

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 during customary business hours. Agenda reports are also on the City of Oxnard web site at www.oxnard.org.



AGENDA
OXNARD CITY COUNCIL
FINANCE AND GOVERNANCE COMMITTEE
Council Chambers, 305 West Third Street
September 10, 2019
Regular Meeting - 9:30 to 10:45 AM

A. ROLL CALL, POSTING OF AGENDA, FLAG SALUTE

B. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

At this time, the legislative body will consider public comments for a maximum of fifteen minutes. 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. Speaker cards will not be accepted after the beginning of the general public comment period. Based on the number of speaker cards submitted, the presiding officer may impose time limits per speaker. Typically, speakers are limited to two minutes, but shorter time may be established as deemed necessary. A person not able to address the legislative body at this time because the fifteen minutes expires may do so just 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 for administrative action or scheduled on a subsequent agenda for discussion.

C. CONSENT AGENDA

1. City Clerk Department

SUBJECT: Approval of Minutes.

RECOMMENDATION: That the Finance and Governance Committee approve the minutes of the July 23, 2019 regular meeting as presented.

Contact: Michelle Ascencion, (805) 385-7805

D. REPORTS

1. Information Technology Department

SUBJECT: Purchase of Cisco network equipment from Insight Public Sector, Inc. (5/5/5)

RECOMMENDATION: That the Finance and Governance Committee recommend the City Council approve a purchase order of \$362,946.50 for Cisco networking equipment from Insight Public Sector, Inc.

Contact: Keith Brooks, (805) 385-7597

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.

Agenda Item time estimates: (Staff Presentation / Committee Discussion / Public Comment)

2. Information Technology Department

SUBJECT: Enterprise Resource Planning (ERP) System Purchase. (10/10/10)

RECOMMENDATION: That the Finance and Governance Committee recommends that City Council:

1. Award and authorize the Mayor to execute the agreement with Tyler Technologies, Inc. for an enterprise resource planning (ERP) system in an amount not to exceed \$9,117,985 (which is \$8,245,085 plus \$872,900 implementation contingency) over a five-year term with future years' funding contingent on Council budget approval (recognizing the agreement is one component of the total, five-year project cost of \$14,893,817, which also includes \$5,775,832 in additional implementation costs and hardware/ software costs);
2. Authorize the Mayor to approve a budget appropriation in amount of \$522,644 (\$81,992 of Tyler fees plus \$440,652 of implementation costs) for FY 2019-20 from future debt proceeds based on proposed Resolution of Intent to Reimburse from Lease Revenue Bond Proceeds; and
3. Adopt a resolution amending Resolution No. 15,241 to increase by two the full-time equivalent positions in the City service pursuant to Chapter 4 of the City Personnel Rules and Regulations.

Contact: Keith Brooks, Kevin Riper, (805) 385-7597, (805) 385-7475

E. ITEMS FOR FUTURE AGENDAS

F. ADJOURNMENT

MINUTES
OXNARD CITY COUNCIL
FINANCE AND GOVERNANCE COMMITTEE
Regular Meeting
July 23, 2019

A. ROLL CALL / POSTING OF AGENDA

At 9:34 a.m., Member Basua (serving as Acting Chair) called to order the regular meeting of the Oxnard City Council Finance and Governance Committee in the City Hall Council Chambers at 305 W. Third Street, Oxnard, California. The City Clerk called the roll and announced the posting of the agenda. Members Gabriela Basua and Bert Perello were present; Chair Tim Flynn was absent.

Staff members present were Shiri Klima, Deputy City Manager; Alexander Nguyen, City Manager; Stephen Fischer, City Attorney; Kevin Riper, Chief Financial Officer; and Michelle Ascencion, City Clerk.

B. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA (None received.)

C. CONSENT AGENDA

City Clerk Department

1. SUBJECT: Approval of Minutes.

RECOMMENDATION: That the Finance and Governance Committee approve the minutes of the July 9, 2019 regular meeting as presented.

It was moved by Member Perello, seconded by Member Basua, to approve the minutes as presented.
VOTE: Basua and Perello voted in favor; the motion carried 2-0.

D. REPORTS

Finance Department

1. SUBJECT: Refinancing Opportunity for 2011 Lease Revenue Bonds.

RECOMMENDATION: That the Finance and Governance Committee:

1. Provide direction to staff regarding whether to pursue refinancing opportunity for the 2011 Lease Revenue Bonds (the "2011 Bonds");
2. If "yes" on #1 above, provide direction as to whether staff should proceed to the City Council for approval of a contract with Raymond James or issue a request for proposals for an underwriter for such bonds;
3. If "yes" on #1 above, direct staff to engage the proposed financing team and return to the full City Council for approval of the 2019 Lease Revenue Refunding Bonds (the "2019 Bonds") once legal documents and the preliminary official statement are completed

The Chief Financial Officer introduced Craig Hill of NHA Advisors, who gave a report. Public comments were received from Phillip Molina and Jim Lavery. Discussion ensued among the Committee, staff, and Mr. Hill.

It was moved by Member Basua, seconded by Member Perello, to approve the recommended action as presented. VOTE: Basua and Perello voted in favor; the motion carried 2-0.

E. ITEMS FOR FUTURE AGENDAS

Member Perello requested an update on the request for proposals for the city's trash business, and a report on the expected impact of marijuana revenue coming into the state. The Deputy City Manager stated that the trash request for proposals is currently being worked on.

F. ADJOURNMENT

There being no further business on the agenda, and without objection, Member Basua adjourned the meeting at 10:19 a.m.

MICHELLE ASCENCION, CMC
City Clerk

TIM FLYNN
Chair



FINANCE AND GOVERNANCE COMMITTEE AGENDA REPORT

REPORTS AGENDA ITEM NO. D.1.

DATE: September 10, 2019

TO: Finance & Governance Committee

FROM: Keith Brooks, Chief Information Officer, (805) 385-7597, keith.brooks@oxnard.org

SUBJECT: Purchase of Cisco network equipment from Insight Public Sector, Inc. (5/5/5)

RECOMMENDATION

That the Finance and Governance Committee recommend the City Council approve a purchase order of \$362,946.50 for Cisco networking equipment from Insight Public Sector, Inc.

BACKGROUND

The City's foundational data network relies on equipment to ensure secure connectivity across all City locations. The current equipment needs to be replaced in order to meet audit requirements. In accordance with the needs of keeping the City network stable and secure, 42 new network devices are needed to replace the current ones. The cost of this hardware is \$287,946.50 plus an additional cost of \$75,000 for the proper design and installation of these switches.

This purchase is being made through the lowest available price via the OMNIA Partners (formerly U.S. Communities) Intergovernmental Purchasing Alliance Contract No. 4400006644. As our registered agent for Cisco purchases, Insight Public Sector, Inc. is the only reseller of this equipment that is able to provide it at this lowest cost.

STRATEGIC PRIORITIES

This agenda item supports the Quality of Life strategy. The purpose of the Quality of Life strategy is to build relationships and create opportunities within the community for safe and vibrant neighborhoods, which will showcase the promising future of Oxnard. This item supports the following goals and objectives:

Goal 3. Strengthen neighborhood development, and connect City, community and culture.

Objective 3c. Improve our methods of communicating with residents, businesses and neighborhoods (e.g. leverage social media and tools like Nextdoor).

This agenda item supports the Organizational Effectiveness strategy. The purpose of the Organizational Effectiveness strategy is to strengthen and stabilize the organizational foundation of the City in the areas of Finance, Information Technology, and Human Resources, and to improve workforce quality while increasing transparency to the public. This item supports the following goals and objectives:

Goal 1. To help foster a healthy and accountable corporate foundation by strengthening the support functions of the organization, which include Finance, Information Technology and Human Resources.

Objective 1a. Ensure the 128 recommendations outlined in the organizational assessment are implemented through the 3 phased implementation action plans adopted by Council in July, 2015 and provide periodic reports to Council on the status of the implementation plans.

FINANCIAL IMPACT

The total cost of purchasing and installing these network switches is \$362,946.50. The funds for this expenditure have been budgeted into the IT Department's 2019-2020 budget. This budget includes a provision for \$860,000 to replace aging IT hardware throughout the City.

Prepared by: Gary Krumian, Programmer Analyst

ATTACHMENTS

1. Insight Purchase Order
2. BA - Network & Hardware Replacement



BLANKET ORDER
CITY OF OXNARD
300 WEST 3RD STREET
OXNARD, CA 93030

**PURCHASE
ORDER NO.
007398**

DATE: 8/22/2019

VENDOR PHONE: (800)934-4477
VENDOR FAX: () -
VENDOR #: 21221
VENDOR ADDRESS: INSIGHT PUBLIC SECTOR, INC.
P.O. BOX 731072
DALLAS, TX 75373-1072
SHIP TO: VARIOUS LOCATIONS
VARIOUS LOCATIONS
SEE DESCRIPTION
OXNARD, CA 93030

*Our P.O. # **MUST** Appear on **ALL** Invoices, Packages and Correspondence*

DELIVER BY		REQUISITION #	REQUISITION DATE	CONFIRMED BY	
10/30/2019			00/00/0000		
FOB		ACCOUNT NUMBER		AUTHORIZED BY	
				PATRICIA GARCIA	
ITEM #	QUANTITY/ UNIT	DESCRIPTION ARTICLE OR SERVICE		UNIT COST	EXTENDED COST

CISCO NETWORKING SWITCH PURCHASE & INSTALLATION

Effective date: 08/22/2019
Expiration date: 10/30/2019
Not to exceed: 362,946.50

AGREEMENT THROUGH OMNIA PARTNERS, #4400006644.

TOTAL PURCHASE AMOUNT

\$0.00

In order to receive payment, email all invoices to:
invoices@oxnard.org

In the subject line, reference the Purchase
Order number above.

AUTHORIZED SIGNATURE. _____

By acceptance of this purchase order, you agree to the attached terms and conditions of the City of Oxnard

PURCHASE ORDERS
TERMS AND CONDITIONS

The City Purchasing Officer and the Vendor agree as follows:

1. Vendor shall furnish to City the labor, materials, equipment, supplies and/or services described in the Purchase Order preceding this page.
2. City shall pay to Vendor the price, or prices, specified in the Purchase Order upon delivery of the labor, materials, equipment, supplies and/or services, and acceptance thereof by the City Purchasing Officer, or upon the completion of the services to be performed and acceptance thereof.
3. If the Purchase Order is continuing in nature, City shall pay to Vendor the amount due Vendor for labor, materials, equipment or supplies furnished, or services completed and accepted.
4. Vendor shall deliver the labor, materials, equipment or supplies, or cause the services to be performed, within the time and in the manner specified in the Purchase Order. Vendor shall be excused in performance for delays resulting from causes beyond the control of Vendor.
5. If services are performed or labor furnished to City under the Purchase Order, Vendor agrees to indemnify, hold harmless and defend City, its City Council, and each member thereof, and every officer, employee, representative or agent of City, from any and all liability claims, demands, actions, damages (whether in contract or tort, including personal injury, death at any time, or property damage), costs and financial loss, including all costs and expenses and fees of litigation or arbitration, that arise directly or indirectly from any acts or omissions related to this Agreement performed by Vendor or its agents, employees, subcontractors, consultants and other persons acting on Vendor's behalf. This agreement to indemnify, hold harmless and defend shall apply whether such acts or omissions are the product of active negligence, passive negligence, willfulness or acts for which Vendor or its agents, employees, subcontractors, consultants and other persons acting on Vendor's behalf would be held strictly liable. Vendor's obligation to defend shall arise when a claim, demand or action is made or filed, whether or not such claim, demand or action results in a determination of liability or damages as to which Vendor is obligated to indemnify and hold harmless.
6. Insurance
 - a) Vendor shall obtain and maintain during the performance of any services under this Agreement the following insurance coverage issued by a company satisfactory to the Risk Manager, unless the Risk Manager waives, in writing, the requirement that Vendor obtain and maintain such insurance coverage.
 - i. Commercial general liability insurance, including a contractual liability endorsement, in an amount not less than \$1,000,000 combined single limit for bodily injury and property damage for each claimant for general liability with coverage equivalent to Insurance Services Office Commercial General Liability coverage (Occurrence Form CG0001ED, November 1988);
 - ii. Business automobile liability insurance in an amount not less than \$1,000,000 combined single limit for bodily injury and property damage for each claimant for automobile liability with coverage equivalent to Auto Liability Insurance Services Office coverage (Occurrence Form CA000TED, June 1992) covering Code No. 1, "any auto";
 - iii. Workers' compensation insurance in compliance with the laws of the State of California, including employer's liability insurance in an amount not less than \$1,000,000 per claimant.
7. Vendor, in the performance of any services or the furnishing of any labor under this Purchase Order, shall be considered an independent contractor, and Vendor and Vendor's agents and employees shall not be considered officers or employees of the City.
8. Vendor, without the written consent of the City Purchasing Officer, shall not:
 - a) Assign the Purchase Order, or any interest therein, or any money due thereunder; or
 - b) Make any changes, alterations or variations in the terms of the Purchase Order.
9. The cost of inspection on deliveries, or offers to make deliveries that do not meet specifications, will be paid by Vendor or deducted by City from amounts due Vendor.
10. Vendor shall indemnify and hold harmless City, its officers and employees, from liability, claims, loss or expense of any kind or nature on account of any copyrighted or uncopyrighted composition, patented or unpatented process or invention, article or appliance furnished or used under this Purchase Order.
11. Vendor shall comply with all applicable federal, state and local ordinance, laws and regulations and shall obtain and pay for all required licenses and permits, including a City of Oxnard business license.
12. Return or exchange of materials, equipment or supplies will not be permitted without written approval by the City Purchasing Officer.
13. All materials, supplies and equipment furnished under the Purchase Order shall, where applicable, be in full compliance with the Safety Orders and Regulations of the Division of Industrial Safety of the State of California and the Williams-Steiger Federal Occupational Health and Safety Act of 1970.
14. City may terminate this Purchase Order at any time by giving written notice of termination to Vendor. If termination is for cause, termination shall become effective on the date of the notice or at a later date, specified in the notice. If termination is without cause, termination shall become effective five days after the date of the notice or at a later date specified in the notice.
15. Vendor shall comply with all applicable equal employment opportunity requirements of the California Department of Fair Employment and Housing in performing or contracting for any services under this Purchase Order.
16. For public projects, Vendor shall pay prevailing wages in accordance with Labor Code Sections 1720 et seq.

ADDITIONAL REQUIREMENTS FOR GRANT-FUNDED PROJECTS

17. The following requirements apply to any Purchase Order funded in whole or in part by federal grant funds.
 - a) Upon expiration of the time specified on the reverse side, this Purchase Order shall terminate unless City and Vendor have mutually agreed in writing to an extension of time.
 - b) If legal action is brought by either party because the other has failed to comply with terms or conditions of this Purchase Order, the prevailing party shall be awarded its attorney's fees and costs in addition to its damages and/or equitable relief.
 - c) Vendor shall comply with all applicable requirements of Executive Order 11246 as amended by Executive Order 11375 and the regulations adopted pursuant thereto (41 CFR Chapter 60), which provide that no person shall be discriminated against on the basis of race, color, religion, sex or national origin.
 - d) Vendor shall insure that the grantee (City), the Federal Grantor Agency, the Comptroller General of the United States, or any duly authorized representative, shall have access to any books, records, documents and papers, specifically relating to this Purchase Order, for the purpose of making audit, examination, excerpts and transcriptions for not less than three years after completion of the project and/or until the completion of the final project audit as required by the Federal Grants Agency.

REQUEST FOR BUDGET APPROPRIATION ADJUSTMENT

Department: Information Technology

Date: August 22, 2019

Project/Program

Manager: Keith Brooks

Phone: 805-385-7597

Reason for Appropriation:

Re-appropriate 2018 Lease Purchase - B of A Line of Credit funding from ERP Financial (Project MO1601) to Network & Hardware Replacement (Project 207301)

Accounts and Descriptions

AMOUNT

Fund: LEASE PURCHASE (313)

Expenditures/Transfers Out

ERP FINANCIAL 10-YR LEASE (Project MO1601)

313-1600-802.86-06 CAPITAL OUTLAY / MACHINERY AND EQUIP NEW (860,000)

NETWORK & HARDWARE REPLACEMENT (Project 207301)

313-7370-826.86-06 CAPITAL OUTLAY / MACHINERY AND EQUIP NEW 860,000

Sub-total Expenditures 0

Net Change to Fund Balance 0

Net Appropriation Change 0

Approvals

Department Director _____

Chief Financial Officer _____

City Manager _____

REQUIRES CITY COUNCIL AUTHORIZATION

BA# (Finance Use Only) _____

BA Doc# (Finance Use Only) _____

Revised : 2/23/2012

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FINANCE AND GOVERNANCE COMMITTEE AGENDA REPORT

REPORTS AGENDA ITEM NO. D.2.

DATE: September 10, 2019

TO: Finance & Governance Committee

FROM: Keith Brooks, Chief Information Officer, (805) 385-7597, keith.brooks@oxnard.org
Kevin Riper, Chief Financial Officer, (805) 385-7475, kevin.riper@oxnard.org

SUBJECT: Enterprise Resource Planning (ERP) System Purchase. (10/10/10)

RECOMMENDATION

That the Finance and Governance Committee recommends that City Council:

1. Award and authorize the Mayor to execute the agreement with Tyler Technologies, Inc. for an enterprise resource planning (ERP) system in an amount not to exceed \$9,117,985 (which is \$8,245,085 plus \$872,900 implementation contingency) over a five-year term with future years' funding contingent on Council budget approval (recognizing the agreement is one component of the total, five-year project cost of \$14,893,817, which also includes \$5,775,832 in additional implementation costs and hardware/ software costs);
2. Authorize the Mayor to approve a budget appropriation in amount of \$522,644 (\$81,992 of Tyler fees plus \$440,652 of implementation costs) for FY 2019-20 from future debt proceeds based on proposed Resolution of Intent to Reimburse from Lease Revenue Bond Proceeds; and
3. Adopt a resolution amending Resolution No. 15,241 to increase by two the full-time equivalent positions in the City service pursuant to Chapter 4 of the City Personnel Rules and Regulations.

BACKGROUND

The Need

The City implemented components of its Sungard HTE ERP system beginning in 1988. Additions were made in 1992 and 1998. In July of 2015, staff presented a report to City Council with recommendations for replacing the entire ERP system with a more efficient and modern system. Many cities using HTE had already begun replacing it with new ERP systems that take advantage of current technologies to streamline processes, create better access to information, increase productivity and improve decision making.

Currently, the City provides various services in low-tech ways that are not the most efficient for our residents or businesses. For example, turning on and off utilities, our permit process, and paying various City fees requires the resident to place a phone call or come in rather than being able to request the service online. The paper plan check process impacts our businesses too, as does permit and plan tracking and paying vendors, all of which must be performed manually. The current payroll and financial systems are also paper intensive, requiring manual transactions. All of this leads to slow-down and increases the potential for errors. We need a 21st century system that will be much more efficient.

The HTE/Sungard product suite has been sold multiple times over the past few years. In 2005, SunGard was owned by a conglomerate of private equity firms, led by Golden Gate Capital. They held the company until 2015, when they sold the banking unit and the ERP line of business to FIS; FIS (primarily a banking company) held the ERP piece for six months and then sold it to Vista Equity/Bain. The investment company was renamed CentralSquare, and this is the current owner. Subsequently, they closed offices in San Diego and Chico, California and Bethlehem, Pennsylvania. On August 5, 2019, Moody's released a CentralSquare financial review. They reported \$400 million in total revenue, which is not growing, and \$1.2 billion in debt. Over the past five years, CentralSquare has lost 155 of its current customers to Tyler's Munis product.

The City continues to pay for and receive maintenance and support for HTE. However, for several years now, the vendor has only made minimal ongoing investments into research and development of the system and also formally declined to bid on our request for proposals (RFP). The lack of modern functionality from this system has resulted in staff having to create over 150 custom-built tools that manually and tediously support the various needs of the City. This has been a drain on productivity with added costs to maintain this aging system. Even with those 150 custom-built tools, the City's continued use of this system remains a time-consuming, inefficient, and at times insecure use of resources.

The Solicitation Process

In November of 2016, Council approved approximately \$150,000 funding for the ERP Project to develop and release an RFP from competing vendors. Staff from various departments began on the specifications and procurement process in early 2017. In addition, Sciens Consulting was engaged on January 20, 2017, to assist in the development of the RFP, vendor selection and contract negotiations.

On December 12, 2017, the City released the RFP via the e-procurement website inviting 31 potential companies. As a result of the solicitation advertisement, the City received four bid responses. Tyler Technologies and Oracle (via its Graviton reseller) submitted bid responses that were inclusive of the entire scope. Kronos and Accela submitted responses concentrated only on specific Human Capital Management, Community Development and Public Works components of the solicitation scope. Again, CentralSquare did not submit a bid.

The evaluation committee was composed of seven evaluators plus additional City employees as subject matter experts, representing all major modules of this system throughout the City. An independent evaluator from the County of Ventura also participated. The evaluation criteria consisted of technical review, product demonstrations, site visits to other cities, and contract negotiations. This process was intentionally extensive to ensure staff carefully review all considerations and concerns.

Staff recommends the City Council award a contract to Tyler Technologies for the ERP as staff believes Tyler's proposal is the most responsive to the City's needs. Tyler has averaged 70 to 90 implementations of the Munis product per year for the last decade. The company has over 4,500 employees, 1,038 of whom support the Munis product. The company has over 15,000 clients and has a 98 percent retention rate of those customers; there are 115 clients in California using the Munis product. The company has had an average annual growth rate of 13 percent since 2002 and carries no debt as a corporation. Last year, Tyler invested over \$50 million in research and development. The company offers a complete, integrated solution for the City while supporting all federal and State mandates as part of the City's support agreement in perpetuity.

The new Tyler software offers various efficiencies. The Resident Portal, which is available in Spanish, will allow our residents to sign up online for or discontinue utility services, apply for permits online, schedule

inspections online, and pay fees online with a single customer account. This will allow our businesses to utilize electronic plan review and to track the permitting and plan check process online. It will allow our vendors to submit invoices online and track payments. All of this will make our City more customer- and business-friendly. Also, various staff processes such as timesheets and various financial processes will become automated, which will increase accuracy, efficiency and transparency. There is a lot to gain from a modern robust system and a software company that has a track record of ongoing research and development to improve its products.

STRATEGIC PRIORITIES

This agenda item supports the Quality of Life strategy. The purpose of the Quality of Life strategy is to build relationships and create opportunities within the community for safe and vibrant neighborhoods, which will showcase the promising future of Oxnard. This item supports the following goals and objectives:

Goal 3. Strengthen neighborhood development, and connect City, community and culture.

Objective 3a. Create a renewed focus on establishing a positive outlook and orientation of our City, neighborhoods and overall community.

Objective 3b. Empower and connect our Inter-Neighborhood Council Organizations (INCOs), Community Advisory Groups (CAGs) and Neighborhood Watch Program.

Objective 3c. Improve our methods of communicating with residents, businesses and neighborhoods (e.g. leverage social media and tools like Nextdoor).

This agenda item supports the Organizational Effectiveness strategy. The purpose of the Organizational Effectiveness strategy is to strengthen and stabilize the organizational foundation of the City in the areas of Finance, Information Technology, and Human Resources, and to improve workforce quality while increasing transparency to the public. This item supports the following goals and objectives:

Goal 1. To help foster a healthy and accountable corporate foundation by strengthening the support functions of the organization, which include Finance, Information Technology and Human Resources.

Objective 1a. Ensure the 128 recommendations outlined in the organizational assessment are implemented through the 3 phased implementation action plans adopted by Council in July, 2015 and provide periodic reports to Council on the status of the implementation plans.

Objective 1b. Establish an Internal Audit Program to complete performance audits of identified programs to ensure compliance with state and federal law and that Council policy is adhered to.

Objective 1c. Develop written procedures to address Internal Control recommendations from Auditor.

Objective 1d. Ensure adequate systems are established, reviewed, and updated within the Human Resources Department related to personnel policies and procedures, employee compensation, benefits, recruitments, testing and other human resources related systems.

Goal 2. Increase transparency with Council, community and staff related to the City's budget and financial management processes.

Objective 2a. Initiate a priority based budgeting program incorporating departmental performance measures and the Council Strategic priorities.

Objective 2b. Prepare Quarterly Budget Updates and have month-end financial reports available via City's Website.

Objective 2c. Create a standardized template to present financial and other data to the general public.

Goal 3. Focus on creating a culture of learning and talent development that will lead to a quality workforce which meets the needs of our community.

Objective 3a. Develop a training program that focuses on strengthening the effectiveness of supervisory/ management staff by establishing a common understanding of basic HR, IT, and fiscal policies and procedures.

Objective 3b. Develop a talent development initiative that engages, trains, transforms, and works collaboratively with mid-managers to change the organizational culture into one that focuses on becoming a high performing organization.

This agenda item supports the Economic Development strategy. The purpose of the Economic Development strategy is to develop and enhance Oxnard's business climate, promote the City's fiscal health, and support economic growth in a manner consistent with the City's unique character. This item supports the following goals and objectives:

Goal 1. Create vibrant and economically sustainable commercial, industrial and retail industries throughout the City.

Objective 1a. Focus available resources on a comprehensive effort to promote economic activity in Oxnard, including a marketing program that communicates the City's available resources and assets.

Goal 2. Enhance business development throughout the City.

Objective 2a. Develop a strong citywide economy which attracts investment, increases the tax base, creates employment opportunities, and generates public revenue.

Objective 2b. Improve relationships and communication between the City and the business community.

Goal 4. Implement a "one stop shop" effort at the City's Service Center.

Objective 4a. Streamline internal process to ensure government efficiencies.

This agenda item supports the Infrastructure and Natural Resources strategy. The purpose of the Infrastructure and Natural Resources strategy is to establish, preserve and improve our infrastructure and natural resources through effective planning, prioritization, and efficient use of available funding. This item supports the following goals and objectives:

Goal 2. Develop an asset management program that includes fleet, facilities, parks, streets, alleys, water,

wastewater and storm water.

Objective 2a. Develop a City-wide asset management program.

FINANCIAL IMPACT

The total, five-year project cost is \$14,893,817. The total Tyler contract value, including contingency, is \$9,117,985. The additional implementation costs for City staff and hardware/software costs (Attachment 2) is \$5,775,832. The details of all of these costs are provided below.

The Contract and Contingency

The five-year software licensing and professional services contract with Tyler Technologies, Inc. is for an amount not to exceed \$9,117,985. More than half of this total (\$4.9 million) is for project implementation during the first five years. The remainder (\$4.2 million) is for guaranteed, fixed price annual software maintenance fees of \$835,781 for the first five years. After implementation is complete, annual software maintenance fees may increase by no more than five percent for years six through ten and another five percent for years eleven through fifteen. These post-implementation maintenance fees will be funded out of the operating budgets of the respective funds benefiting from the software. Note that by no longer using HTE, the City will save approximately \$350,000 per year from the reductions in HTE and other software applications' annual software maintenance fees and hardware costs that will eventually be retired.

The total contract amount also includes an \$872,900 contingency for unforeseen circumstances common to all ERP implementations that will arise, such as the possible need for additional Tyler implementation on-site or remote consulting assistance, unexpected software licensing costs, or unanticipated hardware acquisition. Use of any contingency funding must be pre-approved by staff before being spent by Tyler.

Staff Time Costs

ERP implementations also require an extraordinary amount of City staff time, working closely with the software vendor. City staff needs to map current “as is” business processes and to design desired “to be” business processes made possible by the new software. City staff and the vendor need to configure the software for each separate module, to test the configuration under many different scenarios with many different users, and to re-configure the software based on the results of those tests. Finally, staff and the vendor need to create detailed user manuals and system documentation as well as more concise “cheat sheets” for end-users, to create and deliver training for end-users, and to provide support to the project and to end-users during both the “Go-Live” and the “Post-Go-Live” periods of each phase of the project.

Current estimates from Tyler Technologies and the City’s ERP procurement consultant, Sciens Consulting, call for an estimated 14.5 full-time equivalent (FTE) employees from the City to be assigned to the project. Of those estimated 14.5 employees, 6 FTE would be permanent, new positions (all in the Information Technology Department) and the remaining 8.5 FTE would be temporary employees in the departments contributing an equal number of existing employees to the project. Only two of the six permanent, new positions in Information Technology will be required during the initial phase of the project scheduled to begin in fiscal year 2019-20. Similarly, only two of the 8.5 temporary positions, both of which would be in the Finance Department, would be needed this fiscal year. All of the City personnel costs, plus required one-time equipment and software purchases, are projected to total \$5.3 million over the five year implementation period. This is not unusual in ERP projects, which are incredibly labor-intensive, because of the fundamental redesign

of so many business processes within the organization. Unlike the terms of the recommended contract with Tyler Technologies, for which the costs are fixed, the estimated FTE total for needed permanent and temporary City staff, and the accompanying cost, are preliminary projections that may need to be refined with Tyler Technologies after a contract is signed and a detailed project plan is created.

These staff costs can and should be capitalized into the project and paid for by long-term debt for two reasons. First, as noted above, the City's current ERP software is more than thirty years old. Based on Oxnard's own experience, and of other cities of similar size, this new software is likely to be in use for at least twenty years. Thus, it represents a capital investment just like a Water Fund facility or a wastewater treatment plant and should be paid for with long-term debt, not with cash upfront, so that the beneficiaries of the software -- residents and businesses, both present and future -- pay the capital cost, in the form of annual debt service on the bonds, as the software is used over its life. Second, and more practically, the City's General Fund does not have sufficient financial resources to pay for its share of an ERP implementation upfront. In order to pay for the project, the City needs to borrow. Long-term debt financing is thus a cashflow necessity, as well as a fair and equitable approach to spreading the project's cost among the generations that will benefit.

Financing and Apportionment Plan

The contract with Tyler Technologies related to implementation and software licensing during implementation, the Tyler contract contingency, and the salaries and benefits of 14.5 FTEs assigned full- or part-time during project implementation can be debt-financed. Two other elements related to, but not part of, the proposed ERP implementation cannot be debt-financed: the post-implementation fixed price annual software maintenance fees; and the salaries and benefits of the 8.5 FTE "backfill" employees substituting for the regular employees assigned to the project by the various City departments most heavily involved in the implementation. The reason that none of these costs can be financed is that they are operational in nature, not capitalizable into a long-term asset like the elements described above.

Therefore, the post-implementation fixed price annual software maintenance fees for years six and beyond, after "go-live," must be paid out of each year's operating budget. If City Council approves the ERP contract, those annual software maintenance fees will be built into the long-range projections for each fund benefiting from the software -- as will the savings of approximately \$350,000 per year from the reductions in annual software maintenance fees and hardware costs for the current HTE and other software applications that will eventually be retired.

Finally, there is the issue of apportioning among the City's various operating funds their fair share of debt service on the proposed bond issuance that would pay for the ERP implementation project. Precise figures can be computed only with a detailed schedule and resourcing plan from Tyler Technologies, which the firm will provide after a contract is signed. In the meantime, staff's preliminary, rough estimate is that the General Fund would shoulder 65 to 75 percent of the annual debt service on the bonds to be issued for the project; the enterprise funds (Water, Wastewater, and Environmental Resources) would bear 15 to 25 percent of the debt service; and all other funds, approximately 5 to 15 percent.

The details of the financing recommendation from staff and the City's municipal advisor, NHA Advisors, were presented to the Finance and Governance Committee at its meeting on July 23, 2019. The gist of that presentation was that if interest rates remain at July levels -- which was by no means a certainty, although as of this writing interest rates have dropped even further -- then combining the ERP financing with a refunding of the City's 2011 Lease Revenue Bonds and extending the bonds' final maturity by five years (from 2036 to 2041) would produce about \$7 million in new bond proceeds to pay for the first phase of the ERP project

implementation. This would be without any increase in already-scheduled annual debt service for the next 16 years. There would, of course, be new debt service (about \$2 million per year) from 2037 through 2041, when currently none is scheduled.

In about three years, as the end of the first phase of the ERP project approaches, a second bond financing would need to be arranged in order to pay for the second and final phase of the ERP project implementation.

FY 2019-20 and Beyond

The recommended budget appropriation in the amount of \$522,644 will cover anticipated implementation and consultant expenses for FY 2019-20 from the proceeds of the upcoming refunding of the 2011 Lease Revenue Bonds, authorization of which is planned to be presented to City Council at its October 1st meeting – dependent, of course, upon Committee recommendation and later Council approval first of the recommendations made here.

If the Committee does not recommend or later the City Council does approve both the ERP system purchase and the related bond financing to pay for the first phase, then the bonds are planned to be sold in December. Staff would return to City Council in January 2020 with a recommendation to recognize the revenue from the bond sale and to appropriate project costs for future fiscal years.

Prepared by: Keith Brooks, Chief Information Officer, Kevin Riper, Chief Financial Officer

ATTACHMENTS

1. Tyler Agreement
2. Additional ERP Implementation and Consulting Expenses
3. Request for Budget Appropriation - ERP FY20
4. FY 19_20 IT Positions Resolution
5. Presentation: Report for ERP Specification & Procurement Project

Table of Contents

Software As A Service “SaaS” Agreement. The following Exhibits are incorporated into the SaaS Agreement:

Exhibit A-1	Socrata Open Finance Terms
Exhibit A	Investment Summary
Exhibit B	Invoicing and Payment Policy
	o Schedule 1: Business Travel Policy
Exhibit C	Service Level Agreement
	o Schedule 1: Support Call Process
Exhibit D	Third Party Terms
	o Schedule 1: DocOrigin EULA
	o Schedule 2: BMI Terms
Exhibit E	Statement of Work
	End of SaaS agreement
Exhibit F	Tyler’s Response to Client’s Original Request for Proposals
Exhibit G	Tyler’s Subsequent Responses to Client’s Requests for Clairfications
Exhibit H	Insurance Exhibits (INS- W)
Exhibit I	Tyler’s Response to Client’s Best and Final Offer

Additional ERP Implementation and Consulting Expenses						
	FY 19-20 Cost	FY 20-21 Cost	FY 21-22 Cost	FY 22-23 Cost	FY 23-24 Cost	Total Cost
PCs to support new ERP						
New PCs for 14.5 FTE	\$ 14,400	-	-	-	-	\$ 14,400
PCs & Monitors to run BlueBeam	115,200	-	-	-	-	115,200
Business Process Design & Change Management Consulting	33,752	47,812	47,812	47,812	47,812	225,000
Permanent Positions (2% annual increase)						
IT - GIS Programmer Analyst, 1FTE	-	126,000	128,520	131,090	133,712	519,323
IT - Project Manager (internal) - System Analyst III , 1 FTE	94,500	126,000	128,520	131,090	133,712	613,823
IT - System Administrator/Conversion Specialist - Programmer Analyst, 1 FTE	42,000	126,000	128,520	131,090	133,712	561,323
IT - Internal Training Specialist(s)/Change Manager - CNE III, 1 FTE	-	126,000	128,520	131,090	133,712	519,323
IT - Web Programmer - Programmer Analyst, 1FTE	-	126,000	128,520	131,090	133,712	519,323
IT - Computer Network Engineer III, 1 FTE	-	126,000	128,520	131,090	133,712	519,323
Temporary Positions - Limited term (2% annual increase)						
Accounting (including Cap Proj, Fixed Assets), 1 FTE	25,000	50,000	51,000	52,020	-	178,020
Purchasing, .5 FTE	-	51,000	52,020	4,335	-	107,355
General Billing/AR, .5 FTE	-	51,000	52,020	4,335	-	107,355
Payroll & Timekeeping, 1 FTE	50,000	66,667	-	-	-	116,667
Human Resources, 1 FTE	-	91,667	93,500	-	-	185,167
Permitting/Licensing/Inspections, .5 FTE	-	20,833	46,750	-	-	67,583
Code Enforcement, .5 FTE	-	20,833	46,750	-	-	67,583
Utility Billing 1, 1 FTE	-	25,000	102,000	43,350	-	170,350
Utility Billing 2, .5 FTE	-	12,500	51,000	21,675	-	85,175
Public Works, 1 FTE	-	41,667	102,000	52,020	-	195,687
Other Departments Tracking Assets (FTEs for each Dept), .5 FTE	-	20,833	51,000	26,010	-	97,843
IT - GIS, .5 FTE	-	20,833	51,000	39,015	-	110,848
Additional Hardware/Software Licensing Costs (5% annual increase)						
BlueBeam and Microsoft Office	23,552	4,239	4,451	4,674	4,908	41,824
GIS SQL DB Server Private Cloud	-	2,893	3,038	3,190	3,349	12,469
ArcGIS Server Private Cloud	-	7,581	7,960	8,358	8,776	32,675
Portal GIS Web App Server Private Cloud	-	2,614	2,745	2,882	3,026	11,267
Cash Drawer, scanner, printer, touchscreen (3 sets)	13,536	2,436	2,558	2,686	2,821	24,038
VPN Device (printer)	4,000	720	756	794	833	7,103
Training computers	15,000	-	-	-	-	15,000
Projector, screen and speakers	3,000	-	-	-	-	3,000
Wireless Access Point dedicated for mobile lab	2,200	-	-	-	-	2,200
Cash Drawer, scanner, printer, touchscreen (1 set for training)	4,512	-	-	-	-	4,512
Contingency		131,269	131,269	131,269	131,269	525,075
Grand Total	\$ 440,652	\$ 1,428,398	\$ 1,670,749	\$ 1,230,967	\$ 1,005,067	\$ 5,775,832

REQUEST FOR BUDGET APPROPRIATION

Department: Information Technology

Date: September 10, 2019

Project/Program

Manager: Keith Brooks

Phone: 805-385-7597

Reason for Appropriation:

Per. proposal of Resolution of Intent to Reimburse from Proposed 2020 Lease Revenue Refunding Bonds, an appropriation in amount of \$522,644 will cover anticipated FY19-20 ERP implementaion, licensing, & consulting expenses

Accounts and Descriptions

AMOUNT

Fund: 2020 LEASE REVENUE REFUNDING BONDS (316)

Expenditures/Transfers Out

ERP IMPLEMENTATION (Project 207302)

316-7360-826.80-01	PERSONNEL SERVICES / DIRECT LABOR-REGULAR	95,550
316-7360-826.80-02	PERSONNEL SERVICES / DIRECT LABOR-TEMPORARY	63,750
316-7360-826.80-41	PERSONNEL SERVICES / EMPLOYEE BENEFITS	52,200
316-7360-826.82-09	CONTRACTUAL SERVICES / SVCS-OTHER PROF/CONTRACT	115,744
316-7360-826.81-18	GEN. AND ADMIN EXPENSES / SOFTWARE APPLICATIONS	23,552
316-7360-826.86-06	CAP. OUTLAY EXPENDITURES / MACHINERY & EQUIP-NEW	171,848

Sub-total Expenditures

522,644

Approvals

Department Director

Chief Financial Officer

City Manager

REQUIRES CITY COUNCIL AUTHORIZATION

BA# (Finance Use Only) _____

BA Doc# (Finance Use Only) _____

Revised : 2/23/2012

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD AMENDING
RESOLUTION NO. 15241 PURSUANT TO CHAPTER 4 OF THE CITY PERSONNEL
RULES AND REGULATIONS

WHEREAS, the Information Technology Department has requested that City Council approve the increase of its full-time equivalent (FTE) positions from 24 to 26 to purchase and implement the City's new ERP system. This addition in two FTEs would result in the total count of FTE positions in the City to increase from 1,312 to 1,314.

NOW, THEREFORE, the City Council of the City of Oxnard hereby resolves to amend Resolution No 15241 with the following changes to the adopted FY 19/20 position allocations:

			PROPOSED CHANGE	NEW ALLOCATION
Department	Title	Adopted 19/20		
Information Technology	System Analyst III	1	1	2
	Programmer Analyst	4	1	5
GRAND TOTAL		5	2	7

PASSED AND ADOPTED THIS 1st day of October, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Tim Flynn, Mayor

Michelle Ascencion, City Clerk

APPROVED AS TO FORM:

Stephen M. Fischer, City Attorney

Enterprise Resource Planning

Specification & Procurement Project

(ERP)

1

What is ERP?

Technology systems that provide the foundational framework for nearly all City functions.

e.g. Core Financials, HR, Utility Billing, Land Management, Permits, Work Orders, Assets and 311

2



1988, 1992 & 1998
HTE Sungard ERP implemented

3

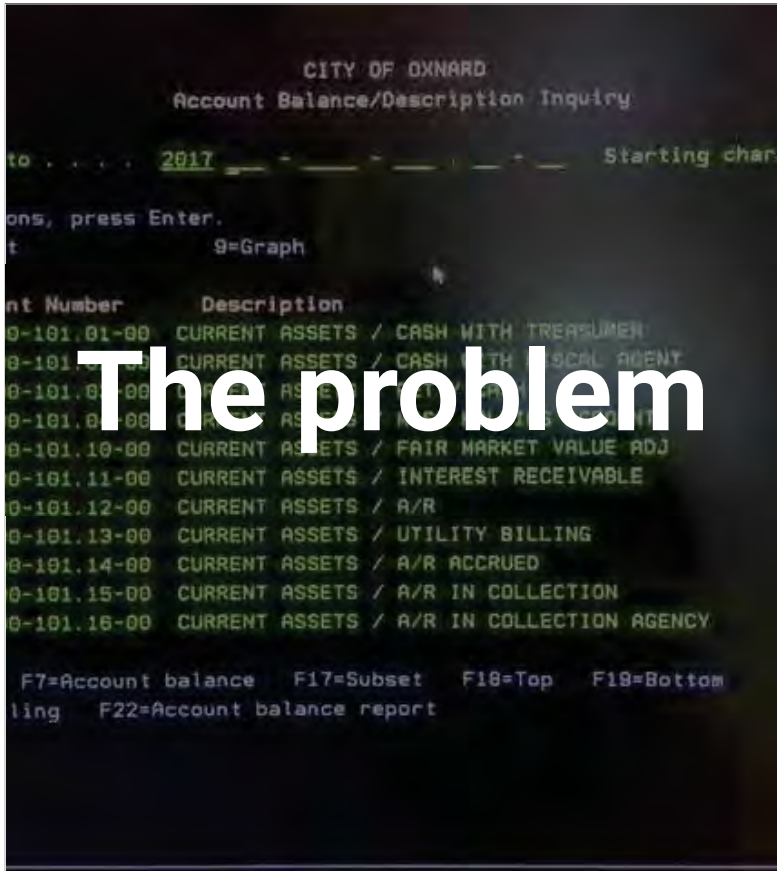


2015 & 2016
Two consultants recommend ERP
replacement to Council

2016
Council approves RFP funding

2017
RFP released

4



“Compared with a modern ERP system, the HTE system as an application is almost ineffective. It is constrained both in terms of technological capabilities and user effectiveness.”

2015 Consultant's Report

5

Bloomberg Businessweek

February 28, 2019, 3:00 AM PST

America's Cities Are Running on Software From the '80s

LISTEN TO ARTICLE

6:56

SHARE THIS ARTICLE

Share

Tweet

in Post

Email

The only place in San Francisco still pricing real estate like it's the 1980s is the city assessor's office. Its property tax system dates back to the dawn of the floppy disk. City employees appraising the market work with software that runs on a dead programming language and can't be used with a mouse. Assessors are prone to make mistakes when using the vintage software because it can't display all the basic information for a given property on one

6



The problem

- ✗ 30 Year Old Obsolete System
- ✗ No Information Transparency
- ✗ No Productivity Tools
- ✗ No Decision Making Tools
- ✗ Requires Manual Transactions

7

MOODY'S INVESTORS SERVICE

Rating Action: Moody's downgrades CentralSquare's CFR to Caa1; outlook is negative

05 Aug 2019

New York, August 05, 2019 -- Moody's Investors Service ("Moody's") downgraded CentralSquare Technologies (formerly known as SuperMoose Borrower, LLC) Corporate Family Rating ("CFR") to Caa1 from B3, and Probable to Caa1-PD from B3-PD. Moody's also downgraded the ratings on the company's first lien credit facilities to B3 from B3-PD. Moody's also downgraded the ratings on CentralSquare's second lien term loan to Caa3 from Caa2. The rating downgrades are driven by CentralSquare's

8

```

CITY OF OXNARD
Account Balance/Description Inquiry

to . . . . 2017 _ _ _ _ _ Starting char

ons, press Enter.
t          9=Graph

nt Number      Description
0-101.01-00    CURRENT ASSETS / CASH WITH TREASURER
0-101.02-00    CURRENT ASSETS / CASH WITH LOCAL AGENT
0-101.03-00    CURRENT ASSETS / PETTY CASH
0-101.04-00    CURRENT ASSETS / MISC HOLDING ACCOUNT
0-101.10-00    CURRENT ASSETS / FAIR MARKET VALUE ADJ
0-101.11-00    CURRENT ASSETS / INTEREST RECEIVABLE
0-101.12-00    CURRENT ASSETS / A/R
0-101.13-00    CURRENT ASSETS / UTILITY BILLING
0-101.14-00    CURRENT ASSETS / A/R ACCRUED
0-101.15-00    CURRENT ASSETS / A/R IN COLLECTION
0-101.16-00    CURRENT ASSETS / A/R IN COLLECTION AGENCY

F7=Account balance  F17=Subset  F18=Top  F19=Bottom
ling  F22=Account balance report

```

The problem

- ✗ Minimal investment to modernize HTE
- ✗ CentralSquare *did not bid* on City's RFP
- ✗ Limited end user support

```

CITY OF OXNARD
Account Balance/Description Inquiry

to . . . . 2017 _ _ _ _ _ Starting char

ons, press Enter.
t          9=Graph

nt Number      Description
0-101.01-00    CURRENT ASSETS / CASH
0-101.02-00    CURRENT ASSETS / CASH
0-101.03-00    CURRENT ASSETS / PETTY
0-101.04-00    CURRENT ASSETS / MISC
0-101.10-00    CURRENT ASSETS / FAIR
0-101.11-00    CURRENT ASSETS / INTE
0-101.12-00    CURRENT ASSETS / A/R
0-101.13-00    CURRENT ASSETS / UTIL
0-101.14-00    CURRENT ASSETS / A/R
0-101.15-00    CURRENT ASSETS / A/R
0-101.16-00    CURRENT ASSETS / A/R

F7=Account balance  F17=Subset
ling  F22=Account balance report

```

F22!

Current ERP System

```

GM201S01          CITY OF OXNARD          8/17/17
Account Balance/Description Inquiry          10:42:39

Position to . . . . 2017 _ _ _ _ _ Starting character(s)

Type options, press Enter.
1=Select          9=Graph

Opt Account Number      Description
- 101-0000-101.01-00    CURRENT ASSETS / CASH WITH TREASURER
- 101-0000-101.02-00    CURRENT ASSETS / CASH WITH FISCAL AGENT
- 101-0000-101.03-00    CURRENT ASSETS / PETTY CASH
- 101-0000-101.04-00    CURRENT ASSETS / MISC HOLDING ACCOUNT
- 101-0000-101.10-00    CURRENT ASSETS / FAIR MARKET VALUE ADJ
- 101-0000-101.11-00    CURRENT ASSETS / INTEREST RECEIVABLE
- 101-0000-101.12-00    CURRENT ASSETS / A/R
- 101-0000-101.13-00    CURRENT ASSETS / UTILITY BILLING
- 101-0000-101.14-00    CURRENT ASSETS / A/R ACCRUED
- 101-0000-101.15-00    CURRENT ASSETS / A/R IN COLLECTION
- 101-0000-101.16-00    CURRENT ASSETS / A/R IN COLLECTION AGENCY

F3=Exit  F7=Account balance  F17=Subset  F18=Top  F19=Bottom
F21=Totaling  F22=Account balance report

```

Project Outcome

SIX CORE MODULES

- Modern functionality from vendors investing in their products
- Real-time information management & reporting
- Integrated self-service for staff, residents, vendors & businesses
- Reduced need for data re-entry



11

Bids received

Accela
Land Management
Asset Management

Gravitron
Oracle/Accela/Kronos
All Modules

Tyler
All Modules

Kronos
Timekeeping

12

Evaluator's Selections

SIX CORE MODULES

- Modern functionality from vendors investing in their products
- Real-time information management & reporting
- Integrated self-service for staff, residents, vendors & businesses
- Reduced need for data re-entry



13

Before & After

Make it easier for **RESIDENTS** to get services

14

Before

Turning On/Off Utilities

Try to find a phone number, then wait



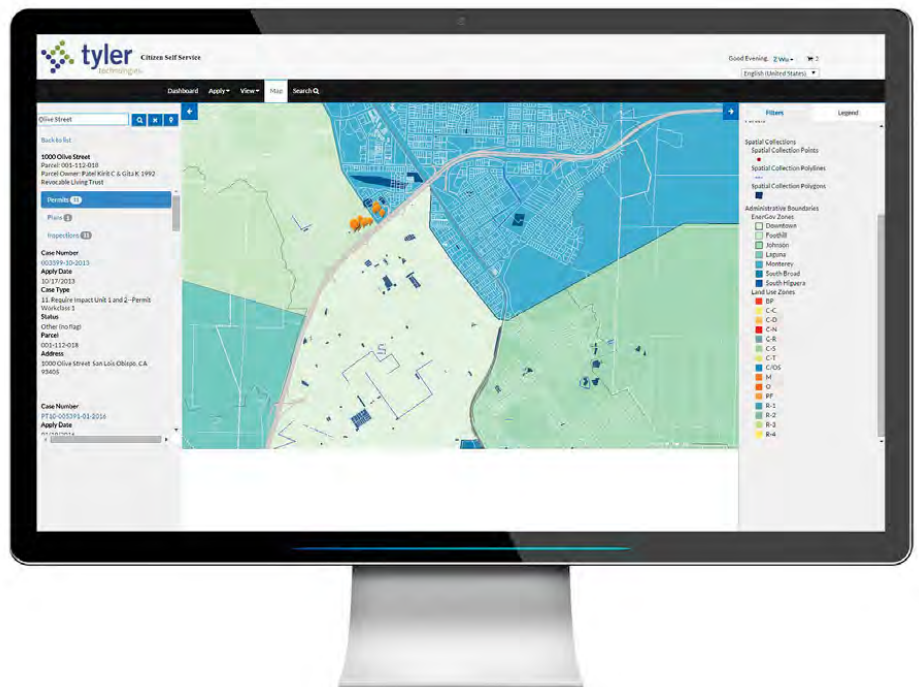
15

After

Turning On/Off Utilities

Use the Resident Portal

In your language of choice!



16

Before

Permit Process

Manual paper based &
in person



17

After

Permit Process

Apply & schedule
inspections online



18

Before

Paying Fees

Cash, checks & a half dozen different credit card systems



19

After

Paying Fees

Online or in person with a single customer account



20

Before

City Water Leak

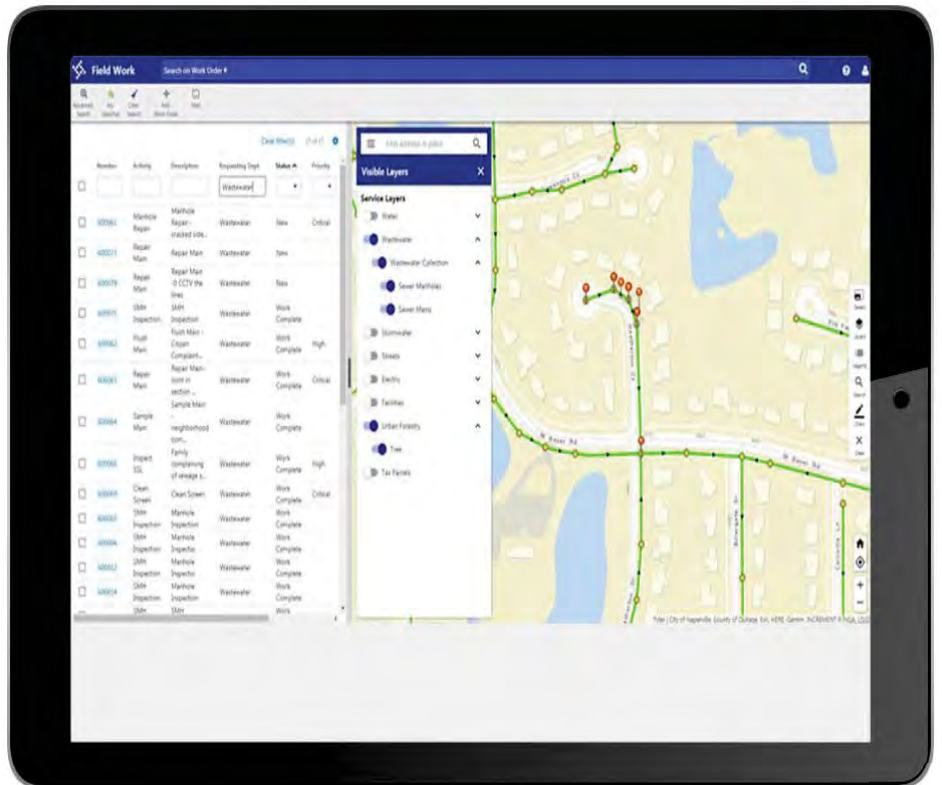
Current - too many people impacted



After

City Water Leak

Reduced impact, 311 work orders, faster response, maintenance schedules



Before & After

Make it easier for **BUSINESSES** to get services

23

Before

Plan Check

Manual, paper and
extremely wasteful

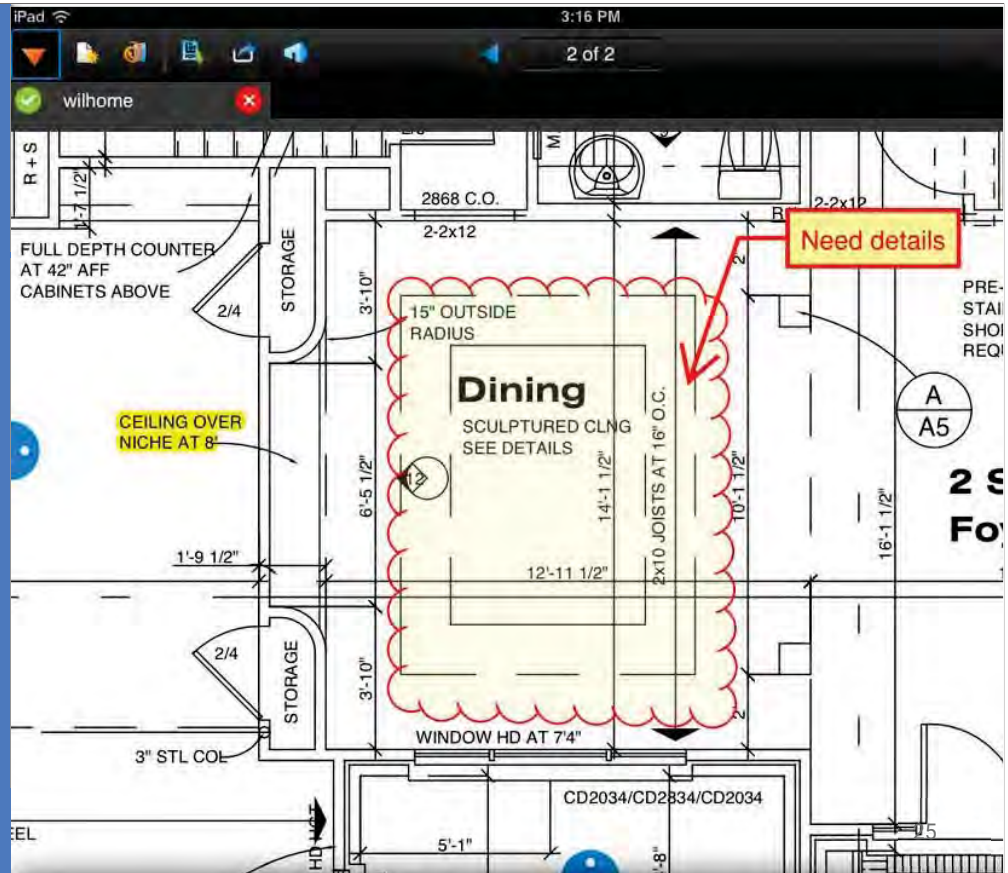


24

After

Electronic Plan Review

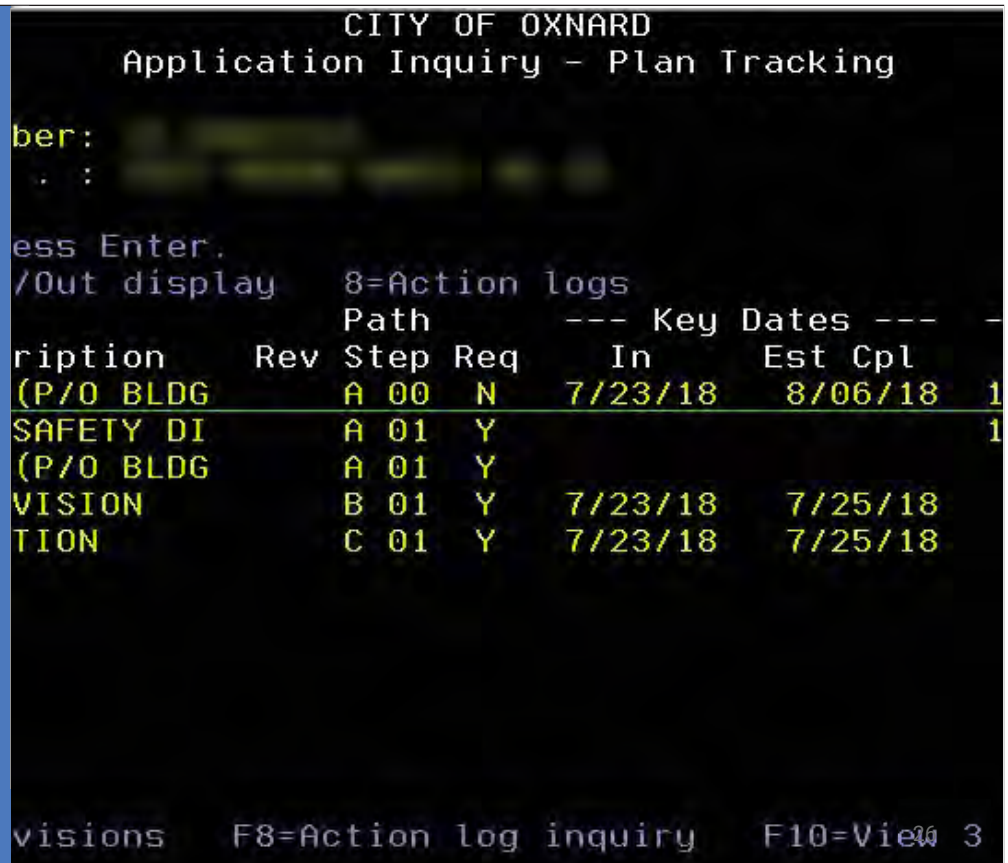
Digital, online updates, and environmentally friendly



Before

Permitting & Plan Tracking

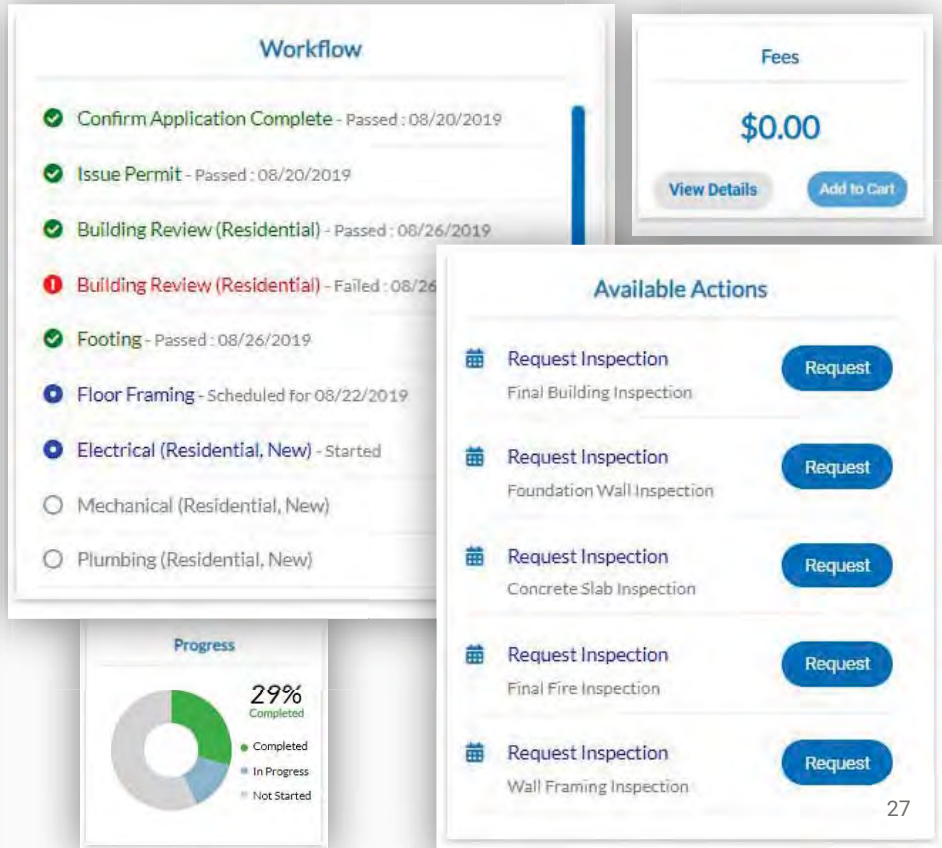
Manual and inaccessible



After

Permitting & Plan Tracking

Electronic and online

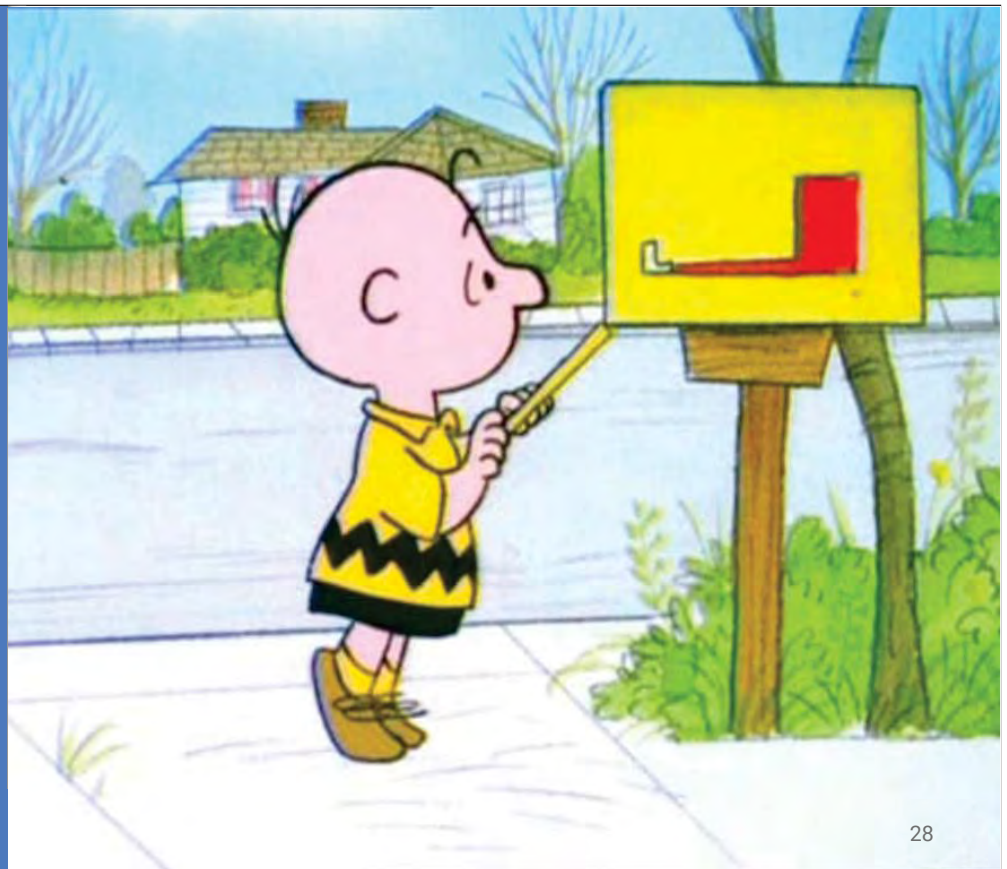


27

Before

Vendors Being Paid

Currently paper based



28

After

Vendor Self-Service Portal

Electronic submittal & tracking



Vendor Self Service Home Page

The Vendor Self Service home page contains a banner, navigation menu, and a series of summary information groups.

A screenshot of the Vendor Self Service Home Page. The page features a blue header with the Tyler Technologies logo and the company name "ABC SUPPLY COMPANY" with a "Resources" link. The main content area is titled "Welcome to Vendor Self Service" and includes sections for "Profile information", "Announcements", and "Invoices". The "Profile information" section displays the company's address, phone numbers, and email. The "Invoices" section shows a table of recent invoices with columns for Date, Amount, and Status. A large box highlights the total amount of \$1,140.00 and the last invoice date of 2/23/2012. A sidebar on the right contains a navigation menu with links to Home, Vendor Self Service, My Profile, 1099, Bids, Checks, Invoices, and Purchase Orders.

Recent invoices		
Date	Amount	Status
2/23/2012	\$1,140.00	Paid details
2/23/2012	\$1,000.00	Paid details

29

Before & After

Make **STAFF** more productive

30

Before

HR Processes

Paper based

An illustration at the bottom of the slide depicts a person's arm and hand reaching up from a massive, chaotic pile of brown cardboard boxes and stacks of white papers. The person is holding a red rectangular sign with the word 'HELP!' written in white capital letters. Several sheets of paper are shown floating in the air around the pile, suggesting a state of overwhelming information or a desperate plea for assistance. The entire scene is set against a solid blue background.

Paper based



Request for Leave

Please request permission to take leave:

From	To	From	To	Total Hours

Type of leave, enter hours into the appropriate boxes below:

Executive Manager (21, 22, 23)

Annual Leave (21) hours

Administrative Leave (22) hours

Reserve Leave (23) hours

Mid-Managerial Managers/Confidential

Annual Leave (21) hours

Administrative Leave (22) hours

Reserve Leave (23) hours

Reserve Leave (24) hours

Reserve Leave (25) hours

Reserve Leave (26) hours

Reserve Leave (27) hours

Reserve Leave (28) hours

Reserve Leave (29) hours

Reserve Leave (30) hours

Reserve Leave (31) hours

CITY OF OXNARD - PERSONNEL ACTION FORM

(This form is to be completed by the employee and the supervisor. It is not to be used for the purpose of recording the results of a performance evaluation. It is to be used for the purpose of recording the results of a personnel action.)

Section	Employee Name (Print, Initials, Last)	Supervisor Name (Print, Initials, Last)	Position	Effective Date
1. EMPLOYEE INFORMATION				
2. ACTION				
3. REASON FOR ACTION				
4. ACTION TAKEN				
5. ACTION TAKEN				
6. ACTION TAKEN				
7. ACTION TAKEN				
8. ACTION TAKEN				
9. ACTION TAKEN				
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70. ACTION TAKEN				
71. ACTION				

Police Payroll
1 pay period

Timesheets
Changes

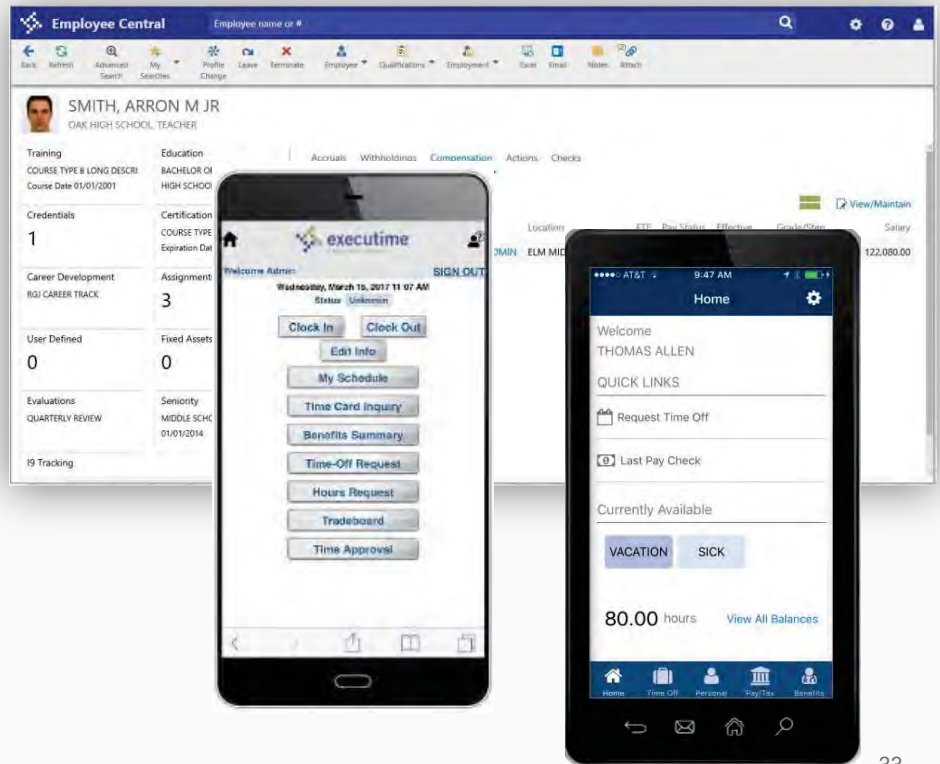
OXNARD POLICE

Timesheets Changes

After

Future HR System

Employee self-serve portal,
electronic time keeping &
scheduling



33

Before

Current Financial System

Outdated and non-intuitive



```

GM201S01                                CITY OF OXNARD
Account Balance/Description Inquiry

Position to . . . . 2017 _ _ _ _ _ Starting char

Type options, press Enter.
1=Select          9=Graph

Opt  Account Number    Description
- 101-0000-101.01-00  CURRENT ASSETS / CASH WITH TREASURER
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- 101-0000-101.12-00  CURRENT ASSETS / A/R
- 101-0000-101.13-00  CURRENT ASSETS / UTILITY BILLING
- 101-0000-101.14-00  CURRENT ASSETS / A/R ACCRUED
- 101-0000-101.15-00  CURRENT ASSETS / A/R IN COLLECTION
- 101-0000-101.16-00  CURRENT ASSETS / A/R IN COLLECTION AGENCY

F3=Exit  F7=Account balance  F17=Subset  F18=Top  F19=Bottom
F21=Totalling  F22=Account balance report
  
```

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After

Future Financial System

Improved transparency,
accuracy & efficiency



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Consequences of not moving forward



Manual Processes with no Collaboration

Increased risk for **errors** in
budgeting and planning

Paper purchases & payments

Creates an environment of **no**
transparency

Difficult to Manage City



Cannot correct **audit findings**

Inefficient and **inflexible** chart of accounts

Difficult or **unable** to produce CAFR and other reports

Very **time-consuming** processes and **inefficient** use of
staff

Departments need new Core Financials



Increased risk of falling out
of **compliance**

Need to ensure **accurate**
information gets to the right
people on time

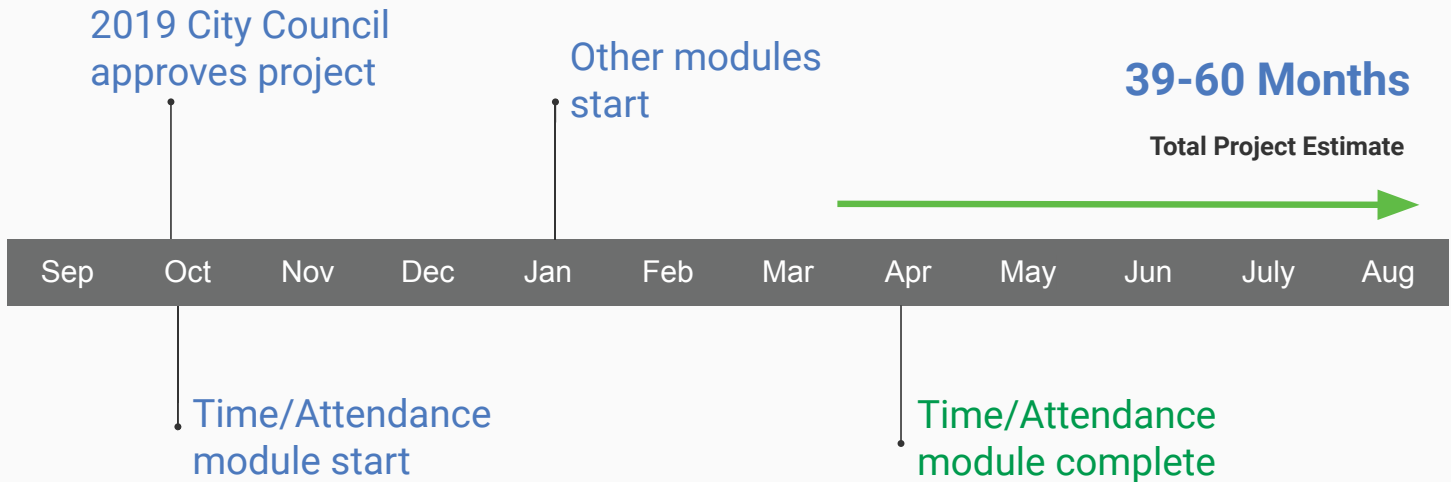


Talent Retention and Recruitment

Aging systems **detriment** to
professional development and
attracting of new talent

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ERP Implementation Roadmap 2019/2020



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The Future of Oxnard

MyOxnard.org



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Recommendations

That the Finance and Governance Committee recommends that City Council:

1. Award and authorize the Mayor to execute the agreement with Tyler Technologies, Inc. for an enterprise resource planning (ERP) system in an amount not to exceed \$9,117,985 (which is \$8,245,085 plus \$872,900 implementation contingency) over a five-year term with future years' funding contingent on Council budget approval (recognizing the agreement is one component of the total, five-year project cost of \$14,893,817, which also includes \$5,775,832 in additional implementation costs and hardware/ software costs);

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Recommendations (cont'd)

2. Authorize the Mayor to approve a budget appropriation in amount of \$522,644 (\$81,992 of Tyler fees plus \$440,652 of implementation costs) for FY 2019-20 from future debt proceeds based on proposed Resolution of Intent to Reimburse from Lease Revenue Bond Proceeds; and
3. Adopt a resolution amending Resolution No. 15,241 to increase by two the full-time equivalent positions in the City service pursuant to Chapter 4 of the City Personnel Rules and Regulations.

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