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.

CITY OF OXNARD CALIFORNIA

AGENDA
OXNARD CITY COUNCIL
FINANCE AND GOVERNANCE COMMITTEE
Council Chambers, 305 West Third Street
February 11, 2020
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 January 28, 2020 regular meeting as presented.

Contact: Michelle Ascencion, (805) 385-7805

D. REPORTS

1. Finance Department

SUBJECT: FY 2019-20 Budget Mid-Year Review. (20/10/5)

RECOMMENDATION: That the Finance and Governance Committee:
1. Receive an update on the latest FY 2019-20 revenue and expenditure projections for major funds, and authorize staff to make the presentation to City Council, incorporating any updates or new

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)

information that may arise in the interim;
2. Recommend that City Council approve for the Information Technology Fund (731) a budget appropriation request in the amount of $297,828.17 for prepayment of FY 2020-21 vendor costs;
3. Recommend that City Council approve for the Golf Course Operating Fund (651) a full-year revenue estimate of $4,259,666 ("Non-departmental -- American Golf Corporation (AGC)") and a full-year budget appropriation request in the amount of $4,136,638 ("Golf Course -- AGC");
4. Recommend that City Council approve for the Customer Billing Operations Fund (725) a budget appropriation request in the amount of $300,000 to reflect the current allocation of bank charges; and
5. Recommend that City Council approve a resolution amending the position control resolution for Information Technology.

Contact: Kevin Riper, (805) 385-7475

2. Finance Department

SUBJECT: Preview of City’s Online Financial Transparency Portal. (20/10/5)

RECOMMENDATION: That the Finance and Governance Committee receive a preview of, provide feedback on, and authorize staff to present to the Council regarding the City of Oxnard’s Online Financial Transparency Portal.

Contact: Kevin Riper, (805) 385-7475

E. ITEMS FOR FUTURE AGENDAS

F. ADJOURNMENT

M I N U T E S
OXNARD CITY COUNCIL
FINANCE AND GOVERNANCE COMMITTEE
Regular Meeting
January 28, 2020

A. ROLL CALL, POSTING OF AGENDA, FLAG SALUTE

At 9:32 a.m., Chair Flynn 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, Bert E. Perello, and Chair Tim Flynn were present.

Staff members present were Shiri Klima, Deputy City Manager; Stephen M. Fischer, City Attorney; Alexander Nguyen, City Manager; and Michelle Ascencion, City Clerk.

B. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Public comments were received from Jim Lavery (city services and employee compensation).

C. CONSENT AGENDA

City Clerk Department

1. SUBJECT: Approval of Minutes.
RECOMMENDATION: That the Finance and Governance Committee approve the minutes of the January 14, 2020 regular meeting as presented.

It was moved by Member Perello, seconded by Member Basua, to approve the minutes as presented. VOTE: Basua, Flynn, and Perello voted in favor; the motion carried 3-0.

D. REPORTS

City Manager Department

1. SUBJECT: Internal Audit Program Framework.
RECOMMENDATION: That the Finance and Governance Committee discuss the following proposals:
1. Potential of contracting the whistleblower program to the County's Auditor-Controller;
2. The framework for a new internal audit program;
3. Scoping the request for proposals for the internal audit program; and
4. Potential designation of one Councilmember to participate in the internal auditor procurement process.

The Deputy City Manager gave a report. Public comments were received from Jim Lavery. Discussion ensued among the Committee and staff. Public comments were received from Phillip Molina. Further discussion ensued. Committee members provided feedback to staff; no formal action was required.

E. ITEMS FOR FUTURE AGENDAS

Member Perello requested future items on public health alerts, project labor agreements, funds for the SCR-3 levee completion, creating a citizen volunteer program, and the Simi Valley landfill cleanup issue.

F. ADJOURNMENT

There being no further business on the agenda, and without objection, Chair Flynn adjourned the meeting at 10:29 a.m.

MICHELLE ASCENCION, CMC City Clerk	TIM FLYNN Chair

CITY OF OXNARD CALIFORNIA

FINANCE AND GOVERNANCE COMMITTEE
AGENDA REPORT

REPORTS
AGENDA ITEM NO. D.1.

DATE: February 11, 2020

TO: Finance & Governance Committee

FROM: Kevin Riper, Chief Financial Officer, (805) 385-7475, kevin.riper@oxnard.org

SUBJECT: FY 2019-20 Budget Mid-Year Review. (20/10/5)

RECOMMENDATION

That the Finance and Governance Committee:
1. Receive an update on the latest FY 2019-20 revenue and expenditure projections for major funds, and authorize staff to make the presentation to City Council, incorporating any updates or new information that may arise in the interim;
2. Recommend that City Council approve for the Information Technology Fund (731) a budget appropriation request in the amount of $297,828.17 for prepayment of FY 2020-21 vendor costs;
3. Recommend that City Council approve for the Golf Course Operating Fund (651) a full-year revenue estimate of $4,259,666 ("Non-departmental -- American Golf Corporation (AGC)") and a full-year budget appropriation request in the amount of $4,136,638 ("Golf Course -- AGC");
4. Recommend that City Council approve for the Customer Billing Operations Fund (725) a budget appropriation request in the amount of $300,000 to reflect the current allocation of bank charges; and
5. Recommend that City Council approve a resolution amending the position control resolution for Information Technology.

BACKGROUND

<u>General Fund (101)</u>
The General Fund table (attached) provides detail. Highlights include:

Revenues: FY 2019-20 General Fund revenues are now projected at $140.5 million, up $1.1 million from the Revised Budget estimate of $139.4 million. The increase results from three main factors: a $1.2 million increase in the projection for sales tax revenue; a $1.5 million increase in the projection for other revenue; offset in part by a $1.7 million decrease in revenue from fees and charges.

The sales tax revenue increase arises from a $1 million higher base last fiscal year (FY 2018-19) when taxable sales during the last two quarters of the fiscal year proved slightly stronger than projected by HdL (the City's consultant) in the spring of 2019. The increase in other revenue is attributable to a one-time receipt of $1.8 million from the City of Laguna Beach in exchange for all of Oxnard's Rule 20A credits for utility undergrounding.

The decrease in fees and charges is caused by General Fund staff positions charging less time than expected to capital improvement projects for other funds, primarily the utility enterprise funds (water, wastewater and environmental resources). The primary reason for the lower charges is that many of the positions are vacant, as the Public Works Department struggles to attract and retain civil engineers and CIP project managers in a labor market with the lowest unemployment rate in half a century. Obviously, if staff positions are vacant, there is no one to execute scheduled CIP projects or charge time to them. Thus, much of the revenue shortfall is offset by salary savings on the expenditure side.

Expenditures: FY 2019-20 General Fund expenditures are now projected at $142.4 million, half a million dollars below the Revised Budget total of $143.0 million. The decrease in projected expenditures results from four main factors: $0.5 million of savings versus appropriations in the Public Works Department, due to persistent vacancies in Construction and Engineering Design Services (as noted in the paragraph immediately above); $0.4 million of savings versus appropriations in the Police Department, also due primarily to vacancies; and $1.9 million of savings versus appropriations in Non-Departmental costs (due to the spreading to individual department budgets in the General Fund of nearly three-quarters of a million dollars of labor costs associated with recently approved memoranda of understanding with bargaining units; less anticipated spending for contingencies now that half the fiscal year has elapsed; and expected lower costs for non-departmental contracts and assessment district payments); all offset in part by a projected $2.3 million excess of expenditures over appropriations in the Fire Department, due to overtime and station coverage.

Available Fund Balance: The FY 2019-20 General Fund Adopted Budget assumed a starting fund balance at July 1, 2019, of $14.8 million, or 10.8 percent of expenditures plus transfers out. During the latter half of FY 2018-19, a combination of slightly higher revenue (mostly sales tax, as discussed above) and greater vacancy savings on the expenditure side eventually produced a starting fund balance of $19.6 million, or 13.8 percent of expenditures plus transfers out.

City Council's policy target for General Fund reserves is an available fund balance of at least 12 percent of expenditures plus transfers out.

The latest projections explained above for General Fund revenues ($140.5 million) and expenditures plus transfers out ($142.4 million) imply an FY 2019-20 operating deficit of $2.0 million. Subtracting that $2.0 million operating deficit from the starting fund balance of $19.6 million yields a projected ending fund balance at June 30, 2020, of $17.6 million, or 12.4 percent of expenditures plus transfers out.

<u>Measure O (Half-Cent Sales Tax) Fund (104)</u>
The Measure O Fund table (attached) provides detail. Highlights include:

Revenues: For FY 2019-20 Measure O Fund revenues are now projected at $17.2 million, up $0.3 million from the budget estimate of $16.9 million. The increase results from projected higher transactions and use tax revenue.

Expenditures: FY 2019-20 Measure O Fund expenditures – including an anticipated $3.1 million of carryover into FY 2020-21 – are now projected at $24.4 million, about 6 percent lower than the Revised Budget estimate. The savings are due mostly to lower annual maintenance cost of the intelligent traffic system (ITS), lower capital improvement of costs for fire station roofing projects, delay of homeless programming, and lower recruitment cost for the Police Academy.

Available Fund Balance: The FY 2019-20 Measure O Fund Adopted Budget assumed a starting available fund balance at July 1, 2019, of $11.9 million. The actual starting fund balance was $12.0 million.

The latest projections for Measure O Fund revenues ($17.2 million) and expenditures ($24.4 million, including $3.1 million of anticipated carryover) imply an FY 2019-20 operating deficit of $7.2 million (again, including $3.1 million of anticipated carryover). Subtracting that $7.2 million operating deficit, including carryover, from the starting fund balance of $12.0 million yields a projected ending fund balance at June 30, 2020, of $4.8 million, as shown in the lower right of the Measure O Fund table. Keep in mind the City's ongoing Measure O expenditures exceed its Measure O revenues, so maintaining a sufficient fund balance is necessary to pay for programs and debt.

Utility Enterprise Funds (Water, Wastewater, Environmental Resources)
A table for each enterprise fund (attached) provides detail.

Revenues: FY 2019-20 Water Fund revenues are now projected at $65.4 million, down $1 million from the Revised Budget estimate of $66.3 million. The decrease results from lower sales of recycled water.

FY 2019-20 Wastewater Fund revenues are now projected at $73.6 million, up $3 million from the Revised Budget estimate of $70.5 million. The increase results from higher consumption along with one-time receipt of treatment connection fees.

FY 2019-20 Environmental Resources Fund revenues are now projected at $49.9 million, up $.7 million from the Revised Budget estimate of $49.3 million, mainly due to higher revenue from tipping fees.

Expenditures: The updated FY 2019-20 projections for expenditures in the Water, Wastewater, and Environmental Resources Funds are lower compared to the Revised Budget. Anticipated savings in personnel, other operations and maintenance, and especially capital outlay combine to yield a lower estimate of year-end spending. The reduction in expected spending on capital outlay is attributable to the position vacancies in Public Works -- Construction and Engineering Design Services, described above under the General Fund.

Available Fund Balance: All three enterprise funds are comfortably above their target reserve levels (25 percent of expenditures).

Recommended $297,828.17 appropriation for Information Technology Fund (741), which will not affect fund balance
Except for the dollar amount, this item is identical to one the Committee considered and voted to recommend at its March 26, 2019, meeting pertaining to last fiscal year's budget.

The technology industry has adopted a financial model whereby customers like the City pay software license and usage charges in advance. This fiscal year the Information Technology (IT) Department already has, or will receive, $297,828.17 worth of invoices for software license and usage charges that apply to next fiscal year (FY 2020-21), but which must be paid this fiscal year.

In order to pay those invoices, which are listed in an attachment, the IT Department needs an appropriation for the $297,828.17. This appropriation will not affect fund balance in the Information Technology internal service fund (731), because the prepayment will be recorded on the City's books as an asset this fiscal year, not as an expense. In essence, this is a balance sheet transaction, converting cash to prepaid items on the asset side of the balance sheet for the Information Technology Fund. An appropriation from City Council is necessary, however, in order for the IT Department to pay the prepaid items to its vendors.

Golf Course Operating Fund (651)
At the June 18, 2019, City Council meeting, when a new operating contract with American Golf Corporation (AGC) was reviewed and approved, staff pointed out that "there will also be a need to ask City Council to recognize in the FY 2019-20 budget, and in subsequent years, the gross revenue of Fund 651-Golf Course Operating Fund and the gross expenditures. Up to now, under the current golf course management contract, only the net revenues have been appropriated in the City's budget."

Multiple meetings among AGC, Public Works Department staff, and Finance Department staff have produced sufficiently detailed estimates to enable City Council to now consider approving -- for the first time in several decades -- an estimate of gross annual revenues for the Golf Course Operating Fund, and similarly for gross annual expenditures.

The recommended amounts ($4,259,666 in revenue from AGC and $4,136,638 of expenses by AGC for the entirety of FY 2019-20) are detailed in the attached draft Request for Budget Appropriation.

Projected over the full fiscal year, revenue generated by AGC would exceed its projected expenditures in the first year of the new operating contract. Even so, AGC's operating surplus is not yet large enough to cover fully the other expenses paid directly by the Golf Course Operating Fund, such as landfill monitoring, machinery and equipment, annual loan repayment to the Water Fund, and City staff costs, which are estimated to total $1.1 million during FY 2019-20.

In the meantime, unrestricted revenues from golf course development fees continue to support the Golf Course Operating Fund, at least for another year or two, thereby protecting the General Fund from further subsidies. (Recall that in recent years the General Fund routinely transferred $1 million or more annually to subsidize the Golf Course Operating Fund.)

Staff remains optimistic that by the time the golf course development fee revenue stops flowing to the Golf Course Operating Fund, several years of successful AGC operations will have yielded enough annual revenue to cover all costs at River Ridge Golf Club, i.e., those costs paid by AGC under its contract with the City, as well as those costs paid directly by the Golf Course Operating Fund.

Customer Billing Operating Fund (725)
Revised estimates for bank charges (primarily merchant fees charged by MasterCard and VISA for each payment the City receives via credit card or debit card) and a change in the cost-allocation methodology combine to require a $300,000 appropriation increase for bank charges in the Customer Billing Operating Fund (725). Fund 725 will, in turn, recover those costs from the three utility enterprise funds (water, wastewater and environmental resources) on whose behalf the City Treasurer's Department collects the credit card and debit card payments.

Resolution amending the position control resolution for Information Technology
Two position reclassifications within the Information Technology Department are required. The first one is a reclassification of the Systems Analyst III position being utilized to recruit for an Enterprise Resource Planning Project Manager, to the level of Systems Administrator. The City already put out one recruitment for this position at the lower level, and the candidate pool did not yield a candidate with sufficient expertise and experience; thus, this reclassification is required in order for the City to be able to successfully compete in the current competitive technology job market for an appropriately qualified candidate. The second one is a reclassification of the Geographic Information Systems Coordinator position to Systems Administrator. The essential functions, responsibilities and requirements that are currently being performed by the position of

Geographic Information Systems Coordinator have been assessed by the Human Resources and Information Technology Departments as equivalent to those defined within the Systems Administrator job description. Therefore, it must be reclassified as such. There are sufficient funds within the existing Enterprise Resources Planning project and Information Technology Department's budgets to cover these incremental increases.

STRATEGIC PRIORITIES

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

FINANCIAL IMPACT

The financial impact of each recommended action is spelled out in the "Background" section that describes that action.

Prepared by: Kevin Riper, Chief Financial Officer

ATTACHMENTS

1. FY19-20 Mid-Year Pro Forma -- Major Funds
2. Budget Appropriation - FY 19-20 Mid-Year
3. Special Balance Sheet Appropriation--Fund 731
4. IT Prepayment Costs
5. Position Control Resolution for Information Technology
6. FY 2019-20 Mid Year Budget Review PPT

GENERAL FUND (101)
FY19-20 UPDATES
(in Millions)

	FY19-20 Revised Budget (Nov. 2019)	FY19-20 Year-End Estimates	$ Change	% Change
Beginning Available Fund Balance, July 1, 2019	**$19.6**	**$19.6**		
Revenues:				
01-PROPERTY TAX	59.1	59.1	.	0.0%
02-SALES TAX	31.98	33.23	1.25	3.9%
03-FRANCHISES	3.73	3.59	-.14	-3.7%
04-BUSINESS LICENSE TAX	5.85	6.23	.38	6.5%
05-TRANSIENT OCCUPANCY TAX	5.67	5.61	-.06	-1.0%
06-DEED TRANSFER TAX	.78	.69	-.09	-11.4%
07-BLDG FEES/PERMITS	1.64	1.76	.13	7.7%
08-INTERGOVERNMENTAL	1.95	2.17	.22	11.3%
09-FEES/CHARGES	8.23	6.51	-1.72	-20.9%
10-FINES/FORFEITURES	3.12	2.99	-.12	-4.0%
11-INFRASTRUCTURE USE	.	.	.	
12-INDIRECT COST REIMB	8.23	8.23	.	0.0%
13-INTEREST	.57	.57	.	0.3%
15-TRANSFERS IN	4.46	4.27	-.19	-4.2%
16-OTHER REVENUE	3.7	5.19	1.49	40.4%
17-SPECIAL ASSESSMENTS	.4	.31	-.09	-22.8%
Total Revenues	**139.4**	**140.5**	**1.06**	**0.8%**
Expenditures by Department:				
CCS - LIBRARY	3.2	3.4	-.16	-4.9%
CCS - RECREATION	6.5	6.3	.23	3.5%
CITY ATTORNEY	1.8	1.9	-.12	-6.5%
CITY CLERK	.6	.7	-.1	-18.4%
CITY COUNCIL	.5	.5	.	1.0%
CITY MANAGER	1.9	2.	-.1	-4.9%
CITY TREASURER	1.3	1.2	.1	5.0%
COMMUNITY DEVELOPMENT	11.2	11.1	.2	1.4%
FINANCE	5.7	5.6	.1	2.2%
FIRE	19.9	22.3	-2.3	-11.8%
HOUSING	.3	.3	.	-2.6%
HUMAN RESOURCES	2.2	2.2	.	1.0%
NON-DEPARTMENTAL	12.5	10.6	1.9	15.2%
POLICE	62.7	62.3	.4	0.6%
PW - ADMINISTRATIVE SERVICES	.2	.2	.	1.3%
PW - CONSTRUCTION AND DESIGN SERVICES	2.9	2.	.9	30.7%
PW - GENERAL SERVICES	7.6	7.6	.	0.1%
PW - TRAFFIC ENG. & OPERATIONS	1.8	2.2	-.4	-24.1%
Total Expenditures	**143.0**	**142.4**	**.5**	**0.4%**
Net Annual Activity	-3.6	-2.0		
Projected Ending Available Fund Balance, June 30, 2020	**$16.0**	**$17.6**		
Fund Balance as % of Expenditures	**11.2%**	**12.4%**		
Target Reserve Level	12%	12%		

MEASURE O FUND (104)
FY19-20 UPDATES
(in Millions)

	FY19-20 Revised Budget (Nov. 2019)	FY19-20 Year-End Estimates
Beginning Available Fund Balance, July 1, 2019	**$12.**	**$12.**
Revenues:		
Half Cent Sales Tax	14.9	15.2
General Fund Loan Payment	1.9	1.9
Interest Income	.1	.2
Total Revenues	**16.9**	**17.2**
Expenditures by Department:		
Public Safety & Gang Prevention	14.8	13.6
Traffic & Road Improvements	2.3	2.2
Parks & Open Space	4.9	3.3
Other Community Improvements	4.2	2.1
Total Expenditures	**26.1**	**21.3**
Net Annual Activity	-9.2	-4.1
*Potential Carryover One-Time to FY20-21		3.1
Projected Ending Available Fund Balance, June 30, 2020	**$2.8**	**$4.8**

WATER FUNDS (601-609)
FY19-20 UPDATES
(in Millions)

	FY19-20 Revised Budget (Nov. 2019)	FY19-20 Year-End Estimates	$ Change	% Change
Beginning Available Fund Balance, July 1, 2019	**$48.04**	**$48.04**		
Revenues:				
09-FEES/CHARGES	61.7	60.4	-1.3	-2.1%
10-FINES/FORFEITURES	.6	.5	-.1	-13.2%
13-INTEREST	2.8	3.	.2	7.7%
15-TRANSFERS IN	1.2	1.4	.2	13.3%
16-OTHER REVENUE	.1	.1	.	35.5%
Total Revenues	**66.3**	**65.4**	**-1.**	**-1.5%**
Expenditures by Type:				
1-PERSONNEL	7.6	5.7	1.9	25.3%
2-OTHER O&M EXPENSE	39.7	34.	5.7	14.3%
3-DEBT SERVICE	14.1	14.1	.	0.0%
4-CAPITAL OUTLAY	15.8	8.1	7.7	48.6%
5-TRANSFERS OUT	.	.	.	0.0%
6-INTERNAL FIXED CHARGES	3.2	3.1	.2	5.0%
Total Expenditures	**80.4**	**65.0**	**15.4**	**19.2%**
Net Annual Activity	-14.1	.4		
Projected Ending Available Fund Balance, June 30, 2020	**$34.**	**$48.4**		
Fund Balance as % of Expenditures	**42.2%**	**74.5%**		
Target Reserve Level	25%	25%		

WASTEWATER FUNDS (611-628)
FY19-20 UPDATES
(in Millions)

	FY19-20 Revised Budget (Nov. 2019)	FY19-20 Year-End Estimates	$ Change	% Change
Beginning Available Fund Balance, July 1, 2019	**$39.15**	**$39.15**		
Revenues:				
09-FEES/CHARGES	42.4	45.5	3.1	7.3%
10-FINES/FORFEITURES	.4	.5	.1	19.3%
13-INTEREST	.6	.6	.	-1.0%
15-TRANSFERS IN	27.1	27.1	.	0.0%
16-OTHER REVENUE	.1	.	-.1	-75.5%
Total Revenues	**70.5**	**73.6**	**3.09**	**4.4%**
Expenditures by Type:				
1-PERSONNEL	8.4	8.4	.	0.0%
2-OTHER O&M EXPENSE	14.8	12.9	1.9	12.9%
3-DEBT SERVICE	9.5	9.5	.	0.4%
4-CAPITAL OUTLAY	9.1	9.	.	0.2%
5-TRANSFERS OUT	27.1	27.1	.	0.0%
6-INTERNAL FIXED CHARGES	2.3	2.1	.2	8.2%
Total Expenditures	**71.2**	**69.0**	**2.1**	**3.0%**
Net Annual Activity	-.7	4.6		
Projected Ending Available Fund Balance, June 30, 2020	**$38.5**	**$43.7**		
Fund Balance as % of Expenditures	**54.1%**	**63.3%**		
Target Reserve Level	25%	25%		

ENVIRONMENTAL RESOURCES FUNDS (631-638)
FY19-20 UPDATES
(in Millions)

	FY19-20 Revised Budget (Nov. 2019)	FY19-20 Year-End Estimates	$ Change	% Change
Beginning Available Fund Balance, July 1, 2019	**$29.7**	**$29.7**		
Revenues:				
08-INTERGOVERNMENTAL	.1	.1	.	0.0%
09-FEES/CHARGES	48.5	49.1	.6	1.3%
10-FINES/FORFEITURES	.3	.2	.0	-8.3%
13-INTEREST	.5	.5	.0	7.1%
16-OTHER REVENUE	.	.04	.03	845.4%
Total Revenues	**49.3**	**49.9**	**.7**	**1.3%**
Expenditures by Type:				
1-PERSONNEL	16.7	16.	.72	4.3%
2-OTHER O&M EXPENSE	23.6	23.4	.16	0.7%
3-DEBT SERVICE	1.8	1.8	.	0.0%
4-CAPITAL OUTLAY	.8	.8	.	0.0%
5-TRANSFERS OUT	.26	.26	.	0.0%
6-INTERNAL FIXED CHARGES	9.	8.9	.08	0.9%
Total Expenditures	**52.0**	**51.1**	**1.0**	**1.9%**
Net Annual Activity	-2.8	-1.1		
Projected Ending Available Fund Balance, June 30, 2020	**$26.9**	**$28.5**		
Fund Balance as % of Expenditures	**51.7%**	**55.9%**		
Target Reserve Level	25%	25%		

GOLF OPERATING FUND (651)
FY19-20 UPDATES
(in Millions)

	FY19-20 Revised Budget (Nov. 2019)	FY19-20 Year-End Estimates	FY19-20 Recommended Budget Revision (Feb. 2020)
Beginning Available Fund Balance, July 1, 2019	**$1.49**	**$1.49**	
Revenues:			
09-FEES/CHARGES	.1	4.3	4.3
16-OTHER REVENUE	.6	.8	
Total Revenues	**.7**	**5.1**	**4.3**
Expenditures by Programs:			
CAPITAL IMPROVEMENTS	.1	.	
GOLF COURSE AGC	.	4.1	4.1
NON-DEPARTMENTAL	.	.	
RIVER RIDGE GOLF COURSE	1.	1.1	
Total Expenditures	**1.1**	**5.2**	**4.1**
Net Annual Activity	-.4	-.2	
Projected Ending Available Fund Balance, June 30, 2020	**$1.1**	**$1.3**	

REQUEST FOR BUDGET APPROPRIATION

Department: Finance **Date:** February 11, 2020

Project/Program Manager: Kevin Riper **Phone:** 385-7461

Reason for Appropriation:

FY 19-20 Mid-year adjustment / appropriations

Accounts and Descriptions		**AMOUNT**
Fund: 651 - GOLF OPERATING FUND		
Revenues/Transfers In		
NON-DEPT. (1001)		
651-6401-615.77-52	AMERICAN GOLF CORP (AGC)	4,259,666
	Sub-total Revenues	4,259,666
Expenditures/Transfers Out		
GOLF COURSE AGC (6406)		
651-6406-824.81-23	REPAIR MAINT SHP FIELD	132,038
651-6406-824.82-09	PROFESSIONAL/CONTRACTUAL	3,251,858
651-6406-824.82-42	GENERAL LIABILITYINSURAN	28,025
651-6406-824.82-61	UTILITY EXPENSE ELECTRICI	251,425
651-6406-824.82-65	UTILITY EXP TELEPHONE SVC	20,115
651-6406-824.82-67	UTILITY EXPENSE WATER	337,275
651-6406-824.82-68	UTILITY EXP. REFUSE & DIS	5,998
651-6406-824.82-84	OTHER SERVICES	104,165
651-6406-824.84-20	INTERNET CHARGES	5,740
	Sub-total Expenditures	4,136,638
	Net Change to Fund Balance	**123,029**
Fund: 725-CUSTOMER BILLING OPR FUND		
Expenditures/Transfers Out		
UTILITY CUSTOMER/LICENSING SERVICES (1211)		
725-1211-856.84-03	BANK CHARGES	300,000
	Sub-total Expenditures	300,000
	Net Change to Fund Balance	**(300,000)**
	Net Appropriation Change	**4,436,638**

Approvals

Department Director ____________________

Chief Financial Officer ____________________

City Manager ____________________

BA# (Finance Use Only)____________

BA Doc# (Finance Use Only)____________

Revised : 2/23/2012

1

REQUIRES CITY COUNCIL AUTHORIZATION

REQUEST FOR BALANCE SHEET APPROPRIATION

Department: Information Technology | **Date:** March 17, 2020

Project/Program Manager: Keith Brooks | **Phone:** 805-385-7597

Reason for Appropriation:

Authorize prepayment of software license and usage charges and similar I.T. costs, via adjustment to balance sheet for Fund 731 Information Technology. Increase Assets / Prepaid Items by $297,828, and decrease Cash by $297,828. No impact to fund balance.

Accounts and Descriptions		AMOUNT
Fund: Fund 731 Information Technology		
Balance Sheet - Other Assets - Prepayments		
731-0000-109-1200	OTHER ASSETS/DEBIT/PREPAYMENTS	297,828
	Sub-total	297,828
Balance Sheet - Cash		
731-0000-101-0100	CURRENT ASSETS/CASH WITH TREASURER	(297,828)
	Sub-total	(297,828)
	Net Change to Balance Sheet	**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

VendorName	Cost	Renewal Date	2019/20 share	2020/21 share
Broderick Data System	$342.00	5/1/2019	$57.00	$285.00
Form Publisher	$300.00	10/1/2019	$225.00	$75.00
LDP Associates (APC)	$12,725.00	11/1/2019	$7,422.92	$5,302.08
Filemaker, Inc	$540.00	12/3/2019	$315.00	$225.00
Pacific Locators (Digalert)	$36,000.00	1/1/2020	$18,000.00	$18,000.00
Everywhere Networks	$2,025.00	2/1/2020	$843.75	$1,181.25
Versatile (Puma)	$5,233.00	3/1/2020	$1,744.33	$3,488.67
Selectron Technologies	$31,835.00	3/1/2020	$5,741.67	$11,483.33
Granicus SouthTech	$3,565.38	3/1/2020	$1,188.46	$2,376.92
OpenGov	$32,775.00	4/1/2020	$8,193.75	$24,581.25
Dial Security	$275.00	4/1/2020	$68.75	$206.25
Microsoft EA (SoftwareOne)	$84,609.00	4/30/20	$14,676.08	$44,028.24
Milestone VMS Base License, Device Licenses - PD	$5,917.50	6/14/2020	$5,917.50	$0.00
Superion - Credit Card	$9,600.00	6/30/2020	$7,800.00	$1,800.00
Superion - Disaster Recovery	$42,000.00	6/30/2020	$42,000.00	$0.00
Superion - HTE	$142,800.00	6/30/2020	$142,800.00	$0.00
Durbiano Fire Equipment	$1,500.00	6/30/2020	$750.00	$750.00
DocuSign (Dito)	$18,239.00	7/16/2020	$17,479.04	$759.96
ESRI - City Hall Administration	$28,200.00	7/30/2020	$25,850.00	$2,350.00
LinkedIn Lynda.com (Carahsoft)	$2,070.00	9/1/2020	$1,552.50	$517.50
Google G Suite (Dito)	$126,650.00	9/13/2020	$105,541.67	$21,108.33
Google Voice	$12,075.00	9/13/2020	$5,836.25	$6,238.75
GoDaddy.com	$750.00	9/30/2020	$562.50	$187.50
Lucidchart.com	$750.00	9/30/2020	$562.50	$187.50
Portford Solutions Group	$20,046.03	10/1/2020	$9,623.76	$3,207.92
Cisco Firewall/Core Switches Maintenance - Insight	$74,000.00	10/30/2020	$49,333.33	$24,666.67
Key Information Systems (IBM Power8)	$4,990.00	11/1/2020	$3,326.67	$1,663.33
Prism Software	$1,298.00	11/1/2020	$865.33	$432.67
Arcserve (through Compuwave)	$627.00	11/1/2020	$418.00	$209.00
Accela CRM Public Stuff Tier 3 (Carahsoft)	$30,262.84	11/4/2020	$20,175.23	$10,087.61
Faronics Deep Freeze (through Compuwave)	$3,864.00	11/15/2020	$2,415.00	$1,449.00
Civic Plus	$11,350.00	11/15/2020	$7,093.75	$4,256.25
McAfee (through Compuwave)	$6,203.93	11/20/2020	$3,799.90	$2,404.02
Trend Micro (budget 2020 for McAfee replacement)	$12,000.00	11/20/2020	$7,350.00	$4,650.00
DLT - SolarWinds	$11,689.12	12/1/2020	$10,425.88	$1,263.24
SonicWall - WesternNRG	$6,593.49	12/6/2020	$3,571.47	$3,022.02
Veeam VMWare backup Software (Insight)	$2,757.45	12/9/2020	$1,378.73	$1,378.73
VMware (Insight)	$21,634.58	12/11/2020	$4,761.47	$4,028.93
ESRI - Police Only (Separated for security reasons)	$2,600.00	12/31/2020	$1,300.00	$1,300.00
DRV Technologies	$546.75	1/1/2021	$273.38	$273.38
Google Chrome OS Biz (Dito)	$500.00	2/17/2021	$187.50	$312.50
CheckPoint Laptop Encryption (through Compuwave)	$2,557.98	6/28/2021	$1,025.00	$1,025.00
Teradici Desktop Access (Insight)	$1,820.28	7/21/2021	$606.76	$606.76
KnowBe4 Cyber Security Training	$7,776.00	5/15/2022	$972.00	$6,804.00
Cisco AnyConnect Plus (AllConnected)	$460.00	9/1/2024	$76.67	$15.33
Meraki Edge Switches	$41,000.00	10/1/2026	$4,392.86	$1,464.29
GCP (Dito)	$3,000.00	Monthly	$3,000.00	$0.00
Digital Ocean	$3,072.00	Monthly	$3,072.00	$0.00
Corelogic Information Solutions	$4,390.92	Monthly	$4,390.92	$0.00
Paypal	$5,760.00	Monthly	$5,760.00	$0.00
CLETS	$15,750.00	Monthly	$15,750.00	$0.00
Adobe Suite	$1,800.00	Monthly	$1,800.00	$0.00
Google Domains	$600.00	Monthly	$600.00	$0.00
Timely	$140.00	Monthly	$140.00	$0.00
IBM MaaS 360 Enterprise Mobility Management	$10,800.00	Monthly	$10,800.00	$0.00
Google CGP - CCURE 9000 Server	$3,600.00	Monthly	$1,500.00	$2,100.00
Microsoft Windows/Office licenses	$75,000.00		$0.00	$75,000.00
Software House CCURE Access Control PD/City Hall	$715.00		$0.00	$715.00
The Boring Lab - MIlestone VMS Management	$1,799.00		$0.00	$360.00
Total	**$991,780.25**		**$595,314.26**	**$297,828.17**

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO. ________

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD AMENDING RESOLUTION NO. 15,282 AUTHORIZING FULL-TIME EQUIVALENT POSITIONS PURSUANT TO CHAPTER 4 OF THE CITY PERSONNEL RULES AND REGULATIONS

WHEREAS, Chapter 4, Section 4.7 of the City of Oxnard Personnel Rules and Regulations provides that the City Manager from time to time may revise the number of positions in each classification as necessary to perform the work of the classification, provided that the total expense to be incurred for such work shall be limited to the amount appropriated by the City Council for the classification; and

WHEREAS, the City Council has reviewed the revisions and finds that they are desirable and in the interest of maintaining an efficient municipal organization.

NOW, THEREFORE, the City Council of the City of Oxnard resolves to amend Exhibit "A" of Resolution No. 15,282 with the following changes to the adopted FY19/20 position allocations for the Information Technology Department as specified:

Title	FY19-20 CURRENT AUTHORIZED FTE	Proposed Changes	New Allocation
TOTAL SYSTEMS ANALYST III	**2**	**-1**	**1**
TOTAL GEOGRAPHIC INFO SYSTEMS COORDINATOR	**1**	**-1**	**0**
TOTAL SYSTEMS ADMINISTRATOR	**4**	**2**	**6**
Net Change	**7**	**0**	**7**

PASSED AND ADOPTED this 17th day of March, 2020, by the following vote:

YES:

NOES:

ABSENT:

ABSTAIN:

____

Tim Flynn, Mayor

ATTEST:

____

Michelle Ascension, City Clerk

APPROVED AS TO FORM:

____

Stephen M. Fischer, City Attorney

FY 2019-20 BUDGET MID-YEAR REVIEW

Presentation to Finance & Governance Committee

Kevin Riper, Chief Financial Officer

February 11, 2020

CITY OF OXNARD CALIFORNIA

RECOMMENDATION

That the Finance and Governance Committee:

1. Receive an update on the latest FY 2019-20 revenue and expenditure projections for major funds, and authorize staff to make the presentation to City Council on March 17, incorporating any updates or new information that may arise in the interim;

2. Recommend that City Council approve for the Information Technology Fund (731) a budget appropriation request in the amount of $297,828.17 for prepayment of FY 2020-21 vendor costs;

RECOMMENDATION

3. Recommend that City Council approve for the Golf Course Operating Fund (651) a full-year revenue estimate of $4,259,666 ("Non-departmental -- American Golf Corporation (AGC)") and a full-year budget appropriation request in the amount of $4,136,638 ("Golf Course -- AGC");

4. Recommend that City Council approve for the Customer Billing Operations Fund (725) a budget appropriation request in the amount of $300,000 to reflect the current allocation of bank charges; and

5. Recommend that City Council approve a resolution amending the position control resolution for Information Technology.

3

General Fund (101) Revenues (in Millions)

	FY19-20 Revised Budget (Nov. 2019)	FY19-20 Year-End Estimates	$ Change	% Change
Beginning Available Fund Balance, July 1, 2019	**$19.6**	**$19.6**		
Revenues:				
01-PROPERTY TAX	59.1	59.1	.	0.0%
02-SALES TAX	31.98	33.23	1.25	3.9%
03-FRANCHISES	3.73	3.59	-.14	-3.7%
04-BUSINESS LICENSE TAX	5.85	6.23	.38	6.5%
05-TRANSIENT OCCUPANCY TAX	5.67	5.61	-.06	-1.0%
06-DEED TRANSFER TAX	.78	.69	-.09	-11.4%
07-BLDG FEES/PERMITS	1.64	1.76	.13	7.7%
08-INTERGOVERNMENTAL	1.95	2.17	.22	11.3%
09-FEES/CHARGES	8.23	6.51	-1.72	-20.9%
10-FINES/FORFEITURES	3.12	2.99	-.12	-4.0%
11-INFRASTRUCTURE USE	.	.	.	
12-INDIRECT COST REIMB	8.23	8.23	.	0.0%
13-INTEREST	.57	.57	.	0.3%
15-TRANSFERS IN	4.46	4.27	-.19	-4.2%
16-OTHER REVENUE	3.7	5.19	1.49	40.4%
17-SPECIAL ASSESSMENTS	.4	.31	-.09	-22.8%
Total Revenues	**139.4**	**140.5**	**1.06**	**0.8%**

General Fund (101) Expenditures (in Millions)

	FY19-20 Revised Budget (Nov. 2019)	FY19-20 Year-End Estimates	$ Change	% Change
Beginning Available Fund Balance, July 1, 2019	**$19.6**	**$19.6**		
Expenditures by Department:				
CCS - LIBRARY	3.2	3.4	-.16	-4.9%
CCS - RECREATION	6.5	6.3	.23	3.5%
CITY ATTORNEY	1.8	1.9	-.12	-6.5%
CITY CLERK	.6	.7	-.1	-18.4%
CITY COUNCIL	.5	.5	.	1.0%
CITY MANAGER	1.9	2.	-.1	-4.9%
CITY TREASURER	1.3	1.2	.1	5.0%
COMMUNITY DEVELOPMENT	11.2	11.1	.2	1.4%
FINANCE	5.7	5.6	.1	2.2%
FIRE	19.9	22.3	-2.3	-11.8%
HOUSING	.3	.3	.	-2.6%
HUMAN RESOURCES	2.2	2.2	.	1.0%
NON-DEPARTMENTAL	12.5	10.6	1.9	15.2%
POLICE	62.7	62.3	.4	0.6%
PW - ADMINISTRATIVE SERVICES	.2	.2	.	1.3%
PW - CONSTRUCTION AND DESIGN SERVICES	2.9	2.	.9	30.7%
PW - GENERAL SERVICES	7.6	7.6	.	0.1%
PW - TRAFFIC ENG. & OPERATIONS	1.8	2.2	-.4	-24.1%
Total Expenditures	**143.0**	**142.4**	**.5**	**0.4%**
Net Annual Activity	-3.6	-2.0		
Projected Ending Available Fund Balance, June 30, 2020	**$16.0**	**$17.6**		
Fund Balance as % of Expenditures	**11.2%**	**12.4%**		
Target Reserve Level	12%	12%		

5

Measure O Fund 104 (in Millions)

	FY19-20 Revised Budget (Nov. 2019)	FY19-20 Year-End Estimates	$ Change	% Change
Beginning Available Fund Balance, July 1, 2019	**$12.**	**$12.**		
Revenues:				
Half Cent Sales Tax	14.9	15.2	.2	1.5%
General Fund Loan Payment	1.9	1.9	.	0.0%
Interest Income	.1	.2	.1	77.7%
Total Revenues	**16.9**	**17.2**	**.3**	**1.7%**
Expenditures by Department:				
Public Safety & Gang Prevention	14.8	13.6	-1.1	-7.6%
Traffic & Road Improvements	2.3	2.2	-.1	-2.9%
Parks & Open Space	4.9	3.3	-1.5	-31.5%
Other Community Improvements	4.2	2.1	-2.1	-50.7%
Total Expenditures	**26.1**	**21.3**	**-4.9**	**-18.6%**
Net Annual Activity	-9.2	-4.1		
*Potential Carryover One-Time to FY20-21		3.1		
Projected Ending Available Fund Balance, June 30, 2020	**$2.8**	**$4.8**		

Water Funds (in Millions)

	FY19-20 Revised Budget (Nov. 2019)	FY19-20 Year-End Estimates	$ Change	% Change
Beginning Available Fund Balance, July 1, 2019	**$48.04**	**$48.04**		
Revenues:				
09-FEES/CHARGES	61.7	60.4	-1.3	-2.1%
10-FINES/FORFEITURES	.6	.5	-.1	-13.2%
13-INTEREST	2.8	3.	.2	7.7%
15-TRANSFERS IN	1.2	1.4	.2	13.3%
16-OTHER REVENUE	.1	.1	.	35.5%
Total Revenues	**66.3**	**65.4**	**-1.**	**-1.5%**
Expenditures by Type:				
1-PERSONNEL	7.6	5.7	1.9	25.3%
2-OTHER O&M EXPENSE	39.7	34.	5.7	14.3%
3-DEBT SERVICE	14.1	14.1	.	0.0%
4-CAPITAL OUTLAY	15.8	8.1	7.7	48.6%
5-TRANSFERS OUT	.	.	.	0.0%
6-INTERNAL FIXED CHARGES	3.2	3.1	.2	5.0%
Total Expenditures	**80.4**	**65.0**	**15.4**	**19.2%**
Net Annual Activity	-14.1	.4		
Projected Ending Available Fund Balance, June 30, 2020	**$34.**	**$48.4**		
Fund Balance as % of Expenditures	**42.2%**	**74.5%**		
Target Reserve Level	25%	25%		

7

Wastewater Funds (in Millions)

	FY19-20 Revised Budget (Nov. 2019)	FY19-20 Year-End Estimates	$ Change	% Change
Beginning Available Fund Balance, July 1, 2019	**$39.15**	**$39.15**		
Revenues:				
09-FEES/CHARGES	42.4	45.5	3.1	7.3%
10-FINES/FORFEITURES	.4	.5	.1	19.3%
13-INTEREST	.6	.6	.	-1.0%
15-TRANSFERS IN	27.1	27.1	.	0.0%
16-OTHER REVENUE	.1	.	-.1	-75.5%
Total Revenues	**70.5**	**73.6**	**3.09**	**4.4%**
Expenditures by Type:				
1-PERSONNEL	8.4	8.4	.	0.0%
2-OTHER O&M EXPENSE	14.8	12.9	1.9	12.9%
3-DEBT SERVICE	9.5	9.5	.	0.4%
4-CAPITAL OUTLAY	9.1	9.	.	0.2%
5-TRANSFERS OUT	27.1	27.1	.	0.0%
6-INTERNAL FIXED CHARGES	2.3	2.1	.2	8.2%
Total Expenditures	**71.2**	**69.0**	**2.1**	**3.0%**
Net Annual Activity	-.7	4.6		
Projected Ending Available Fund Balance, June 30, 2020	**$38.5**	**$43.7**		
Fund Balance as % of Expenditures	**54.1%**	**63.3%**		
Target Reserve Level	25%	25%		

8

Environmental Resources Funds (in Millions)

	FY19-20 Revised Budget (Nov. 2019)	FY19-20 Year-End Estimates	$ Change	% Change
Beginning Available Fund Balance, July 1, 2019	**$29.7**	**$29.7**		
Revenues:				
08-INTERGOVERNMENTAL	.1	.1	.	0.0%
09-FEES/CHARGES	48.5	49.1	.6	1.3%
10-FINES/FORFEITURES	.3	.2	.0	-8.3%
13-INTEREST	.5	.5	.0	7.1%
16-OTHER REVENUE	.	.04	.03	845.4%
Total Revenues	**49.3**	**49.9**	**.7**	**1.3%**
Expenditures by Type:				
1-PERSONNEL	16.7	16.	.72	4.3%
2-OTHER O&M EXPENSE	23.6	23.4	.16	0.7%
3-DEBT SERVICE	1.8	1.8	.	0.0%
4-CAPITAL OUTLAY	.8	.8	.	0.0%
5-TRANSFERS OUT	.26	.26	.	0.0%
6-INTERNAL FIXED CHARGES	9.	8.9	.08	0.9%
Total Expenditures	**52.0**	**51.1**	**1.0**	**1.9%**
Net Annual Activity	-2.8	-1.1		
Projected Ending Available Fund Balance, June 30, 2020	**$26.9**	**$28.5**		
Fund Balance as % of Expenditures	**51.7%**	**55.9%**		
Target Reserve Level	25%	25%		

9

Golf Fund 651 (in Millions)

	FY19-20 Revised Budget (Nov. 2019)	FY19-20 Year-End Estimates	FY19-20 Recommended Budget Revision (Feb. 2020)
Beginning Available Fund Balance, July 1, 2019	**$1.49**	**$1.49**	
Revenues:			
09-FEES/CHARGES	.1	4.3	4.3
16-OTHER REVENUE	.6	.8	
Total Revenues	**.7**	**5.1**	**4.3**
Expenditures by Programs:			
CAPITAL IMPROVEMENTS	.1	.	
GOLF COURSE AGC	.	4.1	4.1
NON-DEPARTMENTAL	.	.	
RIVER RIDGE GOLF COURSE	1.	1.1	
Total Expenditures	**1.1**	**5.2**	**4.1**
Net Annual Activity	-.4	-.2	
Projected Ending Available Fund Balance, June 30, 2020	**$1.1**	**$1.3**	

FY 2020-21 PREPAYMENT VENDOR COSTS FOR INFORMATION TECHNOLOGY

- $297,818 “balance sheet appropriation” for I.T. Fund (731)
- Tech sector business model requires prepayments
- City Council approved similar appropriation last year

GOLF COURSE OPERATING FUND

- Change in budget presentation – “gross”, rather than “net”
- Applies to both revenue and expenditures
- $4,259,666 for AGC revenue
- $4,136,638 for AGC expenditures

CUSTOMER BILLING OPERATING FUND

- $300,000 appropriation for bank charges
- Utility enterprise funds (water, wastewater, environmental resources) will cover vast majority

POSITION CONTROL RESOLUTION FOR INFORMATION TECHNOLOGY

- Two position reclassifications
- No change to budget

RECOMMENDATION

That the Finance and Governance Committee:

1. Receive an update on the latest FY 2019-20 revenue and expenditure projections for major funds, and authorize staff to make the presentation to City Council on March 17, incorporating any updates or new information that may arise in the interim;

2. Recommend that City Council approve for the Information Technology Fund (731) a budget appropriation request in the amount of $297,828.17 for prepayment of FY 2020-21 vendor costs;

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3. Recommend that City Council approve for the Golf Course Operating Fund (651) a full-year revenue estimate of $4,259,666 ("Non-departmental -- American Golf Corporation (AGC)") and a full-year budget appropriation request in the amount of $4,136,638 ("Golf Course -- AGC");

4. Recommend that City Council approve for the Customer Billing Operations Fund (725) a budget appropriation request in the amount of $300,000 to reflect the current allocation of bank charges; and

5. Recommend that City Council approve a resolution amending the position control resolution for Information Technology.


QUESTIONS
ANSWERS

CITY OF OXNARD CALIFORNIA

FINANCE AND GOVERNANCE COMMITTEE
AGENDA REPORT

REPORTS
AGENDA ITEM NO. D.2.

DATE: February 11, 2020

TO: Finance & Governance Committee

FROM: Kevin Riper, Chief Financial Officer, (805) 385-7475, kevin.riper@oxnard.org

SUBJECT: Preview of City's Online Financial Transparency Portal. (20/10/5)

RECOMMENDATION

That the Finance and Governance Committee receive a preview of, provide feedback on, and authorize staff to present to the Council regarding the City of Oxnard's Online Financial Transparency Portal.

BACKGROUND

As part of the City's ongoing efforts to improve governance and transparency and provide greater access to financial information, the City has developed a financial transparency portal using the OpenGov software. OpenGov is a platform that is used by numerous cities and public entities across the country to communicate key financial performance metrics to constituents. It is a tool that allows users to search, sort and query data in a number of ways. Our goal is to use this tool as a means to both provide access to the financial data and provide insight and education to residents and concerned parties regarding the City's finances. If approved by City Council, the Portal will be integrated into the City's public website. This is an introduction and preview of the Portal to demonstrate its capabilities and to solicit feedback on its form and content from the Finance and Governance Committee.

STRATEGIC PRIORITIES

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

FINANCIAL IMPACT

There is no new financial impact. The cost of the software ($32,775 per year) is budgeted in the Information Technology Fund (731).

Prepared by: Jim Costello, Financial Analyst II

ATTACHMENTS

None