detailed insights into the building (s) power infrastructure, including main power sources, backup generators, and emergency lighting systems. Understanding these systems enables Security Staff to identify potential vulnerabilities and respond accordingly.

2. Response Protocols: Our training emphasizes clear protocols for responding to power failures, including immediate actions to ensure the safety of everyone. This includes procedures for evacuating buildings safely if necessary and establishing communication channels with emergency services.

3. Emergency Lighting Usage: Proper utilization of emergency lighting is crucial during power outages. We train Security Staff on how to locate and activate emergency lighting systems to maintain visibility in critical areas such as corridors, stairwells, and exits.

4. Security Measures: In the event of a power failure, security measures must be adapted to maintain the safety and integrity of the premises. Our training covers strategies for securing entrances, monitoring vulnerable areas, and deploying additional Security Staff if needed.

5. Communication Protocols: Effective communication is essential during power outages to coordinate responses and provide updates to relevant stakeholders. We instruct Security Staff on how to establish communication channels using alternative methods such as two-way radios or mobile phones.

6. Equipment Operation: Some security equipment may rely on power sources that are affected during outages. Our training includes instructions on how to operate backup systems or alternative equipment to ensure continuous monitoring and surveillance.

7. Mock Drills and Scenario-Based Training: Practical exercises and simulated scenarios are integral parts of our training program. By conducting mock drills, Security Staff can practice implementing power failure procedures in a controlled environment, allowing for refinement and improvement of response protocols.

8. Continuous Education and Updates: As part of our commitment to ongoing improvement, we provide regular updates and refresher training sessions to ensure that Security Staff remain current with best practices and any changes to procedures or equipment.

Fire Evacuation Procedures:

Citiguard places great emphasis on training clients in fire evacuation procedures to ensure the safety of all occupants during emergencies. Our comprehensive training program equips Security Staff with the knowledge, skills, and confidence needed to respond effectively in the event of a fire. Here are the key components of our fire evacuation training:

1. Understanding Fire Risks: We educate Security Staff about common fire hazards and risks specific to their facility. This includes identifying potential ignition sources, flammable materials, and areas with a high risk of fire occurrence.

2. Fire Alarm Systems: Training covers the operation and response to fire alarm systems installed on the premises. Security Staff learn how to recognize different alarm signals, activate alarm systems, and respond promptly upon hearing an alarm.

3. Emergency Exits and Evacuation Routes: We ensure that Security Staff are acquainted with the whereabouts of emergency exits, evacuation routes, and assembly points. This training encompasses identifying both primary and secondary evacuation routes and ensuring unobstructed access to exits at all times.

4. Evacuation Procedures: Security Staff are trained on the steps to take when evacuating the building during a fire. This includes calmly directing occupants to the nearest exit, assisting individuals with disabilities or special needs, and ensuring orderly evacuation without causing panic.

5. Emergency Communication: Effective communication is critical during fire evacuations. We instruct Security Staff on how to raise the alarm, notify emergency services, and communicate evacuation instructions to all occupants using designated communication methods such as intercoms or two-way radios.

6. Fire Suppression Equipment: Training includes instruction on the safe and proper use of fire suppression equipment such as fire extinguishers, hoses, and blankets. Security Staff learn how to assess whether it is safe to attempt to extinguish a fire and when to evacuate instead.

7. Accounting for Occupants: Security Staff are trained to account for all occupants during evacuations, particularly vulnerable individuals such as children, elderly persons, or those with mobility impairments. This includes conducting roll calls at assembly points and reporting any missing persons to emergency responders.

8. Mock Drills and Scenario-Based Training: Practical exercises and simulated fire scenarios are conducted regularly to reinforce training and allow Security Staff to practice evacuation procedures in a controlled environment. These drills provide valuable experience and help identify areas for improvement.

9. Post-Evacuation Procedures: After evacuating the building, Security Staff are trained on post-evacuation procedures such as assisting emergency responders, providing information about the incident, and conducting debriefings to review the evacuation process and identify lessons learned.

10. Continuous Education and Updates: Our commitment to ongoing education ensures that Security Staff receive regular updates and refresher training on fire evacuation procedures, including any changes to protocols or evacuation routes.

Earthquake Evacuation Procedures:

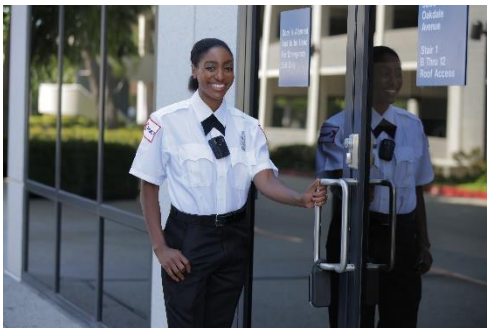
Citiguard's earthquake evacuation training for clients is meticulously designed to equip individuals with the knowledge and skills needed to respond swiftly and effectively during seismic events. Here are the comprehensive details of Citiguard's earthquake evacuation training program:

1. Understanding Earthquake Risks: Clients are educated about the seismic risks specific to their geographical location and facility. They learn about the potential impact of earthquakes on structures, utilities, and infrastructure, as well as the likelihood of aftershocks.

2. Seismic Hazard Identification: Training includes instruction on identifying hazards within the facility that may pose risks during an earthquake, such as unsecured objects, heavy furniture, and glass windows. Clients learn how to mitigate these hazards to minimize potential injuries.

3. Drop, Cover, and Hold On Protocol: Clients are trained on the internationally recognized safety protocol of "Drop, Cover, and Hold On" during an earthquake. They learn to drop to the ground, take cover under a sturdy object, and hold on until the shaking stops to protect themselves from falling debris.

4. Emergency Communication: Effective communication strategies during and after an earthquake are emphasized. Clients learn how to use designated communication channels to notify occupants about the earthquake, provide instructions for evacuation, and relay information to emergency responders.



5. Evacuation Routes and Assembly Points: Detailed evacuation plans are provided, highlighting primary and alternate evacuation routes, as well as designated assembly points outside the facility. Clients learn how to guide occupants safely to these locations while avoiding hazards such as damaged structures or fallen debris.

6. Assisting Vulnerable Individuals: Procedures are outlined for assisting vulnerable individuals, including the elderly, disabled, or injured, during evacuation. Clients learn how to prioritize the safety of these individuals and provide appropriate assistance based on their needs.

7. Post-Earthquake Procedures: Clients receive guidance on post-earthquake procedures, including conducting safety assessments of the facility, checking for gas leaks or structural damage, and providing first aid to injured individuals. They also learn how to initiate emergency response protocols and communicate with authorities if necessary.

8. Mock Drills and Scenario-Based Training: Practical exercises and simulated earthquake scenarios are conducted regularly to reinforce training and allow clients to practice evacuation procedures in a controlled environment. These drills help identify areas for improvement and familiarize individuals with the appropriate response actions.

9. Continuous Education and Updates: Citiguard emphasizes the importance of ongoing education by providing regular updates and refresher training on earthquake evacuation procedures. Clients are informed of any changes to protocols or evacuation routes and encouraged to stay informed about earthquake preparedness measures.

Abandoned/Suspicious Packages: Citiguard's training for identifying and responding to abandoned or suspicious packages is crucial for ensuring the safety and security of our clients' facilities. Here are the detailed components of Citiguard's training program on this matter:

1. **Recognition of Abandoned or Suspicious Packages:** Clients are trained to recognize signs of abandoned or suspicious packages, including unusual appearance, unexpected location, lack of identification, leaking substances, or protruding wires. They learn to trust their instincts and report any concerns immediately.

2. **Initial Response Protocol:** Upon discovering an abandoned or suspicious package, clients are instructed to maintain a safe distance and avoid touching or moving the package. They learn to alert nearby individuals and evacuate the area if necessary, following established evacuation routes and assembly points.

3. **Emergency Communication Procedures:** Effective communication is paramount during such situations. Clients are trained on the importance of promptly reporting the discovery of abandoned or suspicious packages to designated authorities, such as Security Staff, law enforcement, or emergency services. They learn the appropriate channels and methods for reporting, including emergency hotlines or radio communications.

4. **Establishment of Perimeter and Isolation Zone:** Clients learn to establish a safe perimeter around the suspicious package to prevent unauthorized access and ensure the safety of bystanders. They are trained to cordon off the area and create an isolation zone to minimize the risk of harm in case of an explosion or hazardous substance release.

5. **Documentation and Observation:** Detailed documentation of the suspicious package and surrounding area is emphasized. Clients are trained to record essential details, such as the package's size, shape, color, and any identifying features, as well as the circumstances of its discovery. They are also instructed to observe and report any suspicious individuals or activities in the vicinity.

6. Coordination with Authorities: Clients receive guidance on coordinating with law enforcement, bomb squads, or hazardous materials teams to assess and address the situation. They learn to provide accurate and timely information to assist authorities in their investigation and response efforts.

7. Evacuation and Shelter-in-Place Procedures: Depending on the nature of the threat, clients are trained on appropriate evacuation or shelter-in-place procedures. They learn to prioritize the safety of occupants and follow established protocols for relocating to safe areas or remaining indoors until authorities provide further instructions.

8. Mock Drills and Scenario-Based Training: Practical exercises and simulated scenarios are conducted regularly to reinforce training and familiarize clients with the appropriate response actions. These drills help build confidence, identify areas for improvement, and ensure readiness in real-life situations.

9. Continuous Education and Updates: Citiguard emphasizes the importance of ongoing education by providing regular updates and refresher training on identifying and responding to abandoned or suspicious packages. Clients are encouraged to stay vigilant and informed about emerging threats and best practices in security.

Bomb Threat Procedures:

Citiguard's training for bomb threat procedures equips clients with the knowledge and skills necessary to effectively respond to and mitigate the risks associated with bomb threats. Here are the detailed components of Citiguard's training program on this matter:

1. Recognition of Bomb Threat Indicators: Clients are trained to recognize common indicators of a bomb threat, including suspicious packages, unusual behavior from individuals, and anonymous threats via phone calls, emails, or written messages.

They learn to remain vigilant and report any suspicious activity immediately.

2. Initial Response Protocol: Upon receiving a bomb threat, clients are instructed to remain calm and follow established protocols. They learn to take threats seriously and immediately notify designated authorities, such as Security Staff, law enforcement agencies, or emergency services. Clients are trained to provide detailed information about the threat, including the location, nature of the threat, and any specific instructions provided by the caller or sender.

3. Emergency Communication Procedures: Effective communication is critical during bomb threat situations. Clients are trained on the importance of promptly reporting threats and communicating with relevant authorities using designated channels, such as emergency hotlines or radio communications. They learn to maintain clear and concise communication to ensure swift response and coordination.

4. Evacuation and Shelter-in-Place Protocols: Depending on the nature of the threat and guidance from authorities, clients are trained on appropriate evacuation or shelter-in-place procedures. They learn to prioritize the safety of occupants and follow established evacuation routes to evacuate the premises safely. In cases where evacuation is not feasible, clients are instructed on shelter-in-place protocols to minimize exposure to potential hazards.

5. Search and Sweep Procedures: Clients receive training on conducting systematic searches of their premises to identify any suspicious objects or packages. They learn to follow predefined search patterns and techniques while maintaining a safe distance from potential explosive devices. Clients are also trained to report any suspicious findings to designated authorities for further investigation.

6. Establishment of Perimeter and Isolation Zones: In the event of a bomb threat, clients learn to establish a secure perimeter around the affected area to prevent unauthorized access and ensure the safety of bystanders. They are trained to cordon off the area and create isolation zones to minimize the risk of harm in case of an explosion.

7. Coordination with Authorities: Clients receive guidance on coordinating with law enforcement agencies, bomb squads, or hazardous materials teams to assess and address the threat. They learn to provide accurate and timely information to assist authorities in their response efforts and follow instructions provided by law enforcement personnel.

8. Mock Drills and Scenario-Based Training: Practical exercises and simulated scenarios are conducted regularly to reinforce training and familiarize clients with the appropriate response actions. These drills help build confidence, identify areas for improvement, and ensure readiness in real-life situations.

9. Continuous Education and Updates: Citiguard emphasizes the importance of ongoing education by providing regular updates and refresher training on bomb threat procedures. Clients are encouraged to stay informed about emerging threats and best practices in security to enhance their preparedness and response capabilities.

Active Shooter Response:

Trained by off-duty Los Angeles law enforcement officers and implementing stringent protocols, Citiguard's elite security personnel exemplify excellence in promptly and efficiently addressing active shooter incidents. Our unwavering commitment is to prioritize the safety and well-being of all individuals involved. Below, we present an overview of Citiguard's comprehensive procedures for managing such critical incidents:

1. Evacuation Protocol:

- Evacuate immediately if a clear path to safety exists: When faced with an active shooter situation, the priority is to get yourself and others to safety as quickly as possible.
- Have an evacuation plan and route ready: Familiarize yourself with evacuation routes and designated safe areas in advance to facilitate swift and organized evacuation.

- **Assist others in evacuating and prevent access to dangerous areas: Help guide and support individuals who may need assistance in evacuating, and ensure that no one enters areas where the shooter may be present.**
- **Keep hands visible and comply with law enforcement instructions: Law enforcement personnel need to distinguish between potential threats and civilians. Keep your hands visible and follow instructions carefully to avoid being mistaken for the shooter.**

2. Hiding Protocol:

- **Find a hiding place away from the shooter's view if evacuation is not possible: If evacuation is not feasible, seek shelter in a secure location away from the shooter's line of sight.**
- **Choose locations with protection from gunfire and ensure you're not trapped: Select hiding spots that provide physical barriers, such as solid walls or furniture, to shield you from gunfire. Ensure that your hiding place allows for freedom of movement and escape if necessary.**
- **Secure doors and barricade entry points with heavy objects: Take proactive measures to fortify your hiding place by securing doors and barricading entry points with heavy objects to impede the shooter's access.**

3. Proactive Duties (Role in Immediate Risk Situations): In situations where occupants' safety is immediately threatened by an active shooter, prioritize safety by avoiding direct engagement with the shooter.

- **Secure yourself in a safe area and provide real-time information to local law enforcement, including the shooter's location, description, and any other relevant details.**
- **Enable law enforcement to employ tactical strategies effectively to neutralize the threat while minimizing harm to occupants.**

4. Interaction with Law Enforcement:

- Stay calm and composed when interacting with law enforcement officers.
- Keep your hands visible at all times and avoid making sudden movements.
- Provide law enforcement with accurate and timely information about the situation, including the number of shooters, their location, and any weapons they may possess.

5. Training Client Staff (Emergency Action Plan Development):

- Collaborate with stakeholders to develop a comprehensive Emergency Action Plan tailored to the specific needs and layout of the facility.
- Conduct regular training exercises and mock drills to familiarize client staff with the Emergency Action Plan and ensure they are prepared to respond effectively in an active shooter situation.
- Train client staff to recognize the sound of gunshots, assess threats quickly, and take decisive action to protect themselves and others.
- Provide instruction on how to effectively communicate with law enforcement, emergency responders, and other stakeholders during an active shooter incident.
- Emphasize the importance of maintaining a survival mindset and remaining calm under pressure.

6. Preparation and Prevention to Maximize Safety:

- Establish multiple evacuation routes throughout the facility and clearly mark them to ensure easy identification during emergencies.

- Implement preventive measures such as access controls, surveillance systems, and visitor screening procedures to deter potential threats and enhance security.

7. Recognizing and Managing Workplace Violence:

- Train client staff to recognize warning signs of potential workplace violence, including behavioral changes, verbal threats, or hostile actions.
- Implement reporting protocols to encourage the prompt reporting of suspicious behavior or security concerns to appropriate authorities for investigation and intervention.

8. Managing Post-Incident Consequences:

- Conduct thorough post-event assessments to evaluate the effectiveness of response efforts and identify areas for improvement.
- Provide support and assistance to individuals affected by the incident, including counseling services, debriefing sessions, and follow-up care as needed.

9. Filling Operational Gaps:

- Identify any deficiencies or shortcomings in personnel, procedures, or equipment that may have been exposed during the active shooter incident.
- Take proactive steps to address and rectify these gaps, such as updating training protocols, enhancing communication systems, or augmenting security measures, to improve preparedness and response capabilities for future incidents.

At Citiguard, your safety is our priority, and our personalized training ensures you're always prepared to handle emergencies confidently and effectively.

Downtown Security Contract with Citiguard Inc.

Community Services, Public Safety, Housing & Development Committee
January 27, 2026

City Council
February17, 2026

Miguel Serrato, Commander

CITY OF OXNARD CALIFORNIA

RECOMMENDATION

For the Community Services, Public Safety, Housing & Development Committee and City Council to:

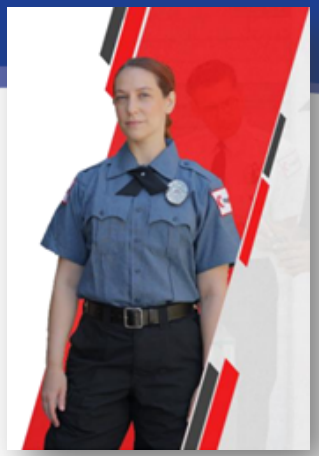
1. Approve and authorize the Mayor to sign a five (5) – year agreement (contract number 32600276) with Citiguard Inc. for security guard services in the Oxnard Downtown Management District (ODMD), Central Business District Downtown Parking Structure, the Oxnard Public Library, and the Oxnard Service Center.

2. Approve and authorize the Mayor to approve a budget in the amount not to exceed $2,575,000.00 starting March 1, 2026, which is the total cost projection for the five-year agreement (contract number 32600276).

BACKGROUND

- The City has maintained general service agreements with private patrol operators to provide uniformed security guard services in the Central Business District (CBD) since 2005.
- On January 24, 2017, an approval was granted for a security officer to provide coverage at the Oxnard Public Library.
- On February 2017, an approval was granted for a security officer to provide coverage at the Oxnard Service Center.
- On July 2025, a security officer was requested to provide coverage at the Downtown Parking Structure 24/7.

Request for Proposal (RFP)



- A Request for Proposal (RFP) was distributed on July 1, 2025.
- Twenty-one (21) proposals were received.
- Following an evaluation process, Citiguard Inc. was selected.
- The rating panel consisted of a public library manager, a downtown executive director, a department administrative specialist, and a public works manager. A police Commander and a police Sergeant served as subject-matter experts and supervised the process.
- Citiguard Inc.'s quote of $515,000 annually was among the lowest in the proposals.
- In addition to cost, the panel considered the vendor proposal qualifications, experience with similar contracts, past performance, evidence of good organizational and management practices, ability to provide security personnel reliably, and the quality of presentation.
- Vendors were also required to propose a security plan tailored to the CBD’s specific needs, and demonstrating how they could deliver these services within the available budget.
- Citiguard Inc. was selected based on the above criteria because the rating panel believed it provides the services best suited to the current needs of all locations.

SERVICES PROVIDED

Services currently provided by security:

Oxnard Downtown Management District (ODMD/CBD)

- The Oxnard Downtown Management District (ODMD) is managed by the Downtown Oxnard Improvement Association (DOIA). This is an approximate thirty-two square block area in Downtown Oxnard bounded by Wooley Road to the south, First Street to the north, the west alley of “C” Street to the west, and the east alley of Meta Street to the east.
- Security will patrol the assigned areas
- Observe and report any violations, illegal or hazardous activities.
- Deter crime and misconduct through high-visibility patrols and interactions with suspicious individuals.
- Report incidents of graffiti, vandalism, lighting outages, and other issues affecting public safety to designated responsible agencies for repair.
- Work with local law enforcement and report all issues.
- The current schedule for ODMD/CBD security guard services provides 136 security guard-hours per week and forty (40) hours for a security supervisor.

Services currently provided by security:

Oxnard City Library

- The Oxnard Public Library (OPL), located at 251 S. “A” Street, is owned and operated by the City of Oxnard.
- Security Guard presence.
- Will have a good temperament to work and communicate with compassion with adults, teens, and children of all ages, and be capable of de-escalating incidents and controlling a crowd in all circumstances.
- Observe and report any violations, illegal or hazardous activities, to law enforcement.
- The schedule for the Oxnard City Library security guard services will be forty (40) hours per week.

Services currently provided by security:

Oxnard Service Center

- The Oxnard Service Center is located at 214 S. “C” Street and is also owned and operated by the City of Oxnard.
- Security Officer presence.
- Observe and report any violations, illegal or hazardous activities and/or items to law enforcement immediately.
- The schedule for the Oxnard Service Center security guard services will be 95 hours bi-weekly.

Downtown Parking Structure

- The Downtown parking structure is located at 328 S. “B” Street and is also owned and operated by the City of Oxnard.
- Security Guard Services will be required 24 hours a day, 7 days a week. Security Service staff will patrol all four levels of the parking structure, including elevator lobbies, stairwells, the perimeter, and general parking areas.
- Observe and report any violations, illegal or hazardous activities, to law enforcement.
- Security Guard Service may provide security officers to support on-demand requests. This would include planned and unplanned events across the City of Oxnard.

CITIGUARD INC. SERVICES

- Citiguard Inc. will provide adequate supervision for all patrol persons.
- Citiguard Inc. and City staff will agree upon the location of guard patrols and the frequency of the patrols.
- Citiguard Inc. shall provide copies of guard tour logs and daily post logs bi-weekly to the City's facilities manager and Police Department, and at any time upon demand.
- Citiguard Inc. will work cooperatively with the Oxnard Police Department to develop protocols for employees to take action required to handle incidents on City property.
- Citiguard Inc. shall provide written summaries of incidents involving habitual offenders known to the patrol staff, or situations causing a concern for public safety, or violence. The written summaries will be transmitted to the Oxnard Police Department's office assigned to the patrol, the Oxnard Downtown Management District, the Oxnard Public Library, the Service Center, and the Parking Structure.

AGREEMENT HISTORY

FY	Billing Rate
FY 21-22 PSC	Security Officer: $23.81 Supervisor: $28.19
FY 22-23 PSC	Security Officer: $23.81 Supervisor: $28.19
FY 23-24 PSC	Security Officer: $23.81 Supervisor: $28.19
FY 24-25 PSC	Security Officer: $23.81 Supervisor: $28.19
FY 25-26 Amendment (PSC) 10/1/25 to 2/28/26	Security Officer: $27.37 Supervisor: $28.19
FY 26-27 Citiguard Inc.	Security Officer: $24.00 Supervisor: $29.00

BILLING METHODOLOGY AND AGREEMENT COST

- Oxnard City Library has agreed to pay $49,920 annually.
- Oxnard Service Center has agreed to pay $64,896 annually.
- Public Works/Facilities has agreed to pay $212,832 annually for the Downtown Parking Structure.
- The Oxnard Police Department and the Downtown Oxnard Improvement Association (DOIA) have agreed to pay the security fees. The Oxnard Police Department will pay $105,128 annually, and DOIA will pay $75,000 annually, for a total of $180,128.

AGREEMENT COST

Projected Cost of Agreement Annually:	
Oxnard Downtown Management District:	$180,128
Oxnard City Library:	$49,920
Downtown Parking Structure:	$212,832
Oxnard Service Center:	$64,896
Total Annual Agreement:	$507,776
Total Annual Estimate:	$515,000
Total Five (5) Year Cost Agreement:	$2,575,000
(Not to Exceed)	

CITY OF OXNARD CALIFORNIA

QUESTIONS

CITY OF OXNARD CALIFORNIA

CITY COUNCIL AGENDA REPORT

REPORTS
AGENDA ITEM NO. N.2

DATE: February 17, 2026

TO: City Council

FROM: Javier Chagoyen-Lazaro, Chief Financial Officer, (805) 200-5400, javier.chagoyenlazaro@oxnard.org

SUBJECT: FY 2025-2026 Mid-Year Budget.

RECOMMENDATION

That the City Council:

1. Receive an update on the FY 2025-26 revenue and expenditure projections for major funds;
2. Approve budget amendments to the General Fund (101), Street Maintenance Infrastructure Use Fee Fund (105), Transportation Development Act Fund (212), Capital Outlay Fund (301), Special Districts Fund (120/Subfund(2540), Development Impact Fees Fund - Circulation System Improvement Fees Subfund (350/Subfund 8040), Bond Assessment Districts Fund (500/Subfund 5050), Water Operating Fund (601), Environmental Resources Operating Fund (631), Golf Course Operating Fund (651), and the Public Liability and Property Insurance Fund (701), as explained in this report; and
3. Approve adding and adopting the Environmental Resources Rollup Door Replacement Project to the Fiscal Year 2025-26 Capital Improvement Program (CIP).

(This item did not originate in Committee)
Please click the following link to view the required Measure M pre-recorded presentation video:
https://youtu.be/t7NK6o8YdKk

BACKGROUND

The purpose of this report is to provide a financial update for FY 2025-26. All references to fund balances are based on FY 2024-25 unaudited financial statements. FY 2025-26 projections for revenue and expenditures for major funds are based on five months of actuals and seven months of estimates. Capital Improvement Projects (CIP) projections assume that projects will be executed in FY 2025-26 as budgeted. At the end of the fiscal year, those projects that were not completed will be evaluated to determine if the unspent appropriation is carried over to FY 2026-27.

The City has been on a path to restoring services by maintaining adequate public safety, restoring proper street paving cycles, improving cybersecurity, and made significant progress towards fiscal sustainability since facing a structural budget deficit of $9.2 million in 2019. In FY 2024-25, the City Council prudently voted to invest $20 million towards paying down long-term pension debt. They also invested $9.5 million into the City's Rainy Day Fund (our reserve) thus accelerating the reserve target from 14% to the full 16.6% Council policy goal. Finally, they chose to set the remaining $5.5 million aside rather than spending it all. Following the adoption of the FY 2024-25 budget, in December of 2024, Standard & Poor's upgraded the overall Issuer Credit Rating (IRC) of the City to AA-, the underlying credit rating for General Fund Leases to A+, and the Gas Tax fund credit rating to AA, all with stable outlook. This credit rating upgrade allows us to close the gap with neighboring cities, and puts the City in a better position when it is time to re-access to bond markets.

MID YEAR PROJECTION

The City continues to deliver key services, with some annual figures highlighted below:

- Emergency Response: The City maintains emergency response times with 300+ calls for service daily; Class 2/2X ISO rating (top 3-5% nationally)
- Development Processing: The City annually serves 10,000+ customers in person and completes 25,000+ building inspections
- Business Licensing: The City annually processes 11,000+ new business applications and renewals
- Water: The City delivers 20+ million gallons of drinking water daily to residents and businesses
- Environmental Services: The City processes 24,000+ tons of recyclables and treats 6+ billion gallons of wastewater annually
- Infrastructure Maintenance: The City repairs 1,000+ potholes annually and maintains city parks and golf course operations
- Housing Assistance: The City provides housing assistance to 1,500+ households through Housing Choice Vouchers and maintains 523 public housing units serving 1,400+ residents
- Community Resilience: The City supports 126 families in self-sufficiency programs and operates emergency shelter and conducts street outreach for homeless services
- Community Engagement & Services: The City annually circulates 200,000+ library items, services 45,000+ senior meals and delivers 60,000+ senior center program participants; also hosts community events including Tamale and Insect Festivals and holiday celebrations
- Financial Stewardship: The City has received 9 S&P upgrades in the past four years and all funds maintain an A or better rating

Fund Balance

Fund balance is a measure of the resources available in a governmental fund, accumulated from prior years. Generally Accepted Accounting Principles (GAAP) establishes categories of fund balance for financial reporting based on the type and source of constraints placed on how the resources can be spent. Unassigned funds are funds that can be used for any purpose. For budgetary purposes, unassigned funds are also referred to as one-time available fund balance. This report makes reference to the estimated total fund balance, and describes the one-time available fund balance for the General Fund only.

Available fund balance usually increases in fiscal years when revenues exceed expenditures. Revenues are generally recognized within the fiscal year, while expenditures for large projects typically occur over multiple years. As a result, expenditures may exceed current-year revenues when prior-year appropriations and available fund balances are used to support multi-year projects. This pattern is expected and reflects project execution and timing rather than imbalances.

Note: Amounts shown throughout this report may not sum up to the exact totals shown in the PowerPoint presentation due to rounding differences.

General Fund (101)

Revenues: FY 2025-26 General Fund revenues are projected at $243.9 million, in line with the revised budget. While there is no overall anticipated change, there are decreases primarily resulting from the following main factors: a $1.1 million decrease in Franchise Fees, a $0.4 million decrease in Transient Occupancy Tax (TOT) and a total net decrease of $0.3 million in Other Non-Tax revenues. These decreases are offset by a $1.7 million increase in the 1% Bradley Burns sales tax, and a $0.1 million increase in Cannabis Tax. The City continues to benefit from increases in a number of general tax categories, most notably sales tax, as a result of the Amazon Fulfillment Center operating within the City limits over the last few years.

Expenditures: FY 2025-26 General Fund expenditures are projected at $287.3 million, $8.1 million dollars above the revised budget of $279.2 million. The increase in estimated expenditures primarily results from a not to exceed $4 million transfer amount to fund an increase in expenditures in the Public Liability Fund (701), a $1.2 million anticipated increase in Police department overtime due to backfilling of vacant positions, a Fire department net increase of $1.1 million resulting from increases of $0.6 million in unbudgeted expenditures related to mutual aid response and $0.5 million in increased overtime due to backfilling of vacant positions, a $0.5 million combined increase in other departments, and consistent with staff's recommendation to City Council on September 3, 2024, a $1.1 million and $0.25 million increase

for funding of contributions to the CalPERS pension trust, and the OPEB trust, respectively.

Fund Balance: The General Fund audited available fund balance as of June 30, 2024 was $72.8 million. This amount included $37.3 million of operating reserves, representing 16.6% of budgeted operating costs as per reserve policy, $20.0 million committed to pay long term pension debt, and $15.5 million one-time available fund balance.

In the June 17, 2025 staff report for FY 2025-26 budget adoption, the June 30, 2025 projected General Fund available fund balance was $54.9 million, with $38.8 million as operating reserves, representing 16.6% of budgeted operating costs as per reserve policy, and $16.1 million as one-time available fund balance.

The General Fund unaudited fund balance as of June 30, 2025 was $111.7 million of which $66.4 million is available. This amount included $38.8 million for operating reserves, representing 16.6% of budgeted operating costs as per reserve policy, $14.9 million committed recession proof reserve, and $12.8 million as one-time available fund balance.

The City's mid-year projections for General Fund revenues ($243.9 million) and expenditures ($287.3 million) would result in a projected ending fund balance on June 30, 2026 of $68.3 million, with $39.9 million in operating reserves, to meet the 16.6% reserve policy, $14.9 million in recession proof reserve and $10.5 million as estimated one-time available fund balance. The projected one-time available fund balance assumes the full execution in FY 2025-26 of $40.3 million in capital improvement projects.

For additional details, refer to the General Fund table in the attached Power Point presentation (slide 6).

Measure O (Half-Cent Sales Tax - Fund 104)

Revenues: FY 2025-26 Measure O Fund revenues are projected at $19.9 million, in line with the revised budget.

Expenditures: FY 2025-26 Measure O Fund expenditures are projected at $47.4 million, in line with the revised budget.

Fund Balance: As indicated in the June 17, 2025 staff report, Measure O Fund one-time audited available fund balance was $12.4 million as of June 30, 2024. The unaudited fund balance as of June 30, 2025 is $32.3 million. With this mid-year review, projections for Measure O Fund revenues ($19.9 million) and expenditures ($47.4 million) would result in a projected ending fund balance on June 30, 2026 of $4.7 million. The projected ending fund balance assumes the full execution in FY 2025-26 of $40.5 million in capital improvement projects.

For additional detail, refer to the Measure O Fund table in the attached PowerPoint presentation (slide 7).

Water Funds (601 & Related)

Revenues: FY 2025-26 Water Fund revenues are now projected at $75.3 million, up $1.7 million from the revised budget of $73.6 million. Water consumption remains steady, and revenues are projected to increase from the prior year based on the scheduled City Council approved adjustments to the rate structure that took effect in July and October 2025.

Expenditures: FY 2025-26 Water Funds expenditures are now projected at $111.3 million, up $1.2 million from the revised budget of $110.1 million. This increase is attributed to the higher cost of purchased water. The revised expenditure budget includes $35.2 million in project carryovers and budget amendments approved by City Council.

Fund Balance: The FY 2025-26 projections explained above for Water Fund revenues ($75.3 million) and expenditures ($111.3 million) would result in a projected ending fund balance on June 30, 2026 of $120.2 million. The projected ending fund balance assumes the full execution in FY 2025-26 of $34.9 million of capital improvement projects in the Water Fund.

For additional detail, refer to the Water Funds table in the attached PowerPoint presentation (slide 8).

Wastewater Funds (611 & Related)

Revenues: FY 2025-26 Wastewater Fund revenues are now projected at $99.9 million, $2.0 million higher than the revised budget of $97.9 million. While the adopted FY 2025-26 budget anticipated a decline in revenue, the current projected increase is reflective of a similar consumption trend as FY 2024-25, particularly in the residential and industrial sectors.

Expenditures: FY 2025-26 Wastewater Fund expenditures are now projected at $169.9 million, lower by $7.5 million from the revised budget total of $177.5 million. This decrease is primarily driven by the refinancing of wastewater bonds, which reduced debt service costs, as well as continued staffing challenges that have limited non-essential operational activities. Additional contributing factors include a decrease in anticipated studies, reduction of anticipated non-CIP repairs, and lower natural gas expenditures resulting from cogeneration engines being out of service. Furthermore, capital equipment purchases have been delayed due to extended lead times caused by ongoing market instability, collectively resulting in lower overall expenditure projections for the fiscal year.

Fund Balance: The FY 2025-26 projections explained above for Wastewater Fund revenues ($99.9 million) and expenditures ($169.9 million) would result in a projected ending fund balance at June 30, 2026 of $166.4 million. The projected ending fund balance assumes the full execution in FY 2025-26 of $132.3 million in capital improvement projects.

For additional detail, refer to the Wastewater Funds table in the attached PowerPoint presentation (slide 9).

Environmental Resources Funds (631 & Related)

Revenues: FY 2025-26 Environmental Resources Fund revenues are projected at $67.9 million, down $0.8 million from the revised budget of $68.7 million. This projected $0.8 million decrease is primarily attributable to lower than anticipated revenues from the Del Norte Waste Gate Fees, which are driven by customer demand. Revenues from this source are projected to decline from the budgeted $12.4 million to $10.4 million, a decrease of approximately $2 million.

The projected decline in ER revenues is partially offset by adjustments to Residential Utility Fee revenues. Based on FY 2024-25 actual revenues and the City Council approved Cost of Service Study rates, the FY 2025-26 Residential Utility Fee estimate has been adjusted from $19.9 million to $22.0 million. After accounting for the Infrastructure Use Fee (IUF) reduction - implemented after three-plus months at the original rate - residential revenues are projected at $20.7 million, which is ~$0.8 million higher than the current budget.

In addition, commercial and miscellaneous revenues are expected to increase slightly by approximately $0.4 million. When combined with a $2 million reduction in Del Norte Waste Gate Fee revenues, the net impact is an overall decrease of approximately $0.8 million to the Environmental Resources Fund revenues.

Expenditures: FY 2025-26 Environmental Resources Fund expenditures are projected at $74.8 million, down $2.0 million from the revised budget total of $76.9 million. This decrease of $2.0 million is requested to reflect the reduction of the Infrastructure Use Fee (IUF) transfer to the Street Maintenance Infrastructure Use Fee Fund (105) for the current fiscal year, as approved by City Council on December 16, 2025.

Fund Balance: The FY 2025-26 projections explained above for Environmental Resources Fund revenues ($67.9 million) and expenditures ($74.8 million) would result in a projected ending fund balance on June 30, 2026 of $13.4 million. The projected ending fund balance assumes full execution in FY 2025-26 of $10.2 million of capital projects in the Environmental Resources Fund.

For additional detail, refer to the Environmental Resources Funds table in the attached PowerPoint presentation (slide 10).

Golf Course Funds (651 & 652)

Revenues: FY 2025-26 Golf Fund revenues are projected at $7.0 million, in line with the revised budget. Revenues from the City's operator, American Golf Corporation, are projected to slightly exceed the revised budget of $6.5 million by

$241,000. However, miscellaneous revenues are projected to be zero as compared to the budget of $265,000. Actual revenues received in prior years are related to the new development in the Wagon Wheel area. While future construction phases are anticipated for Wagon Wheel, this revenue is not anticipated to be realized in this current fiscal year.

Expenditures: FY 2025-26 Golf Fund expenditures are projected at $11.5 million, up $2.8 million from the revised budget of $8.7 million. This increase is due to the $1.1 million estimated cost to purchase replacement and/or new equipment for essential golf course maintenance as recommended by a recent assessment completed by the golf course operator, American Golf Corporation, and $1.7 million is the estimated cost to fund the design and construction of the parking lot renovation (Project C2209 - Neighborhood Resurfacing).

Fund Balance: The FY 2025-26 projections for the Golf Fund include revenues of $7.0 million and expenditures of $11.5 million that would result in a projected ending fund balance on June 30, 2026 of $44.8 million. The projected ending fund balance assumes the full execution in FY 2025-26 of $3.3 million in capital improvement projects in the Golf Fund.

For additional detail, refer to the Golf Funds table in the attached PowerPoint presentation (slide 11).

RECOMMENDED MID-YEAR BUDGET AMENDMENTS

General Fund (101)
Recommend a $8,132,324 increase in expenditure appropriation, from the available fund balance. Refer to the General Fund (101) Mid-Year Projection revenues and expenditures discussion and to Attachment 2 FY 2025-26 General Fund recommended changes for the details.

Street Maintenance Infrastructure Use Fee Fund (105)
Recommend a $2,048,468 decrease in revenue due to the removal of the Infrastructure Use Fee (IUF) transfer from the Solid Waste Single Family Residential (SFR) rates on a go-forward basis to include this Fiscal Year.

Special Districts Fund (120) / Subfund (2540)
Recommend a $31,386 increase to revenues (offset to an existing decrease in the budget) and increase to the expenditure appropriation by the same amount. LMD 54 (Meadowcrest Villas) was projected to have a FY 2025-26 fund balance in excess of its calculated maximum by $31,386. This amount was previously authorized by City Council, on June 17, 2025, for disbursement to district property owners within the current fiscal year. This request will add the budget to the appropriate expenditure account.

Transportation Development Act (TDA) Fund (212) / Subfund (9040)
Recommend a $113,747 increase in expenditure appropriation from the available fund balance. The maintenance of the John C. Zaragoza Transit Oxnard Center is funded by the Transportation Development Act (TDA) Article 4 funds, administered and distributed annually by the Ventura County Transportation Commission (VCTC). This appropriation request will fund minor equipment and professional services accounts necessary to support repairs and maintenance at the facility.

Capital Outlay Fund (301)
Recommend an increase of $1,715,000 in transfer in capital revenue and the corresponding capital expenditure appropriation. This increase pertains to the parking lot renovation, Arterial Road Resurfacing Project (C2209) funded from the Golf Course Operating Fund (651).

Development Impact Fees Fund - Circulation System Improvement Fees Subfund (350) / Subfund (8040)
Recommend a $2,819,480 increase in budgeted revenue, which reflects additional revenue received related to the 101 Logistics Center development. This development includes the construction of four industrial buildings within the Sakioka Farms Business Park.

Bond Assessment Districts Fund (500) / Subfund (5050)
Recommend a $41,000 increase in expenditure appropriation to cover costs for closing Assessment District 2000-1-Oxnard Blvd/Hwy 101 Interchange bonds. Any remaining balance will be returned to the property owners. This action will fully exhaust the fund balance, reducing it to zero.

Water Operating Fund (601)
Recommend a $1,214,548 increase in expenditure appropriation. This increase is attributed to the higher cost of purchased water.

Environmental Resources Operating Fund (631)
Recommend a $786,484 decrease in revenue and a $2,048,468 decrease in expenditure appropriation. The revenue decrease is primarily attributable to lower than anticipated revenues from the Del Norte Waste Gate Fees, which are driven by customer demand. The expenditure decrease is consistent with the new rates approved by the City Council on December 16, 2025.

Golf Course Operating Fund (651)
Recommend a $2,835,000 increase in expenditure appropriation. $1,120,000 is necessary to purchase replacement and/or new equipment for essential golf course maintenance as recommended by a recent assessment completed by the golf course operator, American Golf Corporation. $1,715,000 is the estimated cost to fund the design and construction of the parking lot renovation (Project C2209 - Neighborhood Resurfacing).

Public Liability & Property Insurance Fund (701)
Recommend an increase, not to exceed $4,000,000, in expenditure appropriation and the corresponding transfer in-revenue funded from the General Fund (101). Liability claims expense (which includes attorney's fees, costs, and settlement payments) has averaged around $4.75 million annually. Previously, liability claim expenses averaged around $2.5 million per year. However, in FY 2023-24, the budget for liability claims expenses was increased from $2.5 million to $4.5 million due to a large number of claims being settled in that fiscal year. In FY 2024-25, the budget for liability claims was increased from $2.9 million to $5.8 million. In FY 2025-26, liability claims expenses were budgeted at $5.1 million. Due to larger value claims being settled during FY 2025-26, it is expected that the total claims will be closer to $9.7 million. This $4.6 million claims increase is partially offset by $0.6 million in anticipated savings in Physical Damage and Excess Liability expenditures, therefore, staff is requesting an additional appropriation in the net amount of $4,000,000 to the Public Liability and Property Insurance fund in FY 2025-26.

Adding the Environmental Resources Rollup Door Replacement Project to the Fiscal Year 2025-26 Capital Improvement Program (CIP)
The scope of work includes the repairs and replacement of steel doors at the ER facility. There is anticipated to be sufficient budget in the ER operating fund to fund this project, and staff will request the budget appropriation transfer to the ER Capital Fund 632 at the time of the construction award.

STRATEGIC PRIORITIES

This agenda item is a routine operational item or does not relate to the five strategic priorities adopted by City Council on March 16, 2021.

FINANCIAL IMPACT

The financial impact of each recommended action is spelled out in the "Discussion" section that describes that action.

COMMITTEE OUTCOME

This item did not originate in Committee.

Prepared by: Thomas Liu, Assistant Chief Financial Officer, Tanya Williams, Budget Manager

ATTACHMENTS
1. FY 2025-26 Budget Mid-Year Review Presentation
2. FY 2025-26 General Fund (101) General Fund recommended changes - Summary of Changes

FY2025-26 MID-YEAR BUDGET REVIEW

City Council
February 17, 2026

Thomas Liu, Asst CFO and Javier Chagoyen-Lazaro, CFO

CITY OF OXNARD CALIFORNIA

That the City Council:

1. Receive an update on the FY 2025-26 revenue and expenditure projections for major funds;

2. Approve budget amendments to the General Fund (101), Street Maintenance Infrastructure Use Fee Fund (105), Transportation Development Act Fund (212), Capital Outlay Fund (301), Special Districts Fund (120/Subfund(2540), Development Impact Fees Fund - Circulation System Improvement Fees Subfund (350/Subfund 8040), Bond Assessment Districts Fund (500/Subfund 5050), Water Operating Fund (601), Environmental Resources Operating Fund (631), Golf Course Operating Fund (651), and the Public Liability and Property Insurance Fund (701); and

3. Approve adding and adopting the Environmental Resources Rollup Door Replacement Project to the Fiscal Year 2025-26 Capital Improvement Program (CIP).

City Accomplishments

The City continues to deliver key services, with some highlights below:

- Emergency Response: Maintains emergency response times with 300+ calls for service daily; Class 2/2X ISO rating (top 3-5% nationally)
- Development Processing: Annually serves 10,000+ customers in person and completes 25,000+ building inspections
- Business Licensing: Annually processes 11,000+ new business applications and renewals
- Water: Delivers 20+ million gallons of drinking water daily to residents and businesses
- Environmental Services: Processes 24,000+ tons of recyclables and treats 6+ billion gallons of wastewater annually
- Infrastructure Maintenance: Repairs 1,000+ potholes annually and maintains city parks and golf course operations
- Housing Assistance: Provides housing assistance to 1,500+ households through Housing Choice Vouchers and maintains 523 public housing units serving 1,400+ residents
- Community Resilience: Supports 126 families in self-sufficiency programs and operates emergency shelter and conducts street outreach for homeless services
- Community Engagement & Services: Annually circulates 200,000+ library items, serves 45,000+ senior meals and delivers 60,000+ senior center program participants; also hosts community events including Tamale and Insect Festivals and holiday celebrations
- Financial Stewardship: Earned 9 upgrades in S&P ratings in the past four years and all City funds maintain an A or better rating

FUND BALANCE SUMMARY (IN MILLIONS)

Fund	FY26 YE Est. Revenues	FY26 YE Est. Expenditures	FY 26 Est. Projected Net Fund Balance Usage	FY26 Beginning Unaudited FB	FY26 Projected Ending FB
101 - General Fund	243.9	287.3	(43.4)	111.7	68.3
104 - Measure O	19.9	47.4	(27.5)	32.3	4.7
601 & related - Water Funds	75.3	111.3	(36.0)	156.2	120.2
611 & related - Wastewater Funds	99.9	169.9	(70.0)	236.4	166.4
631 & related - ER Funds	67.9	74.8	(7.0)	20.4	13.4
651 - Golf & related	7.0	11.5	(4.6)	49.4	44.8

Fund balance is a measure of the resources available in a governmental fund. For financial reporting, GAAP establishes categories of fund balance based on the type and source of constraints placed and how the resources can be spent. For budgetary purposes fund balance represents the total amount accumulated from prior years.

Available fund balance usually increases in fiscal years when revenues exceed expenditures. Revenues are generally recognized within the fiscal year, while expenditures for large projects typically occur over multiple years. As a result, expenditures may exceed current-year revenues when prior-year appropriations and available fund balances are used to support multi-year projects. This pattern is expected and reflects project execution and timing rather than imbalances.

GENERAL FUND 101 (IN MILLIONS)

Revenues $ millions	FY25-26 Revised Budget	FY25-26 Year-End Estimate	$ Change	% Change
Property Tax & Transfer Tax	75.9	75.9	+0.0	0.0%
Sales Tax - Measure E	57.5	57.5	+0.0	0.0%
Sales Tax	59.5	61.2	+1.7	2.8%
Business License Tax	7.1	7.1	+0.0	0.0%
Transient Occupancy Tax	6.2	5.8	(0.4)	-6.7%
Franchise Tax	4.9	3.8	(1.1)	-21.8%
Cannabis Tax	1.5	1.6	+0.1	6.7%
Other Non-Tax Revenues	31.3	31.0	(0.3)	-1.0%
Total	**243.9**	**243.9**	**+0.0**	**0.0%**
Expenditures				
Police	88.2	89.4	+1.2	1.4%
Fire	41.9	43.0	+1.1	2.6%
Cultural and Community Svs	20.8	20.8	+0.0	0.0%
Public Works	67.5	67.5	+0.0	0.0%
Administrative Departments	46.1	46.6	+0.5	1.1%
Non-Departmental	14.8	20.1	+5.4	36.3%
Total	**279.2**	**287.3**	**+8.1**	**2.9%**
Projected Net Fund Balance Usage	**(35.3)**	**(43.4)**	**(8.1)**	

MEASURE O FUND 104 (IN MILLIONS)

Revenues $ millions	FY25-26 Revised Budget	FY25-26 Year-End Estimate	$ Change	% Change
Half Cent Sales Tax Revenue	19.2	19.2	+0.0	0.0%
Gen Fund Loan Receipts	0.0	0.0	+0.0	0.0%
Interest Income	0.7	0.7	+0.0	0.0%
Total	**19.9**	**19.9**	**+0.0**	**0.0%**
Expenditures				
Other Community Improvements	2.9	2.9	+0.0	0.0%
Parks & Open Spaces	11.6	11.6	+0.0	0.0%
Public Safety & Gang Prevention	2.9	2.9	+0.0	0.0%
Traffic & Road Improvements	29.7	29.7	+0.0	0.0%
Total	**47.4**	**47.4**	**+0.0**	**0.0%**
Projected Net Fund Balance Usage	**(27.5)**	**(27.5)**	**+0.0**	

WATER FUNDS (IN MILLIONS)

Revenues $ millions	FY25-26 Revised Budget	FY25-26 Year-End Estimate	$ Change	% Change
Fees and Charges	68.4	70.2	+1.8	2.6%
Fines and Misc	0.7	0.6	(0.1)	-14.3%
Interest	2.3	2.3	+0.0	0.0%
Proceeds (BAB)	1.8	1.8	+0.0	0.0%
Other Revenue	0.4	0.4	(0.0)	-1.6%
Total (excluding CIP Transfers)	**73.6**	**75.3**	**+1.7**	**2.3%**
Expenditures				
Salaries&Benefits	12.0	10.5	(1.5)	-12.6%
Supplies	4.1	3.3	(0.8)	-20.2%
Services	6.0	6.8	+0.8	13.0%
Utilities	1.8	2.7	+0.9	50.0%
Water Purchases	27.0	28.8	+1.8	6.8%
Maintenance	0.2	0.2	+0.0	0.0%
Financing	15.1	15.2	+0.1	0.8%
Capital Expenditures	38.9	38.8	(0.1)	-0.2%
Transfers Out	5.0	5.0	+0.0	0.0%
Total (excluding CIP Transfers)	**110.1**	**111.3**	**+1.2**	**1.1%**
Projected Net Fund Balance Usage	**(36.5)**	**(36.0)**	**0.5**	

Totals shown exclude the budgeted revenue and appropriations necessary to transfer CIP funds from the Water Operating Fund (601) to the Water Capital Improvement Fund (602) for capital projects.

WASTEWATER FUNDS (IN MILLIONS)

Revenues $ millions	FY25-26 Revised Budget	FY25-26 Year-End Estimate	$ Change	% Change
Fees and Charges	41.7	43.7	+2.0	4.9%
Fines and Misc	0.4	0.4	(0.0)	-10.6%
Interest	2.9	2.9	+0.0	0.0%
Proceeds of Debt	52.9	52.9	+0.0	0.0%
Other Revenue	0.0	0.0	+0.0	115.7%
Total (excluding CIP Transfers)	**97.9**	**99.9**	**+2.0**	**2.0%**
Expenditures				
Salaries&Benefits	13.8	13.1	(0.7)	-5.2%
Supplies	4.1	3.6	(0.5)	-12.6%
Services	5.6	2.9	(2.6)	-47.3%
Utilities	4.5	3.3	(1.2)	-27.0%
Maintenance	0.1	0.1	(0.0)	-31.0%
Financing	10.4	9.5	(0.9)	-8.4%
Capital Expenditures	135.1	133.6	(1.5)	-1.1%
Transfers Out	3.9	3.9	+0.0	0.0%
Total (excluding CIP Transfers)	**177.5**	**169.9**	**(7.5)**	**-4.2%**
Projected Net Fund Balance Usage	**(79.5)**	**(70.0)**	**9.5**	

Totals shown exclude the budgeted revenue and appropriations necessary to transfer CIP funds from the Wastewater Operating Fund (611) to the Wastewater Capital Improvement Fund (612) for capital projects.

ENVIRONMENTAL RESOURCES FUNDS (IN MILLIONS)

Revenues $ millions	FY25-26 Revised Budget	FY25-26 Year-End Estimate	$ Change	% Change
Fees and Charges	67.8	66.7	(1.0)	-1.5%
Fines and Misc	0.3	0.5	+0.2	70.2%
Interest	0.6	0.6	+0.0	0.0%
Other Revenue	0.0	0.1	+0.1	160.1%
Total (excluding CIP Transfers)	**68.7**	**67.9**	**(0.8)**	**-1.1%**
Expenditures				
Salaries&Benefits	26.3	26.3	+0.0	0.0%
Supplies	2.0	2.0	+0.0	0.0%
Services	2.0	2.0	+0.0	0.2%
Utilities	15.3	15.3	+0.0	0.0%
Maintenance	0.4	0.4	+0.0	0.0%
Financing	3.6	3.6	+0.0	0.0%
Capital Expenditures	14.4	14.4	+0.0	0.0%
Infrastructure Use Fee (IUF)	2.0	0.0	(2.0)	-100.0%
Transfers Out	10.8	10.8	+0.0	0.0%
Total (excluding CIP Transfers)	**76.9**	**74.8**	**(2.0)**	**-2.7%**
Projected Net Fund Balance Usage	**(8.2)**	**(7.0)**	**+1.3**	

Totals shown exclude the budgeted revenue and appropriations necessary to transfer CIP funds from the Solid Waste Operating Fund (631) to the Solid Waste Capital Improvement Fund (632) for capital projects.

GOLF FUNDS (IN MILLIONS)

Revenues $ millions	FY25-26 Revised Budget	FY25-26 Year-End Estimate	$ Change	% Change
Fees and Charges	6.5	6.7	+0.2	3.7%
Misc Revenue	0.3	0.0	(0.3)	-100.0%
Interest Income	0.2	0.2	+0.0	0.0%
Total (excluding CIP Transfers)	**7.0**	**7.0**	**(0.0)**	**-0.3%**
Expenditures				
Salaries&Benefits	0.0	0.0	+0.0	0.0%
Supplies	0.3	0.3	+0.0	0.0%
Services	4.9	4.9	(0.0)	-0.3%
Utilities	0.7	0.7	+0.0	0.0%
Maintenance	0.0	0.0	(0.0)	-100.0%
Financing	0.2	0.2	+0.0	0.0%
Insurance	0.1	0.1	+0.0	0.0%
Capital Expenditures	2.2	3.3	+1.1	50.3%
Transfers Out - includes Transfer to Fund 301 Capital Outlay	0.1	1.8	+1.7	2249.1%
Total (excluding CIP Transfers)	**8.7**	**11.5**	**+2.8**	**32.1%**
Projected Net Fund Balance Usage	**(1.7)**	**(4.6)**	**(2.8)**	

Totals shown exclude the budgeted revenue and appropriations necessary to transfer CIP funds from the Golf Operating Fund (651) to the Golf Capital Improvement Fund (652) for capital projects.

FY 2025-26 BUDGET AMENDMENTS – RECOMMENDATION

- General Fund
  - $8,132,324 increase in expenditure appropriations from the available fund balance
- Street Maintenance Infrastructure Use Fee (IUF) Fund
  - $2,048,468 decrease in revenue due to the removal of the Infrastructure Use Fee (IUF) from the Solid Waste Single Family Residential (SFR) rates on a go forward basis to include this Fiscal Year
- Special Districts Fund
  - $31,386 increase to revenues and increase to the expenditure appropriation by the same amount
- Transportation Development Act Fund
  - $113,747 increase in expenditure appropriation from available fund balance
- Capital Outlay Fund
  - $1,715,000 in transfer in capital revenue and the corresponding capital appropriation
- Development Impact Fees Fund - Circulation System Improvement Fees Subfund
  - $2,819,480 increase in revenue related to traffic impact fees collected from the 101 Logistics Center project
- Bond Assessment Districts Fund
  - $41,000 increase in expenditure appropriation to cover costs for closing Assessment District 2000-1- Oxnard Blvd/Hwy 101 Interchange bonds
- Water Operating Fund
  - $1,214,548 increase in expenditure appropriation from available fund balance
- Environmental Resources Operating Fund
  - $786,484 decrease in revenue and $2,048,468 decrease in expenditure appropriation
- Golf Operating Fund
  - $2,835,000 increase in expenditure appropriation from available fund balance
- Public Liability & Property Insurance Fund
  - A not to exceed amount of $4,000,000 increase to expenditure appropriation and the corresponding transfer in-revenue funded from the General Fund

That the City Council:

1. Receive an update on the FY 2025-26 revenue and expenditure projections for major funds;

2. Approve budget amendments to the General Fund (101), Street Maintenance Infrastructure Use Fee Fund (105), Transportation Development Act Fund (212), Capital Outlay Fund (301), Special Districts Fund (120/Subfund(2540), Development Impact Fees Fund - Circulation System Improvement Fees Subfund (350/Subfund 8040), Bond Assessment Districts Fund (500/Subfund 5050), Water Operating Fund (601), Environmental Resources Operating Fund (631), Golf Course Operating Fund (651), and the Public Liability and Property Insurance Fund (701); and

3. Approve adding and adopting the Environmental Resources Rollup Door Replacement Project to the Fiscal Year 2025-26 Capital Improvement Program (CIP).

CITY OF OXNARD CALIFORNIA

QUESTIONS

Annual Budget Calendar

Feb – April: City Development and City Manager Review

June: Public Hearing and City Council Budget Adoption

ATTACHMENT 2

Mid-Year FY 2025-26
General Fund recommended changes
in revenue and expenditure appropriations

Revenues $ Millions	**$ Change**
Sales Tax - increase 1% Bradley Burns per updated forecast	**+1.7**
Transient Occupancy Tax (TOT) - updated estimate per timing of hotel completion	**(0.4)**
Franchise Fees - updated estimate per fluctuation due to entergy pricing & customer usage	**(1.1)**
Cannabis Tax - updated cannabis business tax estimate	**0.1**
Other Non-Tax Revenues	**(0.3)**
Total Revenue Change	**0**
Expenditures $ Millions	**$ Change**
Police	**+1.2**
Anticipated increase in overtime due to backfilling of vacant positions	*+1.2*
Fire	**+1.1**
Unbudgeted expenditures related to mutual aid response (OT, Training & Supplies)	*+0.6*
Anticipated increase in overtime due to backfilling of vacant positions	*+0.5*
Non-Departmental	**+5.4**
Transfer to Public Liability Insurance Fund	*+4.0*
Contribution to pension trust - CalPERS	*+1.1*
OPEB 115 Trust contribution	*+0.25*
Other Departments	**+0.5**
City Attorney - 0.6 Increase to Legal Services related to litigation-related expenses, 0.05 increase in prof svcs & supplies, partially offset by 0.2 in salary savings	*+0.5*
City Clerk - Increase in professional services for purchase of software to bring agendas and website compliant with SB707	*+0.04*
Total Expenditure Change	**+8.1**
Net Recommended Use of One-Time Available General Fund (101) Fund Balance	**+8.1**

CITY OF OXNARD CALIFORNIA

CITY COUNCIL AGENDA REPORT

REPORTS
AGENDA ITEM NO. N.3

DATE: February 17, 2026

TO: City Council

FROM: Javier Chagoyen-Lazaro, Chief Financial Officer, (805) 200-5400, javier.chagoyenlazaro@oxnard.org

SUBJECT: ERP Annual Report and Ninth Amendment to the Agreement with Kreative Core Technologies, Inc. for ERP Implementation and IT Services Support.

RECOMMENDATION

That the City Council:

1. Approve and authorize the Mayor to execute a Ninth Amendment to the Professional Services Agreement with Kreative Core Technologies, Inc. (9431-21-FN) in the amount of $11,490,000 for a new not to exceed contract amount of $21,510,000 and to extend the term of the Agreement to December 30, 2028, for project management services related to the discovery, documentation, implementation stabilization and ongoing IT support of all phases of the City's Multi-year enterprise resource planning (ERP) implementation, as well as some additional IT non-ERP Projects.
2. Approve an appropriation in the amount of $2,500,000 from the General Fund (101) available fund balance to fund the project C2034 ERP Implementation in FY 2025-26, and authorize the corresponding transfers for the project budget.
3. Receive and file the ERP system annual report.

(This item did not originate in Committee.)

Please click the following link to view the required Measure M pre-recorded presentation video:
https://youtu.be/MGq0DKWIlLY

BACKGROUND

This report includes an updated status of the Enterprise Resource Planning ("ERP") implementation project, and discussion and recommendation to amend the contract with Kreative Core Technologies ("KCT") to complete the implementation of the ERP project, and to provide production support to the different components of the ERP system after different modules are in production.

The ERP project also includes a contract with the software provider, Tyler Technologies. Staff is not requesting an amendment to this contract at this time. Once the implementation of a component of the ERP is completed and in production, the related service fees become an operating expense.

This report describes the cost of implementing the ERP and the ongoing production support costs once the system is in service for City users, from the perspective of the two contracts related to the services, KCT and Tyler, and breaks down the contracts between implementation and production.

The contract cost gradually transitions from the implementation to production as the ERP modules are configured, tested, put to use and stabilized.

This report differs from previous ones in providing visibility of the full implementation and incorporating a recommendation to take the project to the projected finish line.

ERP PROJECT SUMMARY

The City is in the process of replacing its 30-year-old financial and operational software system with a modern ERP system. This system is the City's core business platform and supports essential functions such as financial reporting, payroll, purchasing, permitting, public works asset management, and utility billing.

The prior system, originally implemented in the early 1990s, had become outdated and difficult to maintain. Over time, staff created more than 150 separate "shadow systems" (primarily spreadsheets and small databases) to compensate for gaps in the legacy software. This resulted in inefficiencies, manual processes, and limited reporting capability.

In 2019, the City decided on the Tyler Technologies solution for the implementation of a new ERP. The goal of the project was to modernize City operations, improve financial transparency, streamline business processes, and provide better digital services to residents, businesses, and vendors. After the COVID impasse, the City engaged KCT in 2021 initially to facilitate the assessment of the ERP implementation. KCT's role was expanded regularly to include ERP project management, implementation assistance, and go-live support.

Progress to Date

The City has successfully completed and launched several major components of the new system:

- **Core Financials** (general ledger, purchasing, accounts payable/receivable, project accounting) went live in October 2022.
- **Human Capital Management (HCM)**, including payroll and HR processes for over 1,700 employees, went live in January 2025.

These systems now provide improved financial controls, real-time reporting, and more efficient payroll and personnel management.

Work Still In Progress

Several key modules are still in progress or scheduled for implementation:

- **Enterprise Permitting & Licensing (EPL)** – online permits, inspections, and business licensing (expected go-live: early 2026)
- **Enterprise Asset Management (EAM)** – management of streets, facilities, and infrastructure assets (expected go-live: early 2026)
- **Vendor Access Portal** – self-service tools for vendors (expected go-live: 2027)
- **Utility Billing** – water and sewer billing system (expected go-live: 2028)

These remaining phases will expand online services for the public, improve coordination across departments, and modernize how the City manages infrastructure and customer accounts.

Project Cost Overview

The ERP project has grown in cost and duration since its original estimate due to the complexity of City operations and the scale of organizational change required. Key drivers of cost increases include:

- Complex payroll rules associated with multiple bargaining units
- Redesign of permitting, licensing, and public works workflows
- Staff turnover during implementation
- The addition of new public-facing tools, including citizen and vendor portals
- Extended project timelines, resulting in additional software subscription costs

- Complexity of data conversion from legacy system
- Added contingency for unforeseen needs during Utility Billing implementation

Current total estimated cost through full implementation (December 2028):
- Implementation (one-time/capital costs): approximately $25.4 million
- Operating costs during implementation (software subscriptions and production support): approximately $7.0 million
- Combined total project-related costs through 2028: approximately $32.4 million

To date, approximately $14.4 million has been spent on implementation.

Ongoing Costs After Completion

Once all modules are live, the ERP system is expected to cost approximately $1.7 million per year to operate and support. These costs include software subscription fees, system maintenance, and technical support. These expenses will be incorporated into the City's ongoing operating budget and will replace costs associated with maintaining the legacy system and numerous disconnected tools.

Table A. below represents the updated total projected implementation and operational costs for the project in detail, up to December 31, 2028:

Contract	IT Implementation	IT Production	Non-ERP	Total
KCT	$18,120,053	$3,319,034	$66.294	**$21,505,381**
Tyler	$7,266,826	$3,646,742	$ -	**$10,913,568**
Total	**$25,386,879**	**$6,965,776**	**$66,294**	**$32,418,949**

Table A. Summary of the total ERP costs

DISCUSSION

KCT AGREEMENT

KCT provides project management, implementation support, and IT production support services for the ERP system. Due to the extended timeline and added system scope, staff is recommending an amendment to continue these services through project completion in 2028.

KCT's role is critical to maintaining project continuity, supporting departments during system transitions, and ensuring that newly implemented systems remain stable and supported.

KCT started the engagement with the City to facilitate the assessment of the ERP implementation. Their engagement was expanded regularly to include the ERP project management, implementation assistance and go-live support of the different ERP modules as they were being implemented. As of December 31, 2025, KCT contract has consumed $9,270,506.

KCT contract and amendments are summarized in attachment 1 and fully disclosed in attachments 4 and 5 to this report.

The current agreement with KCT has a dual scope designed to both advance the City's ERP implementation (Project C2034) and stabilize ongoing IT operations. On one side, KCT provides project management and IT implementation support for the ERP program, overseeing discovery, configuration, testing, and stabilization across multiple modules, including Core Financials, Human Capital Management, Enterprise Planning and Licensing, Enterprise Asset

Management, Utility Billing and Vendor Access. These services ensure continuity, day-to-day management of tasks, and progress toward go-live milestones while supporting organizational change management.

In parallel, the contract also provides IT support services to address persistent staffing vacancies within the City's IT Department. Under this arrangement, KCT supplements internal resources with technical production support, incidents, system configuration changes support, reports development, and system administration for the Tyler solution.

By combining ERP project management, IT implementation services and IT support services in one agreement, the City benefits from a unified partner that can help drive complex system implementation while simultaneously ensuring that critical IT services for the Core Financials and Human Capital Management (HCM) remain uninterrupted. This dual structure reflects a strategic approach to leveraging external expertise to both modernize core systems and sustain the City's technology environment due to limited internal staffing and skill set requirements required to support the solution.

Table B, shown below, represents the KCT contract breakdown for Implementation, Production Support, and non-ERP Scope:

KCT Contract Breakdown	Original through Amendment 7	New ask for KCT contract – March 2026 to December 30, 2028	New not to exceed for new KCT contract (forecast +– new ask)
KCT Project Management	$4,314,545	$3,272,305	$7,586,850
KCT IT Implementation Costs	$3,740,523	$6,498,154	$10,238,677
KCT IT Production Support*	$1,146,390	$2,467,169	$3,613,559
KCT - Non-ERP Scope	$817,000	-$750,706	**$66,294**
Total	**$ 10,018,458**	**$ 11,486,922**	**$ 21,505,380**

Table B. Summary of all KCT Costs for Services

Table C, shown below, breaks down the total KCT cost projections by fiscal year:

KCT Contract Breakdown	Actual Costs Project to Date, as of December 31, 2025	Forecasted Costs thru end of implementation – forecasted till December 30, 2028					Total Costs
		FY2026	FY2027	FY2028	FY2029	Contingency	
KCT Project Management	$4,389,138	$769,866	$986,876	$ 831,275	$127,575	$482,121	$7,586,851
KCT IT Implementation Costs	$3,836,813	$1,111,848	$2,367,939	$1,604,550	$271,350	$1,046,177	$10,238,677
KCT IT Production Support	$978,261	$391,929	$1,186,175	$690,294	$366,900	$-	$3,613,559
KCT - Non-ERP Scope	$66,294	$-	$-	$-	$-	$-	$66,294
Total	**$ 9,270,506**	**$2,273,643**	**$4,540,990**	**$3,126,119**	**$765,825**	**$1,528,298**	**$21,505,381**

Table C. Summary of all KCT costs, split by Fiscal year

The increase in duration and additional costs stem from several factors:

- **Complex payroll requirements:** The HCM module implementation was complicated by the City's multi-union environment, with many collective bargaining agreements and unique pay rules for various departments. Designing, testing, and validating these payroll processes in the new system required extensive iterations to ensure accuracy and avoid issues.
- **Business and license fee structures:** EPL implementation has been delayed by the complexity of calculating business license fees, permitting workflows, and integrating requirements across multiple departments. These processes required additional discovery, cross-departmental coordination, and reengineering before they could be reliably configured in the ERP system.

- **Staffing turnover:** The departure of key staff created knowledge gaps that slowed configuration, testing, and decision-making.
- **Change Management & Training requirements:** EAM, ESR, & MyCivic implementation has been delayed due to the interdependencies in training & change management across the city office and citizen experience. Additional time & resources are required for a comprehensive training across multiple departments and approaching citizen change management in a phased manner to ensure a smooth transition for citizen services.
- **Additional scope:** MyCivic, Vendor Access & Inventory modules have been added to the scope to enable additional functionality for citizens, vendors & city staff. These additions enhance the value of the current and future implementation by integrating the experiences through a singular platform, increasing efficiencies in city operations.
- **Legacy system:** The City's long-standing HTE system and related processes were developed decades ago and are poorly aligned with the structure of a modern ERP platform. Migrating away from these outdated processes has required extensive rethink of workflows, data mapping, and retraining of staff, adding both time and complexity to the transition.
- **Contingency:** Throughout the length of the project, there have been instances of undiscovered requirements that have come to light during implementation that have caused delays to the overall implementation. Majority of the contingency in the plan is for Utility Billing, which will start implementation in the first half of 2026. Utility Billing is a complex implementation encompassing three (3) use cases, Water, Wastewater & Environmental Services (solid waste). The contingency for Utility Billing is added to cover for any unforeseen challenges due to the larger scope and complexity of operations.

Total Cost of Project

The ERP implementation project has incurred investments of $14.35 million as of Dec 31, 2025. After the initial 2019 bond proceeds of $6.9 million, the City has funded this project with $11.25 million from the General Fund reserves. (Project cost is based on accumulated cost as of December 31, 2025, of City's project C2034)

While several key ERP modules have been successfully implemented and EPL and EAM implementations are in progress, significant work remains to complete the Utility Billing and other remaining phases by the projected completion date of December 30, 2028. Based on current projections, the total implementation cost is now estimated at $25.38 million. This change reflects the evolving complexity of the project and the additional scope identified during implementation.

The increase in cost is primarily driven by several factors, including key staff turnover, the need to address technical gaps, process realignments, data clean-up activities, and cross-departmental coordination that were not fully anticipated at the outset. Additionally, the extended project duration has resulted in higher software-as-a-service (SaaS) expenditures, as these subscription fees continue to be carried by the project rather than transitioned to the IT operating budget.

A portion of the costs has also been associated with consulting and support services necessary to ensure successful implementation. Between FY2026 and FY2029, approximately $11 million in additional expenditures are projected for implementation activities, including SaaS licensing, Tyler implementation services, and KCT-led project and IT support.

Upon full implementation, the annual cost of operating and supporting the ERP system is expected to stabilize at approximately $1.7 million, including SaaS fees and production support services. This ongoing investment will help maintain system reliability, support future upgrades, and sustain improvements in financial and operational processes across the organization.

Table D. represents the overall breakdown of the capital expenditures to continue with the ERP implementation - including KCT, Tyler SaaS, and implementation costs:

Implementation Costs	Project to Date, as of December 31, 2025	Future till end of implementation - est. December 30, 2028					Full Implementation
		Remaining FY2026	FY2027	FY2028	FY2029	Contingency	
Tyler SaaS fees	$6,125,682	$565,300	$422,000	$153,844	$ -	$-	$7,266,826
KCT	$8,225,951	$1,931,214	$3,599,840	$2,435,825	$398,925	$1,528,298	$18,120,053
Total	**$14,351,633**	**$2,496,514**	**$4,021,840**	**$2,589,669**	**$398,925**	**$1,528,298**	**$25,386,879**

Table D. Overall breakdown of Capital expenditures for KCT and Tyler

Table E. represents the overall breakdown of the operational expenditures to continue to operate the ERP solution until December 30, 2028:

Implementation Costs	Project to Date, as of December 31, 2025	Future till end of implementation - est. December 30, 2028					Full Implementation
		Remaining FY2026	FY2027	FY2028	FY2029	Contingency	
Tyler SaaS fees	$1,554,072	$67,836	$772,276	$789,362	$463,196	$ -	$3,646,742
KCT	$978,261	$342,429	$941,150	$709,794	$347,400	$ -	$3,319,034
Total	**$2,532,333**	**$410,265**	**$1,713,426**	**$1,499,156**	**$810,596**	**$ -**	**$ 6,965,776**

Table E. Overall breakdown of Operations costs

*These numbers include the following items that have been submitted to council for approval

The cost of operating and maintaining any software (including the ERP) after implementation is charged to the operating budgets across the City on an ongoing basis, not to the project - considered capital expenses.

Project Management & External IT Support Services

KCT has been successfully providing project management and IT support services for the ERP project since September 2021. KCT was instrumental in helping deliver the Core Financials phase of the project on time and under budget; delivering Human Capital Management (HCM); it is now a key player in supporting the implementation of Enterprise Planning and Licensing (EPL), and Enterprise Asset Management (EAM). KCT has also provided IT implementation, business systems analysis, production support, and report writing services under the current agreement. In September 2021, the City entered into a contract with KCT that has since been amended seven times. Its current value is $10,020,000, with $1.1 million dedicated to IT production support services.

IT support services for all phases are anticipated to continue under this agreement, and KCT is continuing to manage organizational change management services. KCT will continue to support services to the IT department within the scope included in the ninth contract amendment for KCT IT Production support.

Staff recommends that KCT continue to provide services for the remaining phases of the project. Thus, staff recommends that Council approve a ninth amendment to the KCT agreement with the City, adding $11 490,000, for a new “not-to-exceed” amount of $21,510,000 and extend the contract term to December 30, 2028. This amendment provides KCT the time to finish the implementation of EPL and EAM in early 2026, Vendor Access in 2027, and Utility Billing in 2028 and continue to provide IT Production Support services.

STRATEGIC PRIORITIES

This agenda item supports the Organizational Effectiveness strategy. The purpose of the Organizational Effectiveness strategy is to reinforce, stabilize, improve, and strengthen the organizational foundation of the City in order to build a modern, high-functioning City government that effectively and efficiently supports the operating departments in providing high-quality services and programs for our residents and businesses.

FINANCIAL IMPACT

If approved, the General Fund (101) available fund balance for FY 2025-26 will be reduced by $2,500,000 million via transfer to the Capital Outlay Fund through project C2034. For those modules that have been implemented, there are sufficient funds available in FY 2025-26 under the City's Information Technology Department, (Fund 731). Future budgets will include the appropriations necessary to cover anticipated costs for those fiscal years.

COMMITTEE OUTCOME

This item did not originate in Committee.

Prepared by: Javier Chagoyen-Lazaro, Chief Financial Officer

ATTACHMENTS

1. Supporting Tables
2. ERP Project Annual Update
3. Kreative Core Original Contract & Amendments 1 through 8 (9431-21-FN)
4. Amendment 09 KCT Approved as to form
5. 20260217 ERP Update and KCT contract Presentation

ATTACHMENT 1

Supporting Tables

Attachment #1.A KCT Contract Amendment History

Date		Time extension	Scope	Original amount	Amendment	Total Contract Amount	ERP PM Costs	IT ERP Impl. Costs	IT Prod Support Costs	Additional IT Scope
09/13/2021	Contract	10/04/2021	Assessment of the City of Oxnard ERP implementation plan, identify scope of work for implementation	$21,000		$21,000	$21,000	$0	$0	
10/05/2021	1st Amendment	09/30/2022	ERP project management,		$179,000	$200,000	$200,000	$0	$0	
01/18/2022	2nd Amendment	02/01/2023			$700,000	$900,000	$900,000	$0	$0	
07/28/2022	3rd Amendment	12/31/2023	Add discovery for Time and Attendance (Telestaff, InTime, Integration with Executime and Munis), implementation.		$1,700,000	$2,600,000	$1,681,625	$918,375	$0	
12/19/2022	4th Amendment		Adding training and development			$2,600,000	$1,681,625	$918,375	$0	
03/21/2023	5th Amendment	12/31/2024	Pricing IT support and Training		$2,120,000	$4,720,000	$2,811,556	$1,519,194	$389,250	
01/29/2024	6th Amendment		Adding PCI compliance			$4,720,000	$2,811,556	$1,519,194	$389,250	
04/16/2024	7th Amendment		Pricing PCI compliance and additional IT Support		$5,300,000	$10,020,000	$4,219,955	$3,685,593	$1,146,390	$968,092
12/30/2025	8th Amendment	03/31/2026				**$10,020,000**	**$4,219,955**	**$3,685,593**	**$1,146,390**	**$968,092**

Attachment #1.B KCT Contract breakdown

KCT Breakdown	Original through Amendment 7	New ask for KCT contract – March 2026 to December 30, 2028	New not to exceed for new KCT contract (forecast +– new ask)
KCT Project Management	$4,314,545	$3,272,305	**$7,586,850**
KCT IT Implementation Costs	$3,740,523	$5,911,176	**$9,651,699**
KCT IT Production Support	$1,146,390	$1,999,394	**$3,145,784**
KCT ESR/My Civic - IT Implementation	$-	$211,438	**$211,438**
KCT ESR/My Civic - IT Production Support	$-	$104,250	**$104,250**
KCT Vendor Access – IT Implementation*	$-	$283,140	**$283,140**
KCT Vendor Access– IT Production Support*	$-	$69,000	**$69,000**
KCT Inventory – IT Implementation*	$-	$92,400	**$92,400**
KCT Fin/HCM Assessment & Remediation	$-	$294,525	**$294,525**
KCT - Non-ERP Scope	$817,000	-$750,706	**$66,294**
Total	**10,018,458**	**$11,486,923**	**$21,505,381**

Attachment #1C KCT Contract Breakdown by fiscal year

KCT Only costs	Actual Costs Project to Date, as of December 31, 2025	Forecasted Costs thru end of implementation - forecasted till December 30, 2028					Total Costs
		FY2026	FY2027	FY2028	FY2029	Contingency	
KCT Project Management	$ 4,389,138	$ 769,866	$ 986,876	$ 831,275	$ 127,575	$ 482,121	$ 7,586,851
KCT IT Implementation Costs	$ 3,790,820	$ 946,403	$ 2,018,139	$ 1,604,550	$ 271,350	$ 1,020,437	$ 9,651,699
KCT IT Production Support	$ 978,261	$ 336,429	$ 892,400	$ 610,794	$ 327,900	$ -	$ 3,145,784
KCT ESR/MyCivic - IT Implementation*	$ 45,993	$ 165,445	$ -	$ -	$ -	$ -	$ 211,438
KCT ESR/My Civic - IT Production Support*	$ -	$ 6,000	$ 39,000	$ 39,750	$ 19,500	$ -	$ 104,250
KCT Vendor Access –IT Implementation*	$ -	$ -	$ 257,400	$ -	$ -	$ 25,740	$ 283,140
KCT Vendor Access – IT Production Support*	$ -	$ -	$ 9,750	$ 39,750	$ 19,500	$ -	$ 69,000
KCT FIN/HCM Assessment & Remediation – IT Implementation	$ -	$ 49,500	$ 245,025	$ -	$ -	$ -	$ 294,525
KCT Inventory – IT Implementation*	$ -	$ -	$ 92,400	$ -	$ -	$ -	$ 92,400
KCT - Non-ERP Scope	$ 66,294	$ -	$ -	$ -	$ -	$ -	$ 66,294
Total	**$ 9,270,506**	**$2,273,643**	**$ 4,540,990**	**$ 3,126,119**	**$ 765,825**	**$ 1,528,298**	**$21,505,381**

Attachment #1.D ERP Project Implementation breakdown by fiscal year

Implementation Costs	Project to Date, as of December 31, 2025	Future till end of implementation - est. December 30, 2028					Full Implementation
		Remaining FY2026	FY2027	FY2028	FY2029	Contingency	
Tyler SaaS fees	$ 3,697,973	$ -	$ 87,141	$ 75,004	$ -	$ -	$ 3,860,118
Tyler Saas Fees (Vendor Access & Inventory modules)*	$ -	$ -	$ 4,949	$ -	$ -	$ -	$ 4,949
Tyler Implementation	$ 2,427,709	$ 505,200	$ 315,360	$ 78,840	$ -	$ -	$ 3,327,109
Tyler ESR/MyCivic implementation	$ -	$ 60,100	$ -	$ -	$ -	$ -	$ 60,100
Tyler Vendor Access & Inventory implementation*	$ -	$ -	$ 14,550	$ -	$ -	$ -	$ 14,550
KCT Project Management	$ 4,389,138	$ 769,866	$ 986,876	$ 831,275	$ 127,575	$ 482,121	$ 7,586,851
KCT IT Implementation Costs	$ 3,790,819	$ 946,403	$ 2,018,139	$ 1,604,550	$ 271,350	$ 1,020,437	$ 9,651,699
KCT ESR/MyCivic - IT Implementation	$ 45,993	$ 165,445	$ -	$ -	$ -	$ -	$ 211,438
KCT Vendor Access – IT Implementation*	$ -	$ -	$ 257,400	$ -	$ -	$ 25,740	$ 283,140
KCT FIN/HCM Assessment & Remediation*	$ -	$ 49,500	$ 245,025	$ -	$ -	$ -	$ 294,525
KCT Inventory – IT Implementation	$ -	$ -	$ 92,400	$ -	$ -	$ -	$92,400
Total	**$14,351,633**	**$2,496,514**	**$4,021,840**	**$2,589,669**	**$398,925**	**$1,528,298**	**$25,386,878**

Attachment #1.E ERP Production support breakdown by fiscal year

Cost of running - Operational	Year to Date, as of December 31, 2025		Future till end of implementation - est. December 30, 2028				Full Implementation
		Remaining FY2026	FY2027	FY2028	FY2029, till Dec 2028	Contingency	
Tyler SaaS fees	$ 1,554,072	$ 67,836	$ 757,429	$ 769,566	$ 443,400	$ -	$ 3,592,303
Tyler Saas fees(Vendor Access & Inventory)*	$ -	$ -	$ 14,847	$ 19,796	$ 19,796	$ -	$ 54,439
KCT IT Production Support	$ 978,261	$ 336,429	$ 892,400	$ 630,294	$ 308,400	$ -	$ 3,145,784
KCT ESR /MyCivic IT Production Support	$ -	$ 6,000	$ 39,000	$ 39,750	$ 19,500	$ -	$ 104,250
KCT Vendor Access - IT Production Support*	$ -	$ -	$ 9,750	$ 39,750	$ 19,500	$ -	$ 69,000
Total	**$ 2,532,333**	**$ 410,265**	**$ 1,713,426**	**$ 1,499,156**	**$ 810,596**	**$ -**	**$ 6,965,776**

Attachment #1.F: KCT Contract detailed breakdown by the scope areas

	Amnd 8 by end of 12/31/2025	Remainder of FY26	FY27	FY28	FY2029 till Dec 2028	Contingency	Total Contract
PM / OCM Services	$ 4,344,346	$ 729,867	$ 906,875	$ 751,275	$ 127,575	$ 482,121	$ 7,342,059
FIN	$ 621,977		$ -	$ -	$ -	$ -	$ 621,977
HCM	$ 1,107,486		$ -	$ -	$ -	$ -	$ 1,107,486
Time and Attendance	$ 415,026		$ -	$ -	$ -	$ -	$ 415,026
EPL	$ 1,249,189	$ 287,910	$ 241,275	$ -	$ -	$ 70,463	$ 1,848,838
EAM	$ 737,344	$ 418,423	$ 90,500	$ -	$ -	$ 39,820	$ 1,286,087
Utility Billing	$ 213,323	$ 23,534	$ 575,100	$ 751,275	$ 127,575	$ 371,838	$ 2,062,645
Miscellaneous (Travel)	**$ 44,793**	**$ 40,000**	**$ 80,000**	**$ 80,000**	**$ -**	**$ -**	**$ 244,793**
IT Impl	**$ 3,836,812**	**$ 1,161,347**	**$ 2,612,964**	**$ 1,604,550**	**$ 271,350**	**$ 1,046,177**	**$ 10,533,200**
RSA							
FIN	$ 100,505	$ -	$ -	$ -	$ -	$ -	$ 100,505
HCM	$ 879,993	$ -	$ -	$ -	$ -	$ -	$ 879,993
EPL	$ 614,293	$ 214,359	$ 103,950	$ -	$ -	$ 30,030	$ 962,632
EAM	$ 719,292	$ 112,200	$ 33,000	$ -	$ -	$ 14,970	$ 879,462
UB	$ -	$ 79,200	$ 1,150,050	$ 1,143,450	$ 193,050	$ 641,438	$ 3,207,188
Tyler Payment	$ 32,857	$ 201,143	$ -	$ -	$ -	$ -	$ 234,000
Tyler ESR	$ 90,993	$ 120,445	$ -	$ -	$ -	$ -	$ 211,438
Vendor Access	$ -	$ -	$ 257,400	$ -	$ -	$ 25,740	$ 283,140
FIN/HCM Assessment & Remediation	$ -	$ 49,500	$ 245,025	$ -	$ -	$ -	$ 294,525
Inventory	$ -	$ -	$ 92,400	$ -	$ -	$ -	$ 92,400
Reports Developer							
FIN	$ 198,228	$ -	$ -	$ -	$ -	$ -	$ 198,228
HCM	$ 224,223	$ -	$ -	$ -	$ -	$ -	$ 224,223
EPL	$ 291,941	$ 93,000	$ 81,000	$ -	$ -	$ 23,400	$ 489,341
EAM	$ -	$ 102,000	$ 30,000	$ -	$ -	$ 12,250	$ 144,250
UB	$ -	$ -	$ 282,000	$ 318,000	$ 54,000	$ 163,500	$ 817,500
System Admin							
FIN	$ 187,941	$ -	$ -	$ -	$ -	$ -	$ 187,941
HCM	$ 107,878	$ -	$ -	$ -	$ -	$ -	$ 107,878
EPL	$ 310,435	$ 97,700	$ 72,900	$ -	$ -	$ 21,060	$ 502,095
EAM	$ 78,234	$ 91,800	$ 27,000	$ -	$ -	$ 12,380	$ 209,414
UB	$ -	$ -	$ 238,239	$ 148,100	$ 24,300	$ 101,410	$ 507,049
Prod Support	**$ 978,261**	**$ 342,429**	**$ 941,150**	**$ 690,294**	**$ 366,900**	**$ -**	**$ 3,319,034**
FIN	$ 175,204	$ 34,250	$ 78,000	$ 69,750	$ 19,500	$ -	$ 376,704
Helpdesk IT Support	$ 401,226	$ 110,250	$ 224,000	$ 219,894	$ 78,000	$ -	$ 1,043,360
HCM	$ 291,788	$ 36,750	$ 78,000	$ 79,500	$ 39,000	$ -	$ 525,038
Time and Attendance	$ -	$ 15,250	$ 39,000	$ 39,750	$ 19,500	$ -	$ 113,500
EPL	$ -	$ -	$ 90,000	$ 79,500	$ 39,000	$ -	$ 208,500
EAM	$ -	$ -	$ 70,500	$ 79,500	$ 39,000	$ -	$ 189,000
UB	$ -	$ -	$ -	$ -	$ 51,000	$ -	$ 51,000
ERP Upgrade v2024	$ 110,053	$ 139,929	$ 42,900	$ 42,900	$ 42,900	$ -	$ 378,682
ERP Upgrade v2026	$ -		$ 260,000			$ -	$ 260,000
Tyler ESR	$ -	$ 6,000	$ 39,000	$ 39,750	$ 19,500	$ -	$ 104,250
Vendor Access	$ -		$ 9,750	$ 39,750	$ 19,500	$ -	$ 69,000
Non-ERP Scope	**$ 66,294**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 66,294**
TOTAL CONTRACT	$ 9,270,506	$ 2,273,643	$ 4,540,989	$ 3,126,119	$ 765,825	$ 1,528,298	$ 21,505,381

Attachment #2 ERP Project Annual update

Annual Update

1. Core Financials -- Complete .

In the last annual report, it was listed that implementation of Executime (an electronic time tracking system) was completed in the fall of 2020 and implementation of Bluebeam (an online electronic mapping and design sharing system for plan check) was completed in the summer of 2021. The Core Financials implementation phase was completed and launched on October 1, 2022. This large and complex phase of the ERP, which included Purchasing (requisitions, purchase orders, contracts), Accounts Payable (receiving invoices and issuing payments), Accounts Receivable (billing for City fees and charges and processing payments), Project Management (accounting for capital improvements within the City's limit, and grant accounting), recording all financial transactions that result in monthly issuance of reports (balance sheet, cash flow, statement of government activities), and financial planning with its integrated budget projection and control tools. The new ERP provides real-time project reporting and budgetary controls for all capital projects and grant funded activity. Council also approved a contract with OpenGov (budgeting software) on October 3, 2023, which staff has integrated with Munis Financials and is using to produce the City operating budget.

2. HCM (Human Capital Management) -- Implementation Complete.

The Human Capital Management (HCM) was listed as in progress in the last annual report, this implementation has since been completed. HCM was a large phase encompassing all the functions and processes from recruitment through payment and termination of all 1,700+ employees, recording and processing all benefit payments, employment taxes, retirement plan contributions, and implementing various bargaining unit memorandum of understanding (MOU) agreements in relation to employee pay and benefits. The HCM phase included integration with leading industry learning and recruitment tools, enhancing the way the City can identify, nurture and retain talent for the benefit of the organization and its residents and customers. The HCM phase of the project was completed and Payroll was officially transitioned away from HTE in January 2025. Police and Fire also implemented and integrated software specific to their scheduling and used by a significant number of California law enforcement and firefighting agencies.

The HCM go live not only consolidated fragmented processes into a single integrated system but also positioned the City with modern workforce management tools that improve accuracy, efficiency and visibility into personnel costs across the organization.

3. EPL (Planning, Permitting, Licensing) - Implementation in progress.

The EPL discovery phase took place throughout the calendar year 2023. This effort included detailed reviews of all current permitting processes within the Community Development Department as well as secondary users who participate in the plan review process, such as the Fire and Public Works Departments. In depth discovery sessions were held with subject matter experts from each Community Development division unit, including Building, Land Development Engineering, Planning, and Code Compliance. Staff began the implementation phase of EPL in January 2024, working with Tyler and Kreative to configure the software in line with the City's needs and outcomes from the discovery phase. At that time the City was exploring the outsourcing of the Business Licensing activities and City Council ultimately decided to maintain those services within the City. The EPL implementation was expected to go live late Spring 2025 but has experienced delays due to staff turnover, more complex than originally anticipated fee structures and processes, and data migration complexities to ensure the relevant legacy data is migrated correctly to

the new system. The expected go live for EPL is May 2026, this will ensure the project team and staff can continue to refine the system configuration in preparation for a go live.

4. EAM (Enterprise Asset Management) -- Implementation in progress.

The EAM module discovery was completed in March 2024. This effort included reviews and discussions about the current processes and improvements for the Public Works Department in an effort to better communicate our needs and ensure they are captured in the new system. Staff started working on this implementation on October 18 2024, the project team has completed configurations and configuration reviews with the Public Works departments. They are currently working to review test cases in preparation to start functional user validation. This system is expected to go live for the City's internal staff requests in March 2026 followed by a full go-live with ESR & MyCivic.

During the EAM implementation, staff identified the need to provide a more streamlined experience for customers and a more integrated process for the work orders to flow from 311. This is a time consuming and manual process today that can lead to delays in response time. The recommended solution to streamline this process is to utilize Tyler Enterprise Service Requests (ESR) in combination with My Civic. ESR & MyCivic are expected to go live in phases from a contained pilot to a citizen facing implementation, starting in May 2026 to the end of July 2026.

5. Utility Billing -- Discovery completed. Implementation expected to start 1st half of 2026.

Utility Billing has completed the current state assessment of the discovery phase, and will have a refresher earlier in 2026, prior to the kick-off of the implementation. including gap analysis and recommendations. The implementation of this module has been moved from January 2025 to early 2026 to accommodate the limited availability of City resources required to work on the implementation, given the need to support other phases. This module is scheduled to go live in mid-2028.

6. Vendor Access -- Discovery and implementation expected to start in 2nd half of 2026.

Vendor Access is a vendor self-service portal. The discovery phase including current state assessment, gap analysis and recommendations is tentatively planned to start in 2nd half of 2026. This will be followed by an implementation kick-off targeting a go-live in early 2027.

Phase/Module	Description	Status
Core Financials	Capital assets, general ledger, purchasing, etc.	Went live on 10/01/2022;
Human Capital Management	HR and Payroll processes, integrate all City employee data in one system	Went Live on 01/01/2025
Enterprise Planning & Licensing (EPL)	Planning, Permitting, Licensing	Discovery completed Implementation ongoing
Enterprise Asset Management (EAM)	Public works	Discovery complete; Implementation ongoing
Utility Billing (UB)	Utility Billing	Discovery complete. Implementation has not started.
Vendor Access (VA)	Portal for Vendor self service	Discovery & implementation has not started.
Inventory	Manage inventory of assets for EAM	Discovery complete, implementation has not started.

AGREEMENT FOR PROFESSIONAL SERVICES
COVER PAGE

(1) Agreement Start Date: September 13, 2021

(2) Consultant: Kreative Core Technologies INC., a Texas Corporation, EIN 82-5240300

(3) Services: Provide Current State Assessment of the City of Oxnard's Planning for Enterprise Resource Planning (ERP) Implementation, and Identify Scope of Work for the Successful Implementation, Stabilization and Adoption of the ERP On Time and to Current Budget.

(4) Schedule of Services: The services must be completed within [21] calendar days of the Agreement Start Date listed above. See Scope of Services Exhibit, which is attached hereto and incorporated herein.

(5) Agreement Ending Date: October 4, 2021

(6) Total Agreement Amount: Not to Exceed $21,000 for all Services

(7) City's Project Manager: Mark Sewell, Assistant Financial Officer

(8) Consultant's Project Manager: Andy Bhatnagar

(9) Insurance Coverage: INS-A

(10) Addresses for Notice:

FOR CONSULTANT:

Kreative Core Technologies
14762 Kemps Landing,
Frisco, TX 75035

Attn: , Andy Bhatnagar

FOR CITY:

Finance Department
City Hall
300 W Third St.
Oxnard, CA, 93030

Attn: , Mark Sewell, ACFO

(11) Contact Emails:

CONSULTANT'S PROJECT MANAGER:

Andy Bhatnagar

abhatnagar@xylemcore.com

CITY'S PROJECT MANAGER:

Mark Sewell

Mark Sewell@Oxnard.org

The Agreement for Professional Services is attached hereto and incorporated herein by this reference. The following exhibits are also attached hereto and incorporated herein by this reference into the Agreement:

- ☒ Scope of Services Exhibit
- ☒ Rates and Costs Exhibit
- ☒ Insurance Exhibit (INS-A)

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT FOR PROFESSIONAL SERVICES ("Agreement") is entered into in Ventura County, California, on the date that is written as "(1) Agreement Start Date" on the Cover Page, which is attached hereto and incorporated herein by this reference. This Agreement is entered by and between the City of Oxnard ("City") and the person or entity listed as "(2) Consultant" on the Cover Page, subject to the following terms and conditions:

1. Scope of Services Consultant shall provide to City the services listed as "(3) Services" on the Cover Page (the "Services"). Consultant shall provide the Services during the term of this Agreement, as set forth below, according to the schedule written as "(4) Schedule of Services" on the Cover Page, and as further explained in the Scope of Services Exhibit, which is attached hereto and incorporated herein by this reference. In the event of any conflict between the terms of this Agreement and any incorporated document(s), the terms of this Agreement shall control.

2. Standard of Performance. Consultant shall undertake and complete the Services to conclusion using the standard of care, skill and diligence normally provided by a professional person in the performance of similar consulting services.

3. Correction of Errors. Consultant shall correct, at its expense, all errors which may be disclosed during review of the Services. Should Consultant fail to make such correction in a reasonably timely manner, such correction shall be made by City, and the cost thereof shall be paid by Consultant.

4 Term. This Agreement shall begin on the date that is written as "(1) Agreement Start Date" on the Cover Page and shall end on the date that is written as "(5) Agreement Ending Date" on the Cover Page. Time is of the essence in this Agreement.

5. Compensation. For the Services performed during the term of this Agreement, City shall pay Consultant an amount not to exceed the amount that is listed as "(6) Total Agreement Amount" on the Cover Page, at the rates listed in Rates and Costs Exhibit, attached hereto and incorporated herein by this reference. The rates in Rates and Costs Exhibit shall be in effect through the end of this Agreement. Except as otherwise expressly provided in this Agreement, City shall not be responsible for expenses incurred by Consultant in performing the Services.

6. Invoices Consultant shall submit a payment request to City by the end of each calendar month listing the Services provided, costs of those Services, and total amount due for the month. Each invoice must also list the current balance on the Agreement, including that invoice, as well as the months remaining on the term of the Agreement. Invoices may be emailed to: invoices@oxnard.org.

7. Acceptance of Payment. Consultant's acceptance of final payment made pursuant to this Agreement shall constitute a release of City from all claims and liabilities for compensation to Consultant for anything completed, finished or relating to the Services. City's payment shall not constitute nor be deemed a release of the responsibility and liability of Consultant for the accuracy and competency of the information provided and/or the Services performed hereunder, nor shall such payment be deemed to be an assumption of responsibility or liability by City for any defect or error in the Services performed by Consultant and its employees, agents and subcontractors. Consultant shall provide City with a completed Request for Taxpayer Identification Number and Certification, as issued by the Internal Revenue Service. If any sales tax is due for the Services performed by Consultant or materials or products provided to City by Consultant, Consultant shall pay the sales tax. City shall not reimburse Consultant for sales taxes paid by Consultant.

8. Non-Appropriation of Funds Payments to be made to Consultant by City for the Services performed within the current fiscal year are within the current fiscal budget and within an available, unexhausted and unencumbered appropriation of City. In the event City does not appropriate sufficient funds for payment of the Services beyond the current fiscal year, this Agreement shall cover payment for the Services only up to the conclusion of the last fiscal year in which City appropriated sufficient funds and shall automatically terminate at that fiscal year's conclusion.

9 Coordination of Services. The Services shall be coordinated with the person in the position listed in "(7) City's Project Manager" on the Cover Page, subject to the direction of the City Manager and Department Director. Consultant hereby designates the person in the position listed in "(8) Consultant's Project Manager" on the Cover Page as the person responsible for the Services who shall coordinate with City's Project Manager in making binding decisions in line with this Agreement on behalf of Consultant.

10 Personnel. Consultant represents that it has, or shall secure at its own expense, all personnel required to perform the Services. Any person who performs engineering services pursuant to this Agreement shall be licensed as a Civil Engineer by the State of California and in good standing. Consultant shall make reasonable efforts to maintain the continuity of Consultant's staff who are assigned to perform the Services. Consultant may associate with or employ associates or subcontractors in the performance of the Services, but at all times shall Vendor be responsible for its associates and subcontractors' labor, advice or materials provided in furtherance of providing the Services Should any of Consultant's employees, assigns or subcontractors not conduct him- or herself appropriately, as determined by the City's Project Manager, in the process of providing the Services or any portion thereof, the City's Project Manager may noufy the Consultant's Project Manager, who shall immediately handle the problem, as determined appropriate by him or her, such that the problem does not persist.

11 Additional Work. City may request additional specified work under this Agreement. The City's Project Manager must authorize all such work in writing before commencement. Consultant shall perform such work, and City shall pay for such additional work, in accordance with Rates and Costs Exhibit. Should the work not fall under any such listed rate or cost, Consultant shall submit a quote for all additional work, which the City's Project Manager must approve in writing by before any such work may commence. The City shall compensate Consultant for any work that does not fall under a rate or cost listed in the Rates and Costs Exhibit, and for which Consultant did not obtain the City's Project Manager's written approval before work commenced, as determined by the City's Project Manager in his or her sole discretion.

12. Audit. City shall have the option of inspecting, auditing and/or reproducing all records and other written materials used by Consultant in preparing its billings to City as a condition precedent to any payment to Consultant. Consultant will promptly furnish all documents requested by City. Additionally, if this Agreement is in excess of $10,000, the State Auditor may examine and audit Consultant for a period of 3 years after final payment under the Agreement. Regardless of whether a State audit is permitted, Consultant shall maintain and preserve all such records for a period of at least 3 years after final payment under the Agreement. Consultant shall include a copy of this Section 12 in all contracts with its subcontractors, and Consultant shall be responsible for immediately obtaining those records or other written material from its subcontractors upon a request by the State Auditor and/or City.

13. Termination. City may terminate this Agreement at any time, with or without cause and without penalty, upon 15 days prior written notice. Such termination shall be effective on the date specified in the notice, or if no date is specified, then 10 calendar days from the date of delivery or mailing of such notice. Consultant may terminate this Agreement at any time, with or without cause and without penalty, upon 30 days prior written notice. Such termination shall be effective on the date specified in the notice, or if no date is specified, then 10 calendar days from the date of delivery or mailing of such notice and only if all assignments accepted by Consultant have been completed before the date of termination. In the event of termination of this Agreement by either party due to no fault or failure of performance by Consultant, City shall pay Consultant compensation for all Services satisfactorily completed in accordance with all of the terms and provisions of this Agreement, as determined by the City, before the effective date of termination; provided, in no event shall the Consultant receive an amount exceeding that which would have been paid to Consultant for the full performance of the Services.

14. Hold Harmless, Defense and Indemnity.

If Consultant provides any architectural, landscape architectural, engineering or land surveying ("design professional") services, to the maximum extent permitted by law, Consultant shall hold harmless, defend, and indemnify City, its legislative and advisory bodies, and the City's officials, directors, officers, employees, and agents (collectively, "Indemnitees") from and against any and all claims, demands, causes of action, damages, injuries, liabilities, losses, penalties, fines, judgments, costs or expenses, including reimbursement of attorneys' fees, court costs and costs of alternative dispute resolution, including but not limited to those relating to death or injury to any

person and injury to any property (collectively, "Claims"), to the extent that the Claims arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant or of any of its officers, employees, subcontractors or agents in the performance of the Agreement or in the failure to comply with any of the obligations contained in this Agreement. Consultant's obligation to defend is a separate and distinct obligation from Consultant's duty to indemnify and applies through final judgment, including exhaustion of any appeals. Consultant shall be obligated to defend Indemnitees in all legal, equitable, administrative, or special proceedings, with counsel approved by the City Attorney, to the extent required herein immediately upon tender to Consultant of the Claim in any form or at any stage of an action or proceeding. The defense obligation includes the obligation to provide independent defense counsel if Consultant asserts that the liability is caused in whole or in part by the negligence or willful misconduct of any of the Indemnitees.

If Consultant provides no design professional services, to the maximum extent permitted by law, Consultant shall hold harmless, defend and indemnify the Indemnitees from and against any and all Claims, which arise out of, pertain to, or relate to the performance of this Agreement, or the failure to comply with any of the obligations contained in this Agreement, by Consultant or of any of its officials, directors, officers, employees, subcontractors, or agents. Consultant's obligation to defend is a separate and distinct obligation from Consultant's duty to indemnify and applies through final judgment, including exhaustion of any appeals. Consultant shall be obligated to defend Indemnitees in all legal, equitable, administrative, or special proceedings, with counsel approved by the City Attorney, immediately upon tender to Consultant of the Claim in any form or at any stage of an action or proceeding. The defense obligation includes the obligation to provide independent defense counsel if Consultant asserts that the liability is caused in whole or in part by the negligence or willful misconduct of any of the Indemnitees.

a. The review, acceptance or approval of Consultant's work or work product by any of the Indemnitees shall not affect, relieve or reduce Consultant's indemnification or defense obligations. This Section 14 shall survive completion of the Services or termination of this Agreement. The provisions of this Section 14 shall not be restricted by and does not affect the provisions of this Agreement relating to insurance.

15. Insurance. Consultant shall obtain and maintain during the performance of any services under this Agreement the insurance coverages listed within the insurance document stated in "(9) Insurance Coverage" on the Cover Page and in the Insurance Exhibit, which is attached hereto and incorporated herein by this reference, unless the City's Risk Manager waives, in writing, the requirement that Consultant obtain and maintain such insurance coverages. Consultant shall, before performance of any Services, file with the City's Risk Manager evidence of insurance coverage as specified in "(9) Insurance Coverage" on the Cover Page and in the Insurance Exhibit. Maintenance of insurance coverages by Consultant is a material element of this Agreement. Consultant's failure to maintain or renew insurance coverages or to provide renewal evidence, and any lapse in insurance coverage, may be considered a material breach of this Agreement.

16. Documents and Materials.

a. All final computations, exhibits, files, plans, correspondence, reports, drawings, designs, data, photographs, specifications, information, images, video files, media, or other deliverables prepared, created, drawn, calculated, photographed or developed by Consultant pursuant to this Agreement ("Documents and Materials") shall be the City's property without restriction or limitation upon its use, duplication or dissemination. All Documents and Materials shall be considered "works made for hire," and all Documents and Materials and any and all intellectual property rights arising from their creation, including, but not limited to, all copyrights and other proprietary rights, shall be and remain the property of the City without restriction or limitation upon their use, duplication or dissemination by the City. Consultant shall not obtain or attempt to obtain copyright protection as to any Documents and Materials. Consultant hereby assigns to the City all ownership and any and all intellectual property rights to the Documents and Materials that are not otherwise vested in the City pursuant to this Section 16.

b. Consultant shall deliver all Documents and Materials to City's Project Manager upon completion of the Services or termination of this Agreement without additional cost or expense to the City. Additionally, anytime at City's request, City shall be entitled to possession of, and Consultant shall furnish to City's Project Manager within 10 calendar days, any or all of the Documents and Materials without additional cost or expense to the City. In both situations, if Consultant prepares Documents and Materials on a computer, Consultant shall provide City with said

Documents and Materials both in a printed format and in an electronic format that is acceptable to the City. Consultant may retain copies of these Documents and Materials but must request permission from the City before use, duplication or dissemination of these Documents and Materials for any purpose other than for the Services provided to the City pursuant to this Agreement.

c. Any substantive modification of the Documents and Materials by City staff or any use of the completed Documents and Materials for other City projects, or any use of incomplete Documents and Materials, without the written consent of Consultant, shall be at City's sole risk and without liability or legal exposure to Consultant.

d. Consultant warrants and represents that it has secured all necessary licenses, consents or approvals to use any instrumentality, thing or component as to which any intellectual property right exists, including computer software, used in the rendering of the Services and the production of all Documents and Materials, and that the City has full legal title to and the right to use, duplicate or disseminate the Documents and Materials. Consultant shall defend, indemnify and hold Indemnitees harmless from any loss, claim or liability in any way related to a claim that City's use of any of the Documents and Materials is violating federal, state or local laws, any contractual provisions, or any laws relating to trade names, licenses, franchises, copyrights, patents or other means of protecting intellectual property rights and/or interests in products or inventions. Consultant shall bear all costs arising from the use of patented, copyrighted, trade secret or trademarked documents, materials, equipment, devices or processes in connection with its provision of the services and Documents and Materials. In the event the use of any of the Documents and Materials by the City is held to constitute an infringement and the use of any of the same is enjoined, Consultant, at its own expense, shall: secure for City the right to continue using the Documents and Materials by suspension of any injunction, or by procuring a license or licenses for City; or modify the Documents and Materials so that they become non-infringing while remaining in compliance with the requirements of this Agreement.

e. This Section 16 shall survive the termination of this Agreement.

17. Confidentiality of Information.

a. For the purposes of this Agreement, "Confidential Information" means all information, in whatever form transmitted, relating to the past, present or future business affairs of the City, including without limitation, (i) technical information, including patent, copyright, trade secret, and other proprietary information, techniques, sketches, drawings, models, inventions, processes, apparatus, equipment, algorithms, software programs, software source documents, and formulas; or (ii) non-technical information, including without limitation finances, financial and accounting data and information, suppliers, customers, customer lists, purchasing data and any other information belonging to the City or to a third party whose information is in the City's possession or control under obligations of confidentiality, and which is disclosed to Consultant or is developed by Consultant in whole or in part at the City's expense.

b. All Documents and Materials shall be considered Confidential Information and shall not be reproduced, transmitted, disclosed or used by the Consultant without the written consent of the City, except as may be necessary for Consultant to fulfill its obligations to the City.

c. Notwithstanding the above, these limitations shall not apply to information that (i) is already known to Consultant at the time of that information's disclosure or becomes publicly known through no wrongful act or omission of Consultant, (ii) is communicated to a third party with the express written consent of City and is not subject to restrictions on further use or disclosure, (iii) is independently developed by Consultant and has no relation to this Agreement, or (iv) is required by law, court order, court-issued subpoena or other legal process to be disclosed; provided, however, that before making such disclosure, Consultant shall immediately provide City with written notice and a reasonable opportunity for City to object to the disclosure or to take action to maintain the confidentiality of the information, unless such prior disclosure is legally impermissible.

d. Consultant shall use reasonable care to protect the Confidential Information. In the event of a breach or threatened breach of this Agreement, City shall be entitled to obtain an injunction prohibiting any such breach, the costs of which shall be paid by Consultant. Any relief granted shall be in addition to and not in lieu of any other legal or equitable relief, including money damages. The parties acknowledge that Confidential Information is valuable and

unique and that disclosure of the Confidential Information in breach of this Agreement may result in irreparable injury to the City.

e. Other than an obligation upon the City to deal in good faith, the City makes no warranties and shall bear no liability or responsibility for errors or omissions in any Confidential Information disclosed under this Agreement or for any business decisions made by Consultant in reliance on any Confidential Information disclosed under this Agreement.

f. This Section 17 shall survive the termination of this Agreement.

18. Independent Contractor. Consultant is and shall at all times remain, as to City, a wholly independent contractor. Neither City nor any of its employees or agents shall have control over the conduct of Consultant or any of its employees, except as stated in this Agreement. Consultant has and shall retain the right to exercise full control over the employment, direction, means of performance, location, compensation and discharge of all persons assisting Consultant, and it is free to dispose of all portions of its time which it is not obligated to devote to City in such a manner and to such persons, firms, or corporations as Consultant wishes except as expressly provided in this Agreement. This Agreement shall not be interpreted to prevent or preclude Consultant from rendering any services for Consultant's own account or to any other person or entity as Consultant in its sole discretion shall determine; provided, however, that performing such services shall not materially interfere with the Services Consultant shall perform for the City. Except as City's Project Manager specifies in writing, Consultant and its employees and agents have no authority, express or implied, to act on behalf of City in any capacity, to incur any debt, obligation or liability on behalf of City, bind City in any manner, or otherwise act on behalf of City as an agent. Consultant and its employees are not employees of City. Consultant and its employees are not entitled to receive from City any of the benefits or rights afforded employees of City, including but not limited to reserve leave, sick leave, vacation leave, holiday leave, compensatory leave, Public Employees Retirement System benefits, and health, life, dental, long-term disability and workers' compensation insurance benefits. Consultant shall not, at any time or in any manner, represent that it or any of its agents or employees are in any manner agents or employees of City. Consultant agrees to pay all required taxes on amounts paid to Consultant under this Agreement, and to indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement. Consultant shall be solely responsible for, and shall save City harmless from, all matters relating to the payment of Consultant's subcontractors, material suppliers, directors, officers, employees, agents and representatives, including compliance with social security requirements, federal and State income tax withholding, and all other regulations governing employer-employee relations, as applicable. City shall have the right to offset against the amount of any compensation due to Consultant under this Agreement any amount due to City from Consultant as a result of its failure to promptly pay to City any reimbursement or indemnification arising under this Section 18.

19. Nondiscriminatory Employment. Consultant shall not unlawfully discriminate against any individual based on race, color, religion or religious creed, national origin, ancestry, ethnic group identification, primary language, physical disability, mental disability, medical condition, genetic information, marital status, gender, gender identity, gender expression, sex, sexual orientation, age, immigration status, citizenship or military and veteran status. Consultant understands and agrees that it is bound by and will comply with all legal nondiscrimination mandates. For every subcontractor who will perform Services, Consultant shall be responsible for such subcontractor's compliance with this Section 19.

20. Consultant's Representations. Consultant represents, covenants and guarantees that: a) Consultant is licensed, qualified, and capable of furnishing the labor, materials, and expertise necessary to perform the Services in accordance with the terms and conditions set forth in this Agreement; b) there are no obligations, commitments, or impediments of any kind that will limit or prevent Consultant's full performance under this Agreement; c) to the extent required by the standard of practice, Consultant has investigated and considered the scope of Services performed, has carefully considered how the Services should be performed, and understands the facilities, difficulties and restrictions attending performance of the Services under this Agreement.

21. Compliance with Laws. In performing the Services under this Agreement, Consultant shall comply with all applicable laws, ordinances and regulations. Before providing any Services under this Agreement, Consultant

shall, at its own expense, obtain and maintain all required certificates, licenses and permits, including a City business tax certificate

22 Conflict of Interest If, in performing the Services set forth in this Agreement, Consultant makes, or participates in, a "governmental decision" as described in Title 2, Section 18701(a)(2) of the California Code of Regulations, or performs the same or substantially all the same duties for City that would otherwise be performed by a City employee holding a position specified in City's conflict of interest code. Consultant shall be subject to City's conflict of interest code, the requirements of which include the filing of one or more statements of economic interests disclosing the relevant financial interests of Consultant's personnel providing the Services set forth in this Agreement. Furthermore, Consultant shall not to accept any employment or representation during the term of this Agreement or within 12 months after completion of the Services which is or may likely make Consultant "financially interested," as provided in California Government Code Sections 1090 and 87100, in any decisions made by City on any matter in connection with which Consultant has been retained pursuant to this Agreement.

23. Fictitious Name If Consultant has a fictitious name, Consultant shall submit to City a new Fictitious Business Name Statement approved by any California county before Consultant's prior Fictitious Business Name Statement expires if such expiration may occur during the term of this Agreement, including any term amendment.

24. Non-Assignability. This Agreement contemplates personal performance by Consultant and is based upon a determination of Consultant's personnel's unique competence, experience and specialized personal knowledge. Consultant shall not assign or transfer any interest in this Agreement or any part thereof, whether by assignment or novation, without City's prior written consent, which may be withheld for any reason or for no reason at all. Any purported assignment without written consent shall be null, void, and of no effect, and Consultant shall hold harmless, defend and indemnify Indemnitees from and against all Claims arising from or relating to any unauthorized assignment.

25. Successors and Assigns This Agreement shall be binding upon and inure to the benefit of the heirs, executors, administrators, successors and assigns of Consultant.

26 Applicable Law, Venue The validity, interpretation, and performance of this Agreement shall be controlled by and construed under the laws of the State of California, excluding California's choice of law rules. Venue for any such action relating to the Agreement shall be in the Ventura County Superior Court.

27. Titles. The titles used in this Agreement are for convenience only and shall in no way define, limit or describe the scope or intent of this Agreement or any part of it.

28. Force Majeure Neither City nor Consultant shall be responsible for delays or failures in performance resulting from acts beyond the control of either party. Such acts shall include but are not be limited to acts of God, riots, acts of war, epidemics, fire, earthquakes, or other disasters.

29. Authority. Any person executing this Agreement on behalf of Consultant warrants and represents that s/he has the authority to execute this Agreement on behalf of Consultant and to bind it to the performance of these obligations.

30. Binding Agreement The parties do not intend this Agreement to be binding upon them and shall not be held liable to its terms until it is fully executed by all required signers.

31. Integration, Amendment. This Agreement, including any other documents incorporated herein by specific reference, constitutes the entire and integrated agreement of City and Consultant regarding the subject matter described herein. This Agreement supersedes all prior oral or written communications, negotiations, representations, agreements and promises. This Agreement may not be modified or amended, nor any provision or breach waived, except in a writing, signed by both parties, that expressly refers to this Agreement.

32 Construction In the event of any asserted ambiguity in or dispute regarding the interpretation of any matter herein, the interpretation of this Agreement shall not be resolved by any rules of construction providing for interpretation against the party who causes the uncertainty to exist or who drafted the Agreement in whole or in part.

33 No Waiver Waiver by either party of any one or more of the conditions of performance under this Agreement shall not be a waiver of any other condition of performance under this Agreement. In no event shall the making by City of any payment to Consultant constitute or be construed as a waiver by City of any breach of covenant, or any default that may then exist on the part of Consultant, and the making of any such payment by City shall in no way impair or prejudice any right or remedy available to City with regard to such breach or default.

34. Attorneys' Fees The prevailing party shall be entitled to recover reasonable costs, attorneys' fees (including the reasonable value of the services rendered by the City Attorney's Office) and expenses, including investigation fees and expert witness fees, in addition to any other relief to which that party may be entitled, in any legal action or other proceeding, including an action for declaratory relief, for the enforcement of this Agreement or because of an alleged dispute, breach, default or misrepresentation in connection with this Agreement.

35. Notice. Except as otherwise required by law, a notice or communication authorized or required by this Agreement shall be in writing and shall be deemed received—on (a) the day of delivery if delivered by hand or overnight courier service during City's regular business hours or (b) the third business day following deposit in the United States mail, postage prepaid—to the addresses listed as "(10) Addresses for Notice" on the Cover Page or at such other address as one party may notify the other in writing.

36 Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original and all of which, when taken together, shall be deemed to be one and the same agreement. A signed copy of this Agreement transmitted by email to Project Managers' emails listed in "(11) Contact Emails" on the Cover Page or by other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Agreement for all purposes.

37. Severability If any term or portion of this Agreement is held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall continue in full force and effect.

[Signatures on next page]

IN WITNESS WHEREOF, the parties hereto have executed the Agreement on the date that is written as "(1) Agreement Start Date" on the Cover Page.

CITY OF OXNARD

Patricia Garcia 9/10/21

☐ John C. Zaragoza, Mayor[1] Date

☐ Alexander Nguyen, City Manager

☒ Patricia Garcia, Buyer

KREATIVE CORE TECHNOLOGIES

9/8/21

Richie Ralhan, Director[2] Date

9/8/21

Andy Bhatnagar Date

ATTEST:

N/A

Rose Chaparro, City Clerk (only if Mayor signs) Date

APPROVED AS TO FORM:

9/9/2021

Stephen M. Fischer, City Attorney (always required) Date

[1] The City Council must authorize and the Mayor must sign any agreement over $200,000 annually. The City Manager may authorize and sign any agreement over $100,000 but up to $200,000 annually. The Purchasing Manager may authorize and sign any agreement up to $100,000 annually. A Buyer may authorize and sign any agreement up to $25,000 annually.

[2] The City requires the following for any contract:

- For a corporation, the signatures of the Board President, CEO or Vice President and of the Board Secretary, Assistant Secretary, CFO or Assistant Treasurer;
- For an LLC, the signatures of at least two managers of the LLC; or
- For a partnership, the signature of a partner. If the partnership is a limited partnership, the signer must be a general partner.

If the company has a different structure, or if the above-listed persons are not the appropriate signers, please submit to the City Attorney legally-binding documentation stating who can sign and bind your company.

SCOPE OF SERVICES EXHIBIT

A Remote Work to be Completed
- i. Review the documentation that are available for the project
- ii. Review the Current project plan
- iii. Review the Current Scope of Work
- iv. Review and analyze the current state
- v. Meet with Tyler Project Management Team

B Onsite Work to be Completed
- i. Meet and greet Oxnard team members
- ii. Review the Project Organizational structure
- iii. Interview stakeholders
- iv. Meet with IT to review the IT goal and strategy around ERP
- v. Create Draft Resource plan (SME / Others) and project manager involvement requirements to include estimate of ongoing resources required. Bhatnagar
- vi. Review the above with City's Assistant Chief Financial Officer.
- vii. Conclude and Complete Recommended Resource plan (SME / Others) and project manager involvement requirements.

C. Conclude the Assessment (Offsite)
- i. Present Recommended Project to City ERP Steering Team and Take Feedback
- ii. Make Final Revisions and Submit Final, Costed and Phased Project Management Plan in the Form of a Written Report.

Onsite work shall be coordinated with City Project Manager at least 3 business days prior to arrival at the City of Oxnard to ensure availabilty of City staff and maximize effectiveness of time.

Consultant shall adhere to all Federal, State and Local mandates regarding COVID-19 protocals, including and not limited to wearing a mask as directed while present at City Hall or other City locations.

Draft and Final Project Management Plans shall provide sufficient detail and supporting analysis to justify recommedations and include best practice project management techniques and tools to effectively communicate rationale for why and how recommendations have been generated.

RATES AND COSTS EXHIBIT

Consultant shall provide weekly accounting and tasks and timings to City Project Manager using an excel spreadsheet. This reporting shall be provided on the Monday morning following the prior week's tasks

Consultant shall provide one invoice once all services have been completed and full written report has been submitted to City

City requires Andy Bhatnagar to act as primary consultant for this project and shall require its written and explicit approval of any subsitutions during the term of this agreement.

Consultant shall be compensated at an hourly rate of $175.00 or part thereof, with a not to exceed limit of $21,000.

Consultant shall track time at lowest of ¼ hour increments.

Reasonable travel expenses will be reimbursed not to exceed $4,000 and subject to support with receipts Airline tickets shall be reimbursed at economy class only, and car and hotels shall be reimbursed at reasonable local rates as supported by appropriate receipts.

INSURANCE EXHIBIT

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 09/08/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATIONIS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
NUTMEG INS AGENCY INC/PHS 76210775 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78251	PHONE (A/C, No, Ext): (888) 925-3137	FAX (A/C, No): (888) 443-6112
	E-MAIL ADDRESS:	

INSURED	INSURER(S) AFFORDING COVERAGE		NAIC#
Kreative Core Technologies Inc 14762 KEMPS LDG FRISCO TX 75035-0701	INSURER A :	Hartford Underwriters Insurance Company	30104
	INSURER B :	Hartford Fire Insurance Company	19682
	INSURER C :	Hartford Casualty Insurance Company	29424
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED.NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [X] OCCUR [X] General Liability GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:			76 SBU AN2SY4	09/09/2021	09/09/2022	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$1,000,000 $1,000,000 $10,000 $1,000,000 $2,000,000 $2,000,000
	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] ALL OWNED AUTOS [ ] SCHEDULED AUTOS [ ] HIRED AUTOS [ ] NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	
	[ ] **UMBRELLA LIAB** [ ] OCCUR [ ] **EXCESS LIAB** [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE AGGREGATE	
C	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [ ] **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	X	76 WEG AN2SYH	09/09/2021	09/09/2022	[X] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE -EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $1,000,000 $1,000,000 $1,000,000
B	FailSafe Technology Errors or Omissions Liability			76 SBU AN2SY4	09/09/2021	09/09/2022	Each Wrongful Act Aggregate Limit	$500,000 $1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES **(ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

Those usual to the Insured's Operations.

CERTIFICATE HOLDER

CITY OF OXNARD
Attn: Insurance Compliance
Reference No._____
PO Box 100085 - OX
DULUTH GA 30096-9302

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Susan L. Castaneda

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CITY OF OXNARD CALIFORNIA

Sewell, Mark <mark.sewell@oxnard.org>

Re: Insurance

1 message

Pacheco, Amelia <amelia.pacheco@oxnard.org> Wed, Sep 8, 2021 at 5:13 PM
To: "More, Mike" <mike.more@oxnard.org>
Cc: "Sewell, Mark" <mark.sewell@oxnard.org>

Will do, thank you.

Amelia Pacheco | Human Resources Technician

Human Resources Department

300 W Third St. | Oxnard, CA 93030

T: 805-385-7470 | F: 805-385-7455

www.Oxnard.org

On Wed, Sep 8, 2021 at 5:04 PM More, Mike <mike.more@oxnard.org> wrote:

> Amelia:
>
> Please contact the number on the cover page to get the additional insured endorsement for general liability and waiver of subrogation for workers compensation. I think that is all we need at this point. Thanks,
>
> Michael More | Human Resources Manager/Risk Manager
> Human Resources Department
> 300 W Third Street | Oxnard, CA 93030
> O: 805-385-7480 | F: 805-385-8352
> www.oxnard.org
>
>
>
>
> CONFIDENTIALITY NOTICE: This communication including attachments may be confidential and privileged. The information is intended for the sole use of the addressee(s). If you are not the intended recipient, you are advised that any disclosure, copying, distribution, use or taking of any action in reliance upon this communication is strictly prohibited. If you have received this communication in error, please notify me by electronic mail or by telephone immediately and delete this communication including any attachments. Thank you.

On Wed, Sep 8, 2021 at 4:59 PM Sewell, Mark <mark.sewell@oxnard.org> wrote:

> Please can you review this insurance?
> it is a priority to process as part of a contract for ERP... (the one i reached out about earlier) - thanks!
>
> Mark
>
> ---------- Forwarded message ---------
> From: **Andy bhatnagar** <abhatnagar@xylemcore.com>
> Date: Wed, Sep 8, 2021 at 4:57 PM
> Subject: Insurance
> To: Mark Sewell <mark.sewell@oxnard.org>, Shiri Klima <shiri.klima@oxnard.org>
>
> Hi Mark and Shiri,
>
> Attached is the proof of insurance requested by city of Oxnard.

Purchasing requires written justification from the requesting department within the department explaining why this is the only source for the requirement. Please check the applicable box.

Definition

- [X] **Negotiated Contract:** When no bids or no responsive bids are received/obtained, the purchasing manager is authorized to negotiate for written proposals without a formal solicitation process for a city contract.
- [ ] **Formal/informal solicitation with one bid/proposal response received (Bid # and Close date):**

- [ ] **Cooperative Procurement/Piggy-Back Agreement**
- [ ] **Confidential agreement** for City Attorney and/or Chief of Police (backup docs may be redacted)
- [ ] **Sole Source:** Unique materials, supplies, equipment or services, which can be obtained from only one known source, proprietary equipment/technology, copyright, singular characteristics or performance capabilities or which have exclusive compatibility components with existing City products.
- [ ] **Single Source:** A procurement decision whereby purchases are directed to one source because of standardization, warranty, or other factors, even though other competitive sources may be available.
- [ ] **Urgent:** Informal or formal solicitations for supplies, equipment or services (except Public Projects) shall not apply in a situation in which, at the City Manager's discretion, does not permit obtaining price quotations or bids and public interest and necessity demand the immediate expenditure of public money to avoid harm to or safeguard life, health or property or to mitigate severe economic expenses. Provide the supporting documentation with a completed NSS form to the Purchasing Division of the urgent products/services with the **City Manager's signature.**

WRITTEN JUSTIFICATION

The below information is provided in support of my Department requesting approval for a negotiated or sole/single source (NSS form). (*Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole source.*)

1. Vendor Legal Business Name & Vendor: # Kreative Core Technologies Inc. #23820

   Requisition No. (Please contact Purchasing if you require assistance): # 5686

2. Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide to include: (Please check one or more of the options below)

   - [ ] Unique: e.g. Feature(s) that make the item/service unique and why you need this uniqueness.
   - [X] Compatibility: e.g. Compatibility with or component of, an existing item; provide enough detail to demonstrate that compatibility is necessary.
   - [ ] Territory: Provide a letter from the Manufacturer that its' supplier/reseller holds a service contract and must supply parts to accomplish a contract.
   - [ ] Emergency order: No other supplier available at the time. (Must be declared by the City Manage/City Council).
   - [ ] Urgent: City Manager approves waiving the formal competitive solicitation, over $200,000
   - [ ] Proprietary purchase: No other supplier available. Provide verified evidence that the purchasing is truly proprietary. I.E. letter from manufacturer that their product is proprietary and that no other product on the open market exists.
   - [ ] Cooperative Agreement: Multi-State agreements for supplies and services available for use by State and local Government agencies. **Please state source/contract #** _____

3. The basis upon which the price/cost was determined to be fair and reasonable. The price justification to include: (Please check one or more of the options below)

   - [ ] Comparison to product catalog.
   - [X] Comparison to similar product/service.
   - [ ] Published price lists.
   - [X] Prices quoted are less than or equal to, that quoted to other governmental agencies.
   - [X] Records of previously bid items that were similar.
   - [X] Proven industry standard.

4. Please provide a written explanation of justification for this product/service below:

The City of Oxnard is investing millions of dollars in a new ERP system that will revolutionize how the City will operate for many years. In order to maximize its investment, the City took a decision to budget for external project management services in order to implement the system on time and to budget, utilizing the product in a way that works best fore City of Oxnard.
The Core Financials phase of the project is due to go live in July 2022, with a lot of work still to do in order to meet this deadline. City leadership wishes to bring new project management on board. Andy Bhatnager, of Kreative Core Technologies is highly experienced in delivering Munis ERP systems as project manager and is available to start immediately thereeby reducing the risk of delay to the project that could otherwise exist if a full RFP/Q process were to be undertaken.

5. Identify all costs for this requested purchase:

Product/Service Description:	Fiscal Year:22	Fiscal Year:	Fiscal Year:	Fiscal Year:
One-Time Costs (Describe):	up to $25,000			
Ongoing Costs (Describe):				
Annual Total Costs: Add the total by year	up to $25,000			

6. Period of Performance:

From:	9/13/21	To:	10/04/21	Or One-Time Purchase	

I HEREBY CERTIFY THAT:

1) I am an approved department representative, and am aware of the City's requirements for competitive bidding, as well as, the criteria for justification for negotiated contract/sole/single source purchase.
2) There is justification for a negotiated contract/sole/single source purchase noted above as it meets the City's criteria.

Department: Finance Requestor Name (Print Name): Mark Sewell

Authorized **Department Director** ~~or designee~~: Betsy George / 9/7/21
Please print / Sign name Date:

Below to be processed by Purchasing: ☑ **Approved or** ☐ **Denied**

Notes:

Purchasing Buyer: Patricia Garcia / Patricia Garcia 9/7/21
Up to $25,000 Please Print Please Sign Date:

Purchasing Manager: Daniel Willhite /
Up to $100,000 Please Print Please Sign Date:

City Manager: Alexander Nguyen /
Up to $200,000 Please Print Please Sign Date:

*Over $200,000.01 will be approved by Purchasing Agent after Council approval.
Tentative Council Date: N/A.

Tracking number assigned by the Purchasing Department only.

Tracking #	21-91	Not to Exceed Amount:	$ 25,000 —	FY:	21-22

FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT

This First Amendment ("First Amendment") to the Professional Services Agreement ("Agreement") is made and entered into in the County of Ventura, State of California, this fifth day of October, 2021, by and between the City of Oxnard, a municipal corporation ("City"), and Kreative Core Technologies Corp – CA Secretary of State Number C4806472, ("Consultant"). This First Amendment amends the Agreement entered into on September 13th, 2021, by City and Consultant.

City and Consultant agree as follows:

1. The date in Section 5 of the Cover Page of the Agreement is hereby amended to "September 30, 2022."

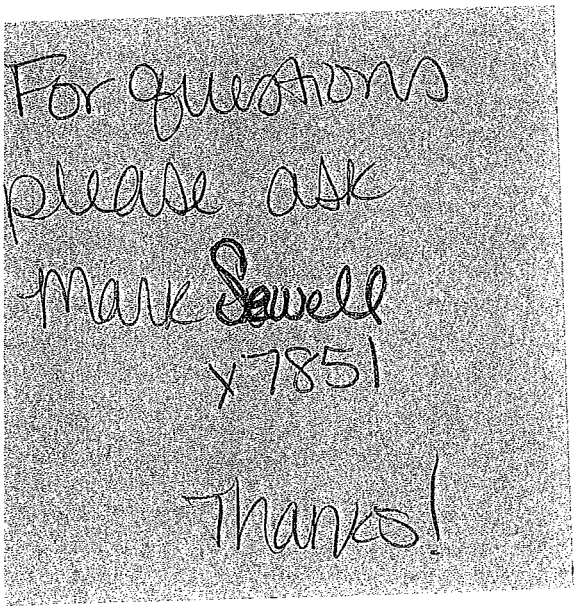
2. The Total Agreement Amount in Section 6 of the Cover Page of the Agreement is hereby amended to "Not to Exceed $200,000 (Two Hundred Thousand) for all Services."

3. The following is attached hereto and incorporated herein by this reference into the Agreement: [Enter name of newly attached exhibit] Exhibit.

4. The reference to the Scope of Work Exhibit everywhere it is listed both on the Cover Page and in the Agreement is hereby amended to the Scope of Work as of October 5, 2021 Exhibit. The Scope of Work Exhibit is hereby disincorporated; instead, the Scope of Work as of October 5, 2021 Exhibit is attached hereto and incorporated herein by this reference.

5. The reference to the Rates and Costs Exhibit everywhere it is listed both on the Cover Page and in the Agreement is hereby amended to add also the Rates and Costs as of October 5, 2021 Exhibit. The Rates and Costs as of October 5, 2021, Exhibit is attached hereto and incorporated herein by this reference.

6. As so amended, the Agreement remains in full force and effect.



[Signatures on next page]

IN WITNESS WHEREOF, the parties hereto have executed the Amendment on the date first written above.

CITY OF OXNARD

11/19/2021

☐ John C. Zaragoza, Mayor[1] Date
☒ Alexander Nguyen, City Manager
☐ Daniel Willhite, Purchasing Manager
☐ Patricia Garcia, Buyer

ATTEST:

n/a

Rose Chaparro, City Clerk Date
(only if Mayor signs)

APPROVED AS TO FORM:

11/15/2021

Stephen M. Fischer, City Attorney (always required) Date

KREATIVE CORE TECHNOLOGIES CORP

11/15/2021

Richie Ralhan, CEO[2] Date

11/15/2021

Andy Bhatnagar, Date

[1] The City Council must authorize and the Mayor must sign the amendment if the original contract and all amendments collectively total over $200,000 annually. The City Manager may authorize and sign the amendment if the original contract and all amendments collectively total over $100,000 but up to $200,000 annually. The Purchasing Manager may authorize and sign the amendment if the original contract and all amendments collectively total up to $100,000 annually. A Buyer may authorize and sign the amendment if the original contract and all amendments collectively total up to $25,000 annually.

[2] The City requires the following for any contract:
- For a corporation, the signatures of the Board President, CEO or Vice President and of the Board Secretary, Assistant Secretary, CFO or Assistant Treasurer;
- For an LLC, the signatures of at least two managers of the LLC (company directors, not lower-level managers); or
- For a partnership, the signature of a partner. If the partnership is a limited partnership, the signer must be a general partner.

If the company has a different structure, or if the above-listed persons are not the appropriate signers, please submit to the City Attorney legally-binding documentation stating who can sign and bind your company.

SCOPE OF WORK AS OF OCTOBER 5, 2021 EXHIBIT

A. Provide Project Leadership and Management using commonly shared best practices to ensure the City successfully launches Tyler products including but not limited to Core Financials and HCM

B. Provide Business Analysis services to ensure the City configures its systems and processes in an efficient and organized manner.

C. Provide project management services to the City IT team to ensure all conversions, interfaces and imports associated with Munis implementation are successful.

D. In partnership with City Leadership, manage project risks and ensure all tasks are completed on time and within project budget.

E. In partnership with City Leadership, manage vendor relationships where appropriate including but not limited to Tyler, to ensure project goals are met.

F. Maintain regular reporting, summarizing project progress, decisions made, decisions pending, issues and forecasts to ensure completion on time and to scope.

G. Communicate effectively to stakeholders in all levels of the Oxnard organization using various appropriate communication methods and strategies enhancing ownership and adoption of new processes and procedures.

H. Work with City Organization Change Management (OCM) teams, providing insight and best practices to develop training and learning opportunities while testing the system configuration.

I. Ensure adequate time is allocated for product testing, including User acceptance Testing and reporting functions to enable the City to yield immediate and positive returns on its significant investment.

J. Ensure attendance in meetings, including on-site presence on as needed basis, until June 2022, whereby more onsite attendance may be required as part of preparation for go live in July 2022, and stabilization immediately following launch.

K. Provide bi-weekly reporting of project progress in support of invoices for services rendered. This shall include time sheets and activities for all Kreative Core Technologies employees.

L. Ensure all the Kreative Core Technologies' Project Managers have the PMP from PMI Institute or similar certification or experience.

M. Kreative Core Technologies will provide incremental / progressive status report for Tyler Munis Core Financials and HCM phase on a biweekly basis. Biweekly status reports will also be utilized for invoicing on a biweekly basis.

N. Kreative Core Technologies (KCT) will provide IT support on as needed basis, subject to the availability of the KCT technical resources.

O. City reserves the right to meet Project Managers for Finance and HCM phases and agree to their participation in the project.

P. Best efforts from both parties will be made to ensure continuity of project management staff for the duration of each phase.

Q. KCT will provide the Project Management resources within 30 days from the contract approval date. Until additional PM resources are onboarded, Andy Bhatnagar may support the project on a full-time basis.

R. Onsite work shall be coordinated with City Project Manager at least 3 business days prior to arrival at the City of Oxnard to ensure availability of City staff and maximize effectiveness of time.

S. Consultant shall adhere to all federal, State and local mandates as well as City regulations (promulgated by the HR Department) regarding COVID-19 protocols including and not limited to wearing a mask as directed while present at City Hall or other City locations.

T. City requires Andy Bhatnagar to act as primary consultant for this project and shall require City's written preapproval of any substitutions thereto during the term of this Agreement.

RATES AND COSTS AS OF OCTOBER 5, 2021 EXHIBIT

Consultant shall provide weekly accounting and tasks and timings to City Project Manager using an Excel spreadsheet. This reporting shall be provided on the Monday morning following the prior week's tasks.

Consultant shall provide one invoice once all services have been completed and full written report has been submitted to City.

Standard Resources:

Snr Project Manager:	Andy Bhatnagar:	$175.00 per hour, Est 25 hours/week
Project Manager - Finance	TBC:	$125.00 per hour, Est 40 hours/week
Project Manager - HCM	TBC:	$125.00 per hour, Est 40 hours/ week

***Written City Approval will be required if additional hours are required for the successful implementation.*

IT On-Call Support (requiring written preapproval by City Chief Information Officer or designee):

Technical Specialist for conversion	$200 per hour
Technical Specialist for Integrations (API)	$225 hour
Technical Specialist for flat file Integrations	$195 per hour

Reasonable travel expenses will be reimbursed not to exceed $4,000 per trip and subject to support with receipts. Airline tickets shall be reimbursed at economy class only, and car and hotels shall be reimbursed at reasonable local rates as supported by appropriate receipts.

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URGENT

AGREEMENT/AMENDMENT REVIEW FORM

Please write in N/A for any section that is not applicable

Contractor/Vendor/Consultant: Kreative Core Technologies Inc **Agreement No:** 9431-21-FN

Address: 14762 Kemps Landing, Frisco, TX 75035

Contact Name: Andy Bhatnagar Email: abhatnagar@xylemcore.com Phone: INS- A

Committee Date: n/a Council Date: n/a

Committee Agenda #: n/a Council Agenda #: n/a

Department: Finance

Project Manager: Mark Sewell

Phone: x7851

Email: mark.sewell@oxnard.org

Type of Agreement: Professional Services

Business Tax Cert No.

Secretary of State ID:

Agreement Term: 1 year

Termination Date: September 30, 2022

Bid No.: n/a

Contingency Requested: $ n/a

EISPM Funds [1] Requested: $ n/a

Value of Agreement : $ 21,000

Amendment No: 1

Value of Amendment: $ 179,000

Current Agr. Val. (w/amendments) $ 200,000

P.O. No. (if existing agreement):

Req. No. (if new agreement): n/a

Funding Source: Proj 207302

Account No.[2]: 316-7360-826.82-09

NSS Control #:

Purpose of Agreement/Amendment: Expanded ERP project management services

Review Sequence (please write in N/A for any steps not required)

		Initials	Date
1.	Project Manager	MS	11/15/21
2.	Division Manager	n/a	
3.	Assistant Department Director	n/a	
4.	Department Director	MS	11/15/21
5.	General Accounting (for Leases only)	DS n/a	
6.	Budget Management	BV	11/16/2021 | 10:13 AM PST
7.	Risk Management[3]		11/19/21
8.	City Attorney	n/a	
9.	Contractor/Vendor/Consultant (signs contract; no need to initial this form)		
10.	Buyer[5]		
11.	Purchasing Manager[6]		
12.	City Manager/ACM[7]	n/a	11/19/2021
13.	Mayor[8]	n/a	
14.	City Clerk[9]	n/a	

v2 Rev. 04/26/21

Agreement No. 9431-21-FN

SECOND AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT

This Second Amendment ("Second Amendment") to the Professional Services Agreement ("Agreement") is made and entered into in the County of Ventura, State of California, this eighteenth day of January, 2022, by and between the City of Oxnard, a municipal corporation ("City"), and Kreative Core Technologies Corp – CA Secretary of State Number C4806472, ("Consultant"). This Second Amendment amends the Agreement, administratively entered into on September 13, 2021, by City and Consultant. The Agreement previously has been amended by a First Amendment, administratively entered into on October 4, 2021.

City and Consultant agree as follows:

1. The date in Section 5 of the Cover Page of the Agreement is hereby amended to "February 1, 2023."

2. The Total Agreement Amount in Section 6 of the Cover Page of the Agreement is hereby amended to "Not to Exceed $900,000 (Nine Hundred Thousand Dollars) for all Services."

3. The reference to the Scope of Work as of October 5, 2021 Exhibit everywhere it is listed both on the Cover Page and in the Agreement is hereby amended to the Scope of Work as of January 18, 2022 Exhibit. The Scope of Work as of October 5, 2021 Exhibit is hereby disincorporated; instead, the Scope of Work as of January 18, 2022 Exhibit is attached hereto and incorporated herein by this reference.

4. The reference to the Rates and Costs Exhibit and to the Rates and Costs as of October 5, 2021 Exhibit everywhere these are listed both on the Cover Page and in the Agreement are hereby amended to the Rates and Costs as of January 18, 2022 Exhibit. The Rates and Costs Exhibit and the Rates and Costs as of October 5, 2021 Exhibit are hereby disincorporated; instead, the Rates and Costs as of January 18, 2022 Exhibit is attached hereto and incorporated herein by this reference.

5. As so amended, the Agreement remains in full force and effect.

[Signatures on next page]

COUNCIL APPROVED
01-18-2022 KB
DATE

IN WITNESS WHEREOF, the parties hereto have executed the Amendment on the date first written above.

CITY OF OXNARD

John C Zaragoza 1/18/22

☒ John C. Zaragoza, Mayor Date
☐ Alexander Nguyen, City Manager
☐ Daniel Willhite, Purchasing Manager
☐ Patricia Garcia, Buyer

ATTEST:

R. Chaparro 1/18/22

Rose Chaparro, City Clerk Date
(only if Mayor signs)

APPROVED AS TO FORM:

12/29/2021

Stephen M. Fischer, City Attorney (always required) Date

KREATIVE CORE TECHNOLOGIES CORP

12/17/21

Richie Ralhan, CEO,CFO,Secretary Date

12/17/21

Andy Bhatnagar, Vice President Date

SCOPE OF WORK AS OF JANUARY 18, 2022 EXHIBIT

A. Provide Project Leadership and Management using commonly shared best practices to ensure the City successfully launches Tyler products including but not limited to Core Financials and Human Capital Management (HCM).

B. Provide Business Analysis services to ensure the City configures its systems and processes in an efficient and organized manner.

C. Provide project management services to the City IT team to ensure all conversions, interfaces and imports associated with Munis implementation are successful.

D. In partnership with City Leadership, manage project risks and ensure all tasks are completed on time and within project budget.

E. In partnership with City Leadership, manage vendor relationships where appropriate including but not limited to Tyler, to ensure project goals are met.

F. Maintain regular reporting, summarizing project progress, decisions made, decisions pending, issues and forecasts to ensure completion on time and to scope.

G. Communicate effectively to stakeholders in all levels of the Oxnard organization using various appropriate communication methods and strategies enhancing ownership and adoption of new processes and procedures.

H. Work with City Organization Change Management (OCM) teams, providing insight and best practices to develop training and learning opportunities while testing the system configuration.

I. Ensure adequate time is allocated for product testing, including User Acceptance Testing (UAT) and reporting functions.

J. Ensure attendance in meetings, including on-site presence on as needed basis, whereby more onsite attendance may be required as part of preparation for go live for the Core Financials and HCM phases in July 2022 and January 2023, respectively, including stabilization immediately following launch.

K. Provide bi-weekly reporting of project progress in support of invoices for services rendered. This shall include time sheets and activities for all Consultant's employees.

L. Ensure all Consultant's Project Managers have the PMP from PMI Institute or similar certification or experience.

M. Consultant will provide incremental / progressive status report for Core Financials, HCM, and other phases as mutually agreed on a biweekly basis. Biweekly status reports will also be utilized for invoicing on a biweekly basis.

N. Consultant will provide IT support on as needed basis, subject to the availability of the Consultant's technical resources.

O. City reserves the right to meet Project Managers for Core Financials and HCM phases and agree to their participation in the project.

P. Best efforts from both parties will be made to ensure continuity of project management staff for the duration of each phase.

Q. Onsite work shall be coordinated with City Project Manager at least 3 business days prior to arrival at the City of Oxnard to ensure availability of City staff and maximize effectiveness of time.

R. Consultant shall adhere to all federal, State and local mandates as well as City regulations (promulgated by the HR Department) regarding COVID-19 protocols including and not limited to wearing a mask as directed while present at City Hall or other City locations.

S. City requires Andy Bhatnagar to act as primary consultant for this project and shall require City's written preapproval of any substitutions thereto during the term of this Agreement.

RATES AND COSTS AS OF JANUARY 18, 2022 EXHIBIT

Consultant shall provide one invoice every two weeks per phase with all labor and materials supported with approved timecards. Consultant shall track time at lowest of ¼ hour increments.

Standard Resources:

Snr Project Manager:	Andy Bhatnagar:	$175.00 per hour, Est 25 hours/week
Project Manager - Core Financials	TBC:	$125.00 per hour, Est 40 hours/week
Project Manager - HCM	TBC:	$125.00 per hour, Est 40 hours/ week

***Written City Approval will be required if additional hours are required for the successful implementation.*

IT On-Call Support (requiring written pre-approval by City Chief Information Officer or designee):

Technical Specialist for conversion	$200 per hour
Technical Specialist for Integrations (API)	$225 per hour
Technical Specialist for flat file Integrations	$195 per hour

Reasonable travel expenses will be reimbursed not to exceed $4,000 per trip and subject to support with receipts. Airline tickets shall be reimbursed at economy class only, and car and hotels shall be reimbursed at reasonable local rates as supported by appropriate receipts.

Forecast Costs (this is for approximation purposes only):

Project Assessment – Completed October 2021	$ 23,082
Core Financials /HCM Phases collectively	$ 800,000
IT Support / Contingency / Travel	$ 76,918
Total Contract Value (Not to Exceed)	**$ 900,000**

Agreement No. 9431-21-FN

THIRD AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT

This Third Amendment ("Third Amendment") to the Professional Services Agreement ("Agreement") is made and entered into in the County of Ventura, State of California, this twenty-eighth day of July, 2022, by and between the City of Oxnard, a municipal corporation ("City"), and Kreative Core Technologies Corp – CA Secretary of State Number C4806472, ("Consultant"). This Third Amendment amends the Agreement, administratively entered into on September 13, 2021, by City and Consultant. The Agreement previously has been amended by a First Amendment, administratively entered into on October 4, 2021, subsequently amended, by Council action, for a second time on January 18, 2022..

City and Consultant agree as follows:

1. The date in Section 5 of the Cover Page of the Agreement is hereby amended to "December 31, 2023."

2. The Total Agreement Amount in Section 6 of the Cover Page of the Agreement is hereby amended to "Not to Exceed $2,600,000 (Two Million, Six Hundred Thousand Dollars) for all Services."

3. The reference to the Scope of Work as of January 18, 2022 Exhibit everywhere it is listed both on the Cover Page and in the Agreement is hereby amended to the Scope of Work as of July 28, 2022 Exhibit. The Scope of Work as of January 18, 2022 Exhibit is hereby disincorporated; instead, the Scope of Work as of July 28, 2022 Exhibit is attached hereto and incorporated herein by this reference.

4. The reference to the Rates and Costs Exhibit and to the Rates and Costs as of January 18, 2022 Exhibit everywhere these are listed both on the Cover Page and in the Agreement are hereby amended to the Rates and Costs as of July 28, 2022 Exhibit. The Rates and Costs Exhibit and the Rates and Costs as of January 18, 2022 Exhibit are hereby disincorporated; instead, the Rates and Costs as of July 28, 2022 Exhibit is attached hereto and incorporated herein by this reference.

5. As so amended, the Agreement remains in full force and effect.

[Signatures on next page]

COUNCIL APPROVED
7/28/22
DATE

IN WITNESS WHEREOF, the parties hereto have executed the Amendment on the date first written above.

CITY OF OXNARD

7-28-22

☐ John C. Zaragoza, Mayor Date
☑ Alexander Nguyen, City Manager
☐ Jennifer Yates, Purchasing Manager
☐ Patricia Garcia, Buyer

ATTEST:

R. Chaparro 7/28/22

Rose Chaparro, City Clerk Date
(only if Mayor signs)

APPROVED AS TO FORM:

7/28/2022

Stephen M. Fischer, City Attorney (always required) Date

KREATIVE CORE TECHNOLOGIES CORP

7/15/2022

Richie Rathan, Chair, VP, Secretary Date

7/15/2022

Andy Bhatnagar, President and Assistant Secretary Date

SCOPE OF WORK AS OF JULY 28, 2022 EXHIBIT

A. Provide Project Leadership and Management using commonly shared best practices to ensure the City successfully launches Tyler products including but not limited to Core Financials Human Capital Management (HCM), EnerGov and Enterprise Asset Management (EAM).

B. Provide Project Leadership and Management using commonly shared best practices to ensure the City successfully implements Public Safety Time and Attendance software integrated with the City's other ERP modules.

C. Provide Business Systems Analysis services to ensure the City configures its systems and processes in an efficient and organized manner.

D. Provide project management services to the City IT team to ensure all discovery, conversions, interfaces and imports associated with Munis implementation are successful.

E. In partnership with City Leadership, manage project risks and ensure all tasks are completed on time and within project budget.

F. In partnership with City Leadership, manage vendor relationships where appropriate including but not limited to Tyler, to ensure project goals are met.

G. Maintain regular reporting, summarizing project progress, decisions made, decisions pending, issues and forecasts to ensure completion on time and to scope.

H. Communicate effectively to stakeholders in all levels of the Oxnard organization using various appropriate communication methods and strategies enhancing ownership and adoption of new processes and procedures.

I. Work with City Organization Change Management (OCM) teams, providing insight and best practices to develop training and learning opportunities while testing the system configuration.

J. Ensure adequate time is allocated for product testing, including User Acceptance Testing (UAT) and reporting functions.

K. Ensure attendance in meetings, including on-site presence on as needed basis, whereby more onsite attendance may be required as part of preparation for go live for the Core Financials and HCM/Time and Attendance phases in October 2022 and April 2023, respectively, including stabilization immediately following launch.

L. Provide bi-weekly reporting of project progress in support of invoices for services rendered. This shall include time sheets and activities for all Consultant's employees.

M. Ensure all Consultant's Project Managers have the PMP from PMI Institute or similar

certification or experience.

N. Consultant will provide incremental / progressive status report for Core Financials, HCM, and other phases as mutually agreed on a biweekly basis. Biweekly status reports will also be utilized for invoicing on a biweekly basis.

O. Consultant will provide IT support on as needed basis, in line with Exhibit A subject to the availability of the Consultant's technical resources.

P. City reserves the right to meet and conduct selection interviews for Kreative Core provided Project Managers and IT support resources. This applies to All phases and City must agree to a proposed resource's participation in the project.

Q. Best efforts from both parties will be made to ensure continuity of project management staff for the duration of each phase.

R. Onsite work shall be coordinated with City Project Manager(s) at least 3 business days prior to arrival at the City of Oxnard to ensure availability of City staff and maximize effectiveness of time.

S. Consultant shall adhere to all federal, State and local mandates as well as City regulations (promulgated by the HR Department) regarding COVID-19 protocols including and not limited to wearing a mask as directed while present at City Hall or other City locations.

T. City requires Andy Bhatnagar to act as primary consultant for this project and shall require City's written preapproval of any substitutions thereto during the term of this Agreement.

U. Consultant shall perform discovery of Time and Attendance (Telestaff, InTime, and integration of these two programs with Executime and Munis), implementation of InTime and Telestaff; and integration between Intime and Munis as well as between Telestaff and Munis. The scope will include frequent Executime, Munis, InTime and Telestaff vendor relationship management work, including but not limited to coordinating, remediating, facilitating vendor work product and associated issues.

RATES AND COSTS AS OF JULY 28, 2022 EXHIBIT

Consultant shall provide one invoice every two weeks per phase with all labor and materials supported with approved timecards. Consultant shall track time at lowest of ¼ hour increments.

Standard Resources:

Project Management

Snr Project Manager Andy Bhatnagar:	$175.00 per hour
Project Manager - Core Financials	$125.00 per hour
Project Manager - HCM	$125.00 per hour
Project Manager - EnerGov	$160.00 per hour
Project Manager - EAM	$160.00 per hour
Project Manager - Time and Attendance	$160.00 per hour

IT On-Call Support

Reports Developer	$150.00 per hour
Business Systems Analyst - HCM	$150.00 per hour
Senior Business Systems Analyst - Core Fin	$165.00 per hour
Systems Administrator	$125.00 per hour

Reasonable travel expenses will be reimbursed not to exceed $4,000 per trip, per person, and subject to per approval by City Project Manager(s). All expenses shall be supported with receipts and airline tickets shall be reimbursed at economy class only, and car and hotels shall be reimbursed at reasonable local rates as supported by appropriate receipts.

Forecast Costs (this is for approximation purposes only):

Second Amendment:

Project Assessment – Completed October 2021	$ 23,082
Core Financials /HCM Phases collectively	$ 800,000
IT Support / Contingency / Travel	$ 76,918
Total Contract Value (Not to Exceed)	**$ 900,000***

Third Amendment

Snr. Project Management - All Phases	$ 109,375
Project Management:	
Core Financials	$ 110,000
HCM	$ 110,000
Energov	$ 153,600
EAM	$ 25,600
Time and Attendance	$ 219,400
Travel and Misc	$ 53,650
IT Support Services	$ 734,700
IT Support Services Contingency	$ 183,675
*Second Amendment (From Above)	$ 900,000
Total Contract Value (Not to Exceed)	**$ 2,600,000**
Additional Contract Value:	*$ 1,700,000*
(Difference between Third and Second Amendments)	

EXHIBIT 'A'

Statement of Work for IT Resources for City of Oxnard
Tyler Munis Implementation
May 2022

Oxnard Kreative IT Resourcing Proposal v5 Final.docx

FOURTH AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT

This Fourth Amendment ("Fourth Amendment") to the Agreement for Professional Services ("Agreement") is made and entered into in the County of Ventura, State of California, this 19 day of December, 2022, by and between the City of Oxnard, a municipal corporation ("City"), and Kreative Core Technologies Corp ("Consultant"). This Fourth Amendment amends the Agreement administratively entered into on September 13, 2021, by City and Consultant. The Agreement previously has been amended by a First Amendment, administratively entered into on October 5, 2021; by a Second Amendment through Council action on January 18, 2022; and by a Third Amendment through further Council action on July 28, 2022.

City and Consultant agree as follows:

1. The reference to the Scope of Work as of July 28, 2022 Exhibit everywhere it is listed both on the Cover Page and in the Agreement is hereby amended to add also the Scope of Work as of January 1, 2023, Exhibit. The Scope of Work as of January 1, 2023, Exhibit is attached hereto and incorporated herein by this reference.

2. The reference to the Rates and Costs as of July 28, 2022 Exhibit everywhere it is listed both on the Cover Page and in the Agreement is hereby amended to add also the Rates and Costs as of January 1, 2023, Exhibit. The Rates and Costs as of January 1, 2023, Exhibit is attached hereto and incorporated herein by this reference.

3. As so amended, the Agreement remains in full force and effect.

[Signatures on next page]

IN WITNESS WHEREOF, the parties hereto have executed the Amendment on the date first written above.

CITY OF OXNARD

Jennifer Yates 12/19/2022

Jennifer Yates, Purchasing Agent — Date

ATTEST:

n/a

Rose Chaparro, City Clerk — Date

APPROVED AS TO FORM:

12/19/2022

Stephen M. Fischer, City Attorney — Date

KREATIVE CORE TECHNOLOGIES CORP

Richie Ralhan, Chair, VP & Secretary — Date

Andy Bhatnagar, President & Assistant Secretary — Date

IN WITNESS WHEREOF, the parties hereto have executed the Amendment on the date first written above.

CITY OF OXNARD

Jennifer Yates, Purchasing Agent — Date

ATTEST:

n/a
Rose Chaparro, City Clerk — Date

APPROVED AS TO FORM:

Stephen M. Fischer, City Attorney — 12/19/2022 Date

KREATIVE CORE TECHNOLOGIES CORP

Richie Ralhan, Chair, VP & Secretary — 12/19/2022 Date

Andy Bhatnagar, President & Assistant Secretary — 12/19/2022 Date

SCOPE OF WORK AS OF JANUARY 1, 2023, EXHIBIT

Training and Development Tasks

Financials

- eLearning Deliverables (see eLearning Estimate for additional details)
- Approvals eLearning Course
- Purchasing to AP eLearning Course
- General Billing Videos
- P-Card Reconciliation eLearning Course
- Intro to Inquiry and Report Videos
- Projects on the GL eLearning Course
- Grants eLearning Course
- Budget Videos
- Journal Entry Videos
- Documentation and Training Creation for Project Ledger
    - End User Cheat Sheets
    - eLearning Course
- Documentation and Training Creation for Budget Creation
    - End User Cheat Sheets
    - In-Person Course Creation for Internal Trainers

Other Phases

- Develop a schedule to assess training needs
- Consult with other trainers, managers, and leadership
- Conduct employee surveys and interviews
- Track and compile collected data
- Conceptualize training materials based on data and research
- Creation of training plans including overall training strategy, recommended timelines and schedules, and evaluation/assessment creation and analysis
- Create training strategies, initiatives, and materials
- Administration and monitoring of course enrollment/attendance in Neogov, as needed
- Documentation and creation of user guides, manuals, and job aids
- Curriculum and course development for end user training
- Creation of eLearning resources (videos, courses)
- Support training classes and other training activities
- Communicate training needs and online resources
- Contact and utilize outside vendors and resources for instructional technology
- Test and review created materials
- Maintain a database of all training materials
- Instruct employee training and onboarding
- Conduct training through new materials
- Review employee performance and learning
- Coordinate and monitor enrollment, schedules, costs, and equipment

OCM

Financials

- Maintenance for Project FOX website, as needed
- System maintenance banners and communication of downtime to users
- Monitoring, forwarding and responding to the Projectfox@ inbox, as needed
- Drafting of email communication for review and approval for larger changes or noticing to users, as requested

Other Phases

- Creation and maintenance of end-user facing pages on the Project FOX website
- Monitoring, forwarding and responding to the Projectfox@ inbox, as needed
- Development of Communication Strategy.
- Program Branding, Positioning and Key Messages.
- Detailed Communication Activities Planning.
- Development and Delivery of Communication Material.
- Business Readiness Assessment Services.

Other

- Kreative Core will perform an important role throughout the implementation including business analysis and testing the core business processes.

  Business Analysis
  - Lead the integration from business perspective with the Neogov team
  - Work with the team to design, develop and test the integrations
  - Support designing, developing, and testing of the workflows, personal actions and other business processes
  - Document processes as necessary

  Testing
  - Creating detailed, comprehensive, and well-structured test plans and test cases
  - Estimating, prioritizing, planning, and coordinating quality testing activities
  - Liaise with internal teams to identify system requirements
  - Investigate the causes of non-conforming software and train users to implement solutions
  - Develop and apply testing processes for new and existing products to meet client needs
  - Assist business with testing the functional and system requirements
  - Assist with testing parallel testing
- Work collaboratively with business users and provide support
- Work collaboratively with users and support help desk tickets.

eLearning Estimate

Item	Status	Work to be Done	Estimated Hours	Deliverable
Approvals eLearning Course	In Review with City Staff	Edits based on review, test in Neogov UAT, upload/launch final in Neogov Prod	3-5 depending on level of edits	40-minute eLearning course with interactive elements, videos, and a knowledge check, loaded into Neogov
Purchasing-to-AP eLearning Course	In Creation	Course creation, review, edits, test in Neogov UAT, upload/launch final in Neogov Prod	112-120	3.5-4 hour eLearning course with interactive elements, videos, knowledge checks, loaded into Neogov
General Billing Videos	Not Started	Create videos, review, edit, upload to Google Drive and add links to cheat sheets	4	4 standalone screencast videos, uploaded to Google Drive and linked within the cheat sheets
P-Card Reconciliation eLearning Course	Not Started	Storyboard, course creation, review, edits, test in Neogov UAT, upload/launch final in Neogov Prod	16	An eLearning course with interactive elements, videos, and a knowledge check, loaded into Neogov.
Intro to Inquiry and Report Videos	Not Started	Outline, edit or re-record videos depending on approach, review, final edit, upload to Google Drive and add links to cheat sheets	4-6 depending on approach	Standalone screencast videos, uploaded to Google Drive and linked within the cheat sheets
Projects on the GL eLearning Course	Not Started	Storyboard, course creation, review, edits, test in Neogov UAT, upload/launch final in Neogov Prod	8	An eLearning course with interactive elements, videos, and a knowledge check, loaded into Neogov.
Grants eLearning Course	Not Started	Storyboard, meetings with Jun, course creation, review, edits, test in Neogov UAT, upload/launch final in Neogov Prod	14	An eLearning course with two distinct sections (Grant Creation and Grant Maintenance) interactive elements, videos, and a knowledge check, loaded into Neogov.
Budget Videos	Not Started	Additional cheat sheet creation, create videos, review, edit, upload to Google Drive and add links to cheat sheets	3	2 standalone screencast videos, uploaded to Google Drive and linked within the cheat sheets
Journal Entry Videos	Not Started	Additional cheat sheet creation, create videos, review, edit, upload to Google Drive and add links to cheat sheets	5	3 standalone screencast videos, uploaded to Google Drive and linked within the cheat sheets

RATES AND COSTS AS OF JANUARY 1, 2023, EXHIBIT

Standard Resources:

Training and Development/ OCM

Project Manager	$138.00 per hour

Agreement No. 9431-21-FN

FIFTH AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT

This Fifth Amendment ("Fifth Amendment") to the Professional Services Agreement ("Agreement") is made and entered into in the County of Ventura, State of California, this twenty-first day of March, 2023, by and between the City of Oxnard, a municipal corporation ("City"), and Kreative Core Technologies Corp – CA Secretary of State Number C4806472, ("Consultant"). This Fifth Amendment amends the Agreement, administratively entered into on September 13, 2021, by City and Consultant. The Agreement previously has been amended by a First Amendment, administratively entered into on October 5, 2021, by a Second Amendment through Council action on January 18, 2022, by a Third Amendment through further Council action on July 28, 2022, and by a Fourth Amendment approved administratively on December 19, 2022.

City and Consultant agree as follows:

1. The date in Section 5 of the Cover Page of the Agreement is hereby amended to "December 31, 2024."

2. The Total Agreement Amount in Section 6 of the Cover Page of the Agreement is hereby amended to "Not to Exceed $4,720,000 (Four Million, Seven Hundred and Twenty Thousand Dollars) for all Services."

3. The reference to the Scope of Work as of January 18, 2022 Exhibit everywhere it is listed both on the Cover Page and in the Agreement is hereby amended to the Scope of Work as of March 21, 2023 Exhibit. The Scope of Work as of January 1, 2023 Exhibit is hereby disincorporated; instead, the Scope of Work as of March 21, 2023 Exhibit is attached hereto and incorporated herein by this reference.

4. The reference to the Rates and Costs Exhibit and to the Rates and Costs as of January 1, 2023 Exhibit everywhere these are listed both on the Cover Page and in the Agreement are hereby amended to the Rates and Costs as of March 21, 2023 Exhibit. The Rates and Costs Exhibit and the Rates and Costs as of January 1, 2023 Exhibit are hereby disincorporated; instead, the Rates and Costs as of March 21, 2023 Exhibit is attached hereto and incorporated herein by this reference.

5. As so amended, the Agreement remains in full force and effect.

[Signatures on next page]

COUNCIL APPROVED
N.4 3/21/23
DATE

IN WITNESS WHEREOF, the parties hereto have executed the Amendment on the date first written above.

CITY OF OXNARD

3-21-23

☐ John C. Zaragoza, Mayor Date
☐ Alexander Nguyen, City Manager
☐ Jennifer Yates, Purchasing Manager
☐ Patricia Garcia, Buyer

ATTEST:

R. Chaparro 3/21/23

Rose Chaparro, City Clerk Date
(only if Mayor signs)

APPROVED AS TO FORM:

3/9/2023

Stephen M. Fischer, City Attorney (always required) Date

KREATIVE CORE TECHNOLOGIES CORP

Richie Ralhan, Chair, VP, Secretary Date

Andy Bhatnagar, President and Assistant Secretary Date

IN WITNESS WHEREOF, the parties hereto have executed the Amendment on the date first written above.

CITY OF OXNARD

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☐ John C. Zaragoza, Mayor Date
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☐ Patricia Garcia, Buyer

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_____ 3/9/23
Richie Ralhan, Chair, VP, Secretary Date

_____ 3/9/23
Andy Bhatnagar, President and Assistant Secretary Date

SCOPE OF WORK AS OF MARCH 21, 2023 EXHIBIT

A. Provide Project Leadership and Management using commonly shared best practices to ensure the City successfully launches Tyler products including but not limited to Core Financials, Human Capital Management (HCM), EnerGov, Enterprise Asset Management (EAM) and Utility Billing (UB).

B. Provide Project Leadership and Management using commonly shared best practices to ensure the City successfully implements Public Safety Time and Attendance software integrated with the City's other ERP modules.

C. Provide Business Systems Analysis services to ensure the City configures its systems and processes in an efficient and organized manner.

D. Provide project management services to the City IT team to ensure all discovery, conversions, interfaces and imports associated with Munis implementation are successful.

E. In partnership with City Leadership, manage project risks and ensure all tasks are completed on time and within project budget.

F. In partnership with City Leadership, manage vendor relationships where appropriate including but not limited to Tyler, to ensure project goals are met.

G. Maintain regular reporting, summarizing project progress, decisions made, decisions pending, issues and forecasts to ensure completion on time and to scope.

H. Communicate effectively to stakeholders in all levels of the Oxnard organization using various appropriate communication methods and strategies enhancing ownership and adoption of new processes and procedures.

I. Work with City Organization Change Management (OCM) teams, providing insight and best practices to develop training and learning opportunities while testing the system configuration.

J. Ensure adequate time is allocated for product testing, including User Acceptance Testing (UAT) and reporting functions.

K. Ensure attendance in meetings, including on-site presence on as needed basis, whereby more onsite attendance may be required as part of preparation for go live for the HCM phase in October 2023, including stabilization immediately following launch.

L. Provide bi-weekly reporting of project progress in support of invoices for services rendered. This shall include time sheets and activities for all Consultant's employees.

M. Ensure all Consultant's Project Managers have the PMP from PMI Institute or similar

certification or experience.

N. Consultant will provide incremental / progressive status reports for all phases on a biweekly basis. Biweekly status reports will also be utilized for invoicing on a biweekly basis.

O. Consultant will provide IT support on as needed basis, in line with Exhibit A, which shall be attached hereto and incorporated herein by this reference, subject to the availability of the Consultant's technical resources.

P. City reserves the right to meet and conduct selection interviews for Kreative Core provided Project Managers and IT support resources. This applies to all phases. City must agree to a proposed resource's participation in the project.

Q. Best efforts from both parties will be made to ensure continuity of project management staff for the duration of each phase.

R. Onsite work shall be coordinated with City Project Manager(s) at least 3 business days prior to arrival at the City of Oxnard to ensure availability of City staff and maximize effectiveness of time.

S. Consultant shall adhere to all federal, State and local mandates as well as City regulations (promulgated by the HR Department) regarding COVID-19 protocols including and not limited to wearing a mask as directed while present at City Hall or other City locations.

T. City requires Andy Bhatnagar to act as primary consultant for this project and shall require City's written preapproval of any substitutions thereto during the term of this Agreement.

U. Consultant shall perform discovery of Time and Attendance (Telestaff, InTime, and integration of these two programs with Executime and Munis), implementation of InTime and Telestaff; and integration between Intime and Munis as well as between Telestaff and Munis. The scope will include frequent Executime, Munis, InTime and Telestaff vendor relationship management work, including but not limited to coordinating, remediating, facilitating vendor work product and associated issues.

V. Consultant to provide Training, Development and Organizational Change Management resources and plans as part of project to implement ERP modules in accordance with Exhibit B, which shall be attached hereto and incorporated herein by this reference.

W. Consultant shall perform Discovery for the Community Development, focused on Licensing, Permits and Land management, Discovery for Enterprise Asset Maintenance and Discovery For the Utility Billing operations as Defined in Exhibit C, which shall be attached hereto and incorporated herein by this reference.

RATES AND COSTS AS OF MARCH 21, 2023 EXHIBIT

Consultant shall provide one invoice every two weeks per phase with all labor and materials supported with approved timecards. Consultant shall track time at lowest of ¼ hour increments.

Project Management	
Snr Project Manager Andy Bhatnagar:	$175.00 per hour
Project Manager - Core Financials	$125.00 per hour
Project Manager - HCM	$125.00 per hour
Project Manager - EnerGov	$160.00 per hour
Project Manager - EAM	$160.00 per hour
Project Manager - Time and Attendance	$160.00 per hour
IT On-Call Support	
Reports Developer	$150.00 per hour
Business Systems Analyst - HCM	$150.00 per hour
Senior Business Systems Analyst - Core Fin	$165.00 per hour
Systems Administrator	$125.00 per hour
Training and Development/OCM	
Project Manager	$160.00 per hour

Reasonable travel expenses will be reimbursed not to exceed $4,000 per trip, per person, and subject to per approval by City Project Manager(s). All expenses shall be supported with receipts and airline tickets shall be reimbursed at economy class only, and car and hotels shall be reimbursed at reasonable local rates as supported by appropriate receipts.

As of March 1, 2023, $1,601,515 has been consumed contract value. The projected contract expenditures per module going forward (which can be moved from module to module with written approval by both parties) is as written below:

	Spent as of 3/1/23	**Projected**	**Total**
Core Financials	$644,430	$19,125	$663,555
HCM, Time&Att	$448,378	$246,100	$1,078,378
Energov, EAM, UB	$27,535	$630,000	$890,935
IT Support	$481,173	$1,156,400	$1,637,573
Training/OCM	$0	$448,000	$448,000

In any case, the total contract amount shall not exceed $4,720,000.

EXHIBIT A
Statement of Work for IT Resources for City of Oxnard

Kreative Core Technologies agrees to not increase billable hourly rates for the duration of this SOW including all authorized extension periods and subsequent amendments.

Reports Developer – Full Time

As a part of the ERP Implementation, City requires a Reports Developer who can develop custom reports utilizing the Tyler Provided SQL server reporting services (SSRS) and Microsoft SQL Server Management Studio (SSMS). This resource will:

- Gather the business requirements from City departments
- Document and maintain the requirements in a consumable format
- Design, develop and test the reports
- Design, document and develop instructions, specifications, and supplemental report related deliverables; e.g. training guides
- Work directly with City of Oxnard to understand the individual reporting needs of the business
- Create and present reports to team members and stakeholders to support recommendations
- Participate in managing users, groups, folders and publishing reports using the central management console.
- Configure and manage database maintenance plans for update statistics, database integrity check, and backup operations.
- Create various SQL server objects; e.g. stored procedures, functions, and customer views as per the logic to be implemented.
- Ensure source control is maintained following the City of Oxnard's guidelines. Maintain reporting integrity between ERP database environments via adherence to formal migration paths.
- Ensure proper change management /control processes are followed as established by the City of Oxnard. All the changes that are to be deployed in to production environment must follow the City IT change control process. This includes participation in the Change Advisory Board (CAB) approval process required prior to any production release.
- Ensure all the development work is stored in the city's centralized, secure and controlled source repository on a daily basis. Versioning is to be tracked to differentiate between current production and previous production versions for potential rollback.

(continued)

SQL Reports Developer Summary and Forecast by Month

	Subtotal till June 30, 2023	Subtotal till June 30, 2024
Reports Developer HCM	$ 84,000.00	$ 180,000.00
Reports Developer FINANCE	$ 78,000.00	

Resource Hourly Rate $150 / hr

Business Systems Analyst (Senior) #1, HR/Payroll – Full Time
Business Systems Analyst (Senior) #2, Finance – Part Time up to 50%

City of Oxnard would like to onboard a business systems analyst, who has a prior experience in implementing and supporting the Tyler Munis ERP Solution. City of Oxnard is seeking 2 resources; one of them will be dedicated to the Human Capital Management (HCM aka Human Resources/Payroll) phase of the ERP implementation, and other resource will be required to stabilize the financial phase of the ERP implementation. Analysts may support implementation and post-implementation business-technology scope. Below are some of the key responsibilities this resource will be performing:

- Create requirements and specifications for business solutions
- Conduct business analysis and research to identify key metrics and opportunities for improvement
- Develop processes and procedures to ensure business solutions meet strategic goals
- Ensure business processes are running in accordance with Agile methodologies
- Consult with key stakeholders to determine business objectives and critical success factors
- Collaborate with team members to collect, analyze, and evaluate information from multiple sources
- Present findings and primary solution recommendation, including alternative option(s) pros/cons, to stakeholders. Prepare guesstimates of level of effort and duration for a request's approved solution approach.
- Write and document business requirements, functional requirements, and design specifications
- Work and consult with information technology professionals to design and develop a solution that achieves agreed-upon business outcomes
- Perform testing and develop use cases in partnership with City non-IT departments and IT. Testing may include unit, system, regression, parallel, user acceptance, etc.
- Track and triage department requests for all the application changes
- Monitor and work with non-IT department to prioritize the tickets
- Document risks and benefits, provide recommendations and options to achieve desired outcomes
- Prepare and present written deliverables at various stages of the systems development life cycle; e.g. SWAGs, recommendations, timelines, business requirements documents (BRDs) or user stories, training material, cheat sheets, etc.

BSA Resource for Finance Summary

	Subtotal till June 30, 2023	Subtotal till June 30, 2024
Production Support for Finance		
BSA Assistance	$ 16,250.00	$ 33,125.00

Resource Hourly Rate = $165 / hr

BSA Resource for HCM Summary

	Subtotal till June 30, 2023	Subtotal till June 30, 2024
HCM		
BSA HCM	$ 156,000.00	$ 180,000.00

Resource Hourly Rate = $150 / hr

System Administrator

Kreative Core team is recommending a Full-time system Tyler System Administrator for this project. This report will work with IT and Business for the following key functions. 1)

1. Management of the Role Based Access Control for Munis, Tyler Hub, Cloud Admin, TCM, Tyler Cashiering
2. Perform System Admin functions for Munis, Tyler Identity, TCM, Tyler cashiering, etc.
3. Manage Tyler Deploy, Engage and administer multi-environment system maintenance plan
4. Manage the system testing and plan for the regular patching, scheduled upgrades, and emergency hotfixes, etc.
5. Create and maintain the City's back-end automated and manually triggered batch jobs and schedules in Munis
6. Adhere to the fundamentals of the adopted security architecture framework
7. Make recommendations for changes based on new business requirements
8. Document the impact from of proposed changes to the configuration and perform assessment to identify & communicate the positive and negative impacts and risk to all impacted parties
9. Document baseline configuration and maintain the changes to the configuration based on the new business requirements
10. Ensure proper change management /control processes are followed as established by the City of Oxnard. All the changes that are to be deployed into the production environment must follow the City IT change control process. This includes participation in the Change Advisory Board (CAB) approval process required prior to any production release.

11. Provide support for any Audit inquiries
12. Perform workflow administration on an ongoing basis.
13. Other application administrative functions as necessary
14. Manage Help desk Tickets, ensure defined SLAs are met
15. Work in collaboration with business and tyler to mitigate and deploy solutions
16. Provide system administration support during the human capital management implementation, such as configuration of the system, supporting interface development, implementation team technical support etc.

System Administrator Summary

	Subtotal till June 30, 2023	Subtotal till June 30, 2024
HCM		
System Administrator Support	$ 65,000.00	$ 63,750.00
Time and Attendance		
System Administrator Support	$ 25,600.00	$ 12,800.00
Production Support for Finance		
System Administrator Support	$ 65,000.00	$ 107,500.00
Production Support for HCM		
System Administrator Support		$ 89,375.00

Resource Hourly Rate = $125 / hr

EXHIBIT B
Organizational Change Management (OCM), Training, Development, Business Analysis and Testing Scope of Services

1. The following organizational change management (OCM) scope items will be undertaken for each phase of the project.
   A. Sponsorship/Leadership alignment: Focuses on enabling leaders to accept and build ownership for change throughout the organization and provides the "glue" to sustain the change for the life of the project and beyond.
   B. Identifying and enabling stakeholders: A process of identifying impacted groups, people (employees and contractors) and key organizational influencers at the project outset; grouping/ ranking them according to the level of anticipated changes to their daily work; and determining relevant strategies and tactics to engage them based on cultural realities and user preference.
   C. Engagement and communications: A communication approach that focuses on developing and executing a comprehensive plan and activities to engage users at all levels of the organization; keeping them informed through timely multi-media communication and ensuring ongoing dialog for inclusion and feedback. This can include crafting intranet content and/or newsletters for regular distribution.
   D. Participate in weekly status meetings, ERP Steering Committee meetings, and one-on-one department meetings – a multi-level approach that will identify, evaluate, and disseminate functional and policy change through a structured, recurring monthly process.
   E. Shadow User Acceptance Testing sessions and to document Frequently Asked Questions and transform test cases and scripts into training documentation specific to the City.
   F. Knowledge and learning: An educational approach that focuses on defining user roles for the new technology/process change and providing learning and training strategies to share knowledge and sustain the change; to include end user training for all departments. Also, provide advisory support at critical moments in the project and assist (or provide hands-on) creation of step-by-step user training guides to assist with system onboarding.
   G. Success measures: Criteria defined at the project outset to measure users' progress on the change journey and enable effective pre-and post-go-live activities to reinforce the change.
   H. Perform assigned as-needed tasks and activities to support change management efforts throughout the current deployment. This also includes reporting the status of assignments to the City Project Manager on a weekly basis. Also, provide a level of effort report, so that the City can proactively manage the project budget. Although most project meetings may be remote (e.g., weekly status meetings), a plan for onsite time with City staff, especially during user training, may be required.
2. The following training and development items will be undertaken for each phase:
   I. Develop a schedule to assess training needs
   J. Consult with other trainers, managers, and leadership
   K. Conduct employee surveys and interviews
   L. Track and compile collected data

M. Conceptualize training materials based on data and research
N. Creation of training plans including overall training strategy, recommended timelines and schedules, and evaluation/assessment creation and analysis
O. Create training strategies, initiatives, and materials
P. Administration and monitoring of course enrollment/attendance in Neogov, as needed
Q. Documentation and creation of user guides, manuals, and job aids
R. Curriculum and course development for end user training
S. Creation of eLeaming resources (videos, courses)
T. Support training classes and other training activities
U. Communicate training needs and online resources
V. Contact and utilize outside vendors and resources for instructional technology
W. Test and review created materials
X. Maintain a database of all training materials
Y. Instruct employee training and onboarding
Z. Conduct training through new materials
AA. Review employee performance and learning
BB. Coordinate and monitor enrollment, schedules, costs, and equipment
CC. Maintenance for Project FOX website, as needed
DD. System maintenance banners and communication of downtime to users
EE. Monitoring, forwarding and responding to the Projectfox@ inbox, as needed
FF. Drafting of email communication for review and approval for larger changes or noticing to users, as requested
GG. Creation and maintenance of end-user facing pages on the Project FOX website
HH. Monitoring, forwarding and responding to the Projectfox@ inbox, as needed
II. Development of Communication Strategy.
JJ. Program Branding, Positioning and Key Messages.
KK. Detailed Communication Activities Planning.
LL. Development and Delivery of Communication Material.
MM. Business Readiness Assessment Services.

3. The following business analysis scope items will be undertaken for each phase of the project:
NN. Lead the integration from business perspective with the Neogov team
OO. Work with the team to design and test the integrations
PP. Support designing, developing, and testing of the workflows, personal actions and other business processes
QQ. Document processes as necessary

4. The following testing scope items will be undertaken for each phase of the project:
RR. Creating detailed, comprehensive, and well-structured test plans and test cases
SS. Estimating, prioritizing, planning, and coordinating quality testing activities
TT. Liaise with internal teams to identify system requirements
UU. Investigate the causes of non-conforming software and train users to implement solutions
VV. Develop and apply testing processes for new and existing products to meet client needs
WW. Assist business with testing the functional and system requirements
XX. Assist with testing parallel testing
YY. Work collaboratively with business users and provide support
ZZ. Work collaboratively with users and support help desk tickets.

EXHIBIT C

Project Work Items focused on the following areas.

PROJECT PHASE: ENERGOV

§ EnerGov Community development

§ EnerGov e-Reviews

§ EnerGov iG Workforce Apps

§ Tyler GIS

§ Code Enforcement management

§ EnerGov Business development

§ EnerGov Citizen Self-Service portal

§ EnerGov API toolkit

1. Develop Governance and Management Framework
    a. Planning
    b. Organizational Hierarchy

2. Solution Discovery
    a. Requirements Gathering
    b. Fact finding
    c. Identify and assess gaps and opportunities.
    d. Fit Gap Analysis
    e. Planning considerations

3. Vision and Roadmap

    a. Clarify vision for change with associated outcomes and benefits.

    b. Informed longer-term roadmap planning.

Project Deliverables

1. Governance and Management Framework

    a. Organizational Chart

    b. Roles and Responsibilities

    c. RACI - responsible, accountable, communicate and inform – chart of responsibilities

    d. Energov Program Charter

    e. Energov Implementation Plan

2. Solution Discovery

    a. Current state questionnaires

    b. Business Requirement Document

    c. Business Solution Concept (Current State)

    d. Fit Gap Analysis

    e. Technical Solution Concept

    f. Data conversion document

3. Vision and Roadmap

    a. Business Solution (Future State)

4. Current State Analysis report

5. Future State process flows

6. Technical Concept Solution diagram

(continued)

PROJECT PHASE: EAM

I. Discovery Phase: Work Items

1. Project Kick Off
2. Participating departments identified.
    1. Department Stakeholders identified.
    2. Department SMEs and project resources identified.
    3. End Users
3. Current State Questionnaire.
4. System demonstration.
5. Asset Management system needs.
    1. What assets will be tracked.
    2. What data needs to be tracked.
6. Work Order Management system needs.
    1. Requesting and Servicing departments.
        1. Chargeback considerations
    1. What costs will be entered?
    2. Preventative maintenance and inspections.
7. End User job responsibilities related to asset management and work order documentation.
8. Reporting needs
    1. Assets
    2. Work Orders
    3. Requests
9. Citizen Engagement (311)
10. GIS
    1. Which assets resided on the city's GIS.
11. 3rd Party System Integrations
12. Department individual/unique needs.

Deliverables

1. Complete Current State Questionnaire.
2. Provide overview of current system usage.
3. Assess, Design and plan 3rd Party system integrations
4. EAM System demonstration
5. Current State Questionnaire assistance.
6. Business Requirements Document
7. Analysis and solutioning document
8. Discovery Phase project plan

II. Implementation Phase – Work Items

1. Engage Tyler PM and Implementation Consultant (IC).
2. Planning of the project
3. Analysis – Current State/Future State.
4. Complete Code Workbooks
5. EAM System Configuration training.
    1. EAM Setup Center
    2. RBAC and Workflow
    3. GIS configuration
    4. Asset imports or conversions
6. Conversions (if needed)
7. EAM Process training
8. EAM User Acceptance
9. EAM End User training
10. Go Live

Deliverables

1. EAM project charter
2. EAM project plan and traceability of the project plan
3. Current State/Future State Analysis workbooks.
4. Completing code workbooks.
5. Code and asset imports.
6. Conversion data validation.
7. GIS configuration and testing.
8. EAM instructional documentation.
9. Training.
10. Go Live and Post Live support.

(continued)

PROJECT PHASE: UTILITY BILLING

I. Discovery Phase: Work Items

13. Project Kick Off
14. Participating departments identified.
    1. Department Stakeholders identified.
    2. Department SMEs and project resources identified.
    3. End Users
15. Current State Questionnaire.
16. System demonstration.
17. Utility Billing systems assessment.
18. Work Order Management system needs.
    1. Requesting and Servicing departments.
    2. Chargeback considerations
    3. What costs will be entered?
    4. Preventative maintenance and inspections.
18. End User job responsibilities related to asset management and work order documentation.
19. Reporting needs
    1. Assets
    2. Work Orders
    3. Requests
20. Citizen Engagement (311)
21. GIS
    1. Which assets resided on the city's GIS.
22. 3rd Party System Integrations
23. Department individual/unique needs.

Deliverables

1. UB System demonstration
2. Current State Questionnaire.
3. Business Requirements documentation.
4. Analysis and Solution Design documentation
5. Discovery Phase project plan

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SIXTH AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT

This Sixth Amendment ("Sixth Amendment") to the Professional Services Agreement ("Agreement") is made and entered into in the County of Ventura, State of California, this _29th__ day of January, 2024, by and between the City of Oxnard, a municipal corporation ("City"), and Kreative Core Technologies Corp – CA Secretary of State Number C4806472 ("Consultant"). This Sixth Amendment amends the Agreement administratively entered into on September 13, 2021, by City and Consultant. The Agreement previously has been amended by a First Amendment administratively entered into on October 5, 2021, by a Second Amendment through Council action on January 18, 2022, by a Third Amendment through further Council action on July 28, 2022, by a Fourth Amendment approved administratively on December 19, 2022, and by a Fifth Amendment through Council action on March 21, 2023.

City and Consultant agree as follows:

1. The SCOPE OF WORK AS OF MARCH 21, 2023 EXHIBIT is hereby disincorporated and is replaced in its entirety by the SCOPE OF WORK AS OF JANUARY 1, 2024, EXHIBIT – PROJECT MANAGEMENT, IT ON-CALL RESOURCES/ SUPPORT AND TRAINING AND DEVELOPMENT/ ORGANIZATION CHANGE MANAGEMENT REGARDING ENTERPRISE RESOURCE PLANNING MODULES; PCI DATA SECURITY STANDARDS GAP ASSESSMENT AND ADVISORY SERVICES; AND ACTIVE DIRECTORY SECURITY REVIEW SERVICES, which is attached hereto and incorporated herein by this reference.

2. The RATES AND COSTS AS OF MARCH 21, 2023 EXHIBIT is hereby disincorporated and is replaced in its entirety with the RATES AND COSTS AS OF JANUARY 1, 2024, EXHIBIT, which is attached hereto and incorporated herein by this reference.

As so amended, the Agreement remains in full force and effect.

[Signatures on next page]

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IN WITNESS WHEREOF, the parties hereto have executed the Amendment on the date first written above.

CITY OF OXNARD

DocuSigned by:
Jennifer Yates
1/30/2024 | 12:06 PM PST
Jennifer Yates, Purchasing Agent — Date

ATTEST:

Rose Chaparro, City Clerk (only if Mayor signs) — Date

APPROVED AS TO FORM:

DocuSigned by:
Jason Zaragoza
1/29/2024 | 1:24 PM PST
Stephen M. Fischer, City Attorney (always required) — Date

KREATIVE CORE TECHNOLOGIES CORP

DocuSigned by:
Richie Ralhan
1/29/2024 | 5:52 PM PST
Richie Ralhan, Chair, VP, Secretary — Date

DocuSigned by:
Andy Bhatnagar
1/29/2024 | 6:56 PM PST
Andy Bhatnagar, President and Assistant Secretary — Date

DocuSign Envelope ID: A7403EBC-03ED-4E20-B4A1-B8DE95B996BB

SCOPE OF WORK AS OF JANUARY 1, 2024, EXHIBIT – PROJECT MANAGEMENT, IT ON-CALL RESOURCES/ SUPPORT AND TRAINING AND DEVELOPMENT/ ORGANIZATION CHANGE MANAGEMENT REGARDING ENTERPRISE RESOURCE PLANNING MODULES; PCI DATA SECURITY STANDARDS GAP ASSESSMENT AND ADVISORY SERVICES; AND ACTIVE DIRECTORY SECURITY REVIEW SERVICES

PART 1: PROJECT MANAGEMENT, IT ON-CALL RESOURCES/ SUPPORT AND TRAINING AND DEVELOPMENT/ ORGANIZATION CHANGE MANAGEMENT REGARDING ENTERPRISE RESOURCE PLANNING MODULES; ACTIVE DIRECTORY SECURITY REVIEW SERVICES

A. Provide Project Leadership and Management using commonly shared best practices to ensure the City successfully launches Tyler products including but not limited to Core Financials, Human Capital Management (HCM), EnerGov, Enterprise Asset Management (EAM) and Utility Billing (UB).

B. Provide Project Leadership and Management using commonly shared best practices to ensure the City successfully implements Public Safety Time and Attendance software integrated with the City's other ERP modules.

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Reports Developer – Full Time

As a part of the ERP Implementation, City requires a Reports Developer who can develop custom reports utilizing the Tyler Provided SQL server reporting services (SSRS) and Microsoft SQL Server Management Studio (SSMS). This resource will:

- Gather the business requirements from City departments
- Document and maintain the requirements in a consumable format
- Design, develop and test the reports
- Design, document and develop instructions, specifications, and supplemental report related deliverables; e.g. training guides
- Work directly with City of Oxnard to understand the individual reporting needs of the business
- Create and present reports to team members and stakeholders to support recommendations
- Participate in managing users, groups, folders and publishing reports using the central management console.
- Configure and manage database maintenance plans for update statistics, database integrity check, and backup operations.
- Create various SQL server objects; e.g. stored procedures, functions, and customer views as per the logic to be implemented.
- Ensure source control is maintained following the City of Oxnard's guidelines. Maintain reporting integrity between ERP database environments via adherence to formal migration paths.
- Ensure proper change management /control processes are followed as established by the City of Oxnard. All the changes that are to be deployed in to production environment must follow the City IT change control process. This includes participation in the Change Advisory Board (CAB) approval process required prior to any production release.
- Ensure all the development work is stored in the city's centralized, secure and controlled source repository on a daily basis. Versioning is to be tracked to differentiate between current production and previous production versions for potential rollback.

(continued)

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SQL Reports Developer Summary and Forecast by Month

	Subtotal till June 30, 2023	Subtotal till June 30, 2024
Reports Developer HCM	$ 84,000.00	$ 180,000.00
Reports Developer FINANCE	$ 78,000.00	

Resource Hourly Rate $150 / hr

Business Systems Analyst (Senior) #1, HR/Payroll – Full Time
Business Systems Analyst (Senior) #2, Finance – Part Time up to 50%

City of Oxnard would like to onboard a business systems analyst, who has a prior experience in implementing and supporting the Tyler Munis ERP Solution. City of Oxnard is seeking 2 resources; one of them will be dedicated to the Human Capital Management (HCM aka Human Resources/Payroll) phase of the ERP implementation, and other resource will be required to stabilize the financial phase of the ERP implementation. Analysts may support implementation and post-implementation business-technology scope. Below are some of the key responsibilities this resource will be performing:

- Create requirements and specifications for business solutions
- Conduct business analysis and research to identify key metrics and opportunities for improvement
- Develop processes and procedures to ensure business solutions meet strategic goals
- Ensure business processes are running in accordance with Agile methodologies
- Consult with key stakeholders to determine business objectives and critical success factors
- Collaborate with team members to collect, analyze, and evaluate information from multiple sources
- Present findings and primary solution recommendation, including alternative option(s) pros/cons, to stakeholders. Prepare guesstimates of level of effort and duration for a request's approved solution approach.
- Write and document business requirements, functional requirements, and design specifications
- Work and consult with information technology professionals to design and develop a solution that achieves agreed-upon business outcomes
- Perform testing and develop use cases in partnership with City non-IT departments and IT. Testing may include unit, system, regression, parallel, user acceptance, etc.
- Track and triage department requests for all the application changes
- Monitor and work with non-IT department to prioritize the tickets
- Document risks and benefits, provide recommendations and options to achieve desired outcomes
- Prepare and present written deliverables at various stages of the systems development life cycle; e.g. SWAGs, recommendations, timelines, business requirements documents

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(BRDs) or user stories, training material, cheat sheets, etc.

BSA Resource for Finance Summary

	Subtotal till June 30, 2023	Subtotal till June 30, 2024
Production Support for Finance		
BSA Assistance	$ 16,250.00	$ 33,125.00

Resource Hourly Rate = $165 / hr

BSA Resource for HCM Summary

	Subtotal till June 30, 2023	Subtotal till June 30, 2024
HCM		
BSA HCM	$ 156,000.00	$ 180,000.00

Resource Hourly Rate = $150 / hr

System Administrator

Kreative Core team is recommending a Full-time system Tyler System Administrator for this project. This report will work with IT and Business for the following key functions. 1)

1. Management of the Role Based Access Control for Munis, Tyler Hub, Cloud Admin, TCM, Tyler Cashiering
2. Perform System Admin functions for Munis, Tyler Identity, TCM, Tyler cashiering, etc.
3. Manage Tyler Deploy, Engage and administer multi-environment system maintenance plan
4. Manage the system testing and plan for the regular patching, scheduled upgrades, and emergency hotfixes, etc.
5. Create and maintain the City's back-end automated and manually triggered batch jobs and schedules in Munis
6. Adhere to the fundamentals of the adopted security architecture framework
7. Make recommendations for changes based on new business requirements
8. Document the impact from of proposed changes to the configuration and perform assessment to identify & communicate the positive and negative impacts and risk to all impacted parties
9. Document baseline configuration and maintain the changes to the configuration based on the new business requirements
10. Ensure proper change management /control processes are followed as established by the City of Oxnard. All the changes that are to be deployed into the production environment

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must follow the City IT change control process. This includes participation in the Change Advisory Board (CAB) approval process required prior to any production release.

11. Provide support for any Audit inquiries
12. Perform workflow administration on an ongoing basis.
13. Other application administrative functions as necessary
14. Manage Help desk Tickets, ensure defined SLAs are met
15. Work in collaboration with business and tyler to mitigate and deploy solutions
16. Provide system administration support during the human capital management implementation, such as configuration of the system, supporting interface development, implementation team technical support etc.

System Administrator Summary

	Subtotal till June 30, 2023	Subtotal till June 30, 2024
HCM		
System Administrator Support	$ 65,000.00	$ 63,750.00
Time and Attendance		
System Administrator Support	$ 25,600.00	$ 12,800.00
Production Support for Finance		
System Administrator Support	$ 65,000.00	$ 107,500.00
Production Support for HCM		
System Administrator Support		$ 89,375.00

Resource Hourly Rate = $125 / hr

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EXHIBIT B
Organizational Change Management (OCM), Training, Development, Business Analysis and Testing Scope of Services

1. The following organizational change management (OCM) scope items will be undertaken for each phase of the project.
   A. Sponsorship/Leadership alignment: Focuses on enabling leaders to accept and build ownership for change throughout the organization and provides the "glue" to sustain the change for the life of the project and beyond.
   B. Identifying and enabling stakeholders: A process of identifying impacted groups, people (employees and contractors) and key organizational influencers at the project outset; grouping/ ranking them according to the level of anticipated changes to their daily work; and determining relevant strategies and tactics to engage them based on cultural realities and user preference.
   C. Engagement and communications: A communication approach that focuses on developing and executing a comprehensive plan and activities to engage users at all levels of the organization; keeping them informed through timely multi-media communication and ensuring ongoing dialog for inclusion and feedback. This can include crafting intranet content and/or newsletters for regular distribution.
   D. Participate in weekly status meetings, ERP Steering Committee meetings, and one-on-one department meetings – a multi-level approach that will identify, evaluate, and disseminate functional and policy change through a structured, recurring monthly process.
   E. Shadow User Acceptance Testing sessions and to document Frequently Asked Questions and transform test cases and scripts into training documentation specific to the City.
   F. Knowledge and learning: An educational approach that focuses on defining user roles for the new technology/process change and providing learning and training strategies to share knowledge and sustain the change; to include end user training for all departments. Also, provide advisory support at critical moments in the project and assist (or provide hands-on) creation of step-by-step user training guides to assist with system onboarding.
   G. Success measures: Criteria defined at the project outset to measure users' progress on the change journey and enable effective pre-and post-go-live activities to reinforce the change.
   H. Perform assigned as-needed tasks and activities to support change management efforts throughout the current deployment. This also includes reporting the status of assignments to the City Project Manager on a weekly basis. Also, provide a level of effort report, so that the City can proactively manage the project budget. Although most project meetings may be remote (e.g., weekly status meetings), a plan for onsite time with City staff, especially during user training, may be required.
2. The following training and development items will be undertaken for each phase:
   I. Develop a schedule to assess training needs
   J. Consult with other trainers, managers, and leadership
   K. Conduct employee surveys and interviews
   L. Track and compile collected data
   M. Conceptualize training materials based on data and research

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N. Creation of training plans including overall training strategy, recommended timelines and schedules, and evaluation/assessment creation and analysis
O. Create training strategies, initiatives, and materials
P. Administration and monitoring of course enrollment/attendance in Neogov, as needed
Q. Documentation and creation of user guides, manuals, and job aids
R. Curriculum and course development for end user training
S. Creation of eLeaming resources (videos, courses)
T. Support training classes and other training activities
U. Communicate training needs and online resources
V. Contact and utilize outside vendors and resources for instructional technology
W. Test and review created materials
X. Maintain a database of all training materials
Y. Instruct employee training and onboarding
Z. Conduct training through new materials
AA. Review employee performance and learning
BB. Coordinate and monitor enrollment, schedules, costs, and equipment
CC. Maintenance for Project FOX website, as needed
DD. System maintenance banners and communication of downtime to users
EE. Monitoring, forwarding and responding to the Projectfox@ inbox, as needed
FF. Drafting of email communication for review and approval for larger changes or noticing to users, as requested
GG. Creation and maintenance of end-user facing pages on the Project FOX website
HH. Monitoring, forwarding and responding to the Projectfox@ inbox, as needed
II. Development of Communication Strategy.
JJ. Program Branding, Positioning and Key Messages.
KK. Detailed Communication Activities Planning.
LL. Development and Delivery of Communication Material.
MM. Business Readiness Assessment Services.

3. The following business analysis scope items will be undertaken for each phase of the project:
NN. Lead the integration from business perspective with the Neogov team
OO. Work with the team to design and test the integrations
PP. Support designing, developing, and testing of the workflows, personal actions and other business processes
QQ. Document processes as necessary

4. The following testing scope items will be undertaken for each phase of the project:
RR. Creating detailed, comprehensive, and well-structured test plans and test cases
SS. Estimating, prioritizing, planning, and coordinating quality testing activities
TT. Liaise with internal teams to identify system requirements
UU. Investigate the causes of non-conforming software and train users to implement solutions
VV. Develop and apply testing processes for new and existing products to meet client needs
WW. Assist business with testing the functional and system requirements
XX. Assist with testing parallel testing
YY. Work collaboratively with business users and provide support
ZZ. Work collaboratively with users and support help desk tickets.

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EXHIBIT C

Project Work Items focused on the following areas.

PROJECT PHASE: ENERGOV

§ EnerGov Community development

§ EnerGov e-Reviews

§ EnerGov iG Workforce Apps

§ Tyler GIS

§ Code Enforcement management

§ EnerGov Business development

§ EnerGov Citizen Self -Service portal

§ EnerGov API toolkit

1. Develop Governance and Management Framework
    a. Planning
    b. Organizational Hierarchy

2. Solution Discovery
    a. Requirements Gathering
    b. Fact finding
    c. Identify and assess gaps and opportunities.
    d. Fit Gap Analysis
    e. Planning considerations

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3. Vision and Roadmap

    a. Clarify vision for change with associated outcomes and benefits.

    b. Informed longer-term roadmap planning.

Project Deliverables

1. Governance and Management Framework

    a. Organizational Chart

    b. Roles and Responsibilities

    c. RACI - responsible, accountable, communicate and inform – chart of responsibilities

    d. Energov Program Charter

    e. Energov Implementation Plan

2. Solution Discovery

    a. Current state questionnaires

    b. Business Requirement Document

    c. Business Solution Concept (Current State)

    d. Fit Gap Analysis

    e. Technical Solution Concept

    f. Data conversion document

3. Vision and Roadmap

    a. Business Solution (Future State)

4. Current State Analysis report

5. Future State process flows

6. Technical Concept Solution diagram

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PROJECT PHASE: EAM

I. Discovery Phase: Work Items

1. Project Kick Off
2. Participating departments identified.
    1. Department Stakeholders identified.
    2. Department SMEs and project resources identified.
    3. End Users
3. Current State Questionnaire.
4. System demonstration.
5. Asset Management system needs.
    1. What assets will be tracked.
    2. What data needs to be tracked.
6. Work Order Management system needs.
    1. Requesting and Servicing departments.
        1. Chargeback considerations
    1. What costs will be entered?
    2. Preventative maintenance and inspections.
7. End User job responsibilities related to asset management and work order documentation.
8. Reporting needs
    1. Assets
    2. Work Orders
    3. Requests
9. Citizen Engagement (311)
10. GIS
    1. Which assets resided on the city's GIS.
11. 3rd Party System Integrations
12. Department individual/unique needs.

Deliverables

1. Complete Current State Questionnaire.
2. Provide overview of current system usage.
3. Assess, Design and plan 3rd Party system integrations
4. EAM System demonstration
5. Current State Questionnaire assistance.
6. Business Requirements Document
7. Analysis and solutioning document
8. Discovery Phase project plan

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II. Implementation Phase – Work Items

1. Engage Tyler PM and Implementation Consultant (IC).
2. Planning of the project
3. Analysis – Current State/Future State.
4. Complete Code Workbooks
5. EAM System Configuration training.
    1. EAM Setup Center
    2. RBAC and Workflow
    3. GIS configuration
    4. Asset imports or conversions
6. Conversions (if needed)
7. EAM Process training
8. EAM User Acceptance
9. EAM End User training
10. Go Live

Deliverables

1. EAM project charter
2. EAM project plan and traceability of the project plan
3. Current State/Future State Analysis workbooks.
4. Completing code workbooks.
5. Code and asset imports.
6. Conversion data validation.
7. GIS configuration and testing.
8. EAM instructional documentation.
9. Training.
10. Go Live and Post Live support.

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PROJECT PHASE: UTILITY BILLING

I. Discovery Phase: Work Items

13. Project Kick Off
14. Participating departments identified.
    1. Department Stakeholders identified.
    2. Department SMEs and project resources identified.
    3. End Users
15. Current State Questionnaire.
16. System demonstration.
17. Utility Billing systems assessment.
18. Work Order Management system needs.
    1. Requesting and Servicing departments.
    2. Chargeback considerations
    3. What costs will be entered?
    4. Preventative maintenance and inspections.
18. End User job responsibilities related to asset management and work order documentation.
19. Reporting needs
    1. Assets
    2. Work Orders
    3. Requests
20. Citizen Engagement (311)
21. GIS
    1. Which assets resided on the city's GIS.
22. 3rd Party System Integrations
23. Department individual/unique needs.

Deliverables

1. UB System demonstration
2. Current State Questionnaire.
3. Business Requirements documentation.
4. Analysis and Solution Design documentation
5. Discovery Phase project plan

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PART 2: PCI DATA SECURITY STANDARDS GAP ASSESSMENT AND ADVISORY SERVICES

1. Objectives

The goal of this engagement is to provide PCI and cybersecurity advisory services, as well as to perform an assessment of the City's payment card environment, identify issues precluding compliance with the Standard, and assist the City with the completion of necessary validation documentation required for an entity classified as a Merchant.

2. Description of Work and Scope

This section provides a description of services, scope of activity, and support requirements associated with the services.

- Consultant will work as the City's security advisor to help identify any security and compliance concerns with solution offerings and payment workflows.
- Since City has already made some progress on its PCI compliance journey, Consultant will review the Apptega portal for useful artifacts.
- Consultant will collaborate with the City to gain a clear understanding of its business model to determine the organization's critical assets as they pertain to payment card information and processes. This will include:
    - Review of business processes and payment acceptance channels (including determining merchant IDs, merchant levels, and applicable PCI SAQs
    - Assist in identifying opportunities to transfer PCI risk (if reasonable)
    - Review of payment data flows
    - Review of documentation, including policies, standards, and dataflow diagrams as applicable
    - Review of critical technologies and platforms supporting the cardholder data environment ("CDE")
    - Review of people, roles, and access controls accessing the CDE
    - Review of third parties and service providers impacting City's cardholder data environment
    - Review of security monitoring operations
- Consultant will provide feedback pertaining to strategies, architecture, and systems from both a PCI qualified security assessor (QSA) perspective as well as from a security industry standard practices perspective.
- Consultant will provide PCI subject matter consulting as requested by the City to assist and provide appropriate responses for the PCI SAQ applicable to the scope of the CDE.
- Consultant will provide a block of advisory hours to provide security advisory services on an as-needed basis. Consultant shall not bill these hours unless initiated by City staff in writing.

3. Assessment Activities

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As an authorized qualified security assessor (QSA), Consultant will conduct a full review of the level of detail required in PCI Security Standards Council's Self-Assessment Questionnaire (SAQ) Reporting Instructions to assess and report on the City's compliance with the PCI Standard. Applicable control areas of the PCI Standard will be covered, and a SAQ in the required format will be developed and delivered at the conclusion of the engagement.

Assessment activities will include a combination of high-level technical reviews and observations, interviews with key stakeholders, and review of supporting documentation to identify potential areas of non-compliance with the Data Security Standard.

4. Coordination, Planning and Project Meetings

Consultant shall hold a project initiation meeting (kick-off meeting) and shall address the following topics:

- Introduce key people.
- Exchange contact information (for regular reporting and emergencies)
- Review scope of services
- Review communication, notification, and issue escalation procedures and escalation points of contact
- Discuss the involvement of City's technical staff in the project for the purpose of knowledge transfer and security.

For the duration of the engagement, Consultant will conduct status meetings. The frequency of the status meetings will be determined at the kick-off meeting.

5. Anticipated Schedule

All work on this exhibit is anticipated to last four weeks.

6. Deliverables

Consultant will assist the City with the determination of validation type and will assist with the completion of compliance activities and appropriate validation documentation. This includes:

- Self-Assessment Questionnaire(s) for Merchants (validation type and levels TBD)
- Remediation roadmap
- PCI scoping documentation
- Attestation(s) of Compliance
- If applicable, assisting the City with determining scope and requirements for approved scanning vendors (ASV) scans and other technical requirements (please note, performing ASV scanning is not included within the scope of this assessment).

Additionally, Consultant will provide a block of hours for advisory services on an as-needed basis to assist the City with questions related to cybersecurity, PCI compliance, scope reduction, and related security controls. Key findings will be provided verbally, via email, via a finding's matrix, or as a management memo as appropriate.

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Any application code, documentation, and/or presentations developed under this SOW will be in English.

PART 3: ACTIVE DIRECTORY SECURITY REVIEW SERVICES

The following exercises will be conducted as part of the Client's delivery of an Active Directory security review offering:

1. Review of current AD domain security structure for elevated permissions
2. Review of current Azure AD domain(s) structure, synchronization, SSO, Conditional Access Policies, and privileged identity management.
3. Review and document native elevated groups to determine how these groups are used by Client Organization
4. Review and document Client Organization specific elevated groups to determine how these groups are used by Client Organization
5. Review and document OU structure with a security viewpoint.
6. Review and document Group Policy security
7. Review and document how Client Organization IT user amount verification and password changes for users
8. Interview Client Organization personnel as required.
9. Collaborate throughout all phases of the engagement (Planning and Preparation/Kickoff; Reconnaissance; Identity Requirements; Record Current Configuration; Expert Review; Recommendations; Reporting; and Client Support) with the Clients assigned technical resources to the engagement toward a seamless project experience.

The scope of services will encompass a full health check and security analysis of 4 AD DS forests.

Deliverables

At a high level, KCT will be provide Client with the following set of key deliverables:

1. Review available client documentation.
2. Interview key stakeholders.
3. Document client system, environment, and processes at a highly detailed level.
4. Provide recommendations to improve cyber resilience of client's hybridized AD environment.
5. Prepare report incorporating findings and recommendations. The report will include the following sections:
   a. Executive Summary: a high-level summary outlining the findings as well as respective risks to the organization, and recommended safeguards or remediation activities in a format suitable for an executive team.
   b. Methodology: a brief overview of our Active Directory Security Review methodology and how it was used in the context of this assessment.
   c. Findings and Recommendations Summary: a table summarizing our recommendations with an associated level of risk.
   d. Detailed Findings and Recommendations: Recommendations for the reviewed systems, matching the Client's needs and mapping to IT-specific roles; recommendations that cover the long-term usage of service accounts for specific applications and services; and

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final suggestions based upon any undefined findings.
e. Appendix: The appendix may contain a list of inactive user accounts, a list of users in domain admins group, a list of nested groups, screenshots, list of staff interviews, or any additional information based on KCT's discovery findings.

6. Create a statement of work for remediation activities based on recommendations.
7. Present findings to the Client Organization along with the high-level implementation recommendations.

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Work Plan

Below is the evaluated list of all the critical and non-critical modules that will be implemented. The goal of the success of the implementation will be to successfully roll out the critical modules as listed below.

#	Phase	Activities	Milestones
1	Planning and Preparation	Client kick-off meeting	Assessment Plan and Schedule
2	Reconnaissance	Review documentation on system process and security objectives and controls required by the Client.	- Interim report on critical process or control issues, as required. - Update findings report
3	Identify Requirements	Interview key stakeholders. Detailed documentation of system, environment, and processes	Update findings report
4	Review	Thorough review of the AD security environment findings Compare configurations to industry best practice and identified security requirements.	Update findings report
5	Recommendations	From the review, document recommendations for change	Draft list of recommendations for change
6	Report	A final report is compiled with all findings and recommendations	Distribute the final report.

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RATES AND COSTS AS OF JANUARY 1, 2024, EXHIBIT

Consultant shall provide one invoice every two weeks per phase with all labor and materials supported with approved timecards. Consultant shall track time at lowest of 1⁄4 hour increments.

Project Management	
Snr Project Manager Andy Bhatnagar:	$175.00 per hour
Project Manager - Core Financials, HCM	$125.00 per hour
Project Manager - EnerGov, EAM, Time and Attendance	$160.00 per hour
IT On-Call Support	
Reports Developer	$150.00 per hour
Business Systems Analyst - HCM	$150.00 per hour
Senior Business Systems Analyst - Core Fin	$165.00 per hour
Systems Administrator	$125.00 per hour
Training and Development/OCM	
Project Manager	$160.00 per hour
Cybersecurity and PCI advisory services	
Fixed price portion	$20,000
Cybersecurity and PCI advisory services	$300.00 per hour
Active Directory Security Review Services	
Infrastructure Security Architect	$225.00 per hour

Reasonable travel expenses will be reimbursed not to exceed $4,000 per trip, per person, and subject to per approval by City Project Manager(s). All expenses shall be supported with receipts and airline tickets shall be reimbursed at economy class only, and car and hotels shall be reimbursed at reasonable local rates as supported by appropriate receipts.

As of December 31, 2023, $2,969,078 has been consumed contract value. The projected contract expenditures per module going forward (which can be moved from module to module with written approval by both parties) is as written below:

	Spent as of 12/31/23
Core Financials	$627,144
HCM, Time&Att	$767,982
Energov, EAM, UB	$346,323
IT Support	$1,082,963
Training/OCM	$144,666
Total	$2,969,078

In any case, the total amount spent shall not exceed the contractual total.

SEVENTH AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT

This Seventh Amendment ("Seventh Amendment") to the Professional Services Agreement ("Agreement") is made and entered into in the County of Ventura, State of California, this 16th day of April, 2024, by and between the City of Oxnard, a municipal corporation ("City"), and Kreative Core Technologies Corp – CA Secretary of State Number C4806472 ("Consultant"). This Seventh Amendment amends the Agreement administratively entered into on September 13, 2021, by City and Consultant. The Agreement previously has been amended by a First Amendment administratively entered into on October 5, 2021, by a Second Amendment through Council action on January 18, 2022, by a Third Amendment through further Council action on July 28, 2022, by a Fourth Amendment approved administratively on December 19, 2022, by a Fifth Amendment through Council action on March 21, 2023, and by a Sixth Amendment administratively entered into on January 30, 2024.

City and Consultant agree as follows:

1. The date in Section 5 of the Cover Page of the Agreement is hereby amended to "December 31, 2025."

2. The Total Agreement Amount in Section 6 of the Cover Page of the Agreement is hereby amended to "Not to Exceed $10,020,000 (Ten Million, Twenty Thousand Dollars) for all Services."

3. The SCOPE OF WORK AS OF JANUARY 1, 2024, EXHIBIT is hereby disincorporated and is replaced in its entirety by the SCOPE OF WORK AS OF APRIL 1, 2024, EXHIBIT – PROJECT MANAGEMENT, IT ON-CALL RESOURCES/ SUPPORT AND TRAINING AND DEVELOPMENT/ ORGANIZATION CHANGE MANAGEMENT REGARDING ENTERPRISE RESOURCE PLANNING MODULES; PAYMENT CARD INDUSTRY (PCI) DATA SECURITY STANDARDS GAP ASSESSMENT AND ADVISORY SERVICES; AND ACTIVE DIRECTORY SECURITY REVIEW SERVICES, PCI IMPLEMENTATION, ACTIVE DIRECTORY IMPLEMENTATION, TYLER PAYMENTS - CORE, ENTERPRISE PERMITTING AND LICENSING (EPL), UTILITY BILLING (UB), BUSINESS LICENSING IMPLEMENTATION, MICROSOFT 365 ASSESSMENT, MICROSOFT 365 IMPLEMENTATION, DATA MIGRATION DISCOVERY AND STRATEGY, which is attached hereto and incorporated herein by this reference.

4. The RATES AND COSTS AS OF JANUARY 1, 2024, EXHIBIT is hereby disincorporated and is replaced in its entirety with the RATES AND COSTS AS OF APRIL 1, 2024, EXHIBIT, which is attached hereto and incorporated herein by this reference.

As so amended, the Agreement remains in full force and effect.

COUNCIL APPROVED
4/16/24 L.3
DATE

IN WITNESS WHEREOF, the parties hereto have executed the Amendment on the date first written above.

CITY OF OXNARD

4-16-24

John C. Zaragoza, Mayor Date

ATTEST:

R. Chaparro 4/16/24

Rose Chaparro, City Clerk Date
(only if Mayor signs)

APPROVED AS TO FORM:

4/11/24

Stephen M. Fischer, City Attorney (always required) Date

KREATIVE CORE TECHNOLOGIES CORP

04/04/24

Richie Ralhan, Chair, VP, Secretary Date

04/04/24

Andy Bhatnagar, President and Assistant Secretary Date

SCOPE OF WORK AS OF APRIL 1, 2024, EXHIBIT – PROJECT MANAGEMENT, IT ON-CALL RESOURCES/ SUPPORT AND TRAINING AND DEVELOPMENT/ ORGANIZATION CHANGE MANAGEMENT REGARDING ENTERPRISE RESOURCE PLANNING MODULES; PAYMENT CARD INDUSTRY (PCI) DATA SECURITY STANDARDS GAP ASSESSMENT AND ADVISORY SERVICES; ACTIVE DIRECTORY SECURITY REVIEW SERVICES, PCI IMPLEMENTATION, ACTIVE DIRECTORY IMPLEMENTATION, TYLER PAYMENTS - CORE, ENTERPRISE PERMITTING AND LICENSING (EPL), UTILITY BILLING (UB), BUSINESS LICENSING IMPLEMENTATION, MICROSOFT 365 ASSESSMENT, MICROSOFT 365 IMPLEMENTATION, DATA MIGRATION DISCOVERY AND STRATEGY

PART 1: PROJECT MANAGEMENT, IT ON-CALL RESOURCES/ SUPPORT AND TRAINING AND DEVELOPMENT/ ORGANIZATION CHANGE MANAGEMENT REGARDING ENTERPRISE RESOURCE PLANNING MODULES; ACTIVE DIRECTORY SECURITY REVIEW SERVICES

A. Provide Project Leadership and Management using commonly shared best practices to ensure the City successfully launches Tyler products including but not limited to Core Financials, Human Capital Management (HCM), Enterprise Permitting and Licensing (EPL), Enterprise Asset Management (EAM) and Utility Billing (UB).

B. Provide Project Leadership and Management using commonly shared best practices to ensure the City successfully implements Public Safety Time and Attendance software integrated with the City's other ERP modules.

C. Provide Business Systems Analysis services to ensure the City configures its systems and processes in an efficient and organized manner.

D. Provide project management services to the City IT team to ensure all discovery, conversions, interfaces and imports associated with Munis implementation are successful.

E. In partnership with City Leadership, manage project risks and ensure all tasks are completed on time and within project budget.

F. In partnership with City Leadership, manage vendor relationships where appropriate including but not limited to Tyler, to ensure project goals are met.

G. Maintain regular reporting, summarizing project progress, decisions made, decisions pending, issues and forecasts to ensure completion on time and to scope.

H. Communicate effectively to stakeholders in all levels of the Oxnard organization using various appropriate communication methods and strategies enhancing ownership and adoption of new processes and procedures.

I. Work with City Organization Change Management (OCM) teams, providing

insight and best practices to develop training and learning opportunities while testing the system configuration.

J. Ensure adequate time is allocated for product testing, including User Acceptance Testing (UAT) and reporting functions.

K. Ensure attendance in meetings, including on-site presence on as needed basis, whereby more onsite attendance may be required as part of preparation for go live for the HCM phase in April 2024, including stabilization immediately following launch.

L. Provide bi-weekly reporting of project progress in support of invoices for services rendered. This shall include time sheets and activities for all Consultant's employees.

M. Ensure all Consultant's Project Managers have the PMP from PMI Institute or similar certification or experience.

N. Consultant will provide incremental / progressive status reports for all phases on a biweekly basis. Biweekly status reports will also be utilized for invoicing on a biweekly basis.

O. Consultant will provide IT support on as needed basis, in line with Exhibit A, which shall be attached hereto and incorporated herein by this reference, subject to the availability of the Consultant's technical resources.

P. City reserves the right to meet and conduct selection interviews for Consultant provided Project Managers and IT support resources. This applies to all phases. City must agree to a proposed resource's participation in the project.

Q. Best efforts from both parties will be made to ensure continuity of project management staff for the duration of each phase.

R. Onsite work shall be coordinated with City Project Manager(s) at least 3 business days prior to arrival at the City of Oxnard to ensure availability of City staff and maximize effectiveness of time.

S. Consultant shall adhere to all federal, State and local mandates as well as City regulations (promulgated by the HR Department) regarding COVID-19 protocols including and not limited to wearing a mask as directed while present at City Hall or other City locations.

T. City requires Andy Bhatnagar to act as primary consultant for this project and shall require City's written preapproval of any substitutions thereto during the term of this Agreement.

U. Consultant shall perform implementation of InTime and Telestaff; and integration between Intime and Munis as well as between Telestaff and Munis. The scope will include frequent Executime, Munis, InTime and Telestaff vendor relationship management work, including but not limited to coordinating, remediating, facilitating

vendor work product and associated issues.

V. Consultant to provide Training, Development and Organizational Change Management resources and plans as part of project to implement ERP modules in accordance with Exhibit B, which shall be attached hereto and incorporated herein by this reference.

W. Consultant shall perform Discovery for the Community Development, focused on Licensing, Permits and Land management, Discovery for Enterprise Asset Maintenance and Discovery For the Utility Billing operations as Defined in Exhibit C, which shall be attached hereto and incorporated herein by this reference.

Statement of Work for IT Resources for City of Oxnard

Consultant agrees to not increase billable hourly rates for the duration of this SOW including all authorized extension periods and subsequent amendments.

Reports Developer – Full Time

As a part of the ERP Implementation, City requires a Reports Developer who can develop custom reports utilizing the Tyler Provided SQL server reporting services (SSRS) and Microsoft SQL Server Management Studio (SSMS). This resource will:

- Gather the business requirements from City departments
- Document and maintain the requirements in a consumable format
- Design, develop and test the reports
- Design, document and develop instructions, specifications, and supplemental report related deliverables; e.g. training guides
- Work directly with City of Oxnard to understand the individual reporting needs of the business
- Create and present reports to team members and stakeholders to support recommendations
- Participate in managing users, groups, folders and publishing reports using the central management console.
- Configure and manage database maintenance plans for update statistics, database integrity check, and backup operations.
- Create various SQL server objects; e.g. stored procedures, functions, and customer views as per the logic to be implemented.
- Ensure source control is maintained following the City of Oxnard's guidelines. Maintain reporting integrity between ERP database environments via adherence to formal migration paths.
- Ensure proper change management /control processes are followed as established by the City of Oxnard. All the changes that are to be deployed in to production environment must follow the City IT change control process. This includes participation in the Change Advisory Board (CAB) approval process required prior to any production release.
- Ensure all the development work is stored in the city's centralized, secure and controlled source repository on a daily basis. Versioning is to be tracked to differentiate between current production and previous production versions for potential rollback.

(continued)

SQL Reports Developer Summary and Forecast by Month

Business Systems Analyst (Senior) #1, HR/Payroll – Full Time
Business Systems Analyst (Senior) #2, Finance – Part Time up to 50%
Business Systems Analyst (Senior) #3, EPL - Full Time
Business Systems Analyst (Senior) #3, EAM - Full Time
Business Systems Analyst (Senior) #3, Utility Billing - Full Time

City of Oxnard would like to onboard a business systems analyst who has prior experience in implementing and supporting the Tyler Munis ERP Solution. City of Oxnard is seeking 2 resources; one of them will be dedicated to the Human Capital Management (HCM aka Human Resources/Payroll) phase of the ERP implementation, EPL (aka Enterprise Planning and Licensing), EAM (aka Enterprise Asset Maintenance), and Utility Billing, and the other resource will be required to continue to support the financial phase of the ERP implementation. Analysts may support implementation and post-implementation business-technology scope. Below are some of the key responsibilities this resource will be performing:

- Create requirements and specifications for business solutions
- Conduct business analysis and research to identify key metrics and opportunities for improvement
- Develop processes and procedures to ensure business solutions meet strategic goals
- Ensure business processes are running in accordance with Agile methodologies
- Consult with key stakeholders to determine City's objectives and critical success factors
- Collaborate with team members to collect, analyze, and evaluate information from multiple sources
- Present findings and primary solution recommendation, including alternative option(s) pros/cons, to stakeholders. Prepare guesstimates of level of effort and duration for a request's approved solution approach.
- Write and document City's requirements, functional requirements, and design specifications
- Work and consult with information technology professionals to design and develop a solution that achieves agreed-upon business outcomes
- Perform testing and develop use cases in partnership with City non-IT departments and IT. Testing may include unit, system, regression, parallel, user acceptance, etc.
- Track and triage department requests for all the application changes
- Monitor and work with non-IT department to prioritize the tickets
- Document risks and benefits, provide recommendations and options to achieve desired outcomes
- Prepare and present written deliverables at various stages of the systems development life cycle; e.g. SWAGs, recommendations, timelines, business requirements documents (BRDs) or user stories, training material, cheat sheets, etc.

System Administrator

Consultant's team is recommending a Part-time System Administrator for this project. This report will work with IT and City for the following key functions.

1. Management of the Role Based Access Control for Munis, Tyler Hub, Cloud Admin, TCM, Tyler Cashiering
2. Perform System Admin functions for Munis, Tyler Identity, TCM, Tyler cashiering, etc.

3. Manage Tyler Deploy, Engage and administer multi-environment system maintenance plan
4. Manage the system testing and plan for the regular patching, scheduled upgrades, and emergency hotfixes, etc.
5. Create and maintain the City's back-end automated and manually triggered batch jobs and schedules in Munis
6. Adhere to the fundamentals of the adopted security architecture framework
7. Make recommendations for changes based on new business requirements
8. Document the impact of proposed changes to the configuration and perform assessment to identify and communicate the positive and negative impacts and risk to all impacted parties
9. Document baseline configuration and maintain the changes to the configuration based on the new business requirements
10. Ensure proper change management /control processes are followed as established by the City of Oxnard. All the changes that are to be deployed into the production environment must follow the City IT change control process. This includes participation in the Change Advisory Board (CAB) approval process required prior to any production release.
11. Provide support for any Audit inquiries
12. Perform workflow administration on an ongoing basis.
13. Other application administrative functions as necessary
14. Manage Help desk Tickets related to the ERP project; ensure defined SLAs are met
15. Work in collaboration with City and Tyler to mitigate and deploy solutions
16. Provide system administration support during the Human Capital Management implementation, such as configuration of the system, supporting interface development, implementation team technical support etc.

EXHIBIT B
Organizational Change Management (OCM), Training, Development, Business Analysis and Testing Scope of Services

1. The following organizational change management (OCM) scope items will be undertaken for each phase of the project.
   A. Sponsorship/Leadership alignment: Focuses on enabling leaders to accept and build ownership for change throughout the organization and provides the "glue" to sustain the change for the life of the project and beyond.
   B. Identifying and enabling stakeholders: A process of identifying impacted groups, people (employees and contractors) and key organizational influencers at the project outset; grouping/ ranking them according to the level of anticipated changes to their daily work; and determining relevant strategies and tactics to engage them based on cultural realities and user preference.
   C. Engagement and communications: A communication approach that focuses on developing and executing a comprehensive plan and activities to engage users at all levels of the organization; keeping them informed through timely multi-media communication and ensuring ongoing dialog for inclusion and feedback. This can include crafting intranet content and/or newsletters for regular distribution.
   D. Participate in weekly status meetings, ERP Steering Committee meetings, and one-on-one department meetings – a multi-level approach that will identify, evaluate, and disseminate functional and policy change through a structured, recurring monthly process.
   E. Shadow User Acceptance Testing sessions and to document Frequently Asked Questions and transform test cases and scripts into training documentation specific to the City.
   F. Knowledge and learning: An educational approach that focuses on defining user roles for the new technology/process change and providing learning and training strategies to share knowledge and sustain the change; to include end user training for all departments. Also, provide advisory support at critical moments in the project and assist (or provide hands-on) creation of step-by-step user training guides to assist with system onboarding.
   G. Success measures: Criteria defined at the project outset to measure users' progress on the change journey and enable effective pre-and post-go-live activities to reinforce the change.
   H. Perform assigned as-needed tasks and activities to support change management efforts throughout the current deployment. This also includes reporting the status of assignments to the City Project Manager on a weekly basis. Also, provide a level of effort report, so that the City can proactively manage the project budget. Although most project meetings may be remote (e.g., weekly status meetings), a plan for onsite time with City staff, especially during user training, may be required.
2. The following training and development items will be undertaken for each phase:
   I. Develop a schedule to assess training needs
   J. Consult with other trainers, managers, and leadership
   K. Conduct employee surveys and interviews
   L. Track and compile collected data
   M. Conceptualize training materials based on data and research
   N. Creation of training plans including overall training strategy, recommended timelines

and schedules, and evaluation/assessment creation and analysis

O. Create training strategies, initiatives, and materials
P. Administration and monitoring of course enrollment/attendance in Neogov, as needed
Q. Documentation and creation of user guides, manuals, and job aids
R. Curriculum and course development for end user training
S. Creation of eLeaming resources (videos, courses)
T. Support training classes and other training activities
U. Communicate training needs and online resources
V. Contact and utilize outside vendors and resources for instructional technology
W. Test and review created materials
X. Maintain a database of all training materials
Y. Instruct employee training and onboarding
Z. Conduct training through new materials
AA. Review employee performance and learning
BB. Coordinate and monitor enrollment, schedules, costs, and equipment
CC. Maintenance for Project FOX website, as needed
DD. System maintenance banners and communication of downtime to users
EE. Monitoring, forwarding and responding to the Projectfox@ inbox, as needed
FF. Drafting of email communication for review and approval for larger changes or noticing to users, as requested
GG. Creation and maintenance of end-user facing pages on the Project FOX website
HH. Monitoring, forwarding and responding to the Projectfox@ inbox, as needed
II. Development of Communication Strategy.
JJ. Program Branding, Positioning and Key Messages.
KK. Detailed Communication Activities Planning.
LL. Development and Delivery of Communication Material.
MM. Business Readiness Assessment Services.

3. The following business analysis scope items will be undertaken for each phase of the project:
NN. Lead the integration from City's perspective with the Neogov team
OO. Work with the team to design and test the integrations
PP. Support designing, developing, and testing of the workflows, personal actions and other City processes
QQ. Document processes as necessary

4. The following testing scope items will be undertaken for each phase of the project:
RR. Creating detailed, comprehensive, and well-structured test plans and test cases
SS. Estimating, prioritizing, planning, and coordinating quality testing activities
TT. Liaise with internal teams to identify system requirements
UU. Investigate the causes of non-conforming software and train users to implement solutions
VV. Develop and apply testing processes for new and existing products to meet City's needs
WW. Assist City with testing the functional and system requirements
XX. Assist with testing parallel testing
YY. Work collaboratively with City users and provide support
ZZ. Work collaboratively with users and support help desk tickets.

EXHIBIT C

Project Work Items focused on the following areas.

PROJECT PHASE: EPL

Community development

e-Reviews

iG Workforce Apps

Tyler GIS

Code Enforcement management

Business development

Citizen Self -Service portal

Application Programming Interface (API) toolkit

1. Develop Governance and Management Framework
    a. Planning
    b. Organizational Hierarchy

2. Solution Discovery
    a. Requirements Gathering
    b. Fact finding
    c. Identify and assess gaps and opportunities.
    d. Fit Gap Analysis
    e. Planning considerations

3. Vision and Roadmap
    a. Clarify vision for change with associated outcomes and benefits.

b. Informed longer-term roadmap planning.

Project Deliverables

1. Governance and Management Framework
    a. Organizational Chart
    b. Roles and Responsibilities
    c. RACI - responsible, accountable, communicate and inform – chart of responsibilities
    d. EPL Program Charter
    e. EPL Implementation Plan
2. Solution Discovery
    a. Current state questionnaires
    b. City's Requirement Document
    c. City's Solution Concept (Current State)
    d. Fit Gap Analysis
    e. Technical Solution Concept
    f. Data conversion document
3. Vision and Roadmap
    a. Business Solution (Future State)
4. Current State Analysis report
5. Future State process flows
6. Technical Concept Solution diagram

(continued)

PROJECT PHASE: EAM

I. Discovery Phase: Work Items

1. Project Kick Off
2. Participating departments identified.
    1. Department Stakeholders identified.
    2. Department SMEs and project resources identified.
    3. End Users
3. Current State Questionnaire.
4. System demonstration.
5. Asset Management system needs.
    1. What assets will be tracked.
    2. What data needs to be tracked.
6. Work Order Management system needs.
    1. Requesting and Servicing departments.

        1. Chargeback considerations
    1. What costs will be entered?
    2. Preventative maintenance and inspections.
7. End User job responsibilities related to asset management and work order documentation.
8. Reporting needs
    1. Assets
    2. Work Orders
    3. Requests
9. Citizen Engagement (311)
10. GIS
    1. Which assets resided on the city's GIS.
11. 3rd Party System Integrations
12. Department individual/unique needs.

Deliverables

1. Complete Current State Questionnaire.
    a. Current State Questionnaire Assistance
    b. City's business requirements documented
2. Assess, Design and plan 3rd Party system integrations
3. EAM System demonstration
4. Analysis and solutioning document
    a. Provide overview of current system usage
5. Discovery Phase project plan

II. Implementation Phase – Work Items

1. Engage Tyler PM and Implementation Consultant (IC).
2. Planning of the project

3. Analysis – Current State/Future State.
4. Complete Code Workbooks
5. EAM System Configuration training.
    1. EAM Setup Center
    2. RBAC and Workflow
    3. GIS configuration
        i. GIS Layer development
    4. Asset imports or conversions
6. Conversions (if needed)
    1. Assets
    2. Work Orders
7. EAM Process training
8. EAM User Acceptance
9. EAM End User training
10. Go Live

Deliverables

1. EAM project charter
2. EAM project plan and traceability of the project plan
3. Current State/Future State Analysis workbooks.
4. Completing code workbooks.
5. Code and asset imports.
6. Conversion data validation.
7. GIS configuration and testing.
8. EAM instructional documentation.
9. Training.
10. Go Live and Post Live support.

(continued)

PROJECT PHASE: UTILITY BILLING

I. Discovery Phase: Work Items

13. Project Kick Off
14. Participating departments identified.
    1. Department Stakeholders identified.
    2. Department SMEs and project resources identified.
    3. End Users
15. Current State Questionnaire.
16. System demonstration.
17. Utility Billing systems assessment.
18. Work Order Management system needs.
    1. Requesting and Servicing departments.
    2. Chargeback considerations
    3. What costs will be entered?
    4. Preventative maintenance and inspections.
18. End User job responsibilities related to asset management and work order documentation.
19. Reporting needs
    1. Assets
    2. Work Orders
    3. Requests
20. Citizen Engagement (311)
21. GIS
    1. Which assets resided on the city's GIS.
22. 3rd Party System Integrations
23. Department individual/unique needs.

Deliverables

1. UB System demonstration
2. Current State Questionnaire.
3. City's Requirements documentation.
4. Analysis and Solution Design documentation
5. Discovery Phase project plan

PART 2: PAYMENT CARD INDUSTRY (PCI) DATA SECURITY STANDARDS GAP ASSESSMENT AND ADVISORY SERVICES

1. Objectives

The goal of this engagement is to provide PCI and cybersecurity advisory services, as well as to perform an assessment of the City's payment card environment, identify issues precluding compliance with the Standard, and assist the City with the completion of necessary validation documentation required for an entity classified as a Merchant.

2. Description of Work and Scope

This section provides a description of services, scope of activity, and support requirements associated with the services.

- Consultant will work as the City's security advisor to help identify any security and compliance concerns with solution offerings and payment workflows.
- Since City has already made some progress on its PCI compliance journey, Consultant will review the Apptega portal for useful artifacts.
- Consultant will collaborate with the City to gain a clear understanding of its business model to determine the organization's critical assets as they pertain to payment card information and processes. This will include:
    - Review of business processes and payment acceptance channels (including determining merchant IDs, merchant levels, and applicable PCI self-assessment questionnaires (SAQs)
    - Assist in identifying opportunities to transfer PCI risk (if reasonable)
    - Review of payment data flows
    - Review of documentation, including policies, standards, and dataflow diagrams as applicable
    - Review of critical technologies and platforms supporting the cardholder data environment ("CDE")
    - Review of people, roles, and access controls accessing the CDE
    - Review of third parties and service providers impacting City's cardholder data environment
    - Review of security monitoring operations
- Consultant will provide feedback pertaining to strategies, architecture, and systems from both a PCI qualified security assessor (QSA) perspective as well as from a security industry standard practices perspective.
- Consultant will provide PCI subject matter consulting as requested by the City to assist and provide appropriate responses for the PCI SAQ applicable to the scope of the CDE.
- Consultant will provide a block of advisory hours to provide security advisory services on an as-needed basis. Consultant shall not bill these hours unless initiated by City staff in writing.

3. Assessment Activities

As an authorized qualified security assessor (QSA), Consultant will conduct a full review of the level of detail required in PCI Security Standards Council's SAQ Reporting Instructions to assess

and report on the City's compliance with the PCI Standard. Applicable control areas of the PCI Standard will be covered, and a SAQ in the required format will be developed and delivered at the conclusion of the engagement.

Assessment activities will include a combination of high-level technical reviews and observations, interviews with key stakeholders, and review of supporting documentation to identify potential areas of non-compliance with the Data Security Standard.

4. Coordination, Planning and Project Meetings

Consultant shall hold a project initiation meeting (kick-off meeting) and shall address the following topics:

- Introduce key people.
- Exchange contact information (for regular reporting and emergencies)
- Review scope of services
- Review communication, notification, and issue escalation procedures and escalation points of contact
- Discuss the involvement of City's technical staff in the project for the purpose of knowledge transfer and security.

For the duration of the engagement, Consultant will conduct status meetings. The frequency of the status meetings will be weekly.

5. Anticipated Schedule

This assessment is anticipated to last four weeks.

6. Deliverables

Consultant will assist the City with the determination of validation type and will assist with the completion of compliance activities and appropriate validation documentation. This includes:

- Self-Assessment Questionnaire(s) for Merchants (validation type and levels TBD)
- Remediation roadmap
- PCI scoping documentation
- Attestation(s) of Compliance
- Assisting the City with determining scope and requirements for approved scanning vendors (ASV) scans and other technical requirements (please note, performing ASV scanning is not included within the scope of this assessment).

Additionally, Consultant will provide a block of hours for advisory services on an as-needed basis to assist the City with questions related to cybersecurity, PCI compliance, scope reduction, and related security controls. Key findings will be provided verbally, via email, via a finding's matrix, or as a management memo as appropriate.

Any application code, documentation, and/or presentations developed under this SOW will be in English.

PART 3: ACTIVE DIRECTORY SECURITY REVIEW SERVICES

The following exercises will be conducted as part of the City's delivery of an Active Directory (AD) security review offering:

1. Review of current AD domain security structure for elevated permissions
2. Review of current Azure AD domain(s) structure, synchronization, SSO, Conditional Access Policies, and privileged identity management.
3. Review and document native elevated groups to determine how these groups are used by City Organization
4. Review and document City Organization specific elevated groups to determine how these groups are used by City Organization
5. Review and document OU structure with a security viewpoint.
6. Review and document Group Policy security
7. Review and document how City Organization IT user amount verification and password changes for users
8. Interview City Organization personnel as required.
9. Collaborate throughout all phases of the engagement (Planning and Preparation/Kickoff; Reconnaissance; Identity Requirements; Record Current Configuration; Expert Review; Recommendations; Reporting; and City Support) with the City's assigned technical resources to the engagement toward a seamless project experience.

The scope of services will encompass a full health check and security analysis of 4 Active Directory Domain Services (AD DS) forests.

Deliverables

At a high level, Consultant will be provide Citywith the following set of key deliverables:

1. Review available City documentation.
2. Interview key stakeholders.
3. Document City's system, environment, and processes at a highly detailed level.
4. Provide recommendations to improve cyber resilience of City's hybridized AD environment.
5. Prepare report incorporating findings and recommendations. The report will include the following sections:

   a. Executive Summary: a high-level summary outlining the findings as well as respective risks to the organization, and recommended safeguards or remediation activities in a format suitable for an executive team.

   b. Methodology: a brief overview of our Active Directory Security Review methodology and how it was used in the context of this assessment.

   c. Findings and Recommendations Summary: a table summarizing our recommendations with an associated level of risk.

   d. Detailed Findings and Recommendations: Recommendations for the reviewed systems, matching the City's needs and mapping to IT-specific roles; recommendations that cover the long-term usage of service accounts for specific applications and services; and final suggestions based upon any undefined findings.

   e. Appendix: The appendix may contain a list of inactive user accounts, a list of users in domain admins group, a list of nested groups, screenshots, list of staff interviews, or any additional information based on Consultant's discovery findings.

6. Create a statement of work for remediation activities based on recommendations.
7. Present findings to the City Organization along with the high-level implementation recommendations.

Work Plan

Below is the evaluated list of all the critical and non-critical modules that will be implemented. The goal of the success of the implementation will be to successfully roll out the critical modules as listed below.

#	Phase	Activities	Milestones
1	Planning and Preparation	City kick-off meeting	Assessment Plan and Schedule
2	Reconnaissance	Review documentation on system process and security objectives and controls required by the City.	- Interim report on critical process or control issues, as required. - Update findings report
3	Identify Requirements	Interview key stakeholders. Detailed documentation of system, environment, and processes	Update findings report
4	Review	Thorough review of the AD security environment findings Compare configurations to industry best practice and identified security requirements.	Update findings report
5	Recommendations	From the review, document recommendations for change	Draft list of recommendations for change
6	Report	A final report is compiled with all findings and recommendations	Distribute the final report.

PART 2A:PCI IMPLEMENTATION

Implement the recommendations and best practices to ensure the City will become compliant with PCI standards

List of deliverables/areas to apply recommendations:

- Enhance firewall (FW) configurations and make sure that FW standards are well documented. Also perform FW ruleset reviews every 6 months.
- Enhance security to Wireless Access Points and document build standard
- Review data encryption and minimization policies and document build standard
- Review and enhance secure systems and application policies
- Data access policy
- Enhance monitoring
- Enhance Information Security Policy to ensure that it addresses PCI requirements and that all employees/contractors read/acknowledge it
- Develop Awareness training
- Develop Incident response plan and also perform tabletop test on at least an annual basis
- Quarterly vulnerability scans (internal and external)
- Annual penetration tests (network, segmentation, application), also after any significant changes
- Anti-malware – make sure there is a standard that is documented with regular signature updates
- Physical security / cameras / etc. where needed

PART 3A: ACTIVE DIRECTORY (AD) IMPLEMENTATION

Implement recommendations to enhance the security posture of Oxnard's AD.

List of deliverables/areas to apply recommendations:

- Upgrade Legacy Systems: Recommend upgrading any outdated Active Directory domain controllers and related infrastructure to ensure compatibility with the latest security protocols and features.
- Consolidate Domains and Forests
- Implement Multi-Factor Authentication (MFA)
- Least Privilege Access Model
- Regularly Update and Patch standards – at least every month
- Enhanced Monitoring Tools to identify potential security breaches quicker
- Audit Policy Configuration
- Optimize Group Policy Objects (GPOs)
- Review and Clean-Up GPOs
- Implement Group Policy Best Practices and Develop new standards
- Disaster Recovery Planning
- Develop a Comprehensive Disaster Recovery Plan
- Implement Role-Based Access Control (RBAC)
- Define and Document Roles and Responsibilities
- User and Group Management Best Practices and standards
- Regularly Review and Update User Accounts
- Implement a Standardized Naming Convention
- Education and Training program - yearly
- Security Awareness Training – should be at least monthly....
- Technical Training for IT Staff standards

PART 4: TYLER PAYMENTS - CORE, EPL, UB

The goal of this implementation is to work with City stakeholders to analyze and implement the existing payment flows for Core Financials (General Billing and Misc), EPL and UB that are covered under Tyler Payments and how they will be migrated to this new technology/ platform. Tyler Payments implementation will be implemented in 3 phases during the ERP program timeline.

Deliverables:

- Discovery - Conduct a thorough analysis the needs and requirements to implement Tyler payment
- Integration – integrate solutions into Munis
- Implementation – Develop a plan to implement the solution for the City, including integrations
- User training – Develop and deliver a training program to ensure staff can use Tyler Payments

PART 5: BUSINESS LICENSING (BL) IMPLEMENTATION

Business Licensing implementation: implement Business Licensing and integrate it with EPL to automate the various aspects of licensing.

Deliverables:

- Discovery/Assessment– refresh needs and requirements to confirm existing documented requirements will work as expected
- Implementation planning – develop a detailed project plan, identifying all stakeholders, resources, timelines, and specific goals for the payments, billing, and licensing system implementation.
- Implementation and data migration – Work in partnership with Oxnard and appropriate vendors to complete training, system configuration, data migration and user acceptance testing
- User training: Providing comprehensive training to all end-users is crucial for a successful implementation. This includes training on new processes and how to use the software effectively.
- Migration implementation – develop a strategy that best balances cost and function to deliver against the discovery requirements and develop a plan to incorporate the migration into EPL, EAM and UB projects.

PART 6: MICROSOFT 365 ASSESSMENT

The goal of this assessment is to understand the City's current state of the Google Suite Platform and also to provide solution recommendations. The following tasks and deliverables are identified as a part of this Assessment.

Microsoft 365 (Analysis / Assessment)

- Current State Analysis (Discovery)
- G Suite Infrastructure Assessment

- Domain change Assessment
- Gsites Assessment
- Gdrive Assessment
- Licensing Pricing and structure assessment with MS
- Changes to End point Assessment
- Assessment on the SSO integrations
- Privacy and security Assessment
- MS Office Assessment
- Equipment assessment

Solutioning

- Migration plans
- Roll out Approach (Pilot-?)
- AD Migration approach
- License Structures plan
- Domain change approach
- SSO Strategy for migration

PART 7: MICROSOFT 365 IMPLEMENTATION

The goal of this Implementation is to implement the findings from the assessment and also migrate the City from Google platform to Microsoft platform. The following tasks and deliverables are identified as a part of this Implementation

Pre Implementation

- Implementation Plan
- Training plan / Strategy
- Standing up the Infrastructure
- Setting up the security policies

- Application security
- Platform Security
- Infrastructure Security
- Physical Security
- Cyber Security
- Custom Script Development

During Implementation

- Migration Activities (emails, Sites, Drives, Apps etc.)
- Fine tuning Infra and security policies
- Training / OCM

Post Implementation

- Post Migration Clean up

PART 8: DATA MIGRATION DISCOVERY AND STRATEGY

Identify and document requirements to help identify the best data migration option for EPL, EAM and UB
Deliverables:

- Discovery/Assessment– identify and document day to day use cases, retention requirements, legal requirements for EPL, EAM and UB
- Migration strategy & Planning – develop a strategy that best balances cost and function to deliver against the discovery requirements & develop a plan to incorporate the migration into EPL, EAM and UB projects.
- Migration Implementation – support the City to implement the recommended strategy

RATES AND COSTS AS OF APRIL 1, 2024, EXHIBIT

Consultant shall provide one invoice every two weeks per phase with all labor and materials supported with approved timecards. Consultant shall track time at lowest of 1/4 hour increments.

Project Management	
Snr Project Manager Andy Bhatnagar:	$175.00 per hour
Project Manager - Core Financials, HCM	$125.00 per hour
Project Manager - EPL, EAM, Time and Attendance	$160.00 per hour
IT On-Call Support	
Reports Developer	$150.00 per hour
Business Systems Analyst - HCM	$150.00 per hour
Senior Business Systems Analyst - Core Fin	$165.00 per hour
Systems Administrator	$125.00 per hour
Training and Development/OCM	
Project Manager	$160.00 per hour
Cybersecurity and PCI advisory services	
Fixed price portion	$20,000
Cybersecurity and PCI advisory services	$300.00 per hour
Active Directory Security Review Services	
Infrastructure Security Architect	$225.00 per hour

Reasonable travel expenses will be reimbursed not to exceed $4,000 per trip, per person, and subject to per approval by City Project Manager(s). All expenses shall be supported with receipts and airline tickets shall be reimbursed at economy class only, and car and hotels shall be reimbursed at reasonable local rates as supported by appropriate receipts.

As of December 31, 2023, $3,369,928 has been consumed contract value. The projected contract expenditures per module going forward (which can be moved from module to module with written approval by both parties) is as written below:

	Spent as of 12/31/23
Core Financials	$621,977
HCM, Time&Att	$831,258
EPL, EAM, UB	$482,214
IT Support	$1,240,890
Training/OCM	$193,589
Total	$3,369,928

In any case, the total amount spent shall not exceed the contractual total of $10,020,000.

1/1/24 thru 12/31/25 **Total Contract Value**

Core Financials	$-	$621,977
HCM Time and Att	$453,750	$1,272,108
EPL, EAM, UB	$1,605,075	$2,030,644
IT Support	$3,183,900	$4,299,670
Training / OCM	$65,250	$258,839
Additional Scope Items	$1,601,600	$1,535,220
Total	**$6,909,575**	**$10,018,458**

Below is the forecast by the scope areas referenced above.

	Spent at 12/31/23	Remainder of FY24	FY25	Thru Dec 31, 2025	Total Contract
PM Services	1,935,448.71	667,925.00	1,067,900.00	323,000.00	3,994,273.71
Misc	37,142.01	7,650.00	-	-	44,792.01
OCM	156,447.42	57,600.00	-	-	214,047.42
IT impl	1,071,624.75	614,000.00	1,121,900.00	423,000.00	3,230,524.75
BSA					
FIN	100,504.75				100,504.75
HCM	374,351.00	162,000.00	-	-	536,351.00
EPL	-	160,000.00	332,800.00	25,600.00	518,400.00
EAM	-	-	249,600.00	166,400.00	416,000.00
UB	-	-	-	-	-
Reports Developer					
FIN	198,228.00				198,228.00
HCM	156,723.00	67,500.00	-	-	224,223.00
EPL	-	108,000.00	195,000.00	12,000.00	315,000.00
EAM	-	-	117,000.00	144,000.00	261,000.00
UB	-	-	-	-	-
Sys Admin					
FIN	187,940.50				187,940.50
HCM	53,877.50	54,000.00	-	-	107,877.50
EPL	-	62,500.00	130,000.00	10,000.00	202,500.00
EAM	-	-	97,500.00	65,000.00	162,500.00
UB	-	-	-	-	-
Prod Support	169,264.75	67,500.00	520,000.00	437,500.00	1,194,264.75
Other Scope Items	-	274,000.00	749,600.00	578,000.00	1,601,600.00
SubTotal	3,369,927.64	1,688,675.00	3,459,400.00	1,761,500.00	10,279,502.64
less 5% discount			(172,970.00)	(88,075.00)	(261,045.00)
TOTAL CONTRACT	3,369,927.64	1,688,675.00	3,286,430.00	1,673,425.00	10,018,457.64

EIGHTH AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT

This Eighth Amendment ("Eighth Amendment") to the Professional Services Agreement ("Agreement") is made and entered into in the County of Ventura, State of California, this 31 day of December, 2025, by and between the City of Oxnard, a municipal corporation ("City"), and Kreative Core Technologies Corp – CA Secretary of State Number C4806472 ("Consultant"). This Eighth Amendment amends the Agreement administratively entered into on September 13, 2021, by City and Consultant. The Agreement previously has been amended by a First Amendment administratively entered into on October 5, 2021, by a Second Amendment through Council action on January 18, 2022, by a Third Amendment through further Council action on July 28, 2022, by a Fourth Amendment approved administratively on December 19, 2022, by a Fifth Amendment through Council action on March 21, 2023, by a Sixth Amendment administratively entered into on January 30, 2024 and by a Seventh Amendment administratively entered into on April 16, 2024.

City and Consultant agree as follows:

1. The date in Section 5 of the Cover Page of the Agreement is hereby amended to "March 31, 2026."

As so amended, the Agreement remains in full force and effect.

[Signature on next page]

IN WITNESS WHEREOF, the parties hereto have executed the Amendment on the date first written above.

CITY OF OXNARD

Libertad Macias, Purchasing Agent — 12-31-2025 Date

ATTEST:

Lourdes Lopez, City Clerk — Date
(only if Mayor signs)

APPROVED AS TO FORM:

Claire Gatto for — 12/29/2025 Date
Stephen M. Fischer, City Attorney **(always required)**

KREATIVE CORE TECHNOLOGIES CORP

Richie Ralhan, Chair, VP, Secretary — Date

Andy Bhatnagar, President and Assistant Secretary — Date

IN WITNESS WHEREOF, the parties hereto have executed the Amendment on the date first written above.

CITY OF OXNARD

Libertad Macias, Purchasing Agent Date

ATTEST:

Lourdes Lopez, City Clerk Date
(only if Mayor signs)

APPROVED AS TO FORM:

Stephen M. Fischer, City Date
Attorney (always required)

KREATIVE CORE TECHNOLOGIES CORP

~~Richie Rathan, Chair, VP, Secretary~~ Date
BHUSHAN SONAWARE
CHIEF EXECUTIVE OFFICER

~~Andy Bhatnagar, President and Assistant Secretary~~ Date
SHYMALA CHIKKMAN
DIRECTOR, SERVICE DELIVERY & OPERATIONS

NINTH AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT

This Ninth Amendment ("Ninth Amendment") to the Professional Services Agreement ("Agreement") is made and entered into in the County of Ventura, State of California, this _____ day of February 2026 , by and between the City of Oxnard, a municipal corporation ("City"), and Kreative Core Technologies Corp – CA Secretary of State Number C4806472 ("Consultant"). This Ninth Amendment amends the Agreement administratively entered into on September 13, 2021, by City and Consultant. The Agreement previously has been amended by a First Amendment administratively entered into on October 5, 2021, by a Second Amendment through Council action on January 18, 2022, by a Third Amendment through further Council action on July 28, 2022, by a Fourth Amendment approved administratively on December 19, 2022, by a Fifth Amendment through Council action on March 21, 2023, by a Sixth Amendment administratively entered into on January 30, 2024, by a Seventh Amendment administratively entered into on April 16, 2024 and an Eighth Amendment administratively entered into on December 30, 2025.

RECITALS

WHEREAS, this Agreement is for required and continued technical support services pertaining the City's financial ERP reporting system; and

WHEREAS, in order to maintain continuity of technical support services required to maintain the City's financial ERP reporting system it is necessary to extend the term of the Agreement and increase the funding amount to cover future support services;

WHEREAS, the Agreement is set to expire on March 1, 2026, and the City requires technical support services beyond this date; and

WHEREAS, the parties agree to extend the term through December 31, 2028 and increase the amount of funding by $11,490,000, which should be sufficient to cover payment for services provided over the extended term.

City and Consultant agree as follows:

1. The recitals as set forth above are herein incorporated by this reference.

2. The date in Section 5 of the Cover Page of the Agreement is hereby amended to "December 31, 2028."

3. The Total Agreement Amount in Section 6 of the Cover Page of the Agreement is hereby amended to "Not to Exceed $21,510,000 (Twenty-One Million, Five Hundred and Ten Thousand Dollars) for all Services."

4. The reference to the "Scope of Work as of March 1, 2024 Exhibit" everywhere it is listed in the Agreement is hereby amended to the "Scope of Work as of March 1, 2026 Exhibit and Sub-Exhibits 1.A, 1.B, and 1.C." The "Scope of Work as of March 24, 2024 Exhibit" is hereby disincorporated; instead, the "Scope of Work as of March 1, 2026 Exhibit and Sub-

Exhibits 1.A, 1.B, and 1.C" is attached hereto and incorporated herein by this reference.

5. The reference to the "Rates and Costs as of January 1, 2024 Exhibit" everywhere it is listed in the Agreement is hereby amended to the "Rates and Costs as of March 1, 2026 Exhibit". The "Rates and Costs as of January 1, 2024 Exhibit" is hereby disincorporated; instead, the "Rates and Costs as of March 1, 2026, Exhibit" is attached hereto and incorporated herein by this reference.

6. As so amended, the Agreement remains in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed the Amendment on the date first written above.

CITY OF OXNARD

Luis A. Mc Arthur, Mayor Date
Date

ATTEST:

Lourdes A Lopez , City Clerk Date
Date
(only if Mayor signs)

APPROVED AS TO FORM:

2/4/2026
Stephen M. Fischer, City Attorney (always required) Date

KREATIVE CORE TECHNOLOGIES LLC

Bhushan Sonawane, CEO

Shyamala Chikkam
Director, Service Delivery & Operations

SCOPE OF WORK AS OF MARCH 1 2026 EXHIBIT

PROJECT MANAGEMENT, IT ON-CALL RESOURCES/ SUPPORT AND TRAINING AND DEVELOPMENT/ ORGANIZATION CHANGE MANAGEMENT REGARDING ENTERPRISE RESOURCE PLANNING MODULES; TYLER PAYMENTS - CORE, ENTERPRISE PERMITTING AND LICENSING (EPL), UTILITY BILLING (UB), BUSINESS LICENSING IMPLEMENTATION, VENDOR ACCESS(VA), DATA MIGRATION DISCOVERY AND STRATEGY

PART 1: PROJECT MANAGEMENT, IT ON-CALL RESOURCES/ SUPPORT AND TRAINING AND DEVELOPMENT/ ORGANIZATION CHANGE MANAGEMENT REGARDING ENTERPRISE RESOURCE PLANNING MODULES;

A. Provide Project Leadership and Management using commonly shared best practices to ensure the City successfully launches Tyler products including but not limited to Enterprise Permitting and Licensing, Enterprise Asset Management (EAM), Utility Billing (UB) and Vendor Access.

B. Provide Business Systems Analysis services to ensure the City configures its systems and processes in an efficient and organized manner.

C. Provide project management services to the City IT team to ensure all discovery, conversions, interfaces and imports associated with Munis implementation are successful.

D. In partnership with City Leadership, manage project risks and ensure all tasks are completed on time and within project budget.

E. In partnership with City Leadership, manage vendor relationships where appropriate including but not limited to Tyler, to ensure project goals are met.

F. Maintain regular reporting, summarizing project progress, decisions made, decisions pending, issues and forecasts to ensure completion on time and to scope.

G. Communicate effectively to stakeholders in all levels of the Oxnard organization using various appropriate communication methods and strategies enhancing ownership and adoption of new processes and procedures.

H. Work with City Organization Change Management (OCM) teams, providing insight and best practices to develop training and learning opportunities while testing the system configuration.

I. Ensure adequate time is allocated for product testing, including User Acceptance Testing (UAT) and reporting functions.

J. Ensure attendance in meetings, including on-site presence on as needed basis, whereby more onsite attendance may be required as part of preparation for go live for the EPL, EAM, UB and Vendor Access modules , including stabilization immediately following launch.

K. Provide bi-weekly reporting of project progress in support of invoices for services rendered. This shall include time sheets and activities for all Consultant's employees.

L. Ensure all Consultant's Project Managers have the PMP from PMI Institute or similar certification or experience.

M. Consultant will provide incremental / progressive status reports for all phases on a biweekly basis. Biweekly status reports will also be utilized for invoicing on a biweekly basis.

N. Consultant will provide IT support on as needed basis, in line with Exhibit A, which shall be attached hereto and incorporated herein by this reference, subject to the availability of the Consultant's technical resources.

O. City reserves the right to meet and conduct selection interviews for Consultant provided Project Managers and IT support resources. This applies to all phases. City must agree to a proposed resource's participation in the project.

P. Best efforts from both parties will be made to ensure continuity of project management staff for the duration of each phase.

Q. Onsite work shall be coordinated with City Project Manager(s) at least 3 business days prior to arrival at the City of Oxnard to ensure availability of City staff and maximize effectiveness of time.

R. Consultant shall adhere to all federal, State and local mandates as well as City regulations (promulgated by the HR Department) regarding COVID-19 protocols including and not limited to wearing a mask as directed while present at City Hall or other City locations.

S. City requires Bhushan Sonawane to act as primary consultant for this project and shall require City's written preapproval of any substitutions thereto during the term of this Agreement.

T . Consultant to provide Training, Development and Organizational Change Management resources and plans as part of project to implement ERP modules in accordance with Exhibit B, which shall be attached hereto and incorporated herein by this reference.

U . Consultant shall perform Discovery For the Utility Billing & Vendor Access operations as Defined in Exhibit C, which shall be attached hereto and incorporated herein by this reference.

SCOPE OF WORK AS OF MARCH 1 2026 EXHIBIT 1.A

Statement of Work for IT Resources for City of Oxnard

Consultant agrees to not increase billable hourly rates for the duration of this SOW including all authorized extension periods and subsequent amendments.

Reports Developer – Full Time

As a part of the ERP Implementation, City requires a Reports Developer who can develop custom reports utilizing the Tyler Provided SQL server reporting services (SSRS) and Microsoft SQL Server Management Studio (SSMS). This resource will:

- Gather the business requirements from City departments
- Document and maintain the requirements in a consumable format
- Design, develop and test the reports
- Design, document and develop instructions, specifications, and supplemental report related deliverables; e.g. training guides
- Work directly with City of Oxnard to understand the individual reporting needs of the business
- Create and present reports to team members and stakeholders to support recommendations
- Participate in managing users, groups, folders and publishing reports using the central management console.
- Configure and manage database maintenance plans for update statistics, database integrity check, and backup operations.
- Create various SQL server objects; e.g. stored procedures, functions, and customer views as per the logic to be implemented.
- Ensure source control is maintained following the City of Oxnard's guidelines. Maintain reporting integrity between ERP database environments via adherence to formal migration paths.
- Ensure proper change management /control processes are followed as established by the City of Oxnard. All the changes that are to be deployed in to production environment must follow the City IT change control process. This includes participation in the Change Advisory Board (CAB) approval process required prior to any production release.
- Ensure all the development work is stored in the city's centralized, secure and controlled source repository on a daily basis. Versioning is to be tracked to differentiate between current production and previous production versions for potential rollback.

Business Systems Analyst (Senior) #3, EPL - Full Time
Business Systems Analyst (Senior) #3, EAM - Full Time
Business Systems Analyst (Senior) #3, Utility Billing - Full Time
Business Systems Analyst (Senior) #3, Vendor Access - Full Time

City of Oxnard would like to onboard a business systems analyst who has prior experience in implementing and supporting the Tyler Munis ERP Solution. City of Oxnard is seeking resources to help complete the implementation, support and maintenance of EPL (aka Enterprise Planning and Licensing), EAM (aka Enterprise Asset Maintenance), Utility Billing and Vendor Access . Analysts may support implementation and post-implementation business-technology scope. Below are some of the key responsibilities this resource will be performing:

- Create requirements and specifications for business solutions
- Conduct business analysis and research to identify key metrics and opportunities for improvement
- Develop processes and procedures to ensure business solutions meet strategic goals
- Ensure business processes are running in accordance with Agile methodologies
- Consult with key stakeholders to determine City's objectives and critical success factors
- Collaborate with team members to collect, analyze, and evaluate information from multiple sources
- Present findings and primary solution recommendation, including alternative option(s) pros/cons, to stakeholders. Prepare guesstimates of level of effort and duration for a request's approved solution approach.
- Write and document City's requirements, functional requirements, and design specifications
- Work and consult with information technology professionals to design and develop a solution that achieves agreed-upon business outcomes
- Perform testing and develop use cases in partnership with City non-IT departments and IT. Testing may include unit, system, regression, parallel, user acceptance, etc.
- Track and triage department requests for all the application changes
- Monitor and work with non-IT department to prioritize the tickets
- Document risks and benefits, provide recommendations and options to achieve desired outcomes
- Prepare and present written deliverables at various stages of the systems development life cycle; e.g. SWAGs, recommendations, timelines, business requirements documents (BRDs) or user stories, training material, cheat sheets, etc.

System Administrator

Consultant's team is recommending a Part-time System Administrator for this project. This report will work with IT and City for the following key functions.

1. Management of the Role Based Access Control for Munis, Tyler Hub, Cloud Admin, TCM, Tyler Cashiering
2. Perform System Admin functions for Munis, Tyler Identity, TCM, Tyler cashiering, etc.
3. Manage Tyler Deploy, Engage and administer multi-environment system maintenance plan
4. Manage the system testing and plan for the regular patching, scheduled upgrades, and emergency hotfixes, etc.
5. Create and maintain the City's back-end automated and manually triggered batch jobs and schedules in Munis
6. Adhere to the fundamentals of the adopted security architecture framework
7. Make recommendations for changes based on new business requirements
8. Document the impact of proposed changes to the configuration and perform assessment to identify and communicate the positive and negative impacts and risk to all impacted parties
9. Document baseline configuration and maintain the changes to the configuration based on the new business requirements
10. Ensure proper change management /control processes are followed as established by the City of Oxnard. All the changes that are to be deployed into the production environment must follow the City IT change control process. This includes participation in the Change Advisory Board (CAB) approval process required prior to any production release.
11. Provide support for any Audit inquiries
12. Perform workflow administration on an ongoing basis.
13. Other application administrative functions as necessary
14. Manage Help desk Tickets related to the ERP project; ensure defined SLAs are met
15. Work in collaboration with City and Tyler to mitigate and deploy solutions
16. Provide system administration support during the implementation of EPL, EAM, UB and Vendor Access modules, such as configuration of the system, supporting interface development, implementation team technical support etc.

SCOPE OF WORK AS OF MARCH 1 2026 EXHIBIT 1.B

Organizational Change Management (OCM), Training, Development, Business Analysis and Testing Scope of Services

1. The following organizational change management (OCM) scope items will be undertaken for each phase of the project.

a) Sponsorship/Leadership alignment: Focuses on enabling leaders to accept and build ownership for change throughout the organization and provides the "glue" to sustain the change for the life of the project and beyond.

b) Identifying and enabling stakeholders: A process of identifying impacted groups, people (employees and contractors) and key organizational influencers at the project outset; grouping/ ranking them according to the level of anticipated changes to their daily work; and determining relevant strategies and tactics to engage them based on cultural realities and user preference.

c) Engagement and communications: A communication approach that focuses on developing and executing a comprehensive plan and activities to engage users at all levels of the organization; keeping them informed through timely multi-media communication and ensuring ongoing dialog for inclusion and feedback. This can include crafting intranet content and/or newsletters for regular distribution.

d) Participate in weekly status meetings, ERP Steering Committee meetings, and one-on-one department meetings – a multi-level approach that will identify, evaluate, and disseminate functional and policy change through a structured, recurring monthly process.

e) Shadow User Acceptance Testing sessions and to document Frequently Asked Questions and transform test cases and scripts into training documentation specific to the City.

f) Knowledge and learning: An educational approach that focuses on defining user roles for the new technology/process change and providing learning and training strategies to share knowledge and sustain the change; to include end user training for all departments. Also, provide advisory support at critical moments in the project and assist (or provide hands-on) creation of step-by-step user training guides to assist with system onboarding.

g) Success measures: Criteria defined at the project outset to measure users' progress on the change journey and enable effective pre-and post-go-live activities to reinforce the change.

h) Perform assigned as-needed tasks and activities to support change management efforts throughout the current deployment. This also includes reporting the status of assignments to the City Project Manager on a weekly basis. Also, provide a level of effort report, so that the City can proactively manage the project budget. Although most project meetings may be remote (e.g., weekly status meetings), a plan for onsite time with City staff, especially during user training, may be required.

2. The following training and development items will be undertaken for each phase:

a) Develop a schedule to assess training needs

b) Consult with other trainers, managers, and leadership

c) Conduct employee surveys and interviews

d) Track and compile collected data

e) Conceptualize training materials based on data and research

f) Creation of training plans including overall training strategy, recommended timelines and schedules, and evaluation/assessment creation and analysis
g) Create training strategies, initiatives, and materials
h) Administration and monitoring of course enrollment/attendance in Neogov, as needed
i) Documentation and creation of user guides, manuals, and job aids
j) Curriculum and course development for end user training
k) Creation of eLeaming resources (videos, courses)
l) Support training classes and other training activities
m) Communicate training needs and online resources
n) Contact and utilize outside vendors and resources for instructional technology
o) Test and review created materials
p) Maintain a database of all training materials
q) Instruct employee training and onboarding
r) Conduct training through new materials
s) Review employee performance and learning
t) Coordinate and monitor enrollment, schedules, costs, and equipment
u) Maintenance for Project FOX website, as needed
v) System maintenance banners and communication of downtime to users
w) Monitoring, forwarding and responding to the Projectfox@ inbox, as needed
x) Drafting of email communication for review and approval for larger changes or noticing to users, as requested
y) Creation and maintenance of end-user facing pages on the Project FOX website
z) Monitoring, forwarding and responding to the Projectfox@ inbox, as needed
aa) Development of Communication Strategy.
bb) Program Branding, Positioning and Key Messages.
cc) Detailed Communication Activities Planning.
dd) Development and Delivery of Communication Material.
ee) Business Readiness Assessment Services.

3. The following business analysis scope items will be undertaken for each phase of the project:

a) Lead the integration from City's perspective with the Neogov team
b) Work with the team to design and test the integrations
c) Support designing, developing, and testing of the workflows, personal actions and other City processes
d) Document processes as necessary

e) The following testing scope items will be undertaken for each phase of the project:

a) Creating detailed, comprehensive, and well-structured test plans and test cases
b) Estimating, prioritizing, planning, and coordinating quality testing activities
c) Liaise with internal teams to identify system requirements
d) Investigate the causes of non-conforming software and train users to implement solutions
e) Develop and apply testing processes for new and existing products to meet City's needs
f) Assist City with testing the functional and system requirements
g) Assist with testing parallel testing
h) Work collaboratively with City users and provide support
i) Work collaboratively with users and support help desk tickets.

SCOPE OF WORK AS OF MARCH 1 2026 EXHIBIT 1.C

Project Work Items focused on the following areas.

PROJECT PHASE: EPL

§ EPL Community development

§ EPL e-Reviews

§ EPL iG Workforce Apps

§ Tyler GIS

§ Code Enforcement management

§ EPL Business development

§ EPL Citizen Self -Service portal

§ EPL Application Programming Interface (API) toolkit

1. Develop Governance and Management Framework
   a. Planning
   b. Organizational Hierarchy

2. Solution Discovery
   a. Requirements Gathering
   c. Fact finding
   d. Identify and assess gaps and opportunities.
   e. Fit Gap Analysis
   f. Planning considerations

3. Vision and Roadmap

a. Clarify vision for change with associated outcomes and benefits.

b. Informed longer-term roadmap planning.

Project Deliverables

1. Governance and Management Framework

a. Organizational Chart

b. Roles and Responsibilities

c. RACI - responsible, accountable, communicate and inform – chart of responsibilities

d. Program Charter

e. Implementation Plan

2. Solution Discovery

a. Current state questionnaires

b. City's Requirement Document

c. City's Solution Concept (Current State)

d. Fit Gap Analysis

e. Technical Solution Concept

f. Data conversion document

3. Current State Analysis report

4. Future State process flows

5. Technical Concept Solution diagram

PROJECT PHASE: EAM

I . Implementation Phase – Work Items

1. Engage Tyler PM and Implementation Consultant (IC).
2. Planning of the project
3. Analysis – Current State/Future State.

4. Complete Code Workbooks
5. EAM System Configuration training.
6. EAM Setup Center
7. RBAC and Workflow
8. GIS configuration
9. GIS Layer development
10. Asset imports or conversions
11. Conversions (if needed)
12. Assets
13. Work Orders
14. EAM Process training
15. EAM User Acceptance
16. EAM End User training
17. Go Live

Deliverables

1. EAM project charter
2. EAM project plan and traceability of the project plan
3. Current State/Future State Analysis workbooks.
4. Completing code workbooks.
5. Code and asset imports.
6. Conversion data validation.
7. GIS configuration and testing.
8. EAM instructional documentation.
9. Training.
10. Go Live and Post Live support.

PROJECT PHASE: UTILITY BILLING

Implementation Phase – Work Items

1. Engage Tyler PM and Implementation Consultant (IC).
2. Planning of the project
3. Analysis – Current State/Future State.
4. Complete Code Workbooks
5. UB System Configuration training.
6. UB Setup Center

7. Workflow
8. GIS configuration
9. Data conversion (if needed)
10. Assets
11. Work Orders
12. Citizen Portal
13. Tyler Payments integration
14. User Acceptance testing
15. End User training and videos
16. Go Live

Deliverables

1. Project charter & Kick off
2. UB project plan and traceability of the project plan
3. Current State/Future State Analysis workbooks
4. Completing code workbooks.
5. Code and asset imports.
6. Conversion data validation.
7. GIS configuration and testing.
8. UB instructional documentation.
9. Training.
10. Go Live and Post Live support.

PART 2 : TYLER PAYMENTS - CORE, EPL, UB

The goal of this implementation is to work with City stakeholders to analyze and implement the existing payment flows for Core Financials (General Billing and Misc), EPL and UB that are covered under Tyler Payments and how they will be migrated to this new technology/ p latform.
Tyler Payments implementation will be implemented in 3 phases during the ERP program timeline.
Deliverables:

Discovery - Conduct a thorough analysis the needs and requirements to implement Tyler payment

Integration – integrate solutions into Munis

Implementation – Develop a plan to implement the solution for the City, including integrations

User training – Develop and deliver a training program to ensure staff can use Tyler Payments

PART 3 : BUSINESS LICENSING (BL) IMPLEMENTATION

Business Licensing implementation: implement Business Licensing and integrate it with EPL to automate the various aspects of licensing.
Deliverables:

Discovery/Assessment– refresh needs and requirements to confirm existing documented requirements will work as expected

Implementation planning – develop a detailed project plan, identifying all stakeholders, resources, timelines, and specific goals for the payments, billing, and licensing system implementation.

Implementation and data migration – Work in partnership with Oxnard and vendor to complete training, system configuration, data migration and user acceptance testing

User training: Providing comprehensive training to all end-users is crucial for a successful implementation. This includes training on new processes and how to use the software effectively.

Migration Strategy & Planning – develop a strategy that best balances cost and function to deliver against the discovery requirements and develop a plan to incorporate the migration into EPL, EAM and UB projects.

Migration Implementation - support the City to implement the recommended strategy.

PART 4 : DATA MIGRATION DISCOVERY AND STRATEGY

Identify and document requirements to help identify the best data migration option for EPL, EAM and UB
Deliverables:

- Discovery/Assessment– identify and document day to day use cases, retention requirements, legal requirements for EPL, EAM and UB

- Migration strategy & Planning – develop a strategy that best balances cost and function to deliver against the discovery requirements & develop a plan to incorporate the migration into EPL, EAM and UB projects.
- Migration Implementation – support the City to implement the recommended strategy

PART 5: VENDOR ACCESS(VA)

The goal of this implementation is to work with City stakeholders to analyze and implement the Vendor Access portal to enable vendor self-service.
Vendor implementation will be implemented in 3 phases during the ERP program timeline.
Deliverables:

Discovery - Conduct a thorough analysis the needs and requirements to implement Vendor Access module.

Integration – integrate solutions into Munis

Implementation – Develop a plan to implement the solution for the City, including integrations
User training – Develop and deliver a training program to ensure staff & vendors can use Vendor Access.

RATES AND COSTS AS OF MARCH 1, 2026 EXHIBIT

Consultant shall provide one invoice every two weeks per phase with all labor and materials supported with approved timecards. Consultant shall track time at lowest of ½ hour increments

Project Management

Snr Project Manager	$175.00 per hour
Project Manager – EPL, EAM, UB, VA	$165.00 per hour

IT Implementation Support

Reports Developer	$150.00 per hour
Senior Business Systems Analyst – EPL, EAM, UB, VA	$165.00 per hour
Systems Administrator	$135.00 per hour

Training and Development/OCM

Project Manager	$165.00 per hour

Reasonable travel expenses will be reimbursed not to exceed $4,000 per trip, per person, and subject to per approval by City Project Managers). All expenses shall be supported with receipts and airline tickets shall be reimbursed at economy class only, and car and hotels shall be reimbursed at reasonable local rates as supported by appropriate receipts.

As of **Dec 31, 2025, $9,270,506** has been consumed contract value. The projected contract expenditures per module going forward (which can be moved from module to module with written approval by both parties) is as written below:

		Actuals as of December 31, 2025
ERP Project Management Costs	Core Financials	$ 627,084
	HCM Time and Att	$ 1,535,570
	EPL. EAM. UB	$ 2,226,484
IT ERP Implementation Support Costs		$ 3,836,812
IT Production Support Costs		$ 978,261
Non-ERP Scope		$ 66,294
Total		**$ 9,270,506**

Below is the forecast by the scope areas referenced above.

	Amnd 8 by end of 12/31/2025	Remainder of FY26	FY27	FY28	FY2029 till Dec 2028	Contingency	Total Contract
PM / OCM Services	$ 4,344,346	$ 729,867	$ 906,875	$ 751,275	$ 127,575	$ 482,121	$ 7,342,059
FIN	$ 621,977		$ -	$ -	$ -	$ -	$ 621,977
HCM	$ 1,107,486		$ -	$ -	$ -	$ -	$ 1,107,486
Time and Attendance	$ 415,026		$ -	$ -	$ -	$ -	$ 415,026
EPL	$ 1,249,189	$ 287,910	$ 241,275	$ -	$ -	$ 70,463	$ 1,848,838
EAM	$ 737,844	$ 418,423	$ 90,500	$ -	$ -	$ 39,820	$ 1,286,087
Utility Billing	$ 213,323	$ 23,534	$ 575,100	$ 751,275	$ 127,575	$ 371,838	$ 2,062,645
Miscellaneous (Travel)	$ 44,793	$ 40,000	$ 80,000	$ 80,000	$ -	$ -	$ 244,793
IT Impl	$ 3,836,812	$ 1,161,347	$ 2,612,964	$ 1,604,550	$ 271,350	$ 1,046,177	$ 10,533,200
BSA							
FIN	$ 100,505	$ -	$ -	$ -	$ -	$ -	$ 100,505
HCM	$ 879,993	$ -	$ -	$ -	$ -	$ -	$ 879,993
EPL	$ 614,293	$ 214,359	$ 103,950	$ -	$ -	$ 30,030	$ 962,632
EAM	$ 719,292	$ 112,200	$ 33,000	$ -	$ -	$ 14,970	$ 879,462
UB	$ -	$ 79,200	$ 1,150,050	$ 1,143,450	$ 193,050	$ 641,438	$ 3,207,188
Tyler Payment	$ 32,857	$ 201,143	$ -	$ -	$ -	$ -	$ 234,000
Tyler ESR	$ 90,993	$ 120,445	$ -	$ -	$ -	$ -	$ 211,438
Vendor Access	$ -	$ -	$ 257,400	$ -	$ -	$ 25,740	$ 283,140
FIN/HCM Assessment & Remediation	$ -	$ 49,500	$ 245,025	$ -	$ -	$ -	$ 294,525
Inventory	$ -	$ -	$ 92,400	$ -	$ -	$ -	$ 92,400
Reports Developer							
FIN	$ 198,228	$ -	$ -	$ -	$ -	$ -	$ 198,228
HCM	$ 224,223	$ -	$ -	$ -	$ -	$ -	$ 224,223
EPL	$ 291,941	$ 93,000	$ 81,000	$ -	$ -	$ 23,400	$ 489,341
EAM	$ -	$ 102,000	$ 30,000	$ -	$ -	$ 12,250	$ 144,250
UB	$ -	$ -	$ 282,000	$ 318,000	$ 54,000	$ 163,500	$ 817,500
System Admin							
FIN	$ 187,941	$ -	$ -	$ -	$ -	$ -	$ 187,941
HCM	$ 107,878	$ -	$ -	$ -	$ -	$ -	$ 107,878
EPL	$ 310,435	$ 97,700	$ 72,900	$ -	$ -	$ 21,060	$ 502,095
EAM	$ 78,234	$ 91,600	$ 27,000	$ -	$ -	$ 12,360	$ 209,414
UB	$ -	$ -	$ 238,239	$ 143,100	$ 24,300	$ 101,410	$ 507,049
Prod Support	$ 978,261	$ 342,429	$ 941,150	$ 690,294	$ 366,900	$ -	$ 3,319,034
FIN	$ 175,204	$ 34,250	$ 78,000	$ 69,750	$ 19,500	$ -	$ 376,704
Helpdesk IT Support	$ 401,236	$ 110,250	$ 234,000	$ 219,894	$ 78,000	$ -	$ 1,043,360
HCM	$ 291,788	$ 36,750	$ 78,000	$ 79,500	$ 39,000	$ -	$ 525,038
Time and Attendance	$ -	$ 15,250	$ 39,000	$ 39,750	$ 19,500	$ -	$ 113,500
EPL	$ -	$ -	$ 60,000	$ 79,500	$ 39,000	$ -	$ 208,500
EAM	$ -	$ -	$ 70,500	$ 79,500	$ 39,000	$ -	$ 189,000
UB	$ -	$ -	$ -	$ -	$ 51,000	$ -	$ 51,000
ERP Upgrade v2024	$ 110,093	$ 139,929	$ 42,900	$ 42,900	$ 42,900	$ -	$ 378,682
ERP Upgrade v2026	$ -		$ 260,000			$ -	$ 260,000
Tyler ESR	$ -	$ 6,000	$ 39,000	$ 39,750	$ 19,500	$ -	$ 104,250
Vendor Access	$ -		$ 9,750	$ 39,750	$ 19,500	$ -	$ 69,000
Non-ERP Scope	$ 66,294	$ -	$ -	$ -	$ -	$ -	$ 66,294
TOTAL CONTRACT	$ 9,270,506	$ 2,273,643	$ 4,540,989	$ 3,126,119	$ 765,825	$ 1,528,298	$ 21,505,381

ERP Annual Report and Eighth Amendment to Agreement with Kreative Core Technologies
City Council
February 17, 2026

Presented by:
Javier Chagoyen-Lazaro, City of Oxnard
Chief Financial Officer

Recommendation

That the City Council

1. Approve and authorize the Mayor to execute a Ninth Amendment to the Professional Services Agreement with Kreative Core Technologies, Inc. (9431-21-FN) in the amount of $11,490,000 for a new not to exceed contract amount of $21,510,000, and to extend the term to December 30, 2028, for project management services related to the discovery, documentation, implementation, stabilization, and ongoing IT support of all phases of the City's Multi-year enterprise resource planning (ERP) implementation, as well as some additional IT non-ERP Projects.
2. Approve an appropriation in the amount of $2,500,000 from the General Fund (101) available fund balance to fund the project C2034 ERP Implementation in FY 2025-26, and authorize the corresponding transfers for the project budget.
3. Receive and file the ERP system annual report.

BACKGROUND

- ERP PROJECT
  - Core Financials
  - Human Capital Management (HCM)
    - HR, Timekeeping & Payroll, 1,700+ employees
  - Planning, Permitting and Licensing (EPL)
  - Enterprise Asset Management (EAM)
  - Utility Billing

ERP Timeline Summary

- 2019 City selected Tyler software
- 2019 City issued $6.9M bonds to fund first phase
- 2019 City engaged KCT to assess implementation
- 2021 City expanded KCT role to project management
- 2022 Financial module complete
- 2025 Human Capital Management complete
- **2026 EPL and EAM go live**
- **2028 Utility Billing go live**

DISCUSSION

ERP Project Cost

- Cost incurred as of December 31, 2025 is $14.4 million
- New total estimated is $25.4 Million, an increase of $5.2million from last estimate in April 2024, due to:
  - Complexity payroll requirements
  - Complexity business and licenses fee structures and data conversion.
  - Staff turnover during implementation
  - Change Management & Training requirements
  - Additional scope
  - Added contingency $1.5 million for Utility Billing implementation.

ANNUAL UPDATE

Module	Purpose	Status	Go-Live
Core Financials	Accounting & purchasing	☑ Live	Oct 2022
Payroll (HCM)	HR & payroll	☑ Live	Jan 2025
Permits (EPL)	Permits & licenses	🔄 In progress	May 2026
Public Works (EAM)	Assets & maintenance	🔄 In progress	May-Jul 2026
Utility Billing	Water, ER & Sewer bills	⏳ Not started	2028
Vendor Portal	Vendor self-service	⏳ Future	2027

Key partners

- Tyler Technologies
  - Software provider
- Kreative Core Technologies (KCT)
  - Implementation support
  - Production support

Contract Partner	Implementation	Production	Non-ERP	Total Costs
KCT	$18.12	$3.21	$0.07	$21.51
Tyler	$ 7.27	$3.65	$ --	$10.91
Total	**$25.39**	**$6.96**	**$0.07**	**$32.42**

$ Million

DISCUSSION

- Kreative Core Contract Breakdown

KCT Only costs	Actual Costs Project to Date, as of December 31, 2025	Forecasted Costs thru end of implementation – forecasted till December 30, 2028					Total Costs
		FY2026	FY2027	FY2028	FY2029	Contingency	
KCT Project Management	$ 4,389,138	$ 769,866	$ 986,876	$ 831,275	$ 127,575	$ 482,121	$ 7,586,851
KCT IT Implementation Costs	$ 3,836,813	$ 1,111,848	$ 2,367,939	$ 1,604,550	$ 271,350	$ 1,046,177	$ 10,238,677
KCT IT Production Support	$ 978,261	$ 391,929	$ 1,186,175	$ 690,294	$ 366,900	$ -	$ 3,613,559
KCT - Non-ERP Scope	$ 66,294	$ -	$ -	$ -	$ -	$ -	$ 66,294
Total	**$ 9,270,506**	**$ 2,273,643**	**$ 4,540,990**	**$ 3,126,119**	**$ 765,825**	**$ 1,528,298**	**$ 21,505,381**

Recommendation

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2. Approve an appropriation in the amount of $2,500,000 from the General Fund (101) available fund balance to fund the project C2034 ERP Implementation in FY 2025-26, and authorize the corresponding transfers for the project budget.
3. Receive and file the ERP system annual report.

CITY OF OXNARD CALIFORNIA

Questions / Discussion