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

CITY OF OXNARD CALIFORNIA

AGENDA
OXNARD CITY COUNCIL
FINANCE AND GOVERNANCE COMMITTEE

Council Chambers, 305 West Third Street

February 22, 2022

Regular Meeting - 5:00 to 6:30 PM

(Temporary Time Change)

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

1. **Dial Phone Number: (888) 475-4499**
2. **Enter Meeting ID: 852 5119 7161**
3. **Passcode: 459379**

If you wish to speak during public comments or a particular item on the agenda, please sign-on by following the zoom calling in steps listed above. Once the Mayor calls for public speakers, press *9 to raise your hand to inform the City Clerk you would like to speak during the public speaking section for that particular item on the agenda, while in the zoom waiting room.

This meeting is being held in accordance with Assembly Bill 361, allowing members of the City Council, members of the public and staff to participate via teleconference.

Consistent with City policies imposed to promote social distancing, the facility where the City Council regularly meets is temporarily closed to the public. The public is encouraged to view the meeting from home on Spectrum channel 10, Frontier channel 35, or YouTube at Youtube.com/oxnardnews. Video recordings of the meeting are typically available online following the meeting at the City's website at www.oxnard.org/city-meetings.

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

YOU MAY PARTICIPATE IN THE MEETING IN THE FOLLOWING WAYS:

1. EMAILING COMMENTS OR REQUESTING TO SIGN UP TO SPEAK BEFORE THE MEETING

   a. Submit an email to cityclerk@oxnard.org no later than 3 p.m. on the day of the meeting (Please indicate the agenda item number in the subject line). All email correspondence will be forwarded to the City Council prior to the start of the meeting and made part of the legislative record.
   b. Submit a request to speak by no later than 3 p.m. on the day of the meeting by using the form available at www.oxnard.org/city-meetings, emailing the City Clerk at cityclerk@oxnard.org, or calling the City Clerk at (805) 385-7803.

2. PROVIDING PUBLIC COMMENTS DURING THE MEETING

   a. To provide public comment without requesting to speak prior to the meeting, during the meeting dial (888) 475-4499 and enter the Meeting ID and Passcode listed above as the Zoom details for this meeting.
   b. Public comments on agenda items shall be taken following the announcement of the item. After the item is announced, members of the public shall have three minutes to register or otherwise be recognized for the purpose of providing public comment. During this three-minute time period, public comments may be taken and the City Council or staff may discuss the item being considered or briefly respond to public comments.

Detailed participation instructions can be found at www.oxnard.org/city-meetings.

In the event of a disruption which prevents a legislative body of the City of Oxnard from broadcasting a meeting using a call-in option or internet-based service option, or in the event of a disruption within the City's control which prevents members of the public from offering public comment using the call-in option or internet-based service option, the legislative body shall take no further action on items appearing

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)

on a meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. However, if any of the broadcast options are disrupted, but any of the other broadcast options is still available to the public, the legislative body may take further action on items appearing on a meeting agenda without waiting for the disrupted broadcast option(s) to be restored.

* The City has filed pre-election and post-election lawsuits regarding the validity of Measure M.

A. ROLL CALL, POSTING OF AGENDA, FLAG SALUTE

B. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

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. Speakers are limited to three minutes. After 30 minutes, if all speakers have not had the opportunity to speak, the remaining speakers will be given an opportunity to speak prior to adjournment of the meeting. The legislative body cannot enter into a detailed discussion or take action on any items presented during public comments at this time. Such items may only be referred to the City Manager/Executive Director/Secretary for administrative action or scheduled on a subsequent agenda for discussion. Persons wishing to speak on public hearing items should do so at the time of the hearing.

C. CONSENT AGENDA

1. City Clerk Department

   SUBJECT: Approval of Minutes.

   RECOMMENDATION: That the Finance & Governance Committee approve the minutes of the February 8, 2022 regular meeting as presented.

   Legislative Body: Finance & Governance Committee

   Contact: Rose Chaparro, (805) 385-7805

D. REPORTS

1. Finance Department

   SUBJECT: Accounts Receivable Write-Off (0/5/5)

   RECOMMENDATION: That the Finance and Governance Committee receive the Annual Accounts Receivable Write-Off Report and authorize staff to present the report to City Council.

   Please click the following link to view the required Measure M pre-recorded presentation video: https://youtu.be/wULW3fGBOO8

   Contact: Betsy George, 805-200-5400

2. Finance Department

   SUBJECT: Resolution Declaring the Intent of the City to be Reimbursed for Certain Capital Expenditures from the Proceeds of Indebtedness. (5/5/5)

   RECOMMENDATION: That the Finance and Governance Committee recommend City Council adopt a resolution declaring the intent of the City to be reimbursed for certain capital expenditures from the proceeds of indebtedness.

   (Presentation will be live at the consultant's request.)

   Contact: Betsy George, 805-200-5400

3. Finance Department

   SUBJECT: FY 2021-22 Budget Mid-Year Review. (0/10/10)

   RECOMMENDATION: That the Finance and Governance Committee:

   1. Receive an update on the FY 2021-22 revenue and expenditure projections for major funds, and

authorize staff to make the presentation to City Council, incorporating any updates or new information that may arise in the interim;
2. Recommend that City Council approve a budget appropriation request in the amount of $1,000,000 to Public Liability Fund (701) and $162,947 to Workers' Compensation Fund (702) for an overall total appropriation of $1,162,947;
3. Recommend that City Council adopt a resolution approving amendments to the Position Control Resolution; and
4. Recommend that City Council adopt a resolution approving amendments to the Classification and Salary Schedule Resolution.

Please click the following link to view the required Measure M pre-recorded presentation video: https://youtu.be/jXXVVJpYFC4
Contact: Betsy George, 805-200-5400

E. ITEMS FOR FUTURE AGENDAS

F. ADJOURNMENT

FINANCE AND GOVERNANCE COMMITTEE
AGENDA REPORT

CONSENT AGENDA
AGENDA ITEM NO. C.1

DATE: February 22, 2022

TO: Finance & Governance Committee

FROM: Rose Chaparro, City Clerk, (805) 385-7805, rose.chaparro@oxnard.org

SUBJECT: Approval of Minutes.

RECOMMENDATION

That the Finance & Governance Committee approve the minutes of the February 8, 2022 regular meeting as presented.

BACKGROUND

Approval of Minutes.

STRATEGIC PRIORITIES

This agenda item is a routine operational item.

FINANCIAL IMPACT

There is no financial impact.

Prepared by: Rose Chaparro, City Clerk

ATTACHMENTS

1. MINUTES 02 08 2022 Finance & Governance

MINUTES
OXNARD CITY COUNCIL
FINANCE AND GOVERNANCE COMMITTEE
Regular Meeting
FEBRUARY 8, 2022

A. ROLL CALL, POSTING OF AGENDA, FLAG SALUTE

At 5:02 p.m., Chair John C. Zaragoza called to order the regular meeting of the Oxnard City Council Finance and Governance Committee in the City Hall Council Chambers at 305 W. Third Street, Oxnard, California. The City Clerk called the roll and announced the posting of the agenda. Chair Zaragoza was present in person. Member Gabriela Basua and Member Gabriel (Gabe) Teran participated via videoconference.

Staff members present in person were Stephen M. Fischer, City Attorney and Rose Chaparro, City Clerk.

Staff members that participated via videoconference were Alexander Nguyen, City Manager; Shiri Klima, Deputy City Manager; Alexander Hamilton, Fire Chief; Betsy George, Chief Financial Officer; and Eden Alomeri, Revenue & Licensing Director & Assistant City Treasurer.

Craig Hill and Mike Meyer with NHA Advisors; and Russ Trice and Stepan Haytayan with Norton Rose Fulbright Law Firm; also participated via videoconference.

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

C. CONSENT AGENDA

1. City Clerk Department
SUBJECT: Approval of Minutes.
RECOMMENDATION: That the Finance & Governance Committee approve the minutes of the January 25, 2022 regular meeting as presented.

It was moved by Member Teran, seconded by Member Basua, to approve the Information/Consent item as presented. VOTE: Teran, Basua, and Zaragoza voted in favor; the motion carried 3-0.

D. REPORTS

1. Finance Department
SUBJECT: Purchase Order (PO 8173) Increase Request for Tri-County Office Furniture. (0/5/5)
RECOMMENDATION: That the Finance and Governance Committee recommend City Council authorize the Mayor to execute an amendment for Purchase Order 8173 with Tri-County Office Furniture to increase the Purchase Order by $300,000 for a total amount not to exceed $500,000 for the purchase and installation of office furniture.

Betsy George, Chief Financial Officer, presented and answered the Committee's questions. No public comments were received. Discussion ensued among the Committee and staff.

It was moved by Member Teran, seconded by Member Basua, to approve the recommended action as presented. VOTE: Basua, Zaragoza, and Teran voted in favor; the motion carried 3-0.

2. Information Technology Department

SUBJECT: Second Amendment to Superion CentralSquare Software License Agreement A-8011. (0/10/5)
RECOMMENDATION: That the Finance and Governance Committee recommend that City Council approve and authorize the Mayor to execute a second amendment to Software License Agreement A-8011 with Superion LLC, a CentralSquare Company, in the amount of $250,366 for a new not-to-exceed agreement amount of $800,714 for information technology software and services.

This item was pulled from this meeting agenda and will be brought back to Council at a future date.

3. Finance Department
SUBJECT: FY 2021-22 Budget Mid-Year Review. (0/10/10)
RECOMMENDATION: That the Finance and Governance Committee:
1. Receive an update on the FY 2021-22 revenue and expenditure projections for major funds, and authorize staff to make the presentation to City Council, incorporating any updates or new information that may arise in the interim;
2. Recommend that City Council approve a budget appropriation request in the amount of $1,000,000 to Public Liability Fund (701) and $162,947 to Workers' Compensation Fund (702) for an overall total appropriation of $1,162,947;
3. Recommend that City Council adopt a resolution approving amendments to the Position Control Resolution; and
4. Recommend that City Council adopt a resolution approving amendments to the Classification and Salary Schedule Resolution.

This item was pulled from this meeting agenda and will be brought back to Council at a future date.

4. Finance Department
SUBJECT: CalPERS Pension Liability Update – Presentation on Unfunded Accrued Liability (UAL), Concept of Restructuring UAL for a Lower Interest Rate and Recommendation to Initiate a Validation Process. (15/20/10)
RECOMMENDATION: That the Finance and Governance Committee:

1. Receive a presentation from the City's municipal advisor on the current status and projections for the CalPERS pension program, and discuss the concept of restructuring the City's UAL;
2. Provide feedback to staff and the municipal advisor as to whether a validation process should be initiated in order to preserve future options to restructure the UAL initially at a lower interest rate than CalPERS is charging the City on the UAL debt; and
3. If "yes" on #2 above, recommend City Council approve a resolution authorizing the initiation of a validation process and form of Trust Agreement.

Betsy George, Chief Financial Officer, presented and introduced Craig Hill and Mike Meyer with NHA, and Russ Trice and Stepan Haytayan with Norton Rose Fulbright, who were available to answer the Committee's questions. No public comments were received. Discussion ensued among the Committee and staff.

It was moved by Chair Zaragoza, seconded by Member Teran, to approve the recommended action as presented. VOTE: Teran, Basua, and Zaragoza voted in favor; the motion carried 3-0.

E. ITEMS FOR FUTURE AGENDAS (No requests were made.)

F. ADJOURNMENT

There being no further business on the agenda, and without objection, Chair Zaragoza adjourned the meeting at 5:47 p.m.

ROSE CHAPARRO
City Clerk

JOHN C. ZARAGOZA
Chair

CITY OF OXNARD CALIFORNIA

FINANCE AND GOVERNANCE COMMITTEE
AGENDA REPORT

REPORTS
AGENDA ITEM NO. D.1

DATE: February 22, 2022

TO: Finance & Governance Committee

FROM: Betsy George, Chief Financial Officer, 805-200-5400, betsy.george@oxnard.org

SUBJECT: Accounts Receivable Write-Off (0/5/5)

RECOMMENDATION

That the Finance and Governance Committee receive the Annual Accounts Receivable Write-Off Report and authorize staff to present the report to City Council.

Please click the following link to view the required Measure M pre-recorded presentation video: https://youtu.be/wULW3fGBOO8

BACKGROUND

It is the policy of the City of Oxnard to actively pursue collection of past-due accounts receivable, regularly review the status of past-due accounts, and write off (on an annual basis at fiscal year end, unless definitively deemed uncollectible during the year) amounts determined to be uncollectible. After exhausting reasonable efforts to collect past due accounts, the department providing the services for which the debt is owed sends a ten-day collection notice. Debts that remain uncollected after the ten-day response period are submitted to the City's debt collection vendor. Collection efforts continue to be performed until the statute of limitations expires. Collection efforts may end prior to the statute of limitations expiring if bankruptcy has been discharged for the account, a business no longer exists, or an individual is deceased.

Acceptable reasons for writing off a receivable account include:

- **Discharged Bankruptcy**. The account has been discharged through bankruptcy court, and the file has been noted with the date filed, number, court district, and date of discharge.
- **Deceased**. The debtor is deceased with no estate.
- **Invalid Referral**. The account was assigned in error. A billing should not have been generated.
- **No Judgment**. The debt was reviewed by a court, and the court determined that the debt could not be substantiated.
- **Statute of Limitations**. The statute of limitations has expired (usually after four years for General Billing and two years for Utility Billing) without payment or promise of payment since the last transaction date.
- **Amount Does Not Warrant Further Effort**. No response to demand for payment. Further pursuit would not be cost effective.

Resolution No. 15,281, which was adopted on November 19, 2019, established that writing off accounts receivable must be approved by the City Council, except when the amount of any individual account is less than $25,000, in which case the City Manager may approve the charge off.

DISCUSSION

During a detailed review by the Finance Department of the City's accounts receivable aging, 1,019 customer accounts totaling $419,645.73 were identified that are deemed uncollectible as the statute of limitations has expired. 529 individual Utility Billing accounts (Water, Wastewater, and Environmental Resource) represent $246,491.36 of the total, and 490 individual General Billing accounts (such as DUIs, false alarms, and property damage) represent the remaining $173,154.37.

Extensive collection efforts were made on these accounts by the Finance Department, Billing & Licensing Department, City Attorney's Office, and FEDChex (the City's collection vendor). Examples of the City's collection efforts include mailing notices, deploying door hangers, terminating services, sending out 10-days-to-pay notices, pursuing unpaid amounts in small claims court, and referring accounts to the City's collection vendor.

On December 27, 2021, the City Manager approved the write-off of uncollectible receivables from General Billing, representing 490 individual accounts each below $3,800 that are past due by four years. The total value of these General Billing accounts is $173,154.37.

On June 28, 2021, the City Manager approved the write-off of up to 541 accounts totaling $248,094.55 in uncollectible Water, Wastewater and Environmental Resources receivables with individual balances below $25,000. The actual amount of utility accounts written-off was $246,491.36, representing 529 accounts with individual balances below $25,000 that are past due by two years. The write-off amount decreased by 12 accounts totaling $1,603.19 as additional payments were collected after the list and memo were presented to the City Manager for approval.

A write-off of uncollectible accounts receivable from the City's accounting records does not constitute forgiveness of the debt or a gift of public funds. For any account written off, customer information will be retained in the accounts receivable module in order to have continued enforcement of service denied on credit until previously written-off balances have been paid in full. If an account was mistakenly written off or a previously uncollectible amount is received after being written off, the account may be reactivated.

STRATEGIC PRIORITIES

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

FINANCIAL IMPACT

There is no financial impact in Fiscal Year 2021-22 as an allowance for doubtful accounts has been established in prior fiscal years for these delinquent accounts.

Prepared by: Betsy George, Chief Financial Officer, Eden Alomeri, Billing and Licensing Director

ATTACHMENTS
1. CM Authorized Billing & Licensing Write-Offs_Jun 28 2021
2. CM Authorized Finance Department Write-Offs_Dec 27 2021
3. Annual AR Write-Off Report

MEMO

CITY OF OXNARD CALIFORNIA

June 28, 2021

TO: Alexander Nguyen, City Manager

VIA: Shiri Klima, Deputy City Manager

FROM: Eden Alomeri, Assistant City Treasurer/Dir. Of Revenue and Licensing EAlomeri

SUBJECT: Bad Debts Write Off for Fiscal Year Ending June 30, 2021

This is to request your approval to write off the amounts deemed uncollectible from Water, Wastewater and Environmental Resources customer accounts. Each year, accounts that remain dormant and unpaid for the past 2 years after actively pursuing collections are written off in accordance with Resolution No. 15,281. Collection efforts include the following actions (Item D-23 in Administrative Manual):

1. Mailing 3 notices to customer of record.
2. Leaving a door hanger at the service location.
3. Terminating water supply and/or removing refuse containers after 60 days of being past due.
4. Terminating the account and sending a final notice.
5. Sending a letter signed by City Attorney informing customer of potential legal action.
6. Submitting the account to a third party collection agency contracted by the city to perform the final attempt to collect (FEDChex Recovery LLC).

The attached two lists have a combined 541 accounts with balances below the $25,000 threshold, in which case, City Manager is delegated the authority to approve the charge off. The total amount recommended for write off is **$248,094.55**. However, this amount can be reduced if more payments are collected for any of the accounts on the list.

For reference, the table below shows the amount written off in the past 3 years:

Fiscal Year End	Amount Written Off
6/30/2020	$ 193,439.71
6/30/2019	$ 187,787.50
6/30/2018	$ 142,132.51

A charge off of uncollectible accounts receivable from the City's accounting records does not constitute forgiveness of the debt or a gift of public funds.

Approved:

Alexander Nguyen, City Manager

Attachment: Resolution 15,281
Administrative Manual D-23 Debt Collection Policy

WRITE OFF (Accounts Terminated Through 6/30/19)

CODE	REVENUE ACCOUNT #	RECEIVABLE ACCT #	WRITE OFF ACCOUNT #	DESCRIPTION	AMOUNT
CI	10115045717482	10100001011300	10100001011300	CITY ATTORNEY INTERESTS	-
AS	10115048018209	10100001011300	10100001011300	CITY ATTORNEY SVCS	-
BC	10112015517312	10100001011300	10100001017100	RETURNED CHECK FEE	402.00
CI	10115045717482	10100001011300	10100001011300	CITY ATTY INTERESTS	-
CC	10115048018209	10100001011300	10160108468378	COURT COSTS	-
VC	10115048018209	10100002015600	10100002015600	VENTURA CO COURT FEE	60.00
				Subtotal General Fund	**462.00**
					-
AW	60160106117603	60100001011300	60160108468378	WATER- AGRICULTURAL	-
BF	60860156117615	60800001011300	60860158468378	BACKFLOW DEVICE	728.00
BL	60160106117612	60100001011300	60160108468378	BROKEN LOCK FEE	-
CA	60160106117612	60100001011300	60160108468378	CALLEGUAS ANNEX FEE	-
CF	60160106117612	60100001011300	60160108468378	TURN OFF NOTICE	11,078.77
CW	60160106117603	60100001011300	60160108468378	WATER - COMMERCIAL	-
ES	60160106117601	60100001011300	60160108468378	EL RIO SURCHARGE	-
CW	60160106117603	60100001011300	60160108468378	WATER- COMMERCIAL	11,767.84
FH	60160106117603	60100001011300	60160108468378	WATER - FIRE HYDRANT	-
FL	60160106117604	60100001011300	60160108468378	WATER - FIRE LINE	574.54
FW	60160106117612	60100001011300	60160108468378	WATER-FLAT RATE	-
MR	60160106117612	60100001011300	60160108468378	METER INSTALL FEE	960.00
MW	60160106117602	60100001011300	60160108468378	WATER - MULTI FAMILY RES	1,640.55
PF	60860156117614	60800001011300	60860158468378	SECURITY PREVENTION	-
RW	60160106117601	60100001011300	60160108468378	WATER - SINGLE FAM RES	53,528.76
TA	60160106117635	60100001011300	60160108468378	TURN ON AFTER HOURS	260.00
TO	60160106117612	60100001011300	60160108468378	TURN ON FEE	13,403.14
UD	60100002011600	60100001011300	60160108468378	UTILITY DEPOSIT	-
UT	60160106117612	60100001011300	60160108468378	UNAUTHORIZED T/ON	-
WA	60160106117601	60100001011300	60160108468378	WATER- METERED	4,878.66
WC	60100001012900	60100001011300	60160108468378	WATER WRITE OFFS	-
WP	60160106117612	60100001011300	60160108468378	PENALTY - WATER	5,204.95
				Subtotal Water	**104,025.21**
					-
CS	61161066127654	61100001011300	61161068468378	SEWER - COMMERCIAL	1,328.04
CL	61161066127656	61100001011300	61161068468378	SEWER - COMMERCIAL LDR	4,399.59
FS	61161066127655	61100001011300	61161068468378	SEWER - RESTAURANT	1,071.99
IS	61161066127653	61100001011300	61161068468378	SEWER - IND. FORMULA	-
MS	61161066127652	61100001011300	61161068468378	SEWER - MULTIPLE UNIT	1,218.58
OS	61161066127651	61100001011300	61161068468378	SEWER- OUTSIDE CITY	692.57
RS	61161066127651	61100001011300	61161068468378	SEWER -RESIDENTIAL	68,508.00
SC	61100001012900	61100001011300	61161068468378	SEWER - WRITE OFFS	-
SP	61161066917461	61100001011300	61161068468378	PENALTY - SEWER	5,534.98
				Subtotal Wastewater	**82,753.75**
					-
2R	63163086147701	63100001011300	63163088468378	2 CU YD RECYCLE CONT	172.64
4R	63163086147702	63100001011300	63163088468378	4 CU YD RECYCLE CONT	-
20	63163096147706	63100001011300	63163098468378	20 YD COMPACTOR	-
40	63163096147707	63100001011300	63163098468378	40 CU YD CONTAINER	2,688.37
D1	63163086147701	63100001011300	63163088468378	2 CU YD CONTAINER	5,347.58
D2	63163086147702	63100001011300	63163088468378	4 CU YD CONTAINER	3,167.82
D3	63163096147707	63100001011300	63163098468378	10 CU YD CONTAINER	115.71
D8	63163096147706	63100001011300	63163098468378	30 CU YD CONTAINER	-
D9	63163096147707	63100001011300	63163098468378	13.4 CU YD CONTAINER	-
EC	63163076147718	63100001011300	63163078468378	EXTRA CONTAINER FEE	1,181.07
EP	63163076147723	63100001011300	63163098468378	AUTO EXTRA PICK UP	206.55
H3	63163086147704	63100001011300	63163088468378	HAND LOAD TO 35 GAL	2,416.10
RP	63163076917461	63100001011300	63163078468378	PENALTY - REFUSE	4,609.36
RQ	63163086917461	63100001011300	63163088468378	REFUSE-CONT REMOVAL	320.00
C1	63163076917523	63100001011300	63163078468378	CHANGE OF SERVICE - RES	-
C2	63163086917523	63100001011300	63163098468378	CHANGE OF SERVICE - COM	-
RC	63100001012900	63100001011300	63163098468378	REFUSE - WRITE OFF	-
RT	63163076147726	63100001011300	63163078468378	REFUSE - RESIDENTIAL	25,812.58
R2	63163096147732	63100001011300	63163098468378	CONT RENT 13.4 CU YD	-
R3	63163096147732	63100001011300	63163098468378	CONT RENT 30 CU YD	-
T1	63163096147724	63100010111300	63163098468378	ROLL-OFF TONNAGE	7,088.50
T2	63163096147708	63100001011300	63163098468378	30-40 YD TONNAGE	-
T3	63163096147709	63100001011300	63163098468378	10-13 YD TONNAGE	-
X1	63163086147721	63100001011300	63163088468378	SPC PU 2 - 8 CU YD	-
X2	63163096147722	63100001011300	63163098468378	SPC PU 13.4 - 30 YD	5,936.00
X3	63163076147723	63100001011300	63163078468378	SPECIAL PICKUP - RES	188.00
RF	63863156117614	63800001011300	63863158468378	SEC PREVENTION REFUSE	0.12
				Subtotal Environmental Res	**59,250.40**

*******Posted to GL on 6/29/2021*****

GRAND TOTAL	**246,491.36**

MEMO

CITY OF OXNARD CALIFORNIA

December 27, 2021

TO: Alexander Nguyen, City Manager
VIA: Betsy George, Chief Financial Officer
Jennifer Hiraoka, Controller
FROM: Ruben Cabrera, Accountant

SUBJECT: **Delinquent Accounts Over Four Years Old – Write Off Proposal**

In accordance with Resolution No. 15,281, this memo is to request your approval to write-off General Billing accounts deemed uncollectible. Resolution No. 15,281, which was adopted on November 19, 2019, established that writing-off Accounts Receivable must be approved by the City Council, except when the amount of any individual account is less than $25,000, in which case the City Manager may approve the charge off.

All accounts included in this request are all less than $25,000 and deemed acceptable for write-off, per the City's Accounts Receivable and Bad Debt Policy and Procedures (Administrative Manual, Section D-23). Each remains unpaid after 4 years of actively pursuing collections, therefore, the statute of limitations has expired.

Conforming to the City's Accounts Receivable and Bad Debt Policy and Procedures substantial collection efforts have been undertaken by staff and the City's contracted collection agency. A write-off of an uncollectible accounts receivable from the City's accounting records does not constitute forgiveness of the debt or a gift of public funds. Payments may be collected for any payments on the list.

The attached list of accounts deemed uncollectable contains 490 delinquent accounts. The total amount recommended for write-off is $173,154.37 and consists of 458 invoices between $0.01 - $999.99 and 32 invoices between $1,000.00 - $3,758.40.

Invoice Category	Count	Amount
Catering Fees	6	$1,344.00
Code Enforcement	344	$99,130.88
Emergency Response	93	$67,177.32
Property Damage	6	$1,602.17
Waste Water (Permits and Other One-Time Fees)	41	$3,900.00

☑ Approved
☐ Disapproved

X

Alexander Nguyen
City Manager

Attachment: List of invoices sorted from highest dollar value to lowest dollar value

ACCOUNTS RECEIVABLE WRITE-OFF

Finance and Governance Committee

Betsy George, Chief Financial Officer

February 22, 2022

CITY OF OXNARD CALIFORNIA

RECOMMENDATION

That the Finance and Governance Committee receive the Annual Accounts Receivable Write-Off Report and authorize staff to provide the report to City Council.

BACKGROUND

Extensive collection efforts are made on all accounts owed to the City. Examples of the City's collection efforts include mailing notices, deploying door hangers, terminating services, sending out 10-day-to-pay notices, pursuing unpaid amounts in small claims court, and referring accounts to the City's collection vendor.

Resolution No. 15,281, which was adopted on November 19, 2019, established that writing off accounts receivable must be approved by the City Council, except when the amount of any individual account is less than $25,000, in which case the City Manager may approve the charge off.

BACKGROUND CONTINUED

Acceptable reasons for writing off a receivable account include:

- **Discharged Bankruptcy**: The account has been discharged through bankruptcy court, and the file has been noted with the date filed, number, court district, and date of discharge.
- **Deceased**: The debtor is deceased with no estate.
- **Invalid Referral**. The account was assigned in error. A billing should not have been generated.
- **No Judgment**: The debt was reviewed by a court, and the court determined that the debt could not be substantiated
- **Statute of Limitations**: The statute of limitations has expired (usually after four years for General Billing and two years for Utility Billing) without payment or promise of payment since the last transaction date.
- **Amount Does Not Warrant Further Effort**: No response to demand for payment. Further pursuit would not be cost effective.

DISCUSSION

- 1,019 customer accounts totaling $419,645.73 were identified that are deemed uncollectible as the statute of limitations has expired:
  - 529 Utility Billing accounts (Water, Wastewater, and Environmental Resource) represent $246,491.36
  - 490 General Billing accounts (examples: DUIs, false alarms, property damage) represent $173,154.37
- June 28, 2021, the City Manager approved the write-off of uncollectible receivables from Utility Billing accounts with individual balances below $25,000 that are past due by two years
- December 27, 2021, the City Manager approved the write-off of uncollectible receivables from the General Billing individual accounts each below $3,800 that are past due by four years

RECOMMENDATION

That the Finance and Governance Committee receive the Annual Accounts Receivable Write-Off Report and authorize staff to provide the report to City Council.

CITY OF OXNARD CALIFORNIA

QUESTIONS

CITY OF OXNARD CALIFORNIA

FINANCE AND GOVERNANCE COMMITTEE
AGENDA REPORT

REPORTS
AGENDA ITEM NO. D.2

DATE: February 22, 2022

TO: Finance & Governance Committee

FROM: Betsy George, Chief Financial Officer, 805-200-5400, betsy.george@oxnard.org

SUBJECT: Resolution Declaring the Intent of the City to be Reimbursed for Certain Capital Expenditures from the Proceeds of Indebtedness. (5/5/5)

RECOMMENDATION

That the Finance and Governance Committee recommend City Council adopt a resolution declaring the intent of the City to be reimbursed for certain capital expenditures from the proceeds of indebtedness.

(Presentation will be live at the consultant's request.)

BACKGROUND

City Council authorized the purchase of three fire engines at the City Council meeting on January 18, 2022. The total approved purchase order amount was $2,603,358.21. In addition to the purchase cost of the vehicles, there is expected to be additional upfitting costs (estimated at $165,000 per vehicle). City staff purchased the vehicles the week of January 24th to avoid a 7% cost increase that would have taken effect on February 1, 2022. This saved the City $172,042.

City staff expect to utilize the outstanding Master Equipment Lease Purchase Agreement (“Master Lease”) with Banc of America to reimburse the City for the cost of the vehicles and the upfitting costs. The City has approximately $4.5 million remaining in the existing line of credit and expects to draw a total of $3.3 million to cover the purchase and upfitting of the fire trucks.

In order for the reimbursement to be compliant with the requirements of tax-exempt financings, the City is required to adopt a resolution declaring its intention to reimburse the City out of tax-exempt line of credit proceeds. This must be adopted within 60 days of when the vehicles were purchased. Adopting this resolution preserves the option for the City to be reimbursed from draws on the line of credit for the amounts already paid for the vehicles.

While adopting the reimbursement resolution demonstrates the City’s intent to borrow funds, it does not obligate the City to borrow the funds. Staff will bring an agenda item to the Committee and Council at a later date considering the approval of the financing.

STRATEGIC PRIORITIES

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

FINANCIAL IMPACT

This reimbursement resolution is not expected to have any direct financial impact on the City. The decision to enter into financing for the purchase of the fire vehicles will be made on a separate date. The cost of the fire vehicles is included in the Fire Department's 2021-22 budget appropriation.

Prepared by: NHA Advisors

ATTACHMENTS

1. Oxnard Reimbursement Resolution (Fire Vehicles) 220202 (FINAL).v2
2. Oxnard 2022 Equipment Reimbursement Resolution - FGC Presentation for 2-22 Meeting

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD DECLARING THE INTENT OF THE CITY TO BE REIMBURSED FOR CERTAIN CAPITAL EXPENDITURES FROM THE PROCEEDS OF INDEBTEDNESS

WHEREAS, the City of Oxnard (the "City") intends to acquire emergency fire equipment and vehicles to be used to perform its essential governmental functions (the "Project"); and

WHEREAS, the City will pay certain Capital Expenditures in connection with the Project (the "Expenditures") prior to the issuance of one or more series of tax-exempt obligations in the expected approximate principal amount of $3.3 million (the "Indebtedness") for the purpose of financing costs associated with the Project; and

WHEREAS, the City reasonably expects that certain of the proceeds of the Indebtedness will be used to reimburse the City for the Expenditures; and

WHEREAS, Section 1.150-2 of the Treasury Regulations requires the City to declare its reasonable official intent to be reimbursed for prior Capital Expenditures made for the Project with proceeds of a subsequent borrowing.

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

1. The City finds and determines that the foregoing recitals are true and correct.

2. This declaration is made solely for purpose of establishing compliance with the requirements of Section 1.150-2 of the Treasury Regulations, and does not bind the City to make any expenditure, incur any indebtedness, or proceed with the Project.

3. The City declares its official intent to use proceeds of the Indebtedness to reimburse itself for Expenditures made on or after the date which is no more than 60 days prior to the date of adoption of this Resolution.

4. The City will make a reimbursement allocation, which is a written allocation by the City that evidences the City's use of proceeds of the Indebtedness to reimburse itself for an Expenditure, no later than eighteen (18) months after the later of the date on which the expenditure is paid or the Project is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid.

5. The City recognizes that exceptions are also available under the Treasury Regulations for certain "preliminary expenditures," costs of issuance, certain de minimis amounts, expenditures by "small issuers" (based on the year of issuance and not the year of expenditure) and expenditures for construction projects of at least five (5) years.

6. This Resolution shall take effect upon its adoption by this City Council.

PASSED AND ADOPTED THIS __TH DAY OF MARCH 2022 BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSENT:

ABSTAIN:

____
John C. Zaragoza
Mayor

ATTEST:

____
Rose Chaparro
City Clerk

APPROVED AS TO FORM:

____
Stephen M. Fischer
City Attorney

City of Oxnard

2022 Equipment Reimbursement Resolution (Reimbursement for Fire Vehicles Purchase)

PRESENTATION TO FINANCE AND GOVERNANCE COMMITTEE

FEBRUARY 22, 2022

NHA | ADVISORS
Financial & Policy Strategies. Delivered.

Recommendation

- That the Finance and Governance Committee recommend that:
  - The City Council adopt a resolution declaring the intent of the City to be reimbursed for certain capital expenditures from the proceeds of indebtedness.

2

Background

- City council authorized the purchase of three fire engines at the January 18, 2022 meeting
- Total purchase price of vehicles: $2,603,358.21
  - Staff also expect approximately $165,000 of upfitting costs per vehicle
- Vehicles were purchased the week of 1/24
  - City staff accelerated the purchase to prevent a 7% cost increase; saved the City $172,000

3

Reimbursement Resolution

- City has an outstanding Bank of America Master Equipment Lease Purchase Agreement (“Master Lease”)
  - Staff plan to reimburse the City out of the Master Lease for the cost of the vehicles and upfitting
- Due to requirements for tax-exempt financings, the reimbursement resolution must be approved within 60-days of when the money was spent
- Adopting this reimbursement resolution preserves the right to use the Master Lease to reimburse the City
  - Does **not** obligate the City; there will be an agenda item at a future meeting related to the financing itself

Tentative Schedule

February 22: F&GC considers reimbursement resolution

March 8: F&GC considers equipment financing

March 15: City Council considers reimbursement resolution

March 29: City Council considers of equipment financing

Early April: close equipment financing and reimburse City

5

Recommendation

- That the Finance and Governance Committee recommend that:
  - The City Council adopt a resolution declaring the intent of the City to be reimbursed for certain capital expenditures from the proceeds of indebtedness.

6

Questions?

7

CITY OF OXNARD CALIFORNIA

FINANCE AND GOVERNANCE COMMITTEE AGENDA REPORT

REPORTS
AGENDA ITEM NO. D.3

DATE: February 22, 2022

TO: Finance & Governance Committee

FROM: Betsy George, Chief Financial Officer, 805-200-5400, betsy.george@oxnard.org

SUBJECT: FY 2021-22 Budget Mid-Year Review. (0/10/10)

RECOMMENDATION

That the Finance and Governance Committee:
1. Receive an update on the FY 2021-22 revenue and expenditure projections for major funds, and authorize staff to make the presentation to City Council, incorporating any updates or new information that may arise in the interim;
2. Recommend that City Council approve a budget appropriation request in the amount of $1,000,000 to Public Liability Fund (701) and $162,947 to Workers' Compensation Fund (702) for an overall total appropriation of $1,162,947;
3. Recommend that City Council adopt a resolution approving amendments to the Position Control Resolution; and
4. Recommend that City Council adopt a resolution approving amendments to the Classification and Salary Schedule Resolution.

Please click the following link to view the required Measure M pre-recorded presentation video: https://youtu.be/jXXVVJpYFC4

BACKGROUND

Numerical values included in the narrative below may not add due to rounding.

DISCUSSION

General Fund (101)

Revenues: Fiscal Year (FY) 2021-22 General Fund revenues are now projected at $202.2 million, up $2.7 million from the revised budget of $199.6 million. The increase primarily results from four main factors: a $4.9 million increase in the projection for sales tax revenues; a $0.9 million increase in projection of property tax and deed transfer tax revenues; a $1.3 million increase in the projection for other revenue; and an offsetting $4.4 million decrease in revenue from fees and charges due to the EMS implementation delay.

The General Fund sales tax revenue projections, which include the 1% Bradley Burns sales tax and 1.5% Measure E sales and use tax, are being increased from $88.4 million to $93.3 million, a $4.9 million higher amount based on strong sales tax quarters in the second half of 2021. Compared to projections made in Spring 2021, the City anticipates slight growth in property and deed transfer tax of approximately 1.1% or $0.9 million based on increased assessed valuations. A $1.3 million increase in other revenue is attributable to $0.9 million of Wildland Fire reimbursement and one-time reimbursement for the Rose IFD Developer Agreement of $0.4 million. While the categories of General Fund revenues just described are anticipated to rise in total by $7.1 million, there is an offsetting $4.4 million loss in fees and charges for services due to a delay in implementing EMS services.

Expenditures: FY 2021-22 General Fund expenditures are now projected at $184.8 million, $17.3 million dollars below the revised budget total of $202.1 million. The decrease in estimated expenditures primarily results from three main factors: $4.1 million of anticipated net personnel savings due to unfilled positions, $6.4 million in reduced operating costs (of which $5.5 million is due to the EMS delay), and $6.8 million of anticipated carryover to FY 2022-23 for multi-year projects that had projected spending in FY 2021-22 that is now anticipated to occur in future fiscal years.

Available Fund Balance: The FY 2021-22 General Fund Adopted Budget assumed a starting fund balance at July 1, 2021, of $20.8 million, or 10.4% of expenditures plus transfers out. The actual fund balance proved to be somewhat higher at $29.3 million, primarily due to actual FY 2020-21 sales tax revenue, fees, and other revenues coming in higher than estimated.

The City's mid-year projections for General Fund revenues ($202.2 million) and expenditures including transfers out ($184.8 million) would result in a FY 2021-22 net operating surplus of $17.4 million. Adding the projected net operating surplus of $17.4 million to the starting fund balance of $29.3 million and subtracting $6.8 million projected carryover committed for multi-year projects yields a projected ending fund balance at June 30, 2022, of $39.9 million, or 21.6% of expenditures and transfers out. Of the $39.9 million projected ending fund balance, $19.5 million is committed for reimbursing the City's Utility Enterprise Funds for prior years' Infrastructure Use Fees (IUF).

For additional detail, refer to the General Fund tables in the attached Powerpoint presentation (slides 4 & 5).

<u>Measure O (Half-Cent Sales Tax) Fund (104)</u>

Revenues: FY 2021-22 Measure O Fund revenues are now projected at $20.0 million, up $0.7 million from the revised budget of $19.3 million. The increase is a result of higher projected sales and use tax revenue based on the most recent two strong sales quarters of 2021.

Expenditures: FY 2021-22 Measure O Fund expenditures are now projected at $20.0 million, about $2.0 million (or 9.7%) lower than the revised budget of $22.2 million. Of the $2.0 million reduction, approximately $0.2 million is the anticipated annual operational savings resulting mostly from vacancy savings for programs such as College Parks, Safe Home Safe Family and lower recreational activities impacted by the Omicron surge (such as PAL and Preschool to You). The remaining reduction represents $1.8 million that will be carried over to FY2023 for one-time projects.

Available Fund Balance: The FY 2021-22 Measure O Fund Adopted Budget assumed a starting fund balance at July 1, 2021 of $5.8 million. The actual fund balance proved to be higher at $11.4 million, primarily due to unspent capital appropriations and multi-year projects that are carried out to future years.

Updated FY 2021-22 projections for Measure O Fund revenues ($20.0 million) and expenditures ($20.0 million) would result in a slight deficit for the FY 2021-22 operating budget. Subtracting anticipated carryover of $1.8 million from the starting fund balance of $11.4 million yields a projected available ending fund balance at June 30, 2022, of $9.5 million.

For additional detail, refer to the Measure O Fund table in the attached PowerPoint presentation (slide 6)

Water Funds (601 & related)

Revenues: FY 2021-22 Water Fund revenues are now projected at $68.6 million, down $1.9 million from revised budget of $70.6 million. The decrease is primarily a result of $1.3 million projected decline in Fees and Charges due the IUF related rate reduction, $0.2 million lower interest earnings, and $0.4 million lower fines and forfeitures as certain fines and penalties continue to be temporarily suspended due to the COVID-19 pandemic.

Expenditures: FY 2021-22 Water Fund expenditures are now projected at $92.1 million, lower by $54.7 million (37.2%) compared to the revised budget of $146.8 million. The decrease in estimated expenditures is primarily a result of $4.9 million in operational savings, which includes supplies, services, and chemical purchases and $49.8 million in spending on capital projects initially budgeted for the current fiscal year that are now projected to occur in future fiscal years.

Available Fund Balance: The FY 2021-22 Adopted Budget assumed a starting fund balance for the Water Fund at July 1, 2021, of $67.6 million. The actual fund balance proved to be somewhat higher at $83.9 million, primarily due to the 2021A Water Refunding Bond proceeds.

The FY 2021-22 projections explained above for Water Fund revenues ($68.6 million) and expenditures ($92.1 million) would result in net annual activity of a negative $23.5 million of which $18.3 million in capital project expenses will be funded with 2021A Water Refunding Bond Proceeds received in FY 2020-21. The 2021A bond proceeds are included in the $83.9 million starting fund balance. Subtracting the projected negative net operating activity of $23.5 million from the starting fund balance of $83.9 million and subtracting $37.0 million projected carryover of multi-year commitments yields a projected available ending fund balance at June 30, 2022, of $23.4 million, or 25.5% of expenditures plus transfers out.

For additional detail, refer to the Water Funds table in the attached PowerPoint presentation (slide 7).

Wastewater Funds (611, 621 & related)

FY 2021-22 Wastewater Fund revenues are now projected at $52.4 million, down by $22.0 million from the revised budget of $74.4 million. Of the $22.0 million decrease, $21.7 million is a delayed draw-down from the State Revolving Fund (SRF) Loan. Projects funded from the loan will carryover to FY 2022-23; both spending and draw-down will occur in later years. The remaining $0.3 million decline is the result of IUF related rate adjustment and lower projected interest earnings.

Expenditures: FY 2021-22 Wastewater Fund expenditures are now projected at $39.2 million, lower by $66.6 million (63%) from the revised budget of $105.9 million. The decrease in estimated expenditures results almost entirely from capital projects budgeted for the current fiscal year, the spending for which is now projected to occur in future fiscal years, plus $2.0 million of reduced operating costs for professional services, supplies, and chemicals.

Available Fund Balance: The FY 2021-22 Adopted Budget assumed a starting fund balance for the Wastewater Fund at July 1, 2021, of $58.0 million. The actual fund balance proved to be higher, at $63.9 million, due primarily to unspent capital appropriations. The beginning fund balance of $63.9 million excludes the $28.5 million of unspent capital appropriations and FY 2020-21 carryover for the SRF Loan which will be drawn-down based on future spending on those capital projects.

The FY 2021-22 projections explained above for Wastewater Fund revenues ($52.4 million) and expenditures ($39.2 million) would result in net annual activity of $13.2 million. Adding the projected net annual activity during FY 2021-22 of $13.2 million to the starting fund balance at July 1, 2021 of $63.9 million and then subtracting the $14.0 million of projected carryover (again this excludes SRF) yields a projected ending available fund balance at June 30, 2022 of $63.1 million, which represents 160.7% of annual expenditures.

For additional detail, refer to the Wastewater Funds table in the attached PowerPoint presentation (slide 8).

Environmental Resources Funds (631 & related)

FY 2021-22 Environmental Resources Fund revenues are now projected at $61.1 million, up $7.7 million from the revised budget of $53.4 million. Of the $7.7 million increase, $10.2 million is a result of a draw-down for the acquisition of refuse trucks funded through an equipment Line of Credit. The increased revenue from the Line of Credit is anticipated to be offset by $2.5 million in lower operating revenues. The $2.5 million projected decline is a result of $0.9 million from the IUF related rate reduction, $1.2 million of lower Materials Recovery Facility (MRF) recycled commodity sales and tipping fees, and $0.4 million lower interest earnings and lower fines and forfeitures as certain fines and penalties continue to be temporarily suspended due to the COVID-19 pandemic.

Expenditures: FY 2021-22 Environmental Resources Fund expenditures are now projected at $69.3 million, down $10.8 million (13.5%) from the revised budget total of $80.1 million. The decrease in estimated expenditures primarily results from $7.8 million of capital projects budgeted for the current fiscal year, the spending for which will now occur in future fiscal years, plus $3.0 million of reduced operational costs for green waste processing, recycling buybacks, waste hauling supplies, and savings from supplies, machinery, and equipment contracts.

Available Fund Balance: The FY 2021-22 Adopted Budget assumed a starting fund balance for the Environmental Resources Fund at July 1, 2021, of $33.0 million. The actual fund balance was $33.2 million.

The FY 2021-22 projections explained above for Environmental Resources Fund revenues ($61.1 million) and expenditures ($69.3 million) would result in net annual activity during FY 2021-22 of a negative ($8.2) million. Subtracting the projected net FY 2021-22 operating deficit of $8.2 million from the starting fund balance at July 1, 2021 of $33.2 million and subtracting the $7.8 million projected unspent capital appropriations to be carried over into FY 2022-23 yields a projected ending available fund balance at June 30, 2022 of $17.2 million, which represents 25% of annual expenditures.

For additional detail, refer to the Environmental Resources Funds table in the attached PowerPoint presentation (slide 9).

Recommended $1.0 million appropriation for Public Liability Fund (701)

The Human Resources Department is requesting a $1.0 million appropriation from the available fund balance of the Public Liability Fund due to a significant increase in the liability insurance premium in FY 2021-22 and the settlement of a litigation matter.

Recommended $0.16 million appropriation for Workers' Compensation Fund (702)

The Human Resources Department is requesting a $162,947 appropriation from the available fund balance of the Workers Compensation Fund due to increased State of California self-insurance fees as a result of increased claims payments during 2021-22.

Position Control Resolution

Staff requests the following edits to the Position Control Resolution, which lists the City's positions:

1. City Manager's Office: add one Management Analyst II. This position will primarily serve as the City's public records advocate. No budget adjustment is needed (will be absorbed by the available FY 2021-22 budget).
2. Cultural and Community Services Department-Library: reclassification of one Library Circulation Supervisor to Library Services Supervisor. This is a revision to the title that was added in the FY 2021-22 Adopted Budget. No budget adjustment is needed (will be absorbed by the available FY 2021-22 budget).
3. Department of Billing & Licensing: reclassification of one Customer Service Rep II to Sr. Customer Service Representative. An increase in more complicated collections/taxation as a result of three years' back billing for business taxes with approximately 5,000-6,000 needing to be processed with more to be identified in future years. These transactions require a higher level of expertise with sensitive and confidential data from state agencies. In addition, these transactions often bring a higher level of customer interaction and resistance. No budget adjustment is needed (will be absorbed by the available FY 2021-22 budget).
4. Finance Department: one position reclassification and one new authorization within the Finance Department is required. A reclassification of the vacant Financial Analyst II position to an Accountant III position (no change in salary range) to better meet the needs of the General Accounting Division. The Accountant III will be responsible for complex accounting transactions. One new Accountant II is needed for additional General Accounting Division support. No budget adjustment is needed (will be absorbed by the available FY 2021-22 budget).
5. Police Department: reclassification of 28 Police Officer III's to Police Corporal (no change in salary range) and reclassification of one Police Word Processor III to Police Records Supervisor due to increased job duties. No budget adjustment is needed (will be absorbed by the available FY 2021-22 budget).
6. Public Works Department-Fleet Division: reclassification of one Customer Service Rep I to Account Clerk II. The duties performed by this position are consistent with the Account Clerk classification. No budget adjustment is needed (will be absorbed by the available FY 2021-22 budget).

Classification and Salary Schedule Resolution

Staff requests the following edits to the Classification and Salary Schedule Resolution:

1. Establish salary range for new Accountant III and Police Corporal positions described under Position Control Resolution above
2. Increase hourly rate for Crossing Guard due to increase in minimum wage
3. Establish salary range for Homeless Programs Assistant (position was added in the FY 2021-22 Adopted Budget; this action is needed to correct omission from salary range resolution)
4. Increase salary range for Public Safety Trainee to be more comparable to surrounding agencies

STRATEGIC PRIORITIES

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

FINANCIAL IMPACT

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

Prepared by: Betsy George, Chief Financial Officer, Beth Vo, Budget Manager, Tanya Williams, Financial Analyst III

ATTACHMENTS

1. Budget Appropriation FY21-22 Mid-Year
2. Amended Classification and Salary Schedule Resolution
3. Amended Position Control Resolution
4. FY21-22 Budget Mid-Year Review Presentation-FGC

REQUEST FOR BUDGET APPROPRIATION

Department: Finance **Date:** March 1, 2022
Project/Program Manager: Betsy George **Phone:** (805) 200-5400

Reason for Appropriation:

FY21-22 Mid-year adjustment / appropriations

Accounts and Descriptions		**AMOUNT**
Fund: 701-PUBLIC LIABILITY & PROPERTY DAMAGE		
Expenditures/Transfers Out		
RISK MANAGEMENT (1704)		
701-1704-852.82-51	LIABILITY CLAIMS EXPENSE	1,000,000
	Sub-total Expenditures	1,000,000
	Net Change to Fund Balance	**(1,000,000)**
Fund: 702-WORKERS' COMPENSATION FUND		
Expenditures/Transfers Out		
WORKERS' COMPENSATION (1702)		
702-1702-856.83-71	TAXES AND FILING FEES	162,947
	Sub-total Expenditures	162,947
	Net Change to Fund Balance	**(162,947)**
	Net Appropriation Change	**1,162,947**

Approvals

Department Director ______________________

Chief Financial Officer ______________________

City Manager ______________________

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

REQUIRES CITY COUNCIL AUTHORIZATION

Revised : 2/23/2012

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO. ________

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD AMENDING RESOLUTION NO. 15,471 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. 15,471 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 five (5) classifications and establishing salary ranges for those classifications effective March 1, 2022:

Salary Grade	Classification Title	FLSA Status	Union Code	Compensation Frequency	Hourly (H)/Salary (S) Range
M22	Accountant III	E	OMMA	Salaried	$61,998.14 - $103,881.65 (S)
A00	Crossing Guard	N	SEIU	Hourly	$15.2484 - $23.6552 (H)
A40	Homeless Programs Assistant	N	SEIU	Hourly	$21.9559 - $34.0609 (H)
P99	Police Corporal	N	OPOA	Hourly	$38.5906 - $49.4878 (H)
X51	Public Safety Trainee	N	UNREP.	Hourly	$34.9343 (H)

PASSED AND ADOPTED this 1st day of March, 2022, 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. 15,470 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. 15,470 with the following changes to the adopted FY 21/22 position allocations as specified:

Department	Title	Adopted 21/22	Proposed Change	New Allocation
City Manager	Management Analyst II (Public Records Advocate)	0	1	1
Cultural & Community Services	Library Circulation Supervisor	1	-1	0
	Library Services Supervisor	0	1	1
Dept. of Billing & Licensing	Customer Service Rep II	8	-1	7
	SR. Customer Service Rep	1	1	2
Finance	Accountant II	2	1	3
	Financial analyst II	3	-1	2
	Accountant III	0	1	1
Police	Police Officer III	28	-28	0
	Police Corporal	0	28	28
	Police Word Processor III	1	-1	0
	Police Records Supervisor	1	1	2
Public Works: Fleet	Customer Service Rep I	1	-1	0
	Account Clerk II	0	1	1
GRAND TOTAL		44	2	46

PASSED AND ADOPTED this 1st day of March, 2022, 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 2021-22 BUDGET MID-YEAR REVIEW

Finance and Governance Committee

February 22, 2022

Betsy George, Chief Financial Officer

CITY OF OXNARD CALIFORNIA

RECOMMENDATION

That the Finance and Governance Committee:

1. Receive an update on the FY 2021-22 revenue and expenditure projections for major funds, and authorize staff to make the presentation to City Council, incorporating any updates or new information that may arise in the interim;
2. Recommend that City Council approve a budget appropriation request in the amount of $1,000,000 to Public Liability Fund (701) and $162,947 to Workers' Compensation Fund (702) for an overall total appropriation of $1,162,947;
3. Recommend that City Council adopt a resolution approving amendments to the position control resolution; and
4. Recommend that City Council adopt a resolution approving amendments to the classification and salary resolution.

GENERAL FUND (101) SUMMARY (IN MILLIONS)

	FY21-22 Revised Budget (Oct. 2021)	FY21-22 Year-End Estimates	$ Change	% Change
Beginning Available Fund Balance, July 1, 2021	**$29.3**	**$29.3**		
Revenues:				
Property Tax & Transfer Tax	64.2	65.2	0.9	1.5%
Sales Tax - Measure E	51.9	53.8	1.9	3.7%
Sales Tax	36.6	39.6	3.0	8.3%
Franchise Tax	3.9	4.1	0.1	3.8%
Business License Tax	6.3	6.1	(0.2)	-3.0%
Transient Occupancy Tax	4.6	4.7	0.2	4.3%
Other Non-Tax Revenues	32.2	28.8	(3.4)	-10.5%
Total Revenues	**199.6**	**202.2**	**2.7**	**1.3%**
Expenditures by Category:				
Police	70.8	67.9	(2.9)	-4.1%
Fire	31.7	29.8	(1.9)	-5.9%
Cultural & Community Services	13.6	12.	(1.6)	-12.1%
Public Works	23.1	22.3	(0.8)	-3.5%
Administrative Departments	34.3	30.3	(4.0)	-11.7%
Non-Departmental & Transfers	28.7	22.6	(6.1)	-21.2%
Total Expenditures	**202.1**	**184.8**	**(17.3)**	**-8.6%**
Net Annual Activity Surplus/(Deficit)	(2.6)	17.4		
Carryover (One-Time Projects) to FY22-23		6.8		
Projected Ending Available Fund Balance, June 30, 2022	**26.74**	**39.92**		
Projected Fund Balance as a % of Expenditures	**13.2%**	**21.6%**		
Target Reserve Level	12%	12%		

GENERAL FUND (101) REVENUES (IN MILLIONS)

	FY21-22 Revised Budget (Oct. 2021)	FY21-22 Year-End Estimates	$ Change	% Change
Beginning Available Fund Balance, July 1, 2021	**$29.3**	**$29.3**		
Revenues:				
01-PROPERTY TAX	63.5	64.2	0.7	1.1%
02A-SALES TAX - MEASURE E	51.9	53.8	1.9	3.7%
02-SALES TAX	36.6	39.6	3.0	8.3%
03-FRANCHISES	3.9	4.1	0.1	3.8%
04-BUSINESS LICENSE TAX	6.3	6.1	-0.2	-3.0%
05-TRANSIENT OCCUPANCY TAX	4.6	4.7	0.2	4.3%
06-DEED TRANSFER TAX	0.7	1.0	0.2	32.7%
07-BLDG FEES/PERMITS	1.7	1.9	0.2	10.6%
08-INTERGOVERNMENTAL	2.3	2.4	0.1	6.1%
09-FEES/CHARGES	11.2	6.8	-4.4	-39.3%
10-FINES/FORFEITURES	2.5	2.5	0.0	-1.1%
12-INDIRECT COST REIMB	8.3	8.3	0.0	0.0%
13-INTEREST	1.3	0.8	-0.4	-33.7%
15-TRANSFERS IN	1.7	1.7	0.0	-1.8%
16-OTHER REVENUE	2.9	4.2	1.3	43.6%
17-SPECIAL ASSESSMENTS	0.3	0.2	-0.1	-28.7%
Total Revenues	**199.6**	**202.2**	**2.7**	**1.3%**

GENERAL FUND (101) EXPENDITURES (IN MILLIONS)

	FY21-22 Revised Budget (Oct. 2021)	FY21-22 Year-End Estimates	$ Change	% Change
Expenditures by Department:				
CCS - LIBRARY	4.8	4.6	-0.1	-3.0%
CCS - RECREATION	8.8	7.3	-1.5	-17.0%
CITY ATTORNEY	2.8	2.6	-0.3	-9.4%
CITY CLERK	0.7	0.7	0.0	0.2%
CITY COUNCIL	0.6	0.7	0.0	4.7%
CITY MANAGER	2.5	2.2	-0.3	-11.7%
COMMUNITY DEVELOPMENT	13.8	12.0	-1.8	-13.2%
DEPARTMENT OF BILLING & LICENSING	1.5	1.3	-0.2	-11.3%
FINANCE	6.8	6.0	-0.8	-11.5%
FIRE	31.7	29.8	-1.9	-5.9%
HOUSING	2.2	1.6	-0.6	-29.0%
HUMAN RESOURCES	3.4	3.3	-0.1	-2.2%
NON-DEPARTMENTAL	28.7	22.6	-6.1	-21.2%
POLICE	70.8	67.9	-2.9	-4.1%
PW - ADMINISTRATIVE SERVICES	0.3	0.3	0.0	-2.8%
PW - CONSTRUCTION AND DESIGN SERVICES	3.1	2.7	-0.3	-10.4%
PW - GENERAL SERVICES	16.0	15.9	-0.2	-0.9%
PW - TRAFFIC ENG. & OPERATIONS	3.7	3.4	-0.3	-8.7%
Total Expenditures	**202.1**	**184.8**	**-17.3**	**-8.6%**

MEASURE O FUND 104 (IN MILLIONS)

	FY21-22 Revised Budget (Oct. 2021)	FY21-22 Year-End Estimates	$ Change	% Change
Beginning Available Fund Balance, July 1, 2021	**$11.4**	**$11.4**		
Revenues:				
Half Cent Sales Tax	17.3	18.0	0.7	4.0%
General Fund Loan Payment	1.9	1.9	0.0	0.0%
Interest Income	0.1	0.1	0.0	0.0%
Total Revenues	**19.3**	**20.0**	**0.7**	**3.6%**
Expenditures by Category:				
Other Community Improvements	3.4	1.5	-1.9	-54.9%
Parks & Open Spaces	4.0	3.8	-0.3	-6.4%
Public Safety & Gang Prevention	12.6	12.5	0.0	-0.2%
Traffic & Road Improvements	2.2	2.2	0.0	0.0%
Total Expenditures	**22.2**	**20.0**	**-2.1**	**-9.7%**
Net Annual Activity	-2.9	-0.1		
Carryover (One-Time Projects) to FY22-23		1.8		
Projected Ending Available Fund Balance, June 30, 2022	**8.5**	**9.5**		

WATER FUNDS (IN MILLIONS)

	FY21-22 Revised Budget (Oct. 2021)	FY21-22 Year-End Estimates	$ Change	% Change
Beginning Available Fund Balance, July 1, 2021	**$83.9**	**$83.9**		
Revenues:				
09-FEES/CHARGES	62.1	60.8	-1.3	-2.1%
10-FINES/FORFEITURES	0.5	0.1	-0.4	-83.2%
13-INTEREST	2.6	2.4	-0.2	-8.6%
15-TRANSFERS IN	0.2	0.2	0.0	0.0%
PROCEEDS - SALE OF BONDS	0.0	0.0	0.0	
INFRASTRUCTURE USE FEE REPAYMENT	5.1	5.1	0.0	0.0%
16-OTHER REVENUE	0.0	0.1	0.0	71.5%
Total Revenues	**70.6**	**68.6**	**-1.9**	**-2.7%**
Expenditures by Type:				
1-PERSONNEL	10.2	8.5	-1.7	-16.7%
2-OTHER O&M EXPENSE	106.6	65.5	-41.1	-38.6%
3-DEBT SERVICE	13.0	13.0	0.0	0.0%
4-CAPITAL OUTLAY	13.0	1.1	-11.9	-91.2%
5-TRANSFERS OUT	0.0	0.0	0.0	0.0%
6-INTERNAL FIXED CHARGES	4.0	4.0	0.0	0.0%
Total Expenditures	**146.8**	**92.1**	**-54.7**	**-37.2%**
Net Annual Activity	-76.2	-23.5		
Projected CIP Carryover to FY22-23		37.0		
Projected Ending Available Fund Balance, June 30, 2022	**$7.7**	**$23.4**		
Fund Balance as % of Expenditures	**5.2%**	**25.5%**		
Target Reserve Level	25%	25%		

WASTEWATER FUNDS (IN MILLIONS)

	FY21-22 Revised Budget (Oct. 2021)	FY21-22 Year-End Estimates	$ Change	% Change
Beginning Available Fund Balance, July 1, 2021	**$63.9**	**$63.9**		
Revenues:				
09-FEES/CHARGES	47.7	47.5	-0.2	-0.4%
10-FINES/FORFEITURES	0.0	0.0	0.0	
13-INTEREST	0.5	0.4	-0.1	-26.9%
16-OTHER REVENUE	0.0	0.0	0.0	
PROCEEDS - SALE OF BONDS / LOAN	22.6	0.9	-21.7	-96.0%
INFRASTRUCTURE USE FEE REPAYMENT	3.6	3.6	0.0	0.0%
Total Revenues	**74.4**	**52.4**	**-22.0**	**-29.5%**
Expenditures by Type:				
1-PERSONNEL	10.7	9.7	-1.0	-9.3%
2-OTHER O&M EXPENSE	77.3	14.5	-62.8	-81.3%
3-DEBT SERVICE	9.5	9.5	0.0	-0.3%
4-CAPITAL OUTLAY	5.7	2.9	-2.8	-49.7%
5-TRANSFERS OUT	0.0	0.0	0.0	0.0%
6-INTERNAL FIXED CHARGES	2.8	2.8	0.0	0.0%
Total Expenditures	**105.9**	**39.2**	**-66.6**	**-62.9%**
Net Annual Activity	-31.5	13.2		
Projected CIP Carryover to FY22-23		14.0		
Projected Ending Available Fund Balance, June 30, 2022	**$32.4**	**$63.1**		
Fund Balance as % of Expenditures	**30.6%**	**160.7%**		
Target Reserve Level	25%	25%		

ENVIRONMENTAL RESOURCES FUNDS (IN MILLIONS)

	FY21-22 Revised Budget (Oct. 2021)	FY21-22 Year-End Estimates	$ Change	% Change
Beginning Available Fund Balance, July 1, 2021	**$33.2**	**$33.2**		
Revenues:				
09-FEES/CHARGES	49.5	47.4	-2.1	-4.3%
10-FINES/FORFEITURES	0.3	0.1	-0.2	-77.1%
13-INTEREST	0.3	0.2	-0.2	-47.4%
INFRASTRUCTURE USE FEE REPAYMENT	3.3	3.3	0.0	0.0%
16-OTHER REVENUE	0.0	10.2	10.2	298311.8%
Total Revenues	**53.4**	**61.1**	**7.7**	**14.5%**
Expenditures by Type:				
1-PERSONNEL	22.6	22.5	-0.2	-0.7%
2-OTHER O&M EXPENSE	35.6	25.4	-10.2	-28.6%
3-DEBT SERVICE	2.1	2.1	0.0	0.0%
4-CAPITAL OUTLAY	11.1	10.7	-0.4	-3.9%
5-TRANSFERS OUT	0.1	0.1	0.0	0.0%
6-INTERNAL FIXED CHARGES	8.5	8.5	0.0	0.0%
Total Expenditures	**80.1**	**69.3**	**-10.8**	**-13.5%**
Net Annual Activity	-26.7	-8.2		
Projected CIP Carryover to FY22-23		7.8		
Projected Ending Available Fund Balance, June 30, 2022	**$6.5**	**$17.2**		
Fund Balance as % of Expenditures	**8.1%**	**24.9%**		
Target Reserve Level	25%	25%		

RECOMMENDATION

That the Finance and Governance Committee:

1. Receive an update on the FY 2021-22 revenue and expenditure projections for major funds, and authorize staff to make the presentation to City Council, incorporating any updates or new information that may arise in the interim;

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CITY OF OXNARD CALIFORNIA

QUESTIONS