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
January 26, 2021
Regular Meeting - 5:00 to 6:30 PM
(TEMPORARY MEETING TIME CHANGE)

This meeting is held pursuant to the State Emergency Services Act, the Governor's Emergency Declaration, and Governor's Executive Order N-29-20 to allow members of the City Council or staff to participate via teleconference.

Pursuant to the Ventura County Public Health Official's order and Governor's Executive Order N-33-20, all city buildings are temporarily closed to the public. The public is encouraged to view the meeting from home on the City's website at Oxnard.org/city-meetings, Spectrum channel 10, Frontier channel 35, or YouTube at Youtube.com/oxnardnews. Video recordings are typically available online immediately following the meeting. *Please see the link for the Measure M pre-recorded presentation video for each agenda item below.

The public may provide comments to the City Council via email at cityclerk@oxnard.org no later than 2:00 p.m. on the day of the meeting. Please identify the committee name, meeting date, and agenda item in the email Subject line.

A telephone option for public comments is also available at this time due to the State of California "Stay At Home" order. Requests to speak must be submitted no later than 2:00 p.m. on the day of the meeting. Use the form on the city's website to submit your request: Oxnard.org/city-meetings, or call the City Clerk's Office at (805) 385-7803, or email your request to cityclerk@oxnard.org.

*The City has filed pre-election and post-election lawsuits regarding the validity of Measure M. The judge has not yet ruled on the legal sufficiency of Measure M.

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 requests shall be submitted as set forth on the first page of this agenda. Based on the number of speaker requests 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. 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

D. REPORTS

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: (Presentation / Committee Discussion / Public Comment)

1. City Manager Department

SUBJECT: First Amendment to Federal and State Lobbyist Agreements and Resolution on Legislative and Court Opinion Advocacy Letters. (0/10/5)

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

1. Approve and authorize the Mayor to execute a First Amendment with HROD, Inc, John R. O'Donnell (A-8049) for federal lobbyist services for an increase of $196,200 for a total contract amount not to exceed $392,400 beginning January 14, 2021, through January 13, 2024;
2. Approve and authorize the Mayor to execute a First Amendment with Michael J. Arnold and Associates, Inc. (A-8050) for state lobbyist services for an increase of $48,000 for a total contract amount not to exceed $288,000 beginning January 14, 2021, through January 13, 2024; and
3. Adopt a resolution authorizing the City Manager in consultation with the Mayor and Mayor Pro Tem to prepare and to execute advocacy letters on the City's behalf to the State and federal government and authorizing the City Attorney in consultation with the Mayor and Mayor Pro Tem to prepare and to execute court publication or depublication advocacy letters on the City's behalf.

Please click the following link to view the required measure m pre-recorded presentation video: https://youtu.be/2T3sWMUkK-I

Contact: Alexander Nguyen, (805) 385-7430

2. Finance Department

SUBJECT: FY 2020-21 Budget Mid-Year Review (0/10/10)

RECOMMENDATION: That the Finance and Governance Committee:

1. Receive an update on the latest FY 2020-21 revenue and expenditure projections for major funds, and authorize staff to make the presentation to City Council;
2. Recommend that City Council approve a budget appropriation request in the amount of $16,066,093 across 37 different funds;
3. Recommend that City Council approve amendments to the position control resolution;
4. Recommend that City Council approve amendments to the classification and salary resolution; and
5. Recommend that City Council authorize changes to the list of equipment financed by the existing Bank of America line of credit.

Please click the following link to view the required Measure M pre-recorded presentation video: https://youtu.be/E7xNKnO8AyQ

Contact: Kevin Riper, (805) 385-7475

3. City Manager Department

SUBJECT: Committee Scoping of Council's 2021-2025 Five-Year Priorities. (0/30/25)

RECOMMENDATION: That the Finance and Governance Committee scope, through the lens of the Committee's subject areas, the parameters for the upcoming Council priorities discussion.

Please click the following link to view the required Measure M pre-recorded presentation video: https://youtu.be/bpUw_1dYdkc

Contact: Alexander Nguyen, (805) 385-7430

E. ITEMS FOR FUTURE AGENDAS

F. ADJOURNMENT

CITY OF OXNARD CALIFORNIA

FINANCE AND GOVERNANCE COMMITTEE
AGENDA REPORT

REPORTS
AGENDA ITEM NO. D.1

DATE: January 26, 2021

TO: Finance & Governance Committee

FROM: Alexander Nguyen, City Manager, (805) 385-7430, alexander.nguyen@oxnard.org

SUBJECT: First Amendment to Federal and State Lobbyist Agreements and Resolution on Legislative and Court Opinion Advocacy Letters. (0/10/5)

RECOMMENDATION

That the Finance and Governance Committee recommend that the City Council:
1. Approve and authorize the Mayor to execute a First Amendment with HROD, Inc, John R. O'Donnell (A-8049) for federal lobbyist services for an increase of $196,200 for a total contract amount not to exceed $392,400 beginning January 14, 2021, through January 13, 2024;
2. Approve and authorize the Mayor to execute a First Amendment with Michael J. Arnold and Associates, Inc. (A-8050) for state lobbyist services for an increase of $48,000 for a total contract amount not to exceed $288,000 beginning January 14, 2021, through January 13, 2024; and
3. Adopt a resolution authorizing the City Manager in consultation with the Mayor and Mayor Pro Tem to prepare and to execute advocacy letters on the City's behalf to the State and federal government and authorizing the City Attorney in consultation with the Mayor and Mayor Pro Tem to prepare and to execute court publication or depublication advocacy letters on the City's behalf.

Please click the following link to view the required measure m pre-recorded presentation video: https://youtu.be/2T3sWMUkK-I

BACKGROUND

The current agreements with HROD, Inc., John R. O'Donnell (MMO Partners), and Michael J. Arnold (Arnold and Associates) for lobbying services in Washington, D.C., and Sacramento, respectively, expired on January 13, 2021.

In coordination with the Office of the City Manager, MMO Partners and Arnold and Associates have continued to assist the City in developing and implementing effective State and federal advocacy strategies to increase funding opportunities and influence State and federal laws and policies as they relate to City priorities, programs, and operations.

MMO Partners

MMO Partners is a full-service government affairs firm with experience in lobbying Congress and the executive branch. Under this contract extension, they would continue to provide federal legislative advocacy and governmental affairs services on behalf of the City to all City departments, particularly public safety, Halaco remediation activities, and infrastructure funding projects. Staff at MMO Partners regularly provides legislative reports and representation with federal agencies, departments, and associations, which is critical to ensure the advancement of the City's items of legislative importance.

2020 Federal Legislative Activity Highlights

- Outreach to the consulting firm working with FEMA and responsible for the review and issuance of comment letter concerning the floodwall design at the Wagon Wheel development
- Discussions with Senator Feinstein's office to recommend that the Senator and Congresswoman Julia Brownley engage with the new EPA Administrator on the City's Halaco Superfund site
- Worked with Public Works and USBR's Title XVI Denver Technical Services staff to ensure the City's feasibility study met the Title XVI program criteria for City's Advanced Water Purification Project
- Continued discussions on the City's FEMA Hazard Mitigation Funding project with FEMA Headquarters, FEMA Region 9, and the City's Congressional Delegation. Congresswoman Brownley sent a letter to FEMA at the end of 2019 in support of the project
- Continued work with the City Manager and Congressional delegation to include direct, flexible funding for local governments in the next coronavirus bill expected to be introduced in February 2021

A complete list is attached to this report as Attachment 4.

For calendar year 2021, for the purpose of making significant progress in these two critical areas, the City would narrow the scope of work and have MMO Partners seek tangible progress in:

- Fully remediating the Halaco EPA Superfund Site
- Complete the levee system impacting the City

In October of 2021 and again in October of 2022, MMO Partners will request in writing from the City Manager the "shortlist" of legislative changes, similar to the two items above, for the 2022 and 2023 calendar years, respectively.

Arnold and Associates

Arnold and Associates is a full-service government affairs firm with experience in lobbying State Legislators. Over the past several years, the most important activity has involved the State budget and related fiscal issues. Arnold and Associates meet weekly during the legislative session with representatives of the League of California Cities and other municipal lobbyists in Sacramento. The firm also provides the City with comprehensive legislative monitoring, bill review service, reviews all legislation, and all forms of legislation as the bills are introduced and amended. Bills of key interest to the City are forwarded to staff for additional review and analysis. Once a position is determined, staff advises Mr. Arnold and Associates, and the firm works to secure results beneficial to the City.

2020 State Legislative Activity Highlights

- Testified on behalf of City to the California Statewide Advisory Committee on Cooling Water Intake Structures about the Ormond Beach Generating Station
- Met with Assembly Member Jacqui Irwin's staff to discuss sponsorship of the Homelessness Task Force bill

- Created a new 2020 legislative status report and sent it to the City for review
- Discussions with Senator Hannah-Beth Jackson's office regarding budget funding requests for the City
- Updated the City on changes to the legislative schedule due to coronavirus shutdowns and quarantines
- Testified at California Water Board hearing on April 21st for the Ormond Power Plant and Once-Through Cooling timeline extension
- Reviewed funding for homelessness and housing included in the initial State budget
- Gathered and distributed key information regarding available grants
- Updated the City regarding the projections for the 2021-2022 State budget and fiscal outlook from the Legislative Analyst's Office

A complete list is attached to this report as Attachment 5.

For calendar year 2021, for the purpose of making significant progress in these two critical areas, the City would narrow the scope of work and have Arnold and Associates focus on advocating for the following legislative priorities:

- Fox Canyon Groundwater Management Agency board composition changes
- Advocacy for local governance control

Similar to the stipulation to MMO Partners, in October of 2021 and again in October of 2022, Arnold and Associates will request in writing from the City Manager the "shortlist" of legislative changes, similar to the two items above, for the 2022 and 2023 calendar years, respectively.

Resolution on Advocacy Letters

From time to time, it may be necessary for the City to send advocacy letters when the City's interests align with current or prospective legislation on the State and federal level or with court opinion publication and depublication. The attached resolution authorizes the City Manager in consultation with the Mayor and Mayor Pro Tem to prepare and execute these advocacy letters on the City's behalf to the State and federal government. The resolution will also authorize the City Attorney in consultation with the Mayor and Mayor Pro Tem to prepare and execute court opinion publication or depublication advocacy letters on the City's behalf.

STRATEGIC PRIORITIES

This agenda item is a routine operational item or does not relate to the four strategic plans adopted by City Council on May 17, 2016.

FINANCIAL IMPACT

No budget adjustment is necessary. There is sufficient Fiscal Year 2021-21 appropriation to cover the estimated costs of $51,975 ($32,073 Gen Fund/$19,902 Utility Funds) for the remainder of the current fiscal year. An estimated $29,975 for MMO Partners and $22,000 for Arnold & Associates is available in the General Fund (101-1001-804.84-62/65), Water (601-6010-846.84-62), Wastewater (621-6205-846.84-62) and Environmental Resources (631-6301-846.84-62) funds. Funding of future years costs will be included in the respective budget of each Fiscal Year (2021-22, 2022-23 & 2023-24).

Prepared by: Luly Lopez, Executive Assistant I, Adam Smith, Project Manager, Shiri Klima, Deputy City Manager

ATTACHMENTS

1. First Amendment to Agreement No. A-8049 - MMO Partners
2. First Amendment to Agreement No. A-8050 - Arnold and Associates
3. Legislative and Court Opinion Advocacy Resolution
4. MMO Partners - 2020 Year End Report
5. Arnold & Associates - 2020 Year End Report
6. Presentation for Lobbyist Agreements and Advocacy Letters

FIRST AMENDMENT TO PROFESSIONAL SERVICES

This First Amendment ("First Amendment") to the Agreement for Professional Services ("Agreement") is made and entered into in the County of Ventura, State of California, this 13th day of January, 2021, by and between the City of Oxnard, a municipal corporation ("City"), and HROD, Inc., John R. O'Donnell ("Consultant"). This First Amendment amends the Agreement entered into on January 3, 2018, by City and Consultant.

City and Consultant agree as follows:

1. In Section 1 of the Agreement, the Scope of Services exhibit to the Agreement is supplemented with the attached Scope of Services Exhibit A(1) attached hereto and incorporated herein by this reference into the Agreement.

2. In Section 12 of the Agreement, "January 13, 2021" is deleted and replaced with "January 13, 2024".

3. In Section 14(a) of the Agreement, the sentence "City agrees to pay Consultant in an amount not to exceed $5,450.00 per month for the Services" is deleted and replaced with "City agrees to pay Consultant in an amount not to exceed $392,400".

4. As so amended, the Agreement remains in full force and effect.

[Signatures on next page]

IN WITNESS WHEREOF, the parties hereto have executed the Amendment on the date first written above.

CITY OF OXNARD

☒ John C. Zaragoza, Mayor[1] Date
☐ Alexander Nguyen, City Manager
☐ Daniel Willhite, Purchasing Manager
☐ ___________, Buyer

HROD, Inc.

John R. O'Donnell, Managing Partner Date

Kyriakos Pagonis, Senior Associate Date

ATTEST:

Rose Chapparo, City Clerk (only if Mayor signs) Date

APPROVED AS TO FORM:

Stephen M. Fischer, City Attorney (always required) Date

[1] The City Council must authorize and the Mayor must sign the amendment if the original contract and all amendments collectively total over $200,000 annually. The City Manager may authorize and sign the amendment if the original contract and all amendments collectively total over $100,000 but up to $200,000 annually. The Purchasing Manager may authorize and sign the amendment if the original contract and all amendments collectively total up to $100,000 annually. A Buyer may authorize and sign the amendment if the original contract and all amendments collectively total up to $25,000 annually.

EXHIBIT A1

Advocate for all of the following legislative changes in calendar year 2021:

- Fully remediating the Halaco EPA Superfund Site; and
- Complete levee system impacting the City

FIRST AMENDMENT TO PROFESSIONAL SERVICES

This First Amendment ("First Amendment") to the Agreement for Professional Services ("Agreement") is made and entered into in the County of Ventura, State of California, this 13th day of January, 2021, by and between the City of Oxnard, a municipal corporation ("City"), and Michael J. Arnold ("Consultant"). This First Amendment amends the Agreement entered into on January 3, 2018, by City and Consultant.

City and Consultant agree as follows:

1. In Section 1 of the Agreement, the Scope of Services exhibit to the Agreement is supplemented with the attached Scope of Services Exhibit A1 attached hereto and incorporated herein by this reference into the Agreement.

2. In Section 12 of the Agreement, "January 13, 2021" is deleted and replaced with "January 13, 2024".

3. In Section 14(a) of the Agreement, the sentence "City agrees to pay Consultant in an amount not to exceed $4,000 per month for the Services" is deleted and replaced with "City agrees to pay Consultant in an amount not to exceed $288,000".

4. As so amended, the Agreement remains in full force and effect.

[Signatures on next page]

IN WITNESS WHEREOF, the parties hereto have executed the Amendment on the date first written above.

CITY OF OXNARD

______________________ ________
☒ John C. Zaragoza, Mayor[1] Date
☐ Alexander Nguyen, City Manager
☐ Daniel Willhite, Purchasing Manager
☐ ___________, Buyer

MICHAEL J. ARNOLD AND ASSOCIATES

______________________ ________
Michael J. Arnold, President Date

______________________ ________
Kristian Foy, Vice President Date

ATTEST:

______________________ ________
Rose Chapparo, City Clerk Date
(only if Mayor signs)

APPROVED AS TO FORM:

______________________ ________
Stephen M. Fischer, City Attorney (always required) Date

[1] The City Council must authorize and the Mayor must sign the amendment if the original contract and all amendments collectively total over $200,000 annually. The City Manager may authorize and sign the amendment if the original contract and all amendments collectively total over $100,000 but up to $200,000 annually. The Purchasing Manager may authorize and sign the amendment if the original contract and all amendments collectively total up to $100,000 annually. A Buyer may authorize and sign the amendment if the original contract and all amendments collectively total up to $25,000 annually.

EXHIBIT A1

Advocate for all of the following legislative changes in calendar year 2021:

- Fox Canyon Groundwater Management Agency board composition changes; and
- Advocacy for local governance control.

RESOLUTION NO. ___

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD AUTHORIZING THE CITY MANAGER IN CONSULTATION WITH THE MAYOR AND MAYOR PRO TEM TO PREPARE AND TO EXECUTE ADVOCACY LETTERS ON THE CITY'S BEHALF TO THE STATE AND FEDERAL GOVERNMENT AND AUTHORIZING THE CITY ATTORNEY IN CONSULTATION WITH THE MAYOR AND MAYOR PRO TEM TO PREPARE AND TO EXECUTE COURT PUBLICATION OR DEPUBLICATION ADVOCACY LETTERS ON THE CITY'S BEHALF

WHEREAS, the City needs a mechanism to advocate quickly in support or in opposition to various State and federal bills and other legislative acts.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS FOLLOWS:

Section 1: Where legislation is proposed by the State or federal government on any topic impacting local governance, the City Manager in consultation with the Mayor and Mayor Pro Tem is authorized to prepare, and the Mayor is authorized to execute, an advocacy letter on the City's behalf. Such topics could include, for example, community services, finance, housing, labor relations, land use, local control, public safety, sustainability, telecommunications, transportation or water.

Section 2: For litigation in which the City is not a party, the City Attorney in consultation with the Mayor and Mayor Pro Tem is authorized to prepare, and the Mayor is authorized to execute, letters on the City's behalf advocating for publication or depublication of appellate court opinions.

Section 3: This Resolution shall take effect immediately upon its adoption.

Section 4: The City Clerk shall certify as to the adoption of this Resolution.

(continued on next page)

PASSED, APPROVED and ADOPTED this 16th day of February, 2021, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

____
John C. Zaragoza, Mayor

ATTEST:

____
Rose Chaparro, City Clerk

APPROVED AS TO FORM:

____
Stephen M. Fischer, City Attorney

Attachment 4

MMO PARTNERS
MURRAY | MONTGOMERY | O'DONNELL

January 5, 2021

To: Alex Nguyen, City Manager

From: John O'Donnell, Kyriakos Pagonis, Heather O'Donnell

Re: 2020 Accomplishments of City of Oxnard's Federal Program

The following is a list of achievements for the City of Oxnard's 2020 federal program. The primary purposes of the City's federal program is to obtain federal grant funding for City projects, appropriations funding to support federal program accounts critical to the City and legislation benefiting the City's operations.

COVID-19

A major portion of MMO Partners' work in 2020 with the City Manager and City's Congressional delegation was spent ensuring provisions were included in COVID-19 legislation to provide direct funding to the City. To date, the City has received approximately $10.8 million in coronavirus relief funding and will receive additional funding through the rental assistance provision in the latest coronavirus legislation approved last month.

MMO is working with the City Manager and Congressional delegation to include direct, flexible funding for local governments in the next coronavirus bill expected to be introduced in February.

Additional 2020 federal program achievements:

Advanced Water Purification Project

The City's Public Works Department prepared a Title XVI feasibility study for the next phase of the AWPF, and the U.S. Bureau of Reclamation (USBR) notified the City in April the feasibility study met the Title XVI project eligibility criteria. MMO worked with Public Works and USBR's Title XVI Denver Technical Services staff to ensure the City's feasibility study met the Title XVI program criteria. With the approved feasibility study, the City is positioned to compete for Title XVI program funding.

Wagon Wheel Village Development

The City notified MMO Partners in August that the project required action by the Federal Emergency Management Agency (FEMA) to approve the design of the project floodwall. MMO engaged immediately with the representative of the consulting firm working with FEMA and responsible for review of the floodwall design to underscore the importance to the City for FEMA to approve the floodwall design as soon as possible. The City was anxious to have FEMA issue a comment letter on its initial review of the floodwall design, so the floodwall design could be made final. With the City's urging, FEMA issued its comment letter on the design to the consulting engineering firm in October and within four weeks of the City's initial contact with the agency. FEMA received a response from the engineering firm which addressed all the points listed in the comment letter. The engineering firm and City are awaiting FEMA's approval of the floodwall design.

Halaco

The City has worked with MMO Partners and Senator Dianne Feinstein on mitigating the environmental impacts of the Halaco site for eight years. Senator Feinstein included language in an appropriations bill during the previous Administration directing the Environmental Protection Agency (EPA) remove the building hazards on the property. The e City and MMO provided the legislative language and supporting information to Senate Environment and Interior Appropriations Committee that directed EPA to remove the hazards.

The last week of December MMO spoke with Senator Feinstein's office to recommend that the Senator and Congresswoman Julia Brownley engage with the new EPA Administrator after January 20 to request EPA Region 9 and the California Department of Toxic Substances Control to take the next steps to mitigate the Halaco site. Councilman Bryan MacDonald's contacts with EPA Region 9 and Department of Toxic Substances have enabled MMO to update the Congressional delegation that their engagement with EPA and State of California is timely.

City Secures $300,120 in FEMA Hazard Mitigation Funding (HMGP)

Federal Emergency Management Agency (FEMA) provides HMGP, authorized by Section 404 of the Stafford Act, funds to States after a Presidential Major Disaster Declaration. The purpose is "to reduce the loss of life and property due to natural disasters. HMGP funds also support reduction and removal of hazards during the immediate recovery from a disaster. Funds are for projects to reduce or prevent loss from future disasters. Projects must provide a long-term solution to a problem. One example is lifting a home to reduce the risk of flood damage instead of using sandbags and pumps to fight the flood. Potential savings must be more than the cost of the project. Funds can help protect public or private property."

The City submitted four Hazard Mitigation Grant Program (HMGP) projects (Mandalay Bay Seawalls Retrofit, Oxnard Wastewater Treatment Plant Electrical Building and Plant Generator, Police Station Emergency Backup Generator and Del Norte Regional Recycling and Transfer Plant Backup Generator), which were submitted by CALOES to FEMA on April 16, 2019 for review and approval. MMO discussed the City's project with FEMA Headquarters, FEMA Region 9 and the City's Congressional Delegation. Congresswoman Brownley sent a letter to FEMA at the end of 2019 in support of the City' project.

Attachment 4

In February 2020, the City was notified that it was awarded $300,120 in FEMA HMGP funding to install a Police Station Emergency Backup Generator.

City of Oxnard Secures $8,343,372 in CARES Act Funding for Homeless Assistance and Community Development

To date, the City has received $5,255,055 in CARES Act homeless assistance funding, which can be used to: make more emergency shelters available for homeless individuals and families; Operate emergency shelters by providing food, rent, security, maintenance, repair, fuel, equipment, insurance, utilities, furnishings, and supplies necessary for their operation; provide Hotel/Motel Vouchers for homeless families and individuals; provide essential services to people experiencing homelessness including childcare, education services, employment assistance, outpatient health services, legal services, mental health services, substance abuse treatment services, and transportation; and prevent individuals from becoming homeless and rapidly rehouse homeless individuals.

In addition, the City received $3,088,367 in CARES ACT CDBG funding, which can be used for all CDBG eligible activities that are carried out to prevent, prepare for and respond to coronavirus, which includes reimbursement for allowable costs to prevent, prepare for and respond to coronavirus.

City FY 21 Priority Programs Funded in 2021 Omnibus Package

Two years ago, Congress began inviting constituents to submit federal program funding requests for the fiscal year. An example would be funding for a specific federal program such as the HOME program. The request form requires the federal agency program account used to fund the program, name of the program, previous fiscal year funding level, funding requested by the President, funding amount requested for the fiscal year under consideration and how the funding benefits the requesting party.

MMO uses the City's specific appropriations requests to guide our research on the availability of federal grants. We also use our complete appropriations analysis (below) to guide our research on the very broad range of federal grant opportunities.

MMO, on behalf of the City, completed and submitted four high priority FY 21 Appropriations requests/forms (see table below) to Senators Feinstein and Harris and Congresswoman Brownley.

On December 27, President Trump signed the $1.4 trillion Consolidated Appropriations Act, 2021 (HR 133) into law. The omnibus measure wraps 12 spending bills into one and funds agency operating budgets through Sept. 30 of next year.

City Priority	Federal Program	Final FY 20	Amount Requested	Final FY 21

Attachment 4

Homeless Assistance	Continuum of Care	$ 2,350,000,000	$ 3,000,000,000	$ 3,000,000,000
Water Infrastructure	Title XVI WINN	$ 63,617,000	$ 64,000,000	$ 63,617,000
Homeless Assistance	HOME	$ 1,350,000,000	$ 1,500,000,000	$ 1,350,000,000
Public Safety	COPS Hiring	$ 155,000,000	$ 250,000,000	$ 145,500,000

In addition to the specific City programmatic requests made above, the table below identifies other federal programs that align with City services and projects.

Department	Program	Final FY 20	Final FY 21
HUD	CDBG formula	$ 3,400,000,000	$ 3,450,000,000
HUD	HOME	$ 1,350,000,000	$ 1,350,000,000
HUD	Lead Hazard Reduction	$ 290,000,000	$ 360,000,000
HUD	Jobs Plus Initiative	$ 15,000,000	$ 15,000,000
HUD	ROSS	$ 35,000,000	$ 35,000,000
HUD	Choice Neighborhoods	$ 175,000,000	$ 200,000,000
HUD	Homeless Assistance Grants	$ 2,777,000,000	$ 3,000,000,000
HUD	Homeless Assistance - CoC	$ 2,350,000,000	$ 2,569,000,000
HUD	Homeless Assistance - Emergency Solutions	$ 290,000,000	$ 290,000,000
HUD	Homeless Assistance- Youth homeless Demonstration	$ 80,000,000	$ 82,000,000
DOT- FAA	Airport Improvement Program (AIP)	$ 3,350,000,000	$ 3,350,000,000
DOT- FAA	Discretionary AIP	$ 400,000,000	$ 400,000,000
DOT- FTA	Transit Formula	$10,150,348,462	$10,150,348,462
DOT- FTA	Bus and Bus Facilities Competitive (Discretionary)	$ 170,000,000	$ 414,044,000
DOT- FTA	Low or No Emissions	$ 75,000,000	$ 180,000,000
DOT- FTA	Capital Investment Grants (New Starts/Small Starts) Sec.5309	$ 1,978,000,000	$ 2,014,000,000
DOT- OST	BUILD	$ 1,000,000,000	$ 1,000,000,000
DOT-OST	Transportation Demo	$ -	$ 100,000,000

DOC	EDA Programs - Public Works	$ 118,500,000	$ 119,500,000
DOJ-OJP	Byrne Memorial JAG	$ 351,000,000	$ 363,000,000
DOJ-OJP	Recidivism - Justice Reinvestment	$ 28,000,000	$ 33,000,000
DOJ-OJP	DNA Backlog	$ 102,000,000	$ 110,000,000
DOJ-OJP	SAKI	$ 48,000,000	$ 48,000,000
DOJ-OJP	2nd Chance Act Demo- Prisoner Reentry	$ 90,000,000	$ 100,000,000
DOJ-COPS	COPS Hiring	$ 235,000,000	$ 156,500,000
DOJ- BJA	Body Worn Cameras	$ 22,500,000	$ 35,000,000
DOJ-OJP-CARA Opioid	Mentally Ill Offender	$ 33,000,000	$ 35,000,000
DOJ-OJP-CARA Opioid	Drug Courts	$ 80,000,000	$ 82,000,000
DOJ-OJP-CARA Opioid	Residential Substance Abuse Treatment	$ 31,000,000	$ 34,000,000
DOJ-OJP-CARA Opioid	Prescription Drug Monitoring	$ 31,000,000	$ 32,000,000
DOJ-OJP-CARA Opioid	Veteran Treatment Courts	$ 23,000,000	$ 25,000,000
DOJ-OJP-CARA Opioid	Other-Comprehensive Opioid, Stimulant, and Substance Abuse Program	$ 180,000,000	$ 185,000,000
DOJ-OJP-CARA Opioid	Law Enforcement Diversion	$ 10,000,000	$ 11,000,000
DOJ-OJP-CARA Opioid	Mental health providers with law enforcement	$ -	$ 10,500,000
DHS-FEMA	AFG grants	$ 355,000,000	$ 360,000,000
DHS-FEMA	SAFER grants	$ 355,000,000	$ 360,000,000
EPA	DERA	$ 87,000,000	$ 90,000,000

City Submits FEMA Mitigation Infrastructure Projects

In the third quarter of 2020, MMO informed the City that FEMA released its FY 20 funding notice for the Building Resilient Infrastructure and Communities (BRIC) program, a new pre-disaster mitigation program authorized in 2018 by *The Disaster Recovery Reform Act (DRRA).* Unlike FEMA's Pre-Disaster Mitigation Program (PDM), which has been funded by the annual appropriations process, DRRA created a new funding mechanism that will set aside 6 percent of federal post-disaster grant funding in support of BRIC projects.

Attachment 4

FEMA is providing $446,400,000 for competitive BRIC projects, with a $50 million maximum federal share. Meaning the most the feds will pay for a project is $50 million. There is a 25% local share requirement and points are provided to projects that go beyond the 25%.

In September, the City submitted the following four projects to CALOES for consideration.

1. Mandalay Bay Seawalls Structural Retrofit
   - Total Activity Cost: $5,333,330
   - The seismic retrofit project will reduce or prevent seawall failure and collapse resulting from 5.0 magnitude and greater seismic events by structurally retrofitting 2,050 linear feet of anchored steel sheet pile system seawalls that protect 24 residential homes, and several additional adjacent homes.
2. Data Center for Disaster Recovery
   - Total Activity Cost: $440,000
   - This project will construct a secondary data center for the City's computer and electronic data including an emergency backup generator. A data center designed specifically for disaster recovery would ensure continued use of basic systems in case of a major power outage. The proposed mitigation action will ensure that flows of vital data and communications are unrestricted and safe following any prolonged power outage caused by a natural disaster.
3. Arterial Street Cast Iron Pipe and Asbestos Pipe Replacement Project
   - Total Activity Cost: $4,100,000
   - This project increases the level of protection of the City's potable water distribution system. The project will reduce seismic-related failure of the most critical arterial lines that provide potable water to the City of Oxnard's residents and customers. The mitigation action removes and replaces 11,890 feet of cast iron potable water mains of various sizes with PVC pipe ranging from 10-inch to 14-inch where a Cast Iron Pipe (CIP) currently exists.
4. 45-inch Diameter Water Transmission Main Replacement Project
   - Total Activity Cost: $30,000,000
   - The project will prevent seismic-related failure of the 45" transmission line of State Water Project water that provides potable water to a population of approximately 245,000 and runs directly under U.S. Route 101 where the pipeline has been identified among the highest vulnerability, criticality, and risk of the City of Oxnard's water distribution lines.

All four projects were approved by Cal OES and the City was invited to submit sub-applications, which will be reviewed and, if acceptable, forwarded to FEMA for national competition. Cal OES has until January 31, 2021 to submit projects. Upon successful submission, MMO will discuss the merits of the projects with FEMA Headquarters and work with the City's Congressional delegation to support the City's requests.

Rental and Utility Assistance in Coronavirus Relief and Response Supplemental Appropriations, FY21

Attachment 4

The COVID-19 pandemic relief bill approved the last week of December includes $25 billion for rental assistance (Title V of Division N starting on page 2,255 of the bill. This is a section of the bill MMO worked on with the House Subcommittee on Appropriations for Transportation and Housing and Urban Development (T-HUD) to include rental assistance in the COVID-19 bill. The City will receive direct funding from the Department of the Treasury. The process for transferring rental assistance money to cities is being developed by Treasury.

The funding will be allocated to states and to cities over 200,000 population using the same formula as the CARES Act Coronavirus Relief Fund. The Treasury Department must allocate the funds within 30 days.

The law requires the City to use 90 percent of its allocation under this program to provide financial assistance to eligible households, including the payment for up to 12 months (with an additional 3 months allowed only if necessary, to ensure housing stability for a recipient household) of: rent, rental arrears, utilities and home energy costs, Utility and home energy costs arrears, and other expenses related to housing incurred due, directly or indirectly, to the pandemic.

The City will be able to use up to 10 percent of their allocation for case management and other services related to the pandemic intended to help keep households stably housed.

In addition, the legislation provides $638,000,000 for the Low-Income Household Drinking Water and Wastewater Emergency Assistance Program to prevent, prepare for, and respond to coronavirus, for necessary expenses.

The program will be run by the Department of Health and Human Services (HHS). The Secretary of HHS will make grants to States and Indian Tribes to assist low-income households, particularly those with the lowest incomes, that pay a high proportion of household income for drinking water and wastewater services, by providing funds to owners or operators of public water systems or treatment works to reduce arrearages of and rates charged to such households for such services (Similar to the Low Income Home Energy Assistance Program, usually run through community action agencies).

The Secretary will allocate funding to a State or Indian Tribe based on the following: (i) the percentage of households in the State, or under the jurisdiction of the Indian Tribe, with income equal to or less than 150 percent of the Federal poverty line, and (ii) the percentage of such households in the State, or under the jurisdiction of the Indian Tribe, that spend more than 30 percent of monthly income on housing.

The City should work with the local Community Action Agency and/or other provider of utility assistance to ensure that Oxnard residents are aware and receive this possible assistance.

Attachment 5

Michael J. Arnold & Associates
Legislative Advocates and Consultants

January 2020 Legislative Activity Statement:
Coordinated with the City Manager regarding the January 23 SACCWIS meeting. Met with GenOn Energy representatives to discuss testimony and review information. Testified at the SACCWIS hearing on behalf of the City of Oxnard. Met with Assembly Member Irwin's staff to discuss sponsorship of Homelessness Task Force bill. Reviewed all newly introduced bills. Reviewed Governor's proposed budget. Provided analysis and updates.

February 2020 Legislative Activity Statement:
Reviewed all newly introduced bills. Bill introduction deadline was February 21. Created new 2020 legislative status report (lsr) and sent it to the city for review. Discussions with Senator Jackson's office regarding budget funding requests for the City. Reached out to the City to get priority list of budget request projects.

March 2020 Legislative Activity Statement:
Started tracking bills set for hearing and budget sub-committee hearings. Updated the City on changes to the legislative schedule due to corona virus shutdowns and quarantines. Tracked Executive Orders and updates regarding the corona virus. New discussions with Senator Jackson's office regarding any new budget requests due to corona virus impacts.

April 2020 Legislative Activity Statement:
Continue to update the City on issues related to the COVID-19 crisis.
Coordinate for testifying at the Water Board workshop for the Ormond Power Plant and Once Thru Cooling (OTC) timeline extension.
Testified at Water Board hearing on April 21st.
Working with Legislators and city staff for budget funding requests to state.

Attachment 5

May 2020 Legislative Activity Statement:
Reviewed all bills amended this month, forwarded copies of relevant amendments, tracked legislation and updated positions as needed. Engaged in discussions with Oxnard legislative delegation staff regarding budget items. Updated information about the May Revision to the state budget. Monitored policy committee hearings and budget deliberations.

June 2020 Legislative Activity Statement:
Reviewed all bills amended this month, forwarded copies of relevant amendments, tracked legislation, and updated positions as needed. Monitored via new remote broadcast all budget hearings and legislative hearings. Tracked budget bill passed on June 15th. Sent budget updates.
Reviewed funding for homelessness and housing included in the initial budget. Continued to track revisions to the budget and ongoing discussions between the Legislature and the Governor regarding a final budget deal.

July 2020 Legislative Activity Statement:
Reviewed all bills amended this month, forwarded copies of relevant amendments, tracked legislation and updated positions as needed. Monitored implementation of the 2020-2021 State Budget. Gathered and distributed key information regarding available grants. Provided updates about the changes to the legislative calendar due to COVID-19. Sent summary of all the propositions that will appear on the November 2020 ballot.

August 2020 Legislative Activity Statement:
Reviewed all bills amended this month, forwarded copies of relevant amendments, tracked legislation and updated positions as needed. Monitored bills in both Appropriations Committees. Reviewed bills passed from suspense file to the floor of Senate and Assembly. Provided updates about the changes to the legislative calendar due to COVID-19. Watched the end of the 2020 Legislative year and final floor sessions. Reviewed all bills sent to the Governor’s desk.

September 2020 Activity Statement:
Reviewed all bills currently on the Governor’s desk. Forwarded copies of relevant bills, tracked legislation and updated positions as needed. Reviewed bills as they

were chaptered or vetoed by the Governor. Monitored Water Board hearings regarding once-thru cooling power plants.
Monitored Informational hearings during legislative recess.

October 2020 Legislative Activity Statement:
Reviewed all bills for Governor's final action on the bills. Forwarded copies of relevant chaptered and vetoed bills, tracked legislation and updated positions as needed. Prepared final legislative status report that shows final location of all the bills we tracked this year. Sent final LSR to Oxnard. Monitored Informational hearings during legislative recess.

November 2020 Legislative Activity Statement:
Monitored several informational hearings related to COVID-19 and other issues. Updated the City regarding the projections for the 2021-2022 state budget and fiscal outlook from the Legislative Analyst's Office. Prepared for the December 7th start of the new two- year session.

December 2020 Legislative Activity Statement:
Monitored the beginning of the new 2021-2022 Legislative Session which started on December 7th.
Began reviewing newly introduced legislation and identified any bills of interest to the City. Sent key bills to the City for review. Updated the City about the 2021 legislative calendar and the delayed start of the January return to session due to the increase in COVID-19 at the end of the year.

FIRST AMENDMENT TO FEDERAL AND STATE LOBBYIST AGREEMENTS AND RESOLUTION ON LEGISLATIVE ADVOCACY LETTERS

Finance & Government Committee

January 26, 2021

CITY OF OXNARD CALIFORNIA

RECOMMENDATION

That the Finance & Governance Committee recommend that the City Council:

1. Approve & authorize the Mayor to execute a First Amendment with HROD, Inc., John R. O’Donnell (A-8049) for federal lobbyist services for an increase of $196,200 for a total contract amount not to exceed $392,400 beginning January 14, 2021, through January 13, 2024;
2. Approve & authorize the Mayor to execute a First Amendment with Michael J. Arnold & Associates, Inc. (A-8050) for state lobbyist services for an increase of $48,000 for a total contract amount not to exceed $288,000 beginning January 14, 2021, through January 13, 2024; and
3. Adopt a resolution authorizing the City Manager in consultation with the Mayor and Mayor Pro Tem to prepare and to execute advocacy letters on the City's behalf to the State and federal government and authorizing the City Attorney in consultation with the Mayor and Mayor Pro Tem to prepare and to execute court publication or depublication advocacy letters on the City's behalf..

BACKGROUND

- The current agreements with HROD, Inc., John R. O’Donnell (MMO Partners), & Michael J. Arnold (Arnold & Associates) for lobbying services in Washington, D.C., & Sacramento, respectively, expired on January 13, 2021
- Both firms assist the City in developing & implementing effective federal & state advocacy strategies to increase funding opportunities & influence federal & state laws & policies as they relate to City priorities, programs, & operations

MMO PARTNERS

- MMO Partners is a full-service government affairs firm with experience in lobbying Congress & the executive branch
- The firm provides federal legislative advocacy & governmental affairs services on behalf of the City to all City departments, particularly public safety, Halaco remediation activities, & infrastructure funding projects
- MMO Partners regularly provides legislative reports & effective representation with federal administration, agencies, departments, & associations

- Outreach to consulting firm working with FEMA and responsible for the review & issuance of comment letter concerning the floodwall design at the Wagon Wheel development
- Discussions with Sen. Feinstein's office to recommend that the Senator & Congresswoman Julia Brownley engage with the new EPA Administrator on the City's Halaco Superfund site
- Worked with Public Works and US Bureau of Reclamation staff to ensure the City's feasibility study met the Title XVI program criteria for City's Advanced Water Purification Project
- Continued discussions on the City's FEMA Hazard Mitigation Funding project with FEMA Headquarters, FEMA Region 9, & the City's Congressional Delegation. Congresswoman Brownley sent a letter to FEMA at the end of 2019 in support of the project.

MMO PARTNERS 2021 PRIORITY AREAS

For the purpose of making significant progress in these two critical areas in 2021, the City would narrow the scope of work and have MMO Partners seek tangible progress in:

1. Fully remediate the Halaco EPA Superfund Site

2. Complete the levee system impacting the City

- Arnold & Associates is a full-service government affairs firm with experience in lobbying State Legislators
- Over the past several years, the most important activity has involved the State budget & related fiscal issues
- The firm meets weekly during the legislative session with representatives of the League of California Cities & other municipal lobbyists in Sacramento
- Provides the City with comprehensive legislative monitoring, bill review service, reviews all legislation, & all amended forms of legislation as the bills are introduced & amended

- Testified on behalf of City to the California Statewide Advisory Committee on Cooling Water Intake Structures about the Ormond Beach Generating Station
- Met with Assembly Member Jacqui Irwin's staff to discuss sponsorship of the Homelessness Task Force bill
- Discussions with Senator Hannah-Beth Jackson's office regarding budget funding requests for the City
- Testified at California Water Board hearing on April 21st for the Ormond Power Plant and Once-Through Cooling timeline extension
- Reviewed funding for homelessness and housing included in the initial State budget.

ARNOLD & ASSOCIATES 2021 PRIORITY AREAS

For the purpose of making significant progress in these two critical areas in 2021, the City would narrow the scope of work and have Arnold and Associates focus on advocating for the following legislative priorities:

1. Fox Canyon Groundwater Management Agency board composition changes

2. Advocacy for local governance control

- From time to time, it may be necessary for the City to send advocacy letters on behalf of the City
- Authorizes the City Manager in consultation with the Mayor & Mayor Pro Tem to prepare & to execute advocacy letters on the City's behalf to the State & federal government
- Authorizes the City Attorney in consultation with the Mayor & Mayor Pro Tem to prepare & to execute court opinion publication or depublication advocacy letters on the City's behalf

RECOMMENDATION

That the Finance & Governance Committee recommend that the City Council:

1. Approve & authorize the Mayor to execute a First Amendment with HROD, Inc., John R. O'Donnell (A-8049) for federal lobbyist services for an increase of $196,200 for a total contract amount not to exceed $392,400 beginning January 14, 2021, through January 13, 2024;
2. Approve & authorize the Mayor to execute a First Amendment with Michael J. Arnold & Associates, Inc. (A-8050) for state lobbyist services for an increase of $48,000 for a total contract amount not to exceed $288,000 beginning January 14, 2021, through January 13, 2024; and
3. Adopt a resolution authorizing the City Manager in consultation with the Mayor and Mayor Pro Tem to prepare and to execute advocacy letters on the City's behalf to the State and federal government and authorizing the City Attorney in consultation with the Mayor and Mayor Pro Tem to prepare and to execute court publication or depublication advocacy letters on the City's behalf..

QUESTIONS

FINANCE AND GOVERNANCE COMMITTEE
AGENDA REPORT

REPORTS
AGENDA ITEM NO. D.2

CITY OF OXNARD CALIFORNIA

DATE: January 26, 2021

TO: Finance & Governance Committee

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

SUBJECT: FY 2020-21 Budget Mid-Year Review (0/10/10)

RECOMMENDATION

That the Finance and Governance Committee:
1. Receive an update on the latest FY 2020-21 revenue and expenditure projections for major funds, and authorize staff to make the presentation to City Council;
2. Recommend that City Council approve a budget appropriation request in the amount of $16,066,093 across 37 different funds;
3. Recommend that City Council approve amendments to the position control resolution;
4. Recommend that City Council approve amendments to the classification and salary resolution; and
5. Recommend that City Council authorize changes to the list of equipment financed by the existing Bank of America line of credit.

Please click the following link to view the required Measure M pre-recorded presentation video: https://youtu.be/E7xNKnO8AyQ

BACKGROUND

General Fund (101)
The General Fund tables (slides 3 & 4 in the attached PowerPoint presentation) provide detail. Totals in the text below may not add due to rounding. Highlights include:

Revenues: FY 2020-21 General Fund revenues are now projected at $152.0 million, significantly greater -- $16.9 million greater, or 12.5 percent -- than the revised budget estimate of $135.1 million. The increase results from five main factors, each with an impact of more than a million dollars. In decreasing order of magnitude, the five factors are: (i) an estimated $10.75 million of new revenue in the fourth quarter of the fiscal year (April through June 2021) from the Measure E 1.5-cent sales tax (technically a "transactions and use tax" just like the Measure O half-cent transactions and use tax) that Oxnard voters approved in November 2020, and which was not included in the Budget for FY 2020-21 because City Council consideration and approval of the eventual ballot measure occurred after budget adoption; (ii) a $4.0 million increase in intergovernmental revenue from Federal CARES Act funding passed through the State ($2.5 million) and the County of Ventura ($1.4 million) -- neither of which was even contemplated, let alone assumed, in the Budget for FY 2020-21 last spring; (iii) a substantial estimated increase ($3.3 million, or 11.0 percent) in projected revenue from the "Bradley Burns 1%" base City sales tax, due to taxable purchases of goods by Oxnard residents and visitors during the COVID-19-

induced global recession that have been higher than feared during the depths of the recession, when the Budget forecast was made; (iv) a sharp reduction ($1.3 million or 27.0 percent) in projected revenue from the transient occupancy tax, as travel and lodging for business and leisure have been even more severely restricted, and for more months, than staff assumed back in the spring; and (v) a net increase of $1.0 million, or 13.3 percent, in Service Fees and Charges that is itself the product of numerous factors. On the projected increase side, the largest change in projected revenue is for Community Development Department fees and charges, many related to the Amazon project, along with over a quarter-million dollars of increased charges by Finance Department staff to the Tyler Munis enterprise resource planning (ERP) financial software implementation project, all of which is partially offset by an estimated $0.9 million reduction in revenue from the Recreation programs of the Cultural and Community Services Department, which is nearly matched by corresponding lower estimated expenditures -- $0.8 million -- all due to the COVID-19-related suspension of most programs.

Expenditures: FY 2020-21 General Fund expenditures are now projected at $142.9 million, or $2.4 million (1.7 percent) above the revised budget total of $140.6 million. As with the explanation for revenues above, the projected increase in expenditures results from various factors that partially offset each other. Once again in decreasing order of magnitude, the four main factors, each at least $0.8 million, are:

(i) An estimated $3.5 million (17.3 percent) *increase* in Fire Department expenditures, because of the following: (a) during the FY 2020-21 wildland fire season (August 2020 through December 2020) the Fire Department expended $1.5 million to assist other jurisdictions in responding to wildland fires, all $1.5 million of which either already has been, or will be, reimbursed by the State within the current fiscal year; (ii) additional station coverage and overtime costs resulting from COVID-19 quarantining within the Department added an unexpected $0.4 million to current-year expenditures; and (iii) vacancy savings throughout the year of $1.2 million were assumed in the Budget, but are not going to be realized under the minimum staffing and station coverage requirements of departmental operations. In retrospect, this vacancy-savings assumption was more hopeful than realistic, so it will not be repeated in future proposed budgets. City Council may recall that the FY 2020-21 Budget added $1.0 million to the base Fire Department budget for station coverage and overtime, to address almost half of the $2.3 million appropriation shortfall projected for FY 2019-20 in last year's Mid-Year Review. The $1.0 million addition in FY 2020-21 has thus proven to be insufficient to support the Department's required spending. Finally, City Council may also recall that the FY 2020-21 Budget assumed $876,000 in reduced overtime costs for the Department, which reassigned the members of the paramedic squad to fill existing vacancies in Fire Suppression. The Department reports that actual savings are running at an annual rate of $960,000, almost 10 percent greater;

(ii) An estimated $0.8 million (7.2 percent) *increase* in Community Development Department expenditures across many spending categories, most of which was needed to provide the services that yielded the Department's higher General Fund revenue described above;

(iii) An estimated $0.8 million (12.5 percent) *decrease* in Cultural and Community Services Department's Recreation expenditures, as described above under "Revenues"; and

(iv) An estimated $0.8 million (1.2 percent) *decrease* in Police Department expenditures, due to vacancy savings even greater than assumed in the Budget

Available Fund Balance: The FY 2020-21 General Fund Adopted Budget assumed a starting available fund balance at July 1, 2020, of $9.2 million, or 6.5 percent of expenditures plus transfers out. During the latter portion of FY 2019-20, a combination of $4 million more revenue than projected (mostly sales tax, as FY 2019-20 taxable sales benefited from the same economic circumstances described above for FY 2020-21) --

offset by less than $1 million of greater-than-expected expenditures (including carryover) -- eventually produced a starting available fund balance of $12.8 million, or 9.0 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 (now $152.0 million) and expenditures plus transfers out (now $142.9 million) imply an FY 2020-21 operating surplus of $9.1 million. Adding that $9.1 million projected operating surplus to the starting available fund balance of $12.8 million yields a projected ending available fund balance at June 30, 2021 of $21.9 million, or 15.3 percent of expenditures plus transfers out -- more than three percentage points above the Council's policy target -- all due to the expected influx of revenue from the new Measure E 1.5-cent transactions and use tax.

Furthermore, the new revenue from Measure E will significantly improve the General Fund's cash flow, making it unnecessary, absent a financial cataclysm, for the General Fund to borrow any cash from the three utility enterprise funds (Water, Wastewater and Environmental Resources) as authorized on a contingent basis by City Council on June 2, 2020. No such interfund borrowing was necessary for last fiscal year, either, because very few businesses, Statewide or in Oxnard, took up the Governor's offer to delay their sales tax remittances to the State by three to 12 months. As a result, the General Fund's cashflow during FY 2019-20 was not severely impacted, as staff had feared during the depths of the recession that it conceivably could be.

Request for Budget Appropriation -- General Fund (101)
-- $55,000 for City Council labor costs as described under "Position Control Resolution" below

-- $368,900 for professional services in Community Development Department/Planning as described above under "Expenditures"

-- $263,100 for Building and Engineering in the same department for the same reasons

-- $59,050 for Finance Department/Administration labor costs as described under "Position Control Resolution" below

-- $260,000 for Finance/General Accounting to backfill with temporary labor for the employees generating the same amount of General Fund revenue from charges to the ERP project, as described above under "Revenues"

-- $1,931,039 for the Fire Department, consisting of $1,900,000 for station coverage as described above under "Expenditures" and $31,039 for labor costs as described under "Position Control Resolution" below

-- $128,261 *reduction* for Non-Departmental debt service because the three utility enterprise funds (Water, Wastewater, and Environmental Resources) are recommended below to pay their share of the debt service on that portion of the 2019 Lease Revenue Bonds dedicated to funding the first part of the ERP project

-- $122,000 transfer to the Information Technology Fund (731) to restore funds earmarked by City Council last fiscal year for the Fiber Master Plan, but which had to be spent on an emergency basis last fiscal year on COVID-19-related changes to City employees' place of work, and on security measures

-- $180,000 for the Public Works Department/Parks & Public Grounds for continued watering of parks at the current minimal level, and for increased refuse disposal

Measure O Fund (104)
The Measure O Fund table (slide 5 in the attached PowerPoint presentation) provides detail. Totals in the text below may not add due to rounding. Highlights include:

Revenues: FY 2020-21 Measure O Fund revenues are now projected at $16.8 million -- $1.6 million greater (10.2 percent) than the revised budget estimate of $15.2 million. The increase results entirely from a $1.7 million projected increase in revenue from the half-cent transactions and use tax, for the same reasons as described above for General Fund revenue from the Bradley-Burns base 1% City sales tax.

Expenditures: FY 2020-21 Measure O Fund expenditures are now projected at $22.1 million, down $0.7 million (3.2 percent) from the revised budget total of $22.9 million. The estimated decrease in expenditures results from reduced labor costs in the Cultural and Community Services Department as a result of recreation programs cancelled due to COVID-19.

Available Fund Balance: The FY 2020-21 Adopted Budget assumed a starting available fund balance for Measure O at July 1, 2020, of $6.5 million, excluding carryovers. Two changes resulted in a higher starting available fund balance for Measure O: $9.4 million. The two changes were: (i) almost a million dollars more revenue than projected, for the same reasons as described above for FY 2020-21; and (ii) $2.2 million of unappropriations approved by City Council in its "weaning off' efforts at the public meeting of October 20, 2020.

The latest projections explained above for Measure O revenues (now $16.8 million) and expenditures (now $22.1 million) imply an FY 2020-21 operating deficit of ($5.3) million. Subtracting that $5.3 million projected operating deficit from the starting available fund balance of $9.4 million yields a projected ending available fund balance at June 30, 2021 of $4.0 million.

Request for Budget Appropriation -- Measure O Fund (104)
-- $40,000 for the Fire Department to match a grant that is scheduled to appear on the City Council agenda for February 2, 2021

Water Funds (601 & related)
The Water Fund table (slide 6 in the attached PowerPoint presentation) provides detail. Totals in the text below may not add due to rounding. Highlights include:

Revenues: FY 2020-21 Water Fund revenues are now projected at $81.6 million -- $2.0 million less (2.4 percent) than the budget estimate of $83.7 million. The decrease results primarily from three factors: (i) an expected reduction of $0.85 million in recycled water sales; (ii) a net decline of $0.35 million in water sales due to reduced consumption by commercial and industrial users during the COVID-19 pandemic; and (iii) a $0.4 million projected decline in revenue from delinquent fees and penalties, which have been suspended during the pandemic.

Expenditures: FY 2020-21 Water Fund expenditures are now projected at $70.6 million, down $34.2 million (32.6 percent) from the revised budget total of $104.8 million. The decrease in estimated expenditures results almost entirely from capital projects budgeted for the current fiscal year, the spending for which will now occur in future fiscal years.

Available Fund Balance: The FY 2020-21 Adopted Budget assumed a starting available fund balance for the

Water Fund at July 1, 2020, of $36.0 million. The actual available fund balance proved to be substantially higher, $52.2 million, due to unspent capital appropriations. The latest projections explained above for Water Fund revenues (now $81.6 million) and expenditures (now $70.6 million) imply net annual activity during FY 2020-21 of a positive $11.0 million. However, $30.6 million of unspent capital appropriations from FY 2020-21 are expected to be carried over to next fiscal year.

Therefore, beginning with the actual available fund balance at July 1, 2020 ($52.2 million); adding the projected net annual activity during FY 2020-21 of a positive $11.0 million, and then subtracting the projected carryover ($30.6 million) yields a projected ending available fund balance at June 30, 2021 of $32.6 million, which represents a little over 46 percent of annual expenditures. The City Council policy target for available fund balance is 25 percent.

<u>Request for Budget Appropriation -- Water Fund (601 & related)</u>

All of the budget appropriation changes requested for Fund 601 Water Operating, Fund 603 Resource Development Fee, and Fund 609 Water Bonds are due to three bond-related factors: (i) appropriating estimated principal, interest, and bond proceeds for the 2021 Water Revenue Bonds that appear on the City Council meeting agenda for January 19, 2021; and (ii) changing the funding source for the Automated Meter Infrastructure (AMI) capital project from debt financing to cash. The reason for the latter is that the 2021 Water Revenue Bonds are proposed to finance two capital projects with expected useful lives of 50 to 75 years, but the automated meter infrastructure will have a useful life just a fraction of that length, and thus is appropriate to finance from cash reserves paid by the current generation of ratepayers. (A longstanding, basic tenet of public finance in the United States is that each generation of ratepayers or taxpayers who will benefit from a capital project should pay for that capital project through annual debt service on bonds issued to finance it. Economists call this "intergenerational equity," or fairness between the different generations of ratepayers or taxpayers.)

The third and final factor underlying the budget appropriation request is debt service to be paid by the Water Operating Fund (601) for its share ($25,692) of the debt service on the 2019 Lease Revenue Refunding Bonds attributable to financing the ERP project, as noted under "Request for Budget Appropriation -- General Fund (101)" above.

<u>Wastewater Funds (611, 621 & related)</u>

The Wastewater Fund table (slide 7 in the attached PowerPoint presentation) provides detail. Totals in the text below may not add due to rounding. Highlights include:

Revenues: FY 2020-21 Wastewater Fund revenues are now projected at $50.2 million -- $26.1 million less (34.2 percent) than the budget estimate of $76.4 million. The decrease results entirely from a $26.1 million (90.9 percent) reduction in anticipated proceeds from a State Revolving Fund (SRF) loan for wastewater capital projects. Regarding operating revenue, utility fees are projected to be $0.4 million (less than 1 percent) higher than the budget estimate, offset by a $0.4 million (76.4 percent) projected decline in revenue from delinquent fees and penalties, which have been suspended during the pandemic.

Expenditures: FY 2020-21 Wastewater Fund expenditures are now projected at $40.4 million, down $39.1 million (49.2 percent) from the revised budget total of $79.6 million. The decrease in estimated expenditures results almost entirely from capital projects budgeted for the current fiscal year, the spending for which will now occur in future fiscal years, plus $2 million of reduced operational costs for contracts for professional services, supplies, and chemicals.

Available Fund Balance: The FY 2020-21 Adopted Budget assumed a starting available fund balance for the Wastewater Fund at July 1, 2020, of $42.4 million. The actual available fund balance proved to be somewhat higher, $46.7 million, due to unspent capital appropriations. The latest projections explained above for Wastewater Fund revenues (now $50.2 million) and expenditures (now $40.4 million) imply net annual activity during FY 2020-21 of a positive $9.8 million. However, $36.3 million of unspent capital appropriations from FY 2020-21 are expected to be carried over to next fiscal year.

Therefore, beginning with the actual available fund balance at July 1, 2020 ($46.7 million); adding the projected net annual activity during FY 2020-21 of a positive $9.8 million, and then subtracting the projected carryover ($36.3 million) yields a projected ending available fund balance at June 30, 2021 of $20.2 million, which represents 50.0 percent of annual expenditures. The City Council policy target for available fund balance is 25 percent.

<u>Request for Budget Appropriation -- Wastewater Funds (611 & 621)</u>
The only budget appropriation request is debt service to be paid by the Wastewater Collection Operating Fund (611) and the Wastewater Treatment Operating Fund (621) for their shares ($7,011 and $22,147, respectively) of the debt service on the 2019 Lease Revenue Refunding Bonds attributable to financing the ERP project, as noted under "Request for Budget Appropriation -- General Fund (101)" above.

<u>Environmental Resources Funds (631 & related)</u>
The Environmental Resources Fund table (slide 8 in the attached PowerPoint presentation) provides detail. Totals in the text below may not add due to rounding. Highlights include:

Revenues: FY 2020-21 Environmental Fund revenues are now projected at $51.7 million -- virtually unchanged from the budget estimate of $51.9 million.

Expenditures: FY 2020-21 Environmental Resources Fund expenditures are now projected at $54.3 million, down $9.4 million (14.7 percent) from the revised budget total of $63.7 million. The estimated decrease in estimated expenditures results mostly from $5 million of capital projects budgeted for the current fiscal year, the spending for which will now occur in future fiscal years, plus $2 million of reduced operational costs for green waste processing, recycling buybacks, waste hauling supplies, and contracts for professional services.

Available Fund Balance: The FY 2020-21 Adopted Budget assumed a starting available fund balance for the Environmental Resources Fund at July 1, 2020, of $32.1 million. The actual available fund balance proved to be somewhat higher, $34.2 million. The latest projections explained above for Environmental Resources Fund revenues (now $51.7 million) and expenditures (now $54.3 million) imply net annual activity during FY 2020-21 of a negative ($2.6) million. However, $5.5 million of unspent capital appropriations from FY 2020-21 are expected to be carried over to next fiscal year.

Therefore, beginning with the actual available fund balance at July 1, 2020 ($34.2 million); subtracting the projected net annual activity during FY 2020-21 of a negative $2.6 million, and then also subtracting the projected carryover ($5.5 million) yields a projected ending available fund balance at June 30, 2021 of $26.1 million, which represents 48.1 percent of annual expenditures. The City Council policy target for available fund balance is 25 percent.

<u>Request for Budget Appropriation -- Environmental Resources Fund (631)</u>
The only budget appropriation request is debt service to be paid by the Environmental Resources Fund for its share ($73,411) of the debt service on the 2019 Lease Revenue Refunding Bonds attributable to financing the

ERP project, as noted under "Request for Budget Appropriation -- General Fund (101)" above.

Request for Budget Appropriation -- Information Technology Fund (731)
Except for the dollar amount, this item is identical to ones the Council considered and approved at its meetings on March 26, 2019 and March 17, 2020 pertaining to the last two fiscal years' budgets.

The technology industry has adopted a financial model whereby customers like the City must pay software license and usage charges in advance. This fiscal year the Information Technology (IT) Department already has, or will receive, $403,587 worth of invoices for software license and usage charges that apply to next fiscal year (FY 2021-22), 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 $403,587. 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 numerous vendors.

Request for Budget Appropriation -- other funds
The other recommended budget adjustments on the attached Request for Budget Appropriation are almost all applicable to the budgets of the City's dozens of special districts. The recommendation to recognize $0.9 million of new revenue to Fund 172 Landscape Maintenance District Administration, which itself contains the budgets of numerous special districts, stems from an inadvertent omission in the Adopted Budget. Most of the appropriation request increases are for special projects within the various districts: irrigation repairs, tree maintenance, replanting projects, etc.

Also noteworthy is the recommended recognition of $2.3 million of additional Community Development Block Grant funding (Fund 285) for the Housing Department, and corresponding appropriations in the same amount.

Position Control Resolution
-- For the City Council, add 1.0 FTE Executive Assistant I, at a partial-year cost of $55,000 as noted above under "Request for Budget Appropriation -- General Fund (101)"

-- For the Department of Billing & Licensing, delete 1.0 FTE Administrative Assistant and substitute 1.0 FTE Billing & Licensing Supervisor. This recommendation is based on a change in the work that is needed for this position. The department requested Human Resources to perform a classification analysis on the incumbent employee. Based on this analysis it was found that the employee was assigned and has been performing the duties of Billing and Licensing Supervisor and that this is a permanent change which requires a reclassification. No budget adjustment is needed.

-- For the Finance Department, add 1.0 FTE Confidential Administrative Assistant and 1.0 FTE Assistant CFO, at a partial-year cost of $59,050 as noted above under "Request for Budget Appropriation -- General Fund (101)." This recommendation stems from management's realization, partway through the ERP implementation, that the administrative, analytical, reporting, management, operational, and supervisory demands on the department are already outstripping its ability to deliver them at current staffing levels -- even with 1.5 FTE of additional temporary labor to support the ERP implementation. The existing imbalance between labor supply and performance demand will only grow once the Tyler Munis Core Financials system goes live in 2022, as centralized accounts payable, accounts receivable, project accounting and other new functions enabled by the new software require more assistance to operating departments, including training, testing, and data validation from the Finance Department.

-- For the Fire Department, add 1.0 FTE Paramedic, limited term for one year, to assist with pandemic response, at a partial-year cost of $31,039 as noted above under "Request for Budget Appropriation -- General Fund (101)."

-- For the Police Department the additions and deletions being requested are to allow employees in these allocations to be promoted up to the full journey level. These employees were hired into the entry level classification which is the I level, for example, Police Records Technician I. They now meet the qualifications and are performing the work at the journey level which is the II or using the same example, Police Records Technician II. No budget adjustment is needed.

-- For the Water Operations Division of the Public Works Department, delete 1.0 FTE Chief Operator, and substitute 1.0 FTE Sr. Water Treatment Operator. This change is a downgrade in the allocation as the work being assigned is at a lower level than Chief Operator. There is no impact to the current incumbents, who is already being paid as a Sr. Water Treatment Operator. No budget adjustment is needed.

Classification and Salary Schedule Resolution
-- Increase annual salary range for Information Technology Director (vacant) to achieve market comparability and improve chances for successful recruitment

-- Establish hourly salary range for new Paramedic position described under "Position Control Resolution" above

Changes to the list of equipment financed by the existing Bank of America line of credit
The City still has $180,000 remaining on the medium-term (less than 10 years) line of credit with Bank of America that was approved by City Council during the last decade. Each of the IT Department and the Police Department needs approximately $50,000 for, respectively, an IT security-related construction project that relates to an audit finding and furniture for the dispatch console project. Since neither of these specific uses has previously been broached with Council in connection with the line of credit, staff seeks permission to tap the remaining Bank of America lease-purchase funds for these equipment acquisitions. No budget adjustment is needed.

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 explained in the "Background" section that describes the action

Prepared by: Kevin Riper, Chief Financial Officer

ATTACHMENTS

1. Budget Appropriation FY20-21 Mid-Year (1)
2. IT Budget CAP 2020-2021
3. Updated Amend Position Resolution 1.14.21
4. Updated Amended Salary Resolution 1.12.21
5. FY20-21 Budget Mid-Year Review Presentation v.3

REQUEST FOR BUDGET APPROPRIATION

Department:	Finance	**Date:**	February 2, 2021
Project/Program Manager:	Kevin Riper	**Phone:**	385-7461

Reason for Appropriation:

FY 20-21 Mid-year adjustment / appropriations

Accounts and Descriptions		**AMOUNT**
Fund: 101-GENERAL FUND		
Revenues/Transfers In		
PLANNING DIVISION (4101)		
101-4101-555.73-80	GENERAL PLAN MAINTENANCE	85,000
BUILDING & ENGINEERING (4301)		
101-4301-552.73-95	INSPECT FEES/TRACT-PARCEL	547,000
FINANCE ADMINISTRATION (1600)		
101-1600-553.73-37	SERVICE TO OTHER PROGRAMS	90,000
GENERAL ACCOUNTING (1601)		
101-1601-553.73-37	SERVICE TO OTHER PROGRAMS	170,000
	Sub-total Revenues	892,000
Expenditures/Transfers Out		
CITY COUNCIL (1101)		
101-1101-801.80-01	DIRECT LABOR-REGULAR	39,000
101-1101-801.80-41	EMPLOYEE BENEFITS	13,000
101-1101-801.80-43	PERS	3,000
PLANNING DIVISION (4101)		
101-4101-804.82-09	SVCS-OTHER/PROF CONTRACT	368,900
BUILDING & ENGINEERING (4301)		
101-4301-804.80-01	DIRECT LABOR-REGULAR	21,770
101-4301-804.80-41	EMPLOYEE BENEFITS	9,330
101-4301-804.81-04	SUPPLIES-SHOP & FIELD	10,000
101-4301-804.81-32	MINOR EQUIPMENT OFFICE	47,000
101-4301-804.82-09	SVCS-OTHER/PROF CONTRACT	75,000
101-4301-804.84-29	CONSULTANT PLAN CHECKING	75,000
101-4301-804.86-06	MACHINERY AND EQUIP NEW	25,000
FINANCE ADMINISTRATION (1600)		
101-1600-801.80-01	DIRECT LABOR-REGULAR	55,333
101-1600-801.80-41	EMPLOYEE BENEFITS	8,417
101-1600-801.80-43	PERS	5,300
GENERAL ACCOUNTING (1601)		
101-1601-801.80-02	DIRECT LABOR-TEMPORARY	200,000
101-1601-801.82-09	SVCS-OTHER PROF/CONTRACT	60,000
FIRE SUPPRESSION & OTHER EMERGENCY SERVICES (2201)		
101-2201-802.80-01	DIRECT LABOR-REGULAR	21,739
101-2201-802.80-41	EMPLOYEE BENEFITS	6,900
101-2201-802.80-43	PERS	2,400
101-2201-802.80-08	STATION COVERAGE	1,900,000

BA# (Finance Use Only)______________
BA Doc# (Finance Use Only)___________

NON-DEPARTMENTAL (1003)		
101-1003-808.87-34	TSFR TO DEBT SERVICE FUND	(128,261)
RESERVES & TRANSFERS (1002)		
101-1002-808.87-25	TSFR TO INTER.SERVICE FD	122,000
PARKS & PUBLIC GROUNDS (5701)		
101-5701-805.82-67	UTILITY EXPENSE-WATER	100,000
101-5701-805.82-68	UTIL EXP REFUSE & DISPOSE	80,000
	Sub-total Expenditures	3,120,828
	Net Change to Fund Balance	**(2,228,828)**
Fund:	**104-HALF CENT SALES TAX**	
Expenditures/Transfers Out		
FIRE STATION 8 (PROJECT MO2201)		
104-2280-826.86-06	MACHINERY AND EQUIPT.-NEW	40,000
	Sub-total Expenditures	40,000
	Net Change to Fund Balance	**(40,000)**
Fund:	**121-WATERWAYS ASSESSMENT DIST**	
Expenditures/Transfers Out		
WATERWAYS ASSESSMENT DIST (3108)		
121-3108-803.82-10	WATERWAY SERVICES	13,600
SPECIAL DISTRICTS (1606)		
121-1606-805.82-09	SVCS-OTHER PROF/CONTRACT	2,117
121-1606-805.82-29	PROF SRVC-SPECIAL PROJ	50,000
	Sub-total Expenditures	65,717
	Net Change to Fund Balance	**(65,717)**
Fund:	**125-LMD #4-BEACH MAIN COL/HOT**	
Expenditures/Transfers Out		
SPECIAL DISTRICTS (1606)		
125-1606-805.82-29	PROF SRVC-SPECIAL PROJ	8,500
	Sub-total Expenditures	8,500
	Net Change to Fund Balance	**(8,500)**
Fund:	**128-LMD #10-COUNTRY CLUB**	
Expenditures/Transfers Out		
SPECIAL DISTRICTS (1606)		
128-1606-805.82-29	PROF SRVC-SPECIAL PROJ	200
	Sub-total Expenditures	200
	Net Change to Fund Balance	**(200)**
Fund:	**131-LMD #12-STANDARD PACIFIC**	
Expenditures/Transfers Out		
SPECIAL DISTRICTS (1606)		
131-1606-805.82-29	PROF SRVC-SPECIAL PROJ	5,000
	Sub-total Expenditures	5,000
	Net Change to Fund Balance	**(5,000)**
Fund:	**132-LMD #14-CALIFORNIA COVE**	
Expenditures/Transfers Out		
SPECIAL DISTRICTS (1606)		
132-1606-805.82-29	PROF SRVC-SPECIAL PROJ	5,000
	Sub-total Expenditures	5,000
	Net Change to Fund Balance	**(5,000)**

Fund: 133-LMD #16-LIGHTHOUSE		
Expenditures/Transfers Out		
SPECIAL DISTRICTS (1606)		
133-1606-805.82-29	PROF SRVC-SPECIAL PROJ	2,000
	Sub-total Expenditures	2,000
	Net Change to Fund Balance	**(2,000)**
Fund: 134-LMD #13-FD562-LE VILLAGE		
Expenditures/Transfers Out		
SPECIAL DISTRICTS (1606)		
134-1606-805.82-29	PROF SRVC-SPECIAL PROJ	1,000
	Sub-total Expenditures	1,000
	Net Change to Fund Balance	**(1,000)**
Fund: 143-LMD #23- GREYSTONE		
Expenditures/Transfers Out		
SPECIAL DISTRICTS (1606)		
143-1606-805.82-29	PROF SRVC-SPECIAL PROJ	200
	Sub-total Expenditures	200
	Net Change to Fund Balance	**(200)**
Fund: 144-LMD #24- VINEYARDS		
Expenditures/Transfers Out		
SPECIAL DISTRICTS (1606)		
144-1606-805.82-29	PROF SRVC-SPECIAL PROJ	500
	Sub-total Expenditures	500
	Net Change to Fund Balance	**(500)**
Fund: 145-LMD #25-THE POINTE		
Expenditures/Transfers Out		
SPECIAL DISTRICTS (1606)		
145-1606-805.82-29	PROF SRVC-SPECIAL PROJ	10,000
	Sub-total Expenditures	10,000
	Net Change to Fund Balance	**(10,000)**
Fund: 147-LMD #27- ROSE ISLAND		
Expenditures/Transfers Out		
SPECIAL DISTRICTS (1606)		
147-1606-805.82-29	PROF SRVC-SPECIAL PROJ	8,000
	Sub-total Expenditures	8,000
	Net Change to Fund Balance	**(8,000)**
Fund: 148-LMD #28- HARBORSIDE		
Expenditures/Transfers Out		
SPECIAL DISTRICTS (1606)		
148-1606-805.82-29	CONTRACTS AND SERVICES/OTHER-PROF	5,000
	Sub-total Expenditures	5,000
	Net Change to Fund Balance	**(5,000)**
Fund: 154-LMD #33-RIO DEL SOL		
Expenditures/Transfers Out		
SPECIAL DISTRICTS (1606)		
154-1606-805.82-29	PROF SRVC-SPECIAL PROJ	10,000
	Sub-total Expenditures	10,000
	Net Change to Fund Balance	**(10,000)**

Fund: 156-LMD. #34-SUNRISE POINTE		
Expenditures/Transfers Out		
SPECIAL DISTRICTS (1606)		
156-1606-805.82-29	PROF SRVC-SPECIAL PROJ	20,000
	Sub-total Expenditures	20,000
	Net Change to Fund Balance	**(20,000)**
Fund: 157-LMD #36-VILLA SANTA CRUZ		
Expenditures/Transfers Out		
SPECIAL DISTRICTS (1606)		
157-1606-805.82-29	PROF SRVC-SPECIAL PROJ	10,000
	Sub-total Expenditures	10,000
	Net Change to Fund Balance	**(10,000)**
Fund: 158-LMD #37-PACIFIC BREEZE		
Expenditures/Transfers Out		
SPECIAL DISTRICTS (1606)		
158-1606-805.82-29	PROF SRVC-SPECIAL PROJ	20,000
	Sub-total Expenditures	20,000
	Net Change to Fund Balance	**(20,000)**
Fund: 159-LMD #38-ALDEA DEL MAR		
Expenditures/Transfers Out		
SPECIAL DISTRICTS (1606)		
159-1606-805.82-29	PROF SRVC-SPECIAL PROJ	50,000
	Sub-total Expenditures	50,000
	Net Change to Fund Balance	**(50,000)**
Fund: 162-LMD #40-CANTADA		
Expenditures/Transfers Out		
SPECIAL DISTRICTS (1606)		
162-1606-805.82-29	PROF SRVC-SPECIAL PROJ	20,000
	Sub-total Expenditures	20,000
	Net Change to Fund Balance	**(20,000)**
Fund: 163-LMD #41-PACIFIC C0VE		
Expenditures/Transfers Out		
SPECIAL DISTRICTS (1606)		
163-1606-805.82-29	PROF SRVC-SPECIAL PROJ	5,000
	Sub-total Expenditures	5,000
	Net Change to Fund Balance	**(5,000)**
Fund: 164-LMD #42-CANTABRIA/CORONAD		
Expenditures/Transfers Out		
SPECIAL DISTRICTS (1606)		
164-1606-805.82-29	PROF SRVC-SPECIAL PROJ	20,000
	Sub-total Expenditures	20,000
	Net Change to Fund Balance	**(20,000)**
Fund: 170-L/M DIST.-COMBINING FUNDS		
Expenditures/Transfers Out		
LMD #50-DV SENIOR HOUSING (8007)		
170-8007-899.82-29	PROF SRVC-SPECIAL PROJ	10,000
LMD #51-PFEILER (8008)		
170-8008-899.82-29	PROF SRVC-SPECIAL PROJ	30,000
	Sub-total Expenditures	40,000
	Net Change to Fund Balance	**(40,000)**

Fund:	**172-LMD ADMINISTRATION**		
Revenues/Transfers In			
SPECIAL DISTRICTS (1606)			
172-1606-553.73-37			917,574
		Sub-total Revenues	917,574
		Net Change to Fund Balance	**917,574**
Fund:	**173-CFD #4-SEABRIDGE MAINT**		
Expenditures/Transfers Out			
SPECIAL DISTRICTS (1606)			
173-1606-805.82-29	PROF SRVC-SPECIAL PROJ		130,871
		Sub-total Expenditures	130,871
		Net Change to Fund Balance	**(130,871)**
Fund:	**175-CFD #2-WESTPORT MAINT**		
Expenditures/Transfers Out			
SPECIAL DISTRICTS (1606)			
175-1606-805.82-29	PROF SRVC-SPECIAL PROJ		150,000
		Sub-total Expenditures	150,000
		Net Change to Fund Balance	**(150,000)**
Fund:	**213-TDA/LTF4-TRANS.FND-99400c**		
Expenditures/Transfers Out			
TRANSIT SERVICES (3110)			
213-3110-803.85-35	FACILITY CHG-MAINTENANCE		(30,098)
		Sub-total Expenditures	(30,098)
		Net Change to Fund Balance	**30,098**
Fund:	**285-CDBG ENTITLEMENT**		
Revenues/Transfers In			
GRANTS MANAGEMENT (5139)			
285-5139-531.72-06	CDBG GRANT		2,321,814
		Sub-total Revenues	2,321,814
Expenditures/Transfers Out			
CARES ACT (PROJECT 775567)			
285-5347-804.84-83	CONTRACTUAL-ESSENTIAL SER		220,000
285-4203-826.83-63	CDC LOANS/GRANTS		500,000
285-4203-804.83-31	CONTRIBUTION TO OTHR AGCY		100,000
285-5394-804.83-31	CONTRIBUTION TO OTHR AGCY		136,930
285-5115-804.83-24	RENTALS-OTHER PROPERTY		955,948
285-5115-804.82-09	SVCS-OTHER PROF/CONTRACT		249,400
285-5110-804.83-31	CONTRIBUTION TO OTHR AGCY		50,000
285-5396-804.82-09	SVCS-OTHER PROF/CONTRACT		5,000
285-5387-804.83-31	CONTRIBUTION TO OTHR AGCY		10,000
285-5387-804.82-09	SVCS-OTHER PROF/CONTRACT		(249,400)
285-5139-804.83-43	TRAINING/WORKSHOP/MTNGS		7,673

285-5139-804.82-09	SVCS-OTHER PROF/CONTRACT	66,797
285-5502-804.82-09	SVCS-OTHER PROF/CONTRACT	140,000
285-5309-804.83-08	MAINTENANCE SERV.-OTHERS	76,236
285-2203-802.82-09	SVCS-OTHER PROF/CONTRACT	33,230
CV PARAMEDIC (Project 772281)		
285-2203-802.81-05	SUPPLIES-SAFETY	20,000
	Sub-total Expenditures	2,321,814
	Net Change to Fund Balance	**0**
Fund: 601-WATER OPERATING FUND		
Expenditures/Transfers Out		
DEBT SERVICES (6004)		
601-6004-896.85-01	BOND PRINCIPAL PAYMENTS	(950,000)
601-6004-848.85-02	BOND INTEREST PAYMENT	(71,198)
601-6004-808.87-34	TSFR TO DEBT SERVICE FUND	25,692
AMI REPLACEMENT (Project 206503)		
601-6551-821.82-08	SVCS- CONSTRUCTION	4,293,750
601-6551-821.82-09	SVCS- OTHER PROFESSIONAL	572,500
601-6551-821.84-51	SVSC FROM OTHER DEPART'S	286,250
601-6551-821.88-02	FOR CONTINGENCIES	572,500
	Sub-total Expenditures	4,729,494
	Net Change to Fund Balance	**(4,729,494)**
Fund: 603-RESOURCE DEVELOPMENT FEE		
Expenditures/Transfers Out		
DEBT SERVICES (6004)		
603-6004-848.85-02	BOND INTEREST PAYMENT	106,062
	Sub-total Expenditures	106,062
	Net Change to Fund Balance	**(106,062)**
Fund: 609-WATER BONDS		
Revenues/Transfers In		
DEBT SERVICES (6007)		
609-6007-712.79-51	PROCEEDS - SALE OF BONDS	5,075,000
	Sub-total Revenues	5,075,000
Expenditures/Transfers Out		
WATER BACKBONE HUENEME II (PROJECT 106002)		
609-6556-821.82-08	SVCS- CONSTRUCTION	4,950,000
609-6556-821.82-09	SVCS- OTHER PROFESSIONAL	660,000
609-6556-821.84-51	SVSC FROM OTHER DEPART'S	330,000
609-6556-821.88-02	FOR CONTINGENCIES	660,000
ASR COMPLETION (PROJECT 206502)		
609-6551-821.82-08	SVCS- CONSTRUCTION	3,150,000
609-6551-821.82-09	SVCS- OTHER PROFESSIONAL	420,000
609-6551-821.84-51	SVSC FROM OTHER DEPART'S	210,000
609-6551-821.88-02	FOR CONTINGENCIES	420,000
AMI REPLACEMENT (PROJECT 206503)		
609-6551-821.82-08	SVCS- CONSTRUCTION	(4,293,750)
609-6551-821.82-09	SVCS- OTHER PROFESSIONAL	(572,500)

609-6551-821.84-51	SVSC FROM OTHER DEPART'S	(286,250)
609-6551-821.88-02	FOR CONTINGENCIES	(572,500)
	Sub-total Expenditures	5,075,000
	Net Change to Fund Balance	**0**

Fund: 611-W/W COLLECTION OPERATING

Expenditures/Transfers Out

DEBT SERVICE (6104)

611-6104-808.87-34	TSFR TO DEBT SERVICE FUND	7,011
	Sub-total Expenditures	7,011
	Net Change to Fund Balance	**(7,011)**

Fund: 621-W/W TREATMENT OPRNS

Expenditures/Transfers Out

DEBT SERVICE (6206)

621-6206-808.87-34	TSFR TO DEBT SERVICE FUND	22,147
	Sub-total Expenditures	22,147
	Net Change to Fund Balance	**(22,147)**

Fund: 631-SOLID WASTE OPERATING

Expenditures/Transfers Out

DEBT SERVICE (6305)

631-6305-808.87-34	TSFR TO DEBT SERVICE FUND	73,411
	Sub-total Expenditures	73,411
	Net Change to Fund Balance	**(73,411)**

Fund: 731-INFORMATION TECHNOLOGY

Balance Sheet Liability for Prepaid

731-0000-101.01-00	CURRENT ASSETS/ CASH W/ TREASURER	(403,587)
731-0000-109.12-00	OTHER ASSETS/DEBIT/PREPAYMENTS	403,587
	Sub-total Balance Sheets	0

Revenues /Transfers In

ENTERPRISE INFORMATION SYSTEMS MANAGEMENT (7301)

731-7301-711.79-01	TRANSFERS FR.GENERAL FUND	122,000
	Sub-total Revenues	122,000

Expenditures/Transfers Out

HI SPEED FIBER OP CONNECT (PROJECT 147301)

731-7364-892.82-09	SERV-OTHER PROF/CONTRACT	122,000
	Sub-total Expenditures	122,000
	Net Change to Fund Balance	**0**

Fund: 735-FACILTIES MAINTENANCE

Revenues/Transfers In

FACILITIES MAINTENANCE (7401)

735-7401-655.77-61	INTERNAL SERVICE CHARGES	(30,098)
	Sub-total Revenues	(30,098)

Expenditures/Transfers Out

FACILITIES MAINTENANCE (7401)

735-7401-851.80-01	DIRECT LABOR-REGULAR	(21,069)
735-7401-851.80-41	EMPLOYEE BENEFITS	(9,029)
	Sub-total Expenditures	(30,098)
	Net Change to Fund Balance	**0**

Fund: 741-FLEET SERVICES

Expenditures/Transfers Out

FLEET SERVICES (7501)

741-7501-896.85-03	L/P PRINCIPAL PAYMENT	(99,262)
741-7501-896.85-04	L/P INTEREST PAYMENT	(9,204)
741-7501-857.84-39	EQUIPMENT MAINT	30,000
	Sub-total Expenditures	(78,466)
	Net Change to Fund Balance	**78,466**
	Net Appropriation Change	**16,066,093**

Approvals

Department Director ______________________

Chief Financial Officer ______________________

City Manager ______________________

VendorName	Renewal Date	Annual IT Budget	2020/21 share	2021/22 share
Durbiano Fire Equipment	12/31/2020	$1,500.00	$750.00	$750.00
ESRI - Police Only (Separated for security reasons)	12/31/2020	$2,600.00	$1,300.00	$1,300.00
DRV Technologies	1/1/2021	$546.75	$273.38	$273.38
Everywhere Networks	2/1/2021	$2,025.00	$843.75	$1,181.25
Granicus SouthTech	3/1/2021	$3,565.38	$1,188.46	$2,376.92
Selectron Technologies	3/1/2021	$19,400.00	$6,466.67	$12,933.33
Versatile Puma	3/1/2021	$5,233.00	$1,744.33	$3,488.67
Dial Security	4/1/2021	$275.00	$68.75	$206.25
Granicus CampaignDocs	4/1/2021	$3,785.99	$946.50	$2,839.49
OpenGov	4/1/2021	$32,775.00	$8,193.75	$24,581.25
Microsoft EA	4/30/21	$73,031.03	$18,257.76	$54,773.27
Broderick Data System	5/1/2021	$342.00	$57.00	$285.00
CheckPoint Laptop Encryption	6/28/2021	$1,025.00	$1,025.00	$0.00
Superion - Credit Card	6/30/2021	$15,600.00	$7,800.00	$7,800.00
Superion - HTE	6/30/2021	$195,000.00	$195,000.00	$0.00
CrowdStrike	7/1/2021	$133,000.00	$0.00	$133,000.00
Drone Deploy	7/1/2021	$6,000.00	$6,000.00	$0.00
Filemaker, Inc	7/1/2021	$540.00	$540.00	$0.00
GovQA	7/1/2021	$33,000.00	$33,000.00	$0.00
National Utility Locators	7/1/2021	$30,000.00	$30,000.00	$0.00
Google Chromebox for Meetings	7/15/2021	$8,750.00	$8,750.00	$0.00
DocuSign	7/16/2021	$38,239.00	$36,645.71	$1,593.29
Teradici Desktop Access	7/21/2021	$606.76	$606.76	$0.00
Continental Computers	7/27/2021	$5,917.50	$5,917.50	$0.00
ESRI - City Hall Administration	7/30/2021	$32,200.00	$29,516.67	$2,683.33
LinkedIn Lynda.com	9/1/2021	$2,600.00	$1,950.00	$650.00
Google G Suite	9/13/2021	$166,650.00	$138,875.00	$27,775.00
Google Voice	9/13/2021	$12,075.00	$5,836.25	$6,238.75
GoDaddy.com	9/30/2021	$750.00	$562.50	$187.50
Lucidchart.com	9/30/2021	$750.00	$562.50	$187.50
Form Publisher	10/1/2021	$360.00	$270.00	$90.00
Portford Solutions Group	10/1/2021	$13,470.61	$10,102.96	$3,367.65
Cisco Firewall/Core Switches Maintenance	10/30/2021	$198,685.96	$132,457.31	$66,228.65
Key Information Systems	11/1/2021	$6,000.00	$4,000.00	$2,000.00
Prism Software	11/1/2021	$1,298.00	$865.33	$432.67
Accela CRM Public Stuff Tier 3	11/4/2021	$32,388.00	$21,592.00	$10,796.00
Civic Plus	11/15/2021	$11,350.00	$7,093.75	$4,256.25
Faronics Deep Freeze	11/15/2021	$4,900.00	$3,062.50	$1,837.50
SolarWinds	12/1/2021	$16,549.12	$10,425.88	$6,123.24
Net Motion Mobility	12/6/2021	$10,337.50	$0.00	$10,337.50
SonicWall - WesternNRG	12/6/2021	$6,593.49	$3,571.47	$3,022.02
Veeam	12/9/2021	$2,757.45	$1,378.73	$1,378.73
VMware	12/11/2021	$18,790.40	$10,178.13	$8,612.27
Adobe Suite	Paid Monthly	$10,344.00	$10,344.00	$0.00
CLETS	Paid Monthly	$15,750.00	$15,750.00	$0.00
Corelogic Information Solutions	Paid Monthly	$4,390.92	$4,390.92	$0.00
Digital Ocean	Paid Monthly	$3,072.00	$3,072.00	$0.00
Google Domains	Paid Monthly	$600.00	$600.00	$0.00
Google GCP	Paid Monthly	$3,500.00	$3,500.00	$0.00
IBM MaaS 360 Enterprise Mobility Management	Paid Monthly	$10,800.00	$10,800.00	$0.00
Paypal	Paid Monthly	$5,760.00	$5,760.00	$0.00
Timely	Paid Monthly	$144.00	$144.00	$0.00
		$1,205,623.86	$802,037.21	$403,586.65

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO. ________

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD AMENDING RESOLUTION NO. 15,357 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 Resolution No. 15,357 with the following changes to the adopted FY 20/21 position allocations as specified, subject to approval of a budget appropriation for the revised allocation:

Department	Title	Adopted 20/21	Proposed Change	New Allocation
City Council	Executive Assistant I	0	1	1
Dept of Billing and Licensing	Administrative Assistant	1	-1	0
	Billing & Licensing Supervisor	1	+1	2
Finance	Assistant CFO	1	+1	2
	Administrative Assistant (C)	1	+1	2
Fire	Paramedic Limited Term (2/2/2021 – 1/31/2022)	0	1	1
Police	Police Records Technician I	8	-8	0
	Police Records Technician II	6	+8	14
	Public Safety Dispatcher I	5	-5	0
	Public Safety Dispatcher II	14	+5	19
	Traffic Service Assistant I	2	-2	0
	Traffic Service Assistant II	12	+2	14
Public Works -Water Operation	Chief Operator	3	-1	2
	Sr. Water Treatment Operator	2	+1	3
GRAND TOTAL		56	4	60

PASSED AND ADOPTED this 2nd day of February, 2021, by the following vote:

YES:

NOES:

ABSENT:

ABSTAIN:

John C. Zaragoza, Mayor

ATTEST:

Rose Chaparro, City Clerk

APPROVED AS TO FORM:

Stephen M. Fischer, City Attorney

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO. ________

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD AMENDING RESOLUTION NO. 15,358 AUTHORIZING AND APPROVING CLASSIFICATION AND SALARY SCHEDULES PURSUANT TO CHAPTER 4 OF THE CITY PERSONNEL RULES AND REGULATIONS

WHEREAS, Chapter 4, Article 4.5 of the City of Oxnard Personnel Rules and Regulations requires that the City of Oxnard classification listing all classes of positions in the general city service be established by resolution of the City Council; and,

WHEREAS, Chapter 4, Article 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, Chapter 4, Article 4.8 of the City of Oxnard Personnel Rules and Regulations provides that the City Manager shall recommend to the City Council the creation of a new or additional position allocated to an existing class whenever possible; otherwise, the City Manager shall recommend to the City Council the creation of a new classification; and,

WHEREAS, Chapter 4, Article 4.9 of the City of Oxnard Personnel Rules and Regulations requires City Council approval to establish a new classification title and salary range.

NOW, THEREFORE, the City Council of the City of Oxnard resolves to amend Exhibit "A" of Resolution No. 15,358 in accordance with Chapter 4, Articles 4.5, 4.7, 4.8 and 4.9 of the City of Oxnard Personnel Rules and Regulations, by adding the following classifications and establishing salary ranges for those classifications effective February 2, 2021.

Salary Grade	**Classification Title**	**FLSA Status**	**Union Code**	**Compensation Frequency**	**Hourly (H)/ Salary (S) Range**
E08	Information Technology Director	E	EXEC	Salaried	$146,689.71 - $201,698.64 (S)
BCE62	Paramedic	NE	IOUE	Hourly	$18.6097 - $25.0829 (H)

PASSED AND ADOPTED this 2nd day of February, 2021 by the following vote:

YES:

NOES:

ABSENT:

ABSTAIN:

John C. Zaragoza, Mayor

ATTEST:

Rose Chaparro, City Clerk

APPROVED AS TO FORM:

Stephen M. Fischer, City Attorney

FY 2020-21 BUDGET MID-YEAR REVIEW

Finance and Governance Committee

January 26, 2021

Kevin Riper, Chief Financial Officer

CITY OF OXNARD CALIFORNIA

RECOMMENDATION

That the Finance and Governance Committee:

1. Receive an update on the latest FY 2020-21 revenue and expenditure projections for major funds, and authorize staff to make the presentation to City Council;
2. Recommend that City Council approve a budget appropriation request in the amount of $16,066,093 across 37 different funds;
3. Recommend that City Council approve amendments to the position control resolution;
4. Recommend that City Council approve amendments to the classification and salary resolution; and
5. Recommend that City Council authorize changes to the list of equipment financed by the existing Bank of America line of credit

GENERAL FUND (101) REVENUES (IN MILLIONS)

	FY20-21 Revised Budget (Oct. 2020)	FY20-21 Year-End Estimates	$ Change	% Change
Beginning Available Fund Balance, July 1, 2020	**$12.8**	**$12.8**		
Revenues:				
01-PROPERTY TAX	61.2	61.2	0.0	0.0%
02A-SALES TAX - MEASURE E	0.0	10.8	10.8	
02-SALES TAX	29.9	33.2	3.3	11.0%
03-FRANCHISES	3.8	3.8	0.0	-1.1%
04-BUSINESS LICENSE TAX	5.9	5.6	-0.3	-5.0%
05-TRANSIENT OCCUPANCY TAX	4.8	3.5	-1.3	-27.0%
06-DEED TRANSFER TAX	0.7	0.7	0.0	0.0%
07-BLDG FEES/PERMITS	1.8	2.1	0.3	13.7%
08-INTERGOVERNMENTAL	2.1	6.1	4.0	192.0%
09-FEES/CHARGES	7.3	8.2	1.0	13.3%
10-FINES/FORFEITURES	2.7	2.2	-0.5	-17.4%
12-INDIRECT COST REIMB	8.0	7.7	-0.3	-3.2%
13-INTEREST	0.3	0.6	0.3	104.6%
15-TRANSFERS IN	3.4	3.4	0.0	0.0%
16-OTHER REVENUE	2.8	2.5	-0.4	-12.6%
17-SPECIAL ASSESSMENTS	0.3	0.3	0.0	-10.4%
Total Revenues	**135.1**	**152.0**	**16.9**	**12.5%**

GENERAL FUND (101) EXPENDITURES (IN MILLIONS)

	FY20-21 Revised Budget (Oct. 2020)	FY20-21 Year-End Estimates	$ Change	% Change
Beginning Available Fund Balance, July 1, 2020	**$12.8**	**$12.8**		
Expenditures by Department:				
CCS - LIBRARY	3.9	3.9	-0.1	-1.9%
CCS - RECREATION	6.5	5.7	-0.8	-12.5%
CITY ATTORNEY	2.0	2.1	0.1	3.9%
CITY CLERK	0.7	0.7	0.0	-0.2%
CITY COUNCIL	0.5	0.5	0.0	7.8%
CITY MANAGER	1.9	1.9	0.0	0.4%
COMMUNITY DEVELOPMENT	11.0	11.8	0.8	7.2%
DEPARTMENT OF BILLING & LICENSING	1.2	1.2	0.0	-2.3%
FINANCE	5.0	5.4	0.4	7.1%
FIRE	20.3	23.8	3.5	17.2%
HOUSING	0.4	0.4	0.0	8.5%
HUMAN RESOURCES	2.7	2.7	0.0	0.7%
NON-DEPARTMENTAL	10.0	10.0	0.0	-0.2%
POLICE	62.0	61.3	-0.8	-1.2%
PW - ADMINISTRATIVE SERVICES	0.2	0.2	0.0	2.1%
PW - CONSTRUCTION AND DESIGN SERVICES	2.3	2.4	0.0	0.5%
PW - GENERAL SERVICES	7.2	7.0	-0.2	-3.3%
PW - TRAFFIC ENG. & OPERATIONS	2.5	2.0	-0.5	-21.6%
Total Expenditures	**140.6**	**142.9**	**2.4**	**1.7%**
Net Annual Activity	-5.4	9.1		
Projected Ending Available Fund Balance, June 30, 2021	**$7.4**	**$21.9**		
Fund Balance as % of Expenditures	**5.3%**	**15.3%**		
Target Reserve Level	12%	12%		

Totals may not add due to rounding.

MEASURE O FUND 104 (IN MILLIONS)

	FY20-21 Revised Budget (Oct. 2020)	FY20-21 Year-End Estimates	$ Change	% Change
Beginning Available Fund Balance, July 1, 2020	**$9.4**	**$9.4**		
Revenues:				
Half Cent Sales Tax	13.2	14.8	1.7	12.6%
General Fund Loan Payment	1.9	1.9	0.0	0.0%
Interest Income	0.2	0.1	-0.1	-53.9%
Total Revenues	**15.2**	**16.8**	**1.6**	**10.2%**
Expenditures by Category:				
Other Community Improvements	3.5	3.3	-0.1	-3.9%
Parks & Open Spaces	4.4	3.8	-0.6	-13.4%
Public Safety & Gang Prevention	12.8	12.8	0.0	-0.1%
Traffic & Road Improvements	2.2	2.2	0.0	0.0%
Total Expenditures	**22.9**	**22.1**	**-0.7**	**-3.2%**
Net Annual Activity	-7.6	-5.3		
FY20-21 Mid Year Augmentation		0.04		
Carryover (One-Time Projects) to FY21-22		0.1		
Projected Ending Available Fund Balance, June 30 2021	**$1.8**	**$4.0**		

Totals may not add due to rounding.

WATER FUNDS (IN MILLIONS)

	FY20-21 Revised Budget (Oct. 2020)	FY20-21 Year-End Estimates	$ Change	% Change
Beginning Available Fund Balance, July 1, 2020	**$52.2**	**$52.2**		
Revenues:				
09-FEES/CHARGES	61.9	60.7	-1.2	-1.9%
10-FINES/FORFEITURES	0.5	0.1	-0.4	-77.6%
13-INTEREST	3.0	2.5	-0.4	-14.8%
15-TRANSFERS IN	18.2	18.2	0.0	0.0%
16-OTHER REVENUE	0.1	0.1	0.0	4.4%
Total Revenues	**83.7**	**81.6**	**-2.0**	**-2.4%**
Expenditures by Type:				
1-PERSONNEL	8.8	7.6	-1.2	-13.4%
2-OTHER O&M EXPENSE	64.7	38.9	-25.8	-39.8%
3-DEBT SERVICE	14.1	14.1	0.0	0.0%
4-CAPITAL OUTLAY	13.8	6.6	-7.2	-52.0%
5-TRANSFERS OUT	0.0	0.03	0.03	
6-INTERNAL FIXED CHARGES	3.5	3.4	-0.1	-2.7%
Total Expenditures	**104.8**	**70.6**	**-34.2**	**-32.6%**
Net Annual Activity	-21.1	11.0		
Projected CIP Carryover to FY21-22		30.6		
Projected Ending Available Fund Balance, June 30, 2021	**$31.1**	**$32.6**		
Fund Balance as % of Expenditures	**29.7%**	**46.2%**		
Target Reserve Level	25%	25%		

Totals may not add due to rounding.

WASTEWATER FUNDS (IN MILLIONS)

	FY20-21 Revised Budget (Oct. 2020)	FY20-21 Year-End Estimates	$ Change	% Change
Beginning Available Fund Balance, July 1, 2020	**$46.7**	**$46.7**		
Revenues:				
09-FEES/CHARGES	46.5	46.9	0.4	0.8%
10-FINES/FORFEITURES	0.5	0.1	-0.4	-76.4%
13-INTEREST	0.6	0.5	-0.1	-12.3%
16-OTHER REVENUE	0.02	0.04	0.02	151.8%
PROCEEDS - SALE OF BONDS / LOAN	28.7	2.6	-26.1	-90.9%
Total Revenues *	**76.4**	**50.2**	**-26.1**	**-34.2%**
Expenditures by Type:				
1-PERSONNEL	9.9	9.0	-1.0	-9.8%
2-OTHER O&M EXPENSE	52.9	16.3	-36.6	-69.2%
3-DEBT SERVICE	9.5	9.5	0.0	0.0%
4-CAPITAL OUTLAY	4.9	3.3	-1.6	-32.3%
5-TRANSFERS OUT	0.00	0.03	0.03	
6-INTERNAL FIXED CHARGES	2.3	2.3	0.0	0.0%
Total Expenditures *	**79.6**	**40.4**	**-39.1**	**-49.2%**
Net Annual Activity	-3.2	9.8		
Projected CIP Carryover to FY21-22		36.3		
Projected Ending Available Fund Balance, June 30, 2021	**$43.5**	**$20.2**		
Fund Balance as % of Expenditures	**54.6%**	**50.0%**		
Target Reserve Level	25%	25%		
**Excludes Operational Txfr between Fund 611 & Fund 621*	27.1	27.6		

Totals may not add due to rounding.

ENVIRONMENTAL RESOURCES FUNDS (IN MILLIONS)

	FY20-21 Revised Budget (Oct. 2020)	FY20-21 Year-End Estimates	$ Change	% Change
Beginning Available Fund Balance, July 1, 2020	**$34.2**	**$34.2**		
Revenues:				
08-INTERGOVERNMENTAL	0.1	0.1	0.0	81.7%
09-FEES/CHARGES	51.1	51.2	0.2	0.3%
10-FINES/FORFEITURES	0.3	0.1	-0.2	-77.1%
13-INTEREST	0.5	0.3	-0.2	-37.2%
16-OTHER REVENUE	0.00	0.01	0.01	271.6%
Total Revenues	**51.9**	**51.7**	**-0.2**	**-0.4%**
Expenditures by Type:				
1-PERSONNEL	19.8	19.5	-0.3	-1.6%
2-OTHER O&M EXPENSE	32.0	24.0	-8.0	-24.9%
3-DEBT SERVICE	0.6	0.6	0.0	0.0%
4-CAPITAL OUTLAY	3.6	3.4	-0.3	-7.2%
5-TRANSFERS OUT	0.0	0.1	0.1	
6-INTERNAL FIXED CHARGES	7.7	6.7	-0.9	-12.2%
Total Expenditures	**63.7**	**54.3**	**-9.4**	**-14.7%**
Net Annual Activity	-11.8	-2.6		
Projected CIP Carryover to FY21-22		5.5		
Projected Ending Available Fund Balance, June 30, 2021	**$22.4**	**$26.1**		
Fund Balance as % of Expenditures	**35.2%**	**48.1%**		
Target Reserve Level	25%	25%		

Totals may not add due to rounding.

REQUEST FOR BUDGET APPROPRIATION – OTHER FUNDS

-- Information Technology Fund (731): Balance sheet appropriation for prepaid software license and usage charges for $403,587

-- Special district funds (various)

-- Community Development Block Grant Fund (285) for $2,321,814 of new grant revenue and matching appropriation

POSITION CONTROL RESOLUTION

-- City Council, add 1.0 FTE Executive Assistant I ($55,000 partial-year appropriation)

-- Billing and Licensing, reclassify 1.0 FTE from Administrative Assistant to Billing and Licensing Supervisor (no budget adjustment)

-- Finance, add 1.0 FTE Confidential Administrative Assistant and 1.0 FTE Assistant Chief Financial Officer ($59,050 partial-year appropriation)

-- Fire, add 1.0 FTE Paramedic ($31,039 partial-year appropriation)

-- Police, numerous additions and deletions to allow employees to be promoted up to the full journey level (see Resolution for details; no budget adjustment)

-- Water Operations Division of the Public Works Department, delete 1.0 FTE Chief Operator, and substitute 1.0 FTE Sr. Water Treatment Operator (no budget adjustment)

-- Increase annual salary range for Information Technology Director (vacant) to achieve market comparability and improve chances for successful recruitment

-- Establish hourly salary range for new Paramedic position

EQUIPMENT FINANCED BY BANK OF AMERICA LINE OF CREDIT

-- Add an IT security-related construction project that relates to an audit finding ($50,000)

-- Add furniture related to the dispatch console project in the Police Department (also $50,000)

QUESTIONS

FINANCE AND GOVERNANCE COMMITTEE
AGENDA REPORT

REPORTS
AGENDA ITEM NO. D.3

DATE: January 26, 2021

TO: Finance & Governance Committee

FROM: Alexander Nguyen, City Manager, (805) 385-7430, alexander.nguyen@oxnard.org

SUBJECT: Committee Scoping of Council's 2021-2025 Five-Year Priorities. (0/30/25)

RECOMMENDATION

That the Finance and Governance Committee scope, through the lens of the Committee's subject areas, the parameters for the upcoming Council priorities discussion.

Please click the following link to view the required Measure M pre-recorded presentation video: https://youtu.be/bpUw_1dYdkc

BACKGROUND

In 2016 the City Council adopted its five-year priorities, which focused on the following four categories:

• Quality of Life
• Organizational Effectiveness
• Economic Development
• Infrastructure and Natural Resources

DISCUSSION

The parameters established by each Council Committee will serve to inform the questions for a public survey that will seek public input for the next set of Council priorities. The survey results will then help the City Council hold the special Council workshop in late February, to update the five-year priorities.

Staff strongly recommends that the next five-year set of priorities should be focused on turning city hall into a high functioning organization across the board. We need to improve the organization's fundamentals, especially in areas with organizational weaknesses, restore the levels of services needed for the community, and aspire to add a few major investments to make the city a better place for all. Settings priorities for a five-year period should focus on five years. However it should be done with an eye toward preparing the city for the major challenges coming in the very near future beyond the next five years.

Proposed Framework

1. Public review of 2016-2020 Five-Year Priorities at Council meeting (January)

2. Hold public, focused discussions at each Council Committee (January)
3. Update Community Survey (February)
4. Hold public City Council Workshop to refresh 2022-2025 five-year priorities (February)
5. Adopt 2021-2025 five-year priorities at public Council meeting (March)

Food for Thought - priorities are not a laundry list of wishes and desires

1. The Council priorities should **focus on a five-year window**, making aspirational choices that are achievable and measurable.
2. The priorities should be **matched with sufficient resources** -- existing and new.
3. The priorities should **include metrics**.
4. The priorities should include a **timeline for progress** within the five years.
5. The Council Priorities should **align with Measure E's restorations and investments** (attached).
6. The priorities and the Measure E choices will **inform and should be reflected in the annual budget**.

We need to focus on making the organization stronger over the next five years so that Oxnard can be prepared for and able to meet the significant changes coming in the very near future, especially in the areas sweeping technological advancements and water scarcity.

Staff proposes the following priority areas:

1. Organizational Effectiveness
2. Quality of Life
3. Economic Development
4. Public Safety
5. Infrastructure and Natural Resources

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 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 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 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.

FINANCIAL IMPACT

There is no financial impact.

Prepared by: Alexander Nguyen, City Manager

ATTACHMENTS

1. Committee Scoping of Council's 2021-2025 Five-Year Priorities

CITY OF OXNARD CALIFORNIA

Committee Scoping of

City Council's 2021-2025 5-Year Priorities

January 26, 2021

Looking Ahead to Setting 2021-2025 Council Priorities
Proposed Framework

January 2021
COMMITTEES

February 2021
CONTINUE COMMUNITY SURVEY

February 2021
CITY COUNCIL SPECIAL WORKSHOP

March 2021
CITY COUNCIL ADOPTION

Looking Ahead to Setting 2021-2025 Council Priorities
Proposed Framework

TURN CITY HALL INTO A HIGH FUNCTIONING ORGANIZATION

RESTORE LEVELS OF SERVICE NEEDED FOR COMMUNITY

ASPIRE TO ADD A FEW MAJOR INVESTMENTS TO MAKE THE CITY A BETTER PLACE FOR ALL

Food for Thought

Priorities are not a laundry list of wishes and desires

FOCUS ON 5-YEAR WINDOW

Make aspirational choices that are achievable and measurable.

MATCH WITH RESOURCES

Priorities should be matched with sufficient resources -- existing and new.

BE MEASURABLE

Priorities should include metrics.

INCLUDE A TIMELINE

Progress should be tracked within the next five years.

ALIGN WITH MEASURE E

Priorities should align with Measure E's restorations and investments.

BE REFLECTED IN BUDGET

The priorities and the Measure E choices will inform and should be reflected in the annual budget.

CITY OF OXNARD CALIFORNIA

Proposed Measure E Spending

The City Manager would recommend the following spending priorities to the City Council:

MAINTAINING 911 SAFETY/ EMERGENCY RESPONSE

- Maintain 911 emergency response times
- Maintain fire protection services
- Restore and possibly increase paramedic squads

RESTORING LANDSCAPING SERVICES

- Proper maintenance of parkways and medians
- Proper tree trimming cycle
- Proper watering & maintenance of parks

SECURING LONG-TERM FINANCIAL SUSTAINABILITY

- Replenish the City's financial reserves
- Improve financial accountability & expand transparency
- Improve the City's ability to be self-sufficient and respond quickly and efficiently to natural disasters such as earthquakes and wildfires

KEEPING PUBLIC SPACES CLEAN AND SAFE

- Proper maintenance of City parks and public spaces
- Restore Neighborhood Police program
- Increase homeless intervention

RETAINING & ATTRACTING LOCAL BUSINESSES & JOBS

- Create new Zócalo in South Oxnard
- Renovate 4th St. between Downtown and train station

RESTORING YOUTH AND SENIORS PROGRAMS

- Restore youth and senior programs
- Build the Council-approved new Senior Center
- Renovate the multi-service center at Camino del Sol
- Reopen the Carnegie Art Museum

RESTORING CITY INFRASTRUCURE

- Restore proper street paving cycle
- Maintain alleys
- Repair seawalls

ADDRESSING HOMELESSNESS

- Increase ability to address homelessness in Oxnard
- Help families and residents in transition
- Fund enforcement programs to help get people off of streets and parks and into appropriate housing and support programs

RECOVERY AND RELIEF

- Improve public health emergency preparedness
- Prepare for emergencies like the COVID-19 outbreak through work with community health service providers

September 22, 2020

2021-2025 Recommended Priorities

1	Organizational Effectiveness	Existing
2	Quality of Life	Existing
3	Economic Development	Existing
4	Public Safety	New
5	Infrastructure and Natural Resources	Existing

Organizational Effectiveness

Reinforce, stabilize, improve, and strengthen the organizational foundation of the City in order to build a modern, high-functioning City government that effectively and efficiently supports the operating departments in providing high-quality services and programs for our residents and businesses.

SECURING LONG-TERM FINANCIAL SUSTAINABILITY

- Replenish the City's financial reserves
- Improve financial accountability & expand transparency
- Improve the City's ability to be self-sufficient and respond quickly and efficiently to natural disasters such as earthquakes and wildfires

Quality of Life

Restore and increase quality services and programs that enrich Oxnard's diverse community, promotes safe neighborhoods, encourages community engagement, and supports our residents in their efforts to improve their quality of life.

RESTORING YOUTH AND SENIORS PROGRAMS

- Restore youth and senior programs
- Build the Council-approved new Senior Center
- Renovate the multi-service center at Camino del Sol
- Reopen the Carnegie Art Museum

ADDRESSING HOMELESSNESS

- Increase ability to address homelessness in Oxnard
- Help families and residents in transition
- Fund enforcement programs to help get people off of streets and parks and into appropriate housing and support programs

Economic Development

Focus on the retention and expansion of Oxnard businesses by increasing the skills and employability of our local workforce, invite new business investments, and target site-based redevelopment opportunities.

RETAINING & ATTRACTING LOCAL BUSINESSES & JOBS

- Create new Zócalo in South Oxnard
- Renovate 4th St. between Downtown and train station

Public Safety

Restore and modernize the delivery of public safety services to provide for the safety of our neighborhoods and health of our community.

MAINTAINING 911 SAFETY/ EMERGENCY RESPONSE

- Maintain 911 emergency response times
- Maintain fire protection services
- Restore and possibly increase paramedic squads

RECOVERY AND RELIEF

- Improve public health emergency preparedness
- Prepare for emergencies like the COVID-19 outbreak through work with community health service providers

KEEPING PUBLIC SPACES CLEAN AND SAFE

- Restore Neighborhood Police program
- Increase homeless intervention

Infrastructure and Natural Resources

Preserve and improve our roads, utilities, parks, trees, water supply and natural resources through effective planning, prioritization, and an equitable and efficient use of available funding.

RESTORING LANDSCAPING SERVICES

- Proper maintenance of parkways and medians
- Proper tree trimming cycle
- Proper watering & maintenance of parks

RESTORING CITY INFRASTRUCURE

- Restore proper street paving cycle
- Maintain alleys
- Repair seawalls

KEEPING PUBLIC SPACES CLEAN AND SAFE

- Proper maintenance of City parks and public spaces