



Meeting Date: 4 / 11 / 06

ACTION	TYPE OF ITEM
<input type="checkbox"/> Approved Recommendation	<input type="checkbox"/> Info/Consent
<input type="checkbox"/> Ord. No(s). _____	<input type="checkbox"/> Report
<input type="checkbox"/> Res. No(s). _____	<input type="checkbox"/> Public Hearing
<input type="checkbox"/> Other _____	<input checked="" type="checkbox"/> Other Appt Item 7:15

Prepared By: Grace Magistrale Hoffman *gmh* Agenda Item No. P-2

Reviewed By: City Manager *[Signature]* City Attorney *[Signature]* Finance _____ Other (Specify) _____

DATE: April 3, 2006

TO: City Council
Community Development Commission

FROM: Edmund F. Sotelo, City Manager

SUBJECT: Midyear Report on the Fiscal Year 2005-2006 Budget

RECOMMENDATION

That City Council/Community Development Commission:

1. Approve increases and decreases to General Fund revenues and appropriations for the FY 2005-2006 budget as follows:
 - a. An increase of \$2,071,000 in secured property tax.
 - b. An increase of \$1,210,000 in sales tax.
 - c. An increase of \$964,000 in miscellaneous revenues, including user fees, licenses and permits.
 - d. An increase of \$566,000 to the contribution to fund balance contingency.
 - e. A decrease of \$1,612,000 in intergovernmental motor vehicle in-lieu tax.
 - f. A decrease of \$935,000 in business license tax.
 - g. An increase of \$2,264,000 in non-departmental appropriations that will be allocated among the Police and Fire Departments, and the Parks Division.

2. Approve adjustments to revenue, services, and expenditures for the FY 2005-2006 budget as follows:
 - a. An increase of \$1,512,732 in General Fund one-time budget appropriations as provided in this report.
 - b. An increase of \$686,307 in General Fund ongoing budget appropriations as provided in this report.
 - c. An increase of \$87,172 in General Fund revenues as provided in this report.
 - d. An adjustment in Other Funds appropriations as provided in this report.

3. Adopt a resolution authorizing full-time equivalent positions in the City effective April 11, 2006, and approving the Classification and Salary Schedule effective April 11, 2006.

DISCUSSION

Revenue Increases/Decreases:

The FY 2005-2006 Midyear Budget Report makes several recommendations on revenue increases and decreases. Although discussed in great detail in the Financial Forecast report (to be presented to City Council on April 11, 2006), the following highlights are provided:

Property Tax: Property tax revenues have increased significantly in the past five years, and FY 2005-2006 is no exception. Property tax increased due to the shift of the vehicle license fee (VLF) to property tax in lieu of VLF as of FY 2004-2005 (Triple Flip). The amount for FY 2005-2006 is higher due to adjustments for assessed valuation and "true-up" (i.e., reconciliation from prior year) costs. For FY 2005-2006, an increase of \$2,071,000 in property tax is recommended.

Sales Tax: Sales tax revenue over the past eight years has increased at a constant rate. Current projections show substantial gains this year. The information provided by the City's sales tax consultant, HdL Companies, confirms the latest projections. For FY 2005-2006, an increase of \$1,210,000 in sales tax is recommended.

Miscellaneous Revenues: Miscellaneous revenues include large increases in the Police Department's charges for stored vehicles and parking. Also, increased revenues for licenses and permits are running approximately 50 percent higher at midyear. These increases are partially offset by decreases in interest earnings and penalties. For FY 2005-2006, an increase of \$964,000 in various revenue categories is recommended.

Fund Balance/Contingency: The FY 2005-2006 Adopted Budget included a contribution to the General Fund Operating Reserve of \$1,571,536. Because some of the one-time revenues will not occur this fiscal year, it is recommended that this amount be adjusted to \$1,005,536. This will actually lower the amount that would have been contributed to the General Fund Operating Reserve from \$1,571,536 to \$1,005,536 (a difference of \$566,000).

Intergovernmental Revenues: Intergovernmental revenues include the motor vehicle in-lieu (VLF) tax which decreased in 2004 when the State changed the allocation to cities. The State Budget Act of 2004 eliminated the VLF Backfill and altered the allocation formula. The FY 2005-2006 revenue estimate was based on prior year amounts which included a one-time payback by the State. For FY 2005-2006, a decrease of \$1,612,000 in motor vehicle in-lieu tax is recommended.

Business License Tax: Business License Tax has been steadily increasing over time with a couple of temporary declines, one of which is occurring this year. Current year revenue projections were based on FY 2004-2005 amounts that showed increased collections based on a tax collection program that did

not result in increases for FY 2005-2006. For FY 2005-2006, a decrease of \$935,000 in business license tax is recommended.

Structural Fund Issue:

During the FY 2005-2006 budget process, structural funding issues were identified in three City departments (mainly Police, Fire and the Parks Division). Based on the revenue adjustments being recommended in this Midyear Budget Report, an increase to address the structural issues is possible. It is recommended that \$2,264,000 be appropriated in the non-departmental account to be allocated among the Police and Fire Departments, and the Parks Division. Based on current spending patterns in these three areas, this appropriation will make substantial movement in resolving the structural funding issue the City currently has. Follow-up review and recommendations will take place with the development of the FY 2006-2007 budget.

General Fund Operating Reserve:

The operating reserve policy states that "The City Council will endeavor to maintain an operating reserve equal to 18 percent of the General Fund Operating Budget." The City's General Fund Operating Budget is \$104,500,135 for FY 2005-2006; and 18 percent of \$104,500,135 is \$18,810,024. The recommendations contained in this report will bring the General Fund Operating Reserve to approximately 17.3 percent of the operating budget.

Based on the information contained in the Financial Forecast, the very positive economic outlook of the City, and the need to fund some unmet needs, it is recommended that the proposals contained in this report be approved.

\$ 23,398,425	General Fund Operating Reserve as of June 30, 2005 (Audited)
(18,810,024)	18 Percent General Fund Operating Reserve Amount
(4,201,060)	Amount Reserved for Encumbrances
1,005,536	Amount from "Contribution to the General Fund Operating Reserve"
1,392,877	Amount "Above" 18 Percent Operating Reserve Amount

This calculation will now show fund balance if recommendations in this report are approved:

\$ 1,392,877	Amount "Above" 18 Percent Operating Reserve Amount
18,810,024	18 Percent General Fund Operating Reserve Amount
20,202,901	Amount "Available" for Adjustments
(686,307)	Ongoing Amount Recommended for Adjustments
(1,425,560)	One-Time Amount Recommended for Adjustments
18,091,034	General Fund Operating Reserve Balance (equals approximately 17.3 percent)
4,201,060	Amount Reserved for Encumbrances
\$ 22,292,094	General Fund Operating Reserve

Budget Adjustments

Staff recommends that the following net adjustments be made in the General Fund and Other Funds revenues and appropriations for the following services and programs:

Fund	Ongoing			One-Time			Total Impact
	Appropriation	Offset	Impact	Appropriation	Offset	Impact	
General Fund	\$ 686,307		\$ 686,307	\$ 1,512,732	\$ 87,172	\$ 1,425,560	\$2,111,867
Gas Tax	27,327		27,327				27,327
CUPA	902		902				902
Library Grants	52,600	52,600	-0-				-0-
Southwinds				154,746		154,746	154,746
Ormond Beach				200,000		200,000	200,000
HERO				500,000		500,000	500,000
Housing Set-Aside				(30,000)		(30,000)	(30,000)
CDC	198		198				198
Water	45,631		45,631				45,631
Wastewater	15,750		15,750				15,750
Solid Waste	290,027		290,027				290,027
Information Systems	87,500	87,500	-0-	50,000	50,000		-0-
Facilities Maintenance	5,438		5,438				5,438
Equipment Maintenance	615,000	615,000	-0-				-0-
Capital Outlay				992,172	992,172		-0-

These recommended adjustments are detailed in Attachment #2; the following is a simplified summary.

1. \$1,512,732 General Fund One-Time Appropriations

- a. \$ 9,600 for City Clerk document microfilm scanning
- b. 87,172 for Cable Television public access educational equipment
- c. 9,000 for equipment costs for Satellite City Hall
- d. 6,200 for City Treasurer interactive voice response for alternative payment methods
- e. 22,500 for Finance Department audit services
- f. 75,500 for Finance Department Citywide Cost Allocation Plan and User Fee Study
- g. 25,000 for Fire Department emergency operations training
- h. 20,000 for Fire Department background investigations for trainee positions
- i. 50,000 for Human Resources Department advertising costs for new recruitments
- j. 2,500 for Carnegie Art Museum collections storage improvements
- k. 59,000 for Police Department Violent Crime Task Force
- l. 71,360 for replacement of safety equipment in Police Department
- m. 650,000 for replacement of Police and Fire Computer Aided Dispatch
- n. 36,000 for Weed and Seed grant match
- o. 30,000 for Police Department document microfilm scanning
- p. 18,900 for the Rainbow House facility

- q. 55,000 for Graffiti Action Program
- r. 150,000 for pruning and trimming of trees for Parks Division
- s. 105,000 for senior and youth services at the South Oxnard Center
- t. 30,000 for City Corps to acquire the old Children's Activity Center

2. \$686,307 General Fund Ongoing Appropriations

- a. \$ 17,980 for additional costs for Satellite City Hall
- b. 17,200 for City Treasurer interactive voice response for alternative payment methods
- c. 11,145 for increased costs for the Business License Program
- d. 52,600 for additional funding for the Library Literacy Program
- e. 67,700 for Library Department materials (electronic database and subscriptions)
- f. 10,028 for maintenance on the Library book return system
- g. 5,000 for the Carnegie Art Museum downtown arts promotion
- h. 82,713 for Police Department Violent Crime Task Force
- i. 39,000 for Police Department Crisis Intervention Team
- j. 261,227 for fuel cost and equipment maintenance increases (various departments)
- k. 45,000 for Graffiti Action Program
- l. 40,000 for senior and youth services at the South Oxnard Center
- m. 30,000 for City Corps to acquire the old Children's Activity Center
- n. 3,488 for "Day at the Park" event for special needs population
- o. 3,226 additional funds for City Clerk's Office

3. \$87,172 General Fund Revenues for Cable Television

Other Funds

- 1. \$ 35,000 Community Development Commission funding to assist the Oxnard School District with the Southwinds Adult Education Campus.
- 2. 819,746 Community Development Commission ERAF payment (\$119,746 Southwinds, \$200,000 Ormond Beach, \$500,000 HERO).
- 3. 250,000 Information Systems funding for a four-year technology master plan (funded by the reallocation and closure of various capital projects).
- 4. 615,000 Equipment Maintenance funding for increased fuel cost and equipment maintenance (includes \$261,227 of general fund cost shown above).

Authorized Positions in the Midyear Budget

The recommended FY 2005-2006 Midyear Budget authorizes various positions in City departments (Attachment #4). These recommendations include implementation of Phase 1 of the Public Works Department reorganization. A summary of these positions is as follows:

- Reclassification of one Legal Assistant to Paralegal in City Attorney's Office
- Reclassification of one Senior Administrative Legal Secretary to an Administrative Assistant in City Attorney's Office

- Addition of one Computer Operator in Information Systems
- Addition of one Systems Analyst III in Information Systems
- Reclassification of one Office Assistant II to Administrative Secretary II in Community Development
- Addition of one Plan Check Engineer in Development Services
- Addition of one Plumbing and Mechanical Inspector in Development Services
- Reclassification of one Customer Service Supervisor to an Accounting Manager in Finance
- Addition of one Disaster Preparedness Coordinator in the Fire Department
- Reclassification of one Management Analyst III to Management Analyst II in the Housing Department
- Reclassification of one Senior Administrative Secretary to Administrative Assistant in the Police Department
- Reclassification of one Community Service Officer to Sex Registrant Specialist in the Police Department
- Reclassification of one half-time Police Cadet to a full-time Missing Persons Specialist in the Police Department
- Reclassification of one full-time, one three-quarter time and one half-time Police Cadet to Police Records Technician I in the Police Department
- Reclassification of one Police Officer II to a Police Officer III in the Police Department
- Reclassification of one Management Analyst II to an Administrative Services Manager in Public Works Administration
- Reclassification of one Computer Network Engineer II in Water to Computer Network Engineer III in Information Systems
- Reclassification of one Water System Operator I/II/III to a Water Distribution Operator I/II in Water
- Reclassification of one Wastewater Superintendent in Wastewater to Utility Services Manager/Assistant Public Works Director in Public Works Administration
- Addition of three Equipment Mechanics in Equipment Maintenance
- Reclassification of one Administrative Technician to Construction Project Coordinator in Streets
- Reclassification of one Supervising Civil Engineer in Engineering to Design and Construction Services Manager in Public Works Administration
- Reclassification of one Parks and Facilities Superintendent in Parks and Facilities to Maintenance Services Manager/Deputy Public Works Director in Public Works Administration
- Changes in positions resulting from approved service level options or personnel actions including salary range changes

FINANCIAL IMPACT

The financial impact of the recommendations contained in the midyear budget report is thoroughly detailed in this report. In summary, the General Fund ongoing recommendations contained in this report will have an impact of \$686,307 on the General Fund Operating Reserve. The General Fund one-time recommendations contained in this report will have an impact of \$1,425,560 to the General Fund Operating Reserve. The information in this report explains that the current General Fund Operating Reserve is at \$23,398,425; after the recommendations in this report, the amount in the General Fund Operating Reserve will be \$22,292,094.

- Attachment #1 - General Fund Operating Reserve Summary
#2 - Summary of Recommended Midyear Budget Requests and Adjustments
#3 - Special Budget Appropriation
#4 - Authorized Position Resolution and City Classification and Salary Schedule

CITY OF OXNARD
2005-2006 PROJECTED GENERAL FUND OPERATING RESERVE
ESTIMATED
03/28/2006

Operating Reserve

Fund Balance June 30, 2005	
Reserved	4,201,090
Unreserved	19,197,335
Total Fund Balance	23,398,425

2005-2006 Estimated Revenues & Transfers	104,500,135
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Est Revenue Adjustments

BLD Consulting Agreement (1)	267,462
Dev Permit Center Fee\Civic Center (2)	74,500

	341,962
Net Adjusted Revenues	104,842,097

2005-2006 Appropriations	(104,500,135)
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Appropriation Adjustments

BLD Consulting Agreement (1)	(267,462)
Dev Permit Center Fee\Civic Center (2)	(74,500)

	(341,962)
Net Adjusted 2005-2006 Appropriations	(104,842,097)

	0
Net Change to Operating Reserve	

Reserved	4,201,060
Operating Reserve For Contingencies (18%)	18,810,024
Reserve Balance	387,341
Estimated Operating Reserve 6-30-2006	23,398,425

- (1) Council Action 07/26/05
- (2) Council Action 11/22/05

**MID-YEAR REQUESTS
FY 2005-2006**

Department/Division/Program	Request	Revenue Requested	Revenue Approved	On-Going Requested	On-Going Approved	On-Going Annualized	One Time Requested	One Time Approved	Comment
GENERAL FUND									
City Attorney									
Debt Collection	Additional funding for debt collection to enhance debt collection activities.			1,110					No
<i>Total City Attorney</i>				1,110					
City Clerk									
City Clerk	Additional funding for scanning microfilm for documents dated from 1903 to 1980.						9,600	9,600	Yes
<i>Total City Clerk</i>							9,600	9,600	
City Manager									
Cable Television	Funding for public access and educational equipment.	87,172	87,172				87,172	87,172	Yes
Satellite City Hall	Additional funding to cover cost of coordinating six additional events annually and for equipment for Satellite City Hall.			17,980	17,980	35,960	9,000	9,000	Yes
Public Information	Addition of (2) Administrative Technicians to provide technical support to the Community Affairs Division.			52,518					No
Neighborhood Services	Additional funding for increased operating costs for printing, postage, "Did You Know..."; Translation, interpretation services and facility/site costs.			47,503					No
Public Information	Funding to cover the cost of providing Spanish Interpretation Services of the City Council meetings.			19,000					No
<i>Total City Manager</i>		87,172	87,172	137,001	17,980	35,960	96,172	96,172	

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**MID-YEAR REQUESTS
FY 2005-2006**

Department/Division/Program	Request	Revenue Requested	Revenue Approved	On-Going Requested	On-Going Approved	On-Going Annualized	One Time Requested	One Time Approved	Comment
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GENERAL FUND

<i>City Treasurer</i>	Additional funding for Interactive Voice Response and ClickToGov to provide enhanced customer service by providing alternative payment methods.					6,200	6,200	Yes	
<i>City Treasurer</i>	Additional funding for on-going expenses associated with the Interactive Voice Response and ClickToGov.			17,200	17,200	17,200		Yes	
<i>Total City Treasurer</i>				17,200	17,200	17,200	6,200	6,200	

Finance

<i>Utility Customer/License Services</i>	Additional funding for postage, printing and professional services for increased costs associated with the increased number of licenses and notices processed per year.			11,145	11,145	11,145		Yes	
<i>Utility Customer/License Services</i>	Additional funding for overtime to reflect the actual cost of the license renewal process.			19,000				No	
<i>General Accounting</i>	Funding for special audit services for consulting services to perform agreed upon procedures.						22,500	Yes	
<i>General Accounting</i>	Funding for contract with Revenue & Cost Allocation Plan and User Fee Study to allow the City to identify and recover all allowable costs.						75,500	Yes	
<i>Total Finance</i>				30,145	11,145	11,145	98,000	98,000	

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**MID-YEAR REQUESTS
FY 2005-2006**

Department/Division/Program	Request	Revenue Requested	Revenue Approved	On-Going Requested	On-Going Approved	On-Going Annualized	One Time Requested	One Time Approved	Comment
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GENERAL FUND

Fire

Prevention	Addition of (1) Inspector/Cause Investigator to coordinate and complete cases relating to suspicious and arson related fires.			58,762					No
Disaster Preparedness	Funding for training of city personnel in emergency operations and management.			25,000				25,000	Yes - one time for \$25,000
Suppression	Funding for purchase of a "TeleStaff" computer program to automate the scheduling of staffing for fire stations.						45,000		No
Suppression	Funding for background investigations for firefighter trainee positions.						20,000	20,000	Yes - for Human Resources budget
Total Fire				83,762			65,000	45,000	

Human Resources

Human Resources	Additional funding for advertising costs to cover the increase in the number of recruitments.			50,000				50,000	Yes - one-time
Total Human Resources				50,000				50,000	

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**MID-YEAR REQUESTS
FY 2005-2006**

Department/Division/Program	Request	Revenue Requested	Revenue Approved	On-Going Requested	On-Going Approved	On-Going Annualized	One Time Requested	One Time Approved	Comment
GENERAL FUND									
Library									
Information-Reference Services	Additional funding for the Literacy Program to provide literacy tutoring, maintain office records and provide Literacy Outreach at community and other events.			52,600	52,600	52,600			Yes
Information-Reference Services, Support Services & Branch Services.	Funding for electronic database and regular subscriptions, material processing and new library materials.			67,700	67,700	67,700			Yes
Branch Services	Addition of (1) Library Computer Network Engineer I/II for the new South Oxnard Branch Library.			20,000					No
Circulation Services	Funding for the maintenance on the book return system and seven ergonomic bins.			10,028	10,028	10,028			Yes
Carnegie Art Museum	Additional funding for downtown arts promotion.			5,000	5,000	5,000			Yes
Community Outreach	Addition of (1) Management Analyst to provide support for the Library Department.			32,253					No
Carnegie Art Museum	Funding for collections storage improvements.						2,500	2,500	Yes
<i>Total Library</i>				187,581	135,328	135,328	2,500	2,500	

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**MID-YEAR REQUESTS
FY 2005-2006**

Department/Division/Program Request Revenue Requested Revenue Approved On-Going Requested On-Going Approved On-Going Annualized One Time Requested One Time Approved Comment

GENERAL FUND

Police Patrol	Funding for the Oxnard Violent Crime Task Force to replace the federal funds being withdrawn.			82,713	82,713	124,650	59,000	59,000	Yes	
Support Services	Funding for the CAD/RMS maintenance previously funded by the Federal Bureau of Justice Assistance Grant.			147,000					No	
Support Services	Funding for professional services to conduct pre-employment psychological screenings and provide on-going stress management.			62,750					No	
Patrol	Funding to continue partnering with all Ventura County police agencies to share costs for the Crisis Intervention Team (CIT) program staff.			39,000	39,000	39,000			Yes	
Investigations	Additional funding for overtime so that the Stop Truancy Offender Program Center (STOP) can continue to be staffed by officers.			50,000					No	
Patrol	Funding for replacement of safety equipment (weapons and ballistic vests) that have exceeded their service life.						71,360	71,360	Yes	
Support Services	Funding for replacement of Police and Fire Computer Aided Dispatch and Records Management Systems (CAD/RMS).						650,000	650,000	Yes	
Patrol	Funding for the match for a one year Weed and Seed grant to deal with federally-assisted housing tenants in the South Oxnard area.						36,000	36,000	Yes	

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**MID-YEAR REQUESTS
FY 2005-2006**

Department/Division/Program	Request	Revenue Requested	Revenue Approved	On-Going Requested	On-Going Approved	On-Going Annualized	One Time Requested	One Time Approved	Comment
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GENERAL FUND

<i>Patrol</i>	Funding for a network database software that will automate timekeeping, overtime, personnel records, background investigations, internal investigations, use of force incidents, field and in-service training, firearms range records, equipment inventory and vehicle records.						88,500		No
<i>Support Services</i>	Funding to contract document scanning that will allow for the electronic storage and retrieval of documents from 1990 to date.						30,000	30,000	Yes
<i>Total Police</i>		381,463		121,713	163,650		934,860	846,360	

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<i>Public Housing</i>	<i>Public Housing</i>						18,900	18,900	Yes
<i>Total Public Housing</i>							18,900	18,900	

**MID-YEAR REQUESTS
FY 2005-2006**

Department/Division/Program	Request	Revenue Requested	Revenue Approved	On-Going Requested	On-Going Approved	On-Going Annualized	One Time Requested	One Time Approved	Comment
GENERAL FUND									
Public Works									
Equipment Maintenance	Additional funding for fuel cost increases.			261,227	261,227	261,227			Yes - distribution on attached page
Streets and Waterways	Funding to reestablish the Alley Clean Up Team (ACT) including (1) senior maintenance worker and (4) City Corps members to remove debris, clean up illegal dumping and perform weed abatement in the alleys.			69,413					No
Parks & Facilities	Graffiti Task Force Coordination and Community Outreach.			45,000	45,000		55,000	55,000	Yes
Streets and Waterways	Funding for installation of 3,227 restricted parking signs to complete parking signage in support of twice a month street sweeping.						317,201		No
Parks & Facilities	Funding to prune the large trees in City rights-of-way, and replacement and trimming of trees.						350,000	150,000	Yes - for \$150,000
Total Public Works									
				375,640	306,227	261,227	722,201	205,000	

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**MID-YEAR REQUESTS
FY 2005-2006**

Department/Division/Program	Request	Revenue Requested	Revenue Approved	On-Going Requested	On-Going Approved	On-Going Annualized	One Time Requested	One Time Approved	Comment
GENERAL FUND									
Recreation and Community Services									
Senior Services/Youth Development	Funding to provide Senior and Youth services in South Oxnard through the "South Oxnard Neighborhood Center"			40,000	40,000	80,000	105,000	105,000	Yes
Youth Development-City Corps	Funding for building improvements of the City Corps Center at the old Children Activity Center site and ongoing funding for activities and projects at the center.			30,000	30,000	60,000	30,000	30,000	Yes
Youth Development-City Corps	Additional funding to enhance and continue its "Day at the Park" event, which is an ongoing program for Oxnard's special needs population.			3,488	3,488	6,975			Yes
Recreation Services	Funding for a multi-use support vehicle for the Recreation show-mobiles.						70,000		Other funding mechanism being pursued
Recreation Services	Funding for the purchase of a new Santa Claus Parade float.						100,000		Other funding mechanism being pursued
Senior Services	Funding for Artificial Turf Playing Green at the City's Wilson Senior Center.						414,129		No
Total Recreation and Comm. Serv.				73,488	73,488	146,975	719,129	135,000	
Totals		87,172	87,172	1,337,390	683,081	771,485	2,672,562	1,512,732	
Ongoing General Fund Subtotal					683,081			1,512,732	
One-Time General Fund Subtotal								87,172	
Revenue Offset General Fund Subtotal									
Total General Fund					683,081			1,425,560	

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**REQUESTED SERVICE LEVEL OPTIONS AND ADJUSTMENTS
FY 2005-2006**

Department/Division/Program OTHER FUNDS	Request	Revenue Requested	Revenue Approved	On-Going Requested	On-Going Approved	On-Going Annualized	One Time Requested	One Time Approved	Comment	
Community Development Commission										
Southwinds	Funding to assist the Oxnard Union High School District to improve their newly opened Southwinds Adult Education Campus.						35,000	35,000	Yes - funds will be reduced in the Housing Set-Aside Project for \$30,000.	
Community Development Commission										
ERAF Payment							819,746	819,746	Yes	
Southwinds		119,746								
Ormond Beach		200,000								
Hero		500,000								
Total Community Development Commission								854,746	854,746	
Information Systems										
Information Services	Funding for a four-year technology master plan to create and implement a plan to optimize IT investments.						250,000	250,000	Yes - funded by the reallocation and/or closure of various capital projects	
Information Services	Addition of (1) Computer Operator Position to provide enhanced software support for a variety of specialized programs for the Public Works Department.	31,500	31,500	31,500	31,500	63,000			Yes - funded by Water and Wastewater	
Information Services	Addition of (1) Systems Analyst III to support special projects and technologies for the public Works Department.	56,000	56,000	56,000	56,000	112,000			Yes - funding by PW Admin. (Current year costs funded by salary savings in PW Admin)	
Total Information Systems								250,000	250,000	
Equipment Maintenance										
Equipment Maintenance	Addition of (3) Mechanic I/II positions to bring skilled workers back in-house. Will result in cost savings and reduce equipment downtime.								Yes - funded by reduced outside services and temporary hours.	

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**REQUESTED SERVICE LEVEL OPTIONS AND ADJUSTMENTS
FY 2005-2006**

Department/Division/Program OTHER FUNDS	Request	Revenue Requested	Revenue Approved	On-Going Requested	On-Going Approved	On-Going Annualized	One Time Requested	One Time Approved	Comment
<i>Equipment Maintenance</i>	Additional funding for fuel. General Fund Gas Tax CUPA (Fire) CDC Water Operating Solid Waste Operating Facilities Equipment Maintenance	615,000		261,227 27,327 902 198 26,309 290,027 5,438 3,572	615,000				Yes
<i>Total Equipment Maintenance</i>				615,000	615,000				
<i>Distribution</i>	Addition of (2) Water Distribution Operator I/II to handle the increased meter repair and water system maintenance and repairs.			49,508		99,016			Hold for Mid-Term
<i>Total Water</i>				49,508		99,016			

00090

EQUIPMENT MAINTENANCE

ACCT.	DESCRIPTION	TOTAL	TOTAL DEPT/FUND
	FINANCE		
101-1612-801.84-39	MAIL & COURIER SERVICES	718	718
	POLICE		
101-2101-802.84-39	COMMUNITY PATROL	116,953	
101-2102-802.84-39	CRIMINAL INVESTIGATIONS	19,906	
101-2103-802.84-39	SUPPORT SERVICES	2,451	
101-2106-802.84-39	CODE ENFORCEMENT	4,159	143,469
	FIRE		
101-2201-802.84-39	FIRE SUPPRESSION	22,545	
101-2202-802.84-39	FIRE PREVENTION	1,038	
101-2203-802.84-39	DISASTER PREPAREDNESS/RESPONSE	104	23,687
	TRANSPORTATION		
101-3101-803.84-39	TRANSPORTATION PLANNING	205	
101-3120-803.84-39	CONSTRUCTION SERVICES	5,529	5,734
	ENGINEERING		
101-3201-803.84-39	DESIGNS	236	
101-3222-803.84-39	SURVEYING SERVICES	352	588
	PUBLIC WORKS ADMINISTRATION		
101-3301-803.84-39	ADMINISTRATION	708	708
	LAND USE PLAN & ENVIRON. PROT		
101-4101-804.84-39	TRANSPORTATION PLANNING	194	194
	DEVELOPMENT & CONSTRUCTION		
101-4301-804.84-39	DEVELOPMENT SERVICES	3,762	3,762
	HUMAN SERVICES		
101-5302-805.84-39	YOUTH DEVELOPMENT	752	752
	LIBRARY		
101-5402-805.84-39	LIBRARY CIRCULATION	300	300
	LEISURE & RECREATION		
101-5501-805.84-39	RECREATION SERVICES	6,076	
101-5511-805.84-39	CITY CORP	8,125	14,201
	PARKS, PUBLIC GROUND		
101-5701-805.84-39	PARKS, PUBLIC GROUND & OPEN AREA	35,128	
101-5702-805.84-39	STREET LANDSCAPING	6,959	
101-5703-805.84-39	GRAFFITI REMOVAL	9,661	
101-5705-805.84-39	TREES & MEDIANS	15,194	
101-5751-805.84-39	PARKS & FACILITIES DEVELOPMENT	172	67,114
* GENERAL FUND		261,227	261,227

CITY OF OXNARD
REQUEST FOR SPECIAL BUDGET APPROPRIATION

To the City Manager:

April 11, 2006

Request is hereby made for an appropriation of total \$

Reason for appropriation: FY06 Mid-Year

<u>FUND</u>	<u>DESCRIPTION/ACCOUNT</u>	On-Going	One Time
		Rev	Rev
		Appr	Appr
General Fund (101)	Non-Departmental		
	Non-Program		
	101-1001-		
	511-7001 - Property-Current Secured	2,071,000	
	511-7002 - Sales Tax	1,210,000	
	514-7022 - Business License	(935,000)	
	533-7261 - Intergovernmental	(1,612,000)	
	581-7523 - Miscellaneous Revenues	964,000	
	721-7831 - Appr. F/Bal - Contingency	566,000	
	801-8377 - Miscellaneous Other		2,264,000
	Reserves and Transfers		
	101-1002-		
	808-8712 - Transfer to Capital Outlay Fund		792,172
	City Clerk		
	101-1301-		
	801-8001 - Direct Labor-Regular	3,226	
	801-8209 - Svcs-Other Prof/Contract		9,600
	City Manager		
	Cable Television		
	101-1402-		
	514-7023 - Franchise Tax-Adelp Cable		87,172
	802-8606 - Machinery & Equip New		(55,000)
	Satellite City Hall		
	101-5290-		
	804-8209 - Svcs-Other Prof/Contract	17,980	
	804-8104 - Supplies-Shop & Field		9,000
	City Treasurer		
	101-1201-		
	801-8109 - Supplies-Other		1,000
	801-8111 - Subscriptions & Publications	4,500	
	801-8209 - Svcs-Other Prof/Contract	10,000	3,000
	801-8343 - Training/Workshops/Meetings	1,500	1,500
	801-8421 - Telephone Charges Basic	1,200	700
	Finance		
	General Accounting		
	101-1601-		
	801-8209 - Svcs-Other Prof/Contract		98,000
	Utility Customer/License Services		
	101-1611-		
	801-8101 - Postage	1,830	
	801-8216 - Services-Printing	1,875	
	801-8209 - Svcs-Other Prof/Contract	7,440	
	Fire		
	Disaster Preparedness		
	101-2203-		
	802-8209 - Svcs-Other Prof/Contract		15,000
	802-8343 - Training/Workshops/Meetings		10,000
	Human Resources		
	Personnel		
	101-1701-		
	801-8209 - Svcs-Other Prof/Contract		20,000
	801-8226 - Miscellaneous Ad/Promo		50,000

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CITY OF OXNARD
REQUEST FOR SPECIAL BUDGET APPROPRIATION

To the City Manager:

April 11, 2006

Request is hereby made for an appropriation of total \$

Reason for appropriation: FY06 Mid-Year

<u>FUND</u>	<u>DESCRIPTION/ACCOUNT</u>	On-Going	One Time
		Rev	Rev
		Appr	Appr
	Library		
	Circulation		
	101-5402-		
	808-8733 - Transf to Other Funds-Match	52,600	
	805-8303 - Mtnce Serv-Office Equipment	10,028	
	Library-Infor/Reference Services		
	101-5403-		
	805-8111 - Subscriptions/Publications	10,000	
	Community Outreach		
	101-5404-		
	805-8209 - Svcs-Other Prof/Contract	52,700	
	Carnegie Art Museum		
	101-5405-		
	805-8226 - Svcs-Misc Ad & Promotion	5,000	
	805-8136 - Minor Equipment-Other		2,500
	Library Branch Services		
	101-5411-		
	805-8111 - Subscriptions/Publications	5,000	
	Police		
	Patrol		
	101-2201-		
	802-8003 - Overtime	52,500	
	802-8113 - Uniforms		12,200
	802-8134 - Minor Field Equipment		59,160
	805-8209 - Svcs-Other Prof/Contract	39,000	
	802-8236 - Fuel Expense-Unleaded	3,150	
	802-8425 - Telephone Charges Cell/Pager	3,063	
	802-8606 - Machinery & Equip New	24,000	59,000
	808-8733 - Transf to Other Funds-Match		36,000
	Support Services		
	101-2201-		
	805-8209 - Svcs-Other Prof/Contract		30,000
	Public Housing		
	Rainbow House		
	101-5181-		
	804-8209 - Svcs-Other Prof/Contract		18,900
	Public Works		
	Administration		
	101-3301-		
	803-8001 - Direct Labor-Regular	(56,000)	
	803-8522 - Data Processing Charges/Oper	56,000	
	Equipment Maintenance		
	See Attached for Detail List of G/F Divisions		
	801-8439 - Equipment Maintenance Charges	261,227	
	Graffiti Removal Program		
	101-5703-		
	805-8001 - Direct Labor-Temporary	4,000	
	805-8101 - Postage	500	
	805-8102 - Supplies-Office	1,500	
	805-8109 - Supplies-Other (GAK's)	8,000	
	805-8132 - Minor Equipment-Office	4,000	
	805-8226 - Misc Ad/Promo	11,500	
	805-8341 - Recognition of Public Guests	10,500	40,000
	805-8425 - Telephone Charges-Cell	2,000	
	805-8439 - Equipment Maintenance Charges	3,000	
	805-8606 - Machinery & Equipment-New		15,000

CITY OF OXNARD
REQUEST FOR SPECIAL BUDGET APPROPRIATION

To the City Manager:

April 11, 2006

Request is hereby made for an appropriation of total \$

Reason for appropriation: FY06 Mid-Year

<u>FUND</u>	<u>DESCRIPTION/ACCOUNT</u>	<u>On-Going</u>		<u>One Time</u>	
		Rev	Appr	Rev	Appr
	Parks & Facilities				
	101-5705-				
	805-8209 - Svcs-Other Prof/Contract				150,000
	Recreation and Community Services				
	Youth Development				
	101-5302				
	805-8002 - Direct Labor-Temporary		21,988		
	805-8104 - Supplies-Shop & Field		1,500		10,000
	805-8209 - Svcs-Other Prof/Contract				85,000
	805-8301 - Maintenance Services-Bldg.		10,000		
	Senior Services				
	101-5303-				
	805-8104 - Supplies-Shop & Field				10,000
	805-8209 - Svcs-Other Prof/Contract		10,000		
	City Corp				
	101-5311-				
	805-8002 - Direct Labor-Temporary		20,000		
	805-8104 - Supplies-Shop & Field		10,000		
	805-8209 - Svcs-Other Prof/Contract				30,000
		2,264,000	2,950,307	87,172	1,512,732
	Net Estimated Change to General Fund Operating Reserve		<u>(686,307)</u>		<u>(1,425,560)</u>
Gas Tax	Traffic Engineering & Signals				
(181)	181-3102-				
	803-8439 - Equipment Maintenance Charges		3,016		
	Street Mtnc & Repairs				
	181-3103-				
	803-8439 - Equipment Maintenance Charges		24,311		
	Net Estimated Change to Gas Tax Fund Balance		<u>(27,327)</u>		
Library Grants	Library Literacy Services				
(208)	208-5459- (775420)				
	711-7901 - Trans from General Fund		(52,600)		
	805-8001 -Direct Labor-Regular		50,600		
	805-8102 - Supplies-Office		2,000		
	Net Estimated Change to Library Grants Fund Balance		<u>0</u>		
Capital Outlay	Police - CAD/RMS				
(301)	301-XXXX (0621XX)				
	711-7901 - Trans from General Fund			(650,000)	
	826-8606 - Machinery & Equipment-New				650,000
	Council Chambers Equip Rpl.				
	301-9948- (011401)				
	711-7901 - Trans from General Fund			(142,172)	
	826-8606 - Machinery & Equipment-New				142,172
	Equip Acqui/Replace-I/S				
	301-9875- (951005)				
	826-8606 - Machinery & Equipment-New				(200,000)
	Info Systems-Master Plan				
	301-73XX (0673XX)				
	826-8209 - Svcs-Other Prof/Contract				200,000
	Net Estimated Change to Capital Outlay Fund Balance				<u>-0-</u>

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CITY OF OXNARD
REQUEST FOR SPECIAL BUDGET APPROPRIATION

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<u>FUND</u>	<u>DESCRIPTION/ACCOUNT</u>	<u>On-Going</u>	<u>One Time</u>
		<u>Rev</u>	<u>Appr</u>
			<u>Rev</u>
			<u>Appr</u>
CUPA (370)	CUPA 370-2205-		
	802-8439 - Equipment Maintenance Charges		<u>902</u>
	Net Estimated Change to CUPA Fund Balance		<u>(902)</u>
Southwinds (403)	Southwinds Bldg Rev 403-8620- (068602)		
	827-8603 - Building-Major Repair		35,000
	Southwinds Operations 403-8401 -		
	862-8487 - RDA ERAF Payments		<u>119,746</u>
	Net Estimated Change to Southwinds Fund Balance		<u>(154,746)</u>
Ormond Beach (404)	Ormond Beach Operations 404-8401 -		
	862-8487 - RDA ERAF Payments		<u>200,000</u>
	Net Estimated Change to Ormond Beach Fund Balance		<u>(200,000)</u>
HERO (405)	HERO Operations 405-8401 -		
	862-8487 - RDA ERAF Payments		<u>500,000</u>
	Net Estimated Change to HERO Fund Balance		<u>(500,000)</u>
Housing Set-Aside (441)	Southwinds Bldg Rev 441-8620- (068602)		
	827-8603 - Building-Major Repair		<u>(30,000)</u>
	Net Estimated Change to Housing Set-Aside Fund Balance		<u>30,000</u>
CDC (499)	CDC Administration 499-8101-		
	861-8439 - Equipment Maintenance Charges	<u>198</u>	
	Net Estimated Change to CDC Fund Balance		<u>(198)</u>
Water (601)	Water Procurement 601-6010-		
	847-8439 - Equipment Maintenance Charges	29,881	
	846-8522 - Data Processing Charges	<u>15,750</u>	
	Net Estimated Change to Water Fund Balance		<u>(45,631)</u>
Waste Water (611)	Col System Mina & Upgrade 611-6103		
	846-8522 - Data Processing Charges	<u>15,750</u>	
	Net Estimated Change to Waste Water Fund Balance		<u>(15,750)</u>

CITY OF OXNARD
REQUEST FOR SPECIAL BUDGET APPROPRIATION

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<u>FUND</u>	<u>DESCRIPTION/ACCOUNT</u>	<u>On-Going</u>		<u>One Time</u>	
		<u>Rev</u>	<u>Appr</u>	<u>Rev</u>	<u>Appr</u>
Solid Waste (631)	Solid Waste Planning				
	631-6301-				
	847-8439 - Equipment Maintenance Charges		1,407		
	Waste Reduction & Education				
	631-6302-				
	847-8439 - Equipment Maintenance Charges		153		
	Processing & Disposal				
	631-6303-				
	847-8439 - Equipment Maintenance Charges		28,474		
	Residential Collection				
	631-6307-				
847-8439 - Equipment Maintenance Charges		126,652			
Commercial Collection					
631-6308-					
847-8439 - Equipment Maintenance Charges		72,495			
Industrial Collection					
631-6309-					
847-8439 - Equipment Maintenance Charges		60,699			
Inspection Services					
631-6310-					
847-8439 - Equipment Maintenance Charges		147			
	Net Estimated Change to Solid Waste Fund Balance		<u>(290,027)</u>		
Information Systems (731)	Information Systems				
	AS400 Applications				
	731-7301-				
	654-7761 - Internal Service Charges	(87,500)			
	851-8001 - Direct Labor-Regular		87,500		
	Info Systems-Master Plan FY06				
	731-73XX (0673XX)				
	826-8209 - Svcs-Other Prof/Contract			50,000	
	Technology Master Plan				
	731-7358 (027301)			(33,707)	
	Council Chamber Upgrades				
	731-7362 (047303)			(10,382)	
	Information Tech Upgrad				
	731-9872 (991001)			(1,108)	
Network Infrastructure					
731-9872 (991001)			(4,803)		
		<u>(87,500)</u>	<u>87,500</u>		
	Net Estimated Change to I/S Fund Balance		<u>-0-</u>		<u>-0-</u>
Facilities Mtnc (735)	Maintenance Custodial				
	735-7401-				
	857-8439 - Equipment Maintenance Charges		5,438		
	Net Estimated Change to Facilities Mtnc. Fund Balance		<u>(5,438)</u>		

CITY OF OXNARD
REQUEST FOR SPECIAL BUDGET APPROPRIATION

To the City Manager:

April 11, 2006

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Reason for appropriation: FY06 Mid-Year

<u>FUND</u>	<u>DESCRIPTION/ACCOUNT</u>	<u>On-Going</u>		<u>One Time</u>	
		<u>Rev</u>	<u>Appr</u>	<u>Rev</u>	<u>Appr</u>
Equipment Mtnce (741)	Equipment Maintenance 741-7501-				
	656-7761 - Internal Service Charges	(615,000)			
	851-8001 - Direct Labor-Regular		193,841		
	851-8002 - Direct Labor-Temporary		(40,000)		
	853-8121 - Repair Parts Expense		265,000		
	853-8236 - Fuel Expenses-Unleaded		200,275		
	853-8238 - Fuel Expense-Diesel		149,725		
	857-8305 - Maint-Other Equipment		(153,841)		
	Net Estimated Change to Equipment Fund Balance	(615,000)	615,000		

Sean Hoffmann 4/5/06
 Department/Division

REQUIRES CITY COUNCIL APPROVAL

DIRECTOR OF FINANCE
Sean Hoffmann

Disposition

Approved

Rejected

Transfer by Journal Voucher

City Manager

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD AMENDING RESOLUTION NO. 12,912 AUTHORIZING FULL-TIME EQUIVALENT POSITIONS IN ACCORDANCE WITH THE OPERATING BUDGET FOR THE 2005-2006 FISCAL YEAR AND AMENDING RESOLUTION NO. 12,913 APPROVING CHANGES IN SECTION XII OF THE PERSONNEL RULES AND REGULATIONS UPDATING THE CLASSIFICATION AND SALARY SCHEDULE

WHEREAS, staff has recommended amendments to Resolution No. 12,912, authorizing full-time positions in the City service and Resolution No. 12, 913 approving changes in Section XII of the Personnel Rules and Regulations updating the Classification and Salary Schedule; and

WHEREAS, the City Council has reviewed the amendments 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 that Resolution No. 12,912 and Resolution No. 12,913 shall remain in force with the following amendments:

Resolution No. 12, 912

<u>DEPARTMENT/CLASSIFICATION TITLE</u>	<u>FULL-TIME EQUIVALENT POSITIONS</u>	
	FROM	TO
CITY ATTORNEY		
Administrative Assistant (C)	0.00	1.00
Legal Assistant (C)	1.00	0.00
Paralegal (C)	0.00	1.00
Sr. Administrative Legal Secretary (C)	1.00	0.00
Department Total	10.00	10.00
CITY MANAGER	FROM	TO
Computer Network Engineer III	1.00	2.00
Computer Operator	1.00	2.00
Systems Analyst III	0.00	1.00
Department Total	29.60	32.60
COMMUNITY DEVELOPMENT COMMISSION	FROM	TO
Administrative Secretary II	0.00	1.00
Office Assistant II	1.15	0.15
Department Total	12.05	12.05

DEVELOPMENT SERVICES	FROM	TO
Plan Check Engineer	0.00	1.00
Plumbing & Mechanical Inspector	0.00	1.00
Department Total	44.75	46.75
FINANCE	FROM	TO
Customer Service Supervisor	1.00	0.00
Accounting Manager	0.00	1.00
Department Total	43.05	43.05
FIRE	FROM	TO
Disaster Preparedness Coordinator	0.00	1.00
Department Total	104.00	105.00
HOUSING	FROM	TO
Management Analyst I/II	1.00	2.00
Management Analyst III	1.85	0.85
Department Total	79.95	79.95
POLICE	FROM	TO
Administrative Assistant (C)	0.00	1.00
Community Service Officer	14.00	13.00
Missing Persons Specialist	0.00	1.00
Police Cadet	5.25	2.50
Police Officer I/II	166.00	165.00
Police Officer III	33.00	34.00
Police Records Technician I/II	13.00	15.25
Sex Registrant Specialist	0.00	1.00
Sr. Administrative Secretary (C)	1.00	0.00
Department Total	387.00	387.50
PUBLIC WORKS DEPARTMENT	FROM	TO
Administrative Services Manager	0.00	1.00
Administrative Technician	4.00	3.00
Computer Network Engineer I/II	1.00	0.00

PUBLIC WORKS DEPARTMENT...	FROM	TO
Construction Project Coordinator	2.00	3.00
Design & Construction Services Manager	0.00	1.00
Equipment Service Worker/Mechanic I/II	20.00	23.00
Maintenance Services Manager	0.00	1.00
Management Analyst I/II	2.00	1.00
Parks & Facilities Superintendent	1.00	0.00
Supervising Civil Engineer	1.00	0.00
Utility Services Manager	0.00	1.00
Wastewater Superintendent	1.00	0.00
Water Distribution Operator I	8.00	9.00
Water Systems Operator I/II/III	1.00	0.00
Department Total	347.00	349.00
City-Wide Total	<u>1,165.50</u>	<u>1,174.00</u>

Resolution No. 12, 913

CLASSIFICATION

SALARY RANGE

Add:

Administrative Services Manager	M66
Design & Construction Services Manager	M83
Disaster Preparedness Coordinator	M38
Maintenance Services Manager	M74
Missing Persons Specialist	A34
Paralegal	C75
Plan Check Engineer	A97
Plumbing & Mechanical Inspector	B126.50
Sex Registrant Specialist	A34
Water Resources Manager	M66
Water Programs Manager	M51
Utility Services Manager	M88

Delete:

Customer Service Supervisor	M26
Legal Assistant (C)	C70
Sr. Administrative Legal Secretary (C)	C65
Parks & Facilities Superintendent	M66
Wastewater Superintendent	M66
Water Systems Operator I	B81
Water Systems Operator II	B86
Water Systems Operator III	B91